

Sexual Exploitation and Abuse Prevention & Response Tally Sheet

The purpose of this Tally Sheet

The aim of this survey is gain an overview of how organisations in the region address allegations of sexual exploitation and abuse of beneficiaries by staff.

By completing and returning this survey you will assist both your organisation and Building Safer Organisations (BSO) to:

- Establish a baseline of current sexual exploitation and abuse prevention and response measures;
- Understand strengths and/or gaps for future action planning.

What is sexual exploitation and abuse, and who are staff?

What is SEXUAL EXPLOITATION AND ABUSE? Who are staff?

Section 1 of the UN Secretary General's Bulletin issued in 9 October 2003 defines sexual exploitation and abuse (SEA) as follows:

Sexual exploitation means any actual or attempted abuse of a position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, sexually or politically from the sexual exploitation of another.

Sexual abuse means the actual or threatened physical intrusion of a sexual nature whether by force or under unequal or coercive conditions.

Staff members include any person who works for, volunteers for, or represents the organization, regardless of whether or not they are paid.

How to fill out this questionnaire

This questionnaire asks you to comment on statements and to provide information. If a question is followed by several choices, please select the one or ones that are correct for your organisation. **If you do not know the answer to a question, please ask your colleagues or choose the box "not sure".**

Alternatively, you may be asked to give more information. This will be indicated by a free-response box. Again, if you are not sure about the answer, simply tell us.

Part I: Our organisation, its work and beneficiaries

NB: Your name and organisation will be kept confidential.

Name: _____

Position: _____

Organisation : _____

Question 1: Organisation profile

a) Our NGO is:

International

National

Local

Other (*please give details*) _____

b) The office where I work provides:

Development assistance

Humanitarian assistance

Both development and humanitarian assistance.

c) Our organization uses the following eligibility criteria for deciding who receives services:

d) Our organisation is a partner of: (*Please select all that apply*)

UNHCR

UNICEF

WFP / FAO

UNIFEM

Another UN agency (*please give details*) _____

Another NGO (*please give details*) _____

Our organisation is not partnered with any other agency or organisation.

Part II: Organisational policies

Question 2: Policies and standards

a) Our organisation has a policy that staff must not sexually exploit or abuse beneficiaries.	Yes	No	Not sure
b) Our organisation has a policy that staff must report suspected cases of sexual exploitation or abuse by fellow staff members.	Yes	No	Not sure
c) Our organisation has a policy that staff must report any suspected cases of sexual exploitation or abuse by staff of other organisations.	Yes	No	Not sure
d) Our organisation has a policy that staff who sexually exploit or abuse or who do not report cases of sexual exploitation or abuse will be disciplined.	Yes	No	Not sure

Part III: Receiving Complaints

Question 3: Policies

a) Our organisation has a written policy/ies that tells people how to complain about sexual exploitation and abuse by former and current staff of our organisation.	Yes	No	Not sure
--	-----	----	----------

Question 4: Complainants

a) Under this policy/ies who can complain about sexual exploitation and abuse? <i>(Please select all that apply)</i>	
Staff members of our organisation	
Beneficiaries of our organisation	
People unrelated to our organisation	
Other _____	
b) These people can complain to our organisation in the following way/s: <i>(Please select all that apply)</i>	
Telling a staff member of our organisation	Leaving a message in a complaints box
Telling a beneficiary	Telling the police
Telling a representative of a community group	Calling a hotline
	Other _____

Question 5: Focal points

a) Our organisation appoints a "focal point" i.e. someone whose duties include receiving complaints.	Yes	No	Not sure
b) Focal points are senior staff in our organisation and/or the community.	Yes	No	Not sure
c) Focal points are trained in how to receive complaints.	Yes	No	Not sure

Question 6: Design

a) Who was / is involved in designing your complaints mechanism? *(Please select all that apply)*

Women's community groups	Community leaders
Youth community groups	Our staff
UN agencies	Other organisations' staff
Donors	Consultants
Government agencies	Other _____
Police	

Question 7: Referrals

a) Our organisation helps people who may have been sexually exploited or abused by our staff to access assistance, such as medical care or emergency housing.	Yes	No	Not sure
---	-----	----	----------

Part IV: Investigating sexual exploitation and abuse

Question 8: Deciding whether to investigate

a) Our organisation has a written policy that says which complaints should be investigated.	Yes	No	Not sure
--	-----	----	----------

Question 9: Investigators

a) Our organisation has a written policy that says who should investigate complaints.	Yes	No	Not sure
--	-----	----	----------

b) Those people who investigate complaints in our organisation are: <i>(Please select all that apply)</i> Investigators (i.e. working level staff with special skills in investigating staff misconduct) Manager/s Board member/s A committee of managers or board members Investigators from other organisation/s Investigators who are not associated with an organisation Other _____			
c) Investigators are skilled in interviewing children.	Yes	No	Not sure

Question 10: Support

a) In our organisation, people are appointed to supervise investigations into sexual exploitation and abuse.	Yes	No	Not sure
b) Those people are skilled in supervising investigations.	Yes	No	Not sure
c) Our organisation assigns money and resources especially for investigations into sexual exploitation and abuse in our budget.	Yes	No	Not sure
d) People who conduct investigations have access to: <i>(Please select all that apply)</i> Secure office space Secure document storage Experts in interviewing children Translators			

Question 11: Outcome and accountability

a) The findings of the investigation must be communicated to management in a written report.	Yes	No	Not sure
b) The complainant is usually informed of the outcome of the investigation.	Yes	No	Not sure
c) There is a mechanism to appeal the findings in the report.	Yes	No	Not sure

- d) In my opinion, the overall quality of investigations in our organisation is:
- Very good
 - Good
 - Fair
 - Poor
 - Our organisation has never conducted an investigation

Part V: Awareness-raising

Question 12: Awareness-raising with staff

- a) Our organisation raises staff awareness about sexual exploitation or abuse by: *(Please select all that apply)*

Ensuring that staff members sign a copy of the sexual exploitation or abuse policy

Training at induction

Training during service

Other _____

Putting up signs about sexual exploitation and abuse around the office

Conversations with other staff and/or supervisors

- b) If your organisation uses training, who conducts the training and how often? *(Please comment)*

- c) Our awareness- raising with staff covers: *(Please select all that apply)*

Definitions of sexual exploitation and abuse

Causes of sexual exploitation and abuse

Responsibility not to commit sexual exploitation and abuse, including when off-duty

Duties to report suspected cases sexual exploitation or abuse

Procedures for complaining about sexual exploitation and abuse

Processes after complaints are made

- d) On a level of 1 (**worst**) to 10 (**best**) how would you rate overall staff awareness about your organisation's policies on sexual exploitation and abuse?

1 2 3 4 5 6 7 8 9 10

Question 13: Awareness-raising with beneficiaries

a) Our organisation raises beneficiary awareness about sexual exploitation and abuse through: (Please select all that apply)									
Training	Conversations between staff or between staff and supervisors								
Posting SEA policies in prominent places									
Films, dramas or plays									
b) Our awareness raising with beneficiaries covers: (Please select all that apply)									
What constitutes sexual exploitation and abuse	Staff's obligation to report any suspected cases of sexual exploitation and abuse								
The causes of sexual exploitation and abuse	How to complain about sexual exploitation and abuse								
Staff members' duty not to commit sexual exploitation and abuse, even when they are off-duty	What happens after someone makes a complaint								
c) Our organisation conducts awareness-raising with beneficiaries:									
Once a month									
Once every four months									
Once a year									
Other _____									
d) Beneficiaries were involved in planning our organisation's awareness-raising campaign.		Yes	No	Not sure					
e) On a level of 1 (worst) to 10 (best) how would you rate beneficiaries' overall awareness about your organisation's policies on sexual exploitation and abuse?									
1	2	3	4	5	6	7	8	9	10

Question 14: Awareness-raising with other stakeholders

a) Our organisation publicizes its sexual exploitation and abuse policies to partner organisations.	Yes	No	Not sure
b) Our organisation publicizes its sexual exploitation and abuse policies to local government agencies.	Yes	No	Not sure

Part VI: Cooperation and ensuring continuous improvement

Question 15: Cooperation

a) Our organisation creates opportunities for people to learn more about sexual exploitation and abuse, including people outside our organisation.	Yes	No	Not sure
b) Our organisation has procedures / policies for referring cases of sexual exploitation and abuse to: (Please select all that apply) UN agencies Other NGOs National authorities			
c) Our organisation has conducted a "joint investigation" i.e. an investigation/s with another organisation.	Yes	No	Not sure
d) If your organisation has conducted a joint investigation, in your opinion, what was the quality of this investigation/s: Very good Good Fair Poor			

Question 16: Ensuring continuous improvement

a) Our organisation reviews sexual exploitation and abuse policies and procedures: Every year Every three to five years No plan for review yet Not sure			
b) Our organisation considers sexual exploitation and abuse prevention in program planning: Fully Partly Not at all Not sure			
c) Our donors want to know whether our organisation is preventing and responding to sexual exploitation and abuse.	Yes	No	Not sure
d) All managers encourage staff to cooperate in investigations.	Yes	No	Not sure
e) Senior management recognizes the importance of preventing and responding to sexual exploitation and abuse in your organisation.	Yes	No	Not sure

Part VII: In closing...

Does your organisation offer innovative ideas for prevention of and response to sexual exploitation and abuse that aren't captured above? Please tell us about them.

-----Thanks for your time!-----