

# ACCOUNTABILITY TO AFFECTED POPULATIONS, INCLUDING PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (AAP/PSEA)

## Task Team Terms of Reference

*Date: 21 January 2014*

### 1. Background/Expected Results

#### Background to the AAP/PSEA Priority

The AAP/PSEA Task Team was requested by the IASC Working Group (WG) at its July 2013 Ad Hoc meeting to help the IASC achieve its objectives related to the IASC priority on Accountability to Affected Populations, including Protection from Sexual Exploitation and Abuse. The WG Sponsor of the Task Team has helped to clarify the objectives and tasks for the IASC related to this priority, which form the basis of the work of the Task Team for its mandate. The AAP/PSEA Task Team has been formed by merging the former IASC subsidiary bodies of the AAP Task Force & PSEA Task Force.

#### Expected Results

The AAP/PSEA Task Team aims to create a system-wide “culture of accountability”: institutionalisation of AAP, including PSEA, in function and resourcing within each humanitarian organization alongside system level cohesion, coordination, and learning.

#### Tasks

- Pilot inter-agency community-based complaints mechanisms (CBCMs) in Ethiopia, Haiti, and DRC, which are specifically tailored to respond to SEA and that build coherence with broader AAP focussed complaints and feedback mechanisms and strategies, with a longer term aim of eventual institutionalization of inter-agency CBCMs in all humanitarian response settings. (Funding dependent).
- Work with, and support, Humanitarian Country Teams to develop systemic inter-agency models to institutionalise AAP, including PSEA, and enhance integration across the sector.
- Work to ensure that AAP is incorporated into organizational and inter-agency policies, and that PSEA, is included in recruitment policies and performance appraisals.
- Engage with donors to develop their role in advancing the AAP agenda further, including the strengthening of requirements for funding recipients to demonstrate AAP, and to enforce effective PSEA.
- Develop a broader communication strategy to ensure that all humanitarian service providers are aware of their roles and responsibilities with regard to effective AAP, and to the implementation of PSEA, and establish a sector-wide knowledge management resource to build and complement good practices on AAP and PSEA across the sector.

#### Expected Documents and products

- 2 Papers outlining talking points on AAP and on PSEA
- One-pager on PSEA good practice for donors
- Op-ed/advocacy piece for sharing with staff at all levels on AAP
- An ‘role description’ for RCs and HCs on effective AAP and on implementing PSEA
- Standard AAP and PSEA tools and processes for multi-agency evaluations

## 2. Working Methods

### Structure

The Task Team has three work streams;

1. AAP/PSEA Advocacy
2. Country-level support/Community Based Complaint Mechanisms/Technical Support
3. Embedding AAP and PSEA in Humanitarian Processes

These Work Streams comprise five objectives each, in turn with multiple activities. Individual activities have lead and support organisations and each objective has a lead agency. Objective lead agencies will report back via email to the Co-Chairs on progress, and compiled progress reports will be shared prior to Task Team meetings. During meetings specific questions on, or substantive issues raised in, the progress reports will be discussed. Objective leaders will report to the Task Team either at bi-monthly meetings, or on pre-determined milestones, depending on the nature of the objective. The planned Task Team coordinator will assist all lead organisations where possible to achieve their objectives, if no coordinator is employed, the Chair or Co-Chairs will be responsible for coordinating the work streams.

### Co-chairs

The Task Team will preferably operate under two Co-Chairs, comprising both UN and NGO, preferably based in varying time zones. It will be possible to operate with a single Chair; the current chair organisation is the UN World Food Programme, with discussion underway for a Co-Chair to be in place by 2014. Nomination as Co-Chair is open to all members, with a preference for operational agencies, with international presence. The Co-Chair term will be one or two years. The Co-Chair responsibilities include;

- \* Steering the Work Plan implementation
- \* Linking between other Task Teams, Reference and other groups and processes
- \* Addressing blockages/trouble shooting
- \* Represent the Task Team externally, including speaking on behalf of the Task Team
- \* Link to Senior Focal Points and Champions
- \* Chair meetings
- \* Coordinate the different work streams (if no coordinator present)

Individual objectives within the work stream will have lead organisations.

Please refer to Work Plan for details.

### Secretariat/Coordinator

The Task Team will fundraise for a coordinator who will support secretariat and coordination functions and assist the Work Streams. Secretariat functions include but are not limited to; managing the email list, booking rooms, preparing agendas and minutes, website, and logistics. Coordination oriented functions are but are not limited to; assist members in Work Plan activities, refer AAP/PSEA issues and questions to relevant Task Team members, draft AAP/PSEA documents, facilitate new members. It may be possible that the IASC Secretariat takes over the secretariat responsibilities.

### Participation

Participation is open to all interested humanitarian organisations, bringing together NGOs, UN, IOM, the Red Cross/Red Crescent Movement, and other international organisations together on an equal footing. Participants may be non-IASC or development actors also. Participants are expected to actively contribute

to the work of the Task Team and take on responsibilities to advance the Task Team's work. Participants represent their organisations and, where applicable, ensure that their IASC Working Group, Emergency Directors Group or IASC Principal representatives are regularly briefed on the Task Team's work and progress. Experts, donors, and/or governments may be invited as observers to provide technical input or to discuss certain relevant issues, when needed. If the Task Team deems it necessary, a Steering Group can be convened to assist the members in meeting objective targets, developing group strategies or position papers, etc. Members can self-select to join ad-hoc teams to provide expert AAP advice and comment on projects and documents external to the Task Team.

### **Meeting schedule and frequency**

Full Task Team Meetings are held every two months, with additional meetings called to deal with particular issues or emergencies as required. Task Team Meetings will be held in Geneva, with audio dial-in capacity provided. Agendas are determined by the Co-Chairs with the Task Team members able to have input. Objective teams will meet as required with the objective lead organisation chairing where required. There may be specific meetings required on PSEA or AAP only topics, as well as Objective Team meetings. Meeting minutes should be shared within two weeks of meetings' occurrence.

### **Decision-Making**

Decision making in meetings is preferably consensus based, with appropriate weight given to the organisations working on that objective. If consensus is not achievable then a majority decision as determined by the Co-Chairs will be required. Agreement on accuracy of minutes, wording of documents etc. will be on a 'no objections' basis, with every effort made to ensure Task Team members have adequate time to respond.

### **Funding and Resources**

The Task Team intends to have a full time coordinator post attached to it. This will be resourced through donor advocacy as a part of the Work Plan. There is a coordinator in place until January 31, 2014. There is a concept note for funding requirements for a coordinator and intern.

## **3. Reporting**

### **Accountability**

The 84<sup>th</sup> IASC Working Group in March 2013 agreed that Task Teams are to be "accountable to the Working Group." In order to support Task Teams, an IASC Working Group Sponsor<sup>1</sup> will work closely with the Task Team to meet its objectives and ensure links with the IASC Working Group. The Task Team Co-Chairs and WG Sponsor are responsible for ensuring their Task Team's accountability to the WG.

### **Monitoring implementation**

The Task Team Working Group Sponsor and Co-Chairs are responsible for monitoring implementation of the Task Team's objectives and work plan, with the support of the IASC Secretariat. Work Plan implementation will be monitored through lead organisations reporting back to the Task Team at bi-monthly meetings. Every six months the Sponsor and Co-Chairs will monitor their work stream and report back to each other.

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<sup>1</sup> *The role of (a) WG Sponsor(s) is clarified in the Annex.*

**IASC Working Group Sponsor:** Patricia McIlreavy, InterAction

**IASC Task Team Co-Chairs:** Brian Lander, World Food Programme

## **Annex: The Role of IASC WG Sponsors**

The term 'Sponsor' is a new designation at the IASC. In essence, a Sponsor is a Working Group member who oversees and advocates for a particular priority, and ensures that policy development for the said priority is aligned at all levels – from designation by the Principals, through discussion at the WG, and through elaboration at the Task Teams. In some cases, the Sponsor will also be a Co-Chair of a Task Team (TT)/Reference Group (RG); where this is not the case, the Sponsor should ideally be from the same organization as the Co-Chair of the relevant TT/RG.

More precisely, the functions of WG Sponsors are as follows:

- Act as a manager, or focal point, for the IASC priority;
- Ensure a liaison function between the TT/RG and the WG;
- Advocate for the priority or the TT/RG's work vis-à-vis the WG, when necessary;
- Facilitate the TT/RG getting items on the WG agenda for discussion and decision, when necessary;
- Provide strategic guidance to the TT/RG; and
- Work closely with the TT/RG (Co-)Chairs to ensure accountability of the TT/RG to deliver on the expected results within the set time frame.

As the IASC Secretariat closely follows each of the IASC subsidiary bodies, the WG Sponsors can call upon the IASC Secretariat to support them in the above functions.

## Annex: The AAP/PSEA Work Plan 2014-5

### **Accountability to Affected Populations & Prevention of Sexual Exploitation and Abuse Task Team** **Work Plan** **January 2014-December 2015** *Date circulated: January 21*

*NB: This Work Plan should be read in conjunction with the description on the IASC priority (“one-pager”) and the Task Team’s Terms of Reference. Specific areas of overlap with other Task Teams, or their objectives, are highlighted – e.g. \*\*\*TT Humanitarian Financing\*\*\* There is also more general overlap with others e.g. the Task Team on Protection or the Reference Group on Gender.*

**Goal: To create a system-wide “culture of accountability to affected populations”:** institutionalisation of AAP, including PSEA, in functions and resourcing within each humanitarian organization alongside system level cohesion, coordination, and learning.

<b>Work Stream 1 – AAP/PSEA Advocacy</b>		
<b>Objective 1: Language Merger; establishing a common language for AAP and PSEA among organisations – Lead WFP</b>		
<i>Activities</i>	<i>Focal Points</i>	<i>Timeframe</i>
1. Papers outlining talking points on AAP and PSEA	Lead - WFP Support –FAO, Coordinator, UNICEF	End Feb 2014
2. Common language put onto websites	Lead - WFP Support - FAO, Coordinator	End Feb 2014
<b>Objective 2 :Advocacy with donors to support AAP/PSEA – Lead Oxfam</b>		
<i>Activities</i>	<i>Focal Points</i>	<i>Timeframe</i>
1. Review Good Humanitarian Donorship (GHD) self-assessment guide in light of AAP/PSEA considerations	Lead - Oxfam Support -Save, InterAction, FAO	Q1 2014 (End March 2014)
2. Develop one-pager on PSEA good practice for donors <i>***Donor Issues***</i>	Lead - Oxfam Support -Save, InterAction, FAO	Q1 2014
3. Get AAP/PSEA on Good Humanitarian Donorship (GHD) agenda <i>***Donor Issues***</i>	Lead - Oxfam Support -Save, InterAction, FAO	Q2 2014 (End June 2014)

4. Meeting of Task Team with donors on ways forward for donor support to AAP/PSEA	Lead - Oxfam Support - Save, InterAction, FAO	Beginning Q2 2014 (End May 2014)
<b>Objective 3: Advocacy with staff – Lead FAO</b>		
<b>Activities</b>	<b>Focal Points</b>	<b>Timeframe</b>
1. Develop Op-ed/advocacy piece for sharing with staff at all levels	Lead - FAO Support - IOM, ICVA, Oxfam GB	Q1 2014
2. PSEA campaign (Disseminate DVD - “To serve with pride”)	Lead – UNDP Support - WFP, UNFPA, IOM, InterAction, DFS, UNHCR (all TBC)	Q1 2014
3. Talking points, also for Senior Focal Points to work with	Lead - FAO Support - IOM, ICVA, Oxfam GB	Q1 2014
<b>Objective #: 4. World Humanitarian Summit – Lead – WFP</b>		
<b>Activities</b>	<b>Focal Points</b>	<b>Timeframe</b>
1. Ensure inclusion of AAP on WHS agenda	Lead - WFP Support - OCHA	End 2015
2. Develop action to ensure a GA resolution on AAP	Lead – WFP Support - FAO	End 2015
<b>Objective #: 5. Advocacy with parliamentarians - Lead Keystone</b>		
1. Engaging with IPU on AAP in April 2014	Lead - Keystone Support - FAO, OXFAM	Beginning Q2 2014 (End April 2014)

<b>Work Stream 2 – COUNTRY-LEVEL/CBCMs/TECHNICAL SUPPORT</b>		
<b>Objective 1: Provide support to Inter-Agency AAP missions – Lead WFP</b>		
<b>Activities</b>	<b>Focal Points</b>	<b>Timeframe</b>
1. Develop criteria to choose countries for support missions (4 missions over 2 years)	Lead - WFP Support – HCR, ActionAid, HAP, OCHA, Save	Q1 2014 continuous
2. Provide frameworks, TORs, for country missions	Lead - WFP,	2014-2015

	Support – HCR, ActionAid, HAP, Save, OCHA	continuous
3. Feedback of findings of missions into HCT planning, CBCM model and AAP lessons learned	Lead - WFP, Support – HCR, ActionAid, HAP, Save, OCHA	2014-2015 continuous
<b>Objective 2: Community Based Complaint Mechanism Pilots – Lead IOM/UNHCR</b>		
<b>Activities</b>	<b>Focal Points</b>	<b>Timeframe</b>
1. Carry out planned PSEA pilots, ensure emphasis on communities, expand into AAP generally (subject to funding provision)	Lead - IOM/UNHCR Support – HAP, IMC	End 2014
2. Develop a manual on lessons learnt from the CBCMs pilots and share widely	Lead - UNHCR, IOM (tbc) Support - HAP	Q1 2015
3. Provide recommendations on how CBCMs can be replicated in other locations	Lead - UNHCR, IOM (tbc) Support - HAP	Q3 2015
<b>Objective 3: Technical support/help desk function on AAP/PSEA – Lead HAP (note: seeking a co-lead)</b>		
<b>Activities</b>	<b>Focal Points</b>	<b>Timeframe</b>
1. Develop concept note - clarify scope of helpdesk function	Lead - HAP Support - FAO, Sphere, CDAC Network	Q1 2014
2. Source funding for helpdesk	Lead - HAP Support - FAO, Sphere	Q2 2014
3. Provide technical support/help desk function	Lead - HAP Support - FAO, Sphere	2014-2015 continuous
<b>Objective 4: Joint Preparedness/Community awareness of AAP – Lead ActionAid</b>		
<b>Activities</b>	<b>Focal Points</b>	<b>Timeframe</b>
1. Include AAP in DRR planning within communities and in CBCM pilots *** TT Preparedness and Resilience ***	Lead – ActionAid Support - UNICEF, UNDP, UNHCR, IOM, Oxfam	Q2 2014
2. Joint preparedness with communities to include AAP and awareness raising of rights of communities	Lead – ActionAid Support - UNICEF, UNDP, UNHCR,	Q3 2014

	Oxfam	
<b>Objective 5: Inclusion of civil society /NNGOs/Implementing partners in AAP – Lead ActionAid/Oxfam GB</b>		
<b>Activities</b>	<b>Focal Points</b>	<b>Timeframe</b>
1. Develop strategies for raising awareness of AAP among civil society based organisations, NNGOs, implementing partners	Lead – ActionAid/Oxfam GB Support - ICVA, HAP, WRC, ActionAid, Oxfam GB, FAO, Sphere	Q2 2014
2. Develop strategies for inclusion of NNGOs, CBOs, IPs in the broader AAP discussion	Lead – ActionAid/Oxfam GB Support - ICVA, HAP, WRC, ActionAid, Oxfam GB, FAO, Sphere	Q2 2014

<b>Work Stream 3 - Embedding AAP and PSEA in Humanitarian Processes</b>		
<b>Objective 1: Ensure PSEA as part of AAP is incorporated into the fabric of organisations' recruitments; in recruitment policies, performance appraisals and recruitment processes – Lead - UNICEF</b>		
<b>Activities</b>	<b>Focal Points</b>	<b>Timeframe</b>
1. Key language for inclusion of AAP/PSEA responsibilities in staff performance appraisals developed and disseminated	Lead - UNICEF Support – IOM, UNDP, UNHCR, CDAC Network	March 2014
2. Key language for inclusion of AAP/PSEA responsibilities in staff recruitment and TORs developed and disseminated	Lead - UNICEF Support – IOM, UNHCR, CDAC Network	March 2014
<b>Objective 2: Monitor implementation of recruitment policy recommendations – Lead – (TBD)</b>		
<b>Activities</b>	<b>Focal Points</b>	<b>Timeframe</b>
1. Follow-up on existing PSEA Task-Force work	Lead – (TBD) Support - American Refugee Committee (ARC) IOM, UNHCR, UNDP	End 2014
<b>Objective 3: AAP/PSEA incorporated into Training and related guidance for RC/HCs – Lead – OCHA &amp; UNDP (tbc)</b>		

Activities	Focal Points	Timeframe
1. Develop a communication for RCs and HCs on their role in relation to AAP/PSEA	Lead – OCHA Support – UNDP (tbc)	Q1 - 2014
2. AAP/PSEA incorporated into training and material developed for RC/HCs	Lead – UNDP (tbc) Support – OCHA	HC Handbook – end 2013
<b>Objective 4: To embed AAP/PSEA as an essential component of organisational and inter-organisational processes and policies<sup>2</sup> - Lead – Oxfam GB (tbc)</b>		
Activities	Focal Points	Timeframe
1. Develop concept of AAP/PSEA as part of a Corporate Risk Register	Lead - Oxfam Support – FAO	Q2 2014
2. Include AAP/PSEA in operational peer reviews of humanitarian response	Lead - WFP Support – OCHA, FAO	Q2 2014
3. Ensure inclusion of AAP/PSEA in annual reports of organisations (develop 2 pager explaining why this is important, examine scope of release of information)	Lead - IMC Support - WVI	Q2 2014
4. Develop standard AAP/PSEA tools and processes for multi-agency evaluations	Lead - ICVA Support - ALNAP	2015 (next EHA/PDF revision)
5. Ensure inclusion of AAP/PSEA in Strategic Response Plan (CAP) and all related processes <i>***TT Humanitarian Financing***</i>	Lead - OCHA Support - FAO / WFP, Save (Education Cluster only)	Continuous until end 2014
6. Ensure inclusion of AAP/PSEA in Cluster TORs & Plans	Lead - OCHA Support – Cluster Leads	Q2 2014
7. Ensure inclusion of AAP/PSEA in UN High Level Committee on Policy & High Level Committee on Management agendas	Lead – DFS Support – UNDP, DOCO	Q2 2014
8. Ensure inclusion of AAP/PSEA in HC Compacts	Lead - OCHA Support –	March 2014

<sup>2</sup> In consultation with Gender Reference Group (GRG) Focal Point - Women's Refugee Commission