

Project Officer – Harmonized framework on SEAH

Location: *London*

Reports to: *Coline Rapneau, PSEAH Manager*

Direct reports: *None*

Job Purpose:

Promote the harmonised framework on SEAH collection and reporting from NGOs to donors within the Humanitarian and Development Sector to encourage new actors to adopt it and support its full implementation.

Background:

The CHS Alliance, together with SCHR and FCDO, agreed in 2020 on a project design to develop a harmonised framework, which NGOs and the private sector would use to better collect and report Sexual Exploitation, Abuse and Harassment (SEAH) data.

The first phase of the project was conducted in 2021, focusing on broad consultations with various stakeholders from over twenty-five organisations, mapping various reporting mechanisms, which led to a comprehensive report. The recommendations in the report confirmed the need for a harmonised framework to be developed, tested, validated, and launched within 24 months of commencement (from April 2022), throughout its phases 2 and 3.

Such a project will require time to build trust to have a maximum of NGOs being willing to adopt the framework. To create full ownership, it must strive to convince organisations of the reasons why it is important and beneficial to collect and report SEAH data in a harmonised way.

Based on the numerous identified and foreseen needs to be covered during phases 2 and 3 (April 2022-March 2024), the CHS Alliance envisages to engage an officer in charge of following this project, part time (12 days/month).

Main Responsibilities:

The Project Officer will serve as a resource to lead the follow up and manage day-to-day activities pertaining to this project, including the management of the relationship with potential consultants and other technical experts contracted for specific tasks or activities.

This person will promote the harmonised framework in external forum and engage various NGOs to encourage its adoption, while also managing the development of the online platform in phase 3. The successful candidate will assist interested organisations to implement the framework, support the governance processes, and lead the Steering Committee which will provide technical and strategic support.

The Project Officer will specifically carry out the following activities:

1. Coordination and Project Management

- Seek out and respond to organisations' queries about the harmonised framework and its implementation;

- Initiate, enable, and facilitate cross-organisational exchange and learning in support of the harmonised framework endorsement and implementation.

2. Communication and Promotion

- Actively promote the harmonised framework and seek new Implementing Organisations by reaching out to targeted organisations, providing 1:1 calls, webinars and presentation;
- Actively seek and identify new opportunities to enrol new organisations;
- Act as a resource to assist existing Implementing Organisations by championing the harmonised framework, supporting development of communications materials, briefs, and notes for internal stakeholders, collating and sharing experiences and best practice;
- Compile, analyse and share learnings, including by developing, updating and disseminating FAQs, guidance and other relevant web-based materials;
- Provide technical explanations and outreach to relevant organisations and networks to encourage them to implement the SEAH framework with a strong understanding of the commitments they are taking on by doing so.

3. Support

- Support new Implementing Organisations with preparatory work;
- Act as a resource to assist interested organisations in the implementation of the harmonised framework;
- Provide administrative support by managing the online platform (phase 3), and potential informative webpage/website;
- Provide support for the annual reporting process;
- Secure legal advice to ensure improved legal certainty and framework's implementation;
- Seek a wider range of Implementing Organisations (including donors) to implement and provide moral and political support to the harmonised framework and its objectives;
- Seek and collect feedback and identify challenges and opportunities to improve the framework and work with CHS Alliance, SCHR's Executive Secretary, and the Steering Committee to discuss and validate changes.

Perform other tasks as agreed with line manager that contribute to the mission and aims of the CHS Alliance.

Key Contacts:

- **Internal:** Colleagues from the Programmes team (especially those working on the issue of PSEAH), Verification team, Communication and Membership team, Support Services, as well as the Executive Director.
- **External:** SCHR secretariat, GCPS consulting, PSEAH focal points in CHS organisations and beyond, as well as relevant colleagues from other NGOs, private sector, UN entities and donors.

Person Specification

Core Competencies

- **Delivering Results:** Dynamic and able to bring opportunities together to deliver results.
- **Inclusive:** Demonstrating understanding of gender, diversity and inclusion.
- **Creative thinking:** Curious about alternative or unconventional ideas/solutions.
- **Communicating:** Ability to respectfully listen to and respond to queries, adapting to culture and context of interlocutor, both orally and in writing.
- **Cultural Sensitivity:** Adaptable and sensitive to work in different cultural contexts.
- **Time Management:** Proven ability to prioritise and plan effectively, working in a structured manner and to deadlines.

- Living CHS Alliance values: committing to work as a team, act with integrity, aim for excellence, respect, and care for each other and think creatively.

	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> • University degree or other qualification deemed equivalent 	
Experience:	<ul style="list-style-type: none"> • Demonstrated experience in the humanitarian sector at a field level, but also at an institutional level • Experience in mobilising, influencing and convincing diverse stakeholders from the aid sector • Demonstrated understanding and experience in SEAH issues at an organisational and operational level 	
Knowledge:	<ul style="list-style-type: none"> • Demonstrated awareness of the range of different actors (including INGOs, National and Local NGOs, Donors, Affected State Governments, Private Sector actors and UN agencies) working in the aid sector, and how they interrelate • Good understanding of past and developing trends and issues related to the prevention of and response to SEAH • Good 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 SEAH. • Good understanding of the management of SEAH 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 SEAH by aid workers, the realities of field work in conflict and disaster situations, etc.) 	<ul style="list-style-type: none"> • Good understanding of potential obstacles that may hamper the realization of a harmonized reporting framework • Good understanding of internal politics, power and decision making within the aid sector, and how they impact on effective implementation of PSEAH policies and procedures
Skills:	<ul style="list-style-type: none"> • Very good analytical and writing skills: ability to draft clear and concise briefs, reports and syntheses. • Excellent organisational, and coordination skills • Self-motivated, adaptable, and flexible, able to work alone or in team • Customer-oriented 	
Language:	<ul style="list-style-type: none"> • Excellent English, both oral and written 	<ul style="list-style-type: none"> • Spoken French a strong asset
Behaviour	<ul style="list-style-type: none"> • A strong commitment to improving the management and reporting of Sexual Exploitation, Abuse and harassment (SEAH). 	

	<ul style="list-style-type: none">• Proven integrity - upholding and promoting the highest standards of ethical and professional conduct and abiding by the CHS Alliance Code of Conduct. This includes refraining from acts of misconduct, respecting the CHS Alliance's standards and the dignity of those whom the Alliance pledges to assist and with whom they have contact.• Commit to the CHS Alliance values, vision and mission	
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