



**RURAL INITIATIVE FOR PEACE AND DEVELOPMENT ORGANISATION**

**(RIPDO)**

**PSEA AWARENESS RAISING BOOKLET**

**SEPTEMBER 2022**

**RIPDO**

## **PREFACE**

Each time, people in Eastern Equatoria State of South Sudan mostly those living in poor communities, worry and face SEA cases. Many of these communities do not even have safe access to PSEA information and have taken a normal life situation guided by inability to control nature and traditions.

To address these problems, various efforts have been laid, by both government and non-government institutions alike, to implement PSEA projects in the different communities in South Sudan.

SEA is gross misconduct and as per cases of fraud or corruption, affects the integrity and accountability of any Organization or institutions. In addition to harming persons, SEA erodes integrity and can harm the Donor and Public trust in any Organization or institution and thereby undermine its work and objectives.

Therefore, SEA is not addressed only as sexual and a gender based violence issue but also as an integrity and ethical organizational concern since it affects agency's principles and contradicts its core values. This is in recognition of the fact that, "***Strengthening Inclusive Community Awareness Raising and Engagement Sessions***" funded by Interagency PSEA Community Outreach and Communication Fund and RIPDO having developed, PSEA working code of conduct though wise to have a training manual that will guide its operations towards PSEA and retain the integrity and ethics of the National NGOs as a humanitarian and development society in South Sudan.

In view of these, the development of an appropriate training course that would support the efforts for strengthening the people's capacities on availing, owning and managing PSEA is imperative. This PSEA awareness messaging booklet is a response to such need.

*Above all, RIPDO will use this document both to serve as a training course, facilitator's guide and an awareness raising material in conducting a training and an awareness program for present, future and potential leaders of existing and about to be formed by RIPDO.*

The Guide, in itself, does not attempt to be prescriptive and final. Instead, through daily use, it ought to be subjected to continuous review and modification to make it more adaptable to particular needs and situations of the different communities and to RIPDO staff, contractors, volunteers and consultants.

**Lohure Timon Robertson**

**Executive Director**

RIPDO

## 1.0 INTRODUCTION

As a guide, RIPDO seeks to assist the personnel of local government units, National NGOs, CBOs, companies, trainers and other development workers in facilitating the awareness raising and training course for existing and newly recruited staff in the various departments.

As a training course, *it* covers a wide range of activities for enhancing the human resources at the community that will endeavor to operate and manage the most vulnerable population especially women, girls and children. These activities are specifically intended for communities that have an existing or still planning to put up and operate in the level of other communities in the world where human rights and rule of law are respect and practice. However, the course may also be applied for areas with community-managed only by local government and law enforcement agencies.

The whole training and awareness raising course, which is expected to run over a period of several days, is envisioned to:

- ✚ Understand what sexual exploitation and abuse is and the six core principles for PSEA Code of Conduct for humanitarian & UN workers
- ✚ Analyze the impact of SEA for each parties involved to understand why these code of conduct is important
- ✚ Understand the requirement to report suspected cases, who to report to, the ethics of reporting
- ✚ Understand services available for SEA victims/survivors, and how to mitigate risks.
- ✚ Learn what is required to establish a PSEA system (complaint mechanism)
- ✚ Identify problems and issues related to Sexual Exploitation, Sexual Abuse and Sexual Harassment that confront the communities;
- ✚ Key PSEA main awareness raising messages

## 2.0 ORGANIZATION BACKGROUND:

Rural Initiative for Peace & Development Organization (RIPDO) is a National Not-for-profit Non-Governmental Humanitarian and Development Organization legally registered and mandated to operate in South Sudan by South Sudan Relief and Rehabilitation Commission (SSRRC) under South Sudan NGO Act, 2016 with registration number 1,787. RIPDO is also a bonafide member of South Sudan NGO forum and NGOs sectorial clusters operating in Eastern Equatoria, Central Equatoria and Jonglei States since its formation in 2017 and will continue to reach other states for its program interventions in emergency situations and developmental programs. RIPDO serves all people regardless of religion, race, ethnicity or gender in saving and transforming lives of vulnerable people from poverty and conflict related trauma to enhance socio-economic development in line with Sustainable Development Goals (SDGs) in the areas of Education, Health and Nutrition, Food Security and Livelihoods, Water, Hygiene and Sanitation, Protection (Child protection, GBV, Return and Reintegration), and Peace building and Conflict Mitigation. To achieve these programs objectives, RIPDO team of experts will enhance the capacity building of rural communities, engage and network with broader based community actors such as Faith-Based Organizations, Community Based Organizations, Local Authorities, INGOs, and UN agencies available in the concerned areas.

**GOAL:** “To create easy access to integrated emergency and sustainable socio-economic development and welfare opportunities for the people of South Sudan”.

**VISION:** “Strive to have an informed, peaceful, self-sustainable and healthy society to attain socio-economic development”.

**MISSION:** “Committed to attain sustainable socio-economic welfare and development through improvement and strengthening the community-based activities among the people of South Sudan”.

## 3.0 KEY DEFINITION

### Definition of Sexual Exploitation

Sexual exploitation means any actual or attempted abuse of a position of:

- (a) vulnerability
- (b) differential power; or
- (c) trust

for sexual purposes, including but not limited to: profiting monetarily, socially or politically from the sexual exploitation of another.

*In other words, Sexual exploitation means using your power over someone to take advantage of them sexually.*

### Definition of Sexual Abuse

Sexual Abuse means the actual or threatened physical intrusion of a sexual nature which can occur

- (a) by force; or
- (b) under unequal conditions; or
- (c) under coercive conditions.

*In other words, Sexual abuse means getting sex by use of power.*

**SEA vs. Sexual Harassment:** SEA occurs against a beneficiary or vulnerable member of the community: Sexual Harassment occurs when one employee makes continued, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature to another employee, against his or her wishes.

### **GBV and SEA**

**Gender-Based Violence (GBV)** is violence that is perpetrated against someone because of his/her gender. Thus, SEA can be seen as a type of GBV, as victims of SEA are often abused because of their vulnerable status as women, girls, boys or even men [in some circumstances.

### **3.1 CONSEQUENCES OF SEA**

#### **For the RIPDO/WFP**

- Loss of trust from community
- Loss of funding
- Security risk
- Loss of staff

#### **For the perpetrator**

- STIs, HIV/AIDS
- Loss of employment/income
- Loss of reputation
- Shame
- Rejection by spouse/family
- security risk

#### **For the community**

- Loss of trust
- Unwanted children
- Drain on resources
- Breakdown of support structures

#### **For the victim**

- Physical harm
- Pain, trauma
- Psychological harm
- STIs; HIV/ AIDs
- Infertility
- Stigmatization
- Loss of reputation
- Shame, guilt
- Fear, confusion, depression
- Death, self-harm
- Rejection by spouse/family
- Ostracized by the community
- Loss of employment/income
- Loss of access to education/opportunity or inability to attend school/work
- Unwanted pregnancy, abortion
- Breakdown of support structures

### **3.2 BARRIERS FACED IN REPORTING SEA CASES**

- Deep-rooted power imbalances in the sector
- Fear of retaliation from perpetrators
- Victims and survivors often believe that there is no point in reporting their experiences.
- Lack of support to come forward and weak reporting mechanisms
- Lack of education
- Traditional and cultural barriers regarding beliefs and attitudes towards sex hinders victims to disclose their experience with SEA
- Many organizations have constantly failed to address cases of SEA and take them seriously
- Lack of transparency and robust reporting structures

### **4.0 RESPONSIBILITIES AND OBLIGATIONS ON PSEA CASES**

#### **A) Manager's Responsibilities**

- Share Zero Tolerance policy on PSEA
- Appoint senior-level PSEA Focal Point and alternate
- Ensure appropriate action is taken following a complaint
- Share PSEA Policy with all partners
- Educate employees on responsibility to report
- Undertake SEA risk assessment for operation

#### **B) Employees Responsibilities**

- Be familiar with the Zero Tolerance Policy
- Complete trainings
- Follow the six core principles
- Conduct themselves with integrity
- Report any concerns or suspicion



### **C) PSEA Focal Point Responsibility**

- Awareness Raising
- Receiving and Reporting Complaints
- Management and Coordination

### **D) Collective Obligations**

- Do not perpetrate SEA
- Report any suspicion and rumors in good faith and via established reporting mechanism. Report can also be done anonymously.
- Create an environment that prevents SEA.
- Consult and establish community based complaint mechanism.
- Raise awareness on Community Based Complaint Mechanisms.
- Respond to complaints appropriately.
- Do not investigate.

## **5.0 WHAT IS A COMPLAINT MECHANISM?**

- A complaint Mechanism is a formalized mechanism to give victims and witnesses of misconduct by an organization a chance to report cases, and for organizations to deal with these complaints in a structured manner. Complaints are an expression of dissatisfaction or discontent about misconduct.

## **5.1 REASON FOR AND BENEFITS OF A COMPLAINT MECHANISM**

- Allow NGOs to live up to their responsibility towards donors, project participants, the NGO sector and society at large
- Give victims a voice
- Constitute an early warning mechanism to uncover hidden patterns
- Help create trust and protect the organization's reputation
- Help NGOs to save money by detecting misappropriation of funds and inefficient systems

## **5.2 PROCESS OF HANDLING COMPLAINTS –STEP BY STEP**

### **Step 1: Receiving a Complaint**

- Register complaint: Register the complaint in a standardized, written form (e.g. Complaint form)
- Acknowledge receipt: Send the complainant a written acknowledgement of the complaint
- Identify threats: If necessary, provide protection for the complainant e.g. against physical threats, retaliation etc.
- Decide whether to conduct an investigation: Decide whether to investigate based on desk research. Is there enough evidence to resolve the case and do the benefits outweigh the costs?
- Schedule your process: Have defined time limits for each step of the process so the process is transparent and the complainant feels she/he is safe and being taken seriously.

## Step 2: Investigating a Complaint

Operational complaints are usually handled through the desk research. A decision to investigate is taken only if a complaint is qualified as “serious” (as opposed to “operational”)

- **Forward complaint to higher authority:** Any serious complaint is to be forwarded to a higher authority by the complaints officer. Often this is a complaints handling committee.
- **Establish investigation team:** An investigation team is established ad-hoc, composed of staff with expertise relevant to the case
- **Decide on investigative methodology:** For corruption cases, external and social audits can be useful tools
- **External audits:** Investigative external audits are called forensic. Please note that not all auditing companies are qualified to conduct forensic audits. If corruption is suspected, it is recommended to proceed with the investigation without providing prior notification to the entity/person (s) being investigated.
- **Social audits:** Social audits create full transparency by giving the target group information about project finances (and other relevant aspects), thus empowering communities to take on a watchdog function.

## Step 3: Decision Making, Sanctions and Appeal

Possible sanctions should be transparent, widely communicated and proportionate. They can range from a warning to relocation or a demotion to a lower job. In severe cases, it can mean the loss of a job. If a partner organization is concerned, results can include temporary or complete termination of cooperation, a demand of repayment or a contractual penalty. Sanctions also act as a deterrent for future perpetrators. In the event of a criminal offense, the case must be referred to law enforcement

- **Taking a decision:**
  - The decision should be made by an entity other than the one conducting the investigation. The designated higher authority takes a final decision based on the written recommendation of the investigation team.
  - The same procedure applies for a possible discontinuation of an investigation. Here as well, the investigation team will make a recommendation while a higher authority will take the decision on whether to discontinue the investigation
- **Inform complainant/subject of complaint:** Both the complainant and the subject of the complaint should be informed immediately of the result
- **Allow for Appeal:** The complainant as well as the subject of the complaint have the right to make an appeal in writing, providing a justification and within a given time frame
- **Document the process:** All steps of the complaint procedure should be documented in writing, providing as much detail as possible. This is important for the systematic analysis of cases.

## Step 4: Systematic Analysis, Reporting and Improvements

A CM also has a learning purpose. Through the systematic analysis of all cases structural malfunctions can be detected and addressed thus, leading to improved practices and processes within an organization.



- **Analyze the cases:** The systematic analysis of written records can reveal structural malfunction in the organization. Once detected, these can be addressed through new ( or revised) guidelines, policies or processes
- **Publish annual complaints report:** It is a good practice to produce an annual complaints report, containing information on all cases received and dealt with. By openly communicating the results, the organization shows its proactive stance toward fighting misconduct

**NB: Assess your CM: The CM should be evaluated regularly (e.g. every three years) to identify shortcomings and challenges that should be tackled in order to improve mechanism**

## 6.0 PSEA REPORTING AND CONFIDENTIALITY

### 6.1 Reporting of SEA incidents

- It is mandatory for staff to report.
- Report even if it's just a rumour, you are not betraying your colleagues. Good faith v bad faith reporting – disciplinary action if reporting in bad faith, no action if good faith but not a confirmed SEA case
- Do not do your own investigation, advise a person you think is involved or break confidentiality: Security issues/retaliation for complainant, survivor/victim and accused perpetrator, focal points
- You, a survivor, or other person can report anonymously – encouraged to give as much detail as possible to support the investigation
- PSEA focal points are NOT involved in any investigations.

### 6.2 PSEA Referral and Services Available

- Managers/head of sub-office are to work with the GBV sub-cluster to have updated services contacts for services that might be available for survivors/victims: medical, psychosocial, case management, security/protection, justice in your location.
- For staff and casuals who are affected by sexual abuse, you should contact Clinical Management of Rape service providers/UN PEP custodians. For staff involved in the case, therapeutic support can be accessed by contacting a staff counsellor.

## 7.0 SIX CORE HUMANITARIAN PRINCIPLES

The United Nations Secretary General Bulletins issued and also adapted by IASC and all humanitarian agencies to be observed in a humanitarian setting include the following:

### IASC Six Core Principles

1. "Sexual exploitation and abuse by humanitarian workers constitute acts of gross misconduct and are therefore grounds for termination of employment.

2. Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of a child is not a defence.
3. Exchange of money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited. This includes exchange of assistance that is due to beneficiaries.
4. Any sexual relationship between those providing humanitarian assistance and protection and a person benefitting from such humanitarian assistance and protection that involves improper use of rank or position is prohibited. Such relationships undermine the credibility and integrity of humanitarian aid work.
5. Where a humanitarian worker develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same agency or not, he or she must report such concerns via established agency reporting mechanisms.
6. Humanitarian workers are obliged to create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of their code of conduct. Managers at all levels have particular responsibilities to support and develop systems which maintain this environment.”

### **7.1 SOUTH SUDAN SPECIFIC SEA SPECIAL MEASURES**

- All sexual relationships between international UN staff and any members of the local population are strictly prohibited
- All national staff are prohibited from having any sexual relationship with a beneficiary of assistance.
- Any staff member who has an established relationship with a member of the local population should disclose this information confidentially to the appropriate designated.

## **8.0 KEY PSEA MESSAGING**

### **8.1 MAIN PSEA KEY MESSAGES**

- a) All staff/vendors/government official and humanitarian workers, especially those in top leadership position are obliged to create and maintain an environment that prevents SEA in the community.
- b) SEA is a serious misconduct and may be a criminal offence to all staff, causal workers, contractors, partners, consultants all the time while on contract including on leave or in a different country with different laws.

- c) SEA is a form of gender based violence that has serious consequence
- d) Sexual Exploitation and abuse are unacceptable behaviour and cause serious harm.
- e) SEA inflicts serious harm on those we seek to protect. As humanitarians we have to uphold behavioural standards to ensure assistance reaches those who need it and ensure we protect those we seek to help.
- f) SEA brings a security risk for our staff, significant consequences for the victim/survivor and alleged perpetrator and can result in loss of trust of the community and our donors.
- g) All staff and related personnel should not only PROMOTE but also RESPECT human rights (during and outside working hours).
- h) Each one of us must take the issue of PSEA seriously; help teach colleagues, community members and leaders and cooperating with partners about it and report suspicious and concerns immediately.
- i) Misuse of a position of authority for sexual and other favours is prohibited.
- j) We must protect and support populations not reinforce behaviour that is harmful to the most vulnerable or that which makes them to reject us.
- k) Always keep confidentiality and report in good faith cases of PSEA in any Organization, Community and Government institutions.
- l) Exchange of money, employment, goods service for sex is prohibited and considered as a serious crime.
- m) You must report concerns regarding SEA by a fellow worker to PSEA focal point person immediately.
- n) All assistance provided by humanitarian organizations is based on need and is free of charge for everyone, including women, men, girls, boys, the elderly and persons with disabilities.
- o) If you feel you have been discriminated upon or you have been asked by someone working in a humanitarian organization (government officials, activists and volunteers, drivers and security, distributors of food and technicians) to do something inappropriate, demanded any kind of favour or sexual favour from you in return for their help, please report them to an organization or authority you trust.
- p) In emergency situations, it is everyone's responsibility to protect, support, and respect girls and women.
- q) Sexual violence is a very serious crime, and anyone in the community can report it. Denouncing the abuser prevents him/her from doing the same with other children, girls, boys or women in the community.
- r) Seek medical attention as soon as possible, especially if you have experienced sexual abuse. You are entitled to care and support.
- s) UN SG's Bulletin is not designed to place restrictions on lives of staff and related personnel, but to protect vulnerable groups from harm.

### 8.3 Relevant Code of Conduct Scenerio Participants Exercise

#### Code of Conduct Scenario Exercise

- 1) Matilda is a Programme Officer at one of our field offices. She oversees our assistance in a community which is severely food insecure. We work through community leaders to register people who will receive assistance. Matilda met Jackson, a local chief in his mid-30s, who is educated, understands the process well, is also friendly and has been very helpful in organizing the community for distributions. They often meet for drinks and small talk after working hours and eventually start a romantic relationship. Matilda ensures that Jackson and his community only receive the food that they are entitled to.

The only thing she does is to ensure that Jackson becomes the person managing the temporal workers who unload food trucks.

- Has the Code of Conduct been breached?**
- If so, what rule has been broken?**
- What would you do next?**

- 2) **John is a 19 year old driver we hired locally.** He transports relief items from the warehouse to the IDP camp where the items are distributed. On one of his trips he recognized a 17-year-old IDP girl walking on the side of the road and gave her a ride back to the camp. Since then, to impress her, he frequently offers to drive her wherever she is going and sometimes gives her small items from the relief packages in his truck, which he thinks she and her family could use. The last time he drove her home she asked him to come inside her home to meet her family. The family was pleased that she had made friends with a NGO worker. John really likes the girl; he wants to start a romantic relationship with her and to ask her parents' permission to marry her. He knows her family will approve. The local age of consent is 16 years of age and John is from the same ethnic group as the young woman.

- Has the Code of Conduct been breached?**
- If so, what rule has been broken?**
- What would you do next?**

- 3) **Josie is a refugee in one of our camps.** Pieter is a refugee we recruited as an incentive worker, to distribute food. He has offered to give Josie a little extra during the distribution if she will be his 'special friend'. She agrees willingly. Both of them agree that they should start a sexual relationship and neither of them thinks that anything is wrong. Josie hopes that the relationship might be a passport to a new life in another country or at least an opportunity to supplement her rations. Pieter does nothing to discourage these hopes.

- Has the Code of Conduct been breached?**
- If so, what rule has been broken?**
- What would you do next?**

- 4) You come early to a hotel where colleagues are staying and you see another vendor colleague sneaking out a girl from the hotel. You suspect that this girl could be a sex worker from the town

- Does it seem that the PSEA Code of Conduct may have been broken?
- If yes, which behavioural rule seems to have been broken?
- As a humanitarian staff or government official what would you do next?

- 5) Someone tells you that a vendor of a UN agency has raped a girl in the community a couple of days ago. You only heard indirectly and you are not sure if it is true.

- Does it seem that the PSEA Code of Conduct may have been broken?
- If yes, which behavioural rule seems to have been broken?
- As a humanitarian staff or government official what would you do next?

- 6) There is a staff who is a humanitarian staff has met and is negotiating to marry a girl in his community under the age of 18. Everything is being organized according to customary law.

- Does it seem that the PSEA Code of Conduct may have been broken?
- If yes, which behavioural rule seems to have been broken?
- As a humanitarian staff or government official what would you do next?

- A woman in a crisis-affected community is really interested in getting a job as a daily worker for a humanitarian organization, a staff with the organization says that he can get this lady a job she will become his « special friend ». She has not yet decided whether to agree.
  - ▣ Does it seem that the PSEA Code of Conduct may have been broken?
  - ▣ If yes, which behavioural rule seems to have been broken?
  - ▣ As a humanitarian staff or government official what would you do next?
  
- A 19-year-old woman living in the POC community does not have money to look after her family. However, she has started a relationship with a vendor of UN agency who comes from another part of the country; she hopes that this relationship will help her to continue her studies and support her family.
  - ▣ Does it seem that the PSEA Code of Conduct may have been broken?
  - ▣ If yes, which behavioural rule seems to have been broken?
  - ▣ As a humanitarian staff or government official what would you do next?
  
- There is a rumour in the community that a boy and a girl were sexually assaulted by an adult from their community.
  - ▣ Does it seem that the PSEA Code of Conduct may have been broken?
  - ▣ If yes, which behavioural rule seems to have been broken?
  - ▣ As a humanitarian staff or government official what would you do next?

## 9.0 RADIO JIGGLES MESSAGES/SCRIPT

**This Radio Jiggle has three characters: (Maria, Susanna and David)**

**Maria:** Susanna! Susanna! You look sad, miserable, troubled and so worried since yesterday. Be open my friend, please! Tell what is going wrong within you.

**Susanna:** Maria my friend and mentor. Hey! I am completely finished already.

**Maria:** No, No! But how my friend! What happened?

**Susanna:** Do you know David, our new Managing Director working in Komodo IDP Camp?

**Maria:** Yes, I know him very well, hey! What happened to him?

**Susanna:** Okay, one day, he called me in his office and requested that he loves me. But I rejected and warned him never to repeat that love issue again and again

**Maria:** Ah! You looked humble but wicked. Bravo is that what worries you these days. No, stand upright for the truth. Always my mum says "speak the truth and the truth will set you free".

**Susanna:** Good idea Maria, but yesterday he called me in the same office and served me with a dismissal letter. How am I going to help my family with that truth? I wish I would have accepted his request to save my job and family.

**Maria:** No, God has saved you from being completely finished and dead. You have taken the right decision. Now, I will help you Susanna. Go report this case to your PSEA focal



point person with your dismissal letter as clear evidence. It is a big crime. Your dismissal will lead to his own dismissal too after investigation.

**Susanna:** Thanks you very much. I didn't know that someone will help me on this matter and procedure of reporting such cases. You have restored in me trust and confidence. I will then go as soon as possible to report my case to our PSEA focal point person Mrs. Helena for more investigation and follow - up.

"This project/video/message/audio is brought to you by RIPDO supported by the Interagency PSEA Community Outreach and Communication"

## REFERENCES

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