

UNDP TASKFORCE ON THE PREVENTION OF SEXUAL HARASSMENT (SH) AND SEXUAL EXPLOITATION AND ABUSE (SEA)

ACTION PLAN ON RESPONSE TO SH AND SEA, 2023-2024

Annex 1. 2023-2024 ACTION PLAN on RESPONSE to SH and SEA

	Expected result		Action/activity	Timeline	Responsible*	Budget	Indicators of success**
1	High level of awareness about SH and SEA maintained	1.1	Relaunch a revamped programme of awareness building sessions for various constituencies in UNDP <i>Task Force to update all the presentations and reference materials</i>	Continuous during the year	Task Force Heads of Offices Bureau Directors	Staff time	Regional sessions and sessions for FPs organized in all regions
		1.2	Ensure compliance with 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
		1.3	Ensure regular communications from senior management to/with UNDP personnel about standards of conduct, prohibited behaviours, and ways of reporting	Continuous during the year	Bureau Directors Heads of Offices Task Force	Staff time	Up to 3 messages by Administrator/Associate Administrator p/a At least 1 ASG message p/a At least 1 RR session p/a in each CO on SH & SEA Action Plans
		1.4	Complete and ensure effective roll-out of a new scenario-based training course on response to SH and SEA	Q3 2023	BMS/OHR Heads of Offices	Staff time + costs TBC	Training course in place and roll-out
		1.5	Organize discussions with UNDP Implementing Partners about SH and SEA standards, risks and capacity needs to respond <i>Taskforce to roll out the new Guidance Note on Assessing and Monitoring SEA and SH Capacities of Implementing Partners, incl. training</i> HIGH PRIORITY	Continuous during the year	Regional Bx Heads of COs	Staff time Cost of local logistics	IPs receiving information about SH/SEA standards and expected follow-up (as per IRRF targets)

		1.6	Organize awareness raising sessions for beneficiaries of UNDP projects and programmes about SEA standards and reporting mechanisms; adapt general communication materials to local contexts HIGH PRIORITY <i>Task Force to provide materials and advice to support outreach by COs, and also guidance on how to report SH and SEA to UNDP</i>	Continuous during the year	Regional Bx Heads of Offices CO PSEA focal points	Staff time Cost of local logistics	Outreach sessions organized for the beneficiaries in each country office, as appropriate* *More for offices with large programmes and/or large number of individual projects
		1.7	Review and update existing UNDP information sharing platforms and tools to make sure that policies, procedures and guidelines are easily available to UNDP personnel	Continuous	Task Force	Staff time	UNDP SEA and SH sites and shared platforms 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 provide practical advice on dealing with the most common issues and challenges <i>Taskforce to review existing reference materials for managers/ supervisors and update as needed</i>	Continuous during the year	Task Force	Staff time	Updated guidance disseminated to all managers/ supervisors
		2.2	Ensure all managers and leaders are regularly discussing SH/SEA prevention, detection and response risk, trends, resources and services with their teams	Continuous during the year	Regional Bx Heads of Offices CO SH/SEA Focal Points		At least 1 session a year organized across all Bureaus and their COs
3	Strengthened advisory and other support to UNDP personnel	3.1	Phase 3 of Respectful Workplace Facilitators Pilot expanded to a further 20 Country Offices in partnership with Office of the Ombudsman	Training of the RWFs – continuous	Office of the Ombudsman	TBC	The Network fully operational RWFs trained and operational

					Task Force Regional Bx Participating COs		Annual review of the Programme positive
		3.2	Roll out a pilot Speak Up programme which will provide an additional avenue for personnel to raise and discuss concerns HIGH PRIORITY	Q2 2023 (start)	BMS/OHR Regional Bx Participating COs	TBC	Results of the pilot positive
4	Improved capacity in Country Offices to design and implement SEA response measures	4.1	Ensure that all SH/SEA Focal Points in COs receive adequate training <i>Task Force to design and deliver the trainings</i>	Q2-3 2023 (start)	Task Force Regional Bx Participating COs	Staff time Consultancy costs	All Focal Points are covered by the training
		4.2	Support full time PSEA Coordinators	As needed during 2023-2024	Task Force Bureau Directors and relevant COs	Budget for Coordinator(s) provided by RBx if available	Coordinators in place, as needed/agreed
		4.3	Ensure dedicated capacity at Headquarters and Regional Bureaus to deal with SH and SEA	Q2-3 2023	ExO Regional Bureau Directors	TBC	Relevant personnel are in place and performing successfully
5	SH and SEA safeguards built into all aspects of UNDP operations to prevent SH and SEA	5.1	Ensure SH & SEA risks are assessed for all programmes and projects and, as needed, included into risk logs <i>Task Force to develop and roll out updated risk framework for SH and SEA</i> HIGH PRIORITY	Continuous during the year	Bureau Directors Heads of Offices Task Force in consultation with BPPS/ Safeguarding Unit	Staff time Consultancy costs	Risks are assessed and recorded (as per the IRRF targets)
		5.2	Revise remaining templates for partnership, programming and commercial agreements to include SH and SEA	Q4 2023	Legal Office and respective template owners	Staff time	Revised templates finalized, uploaded in POPP, and rolled out

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 (<i>also refer to 1.5</i>) HIGH PRIORITY <i>Task Force to provide support, as appropriate including support materials</i>	Continuous	Regional Bx Heads of COs CO Focal Points	Staff time Support activities to be costed separately in each CO	As per IRRF targets
		6.2	Develop a process to ensure that information about SH/SEA allegations against IP personnel and personnel engaged by IPs in UNDP projects is communicated HIGH PRIORITY	Q3 2023	Task Force Heads of COs	Staff time	A process finalized and communicated to all COs and locally to IPs
7	No perpetrators of SH and SEA joining UNDP workforce	7.1	Ensure that all candidates for UNDP/UNV/ UNCDF jobs are vetted against Clear Check	Continuous	BMS/OHR BMS/GSSC COs UNV UNCDF	Staff time	Vetting against Clear Check taking place for all UNDP jobs
		7.2	Explore and introduce additional safeguards, e.g., ensure all reference checks ask about the candidates' suitability to work with vulnerable people including children	Q2 2023 (action on reference checks)	BMS/OHR	Staff time	Additional measures in place and rolled out
8	Improved reporting of SEA and SH allegations	8.1	Provide advice and support to UNDP personnel on options to report SH and get support	Continuous	BMS/OHR OAI Ethics Office Office of the Ombudsman Communications Office (for	Staff time	UNDP personnel fully aware of existing and new arrangements

				outreach materials)		
	8.2	Fully implement new procedure for beneficiaries to report SEA to any UNDP personnel	Q2 2023	OAI COs (to implement including informing personnel and beneficiaries)	Staff time	New guidance in effect, all relevant parties duly informed
	8.3	Complete implementation of the UN-wide incident reporting form (IRF) in 4 pilot countries – DRC, CAR, Jordan, South Sudan – and provide necessary guidance to the pilot COs working closely with other UN agencies	As per the UN inter-agency schedule	OAI Task Force PSEA Focal Points and IROs in 4 pilot countries	Staff time	IRF launched and consistently utilized in pilot countries
	8.4	Establish or strengthen local-level mechanisms for reporting HIGH PRIORITY <i>Task Force to provide technical advice to COs, as needed</i>	Ongoing	Reg Bx Heads of COs PSEA Focal points working in close consultation with UN Agencies locally	Staff time	As per IRRF targets
	8.5	Strengthen UNDP Grievance Response Mechanisms (GRMs) and Stakeholder Response Mechanisms at the project and CO levels and coordinate other reporting mechanisms for representative of local communities <i>Task Force to provide technical advice and guidance, as needed</i>	By end 2021	Regional Bx Heads of Offices CO Focal Points Task Force	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	OAI	Staff time	UNDP is fully compliant with all reporting requirements
	8.7	Explore with other Agencies the option to create <u>additional</u> investigative capacity which agencies can call upon during peak times	Q2 2021	OAI/Task Force, working with the UN Secretariat	Staff time	UNDP able to access additional capacity

					and other UN Agencies		
		8.8	Make sure that in every SH/SEA investigation case parties involved are informed appropriately	Continuous	OAI BMS/OLS	Staff time	100% compliance
		8.9	Prioritise SH and SEA cases and minimize time for investigation	Continuous	OAI	Staff time	Aim to complete a case within 6 months, where resources permit
		8.10	Prioritise SH and SEA cases and minimize time for disciplinary or other legal action	Continuous	Legal Office UNV EC	Staff time	Aim to complete disciplinary process/legal review of a case within 4 months, where resources permit
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/OHR	Staff time	Services provided and evaluated positively
		9.2	Ensure up-to-date and complete GBV referral pathways (with contact details) and other mechanisms available to safely refer victims/survivors to support services in close consultation with other agencies on the ground HIGH PRIORITY	Continuous	Gender-based violence team in BPPS Heads of COs CO Focal Points (working in collaboration with inter-agency mechanisms and RCOs)	Staff time	A clear map of available support mechanisms in place to inform future action in relation to UNDP projects and programmes
		9.3	Provide restorative support to teams affected by SH and other workplace issues	As needed	Task Force BMS/OHR Ombudsman's Office	As needed, to be funded by Bureaus or Offices	Support provided and positively assessed
Accountability							
10	Strengthened accountability for	10.1	Ensure availability and implementation of Annual Response to SH and SEA Action Plans	Annually	Heads of Offices Bureau Directors	Staff time	100% compliance

appropriate response to SH/SEA	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	Bureau Directors	Staff time	100% compliance
	10.3	Provide an annual management letter by the Administrator to the UNDP/UNFPA/UNOPS Executive Board and the UN Secretary General on UNDP's response to SH and SEA	Annually	ExO	Staff time	Management letter prepared and submitted on time
	10.4	Ensure that appropriate disciplinary or other action is taken in every substantiated case of SH or SEA	Continuous	BMS/OLS (for staff members) and UNDP senior management Heads of COs (for non-staff)	Staff time	100% compliance
	10.5	Ensure that all UNDP SH/SEA perpetrators are included into Clear Check database (in accordance with the agreed SOPs)	Continuous	BMS/OHR OAI BMS/OLS UNV UNCDF	Staff time	All personnel meeting the agreed criteria entered into Clear Check within agreed timelines
	10.6	Ensure that all personnel are appropriately informed about SH/SEA cases and actions taken re: perpetrators	Annually	ExO BMS/OLS OAI	Staff time	Annual Report Quarterly to AEAC & Administrator Monthly to Administrator and Associate Administrator Monthly to BMS/OHR Weekly to OAI

* Actions for Country Offices are marked in orange.

** In addition to the action/activity-level indicators presented in the Action Plan, UNDP will track the overall impact of the Strategy and Action Plan through the following:

- IRRF indicators on SH and SEA
- # of reported cases of SH and SEA
- # of retaliation cases related to SH and SEA
- Average time to investigate a case, from reporting to the finalization of the OAI report
- Average time to take a decision on the administrative/legal action from the time a case is received from OAI to the final decision on the case
- # of personnel placed in Clear Check

- # of personnel checked via Clear Check vis-à-vis total recruitments (for staff)
- Results of the employee surveys
- Results of the UN SEA survey
- Results of ad hoc surveys among beneficiaries and IPs