



TERMS OF REFERENCE (TA position)

Post Title: Programme Specialist (PSEA Coordinator)

Duty Station: Manila

Level: NOC

Duration: 364 days (with the possibility of extension for another 364 days)

Funding: Joint funding from UN Agencies (WBS to be confirmed)

Supervision: Joint supervision - CP Specialist NOC UNICEF with reporting line to UN RCO

BACKGROUND:

In the first half of 2022, OCHA secured a SBP PSEA capacity for Typhoon Rai response. Subsequently, the UNCT has identified a continued need for a dedicated PSEA Specialist position - NOC, which would be cost shared by the UN agencies. The same has been recommended by the Interagency PSEA coordinator who visited the Philippines in May 2023.

MAJOR DUTIES AND RESPONSIBILITIES:

Under the overall supervision of the UN Resident Coordinator and Humanitarian Coordinator (RC/HC) and day-to-day management by the Head of the RC Office, the PSEA Coordinator is responsible for coordinating and supporting the collective PSEA activities of organizations in the Philippines. The PSEA Coordinator will act as interagency resource and supports the HCT and UNCT to implement the PSEA Strategy and country-level PSEA framework. S/he supports the Philippines PSEA Task Force, currently chaired by World Vision and Catholic Relief Services (CRS), and its key activities, such as risk assessments, capacity building, safe reporting and referrals, maintaining a database of PSEA allegations made in country and preparing guidance documents.

The PSEA Coordinator is responsible for overseeing and supporting the collective PSEA Task Force activities at the national and sub-national level. The PSEA Coordinator shall support strengthening of PSEA programs across the HCT (including ICCG and MHT as HCT's operating arm and humanitarian coordination platform in BARMM) , UNCT and its operational partners.

The presence of the PSEA Coordinator does not lessen the responsibility of individual organizations to develop and/or strengthen their own PSEA programs. While the PSEA Coordinator will support organizations to meet minimum standards on PSEA implementation and foster the sharing of best practices, the final responsibility for institutional and collective PSEA program implementation lies with Heads of Organizations and the RC/HC respectively.

The PSEA Coordinator will undertake the following tasks and responsibilities:

Support the PSEA in-country program:

- Support senior leadership in updating and implementing an in-country PSEA strategy
- Support senior leadership to strengthen the existing an inter-agency PSEA Task Force for technical coordination on PSEA, consisting of membership from UN agencies; international, national, and local organizations operating in the Philippines
- Support the Task Force to carry out a joint PSEA risk assessment in the Philippines to inform senior leadership on strategic decision-making. This may also involve development of an SEA risk registry and mitigation measures and regularly monitoring against progress. Support senior leadership in developing and implementing PSEA Task Force TORs and an Action Plan, based upon the risk assessment.

Coordinate the PSEA Task Force:

- Support the inter-agency PSEA Task Force in coordination with the Task Force co-chairs in the fulfilment of its responsibilities under its PSEA Task Force TORs and Action Plan. This support may include secretarial duties such as: maintaining the PSEA Focal Point list with up-to-date contact details; sending email correspondence with upcoming meetings, workshops, and/or other opportunities; informing Task Force members of relevant policy or procedure related to PSEA issued by the UN or its partners; creating and maintaining a knowledge sharing platform (e.g. website or shared drive) to share resources among Task Force members.
- Represent the PSEA Task Force in *relevant coordination bodies and leadership forums in the Philippines*.
- When the PSEA Coordinator is unavailable, the Task Force will be overseen, supported, and represented by Catholic Relief Services and World Vision International.
- Advocate with senior management of UN entities and/or other organisations operating in the Philippines to ensure the appointment of dedicated agency PSEA Focal Points at an appropriate level and follow up if the Focal Point is not fulfilling his/her duty in attending Task Force meetings and contributing actively to foster collective accountability.
- Support the establishment of sub-national PSEA Task Forces where a need has been identified, e.g. heightened SEA risk or emergency response.

Strengthen PSEA within organizations:

- On request, provide expert guidance and technical support to Task Force members and other relevant entities operating in the context to strengthen their internal PSEA programs in line with good practice and standards.⁴

Engage Stakeholders:

1. Community engagement:

- All activities to engage with the affected population should be planned and implemented in close coordination with Accountability to Affected Populations (AAP) and/or Communicating with Communities (CwC) groups/actors in the Philippines.

- As part of broader community engagement activities, support the Task Force to learn of community perspectives on behaviour of aid workers and others working in development and humanitarian programs, and preferences in discussing sexual matters and receiving and sharing sensitive information to inform the Task Force's outreach and activities
- Support the Task Force to develop a collective communication strategy to raise awareness on key PSEA messages, including the rights of affected populations, the fact that assistance and services are never conditioned on sexual favours, and how to submit sensitive complaints
- Ensure that the implementation of the PSEA Task Force Action Plan is informed by community participation, contextually and culturally appropriate, and based on the community's needs

2. Cluster Coordination:

- Engage and coordinate with Clusters and sub-clusters, in particular Protection Cluster, GBV sub- Cluster Coordinator and Child Protection sub- Cluster Coordinators in the Philippines, to ensure PSEA mainstreaming during planning, policy development, and programming and a harmonized approach to prevention activities and support of victims/survivors, and that PSEA Task Force activities take a victims/survivor-centered approach supporting the rights of victims/survivors.
- Represent the PSEA Task Force and update on relevant PSEA activities during cluster and inter-Cluster meetings
- Report back to the PSEA Task Force on Cluster developments and updates that may impact the PSEA Action Plan implementation
- Engage and coordinate with Cluster and sub-clusters, in particular Protection Cluster, GBV sub- Cluster Coordinator and Child Protection sub- Cluster Coordinators, to ensure PSEA mainstreaming during planning, policy development, and programming and a harmonized approach to prevention activities and support of victims/survivors, and that PSEA Task Force activities take a victims/survivor-centred approach supporting the rights of victims/survivors

3. Integration of PSEA into development programming:

- Under the guidance of the RC/HC and the RCO, support the integration of PSEA into development programming such as the UN Sustainable Development Cooperation Framework (CF).

4. Establish/Strengthen the inter-agency complaints mechanism:

- Support the Task Force to draft Standard Operating Procedures (SOPs) on inter-agency complaint referral following the [Global Standard Operating Procedures on Inter-Agency Cooperation in CBCMs](#), and appropriate for the local context, or review existing SOPs to ensure they are still relevant.
- Support and advocate with senior leadership to finalize and endorse the SOPs
- Coordinate with Heads of Organizations and *Cluster* leads to ensure the referral pathways

are incorporated in PSEA trainings and understood by all actors in the Philippines

- Work with the PSEA Task Force, the AAP/CwC Task Forces, GBV/CP service providers, Protection and other relevant actors to understand community preferences in reporting sensitive allegations
- Support the PSEA and AAP Task Forces to map existing CFMs in the Philippines to identify where there are gaps in community access for reporting sensitive complaints
- Based on CFM mapping and community preferences, support Task Force members to strengthen existing and/or establish new entry points to fill the gaps in reporting access so that there are safe, accessible, and contextually appropriate channels for any member of the community to report complaints of SEA
- Where major gaps exist, in coordination with the PSEA/AAP Task Forces and on the endorsement of senior leadership, support establishment of a collective channel for complaints (e.g. a call center) with clear protocols on complaint intake and referral in line with the Philippines SOPs. *[Where email is an appropriate channel, the coordinator will oversee a neutral email account to receive and refer complaints]*

5. Monitoring and Evaluation:

- Keep aggregate, anonymized trends data as submitted by members and other actors in-country in order to capture SEA trends in the Philippines and support stakeholders to adjust programs
- Coordinate in-country mapping of partners, and agreement on lead agency for PSEA assessment, implementation plan, and capacity development of shared partners

6. Victims'/Survivor-Centered Assistance:

In coordination with the Protection Cluster, GBV and Child Protection sub-Clusters [and SVRO/FVRA/FPVR]:

- Support development of SOP for referral of victims and capacity building on the UN Protocol of Victim Assistance.

8. Accountability, including investigations:

- Disseminate and share good practice standards on victim/survivor-centered investigations with PSEA Task Force members and external partners
- Provide technical support and coordination to deliver training on PSEA guidelines and protocols for victim/survivor-centered investigations
- Promote good practice standards into the PSEA Task Force practices on ensuring that SEA victims/survivors are informed and/or supported in relation to investigations and accountability processes.

9. Recommendations to Senior Leadership and Support Bodies:

- Report regularly to senior management on trends, engagement and gaps.

QUALIFICATIONS AND COMPETENCIES:

Education:

Advance university degree in the field of Social Work, International Relations, Law, Development Studies, Gender Studies or other related fields. *(In the absence of an advance university degree, equivalent of minimum of 7 years of work experience may be considered)

Professional experience:

- 5 years of progressive work experience in the related field.
- Proven technical expertise in the field of PSEA, AAP/Community Engagement, Gender Equality Programming, Protection, Human Rights, and staff misconduct and discipline is very desirable.
- At least 5 year of relevant field experience working in humanitarian and development settings and previous work experience in the Philippines on humanitarian response is an advantage.
- Understanding and familiarity with the UN System, international development (like the SDGs) and humanitarian architecture (like the IASC, HCT, ICCG) will be an advantage.
- Proven experience in leading/supporting coordination for inter-agency mechanisms / platforms like the PSEA Task Force/Task Force, Protection and Gender is highly desirable.
- Proven experience in supporting the development of training materials and facilitating capacity building activities is an advantage.

Skills:

- Coordination (experience in an inter-agency coordination role is an advantage)
- Professionalism (proven integrity, objectivity, and professional competence)
- Communication, facilitation, and inter-personal skills
- Ability to work with different stakeholders and build consensus
- Advocacy across a wide variety of actors
- Leadership (ability to lead a technical network)
- Leveraging (ability to engage at senior leadership level and secure buy-in)
- Problem-solving (ability to know what needs to be done and identify the resources to do it)

Languages:

- English and Filipino is required
- Knowledge of an additional local language is an advantage

Competency Profile:



i) Core Values (Required) CRITAS

- Care
- Respect
- Integrity
- Teamwork
- Accountability

- Sustainability

ii) **Core Competencies (Required as applicable including levels as per the generic job profiles)**

- Builds and Maintains Partnerships
- Demonstrates self-awareness and ethical awareness
- Drive to achieve Results for impact
- Innovates and embraces change
- Manages ambiguity and complexity
- Thinks and acts strategically
- works collaboratively with others

Endorsed by:	Approved by:
<p>UNCT – Joint UN agreement</p> <p>Signed on behalf of UNCT:</p> <p>Joint supervisor: Matija Kovač Head of UN Resident Coordinator's Office (RCO) in The Philippines</p> <p>Signature and date:  17 July 2023</p> <p>Joint Supervisor: Rodeliza Barrientos Child Protection Specialist, UNICEF Philippines</p> <p>Signature and date:</p>	<p>Signature and date:17 July 2023.....</p> <p> Gustavo Gonzales UN Resident Coordinator, The Philippines</p> <p>Signature and date:</p> <p>Oyunsaihan Dendevnorov Representative, UNICEF Philippines</p>