

PSEA ASSESSMENT

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](#).

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](#).

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](#) 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](#) 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 (TABLE 1: Capacity Assessment – Standards) below provides **eight core standards** on PSEA organizational policies and procedures (in line with the [common assessment form](#) developed in a consultative process between United Nations entities and our partners). Compliance with each standard has to be assessed individually and rated with "yes" or "no" or "n/a" for core standards 2 and/or 8).

The number of standards met provides the basis for the partner's "SEA Risk Rating" and reflects the partner's current capacities. Organizations should use the "comment" section to document the organization's recent progress as well as support needs.

1 – YES: The organization fully meets this standard.

Give this score if the organization meets the standard.

0 – NO: The organization does not meet this standard.

Give this score if the organization does not meet the criteria. The organization might (1) not be working towards this standard, or (2) have made some progress towards applying this standard, but certain aspects need to be improved.

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	Meets all standards (full capacity)	Low
6 to 7	Meets most standards. Support required to address remaining gaps (medium capacity)	Moderate
5 or fewer	Does not meet the minimum standards. Immediate action needed to strengthen PSEA capacity (low capacity)	High

UN IMPLEMENTING PARTNER PSEA CAPACITY ASSESSMENT

TABLE 1: Capacity Assessment- Standards

Standard	Yes	No	Supporting documentation may include
<p>1: Organizational Policy</p> <p><u>Required:</u> The organization has a policy document on PSEA. At a minimum, this document should include a written undertaking that the partner accepts the standards in ST/SGB/2003/13.</p> <p>(UN IP Protocol para 15 & Annex A.4)</p> <p>Refer: PSEA Toolkit Section 4.2.1. Policies</p>	<p><input checked="" type="checkbox"/> 1 point</p>	<p><input type="checkbox"/> 0 points</p>	<p><input type="checkbox"/> <input checked="" type="checkbox"/> Code of Conduct (internal or interagency)</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> PSEA policy</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Documentation of standard procedures for all personnel to receive/sign PSEA policy</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> ToR (e.g. PSEA-related responsibilities)</p> <p><input type="checkbox"/> Other (please specify):</p>

Standard	Yes	No	N/A	Supporting documentation may include
<p>2: Organizational Management</p> <p><u>Required:</u> The organization'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.</p> <p>If the partner does not have subcontractors, the partner can self-rate with "n/a".</p> <p>(UN IP Protocol para 11; 15; & Annex A.1)</p> <p>Refer: PSEA Toolkit Section 4.2.2. Procedures</p>	<p><input checked="" type="checkbox"/> 1 point</p>	<p><input type="checkbox"/> 0 points</p>	<p><input type="checkbox"/> 1 point</p>	<p><input type="checkbox"/> <input checked="" type="checkbox"/> Contracts/partnership agreements for sub-contractors</p> <p><input type="checkbox"/> Other (please specify):</p>

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Standard	Yes	No	Supporting documentation may include
<p>3: Human Resources Systems</p> <p><u>Required:</u> 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 requesting that they confirm 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.</p> <p>(UN IP Protocol para 11; 15; & Annex A.2)</p> <p>Refer: PSEA Toolkit Section 4.2.2. Procedures</p>	<input checked="" type="checkbox"/> 1 point	<input type="checkbox"/> 0 points	<input type="checkbox"/> <input checked="" type="checkbox"/> Reference check template including check for sexual misconduct (including reference from previous employers) <input type="checkbox"/> <input checked="" type="checkbox"/> Self-declaration from candidates <input type="checkbox"/> <input checked="" type="checkbox"/> HR Contracts with a PSEA clause <input type="checkbox"/> <input checked="" type="checkbox"/> Code of Conduct with PSEA <input type="checkbox"/> <input checked="" type="checkbox"/> Recruitment procedures <input type="checkbox"/> Other (please specify):
Comments:			

Standard	Yes	No	Supporting documentation may include
<p>4: Mandatory Training</p> <p><u>Required:</u> The organization holds mandatory trainings (online or in-person) for all personnel on PSEA and relevant procedures. The training should include: 1) a definition of SEA (that is aligned with the UN's definition); 2) explanation on prohibition of SEA; and 3) actions that personnel are required to take (i.e. prompt reporting of allegations and referral of victims).</p> <p>(UN IP Protocol para 17 & Annex A.5)</p> <p>Refer PSEA Toolkit Section 4.3.1. Training</p>	<input checked="" type="checkbox"/> 1 point	<input type="checkbox"/> 0 points	<input type="checkbox"/> <input checked="" type="checkbox"/> Annual training plan <input type="checkbox"/> <input checked="" type="checkbox"/> Training agenda <input type="checkbox"/> <input checked="" type="checkbox"/> Training package <input type="checkbox"/> <input checked="" type="checkbox"/> Attendance sheets <input type="checkbox"/> <input checked="" type="checkbox"/> Training certificates <input type="checkbox"/> Other (please specify):
Comments:			

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Standard	Yes	No	Supporting documentation may include
<p>5: Reporting</p> <p><u>Required:</u> The organization has mechanisms and procedures for personnel, beneficiaries and communities, including children, to report SEA allegations that comply with standards for reporting (i.e. safety, confidentiality, transparency, accessibility).</p> <p>(UN IP Protocol para 19 & Annex A.3)</p> <p>Refer PSEA Toolkit Section 4.3.2. Awareness-raising and Section 5.2. Reporting Mechanisms</p>	<input checked="" type="checkbox"/> 1 point	<input type="checkbox"/> 0 points	<input type="checkbox"/> <input checked="" type="checkbox"/> Description of reporting mechanism <input type="checkbox"/> <input checked="" type="checkbox"/> Participation in joint reporting mechanisms <input type="checkbox"/> <input checked="" type="checkbox"/> Internal Complaints and Feedback Mechanism <input type="checkbox"/> <input checked="" type="checkbox"/> Whistle-blower policy <input type="checkbox"/> <input checked="" type="checkbox"/> Communication materials <input type="checkbox"/> <input checked="" type="checkbox"/> PSEA awareness-raising plan <input type="checkbox"/> Other (please specify):
	Comments:		

Standard	Yes	No	Supporting documentation may include
<p>6: Assistance and Referrals</p> <p><u>Required:</u> To be consistent with the IP Protocol and other UN SEA instruments, the organization has a system to refer SEA victims to available support services available locally, based on their needs and consent. This can include active contribution to in-country PSEA networks and/or GBV systems (where applicable) and/or referral pathways at an inter-agency level.</p> <p>(UN IP Protocol para 22.d.)</p> <p>Refer PSEA Toolkit Section 6.2. Assistance and Referrals</p>	<input checked="" type="checkbox"/> 1 point	<input type="checkbox"/> 0 points	<input type="checkbox"/> <input checked="" type="checkbox"/> Internal or Interagency referral pathway <input type="checkbox"/> <input checked="" type="checkbox"/> List of available service providers <input type="checkbox"/> <input checked="" type="checkbox"/> Description of referral or Standard Operation Procedure (SOP) <input type="checkbox"/> <input checked="" type="checkbox"/> Referral form for survivors/victims of GBV/SEA <input type="checkbox"/> <input checked="" type="checkbox"/> Guidelines on victim assistance and/or training on GBV and GBV case management principles <input type="checkbox"/> Other (please specify):
	Comments:		

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Standard	Yes	No	Supporting documentation may include
<p>7: Investigations</p> <p><u>Required:</u> The organization 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.</p> <p>(UN IP Protocol para 20, 23 and 24, & Annex A.6)</p> <p>Refer PSEA Toolkit Section 7.2. Investigation Procedures.</p>	<input checked="" type="checkbox"/> 1 point	<input type="checkbox"/> 0 points	<input type="checkbox"/> <input checked="" type="checkbox"/> Written process for review of SEA allegations <input type="checkbox"/> <input checked="" type="checkbox"/> Dedicated resources for investigation(s) and/or commitment of partner for support <input type="checkbox"/> <input checked="" type="checkbox"/> PSEA investigation policy/procedures <input type="checkbox"/> <input checked="" type="checkbox"/> Contract with professional investigative service <input type="checkbox"/> <input checked="" type="checkbox"/> Undertaking of confidentiality <input type="checkbox"/> Other (please specify):
		Comments:	

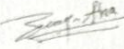
Standard	Yes	No	N/A	Supporting documentation may include
<p>8: Corrective Action</p> <p><u>Required:</u> The organisation has taken appropriate corrective action in response to SEA allegations, if any.</p> <p>If the partner has not had any past SEA allegations the partner can self-rate with "n/a".</p> <p>(UN IP Protocol para 20, 22.a., & Annex A.6)</p>	<input type="checkbox"/> 1 point	<input type="checkbox"/> 0 points	<input checked="" type="checkbox"/> 1 point	If N/A is selected: <input type="checkbox"/> <input checked="" type="checkbox"/> Documentation confirming the absence of SEA allegation If Yes or No selected: <input type="checkbox"/> Evidence of implementation of corrective measures identified by the UN partner entity, including capacity strengthening of staff. <input type="checkbox"/> Specific measures to identify and reduce risks of SEA in programme delivery. <input type="checkbox"/> Other (please specify):
		Comments:		

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Rating of PSEA Capacity	
GRAND TOTAL	8
PSEA organizational capacities	High
SEA Risk Rating	Low

PSEA Assessment of [Name of the IP]: Water Environment & Life Organisation (WEL)

Assessment completed by (UN Entity/ies):

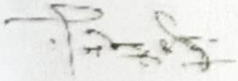

Bodh Narayan Shrestha,
WASH Officer

23.12.2022

Name and functional title of person completing: Gajendra Shrestha (Chairperson)

Chandeshwor Shrestha

Email address: gstha@hotmail.com


Signature:



Date of Assesment: 13 November 2022