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| PROJECT SITE SEXUAL EXPLOITATION & ABUSE RISK ASSESSMENT AND MITIGATION CHECKLIST | | | | | | | |  |
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| Date of Observation: | |  | | | | | | |
| Infrastructure Project Cycle Stage being Observed:   1. Planning (pre-construction). 2. Construction. 3. Service Delivery (post construction). 4. Decommissioning (post-delivery). | |  | | | | | | |
| Planned length of infrastructure project [months]: | |  | | | | | | |
| Name, email and phone number of UNOPS personnel observing: | |  | | | | | | |
| Name of Contracted Firm co-observing: | |  | | | | | | |
| Name, email and phone number of co-observing contractor staff: | |  | | | | | | |
| Name & Address of Project Site (if available): | |  | | | | | | |
| Location of Site: | | City: | Town: | Village: | Informal Settlement: | Rural [no settlements nearby] | | |

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| This checklist is to be used by UNOPS and it’s private sector contractors to identify the potential risks of sexual exploitation and abuse at their project site [s] and at each stage of the infrastructure project cycle. With support from UNOPS, the completed checklist will then be used to develop and put in place sexual exploitation & abuse risk mitigation measures to be included in the project site HSSE plan. Risk mitigation measures will include strengthening contractor capacity to respond appropriately in the management of sexual exploitation and abuse incidents.  The checklist should be completed by a UNOPS representative together with a designated staff member of the contracted entity - where possible. The observing staff member(s) are expected to complete the checklist as truthfully as possible. Their observations should be based on actual and observed events on the date of the observation. Technical support is available from UNOPS [insert contact details].  In the following sections, please complete all relevant sections for the service/activities you are observing on this date.  For each statement, tick the box which corresponds to “yes” or “no.” If a particular activity does not apply to your project site, select “not applicable.” | | | | | | | | | | |
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| INFRASTRUCTURE PROJECT WORKFORCE: | | | | | **YES:** | **NO:** | **N/A:** | **Appropriate mitigation measure:** | | **Comments**  **(such as: cannot be assessed at this point, need contractor involvement etc.)** |
| 1. | Has or will the contractor recruit people from the local / host community to work on the infrastructure project?  If yes, what percentage of the infrastructure projects workforce have been/will be recruited from the local / host community?  Please provide answer here: \_\_\_\_\_\_\_\_\_\_% | | | |  |  |  | * Identify women and persons with disabilities amongst the workforce. * Speak with them and understand their safety needs and appropriately address these. Do they travel to work in the dark? Do they feel safe travelling to work? Are there separate toilet facilities for women with lockable doors? Etc. * Train them on the Code of Conduct as per Annex 1 training guidelines at the end of this document. * Ensure the Code of Conduct is signed and understood. | |  |
| 2. | Has or will the contractor recruit people from outside of the community to work on the infrastructure project?  If yes, what percentage of the infrastructure projects workforce have been/will be recruited from outside the local/host community?  Please provide answer here: \_\_\_\_\_\_\_\_\_\_% | | | |  |  |  | * Liaise with UNOPS to develop Labour Influx Management Plan. Should the project involve the influx of labour, how this influx will be managed—particularly to address SEAH risks. * Identify potential risk points existing in the community that may facilitate the workforce to engage in negative behaviours. Identify women, persons with disabilities amongst the workforce and follow the above mitigation measures in point 1. * Ensure the Code of Conduct is signed and understood by all. * Train them on the Code of Conduct as per Annex 1 training guidelines at the end of this document. | |  |
| 3. | Is on-site accommodation provided for personnel who were recruited from outside the local/host community?  If yes,   * How many men live on-site? \_\_\_\_\_\_ * How many women live on-site? \_\_\_\_\_\_ | | | |  |  |  | * Ensure women (and any of their children) live separately from men. * Have separate, safe and easily accessible facilities for women and men working on the site. Locker rooms and/or latrines should be located in separate areas, well-lit and include the ability to be locked from the inside. * Visibly display signs around the project site (if applicable) that signal to workers and the community that the project site is an area where violence against women and children is prohibited, including sexual exploitation, abuse and harassment. Provide contact details for reports to be made. * Ensure public spaces around the project grounds should be well-lit. | |  |
| 4. | Do any personnel who were recruited from outside the local/host community live amongst that community?  If yes,   * How many men? \_\_\_\_\_\_ * How many women? \_\_\_\_\_\_ | | | |  |  |  | * Visibly display signs in the community that signal to workers and the community that violence against women and children perpetrated by members of the workforce is prohibited (including sexual exploitation, abuse and harassment). Provide contact details for reports to be made. * Identify potential risk points existing in the community that may facilitate the workforce to engage in negative behaviours. * Speak with the workforce (especially women) and understand their safety needs and appropriately address these. Do they travel to work in the dark? Do they feel safe travelling to work? Are there separate toilet facilities for women with lockable doors? Etc. | |  |
| 5. | Does or will the contractor company provide recreation activities for their male personnel?  If yes, please list recreation activities:   * \_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  |  |  | * Speak with the workforce and identify appropriate recreation activities for them to enjoy. The aim here is to prevent boredom and encourage healthy positive behaviours. | |  |
| INFRASTRUCTURE PROJECT WORKFORCE – GENDER & ACCOMMODATION: | | | | |  |  |  |  | |  |
| 6. | Are or will women be living on-site?  If yes, please tick all that apply:   * are the pathways to and from the accommodation well-lit? * are they able to securely lock the doors of their accommodation? * do they have their own washing and toilet facilities separate from men, with lockable toilet / shower / bath doors? * is their accommodation patrolled by vetted security guards’ day and night? | | | |  |  |  | * Speak with them and understand their safety needs and appropriately address these. * Ensure the following:   + Pathways to and from the accommodation well-lit.   + They are able to securely lock the doors of their accommodation.   + They have their own washing and toilet facilities separate from men, with lockable toilet / shower / bath doors.   + Accommodation is patrolled by vetted security guards’ day and night. | |  |
| 7. | Are or will women of the contractor workforce be living in the community?  If yes, please provide the name of all locations (suburb, village etc.)?   * \_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  |  |  | * Recognise and acknowledge they are a particularly vulnerable group to harm and abuse (including sexual exploitation, abuse and harassment). * Ensure the Code of Conduct is signed and understood by all. Before the worker signs, explain the reasons for the Code of Conduct and take time to answer any questions. Informed consent must be given before worker signs. * With UNOPS support, train them on the Code of Conduct as per Annex 1 training guidelines at the end of this document. * Speak with them and understand their safety needs and appropriately address these. Do they travel to work in the dark? Do they feel safe travelling to work? Do they feel safe in their accommodation? Are there locations they feel unsafe? Etc. * Take time to answer any questions they may have and ensure they understand the behaviour they should expect from other people. * Ask if they have any concerns about reporting (e.g., worries about confidentiality or losing their job) and reassure them of their rights, the help they will receive and obligations to report. * Identify their preferred way to report and develop reporting mechanisms that are based on the identified accessibility, safety and confidentiality needs. | |  |
| 8. | Are women going or returning to work in the dark?  If yes,   * are they chaperoned home by vetted and trusted staff to ensure their safety? | | | |  |  |  | * Ensure that they are provided with the means to be able to travel to and from work safely. For example, provide transport or chaperone by vetted personnel. | |  |
| 9. | Does the project site have separate toilet and shower / bath facilities for women and girls, with lockable doors? | | | |  |  |  | * + Ensure they have their own washing and toilet facilities separate from men, with lockable toilet / shower / bath doors. | |  |
| 10. | Is there child-care provision for mothers while they work?  If no,   * are mothers bringing young children to work / the project site? \_\_\_\_\_\_\_ | | | |  |  |  | * + Provide child-care facilities that are staffed by suitably qualified and vetted child-care staff.   + Provide a ‘mothers-room’ and appropriate breaks for mothers to breast-feed privately in a safe environment. | |  |
| INFRASTRUCTURE PROJECT – COMMUNITY CONTACT POINTS: | | | | |  |  |  |  | |  |
| 11. | Are staff working on a daily basis?  If no, which days is the site not operating?  Please list:   * \_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_ | | | |  |  |  | * Ensure part-time and casual workers read, understand and sign the Code of Conduct and receive SEAH training as per Annex 1 guidelines. * Ensure part-time and casual workers have their needs and safety concerns identified and met as per point 7 above. * Ensure safety measures continue for persons living on-site on non-operational site days. The safety measures are listed in point 6 above. * Ensure community contact points are monitored by vetted security guards 24 hours a day / 7 days a week. | |  |
| 12. | Are staff working day and night?  If yes, what hours of the day is the site operational?  Please list:   * \_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_ | | | |  |  |  | * Ensure safety measures continue for persons living on-site and for those off-site. On-site safety measures are listed in point 6 above. Off-site measures are stated in point 8 above. * Ensure community contact points are monitored by vetted security guards 24 hours a day / 7 days a week. | |  |
| 13. | Is the infrastructure project located near to a residential community?  If yes, please tick all that apply:   * Permanent residential village / town / city: * Permanent informal settlement: * Temporary refugee / displaced persons’ camp: | | | |  |  |  | * Liaise with UNOPS to develop a Community Consultation Plan. As part of the project’s stakeholder consultations, those affected by the project should be properly informed of SEAH risksand project activities to get their feedback on project design and safeguard issues. Consultations need to engage with a variety of stakeholders (political, cultural or religious leaders, health teams, local councils, social workers, women’s organizations and groups working with children) and should occur at the start and continuously throughout the implementation of the project. * As per point 2. Develop Labour Influx Management Plan with UNOPS. * Identify potential risk points existing near community spaces that may facilitate the workforce to engage in negative behaviours and take appropriate action to prevent workforce engaging in negative practices. * Visibly display signs in the community that signal to workers and the community that violence against women and children perpetrated by members of the workforce is prohibited (including sexual exploitation, abuse and harassment). Provide contact details for reports to be made. | |  |
| 14. | Is the infrastructure project near any public services or spaces regularly visited by women and children?  If yes, please tick all that apply:   * Hospitals: * Health / Doctors Clinics: * Schools: * Child / Youth Clubs or Projects: * Playgrounds / Recreational Areas: * Women’s Centre [community, safe space, GBV etc.]: * Places of worship (Mosque, etc.): * Washing / Laundry: * Water collection point: * Fire wood / Fuel: * Shops / Markets: * Café / Restaurants: * Humanitarian food distribution point (if applicable): | | | |  |  |  | * As above in point 13. Ensure all are applied. * Where possible, put in place mechanisms that prevent contact between the community and workforce. | |  |
| 15. | Are there areas where the infrastructure project and personnel regularly come into contact with the community during the course of their work?  If yes, please tick all that apply:   * Public services (e.g., hospitals, schools etc): * Building entrances / exits: * Footpaths: * Markets: * Shops: * Café / Restaurants: * Parks / recreational areas: | | | |  |  |  | * As above in point 13. Ensure all are applied. * Where possible, put in place mechanisms that prevent contact between the community and workforce. | |  |
| 16. | Have these infrastructure project / community contact points been mapped? | | | |  |  |  | * Map all infrastructure project / community contact points. | |  |
| 17. | Can changes be made so that infrastructure project workers do not come into contact with members of the community during the course of their work?  If yes, please provide details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  |  |  | * Where possible, make changes to the infrastructure project so that members of the community do not come into contact with workers. | |  |

**ANNEX 1: SEXUAL EXPLOITATION, ABUSE and HARASSMENT (SEAH) TRAINING**

**A. There are some key principles that should be considered when developing the training programme:**

* 1. **Who:** The SEAH training programme should be aimed at the target groups identified in the risk assessment. Typically, these are: (i) workers, both from the contractor and sub-contractors; (ii) consultants, such as the supervision consultants or others working in the project area; and, (iii) staff involved with the project. Particular attention should be made to ensure all women, persons with disabilities and persons under 18 years of age are trained and their needs and concerns are identified and responded to. Managers are particularly important to train as they have the responsibility for ensuring compliance of staff with the Code of Conduct as well as implementing sanctions for transgressions. Training/awareness raising on SEAH should also be done within the project’s adjoining communities, where possible.
  2. **When:** All contractor employees should attend an induction training course prior to commencing work on site to ensure they are familiar with the company’s commitments to address SEAH, and the project’s SEAH Code of Conduct. The sanctions embodied in the Code of Conduct need to be clearly explained. It should be noted that the induction course will need to be repeated on a regular basis as new staff start on the project. Furthermore, weekly refreshers (toolbox talks) on PSEAH should be conducted for workers
  3. **How Often:** It is recommended that all employees attend a mandatory PSEAH training course at the initiation of the project, followed by weekly refreshers (toolbox talks) to reinforce the understanding of the project’s SEAH goals.

**B. At a minimum training should include the following (please liaise with UNOPS over content):**

* 1. Definitions and example scenarios of i) sexual exploitation, ii) sexual abuse and iii) sexual harassment, and how the project can exacerbate and heighten the risks of sexual exploitation, abuse and harassment;
  2. Roles and responsibilities of actors involved in the project (the standards of conduct for project-related staff should be captured in the Code of Conduct);
  3. Case reporting mechanism, accountability structures, and referral procedures within agencies and for community members to report cases related to project staff;
  4. Services available for survivors of SEAH; and,
  5. Follow-up activities to reinforce training content.

**C. Managers Require Additional Training:** Managers will require additional training to ensure that they are familiar with their roles and responsibilities in upholding the GBV CoC. Managers should be required to attend and assist project facilitated training courses for all employees. Ideally, managers should introduce the trainings and announce the learning evaluations, which should include questions on training quality and a section for suggestions on improving the effectiveness of training. This will help ensure that staff see the importance of the training activities.

**D. The project will also need to train:**

* 1. Any Grievance Redress Mechanism (GRM) operator on how to handle SEAH complaints in a survivor-centred manner; and,
  2. Any focal points that are part of the SEAH case resolution mechanism will need training on empathetic and non-judgmental listening.