**Protection from Sexual Exploitation and Abuse (PSEA)**

***Partner Assessment Tool***

Strengthening protection from sexual exploitation and abuse (SEA) is a shared responsibility of the humanitarian and development community, including both UN and partners. The implementing partner (IP) Protocol outlines requirements for the UN and its implementing partners to ensure adequate safeguards and appropriate actions related to SEA within programming and amongst the communities it serves.

As part of the agreement process, it is important that partners have in place the PSEA core standard principles to prevent and respond to sexual exploitation and abuse. Where capacity gaps are identified a capacity-building plan should be put in place.

This form needs to be completed as part of implementing partner/prospective partner process within IOM, at the submission of proposal/budget stage.

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| --- | --- |
| **To be completed by Implementing Partner** | |
| Partner name |  |
| Partner address |  |
| Partner email address |  |
| Partner telephone |  |
| Name of representative |  |
| Project title |  |
| Project location(s) |  |
| Existing or prospective Partner? |  |

**Instructions to Partner:** **PSEA SELF ASSESSMENT\_**

Complete the columns in **blue**. Read each PSEA core standard and tick the **applicable supporting documentation** in place within your organization. If you have at least one of the documents listed, tick it and mark “yes” in blue column (to be completed by Partner). If the organization does not have any applicable documents, tick “no” in blue column (to be completed by Partner). **Please attach supporting documentation. In case you ticked document but did not provide it as justification, the answered will be flagged as “no” and core standard will be missing**.

**Green parts are strictly only for IOM completion**.

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| **Core PSEA Standards** | **Documentation**  *(tick all that apply and attach supporting documentation*) | **To be completed by Partner** | **To be completed by IOM/UN** (*confirm documentation*) |
| **Core Standard 1: Organizational Policy**  The agency has a policy document on PSEA. At a minimum, this document should include a written undertaking that the agency accepts to prevent and report cases of sexual exploitation and abuse and sexual harassment. | Code of conduct (for partner staff)  PSEA policy  Documentation of standard procedures for all personnel to receive/sign PSEA policy  Other (please specify): | Yes  No | Yes (1pt)  No (0 pts) |
| Comment*: [within comments section provide priorities identified for PSEA capacity support]* | |
| **Core Standard 2: Organizational Management**  The agency’s contracts and partnership agreements include a standard clause requiring sub-contractors to adopt policies that prohibit SEA and to take measures to prevent and respond to SEA. | Contracts/partnership agreements for sub-contractors  Other (please specify): | Yes  No | Yes (1pt)  No (0 pts) |
| Comment: | |
| **Core Standard 3: Human Resources Systems**  There is a systematic vetting procedure in place for job candidates through proper screening. This must include, at minimum, reference checks for sexual misconduct and a self-declaration by the job candidate, confirming that they have never been subject to sanctions (disciplinary, administrative or criminal) arising from an investigation in relation to SEA, or left employment pending investigation and refused to cooperate in such an investigation. | Reference check template including check for sexual misconduct (including reference from previous employers and self-declaration)  Recruitment procedures  Other (please specify): | Yes  No | Yes (1pt)  No (0 pts) |
| Comments: | |
| **Core Standard 4: Mandatory Trainings**  The agency holds mandatory trainings (online or in-person) for all its employees and associated personnel on PSEA and relevant procedures. The training should, at a minimum include:   1. a definition of SEA; 2. an explanation on prohibition of SEA; and 3. actions that personnel are required to take (i.e. prompt reporting of allegations and referral of victims). | Training package  Attendance sheets  Training certificates  Other (please specify): | Yes  No | Yes (1pt)  No (0 pts) |
| Comments: | |
| **Core Standard 5: Reporting**  The agency has mechanisms and procedures for personnel, beneficiaries and communities, including, children to report SEA allegations that comply with core standards for reporting (safety, confidentiality, transparency, accessibility) | Agency complaints (reporting) and feedback mechanism  Participation in joint reporting mechanisms  Communication materials  PSEA awareness-raising plan  Description of reporting mechanism  Whistle-blower policy  Other (please specify): | Yes  No | Yes (1pt)  No (0 pts) |
| Comments: | |
| **Core Standard 6: Assistance and Referrals**  The agency has a system to refer SEA victims to locally available support services, based on their needs and consent. This can include actively contributing to in-country PSEA networks and/or Gender-based Violence (GBV) systems (where applicable) and/or referral pathways at an agency level. | Agency referral pathway  List of available service providers  Description of referral or Standard Operation Procedures (SOPs)  Referral form for survivors of GBV/SEA  Guidelines on victim assistance and/or training on GBV and GBV case management principles  Other (please specify): | Yes  No | Yes (1pt)  No (0 pts) |
| Comments: | |
| **Core Standard 7: Investigations**  The agency has a process for investigation of allegations of SEA and can provide evidence. This may include a referral system for investigations where in-house capacity does not exist. | Written procedure for review of SEA allegations  Dedicated resources for investigation(s) and/or commitment of agency support  PSEA investigation policy/procedures  Contract with professional investigative service  Other (please specify): | Yes  No | Yes (1pt)  No (0 pts) |
| Comments: | |
| **Core Standard 8: Corrective Action**  The agency takes appropriate corrective action in response to previous SEA allegations, if any. | Statistics of cases the past year and status open/closed  Other (please specify): | Yes  No | Yes (1pt)  No (0 pts) |
| Comments: | |
| **Total PSEA Capacity Score** | | |  |

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| --- | --- | --- | --- |
| **High Capacity** | | **Medium Capacity** | **Low Capacity** |
| **7 to 8** - Meets most core standards (high capacity) | | **5 to 6** - Meets several standards. Support required to address remaining gaps (medium capacity) | **4 or fewer** - Meets few core standards. Urgent action needed to strengthen PSEA capacity (low capacity |
| If the partner had any capacity gaps in one or several areas related to PSEA, please a) attach an implementation plan outlining appropriate risk mitigation, capacity building, support and monitoring activities, b) provide dates of planned review. | | |

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| **To be completed by IOM** | |
| IOM staff |  |
| Date |  |
| Signature |  |