

**UNDP TASKFORCE ON THE PREVENTION OF SEXUAL HARASSMENT (SH) AND SEXUAL EXPLOITATION AND ABUSE (SEA)
UNDP ACTION PLAN ON RESPONSE TO SH AND SEA, 2021-2022**

	Expected result		Action/activity	Timeline	Responsible	Budget	Indicators of success
A.	Prevention						
1	High level of awareness about SH and SEA maintained	1.1	Ensure compliance with existing mandatory SH and SEA trainings among all UNDP personnel	Continuous during the year	Bureau Directors Heads of Offices	Staff time	At least 95% compliance achieved
1.2		Regular communications with UNDP personnel about standards of conduct, prohibited behaviours, and ways of reporting	Continuous during the year	Bureau Directors Heads of Offices Taskforce	Staff time	At least 3 messages by Administrator/ Associate Administrator a year At least 1 ASG message a year At least 1 RR Session a year in each CO on SH & SEA Action Plans	
1.3		Country Offices to organize discussions with UNDP Implementing Partners about SH and SEA with a focus on provisions in the IP agreements	Continuous during the year	Regional Bureaux Heads of Country Offices	Staff time Country Office (cost of local logistics)	At least 50 % of IPs receiving information about SH/SEA standards and expected follow-up	
1.4		Organize awareness raising sessions for beneficiaries of UNDP projects and programmes about SEA standards and reporting mechanisms	Continuous during the year	Regional Bureaux Heads of Country Offices CO PSEA Focal Points	Staff time Country Office) (cost of local logistics)	SEA/SH integrated into project and programme stakeholder engagement plans, including outreach sessions organized for the beneficiaries in each country office, as appropriate	
1.5		Comprehensive review and update of existing UNDP information sharing platforms and tools to make sure that policies, procedures and guidelines are easily available to UNDP personnel.	Continuous	Taskforce	Staff time	UNDP SEA and SH sites updated accordingly	

2	Capacity of managers to effectively respond to SH and SEA further enhanced	2.1	Organize reminder discussions with managers about their role in SH and SEA response and practical advice on dealing with the most common issues and challenges	Continuous	Taskforce	Staff time	At least 1 session a year organized across all Bureaus and their Country Offices
3	Strengthened advisory and other support to UNDP personnel	3.1	Phase 2 of Respectful Workplace Facilitators Pilot expanded to a further 25 Country Offices in partnership with Office of the Ombudsman	Training of the RWFs – continuous	Office of the Ombudsman Taskforce Regional Bureaux Participating Country Offices	Funding allocated centrally	The Network fully operational 98 RWFs trained and operational Annual review positive
4	Improved capacity in Country Offices to design and implement SEA response measures	4.1	Increase number of PSEA focal points	Q2-Q3 2022	Taskforce Regional Bureaux Participating Country Offices Other UN agencies	Funding allocated centrally	The Network of PSEA focal points in place and operational
		4.2	Support full time PSEA Coordinators (in line with IASC 2021 appeal)	As needed during 2021-2022	Taskforce Bureau Directors and relevant Country Offices	Budget for Coordinator(s) provided by relevant Bureaus	Coordinators in place
5	SH and SEA safeguards built into all aspects of UNDP operations to prevent SH and SEA	5.1	Revise remaining templates for partnership, programming and commercial agreements to include SH and SEA Ensure SH & SEA risks are included in all relevant risk assessments	Dec 2021	BMS ¹ /Office of Legal Services and respective template owners Taskforce in consultation with	Staff time Taskforce	Revised templates finalized, uploaded in POPP, and rolled out. New guidance on how to identify, assess and manage SH and SEA risks.

¹ BMS – Bureau for Management Services

					BPPS ² /Social and Environmental Standards unit		
6	Increased collaboration with IPs to address SH and SEA	6.1	Engage with Implementing Partners with a view to determining their ability to meet expectations re: SH/SEA and agree on support and mitigation measures	Continuous	Regional Bx Heads of Country Offices PSEA Focal Points Taskforce	Staff time Support activities to be costed separately in each CO	Discussions organized with IPs, with a particular focus on those operating in remote locations, and responsible parties New guidelines on engaging with IPs on SH and SEA provided by Taskforce
7	No perpetrators of SH and SEA joining UNDP workforce	7.1	Ensure that all UNDP SH/SEA perpetrators are included into Clear Check database (in accordance with the agreed SOPs)	Continuous	BMS/Office of Human Resources Office of Audit and Investigations BMS/Office of Legal Services UNV UNCDF	Staff time	All personnel meeting the agreed criteria entered into Clear Check within agreed timelines
		7.2	Ensure that all candidates for UNDP/UNV/UNCDF jobs are vetted against Clear Check	Continuous	BMS/Office of Human Resources BMS/Global Shared Services Center Country Offices UNV UNCDF	Staff time	Vetting against Clear Check
B.	Reporting and Response						
8	Improved reporting of SEA and SH allegations	8.1	In house counsellors to provide advice and support to UNDP personnel on options to report SH.	Continuous	Office of Human Resources Communications Office	Staff time	UNDP personnel fully aware of existing and new arrangements

² BPPS - Bureau for Policy and Programme Support

		8.2	Launch new procedure for beneficiaries to report SEA to any UNDP personnel	Q2 2022	Office of Audit and Investigations Country Offices	Staff time	New guidance in effect, all relevant parties duly informed
		8.3	Launch the UN-wide incident reporting form (IRF) in 4 pilot countries and provide necessary guidance to the pilot Country Offices working closely with sister agencies	As per the UN inter-agency schedule	Office of Audit and Investigations Taskforce PSEA Focal Points and Incident Reporting Officers in pilot countries	Staff time	IRF launched and consistently utilized in pilot countries
		8.4	Work through the existing networks of gender-based violence and other services to promote the establishment or strengthening of local-level mechanisms for reporting	Continuous	Regional Bx Heads of Country Offices PSEA Focal Points	Staff time	UNDP actively engaged in and contributing to strong CBCMs in all Country Offices where CBCMs exist, working jointly with inter-agency PSEA mechanisms
		8.5	Strengthen UNDP Grievance Response Mechanisms (GRMs) and Stakeholder Response Mechanisms at the project and CO levels and coordinate with existing CBCMs	By end 2022	Regional Bx Heads of Offices PSEA Focal Points Taskforce/BPPS	Staff time	GRMs and SRMs strengthened
		8.6	Report all credible allegations of SEA and updates on cases to the UN Secretariat on a near real-time basis	Continuous	Office of Audit and Investigations	Staff time	UNDP is fully compliant with all reporting requirements
		8.7	Make sure that in every SH/SEA investigation case, parties involved are informed appropriately	Continuous	Office of Audit and Investigations BMS/Office of Legal Services	Staff time	100% compliance
		8.8	Prioritise SH and SEA cases and minimize time for investigation	Continuous	Office of Audit and Investigations	Staff time	Aim to complete a case within 6 months, where resources permit

		8.9	Prioritise SH and SEA cases and minimize time for disciplinary or other legal action	Continuous	BMS/Office of Legal Services		Aim to complete disciplinary process/legal review of a case within 4 months, where resources permit
C.	Victim/Survivor Support						
9	Improved support to victims/survivors of SH and SEA	9.1	In-house counsellors to provide advice and support to victims/survivors of SH	Continuous	BMS/Office of Human Resources	Staff time	Services provided and evaluated positively
		9.2	Ensure up-to-date and complete GBV referral pathways (with contact details) available to safely refer victims/survivors to support services in close consultation with other agencies on the ground	By end 2022	BPPS/gender-based violence team Heads of Country Offices PSEA Focal Points	Staff time	A clear picture of available support mechanisms in place to inform future action in relation to UNDP projects and programmes
		9.4	Review safety and security implications of providing support to victims/survivors of SEA and provide recommendations on approach	By end 2022	Taskforce in consultation with UN Secretariat, Victims Rights Advocate and other UN entities agencies and BMS/Security Office	Staff time	Review completed and recommendations in place
D.	Accountability						
10	Strengthened accountability for appropriate response to SH/SEA	10.1	Update and ensure implementation of Annual Response to SH and SEA Action Plans	Annually	Heads of Country Offices Bureau Directors	Staff time	100% compliance
		10.2	Provide annual certificates to the Administrator certifying that preventative actions were taken and instances involving credible allegations of sexual exploitation and abuse were accurately and fully reported and addressed	Annually, in December	Bureau Directors	Staff time	100% compliance
		10.3	Provide an annual management letter by the Administrator to the UNDP/UNFPA/UNOPS	Annually	Executive Office	Staff time	Management letter prepared and submitted on time

			Executive Board and the UN Secretary General on UNDP's response to SH and SEA				
	10.4	Ensure that appropriate disciplinary or other action is taken in every substantiated case of SH or SEA.	Continuous	BMS/Office of Legal Services (for staff members) and UNDP senior management Heads of Country Offices	Staff time	100% compliance	
	10.5	Ensure that all personnel are appropriately informed about # of cases and actions taken (keeping in mind confidentiality concerns)	Regularly, as agreed	Executive Office BMS/Office of Legal Services Office of Audit and Investigations	Staff time	Annual Report to all personnel Monthly to Administrator and Associate Administrator	