

Sample communications from UN entity to IPs regarding PSEA assessment

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I. Message requesting the completion of the PSEA assessment

Subject: Request to Complete PSEA Assessment for [NAME OF PARTNER]

In line with [The United Nations Protocol on Allegations of Sexual Exploitation and Abuse Involving Implementing Partners](#) (the United Nations IP Protocol), the United Nations system is in the process of assessing all of our implementing partner's capacity to prevent sexual exploitation and abuse (PSEA). We are undertaking an inter-agency pilot to coordinate assessments and follow up activities with our shared partners. We are therefore reaching out to our NGO partners who work with more than one UN organization and requesting your organization to complete a [self-assessment](#) of your capacity in this area and return it within **XX days[TO BE DECIDED BY COUNTRY TEAM]** from the date of this email.

The PSEA Assessment is a common tool being used by all UN organizations. As part of the protocol, the UN system requires all of our partners to complete the assessment. It will be valid for up to five years, unless there are changes to your organization's structure or capacity. Partners will be assumed to be at high risk for SEA until an assessment is completed.

The United Nations system will recognize any PSEA assessment conducted by another UN organization in 2019 or 2020. Therefore, if you have already been assessed, please indicate that on the form and provide supporting documentation.

[Guidance](#) on how to complete the self-assessment is available in the document itself. However, if you need assistance completing the self-assessment, please let us know. After you complete your self-assessment, kindly sign and send the completed assessment and all supporting documentation to the United Nations organization who initiated the assessment. If you have a partner profile in the UN Partner Portal, please also upload the documentation to the other information tab. Upon receipt, the United Nations organization will verify the information and provide a PSEA capacity rating of full, medium or low. If your organization scores less than full capacity, we will work with your organization to complete a [capacity strengthening implementation plan](#). The plan will identify activities which will help bring you to full capacity. The various UN organizations may support and monitor the implementation of the plan as part of its regular monitoring activities and undertake a reassessment after 6 months. **Please note, we will not be able to continue to work with a Partner with a low PSEA capacity rating for more than nine months.**

Please do not hesitate to reach out to us if you have further questions.

The United Nations organizations thank you for your collaboration on the PSEA Assessment, and we look forward to receiving your self-completed PSEA Assessment in due course.

With thanks and kind regards,

II. Messages sharing interim feedback on the PSEA assessment when clarification/additional documents are needed

Subject: [NAME OF ORGANISATION]: Request for additional information/documentation re: PSEA Assessment

Dear [NAME],

Thank you for taking the time to complete the PSEA self-assessment for [NAME OF ORGANISATION] conducted on [DATE].

After reviewing the documentation, we would appreciate if you please provide us with further clarifications regarding core standard(s) [NUMBER(s)] as highlighted below:

Core Standard	Documentation received	Additional clarification/materials required
Core Standard #		
Core Standard #		

Once we have these outstanding pieces of information, we will update and share the final PSEA Assessment with you and other UN entities. We would be grateful if you could provide us with these materials by [INSERT DATE].

I am looking forward to hearing from you.

Warm regards

XXXX.

III. Final assessment message

Subject: **NAME OF ORGANISATION:** Feedback on Final Outcome of PSEA Assessment

Dear **NAME**,

[If the PSEA assessment was finalised based on submission of self-assessment and clarification was required]: Thank you for your cooperation and assistance during the recent PSEA Assessment conducted on **[insert date]**. On behalf of the UN system, we appreciate your time and sharing of your organisation's policies/procedures/systems to prevent and protect against sexual exploitation and abuse.

After review of the documentation provided, your organization scored a **[TOTAL SCORE]** on the assessment, which means its PSEA organizational capacity is **[full/medium/low]**.

[Select one of the below paragraphs as relevant]

[If additional clarifications/documentation were requested by the UN provided by the IP]: Thank you for providing additional inputs and materials for the PSEA assessment for **[NAME OF ORGANISATION]**. We have adjusted the assessment based on your feedback. Your organization scored a **[TOTAL SCORE]** on the assessment, which means its PSEA organizational capacity is **[full/medium/low]**.

[Include this paragraph if partner received rating of full capacity:]

Congratulations on achieving a PSEA organizational capacity **Full** rating effective **[insert date of final review of PSEA Assessment]**. The rating of your organisation will remain valid five years from this date, unless there are significant changes to the operational context of your PSEA-related capacities, or any SEA related incidents which would require an earlier re-assessment.

[Include this paragraph for medium/low capacity rated partners:]

Because your PSEA organizational capacities have been assessed as **Low/Medium** effective **[insert date of final review of PSEA Assessment]**, the UN Protocol requires some capacity strengthening activities to move your organization towards **full capacity**. We will work together with you to develop a [capacity strengthening implementation plan](#) to address identified gaps in organisational capacity on PSEA and will monitor your progress against the agreed upon plan as part of our partnership with you.

Per the UN Protocol on PSEA, UN entities may choose to suspend, terminate or not renew partnerships with implementing partners who fail to reach full capacity after 6 to 9 months from the date of the capacity strengthening implementation plan. Please see the guidance '[Working with the United Nations system: Key information for UN Implementing Partners on completing the Protection from Sexual Exploitation and Abuse \(PSEA\) Capacity Assessment](#)' which contains multiple resources to assist your organisation in this process.

Please find attached an Excel Sheet that summarizes the outcome of our review and highlights our specific outstanding questions and missing materials for each core standard, where relevant.

[INCLUDE TEXT ONLY IN CASE OF CONFUSION SEA VS. SEXUAL HARASSMENT: As a general comment, it is important to note that SEA and sexual harassment are different issues. In both instances sexual misconduct is perpetrated by personnel of UN agencies or its partners. However, the survivors of SEA are beneficiaries or community members, while the survivors of sexual harassment are personnel of UN agencies or partners themselves. This assessment only covers SEA.]

[INCLUDE TEXT ONLY IN CASE MATERIALS ONLY FOCUS ON SEA/SAFEGUARDING FOR CHILDREN: As a general comment, it is important to note that the PSEA mechanisms should be designed for preventing, reporting and responding to SEA allegations involving children as well as adults. Even if programme(s) primarily focus on children, there may be scenarios where SEA is committed against adults, such as parents/caregivers or other community members.]

As a next step, **[INSERT IF UN ENTITY USES UNPP:** we would kindly ask you to upload a pdf of the Excel Sheet attached to your organisation's profile in the UN Partner Portal, Other Information tab as soon as possible to complete the process. This will facilitate the outcome of this assessment being available to other UN agencies. Please retain the assessment and the supporting documents on the UNPP, including any additional documents which you provided to us after the initial review, so that the complete package will be available for other UN agencies to view them in the future.] **[INSERT IF UN ENTITY DOES NOT USE UNPP:** keep the assessment and supporting documents on file so you can share them with another UN entity at a later date (if requested) to show that your organisation has already been assessed.

We look forward to continuing to work with your organization to jointly strengthen prevention of and response to sexual exploitation and abuse. Together, we can create a safer and more protective environment for every beneficiary.

For any questions or clarification, please feel free to contact **[Contact name]**

Sincerely,

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