

## Tool 3

### Terms of Reference for a PSEA Coordinator

#### Purpose of the role

The Prevention and Response to Sexual Exploitation and Abuse (PSEA) Officer is appointed from within the National Society to develop and strengthen PSEA. The role will involve support for senior management to develop and implement PSEA policy and action plans, as well as coordination with/development of the inter-agency PSEA network.

#### Responsibilities

##### Coordination

- An initial assessment of existing collaboration and needs.
- Engage with other actors on PSEA, with emphasis on knowledge-sharing, joint awareness raising, training and reaching out to local communities and specialist expertise.

##### Institutional

- Facilitate a baseline PSEA assessment and development of a PSEA action plan.
- Work with senior management to strengthen internal protection structures, including adapting and briefing on the PSEA Policy, Code of Conduct, internal reporting channels and community-based complaint mechanisms available to affected people.
- Liaise with HR to support development and/or strengthening of recruitment, screening, induction, investigation and survivor assistance procedures.
- Help ensure that the identity of PSEA focal points is known throughout the organization and their contact details are made widely available.
- Make appropriate recommendations to management on enhancing prevention strategies and handling SEA concerns, with technical support from Movement partners if needed.

##### Awareness-raising and training activities

- Plan and organize trainings for office/operations staff on PSEA, including the Code of Conduct, the IFRC PSEA Policy and complaint mechanisms for SEA concerns.
- Access guidance, online training and resources for different roles within the organization, including leaders, managers, PSEA focal points, project delivery staff and volunteers, HR and security.
- With reference to guidance that is relevant to the Red Cross and Red Crescent Movement, provide technical support for staff establishing community-based complaints mechanisms for SEA and designating skilled staff to operate it, in cooperation with other actors if appropriate.
- Deliver learning event/s with other organizations in country/region.

**Complaints**

- Act as an in-person channel (not investigator or case handler) for SEA concerns and complainants.
- Contribute to developing and updating a guide on referrals to health and other services that SEA survivors may need, in cooperation with SGBV and legal expertise.
- Work with trained protection specialists to ensure that survivors are referred to appropriate assistance services.

**Reporting**

- Contribute to reporting on PSEA to senior management and donors, as required.
- Prepare a report on the findings from the baseline PSEA assessment.
- Prepare progress reports against the PSEA action plan.

**Team Member**

- Actively participate in team meetings.
- Support other team members.
- Work and behave in accordance with all organizational policies and procedures.
- Uphold the fundamental principles of the Red Cross and act with integrity.

**Person specification**

| Requirement                    |                 |  |
|--------------------------------|-----------------|--|
| <b>Knowledge and Skills</b>    | Essential<br>✓✓ | <ul style="list-style-type: none"> <li>• Graduate level or suitable work experience, within an area relevant to the subject, international humanitarian aid and/or development</li> <li>• Up-to-date knowledge of good practices in safeguarding/PSEA, protection and/or gender issues</li> <li>• Building and maintaining partnerships and relationships</li> <li>• Ability to work effectively with diverse stakeholders to influence practice</li> <li>• Ensuring inclusive practice and promoting diversity</li> <li>• Skills in active listening, empathy, communications, influencing, training, organising and attention to detail</li> <li>• Resilience in working with stakeholders with competing demands</li> </ul> |
|                                | Desirable       | <ul style="list-style-type: none"> <li>• Formal training in safeguarding and/or protection</li> <li>• A good understanding of humanitarian issues</li> <li>• Experience producing reports and other documentation for a range of audiences</li> </ul>  |
| <b>Experience</b>              | Essential<br>✓✓ | <ul style="list-style-type: none"> <li>• Experience in PSEA, protection, gender and/or inclusion as part of design and/or delivery of humanitarian projects/services</li> <li>• Experience working in the country context</li> <li>• Working with adults and children in vulnerable situations</li> <li>• Working with partner organizations</li> </ul>  |
|                                | Desirable       | <ul style="list-style-type: none"> <li>• Experience working within the Red Cross and Red Crescent Movement</li> <li>• Experience coordinating complex projects with multiple stakeholders.</li> <li>• Experience in the developing and implementing learning processes.</li> </ul>   |
| <b>Additional requirements</b> | Essential<br>✓✓ | <ul style="list-style-type: none"> <li>• Willingness to work out of office hours when necessary.</li> <li>• Ensures inclusive practice and promotes diversity</li> </ul>   |