

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

<b>Title</b> Protection from Sexual Exploitation and Abuse Support Consultant	<b>Duty Station:</b> Jakarta	
<b>Purpose of Activity/Assignment</b> <p>The purpose of this consultancy is to support UNICEF Indonesia with the implementation of the UNICEF 2024 Protection from Sexual Exploitation and Abuse (PSEA) work plan, which aims to (i) prevent all forms of SEA and other misconduct by ensuring all United Nations staff and related personnel know the UN standards of conduct and understand their personal and managerial/ command responsibilities; (ii) enhance access to a safe, gender and child-sensitive pathway to report SEA; (iii) strengthen victim-centered assistance for victims of SEA; (iv) facilitate access to prompt and safe investigation, in accordance with a victims'/survivors' rights approach and (v) support UNICEF's co-chair role of the inter-agency PSEAH country structure to deliver on the above PSEA results.</p> <p>The assignment will cover an estimated period of 11.5 months and at least 10 workdays per month (total 115 working days). While the work will be at the national level, online training and technical support may also be conducted for UNICEF personnel and implementing partners in Aceh, Jakarta, East and Central Java, South Sulawesi as well as West and East Nusa Tenggara, Papua, and West Papua Provinces.</p>		
<b>Background</b> <p>In February 2018, the UN High-Level Steering Group on Sexual Exploitation and Abuse, established by UN Secretary-General António Guterres, endorsed the UN Protocol on Allegations of Sexual Exploitation and Abuse Involving Implementing Partners. The UN Protocol sets forth obligations for all UN entities when implementing programmes with partners in the field, including civil society, government, and other partners. These obligations encompass reporting, training, investigations, victim assistance, and risk assessment.</p> <p>UNICEF has a zero-tolerance policy for child safeguarding violations and sexual exploitation and abuse perpetrated by employees, personnel, and sub-contractors of UNICEF and implementing partners. In 2019, UNICEF adopted a Strategy to Prevent and Respond to Sexual Exploitation and Abuse (SEA) and Sexual Harassment (SH). One of the key components of the strategy is the importance of engaging implementing partners in preventing and responding to SEA. Implementing partners are critical to UNICEF's ability to deliver programme results for children and communities. With the launch of UN Common Tools in 2022, all UNICEF implementing partners are obligated to reach "full capacity" in implementing PSEA measures. This includes conducting a self-risk assessment and developing a robust internal organization policy to ensure prevention and referral mechanisms on SEA cases are in place. In 2024, UNICEF was appointed as the co-chair PSEAH Inter-Agency Network with IOM. UNICEF, along with IOM and the PSEAH Coordinator, will be responsible for coordinating the network and leading the implementation of the 2024 Inter-Agency Joint Workplan for PSEAH.</p> <p>UNICEF is seeking an individual expert to support UNICEF in ensuring the implementation of PSEA measures within internal UNICEF and implementing partners, as well as to support UNICEF's role as co-chair in the PSEAH Inter-Agency Network.</p>		
<b>Scope of Work</b> <ul style="list-style-type: none"> <li>• Facilitate orientation workshops and refresher sessions on the UNICEF PSEA Policies to UNICEF personnel, consultants, volunteers, and implementing partners (IPs).</li> <li>• Support and build the capacities of UNICEF personnel and IPs to conduct SEA risk self-assessments using the UN Common Risk Assessment Tools for all UNICEF IPs to reach full capacity (low risk) and ensure PSEA policies and mitigation measures are in place.</li> <li>• Support PSEA awareness-raising activities with UNICEF partners and communities</li> <li>• In collaboration with the Child Protection Team, enhance mechanisms for reporting allegations of sexual exploitation and abuse (SEA), strengthen community-based reporting mechanisms and the capacity of integrated service providers for the protection of women and children (UPTDPPA).</li> <li>• Together with IOM, as co-chairs of the UN Country Team PSEAH Network, provide technical support and inputs to inter-agency workplan, including but not limited to finalizing PSEAH Inter-Agency Referral SOP, Information Sharing Protocol (ISP), and Risk Assessment</li> </ul>		
<b>Direct supervisor:</b>	<b>Start Date:</b>	<b>End Date:</b>
Chief Child Protection	1 June 2024	15 May 2025

### Work Assignment Overview (SMART)

Tasks/Milestone	Deliverables/Outputs	Timeline
<ul style="list-style-type: none"> <li>▪ Update the UNICEF training package on PSEA and UN Common Tools and develop regular orientation and refresher agenda.</li> <li>▪ Facilitate orientation on PSEA and UN Common Tools to new UNICEF implementing partners.</li> <li>▪ Facilitate refresher training on PSEA and UN Common Tools for UNICEF personnel in Jakarta and field offices.</li> <li>▪ Support IPs in conducting a self-risk assessments using PSEA Common Tools and facilitate the development and implementation of internal PSEA policies by IPs, including awareness raising and capacity building to staff of IPs to implement the policies.</li> <li>▪ Support internal monitoring of the progress of implementing partners in conducting self-assessment.</li> <li>▪ Support in preparing for the PSEA Network bi-monthly coordination meeting</li> <li>▪ Provide technical inputs in the finalization of the PSEA inter-agency network referral documents</li> </ul>	<ul style="list-style-type: none"> <li>▪ Updated PSEA internal orientation and refreshment training package for UNICEF personnel and implementing partners</li> <li>▪ Documentation of PSEA orientation and refresher training (list of presence and recording of the sessions) conducted within this period</li> <li>▪ Summary of the progress related to the support provided to PSEA work plan priorities</li> <li>▪ Documentation of progress against the PSEA workplan</li> </ul>	25 July 2024
	<ul style="list-style-type: none"> <li>▪ Summary of awareness raising and capacity building conducted for UNICEF personnel and IPs</li> <li>▪ Documentation of PSEA orientation and refresher training (list of presence and recording of the sessions).</li> <li>▪ Finalized PSEA Inter-agency network referral documents (including SOP and Information Sharing Protocol)</li> <li>▪ Documentation of progress against the PSEA workplan</li> </ul>	25 October 2024
	<ul style="list-style-type: none"> <li>▪ Summary of awareness raising and capacity building conducted for UNICEF personnel and IPs.</li> <li>▪ Documentation of PSEA orientation and refresher training (list of presence and recording of the sessions).</li> <li>▪ Documentation of progress against the PSEA workplan</li> </ul>	25 January 2025
	<p><b>Final report, including:</b></p> <ul style="list-style-type: none"> <li>▪ 4-5 pages summary of capacity building activities for UNICEF staff and partners, including challenges and follow up actions</li> <li>▪ 4-5 pages summary of achievement in supporting the PSEAH Inter-Agency Network</li> <li>▪ 2-3 pages of lessons learned and recommendation</li> <li>▪ Link to documentation</li> </ul>	25 May 2025

Minimum Qualifications required:	Knowledge/Expertise/Skills required:
<input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Ph.D. <input type="checkbox"/> Other	<ul style="list-style-type: none"> <li>▪ Indonesian national with a minimum of six years' experience in the field of prevention of sexual exploitation and abuse and sexual harassment, child protection, gender-based violence, and humanitarian affairs.</li> <li>▪ Experience in community-based complaint mechanisms/ SEA reporting channels, SEA risk assessment, victim/survivor assistance, and/or engagement with national authorities on PSEA is desirable.</li> <li>▪ Experience working with UNICEF or other UN agencies is highly valued and will be considered an asset.</li> <li>▪ Understanding of UN Internal Policies on PSEA and UN Common Tools.</li> </ul>

- |  |                                                                                                                                                                                                                              |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"><li>▪ Strong coordination, communication, and facilitation skills.</li><li>▪ Strong analytical and writing skills in English.</li><li>▪ Fluency in English and Bahasa Indonesia.</li></ul> |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|