
UNESCO in-country PSEA Focal Point for the International Centre for Theoretical Physics (ICTP)

Terms of Reference

Background

UNESCO is committed to applying a 'zero tolerance' policy towards acts of sexual exploitation and abuse by its personnel. In 2003, the United Nations Secretary-General issued a Bulletin on "Special measures for protection from sexual exploitation and sexual abuse" (ST/SGB/2003/13) ("the Bulletin"). To support system-wide implementation of the zero-tolerance policy, the Director-General has decided to adopt the standards of conduct and provisions on PSEA set by the Bulletin, adjusted as necessary, to be applied by UNESCO personnel, as detailed in the Administrative Circular AC/HR/77, published on 19 November 2020.

Role Description

The PSEA Focal Point is a staff member of UNESCO tasked with implementing PSEA in direct coordination with his/her Director, both internally and as an active member of the UNCT PSEA Network. The nomination of a PSEA Focal Point does not relieve the Director as ultimately responsible for PSEA in his/her office but supports the Director to fulfil that responsibility. Support in carrying out these tasks is provided to/from the UNESCO PSEA Focal Point for the Organization, based at HQ and entrusted to the Ethics Office. The Ethics Advisor thus serves as UNESCO's PSEA Coordinator, supported by the Ethics Officer as Deputy PSEA Coordinator.

The Focal Point designation is a role or "hat" assigned to existing personnel and not a full-time position.

The Director and Focal Point are mutually responsible for ensuring each are kept up to date on collective and organizational PSEA developments for meaningful participation in the UNCT PSEA Network as appropriate.

The role of the Focal Point is strictly limited to PSEA; issues related to Sexual Harassment in the workplace and other forms of misconduct are not part of this function.

Responsibilities:

The PSEA Focal Point(s) will undertake the following:

Prevention

The Focal Point will support the Director to establish and/or strengthen internal policies and procedures in line with UNESCO's standards and good practice, including:

- Ensure employees receive a copy of the Standards of Conduct for the International Civil Service as well as a copy of UNESCO's PSEA Policy upon joining. Reference shall also be made to UNESCO's Whistleblower Protection policy that meaningfully protects complainants and encourages safe reporting.
- Ensure the consistent application of practices and mechanisms in human resources that guard against hiring persons who have a record of misconduct, and include PSEA content in induction, contracts and subcontracting.

- Ensure that all employees of the institute follow the UN e-learning module on PSEA and monitor compliance.

Response

- Support the Director to strengthen safe PSEA-specific procedures for receiving and reporting information through UNESCO's complaints mechanism.
- Support the Director to establish and/or strengthen referral pathways to victim assistance services, in coordination with the Ethics Office.
- Act as a channel to receive allegations of SEA. Once an allegation is received, the Focal Point will immediately refer 1) the allegation to the Internal Oversight Service (IOS) and inform the Ethics Office, in accordance with the established internal procedures, and 2) refer the complainant to victim assistance services based on his/her consent and following established referral pathways, as available.
- Ensure that UNESCO's procedures and mechanisms for reporting allegations of SEA are known to all the institute's employees, partners, recipients of assistance, and local communities (especially by including a dedicated area on the office's website, containing at least the UNESCO policy on PSEA and the name of the PSEA Focal point in the Field office and at HQ).

Management and Coordination

- Ensure that the identity of the Focal Point is known throughout the institute and the PSEA Network and that contact details are made widely available.
- Represent the institute at PSEA Network meetings and actively participate in fulfilling the Network's Work Plan. The PSEA Focal Point can speak about general matters on behalf of the institute in the PSEA Network but shall first liaise with the Ethics Office and/or Director of the institute on matters that require decision-making authority to initiate institutional change. The PSEA Focal Point has direct access to the Director in PSEA-related matters.
- Report back to the Director and to the Ethics Office on Network progress and knowledge gained from working with the Network, as well as plans for future action.
- Maintain confidential records of reported SEA incidents involving UNESCO in the field office.
- Generally assist the Director to meet his/her senior leadership PSEA responsibilities.

Training:

The Director will ensure the Focal Points are trained on:

- PSEA by following the UN PSEA e-learning module available to UNESCO employees on MyLearning.
- Ethics, in order to enhance the ability to recognize SEA when mixed with other issues.

Required Qualifications and Experience:

- Strong knowledge of the local context, UNESCO's institutional approach on PSEA and related strategies, policies, rules and regulations.
- Compatibility of the PSEA Focal Point function with his/her assigned position and workload.

Skills

- Professionalism (proven integrity, objectivity, and professional competence)
- Communication, facilitation, and inter-personal skills
- Time-management

Behavioral requirements

- Embracing cultural diversity
- Sensitivity to gender issues
- Ability to maintain confidentiality
- Ability to interact in a sensitive manner with survivors
- Ability to work in a stressful environment