

Prevention and response against Sexual Exploitation and Abuse and Sexual Harassment Action Plan

FAO Nigeria

2018-2019

July 2018

Introduction

FAO has a zero-tolerance policy towards any form of harassment, sexual exploitation or abuse. The Organization is committed to ensuring a work environment that is free of harassment, in particular sexual harassment, as well as to the highest standards of conduct for its employees with regard to sexual exploitation and abuse.

As part of ongoing efforts to create and maintain an environment that prevents sexual exploitation and abuse and promote the implementation of the Code of Conduct, the current FAO Nigeria Prevention and response against Sexual Exploitation and Abuse (SEA) and Sexual Harassment (SH) Action Plan has been designed.

As defined in the 2003 United Nations Secretary-General's Bulletin on Protection from Sexual Exploitation and Abuse¹, 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, socially or politically from the sexual exploitation of another, while sexual abuse means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Protection from Sexual Exploitation and Abuse (PSEA)² is a term used by the UN and NGO community to refer to measures taken to protect vulnerable people from sexual exploitation and abuse by our own staff and associated personnel. For instance, sex for agricultural seeds, fertilizers and tools, livestock (animal, vaccination and medication), cash-based transfers (CBTs), Safe Access to Fuel and Energy (SAFE), fresh voucher and others FAO interventions etc.

Harassment is any improper and unwelcome conduct by an individual or group of individuals that is directed at, and offensive to, another person and that the individual(s) knew, or reasonably ought to have known, would cause offence or harm to that person.³ And, sexual harassment is any unwelcome sexual advance, request for sexual favour, verbal or physical conduct or gesture of a sexual nature, or any other behaviour of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation to another, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment.⁴

¹ United Nations Secretary-General's Bulletin on "Special measures for protection from sexual exploitation and sexual abuse" (ST/SGB/2003/13).

² CHS Alliance. PSEA Implementation Quick Reference Handbook. 2017.

³ FAO administrative circular N° 2018/02: Zero Tolerance On Sexual Harassment And Sexual Exploitation And Abuse.

⁴ Idem.

The purpose of this Action Plan is for mainstreaming PSEA and SH and to demonstrate how practical measures to prevent and respond to sexual exploitation and abuse can be implemented within FAO Nigeria Office.

This document follows the spirit of the United Nations Secretary-General's Bulletin on "*Special measures for protection from sexual exploitation and sexual abuse*" (ST/SGB/2003/13), the six core principles established by the IASC (Inter-Agency Standing Committee) Task Force on Protection from Sexual Exploitation and Abuse, the Statement of Commitment on Eliminating Sexual Exploitation and Abuse by UN and non-UN personnel, the FAO Director-General's Bulletin N°2012/70, the FAO administrative circulars N°2013/27⁵, 2018/02⁶ and the FAO Code of Conduct.

The Action Plan is also in line with the below mentioned core principles detailed in the Inter-Agency Standing Committee (IASC) Plan of Action on Protection of Sexual Exploitation and Abuse (PSEA) in humanitarian crises.

The six Core Principles of the FAO Nigeria PSEA Action Plan on SEA⁷ provide that:

- **Sexual exploitation and abuse by humanitarian workers are acts of gross misconduct and are therefore grounds for termination of employment.**
- **Sexual activity with children (persons under the age of 18) is prohibited regardless of the local age of consent, i.e. the local or national laws of the country you are working in. Ignorance or mistaken belief in the age of the child is not a defence.**
- **Exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour by Employees and Related Personnel is prohibited. This includes the exchange of assistance that is due to participants.**
- **Sexual relationships between employees and beneficiaries are strongly discouraged since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of the UN and INGO humanitarian response.**
- **When a UN/INGO employee develops concerns or suspicions regarding sexual exploitation or abuse by an Employee or Related-Personnel s/he must report such concerns via the established reporting procedures of the appropriate agency entity or through the inter agency Community Based Complaints Mechanism (CBCM).**
- **UN/INGO employees are obliged to create and maintain an environment that prevents sexual exploitation and abuse and promotes the implementation of this Policy. UN/INGO Managers at all levels have particular responsibilities to support and develop systems that maintain this environment.**

⁵ FAO administrative circular N°2013/2 : Protection From Sexual Exploitation And Abuse (PSEA).

⁶ FAO administrative circular N° 2018/02: Zero Tolerance On Sexual Harassment And Sexual Exploitation And Abuse.

⁷ The Six Core Principles Relating to SEA were outlined by the IASC Task Force on Protection from Sexual Abuse and Exploitation in 2002, and adopted by the IASC member agencies for inclusion into their institutional Codes of Conduct. See Report of the Inter-Agency Standing Committee Task Force on Protection from Sexual Exploitation and Abuse in Humanitarian Crises of 13 June 2002, Plan of Action, Section I.A. These principles were incorporated into the UN Secretary General's Bulletin on SEA in 2003. They are binding on humanitarian staff.

SEA by a FAO staff member represents a huge reputational risk. The biggest risk by far however, is to that of the community member affected by SEA. Therefore, PSEA remains the responsibility of the senior leadership team, all managers, staff and service providers. They have particular responsibilities to support and develop systems that maintain this environment. Each staff should understand the importance of engaging in collective efforts to prevent and respond to SEA, and to *mainstream PSEA* into FAO Nigeria programme activities.

This action plan has been developed under the five pillars, namely; 1) Management and coordination; 2) Prevention; 3) Engagement with and support of local populations; 4) Engagement with donors and 5) Response measures and 6) Monitoring and Evaluation.

I. MANAGEMENT AND COORDINATION

Senior management/leadership	Responsibility	Period
<p>Effective commitment of FAO Representative and Deputy FAO Representative in prevention and response against Sexual Exploitation and Abuse (PSEA):</p> <ul style="list-style-type: none"> ❖ Designation of PSEA Focal Points for Adamawa and Yobe States done. ❖ Reminder to staff through an email on the FAO zero tolerance policy towards any form of sexual harassment, sexual exploitation or abuse done and request to take mandatory the “United Nations Course on Prevention of Harassment, Sexual Harassment and Abuse of Authority” & “Ethics and Integrity at the United Nations” (once the year). ❖ Reminder to staff and Implementing Partners (IPs) on the FAO zero tolerance policy towards any form of sexual exploitation or abuse done through a letter sent to them and in a meeting with IPs (at least once the year). 	<p>Senior Management Leadership (FAO Representative and Deputy FAO Representative)</p>	<p>July 2018 - August 2018</p> <p>July 2018 - July 2019</p> <p>July 2018 - July 2019</p>

<ul style="list-style-type: none"> ❖ Information of staff on the content of the UN Secretary-General’s Bulletin on Protection from Sexual Exploitation and Abuse (ST/SGB/2003/13), as well as of Director-General’s Bulletin N°2012/70, the FAO administrative circulars N°2013/27⁸, 2018/02⁹and the FAO Standards Code of Conduct (twice the year). ❖ Support to PSEA Focal points provided by allowing them to attend PSEA networks meetings and events, field missions, trainings (attendance and conduct) etc. ❖ Provision of budgetary line for SEA activities (trainings, public information materials, response, etc.) allocated. 		<p>July 2018 - July 2019</p> <p>July 2018 - July 2019</p> <p>July 2018 - July 2019</p>
Focal points	Responsibility	Period
<ul style="list-style-type: none"> ❖ Monthly reports feedback and guidance to the management provided. ❖ Bi-annually reports to the Senior Management and the Ombudsman and Ethics Officer provided. 	<p>Northeast Nigeria Gender & GBV Specialist & PSEA Focal Point</p> <p>Abuja PSEA Focal Point & Abuja Gender Focal Point</p> <p>Adamawa/PSEA Focal Point</p> <p>Yobe/PSEA Focal Point</p>	<p>July 2018 - July 2019</p> <p>January 2019, and July 2019</p>

⁸ FAO administrative circular N°2013/27 Protection From Sexual Exploitation And Abuse (PSEA).

⁹ FAO administrative circular N° 2018/02 Zero Tolerance On Sexual Harassment And Sexual Exploitation And Abuse.

❖ Implementation of the FAO Prevention and response against Sexual Exploitation and Abuse Action Plan's activities.		July 2018 - July 2019
PSEA networks	Responsibility	Period
❖ Participation to the PSEA Working Group/ PSEA Task Force meetings (at least four meetings per year).	Northeast Nigeria Gender & GBV Specialist & PSEA Focal Point	July 2018 - July 2019
❖ Attending any meeting related to SEA at inter-agency level [PSEA network meetings] (at least two meetings per year).	Abuja PSEA Focal Point & Abuja Gender Focal Point Adamawa/PSEA Focal Point Yobe/PSEA Focal Point	July 2018 - July 2019
II. PREVENTION		
HR management key actions	Responsibility	Period
Take into account during the recruitment process related aspect to PSEA:		
❖ PSEA clause integrated in FAO local contract.	Human Resources /Admin/ Northeast Nigeria Gender & GBV Specialist & PSEA Focal Point	July 2018 - July 2019
❖ All newly recruited staff sign the Code of Conduct and participate in an orientation session on FAO Standards Code of Conduct, including SEA and SH.	Abuja PSEA Focal Point Newly recruited Staff	July 2018 - July 2019

<ul style="list-style-type: none"> ❖ All staff newly recruited have taken mandatory courses (you@fao learn, perform and connect) “United Nations Course on Prevention of Harassment, Sexual Harassment and Abuse of Authority” & “Ethics and Integrity at the United Nations” 		<p>July 2018 - July 2019</p>
Awareness raising/Training	Responsibility	Period
<ul style="list-style-type: none"> ❖ Code of Conduct (either the simplified or complete version) displayed in all operational FAO premises. 	<p>Communication Officers (Abuja & Maiduguri) Northeast Nigeria Gender & GBV Specialist & PSEA Focal Point Abuja PSEA Focal Point & Abuja Gender Focal Point Adamawa/PSEA Focal Point Yobe/PSEA Focal Point</p>	<p>July 2018 - December 2019</p>
<ul style="list-style-type: none"> ❖ Trainings and sensitization sessions for FAO Nigeria staff on SEA and SH and how to report incidences, whether substantiated or not. [This includes consultants, contractors, staff, security guards, ...] conducted (at least two per year). 	<p>Northeast Nigeria Gender & GBV Specialist & PSEA Focal Point in collaboration with Abuja PSEA Focal Point & Abuja Gender Focal Point Adamawa/PSEA Focal Point Yobe/PSEA Focal Point</p>	<p>July 2018 - July 2019</p>

❖ Training sessions for FAO Nigeria staff on the Code of Conduct, PSEA and whistleblower protection measures are put in place within the FAO conducted	Ombudsman and Ethics Officer/ Northeast Nigeria Gender & GBV Specialist & PSEA Focal Point	2019 (Date to be confirmed)
❖ All staff have taken mandatory courses (you@fao learn, perform and connect) “ United Nations Course on Prevention of Harassment, Sexual Harassment and Abuse of Authority ”&“ Ethics and Integrity at the United Nations ”	Human Resources /Admin/ Northeast Nigeria Gender & GBV Specialist & PSEA Focal Point Abuja PSEA Focal Point Staff	July 2018 - July 2019
❖ Distribution and vulgarization to all staff UN Secretary-General’s Bulletin on Protection from Sexual Exploitation and Abuse (ST/SGB/2003/13), as well as of Director-General’s Bulletin N° 2012/70, the FAO administrative circulars N°2013/27, 2018/02 and the FAO Code of Conduct (at least once the year).	Northeast Nigeria Gender & GBV Specialist & PSEA Focal Point Abuja PSEA Focal Point & Abuja Gender Focal Point Adamawa/PSEA Focal Point Yobe/PSEA Focal Point	July 2018 - July 2019
❖ All relevant PSEA guidelines, documents and communication materials are available for staff reference	Northeast Nigeria Gender & GBV Specialist & PSEA Focal Point & Communication Officers (Abuja & Maiduguri) Abuja PSEA Focal Point & Abuja Gender Focal Point Adamawa/PSEA Focal Point	July 2018 - July 2019

	Yobe/PSEA Focal Point	
Cooperative arrangements	Responsibility	Period
<ul style="list-style-type: none"> ❖ All contracts with external implementing partners or service providers (including transporters, warehouse staff, guards, ...) incorporate the core principles of the Code of Conduct as part of the Contract/the Letter of Agreement (LoA) 	<p>Procurement Officers (Abuja & Maiduguri)</p>	<p>July 2018 - July 2019</p>
<ul style="list-style-type: none"> ❖ All implementing partners or service providers sign that they are aware that they are responsible for ensuring the Code of Conduct is made known to the beneficiary with whom they are working 	<p>Procurement Officers (Abuja & Maiduguri)</p>	<p>July 2018 - July 2019</p>
<ul style="list-style-type: none"> ❖ All FAO partners participate in SEA trainings offered by the Organization (Twice a year) 	<p>Programme Team / Procurement Officers (Abuja & Maiduguri) Northeast Nigeria Gender & GBV Specialist & PSEA Focal Point Abuja PSEA Focal Point & Abuja Gender Focal Point Adamawa/PSEA Focal Point Yobe/PSEA Focal Point Communication Officers (Abuja & Maiduguri)</p>	<p>July 2018 - July 2019</p>

III. ENGAGEMENT WITH AND SUPPORT OF LOCAL POPULATION

Information, Education and Communication (IEC) / Messaging	Responsibility	Period
<ul style="list-style-type: none"> ❖ Messaging developed and targeted community awareness raising materials in English and Hausa and Kanuri languages to inform, educate communities about their rights, standards of conduct expected of FAO staff and partners and how to lodge complaints designed. 	<p style="text-align: center;">Communication Officers (Abuja & Maiduguri)/ Northeast Nigeria Gender & GBV Specialist & PSEA Focal Point Programme Team</p>	<p style="text-align: center;">July 2018 - July 2019</p>
<p>Community awareness of SEA</p>	<p style="text-align: center;">Responsibility</p>	<p style="text-align: center;">Period</p>
<ul style="list-style-type: none"> ❖ Sensitization, raising awareness sessions of FAO beneficiaries in appropriate/main local languages on « SEA and related preventives measures» and with supporting PSEA communication materials conducted. ❖ Information of FAO beneficiaries in local languages why they have been selected, on what they are entitled to; that humanitarian aid delivered by FAO and its partners is “free” in and out of camps etc. 	<p style="text-align: center;">IPs Programme Team / Communication Officers (Abuja & Maiduguri) Northeast Nigeria Gender & GBV Specialist & PSEA Focal Point</p>	<p style="text-align: center;">July 2018 - July 2019</p> <p style="text-align: center;">July 2018 - July 2019</p>
<p>Reporting and Complaints mechanisms</p> <p>Establish Community Based Complaints and Reporting Mechanisms (CBCM) with FAO beneficiaries:</p> <ul style="list-style-type: none"> ❖ Toll free number and or e-mail 	<p style="text-align: center;">Abuja/ IT Officer Maiduguri/Monitoring &Evaluation Officer Programme Team/</p>	<p style="text-align: center;">Period</p> <p style="text-align: center;">July 2018 - July 2019</p>

<ul style="list-style-type: none"> ❖ Deployment of a complaints desk officer during the distribution of agricultural inputs and others interventions ❖ Face-to-face interactions (meetings, needs assessments, field visits, focus group discussions, “Rapid Gender Analyses”, etc.) ❖ Regular monitoring, PDM, etc. 	<p>Northeast Nigeria Gender & GBV Specialist & PSEA Focal Point Abuja PSEA Focal Point & Abuja Gender Focal Point Adamawa/PSEA Focal Point Yobe/PSEA Focal Point Communication Officers (Abuja & Maiduguri)</p>	
<ul style="list-style-type: none"> ❖ Sexual harassment cases within FAO Nigeria are confidentially managed. 	<p>Complainant’s supervisor or another manager Human Resources Officer Ombudsman/Ethics Officer</p>	<p>July 2018 - July 2019</p>
IV. ENGAGEMENT WITH DONORS		
Actions	Responsibility	Period
<ul style="list-style-type: none"> ❖ One-pager note on FAO Nigeria good practices on AAP including, PSEA and Core people-related issues developed and shared (bi-annually) 	<p>Programme and Liaison Officer Communication Officers (Abuja & Maiduguri) Abuja Northeast Nigeria Gender & GBV Specialist & PSEA Focal Point</p>	<p>July 2018 - July 2019</p>

	Abuja PSEA Focal Point & Abuja Gender Focal Point	
V. RESPONSE MEASURES		
Actions	Responsibility	Period
❖ Establish a link between the referral mechanism of SGBV and the SEA response.	Northeast Nigeria Gender & GBV Specialist & PSEA Focal Point	July 2018 - July 2019
Establish a monitoring mechanism and investigation of allegations. ❖ A Feedback Registry including these elements (Date received, beneficiary information, beneficiary contact information, feedback information, case management, response) is set-up.	Monitoring & Evaluation Officer/ Northeast Nigeria Gender & GBV Specialist & PSEA Focal Point Abuja PSEA Focal Point	July 2018 - July 2019
❖ All information related to SEA cases to be promptly shared with Ombudsman and Ethics Officer at HQ	Northeast Nigeria Gender & GBV Specialist & PSEA Focal Point Abuja PSEA Focal Point	July 2018 - July 2019

VI. MONITORING & EVALUATION		
Actions	Responsibility	Period
<ul style="list-style-type: none"> ❖ Review of the FAO Prevention and response against Sexual Exploitation and Abuse Action Plan's activities (annually) ❖ Develop Sexual Exploitation and Abuse related indicators in the project log frames 	Monitoring & Evaluation Officer/ Northeast Nigeria Gender & GBV Specialist & PSEA Focal Point Abuja PSEA Focal Point	July 2019

Contact *FAO Ombudsman and Ethics Officer*:

Confidential email account :

Ombudsman@fao.org or Ethics-office@fao.org

Helpline- telephone : + 39 06 570 53 800

Skype : Ethics.office-fao

For any question related to the FAO Nigeria Prevention and response against Sexual Exploitation and Abuse (SEA) and Sexual Harassment (SH) Action Plan, please contact:

Suffyan Koroma, FAO Representative in Nigeria, email: FAO-NG@fao.org

Nourou Macki Tall, Deputy FAO Representative in Nigeria, email: nouroumacki.tall@fao.org

Anne-Judith Ndombasi, Gender and Gender-based Violence Specialist, email: annejudith.ndombasikinsumba@fao.org