PSEAH Action Plan template for Projects/Project Sites

This project plan template outlines the minimum mandatory PSEAH requirements; and additional prevention actions recommended for projects with higher levels of risk. With the exception of the minimum requirements that are mandatory, the other activities can be selected based on the project needs and specific risks to build a project-specific PSEAH Action Plan.

	#	MITIGATION MEASURE	RESPONSIBLE	LOW RISK PROJECTS	MEDIUM RISK PROJECTS	HIGH RISK PROJECTS
MINIMUM MANDATORY REQUIREMENTS	1	Provide induction on PSEAH to all workers on the project site(s) → induction material can be provided by UNOPS	Contractor	●	●	●
	2	Visibly display PSEAH awareness material and posters on the project site(s) and its surroundings → posters to be provided by UNOPS	Contractor	●	●	●
	3	Ensure all workers receive and sign an Individual Code of Conduct (CoC) that includes PSEAH rules → CoC template can be provided by UNOPS	Contractor	●	●	●
	4	Regular HSSE inspections review evidence of PSEAH activities (posters, induction registers, etc.) → mandatory activity through UNOPS Collect	UNOPS and Contractor	●	●	●
	5	Ensure immediate reporting to UNOPS of any allegations of SEA and SH	Contractor	●	●	●
	6	Establish a formal GBV/PSEAH Plan with activities and responsibilities → use relevant activities from this document to develop the Project GBV/PSEAH Plan	UNOPS and Contractor		●	●

	#	Action	Responsible			
PLANNING	7	Ensure SEA/SH risks and mitigation actions are duly incorporated in relevant project documentation (project plan, risk log, ES plan, etc).	UNOPS		●	●
	8	Include cost components related to PSEAH in dedicated budget lines	UNOPS		●	●
	9	Clearly define PSEAH requirements and expectations for prospective bidders in pre-bid meetings and in the bidding documents → UNOPS Guidance on minimum PSEAH requirements for work contractors can be used	UNOPS		●	●
	10	Map out locally available providers of GBV prevention and response services; identify referral pathways that provide quality survivor-centred services	UNOPS		●	●
	11	Support UNOPS in the SEA/SH risk assessment for each project site → UNOPS SEAH Risk Screening template can be used	Contractor			●
IMPLEMENTATION	12	Appoint a trained UNOPS focal point for SEAH on the project site, for monitoring PSEAH activities and act as focal point for reporting purposes → UNOPS ToR for site PSEAH focal points can be used	UNOPS		●	●
	13	Provide training to key Contractor personnel on PSEAH	UNOPS		●	●
	14	Appoint and train a Contractor's site PSEAH focal point on each site	Contractor			●
	15	Maintain an updated list of GBV prevention and response services for the duration of the project; including a procedure for referring survivors to services (medical, legal,	UNOPS and Contractor			●

#	Action	Responsible				
	psycho-social) with their consent					
16	Ensure that stakeholders consultation is conducted as early as possible in the implementation phase of the project, and that a variety of stakeholders including representation of women, children and other vulnerable groups are included	UNOPS and Contractor			🔴	🔴
17	As part of the project's stakeholder consultations, inform the communities of the identified SEA/SH risks and of the preventative measures being taken by the project. Provide information on the available reporting channels and their confidentiality.	UNOPS and Contractor				🔴
18	Provide staff and workers with visibility clothing, to clearly identify them as working for the Contractor's company and facilitate case reporting	Contractor			🔴	🔴
19	Provide regular refreshers on PSEAH to workers, in the form of toolbox talks, group discussions, awareness raising	Contractor			🔴	🔴
20	Develop a company reporting mechanism for SEA/SH cases, that details how and to whom staff and workers can report cases, how and to whom the cases will be referred for investigation and how victims will be referred to services (legal, medical, psycho-social etc.)	Contractor				🔴
21	Refer any victims of project-related SEA/SH to existing services (legal, medical, psycho-social etc.), based on their needs and consent	Contractor			🔴	🔴