

Annex A:

**UNDP TASKFORCE ON THE PREVENTION OF SEXUAL HARASSMENT (SH) AND SEXUAL EXPLOITATION AND ABUSE
(SEA) STRATEGY AND ACTION PLAN ON RESPONSE TO SH AND SEA, 2024-2025**

	Expected result		Action/activity	Timeline	Responsible*	Budget	Indicators of success**	Comments
			Prevention					
1	High level of awareness about SH and SEA maintained	1.1	Revamp and relaunch an awareness raising programme across UNDP, including new websites, training package and publicity materials	Q2 2024	Task Force Heads of Offices Bureau Directors	Staff time	Revamped training package completed Updated websites in place Fully functioning Teams space	
		1.2	Ensure compliance with mandatory SEAH online trainings among all UNDP personnel	Continuous during the year	Bureau Directors Heads of Offices	Staff time	At least 85% 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 A/AA p/a At least 1 ASG message p/a At least 1 RR communication 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 SEAH	Q1 2024	BMS/OHR Heads of Offices	Staff time	Training course in place and roll-out	
		1.6	Organize awareness raising sessions for beneficiaries of UNDP projects and programmes about SEAH standards and reporting mechanisms; adapt general communication materials to local contexts	Continuous during the year	Regional Bx Heads of Offices CO PSEAH 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	HIGH PRIORITY Task Force to provide materials and advice to support outreach by COs, and also guidance on how to report SH and SEA to UNDP
		1.7	Active participation and leadership in inter agency mechanisms	Continuous during the year	ExO/OHR	Staff time Cost of travel	Number of inter agency mechanisms and actions	
2	Capacity of managers to effectively respond to SH and SEA further enhanced	2.1	Organize reminder discussions with managers about their role in SEAH response and provide practical advice on dealing with the most common issues and challenges.	Continuous during the year	Task Force in Collaboration with OHR/Copenhagen Leadership team	Staff time	Updated guidance disseminated to all managers/ supervisors. Training of managers	Options: <ul style="list-style-type: none"> ● incorporate PSEAH training into RR/DRR/GPN retreats ● Incorporate PSEAH into broader trainings on masculinity, DEI etc

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		2.2	Ensure all managers and leaders are regularly discussing SEAH prevention, detection, risk management, 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	All managers already have a mandatory goal referring to their obligation re: the prevention and response to SH and SEA in their annual goal plans
3	Strengthened advisory and other support to UNDP personnel on PSEAH	3.1	Finalize pilot in 13 Country offices and further roll out of the Speak Up experiences to all UNDP offices , which will provide an additional avenue for personnel to raise and discuss concerns	Q2 2024 (start)	BMS/OHR Regional Bx Participating COs	\$150,000 (already provided)	Results of the pilot positive	HIGH PRIORITY FOR 2024
		3.2	Continue to raise the profile of the RWFs programme in partnership with the Ombudsman's office		Ombudsman's Office		Results of the pilot positive	
4	Improved capacity in Country Offices to design and	4.1	Ensure that all SH/SEA Focal Points in COs receive adequate training	Q2-3 2024 (start)	Task Force Regional Bx	Staff time Consultancy costs	All Focal Points are covered by the training	HIGH PRIORITY FOR 2024

	implement SEA response measures				Participating COs			Task Force to design and deliver the trainings
		4.2	Ensure dedicated capacity at Headquarters and Regional Bureaus to deal with SH and SEA	Q2-3 2024	ExO Regional Bureau Directors	Staff time Consultancy costs	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 all IPs have been assessed on their capacity to address and prevent SEAH using the UNDP Partner Capacity Assessment Tool (PCAT)	Continuous during the year	Bureau Directors Heads of Offices Task Force in consultation with BPPS/ Safeguarding Unit & CPU	Staff time Consultancy costs	Capacity assessments in place	HIGH PRIORITY FOR 2024 Taskforce Task Team on IPs to take forward focused work on IPs including eg: option to digitize capacity assessments; reviewing the cost implications of PCATs on PSEAH; and (possibly) how to raise the profile of PSEAH with vendors.
		5.2	Finalize the development of an online SEAH capacity assessment tool for IPs in Quantum +, including update relevant guidance	Continuous during the year	Task Force	Staff time Consultancy costs	Assessment and guidance tool ready	HIGH PRIORITY FOR 2024

		5.3	Ensure SH & SEA risks for all programmes and projects included into risk logs	Continuous during the year	Regional Bx Heads of Offices CO PSEA focal points	Staff time Cost of local logistics	Risks are assessed and recorded	HIGH PRIORITY FOR 2024 Task Force to develop and roll out an updated risk framework and create linkages with global inter agency frameworks and outreach to project/program managers on risk assessments
6	Increased collaboration with IPs to address SH and SEA	6.1	Organize awareness raising sessions with UNDP Implementing Partners about their PSEAH responsibilities and capacity needs to respond	Continuous	Regional Bx Heads of COs CO Focal Points	Staff time Support activities to be costed separately in each CO	IPs receiving information about PSEAH responsibilities and expected follow-up (as per IRRF targets)	HIGH PRIORITY FOR 2024 Task Force to provide support, as appropriate including information materials & training

		6.2	Develop a process to ensure that information about SH and SEA allegations against IP personnel and personnel engaged by IPs in UNDP projects is communicated	Q3 2024	Task Force Heads of COs	Staff time	A process finalized and communicated to all COs and locally to IPs	HIGH PRIORITY FOR 2024
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	HIGH PRIORITY FOR 2024
		7.2	Explore and introduce additional safeguards as required, e.g., ensure all reference checks ask about the candidates' suitability to work with vulnerable people including children	Q2 2024 (action on reference checks)	BMS/OHR	Staff time	Additional measures in place and rolled out	Note: reference checks about suitability to work with vulnerable people including children are now in place
		7.3	Explore the Misconduct Disclosure Scheme (MDS) for possible additional reference checking of UNDP personnel	Q4 2024	BMS/OHR	Staff time	Report on feasibility of implementing the scheme and detailed budget provided.	

Reporting and Response								
8	Improved reporting of 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	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	
		8.3	Make sure that in every SH/SEA investigation case parties involved are kept closely informed throughout	Continuous	OAI BMS/OLS	Staff time	100% compliance	
		8.4	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	
		8.5	Prioritise SH and SEA cases and minimize time for disciplinary or other legal action	Continuous	BMS/OLS UNV EC	Staff time	Increase in % of disciplinary processes/legal review cases completed within 4 months, where resources permit	

		8.6	Establish or strengthen local-level mechanisms for reporting SEA	Ongoing	Staff time	Reg Bx Heads of COs PSEA Focal points working in close consultation with UN Agencies locally As per IRRF targets Task Force to provide technical advice to COs, as needed	Increase in % based on IRRF in survey	
			Victim/Survivor-Centered Approach					
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	BMS/OHR will monitor # of cases as well as satisfaction of those who received support services
		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	Continuous	Gender-based violence team in BPPS Heads of COs CO Focal Points (working in collaboration with inter-agency mechanisms and RCOs)	Staff time	An updated list of available support services available in all 25 HRP/RRP countries (as a minimum)	HIGH PRIORITY FOR 2024 This should be done in collaboration with other UN Agencies (using UNFPA mapping also) Taskforce mini Task Team on victim support to look at option of a Toolkit for COs
			Accountability					

10	Strengthened accountability for appropriate response to SH/SEA	10.1	PSEAH Action Plans are developed and implemented in line with guidance and submitted on time	Annually	Heads of Offices Bureau Directors	Staff time	100% compliance	Explore option to digitize the action plans
		10.2	Annual certificates submitted to the Administrator confirming that all obligations on SEAH were met	Annually	Bureau Directors Heads of independent and hosted offices	Staff time	100% compliance	Update template end of year certificates in line with EOSG guidance as required
		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 on PSEAH	Annually	ExO	Staff time	Management letter prepared and submitted on time	Management letter revised following EOSG guidance as required
		10.4	Ensure that appropriate disciplinary or other action is taken in every	Continuous	BMS/OLS (for staff members) and UNDP senior management	Staff time	100% compliance	For UNDP non-staff personnel, the business units are responsible for ensuring that appropriate

		substantiated case of SH or SEA.		Heads of COs (for non-staff)			actions are taken following advice from the BMS/OLS in substantiated cases of SH and SEA
	10.5	Ensure that all UNDP SH/SEA perpetrators are included into Clear Check database (in accordance with the Clear Check SOPs)	Continuous	BMS/OHR OAI BMS/OLS UNV UNCDF	Staff time	All personnel meeting the agreed criteria entered into Clear Check within agreed timelines Clear Check SOPs are updated	HIGH PRIORITY FOR 2024
	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	Explore option to publicize substantiated cases to all personnel to encourage reporting

* 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 indicators and share periodic reports:

- 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 on 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

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