

## Terms of Reference

**Consultancy title:** *Guidance on standardized/harmonized reporting of SEA incidents and investigations from organizations to donors*

**Reports to:** *CHS Alliance PSEA Manager with support from the SCHR's Executive Secretary*

### **Background:**

The lack of a standardised approach to SEA data collection, reporting and management is still a major challenge in the aid sector particularly when it relates to **reporting of allegations** and cases of sexual exploitation and abuse (SEA) **by organisations**, which can be internal (to their Board, other internal reports) or external (accountability reports, specific reports to donors).

This under-reporting, or reporting in incompatible formats, by organisations is partly due to the lack of standardised approach to reporting across the aid sector and the different reporting requirements from various stakeholders.

And yet, improving collective reporting of SEA (reports of SEA complaints/concerns from aid organisations to donors, as well as transparent public reporting by aid organisations on their SEA cases) is vital to better collective understanding of the problem of SEA, prevent it in a medium-long term and respond robustly with better outcomes for victims.

### **Consultancy Purpose/objectives:**

Advance the development of a standardised SEA data collection and reporting mechanism for aid organisations to support trend analyses and effective learning from aggregated data, which will inform policies and strategies aimed at improving victims' outcomes and prevention interventions. It will also enhance transparency and improve accountability.

Such protocol/framework would primarily be aimed at non-UN organisations in the aid sector, including private sector organisations (that operate within the aid sector), and potentially more widely (e.g. development actors), and complement the existing UNSG reporting system, instead of duplicating it.

### **Key output**

Develop or identify a standardised/harmonised framework/protocol for SEA data collection and reporting for **NGOs** within the aid sector to address the under-reporting issue of SEA and ensure that implementing partners and donors find a common ground to encourage reporting in a more transparent way. Synergies with UN reporting formats will be explored in order to facilitate coherence, where possible.

### **Expected Outcome**

Through a harmonized system, enable more robust analysis of trends, benchmarking of individual agency experience and improve the usefulness of SEA data in order to inform policies and practice, preventive strategies benefiting victims/survivors of SEA and aid recipients (including partners and stakeholders), as well as promote transparency and mutual/collective accountability in the aid sector.

## Phases

1. Review and map existing NGO's (and private sector) SEA data collection and reporting systems, including the challenges faced for efficient and effective data management. Light touch comparison with UN data collection and reporting systems will highlight synergies and gaps for further consideration.
2. Deep dive into existing NGO's (and private sector) SEA data collection, reporting systems and processes to get a good understanding of what happens when a report or allegation of SEA is received, the decision-making processes through to investigations, the victim supported, and the allegation resolved.
3. Develop a standardized/harmonised framework and protocol for NGO's (and private sector) SEA data collection and reporting systems, complementing the UN reporting system (and not duplicative). Based on findings and deeper understanding of the NGO's (and private sector) SEA data collection and reporting systems, which include a good overview of the existing UN's SEA data collection/reporting systems, develop a model framework and protocol on standardising NGO's (and private sector) SEA data collection and reporting. Consult through the CHSA network and beyond to finalise.
4. Provide recommendations / advice on the establishment of a Strategic Steering Committee (cross - sectorial) that will steer and oversee the SEA data project.
5. Provide recommendations about the shaping of what the next phase of this project could look like in order to move forward.

## Scope

This project is expected to run asap with a deadline until the end of September 2021. NGOs and private sector organisations that operate in the aid sector are the primary audience and participants in this project.

This will involve a very close review of the NGOs' (and private sector) systems and processes that said organisations use to collect complaints, allegations and reports of SEA, how they process and manage them and how they communicate and report results and findings.

This level of inner workings of organisations is not accessible to the public but it is essential for the project. Therefore, the consultant of this project is expected to seek access to these processes with organisations that operate in the aid sector. Given the sensitivity of SEA issues, this will require the consultant to work in a highly professional and high-trust way with multiple stakeholders. The CHS Alliance and SCHR, through their members and network, will support the consultant to obtain this access.

## Implementation Methodology

The methodology is expected to be through desk research, remote evidence review and key informant interviews.

The methodology should consider a selection of NGOs and private sector organisations, taking into account size and type to ensure a sector-wide representation is achieved, as well as a sample of donors.

In addition, the methodology should consider data standards, protocols and data protection issues with the review of data needs of different kinds of stakeholders (e.g., requirements for and expectations from donors, requirements for civil vs criminal cases, requirements for SEA case management and risk management).

A close coordination and collaboration with relevant NGOs and private sector stakeholders are expected from the consultant to facilitate the review and understanding of the NGOs' reporting requirements and the existing systems they use, if any, to collect and manage SEA reports.

Understanding the UN data system as well as the donors' requirements for reporting and their systems of collecting and managing SEA data is also crucial to the project. CHS Alliance, SCHR and partners can provide an introduction into this, if not pre-existing.

### **Consultancy outputs**

- ◆ A report with main findings, analysis of trends (and recommendations), up to 15 pages in length, including an executive summary.
- ◆ A standardized/harmonised framework for NGO's (and private sector) SEA data collection and reporting system.
- ◆ A meeting to present key findings, pitched to CHS Alliance, SCHR as well as other relevant NGOs.

### **Management of consultancy**

The consultancy will report and be managed by the CHS Alliance PSEA Manager with support from the SCHR's Executive Secretary. SCHR and CHS alliance have been working on this issue since late 2019 and can provide support and access to key informants based on that previous work.

### **Timing**

The contract will start as soon as possible and is expected to be completed by the end of September 2021.

### **Consultant's profile**

We expect the consultant to be independent and to meet the following requirements:

- ◆ A strong commitment to improving the management and reporting of Sexual Exploitation and Abuse.
- ◆ Strong understanding of past and developing trends and issues related to the prevention of and response to SEA
- ◆ Strong understanding of the aid sector's architecture and the stakeholders therein, including of partnership and funding agreements and how they relate to the reporting of SEA.
- ◆ Strong understanding of the management of SEA within the humanitarian/development sector and at least some level of knowledge of multiple donors, NGOs and UN's collecting/reporting system (processes involved in reporting and investigating SEA by aid workers, the realities of field work in conflict and disaster situations, etc.)

The consultant shall be registered as a consultant in their country or work for a consulting firm.