

## 4) Designating PSEA focal points

The main objective of a PSEA focal point is to help senior management actively prevent and respond to sexual exploitation and abuse by strengthening PSEA policy and supporting the development and delivery of a PSEA action plan.

The PSEA focal point role might involve:

- Monitoring and oversight of the PSEA action plan
- Working in coordination with a PSEA network/other actors
- Co-leading the development/review of a PSEA policy
- Holding Code of Conduct briefings with emphasis on PSEA
- Being the internal focal point (not investigator or case handler) for SEA complaints and concerns
- Contributing to developing and updating a guide on referrals to health and other services that SEA survivors may need, in cooperation with gender-based violence and legal expertise
- Helping to ensure that PSEA is included in every plan, program activity, and donor cooperation agreement
- Serving as liaison between the organization and donors on PSEA issues

The extent of responsibilities will vary depending on the role and whether it's focused on strengthening PSEA within a program, service, organization or group of organizations.

See **Tool 3** for an example of Terms of Reference, including person specification for a PSEA Officer.

### Good practices

- Two focal points in each office - one female and one male
- Ensure focus on the underlying issues of gender and inclusion
- Focal points should coordinate with a PSEA network/other actors to ensure updated knowledge and, importantly, peer support