This assessment is intended to give UNICEF and its partners a baseline for tracking progress of partners’ organizational capacities on PSEA. These standards are aligned with the [United Nations Protocol On Allegations Of Sexual Exploitation And Abuse Involving Implementing Partners](https://www.un.org/preventing-sexual-exploitation-and-abuse/sites/www.un.org.preventing-sexual-exploitation-and-abuse/files/un_protocol_on_sea_allegations_involving_implementing_partners_en.pdf).

# For International NGO partners: INGO HQ are requested to self-complete the PSEA Assessment (including self-rating) and upload the completed Assessment, together with relevant supporting documents (considered as Proof of Evidence of meeting the required standard) into their partner profile in the UN Partner Portal. INGO’s without an existing profile in UNPP will need to create one. There is no manual option for completing the parent INGO HQ PSEA Assessment. Further details are provided in the [Information Brief for CSO Partners on PSEA Assessment & Toolkit.](https://www.unicef.org/about/partnerships/files/Information-Brief-PSEA-Assessment-PSEA-Toolkit-for-CSO-Partners-24-Jan-2020.pdf)

# For national CSO partners: Partners and UNICEF counterparts (i.e. programme officers) (or UNICEF’s 3rd party service providers) go through this assessment together before entering into a partnership to have a shared understanding of the partner’s organizational strengths and areas of improvement on PSEA moving forward. The PSEA Toolkit contains a more detailed self-assessment checklist, which partners can use at any time to improve their organisational capacities on PSEA.

Partners are encouraged to use the findings to develop an action plan that reflects identified areas for improvement on PSEA (see [PSEA Toolkit](https://www.unicef.org/about/partnerships/files/PSEA-Toolkit-Jan-20_2020.docx) Tool 1: Sample Template for Action Plan on PSEA) that UNICEF and partners can revisit at regular intervals (i.e. every 6 or 12 months). The assessment can also help identify areas where external support from UNICEF or other partners is needed, such as trainings, technical advice, funding or increased coordination with inter-agency activities. In addition, UNICEF records the total score of each partner’s capacity assessment as an “SEA Risk Rating” and uses it to determine the number of programmatic assurance visits needed by UNICEF staff and other follow-up actions.

To support partners’ efforts in addressing identified capacity gaps, the [PSEA Toolkit](https://www.unicef.org/about/partnerships/files/PSEA-Toolkit-Jan-20_2020.docx) provides practical guidance on PSEA as well as an extensive list of additional resources in each section.

Instructions on the rating system for the assessment:

The table below provides **core standards** on PSEA organizational policies and procedures Organizations should use the “comment” section to document the organization’s recent progress as well as support needs.

**1 – Absent**: **The organization is not working towards this standard.**

Give this score if the organization does not meet the standard.

**2 – Progressing**: **The organization has made some progress towards applying this standard, but certain aspects need to be improved.**

Give this score if the organization partially meets the criteria.

**3 – Adequate**: **The organization fully meets this standard.**

Give this score if the organization meets the standard.

After reviewing and scoring the organization’s compliance with these standards, add up the totals for each standard to obtain a total score. This total score indicates the organization’s current capacities on PSEA and its related risk rating.

|  |  |  |
| --- | --- | --- |
| Total score | PSEA organizational capacities | SEA Risk Rating |
| 8 or less | Low | High |
| 9 – 14 | Needs improvement | Moderate |
| 15 – 18 | Adequate | Low |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Core Standard | 1 | 2 | 3 | Proof of evidence |
| Core Standard 1: Organizational Policy  Refer: [PSEA Toolkit](https://unicef.sharepoint.com/:w:/r/sites/DAPM/_layouts/15/Doc.aspx?sourcedoc=%7B765CA079-24EE-430C-938B-A9AE3C6A33EB%7D&file=PSEA%20Toolkit%20Jan%206%202020.docx&action=default&mobileredirect=true) Section 4.2.1. Policies  Required 1: An organizational policy on PSEA exists and describes appropriate standards of conduct, other preventive measures, reporting, monitoring, investigation and corrective measures.  Indicator1: Organizational policy includes: a) the definition of the SEZ (which is ine with the UN definition) b) a description of the behavior expected of employees, when they are on duty and when they are not (to reflect the Six Basic Principles of the Interagency Standing Committee relating to the SEZ); and c) explicitly expressed zero tolerance for SEZ (i.e., SEZ as a basis for disciplinary proceedings, which may result in termination of employment).  Indicator 2: The organizational policy for ZSEZ (eg, code of behavior) is signed by its staff, including employees, volunteers, contractors, and others.  Indicator 3: The organization prominently presents information related to the CEAS policy and procedures, including a code of conduct and details regarding application channels, in its own offices and at project implementation sites.  (UN IP Protocol para 15 & Annex A.4) |  |  | x | x Code of conduct  x PSEA policy  x Documentation of standard procedures for all personnel to receive/sign PSEA policy   Other (please specify): |
| Comments:  The association has adopted Code of Conduct with the principles of protection of Sexual Abuse; Written and adopted policy ZSEZ containing definitions, description of behavior, it has zero tolerance to SEZ; The policy was adopted by the board of director, the policy principles are mandatory for all members. A decision was made on the merger if oikuxy ub akk general acts of the association. | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Core Standard | 1 | 2 | 3 | Proof of evidence |
| Core Standard 2: Organizational Management and HR Systems  Refer: [PSEA Toolkit](https://unicef.sharepoint.com/:w:/r/sites/DAPM/_layouts/15/Doc.aspx?sourcedoc=%7B765CA079-24EE-430C-938B-A9AE3C6A33EB%7D&file=PSEA%20Toolkit%20Jan%206%202020.docx&action=default&mobileredirect=true) Section 4.2.2. Procedures  Required 1: The organization’s contracts and partnership agreements include a standard clause requiring contractors, suppliers, consultants and sub-partners to commit to a zero-tolerance policy on SEA and to take measures to prevent and respond to SEA.  Required 2: There is a systematic vetting procedure in place for job candidates (e.g. reference checks, police records, Google searches) in accordance with local laws regarding employment, privacy and data protection, including checking for prior involvement in SEA.  Indicator 1: Standard employment and partnership agreements include the following clauses: prohibition of SEZ, and requiring partners and contractors to take measures to prevent and respond to allegations of SEZ.  Indicator 2: Reference verification forms including a request to confirm the absence of previous charges against the SEZ.  (UN IP Protocol para 11; 15; & Annex A.1, A.2) | **** | **** | x | x ToR (e.g. PSEA-related responsibilities)  x Contracts/partnership agreements  x Recruitment procedure (e.g. reference check with questions related to SEA/child safeguarding)   * Other (please specify):   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Comments:  The association has a signed partnership agreements with organizations in which there is zero tolerance for SEZ. The association has a systematic verification procedure for candidates who are engaged in the association. | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Core Standard | 1 | 2 | 3 | Proof of evidence |
| Core Standard 3: Mandatory Training  Refer [PSEA Toolkit](https://unicef.sharepoint.com/:w:/r/sites/DAPM/_layouts/15/Doc.aspx?sourcedoc=%7B765CA079-24EE-430C-938B-A9AE3C6A33EB%7D&file=PSEA%20Toolkit%20Jan%206%202020.docx&action=default&mobileredirect=true) [Section 4.3.1. Training](#_Training_2)  Required 1: The organization holds mandatory trainings for all personnel on the organization’s SEA policy and procedures and the training includes 1) a definition of SEA (that is aligned with the [UN's definition](https://undocs.org/ST/SGB/2003/13)); 2) a prohibition of SEA; and 3) actions that personnel are required to take (i.e. prompt reporting of allegations and referral of survivors).  Indicator 1: The organization has a formally documented ZSEZ training package.  Indicator 2: The organization requires all employees to periodically participate in ZSEZ trainings and keep internal records of training attendance (ie name of training participants, date of training, type of training, training provider).  (UN IP Protocol para 17 & Annex A.5) | **** | **x** | **** | x Annual training plan  x Training agenda  x Attendance sheets   * Other (please specify):   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Comments:  The association has an annual mendatory training plan. Members of the association will participate in the training in accordance with ZSEZ. | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Core Standard | 1 | 2 | 3 | Proof of evidence |
| Core Standard 4: Reporting  Refer [PSEA Toolkit](https://unicef.sharepoint.com/:w:/r/sites/DAPM/_layouts/15/Doc.aspx?sourcedoc=%7B765CA079-24EE-430C-938B-A9AE3C6A33EB%7D&file=PSEA%20Toolkit%20Jan%206%202020.docx&action=default&mobileredirect=true) Section 4.3.2. Awareness-raising and Section 5.2. Reporting Mechanisms  Required 1: The organization has mechanisms and procedures for personnel, beneficiaries and communities, including children, to report SEA allegations that comply with core standards for reporting (i.e. safety, confidentiality, transparency, accessibility) and ensures that beneficiaries are aware of these.  Indicator 1: The organization has communication materials on ZSEZ and available application channels, which are available in the locally relevant language and presented so that all groups, including children, can understand them.  Indicator 2: The organization has a description of how employees and users can report SEZ, as well as organizational procedures for responding to such allegations, including those involving other employees.  Indicator 3: The organization limits the number of persons with access to the information contained in the applications, and then when it shares this information, it removes data from them that allow the identification of the persons involved.  (UN IP Protocol para 19 & Annex A.3) |  |  | x | x Communication materials  x PSEA awareness-raising plan  x Description of Reporting Mechanism  x Whistle-blower Policy   * Other (please specify):   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Comments:  SEZ has a described method of application. | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Core Standard | 1 | 2 | 3 | Proof of evidence |
| Core Standard 5: Assistance and Referrals  Refer [PSEA Toolkit](https://unicef.sharepoint.com/:w:/r/sites/DAPM/_layouts/15/Doc.aspx?sourcedoc=%7B765CA079-24EE-430C-938B-A9AE3C6A33EB%7D&file=PSEA%20Toolkit%20Jan%206%202020.docx&action=default&mobileredirect=true) Section 6.2. Assistance and Referrals  Required 1: The organization has a system to ensure survivors of SEA, including children, receive immediate professional assistance, referring them to qualified service providers  Indicator 1: The organization has an updated list of local service providers and / or contact with local mechanisms for coordination of SAR protection measures (eg, RZM sub-cluster) for all program locations.  Indicator 2: The organization has a procedure for managing the referral process, which describes the steps that employees, and especially those who receive complaints, should take, including actions taken after the referral.  Indicator 3: The organization has a referral form for RZN / SEZ victims.  (UN IP Protocol para 22.d.) |  | **** | **x** | x List of Service Providers  x Description of Referral Process  x Referral form for survivors of GBV/SEA   Other (please specify):Prescribed protocols |
| Comments:  The association has prescribed protocols with relevant associations to support victims of sexual violence. | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Core Standard | 1 | 2 | 3 | Proof of evidence |
| Core Standard 6: Investigations  Refer [PSEA Toolkit](https://unicef.sharepoint.com/:w:/r/sites/DAPM/_layouts/15/Doc.aspx?sourcedoc=%7B765CA079-24EE-430C-938B-A9AE3C6A33EB%7D&file=PSEA%20Toolkit%20Jan%206%202020.docx&action=default&mobileredirect=true) [Section 7.2. Investigation Procedures](#Investigation_Procedures).  Required 1: The organization has a process for investigation of allegations of SEA and can provide evidence that it has appropriately dealt with past SEA allegations, if any, through investigation and corrective action.  Indicator 1: The organization has a process for reviewing SEZ allegations and deciding on the need for an investigation and other next steps (eg, assistance to an adult / child victim and / or others, need for an investigation); this includes a system for recording all allegations of SEZ in which employees of the organization are involved, as well as measures to respond to these allegations.  Indicator 2: The organization has access to an experienced, impartial and trained person to conduct a SEZ investigation; this may involve hiring an employee, hiring an external investigator, or securing the participation of a partner to support the investigation.  Indicator 3: The organization has a system for organizational oversight of investigations (eg, information / communication sharing, risk assessment), including disciplinary measures, when serious allegations are made.  (UN IP Protocol para 20, 22.a., & Annex A.6) |  |  | x | x Written process for review of SEA allegations  x Dedicated resources for investigation(s) and/or commitment of partner for support  x PSEA investigation policy/procedures   Other (please specify):Prescribed protocols |
| Comments:  The association has prescribed protocols with relevant associations to support victims of sexual violence. | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TOTAL PER RATING (i.e. count all 1s, 2s and 3s) | 0 | 0 | 18 |  |
| **GRAND TOTAL** (i.e. 1s + 2s + 3s) | 18 | | |  |
| **PSEA organizational capacities** | Low | | |  |
| **SEA Risk Rating** | High | | |  |

PSEA Assessment of [Name of the IP]: Society of Social Workers ZDK

Assessment completed by: Mirnes Telalović

Email address: mirnestelalovic@yahoo.com

Signature Date of Assessment 12.01. 2021.