



PSEA Module User Guide

CSO Partner members



Welcome to the PSEA Module in the UN Partner Portal!

Overview

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 will require all of our partners be assessed for their capacity to prevent sexual exploitation and abuse (PSEA).

Because the United Nations system is taking a joint and harmonised approach to the IP protocol, we are able to integrate the whole process of [Operationalization of the UN Protocol on Allegations of Sexual Exploitation and Abuse involving Implementing Partners](#) into the UN Partner Portal (UNPP). the “.

The joint and harmonised approach enabled us to create a module in the UNPP which will help prevent duplication of requests to undertake the assessment and will also facilitate the joint development and monitoring of the capacity strengthening implementation plan. The portal will also increase transparency between partners and the UN. The module is not meant to replace the discussions that take place between partners and the UN but it will facilitate the process.

It is important to note that the purpose of the tool is to assess the capacity of our partner to prevent and respond to SEA so that together we can help strengthen your ability in this area and safeguard those we aim to serve. It is not meant to be a burden on partners or to be used to preclude a partner from working with the UN.

The PSEA module was developed with the technical support of UNICC in collaboration with participating agencies: UNFPA, UNICEF, WFP, UNHCR, WHO and the UN Secretariat.

This manual has been developed to provide step by step instructions for our partners on how to use the PSEA module of the UNPP. PSEA submission and compliance is required for any partnership opportunities in the Partner Portal.

Table of Contents

Table of Contents	3
I. Getting Started	4
II. Accessing the PSEA Module	4
Instructions for accessing the PSEA module.....	4
III. PSEA Module Setup and Registration	4
A. Instructions for accessing the PSEA module.....	4
B. Description of the PSEA Module.....	5
IV. Section 1: Introductory PSEA Questions	5
A. Overview of Section 1 - Introductory PSEA Questions.....	5
B. Instructions for completing introductory PSEA questions.....	6
Question 1: “Do you have contact with beneficiaries?”.....	6
Question 2: “Have you been assessed by another UN agency in the past five years?”.....	7
Instructions if you HAVE NOT been previously assessed.....	7
Instructions if you HAVE been previously assessed.....	8
Uploading a document.....	8
Completing past assessment information.....	9
Submitting section 1.....	10
V. Section 2: Preliminary Self-Assessment and Rating	11
A. Overview of Section 2 - Preliminary Self-Assessment and Rating.....	11
B. Availability of section 2.....	12
C. Instructions on completing the self-assessment.....	12
Uploading supporting documentation.....	13
Saving for later and submitting self-assessment.....	14
After submission of self-assessment.....	14
Updating your self-assessment BEFORE the UN scores.....	15
Updating your self-assessment AFTER the UN scores.....	15
VI. Section 3: Capacity Strengthening Implementation Plan (CSIP)	17
A. CSIP Background.....	17
B. Overview of Section 3 - CSIP.....	18
C. Instructions on the Capacity Strengthening Implementation Plan (CSIP).....	18
D. Optional Capacity Strengthening Implementation Plan for partners who do not have contact with beneficiaries.....	21
VII. Section 4: PSEA Rating	22
A. Preliminary assessment.....	22
B. Final determination.....	22
C. Rating history.....	23
D. Optional Capacity Ratings.....	23
E. Summary of possible ratings.....	24
F. Validity of the Assessment.....	24

I. Getting Started

The PSEA module relies on user roles to determine what actions a user can do. The chart below summarises these roles. See Annex I for more detailed roles.

UNPP User Role	User Role Summary
Administrator	Administrator can enter all partner related information, upload documents and view all information in the PSEA module.
Editor	Editors can enter all partner related information, upload documents and view all information in the PSEA module.
Reader	Reader is a partner user with only viewing/reading permissions on the portal. All information in the PSEA module is visible to a reader.

When using this manual, please note the relevant screenshots (and labels) are available immediately after the explanatory text.

II. Accessing the PSEA Module

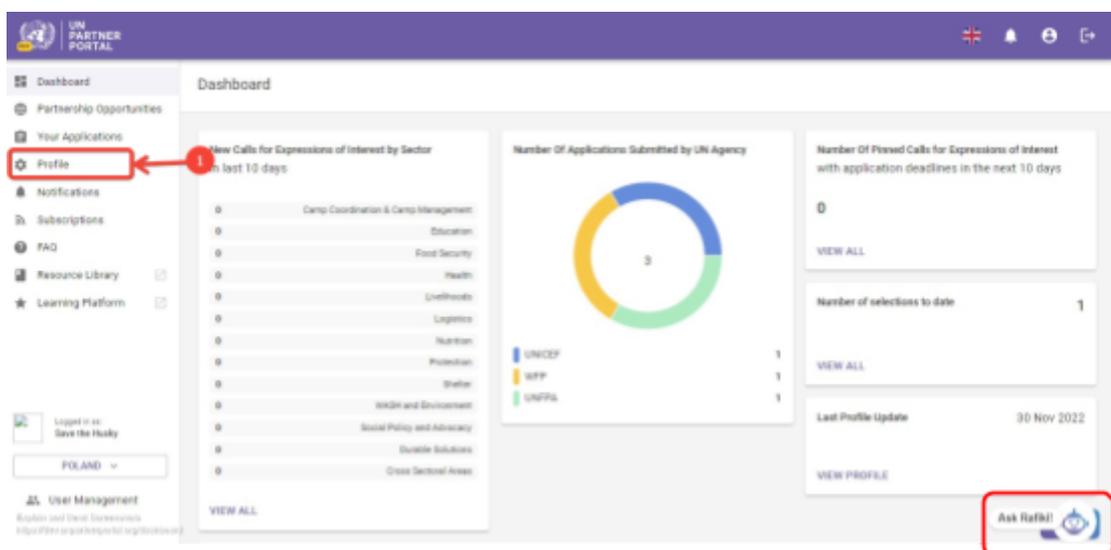
Instructions for accessing the PSEA module

To access the PSEA module in the UNPP, login to <https://www.unpartnerportal.org/login>. The “Ask Rafiki” chat bot is available in the lower right corner of the screen and can be used to get help at any time in the process.

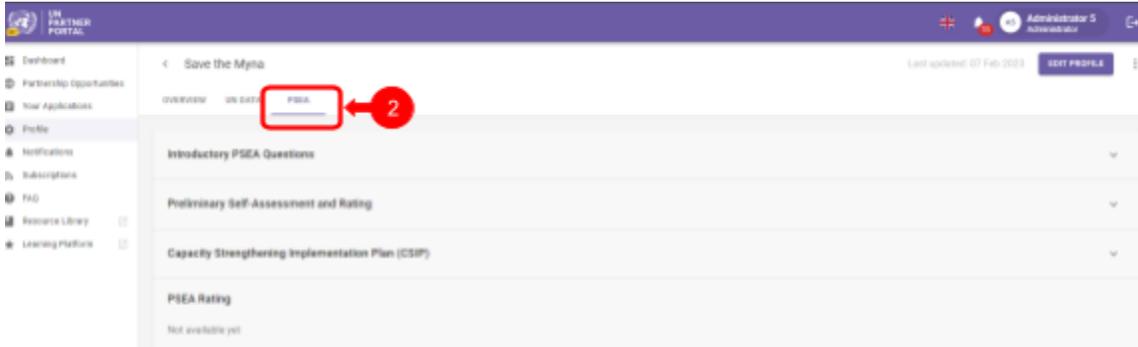
III. PSEA Module Setup and Registration

A. Instructions for accessing the PSEA module

Step 1: Once logged in to the UNPP as a CSO Partner member, click on the Profile tab in the left navigation bar.

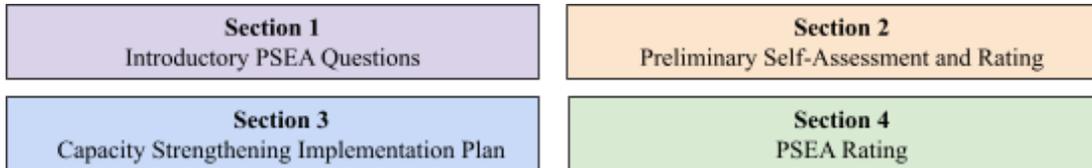


Step 2. Click on the PSEA tab at the top of the screen.



B. Description of the PSEA Module

The PSEA module consists of 4 separate sections:

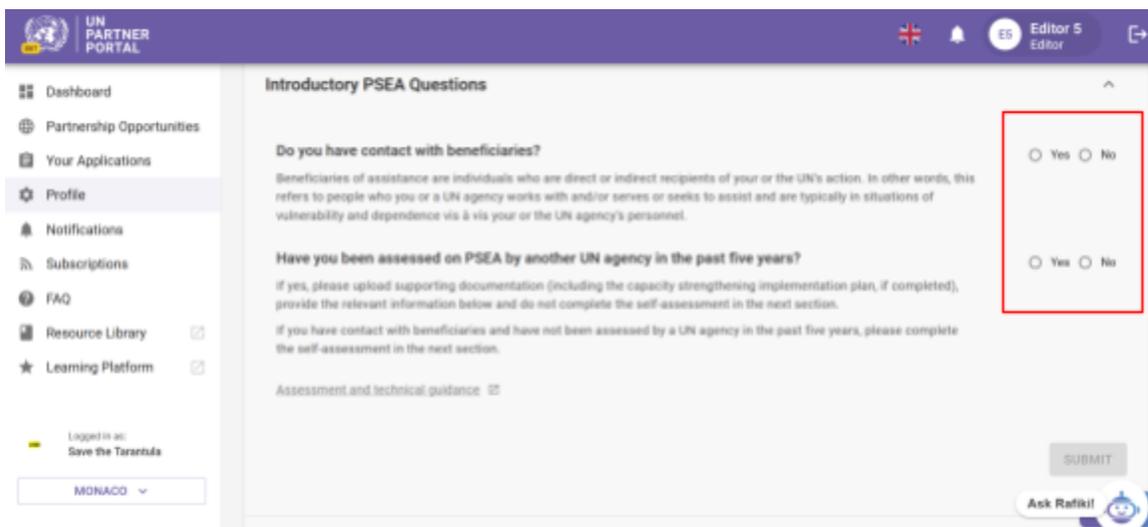


The module is sequential so you cannot begin a section until the previous section has been completed. Similarly, some sections require the UN (or the partner) to complete their information before the partner (or the UN) can continue entering data. Section 4 updates automatically.

IV. Section 1: Introductory PSEA Questions

A. Overview of Section 1 - Introductory PSEA Questions

The assessment begins with two introductory questions: “Do you have contact with beneficiaries” and “Have you been assessed on PSEA by another UN agency in the past five years”. This provides basic information that determines whether or not a partner needs to complete the assessment in the next section.



In most cases, you will complete these questions while creating or editing your profile.

Note: As part of the rollout of this module, some past assessments were migrated into the UNPP. If your previous assessment was migrated, the information in this section will be pre-populated and will not be editable.

B. Instructions for completing introductory PSEA questions

If your previous assessment was *not* migrated, please answer the questions in this section:

Question 1: “Do you have contact with beneficiaries?”

Select “**Yes**” if ANY part of your organisation works with and/or serves or seeks to assist beneficiaries of assistance and go to the next question.

Select “**No**” if your organisation does NOT have contact with beneficiaries as any part of its operations.

If you select “**No**”, the following question appears: “**Do you want to complete the self-assessment (optional)?**” Please note, a UN agency might ask you to undertake the self-assessment at a later date even if you do not have contact with beneficiaries.

Select “**Yes**” if you would like to complete the optional self-assessment. You will be given a “**No contact with beneficiaries**” rating and (xxx capacity). This will be further elaborated in the next sections.

Select “**No**” if you do not want to take the optional self-assessment OR if you do not have contact with beneficiaries but optionally previously completed the assessment in the past five years.

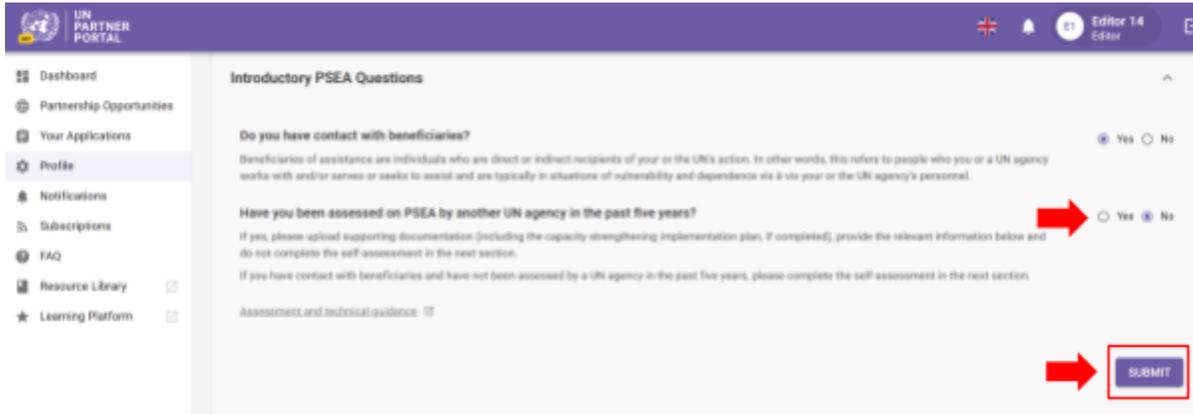
The screenshot shows the 'Introductory PSEA Questions' section in the UN Partner Portal. The first question is 'Do you have contact with beneficiaries?' with radio buttons for 'Yes' and 'No'. A red arrow points to the 'No' option. Below it is the question 'Do you want to complete the self-assessment (optional)?' with radio buttons for 'Yes' and 'No'. A red arrow points to the 'Yes' option. The third question is 'Have you been assessed on PSEA by another UN agency in the past five years?' with radio buttons for 'Yes' and 'No'. A 'SUBMIT' button is visible at the bottom right.

Question 2: “Have you been assessed by another UN agency in the past five years?”

If you HAVE been previously assessed, [skip to instructions below](#).

Instructions if you HAVE NOT been previously assessed

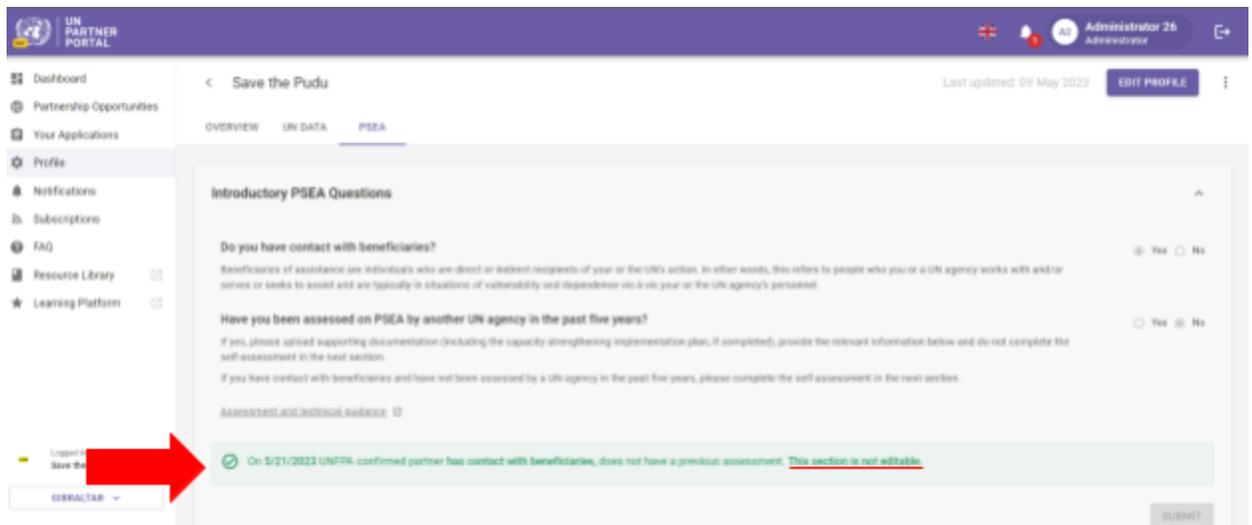
If you have NOT been previously assessed select “No” and click “SUBMIT”.



The screenshot shows the 'Introductory PSEA Questions' section in the UN Partner Portal. The question 'Have you been assessed on PSEA by another UN agency in the past five years?' is highlighted with a red arrow pointing to the 'No' radio button. Another red arrow points to the 'SUBMIT' button at the bottom right.

After you “Submit” your response you can go directly to Section 2 to complete the self-assessment.

At this time, your response will also become visible to the United Nations agencies who may review and confirm your responses to questions in this section, if selected for a partnership. Your screen will be updated to reflect the UN response:



The screenshot shows the 'Introductory PSEA Questions' section in the UN Partner Portal. The question 'Have you been assessed on PSEA by another UN agency in the past five years?' is highlighted with a red arrow pointing to the 'No' radio button. A green notification bar at the bottom indicates that the section is not editable.

Note: Your answers will remain editable until the UN agency completes their review. If you want to make any changes during this period, be sure to click the “SUBMIT” button again to save your changes.

⚠ Once you complete this section and a UN agency confirms the information, it will no longer be editable. Any change to your contact with beneficiaries status or any new assessments will be reflected in other parts of the module.

Please skip to [Section 2: Preliminary Self-Assessment and Rating](#) in this manual for instructions on what to do next.

Instructions if you HAVE been previously assessed

If you HAVE been previously assessed in the past 5 years and your past assessment was not migrated select “Yes” and click “**UPLOAD A DOCUMENT**”.

Uploading a document

After clicking the “**UPLOAD A DOCUMENT**” button, a window will pop up. From that window:

- Select the document type from the dropdown list. You can upload multiple documents. However, you must identify at least one of the documents as a “**Verified assessment**” before the “**SUBMIT**” button is activated.

- Click **“SELECT A FILE” (A)** to upload a document from your computer
- Add description **(B)** (mandatory if file type is **“Other”**, optional if file type is verified assessment or capacity strengthening implementation plan)
- Click on the **“SAVE” (C)** button to upload the document.

Completing past assessment information

After uploading a previous assessment, complete the following information:

- Name of agency who completed the assessment **(A)**
- Select the date the assessment was completed by clicking the calendar icon **(B)**
- Select the rating of the assessment **(C)**. Options include:

Rating	Description
Low capacity	5 or fewer core standards met
Medium capacity	6-7 core standards met
Full capacity	8 core standards met
Not eligible	Core standard 8 was “No”
No contact with beneficiaries	Partner has no contact with beneficiaries

- Click **“SUBMIT” (D)**

Note: For guidance on the IP Protocol and how to complete the assessment, click the [assessment and technical guidance hyperlink](#) at the bottom of the section **(E)**.

Submitting section 1

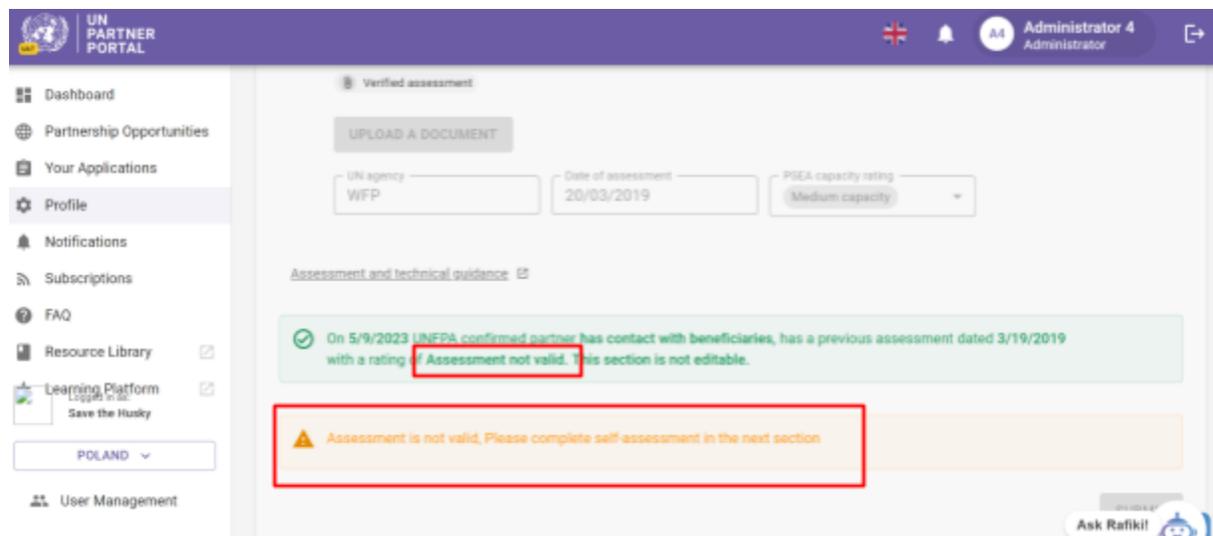
After you submit your responses to the introductory PSEA questions, the information you entered will be visible to the United Nations agencies.

After you have entered the information into the UNPP, a UN agency may review and confirm your information, if selected for a partnership. Your screen will be updated to reflect the UN rating.

Note: Your answers will remain editable until the UN agency completes their review. If you want to make any changes during this period, be sure to click the “**SUBMIT**” button again to save your changes.

⚠ Once you complete this section and a UN agency confirms the information, it will no longer be editable. Any change to your contact with beneficiaries status or any new assessments will be reflected in other parts of the module.

As part of their review, the UN may provide a PSEA capacity rating of “**Invalid assessment**” if it is older than 5 years or does not meet the criteria established in the guidance document (i.e., does not assess against the 8 core standards). In this instance, you will be prompted to complete the self-assessment in the next section:



Once confirmed by the UN, your rating will be reflected in the PSEA rating section. This will be further elaborated in [Section 4](#) of this manual.

For partners who have already been assessed on PSEA within the last five years, a new assessment is not required. Therefore, the next section will be greyed out and you will not be able to complete a new assessment unless the UN unlocks it for you (see more information below).

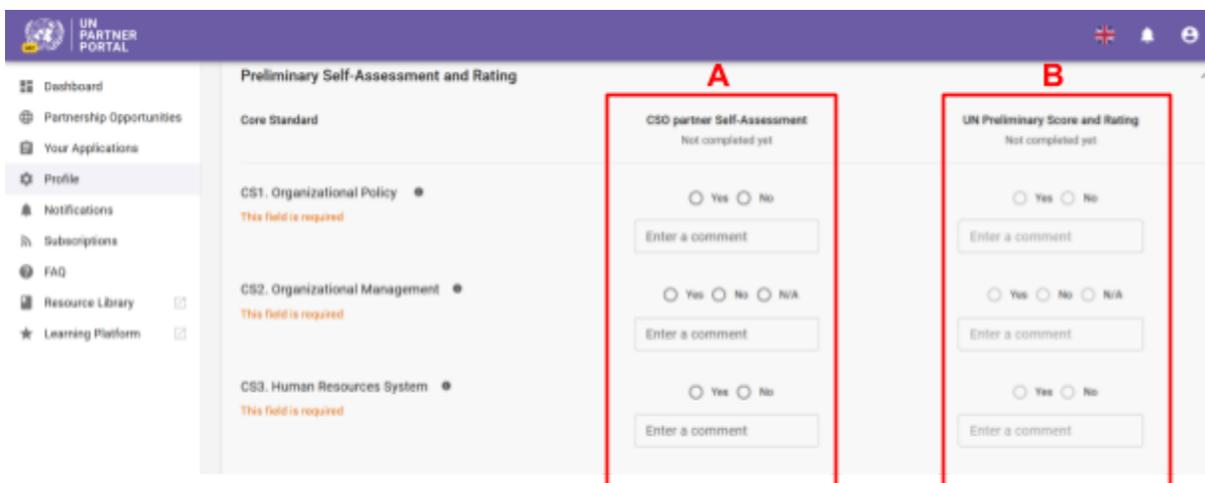
V. Section 2: Preliminary Self-Assessment and Rating

A. Overview of Section 2 - Preliminary Self-Assessment and Rating

When a partner has not already completed a valid assessment, as determined in section 1, the partner uses this section to self-assess its PSEA capacity and upload supporting documentation for review and preliminary rating by a UN agency.

The self-assessment consists of eight core standards assessing organisational policies and procedures to prevent and respond to SEA. There are two columns in this section: column **(A)** where you provide your responses to the self-assessment, and column **(B)** where a UN agency with whom you may enter into a partnership with can score/rate your assessment.

A UN agency can enter the results of a *previous* self-assessment in column **(B)** even if you did not complete column **(A)** in the UNPP. This is to enable completion of [Section 3: Capacity Strengthening Implementation Plan](#).



B. Availability of section 2

This section is editable if you selected “Yes” to contact with beneficiaries and “No” you do not have a past assessment OR, if you selected “No” to contact with beneficiaries.

You will be able to complete your self assessment in this section. Please find guidance on how to complete the assessment, including more details on the core standards themselves [here](#).

In all other situations, this section will be greyed out and you will be unable to complete the section unless you ask your UN partner to unlock it for you.

Note regarding “No contact with beneficiaries”

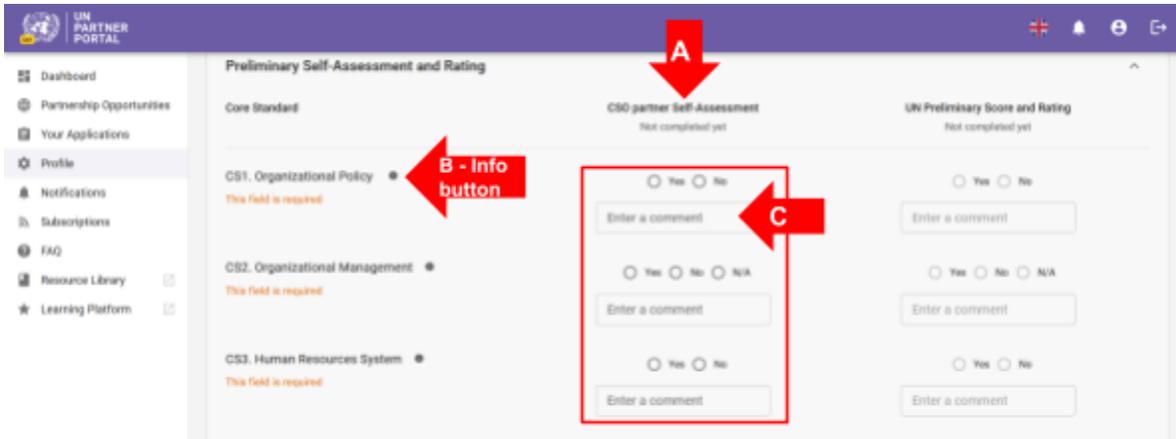
If you selected “No” to contact with beneficiaries and “Yes” you’d like to complete the optional self-assessment, your subsequent rating from this section will appear alongside your “No contact” status as an optional PSEA capacity rating.

If you selected “No” to contact with beneficiaries and “No” to completing the optional self-assessment but you choose to complete this section anyway, your new rating will **replace** your “No contact” rating. You should therefore only complete this section if your status has changed to having contact with beneficiaries and you need to complete an assessment to receive a new capacity rating.

C. Instructions on completing the self-assessment

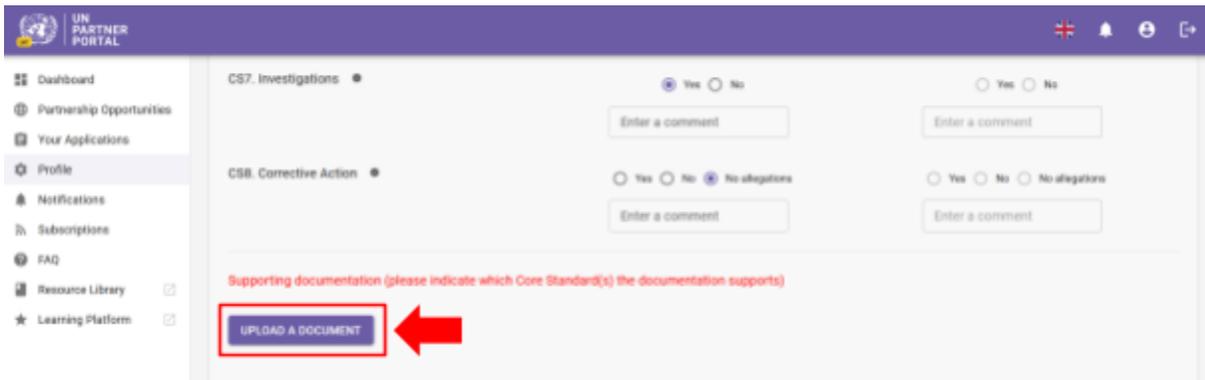
To complete section 2, select “Yes”, “No” or “N/A” for each core standard¹ in column (A). For a full description of the core standard, please hover over the info button (B). For each core standard, you may enter a comment (C) to provide additional information you’d like the UN agency undertaking the assessment to consider.

¹ Please refer to the [assessment and technical guidance](#) for additional guidance on completing the self-assessment.



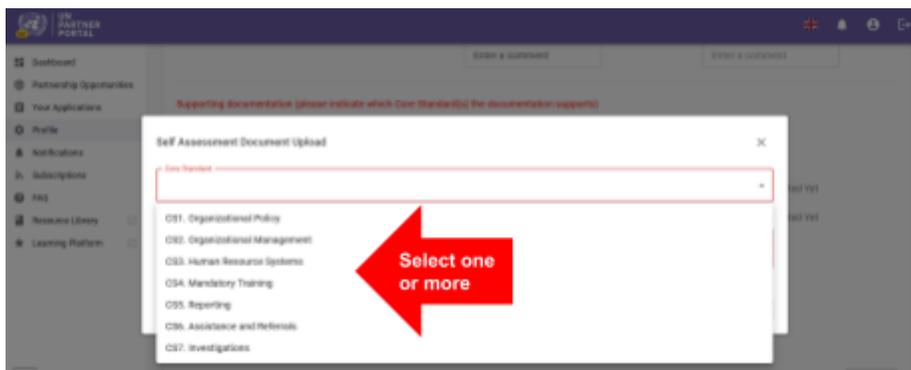
Uploading supporting documentation

After you complete the self-assessment, upload documentation to support your response for each core standard met.

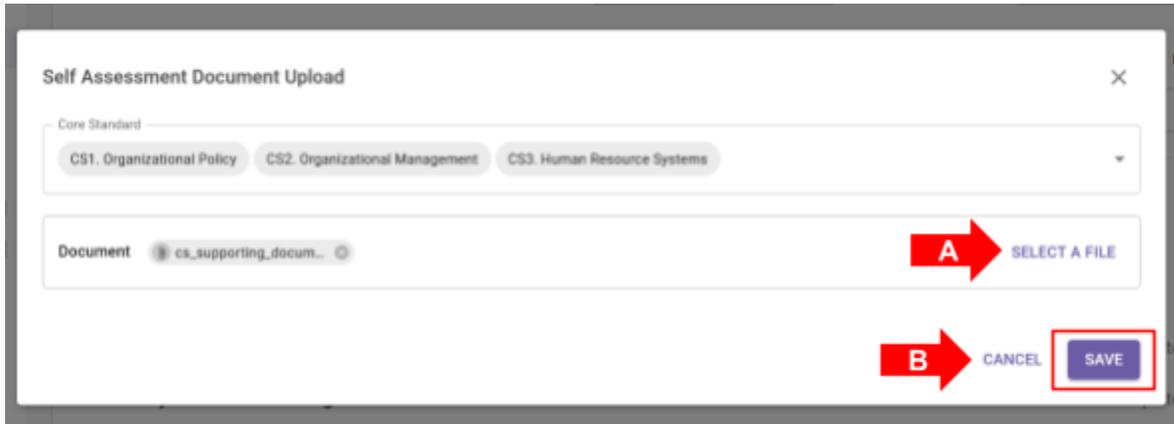


After clicking on the “**UPLOAD A DOCUMENT**” button, a window will pop up. From that window:

- Select the core standard(s) for which you are uploading documentation. The system will allow you to select multiple core standards if the document you are uploading supports more than one core standard. To deselect a core standard, simply click on it again. Please note, although you can select multiple core standards for one document, the system will only allow you to upload one document at a time. If you want to upload other documents, you need to select “**UPLOAD A DOCUMENT**” again.

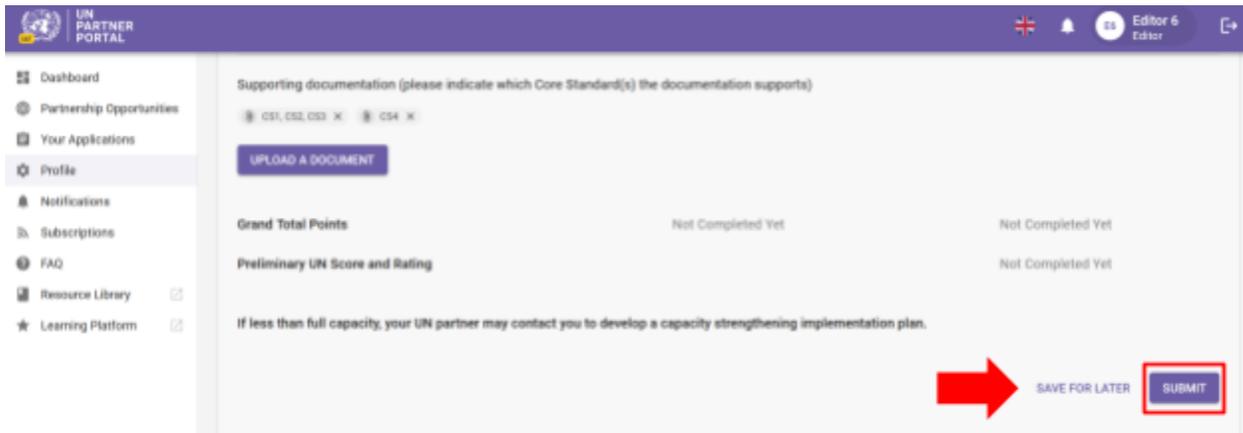


- Select one file (A) to upload from your computer
- Click on the “SAVE” button (B) to upload. Or “CANCEL” if you do not want to upload the document
- Repeat these steps to upload multiple documents



Saving for later and submitting self-assessment

You can save your self-assessment at any time for later completion by clicking the “SAVE FOR LATER” button. Once you are ready to share your self-assessment with the UN, click the “SUBMIT” button.



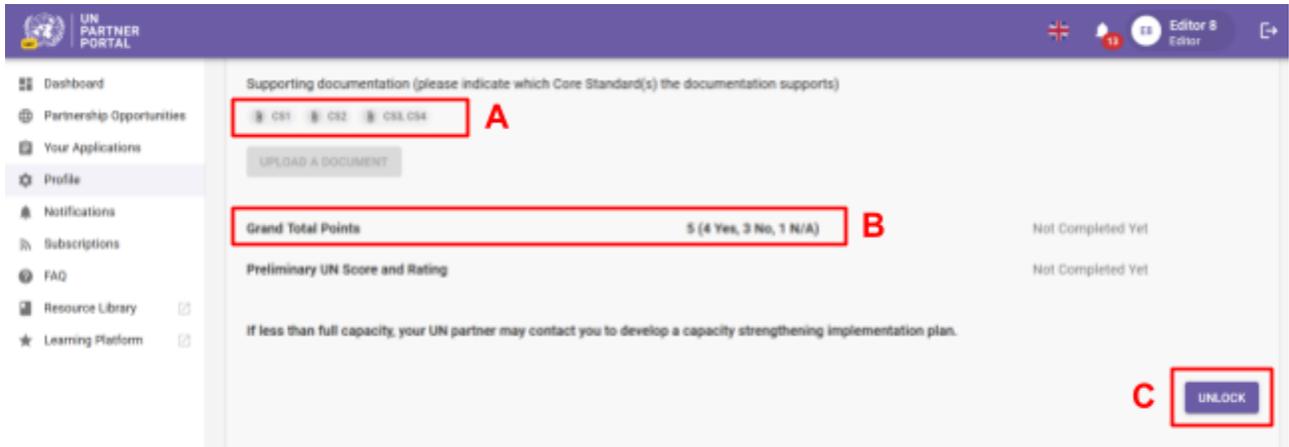
Note: the “SUBMIT” button will remain greyed out until you have completed a response for all 8 core standards and AND uploaded all relevant supporting documentation.

After submission of self-assessment

After you submit, you will be able to see the uploaded documents (A) and your self assessment score (B) Your self-assessment will be made available to the UN agencies to review and give a preliminary rating based on the score. This usually takes place as part of a selection process so it is likely you will not receive a rating until you enter into a partnership with a UN agency. The rating will be visible both in this section and in [section 4 “PSEA Rating”](#).

Updating your self-assessment BEFORE the UN scores

If you need to make changes after you submit your self-assessment, click the “UNLOCK” button (C). Your responses will remain editable until a UN agency scores your assessment.

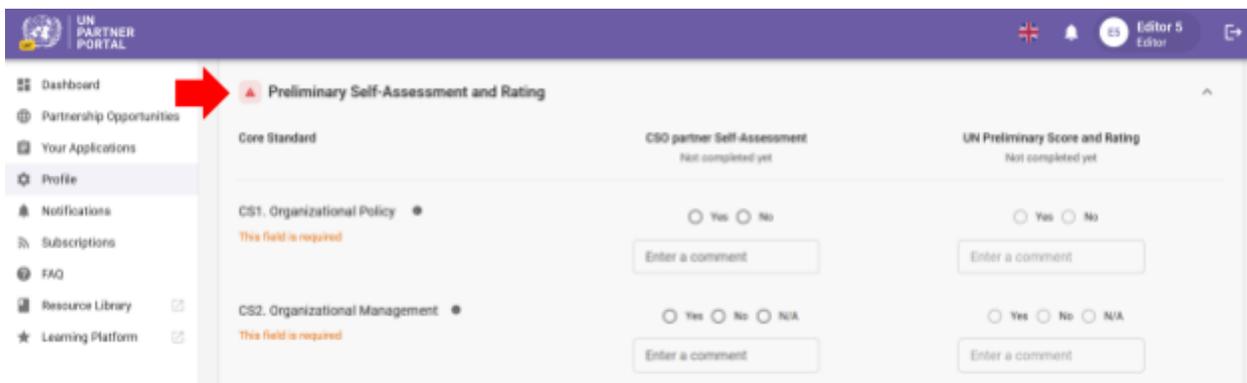


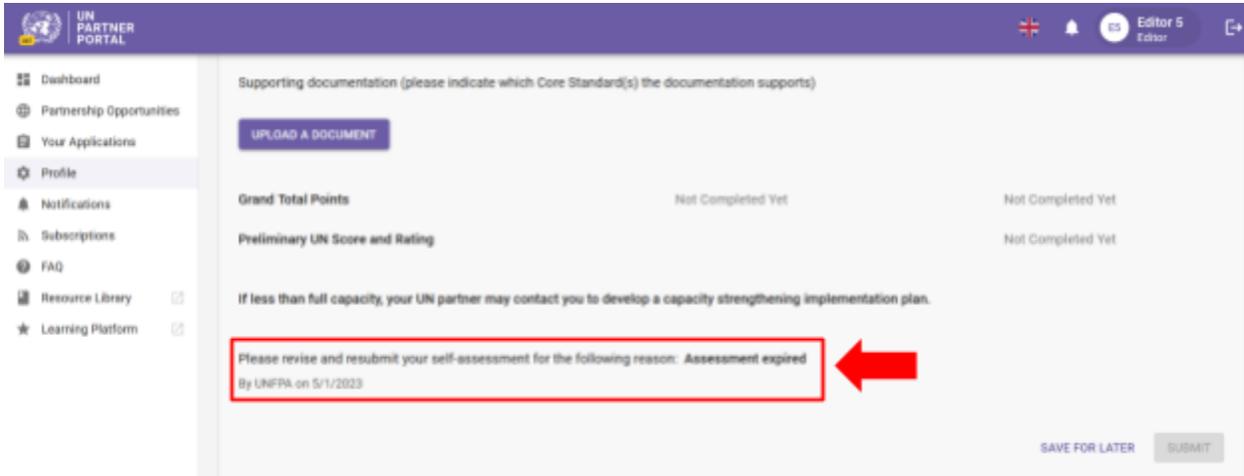
Updating your self-assessment AFTER the UN scores

The PSEA module is meant to be dynamic. Therefore, it is possible at some point after the UN scores your assessment that you may need to update your self-assessment. This can be done in one of two ways:

1. You can request your UN partner to unlock your self-assessment so you can make changes
2. The UN may “unlock” your self-assessment and request you to make changes to your self-assessment. If your UN partner unlocks your self-assessment, they will provide a “Justification for unlocking,” which will be visible in both the self-assessment and the PSEA rating section.

When a UN agency unlocks your self-assessment, it immediately becomes editable. You can then edit any of your responses and add comments in the assessment, as well as upload additional supporting documentation. A **red triangle** will appear at the section heading, indicating that action is required. The UN agency will also enter a justification for unlocking the self-assessment (e.g., the previous assessment expired, or you need to edit or correct a response). The justification will be visible in the self-assessment section and the rating history (located in the PSEA rating section).

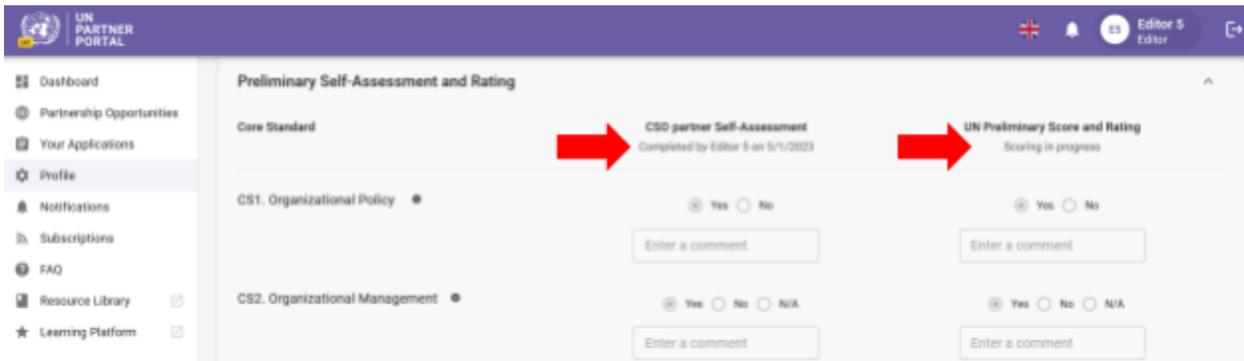
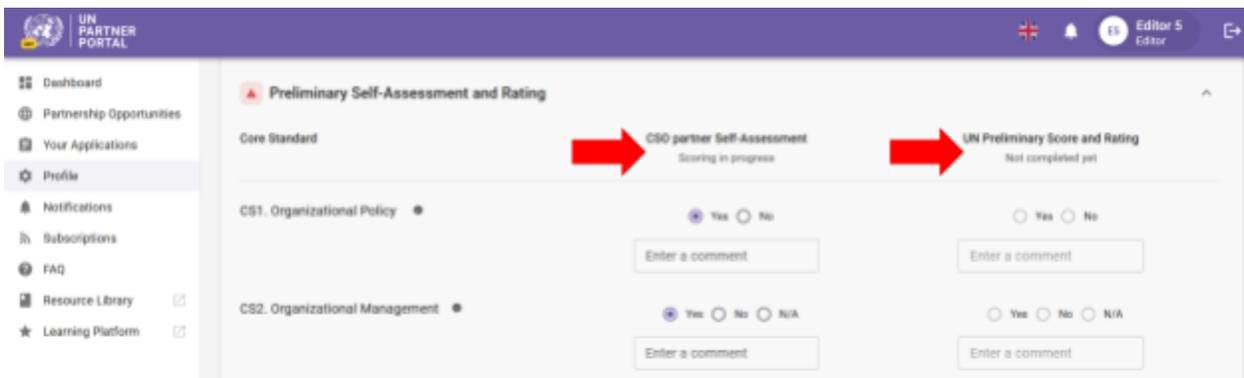




At the top of both the “**CSO partner self-assessment**” and the “**UN preliminary score and rating**” columns, you can track the status of the assessment. There are three possible statuses that the assessment can take:

- a. **Not completed yet:** No action has been taken.
- b. **Scoring in progress:** The assessment is being edited by the CSO partner or UN agency. Responses that have been added to the assessment will be visible, but the assessment has not been submitted yet and is still under revision.
- c. **Completed by...:** The assessment has been submitted by the CSO partner or UN agency.

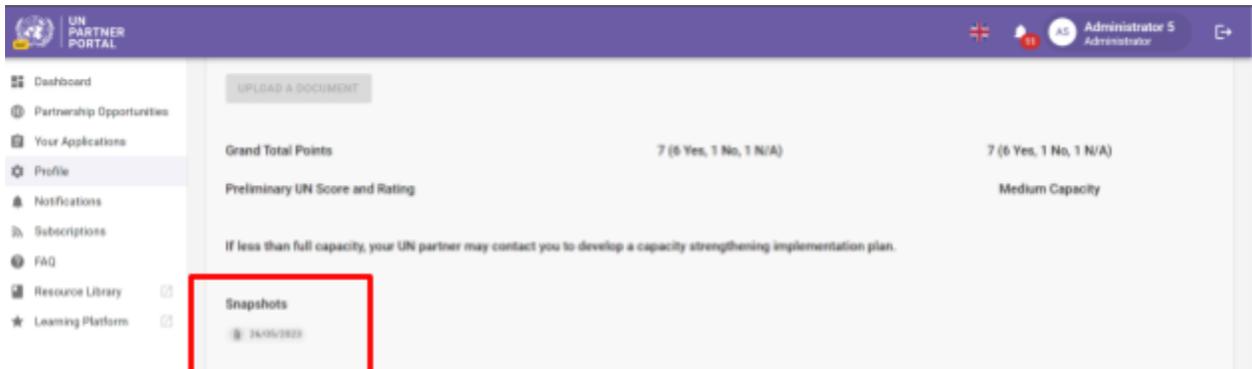
Please refer to the screenshots on for examples of status changes to the self-assessment.



Once you submit your revised self-assessment, your UN partner will review and score it. The new capacity rating will override the previous rating from this section.

Snapshots

Anytime the UN clicks the “**SUBMIT**” button for the self-assessment, the system will generate a “**snapshot**” which is a PDF file that captures the assessment. It serves as both version control and can be shared by the partner as proof of a valid assessment.



VI. Section 3: Capacity Strengthening Implementation Plan (CSIP)

A. CSIP Background

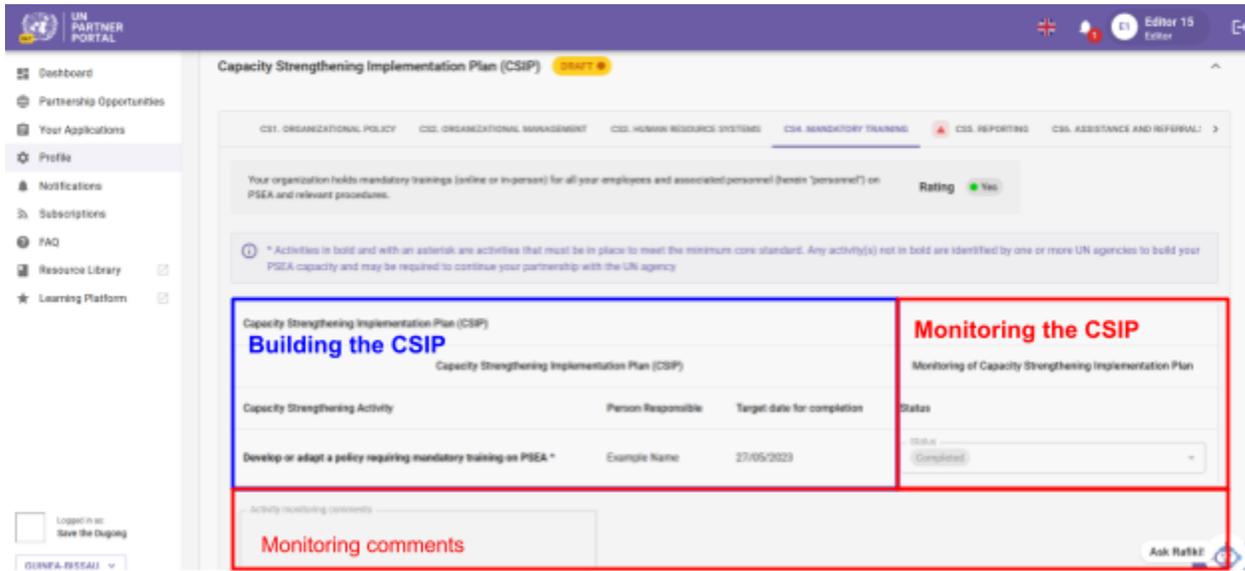
The purpose of the PSEA assessment is to ensure adequate safeguards and appropriate action are in place when working with our partners. We recognize that many of you may not have full capacity in this area and therefore, if you have contact with beneficiaries and received less than full capacity, one or more UN agencies may work with you to develop, and monitor against, a capacity strengthening implementation plan (CSIP). This section is used by the UN to both develop and monitor the CSIP. There are resources available in the [UNPP Resource library](#) to help support PSEA capacity strengthening

The information displayed and functionalities for the CSIP are essentially the same for partners who have contact with beneficiaries and those who do not have contact but decided to optionally complete the self-assessment and CSIP. The key differences are outlined at the [end of this section](#).

B. Overview of Section 3 - CSIP

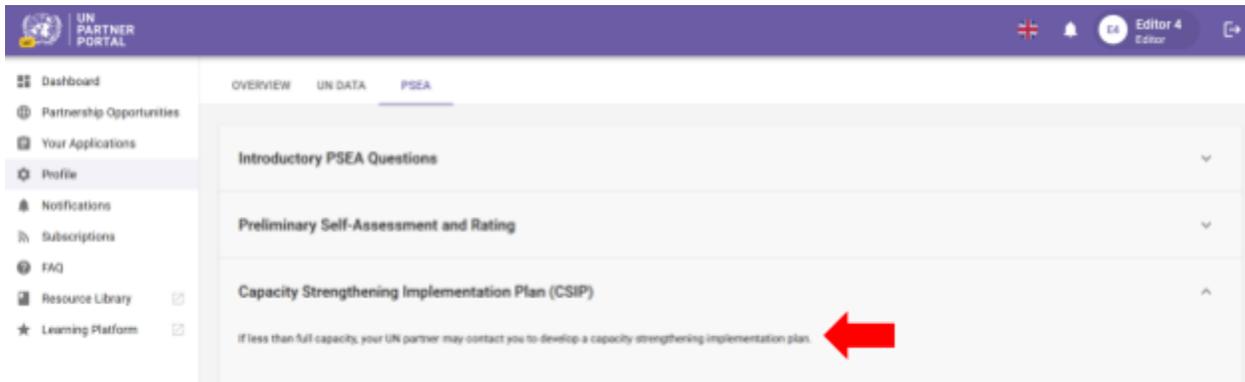
This section is used for two main functions:

- Building the CSIP by defining activities that will strengthen your capacity to prevent and respond to SEA
- Monitoring the CSIP activities to ensure timely and adequate progress on the implementation of the agreed actions

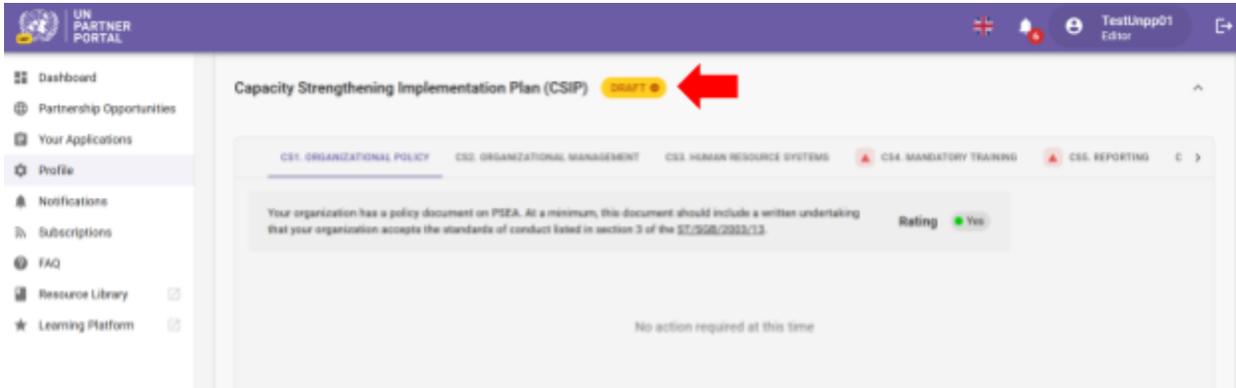


C. Instructions on the Capacity Strengthening Implementation Plan (CSIP)

This section will not be available in your profile until a UN agency initiates it.

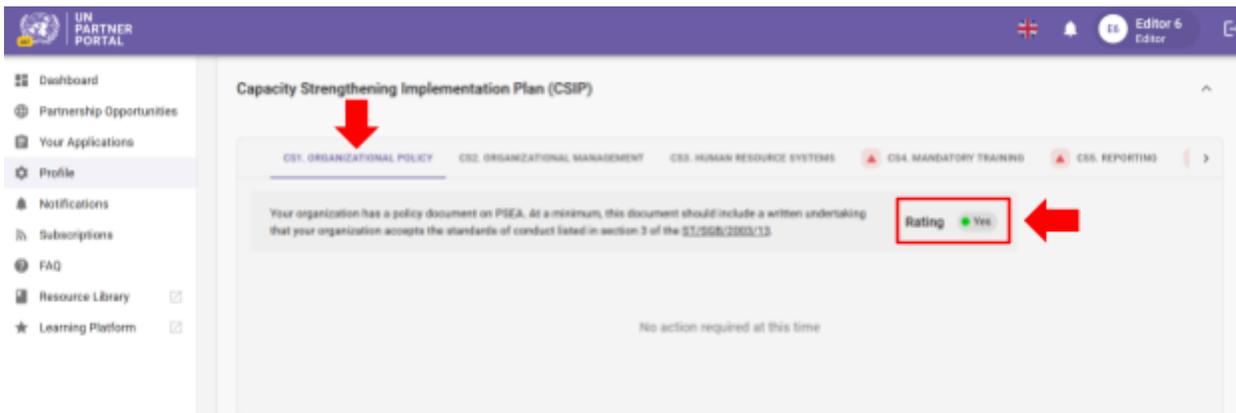


Once your UN partner initiates a CSIP, the plan will be visible (but not editable) to you. Although *only the UN agency can edit the CSIP in the UNPP* at this time, it will reflect the information discussed and the activities agreed on between you and your UN partner. The CSIP will remain in **'Draft'** form until you and your UN partner come to agreement on the plan and your UN partner submits it. Once submitted, the yellow **"Draft"** label will disappear.

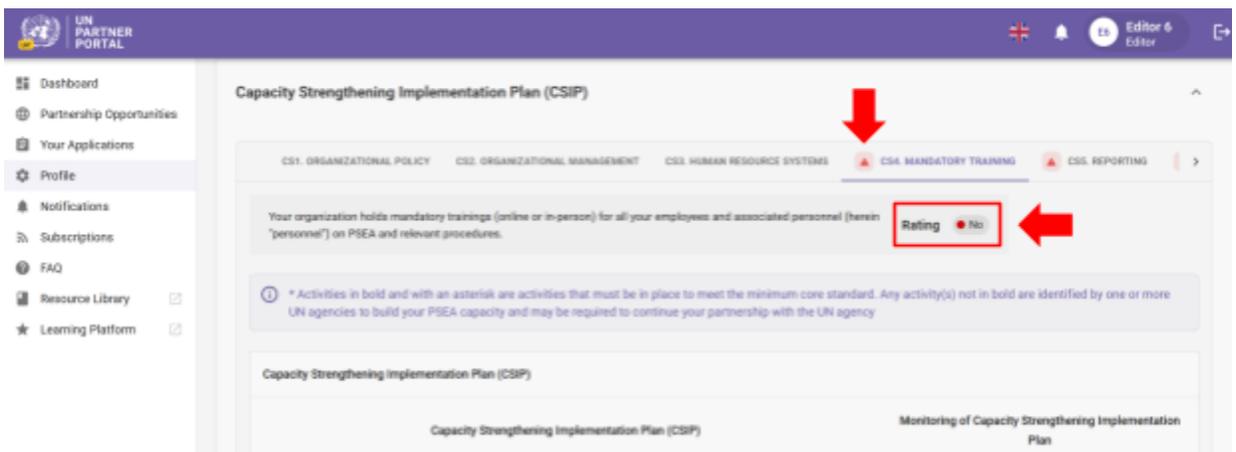


The CSIP is organised so each core standard (as identified in the PSEA assessment tool) has its own tab in this section. Click on the tab(s) to see activity details and monitoring information.

If you meet the minimum requirement(s) for a core standard, it will appear in the CSIP with a “Yes” rating and no activities will be required for that core standard at that time.

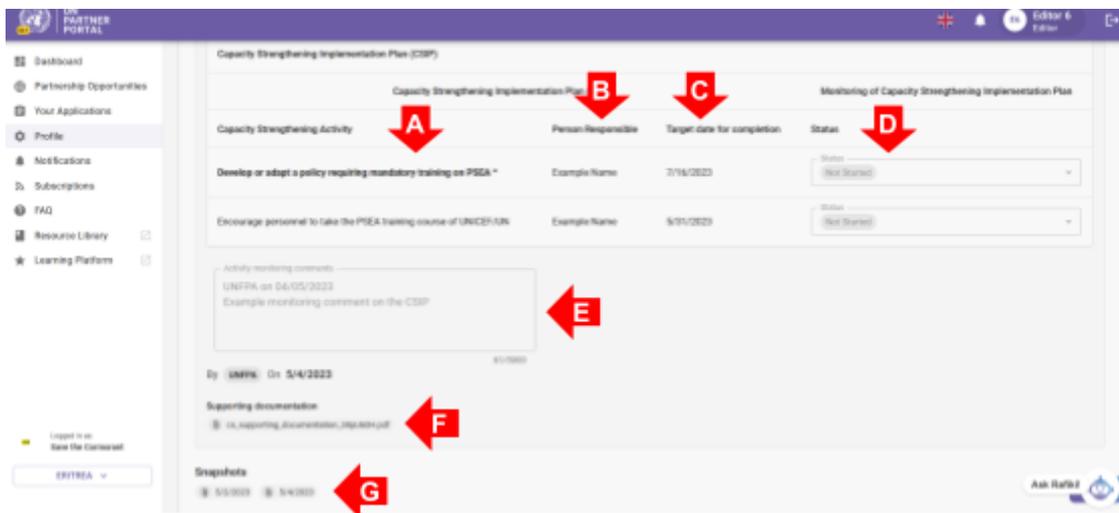


If you *do not* meet the minimum requirement for a core standard, it will be marked with a red triangle and have a “No” rating. The rating will change to “Yes” upon completion of the mandatory activities.

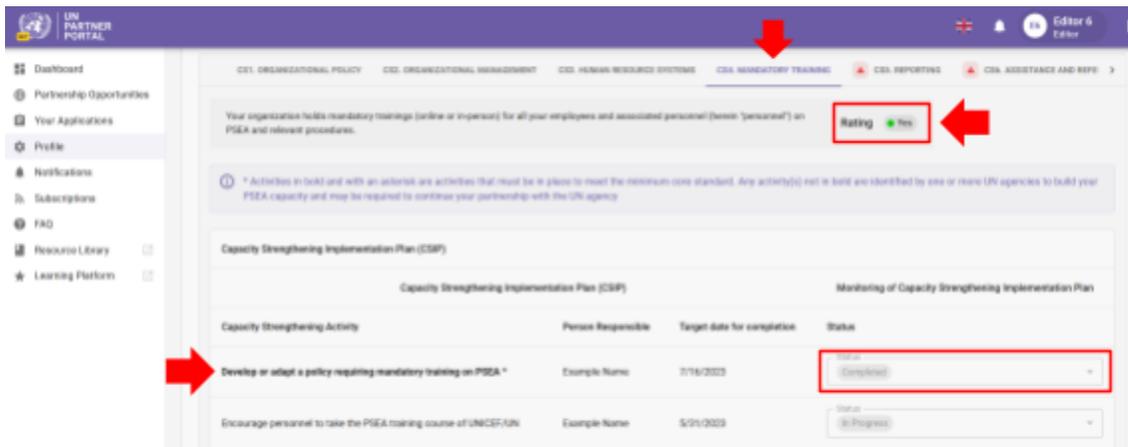


The tab for each core standard contains the following information:

- **Activities (A)** to be completed as part of the action plan to build capacity. Activities in bold and with an asterisk are activities that must be in place in order to meet the minimum core standard. There may be additional activities in the plan that you are being asked to complete by one or more UN agencies;
- **Name of person responsible (B)** for implementing each activity;
- **Target date for completion (C)** of each activity;
- **Status (D)** of each activity. There are three possible statuses² that an activity can have:
 1. Not Started – the activity has not been started yet
 2. In Progress – the activity is in the process of being implemented
 3. Completed – the activity has been completed and implemented
- **Monitoring comments (E)** from your UN partner
- **Supporting documents (F)** uploaded by your UN partner
- **Snapshots (G)** of submitted CSIPs to capture changes made to the plan over time



When all mandatory activities are completed for a core standard, the rating will change from “No” to “Yes” and the red triangle will disappear from the tab.



² Once an activity is added to the CSIP by the UN agency it cannot be deleted, but it can be inactivated if necessary. Inactivated activities will not be visible in the CSIP; however, they will be captured in the snapshots.

If your UN partner makes any changes to your CSIP (i.e., updates target date, adds status or monitoring comments, etc.), your CSIP will revert to “draft” until it is submitted. You will be notified when a change is made. If, at any time, there is a change to the rating of your assessment, (i.e., UN requests you to revise your self-assessment or UN revises your rating), you will be alerted and the CSIP will be updated.

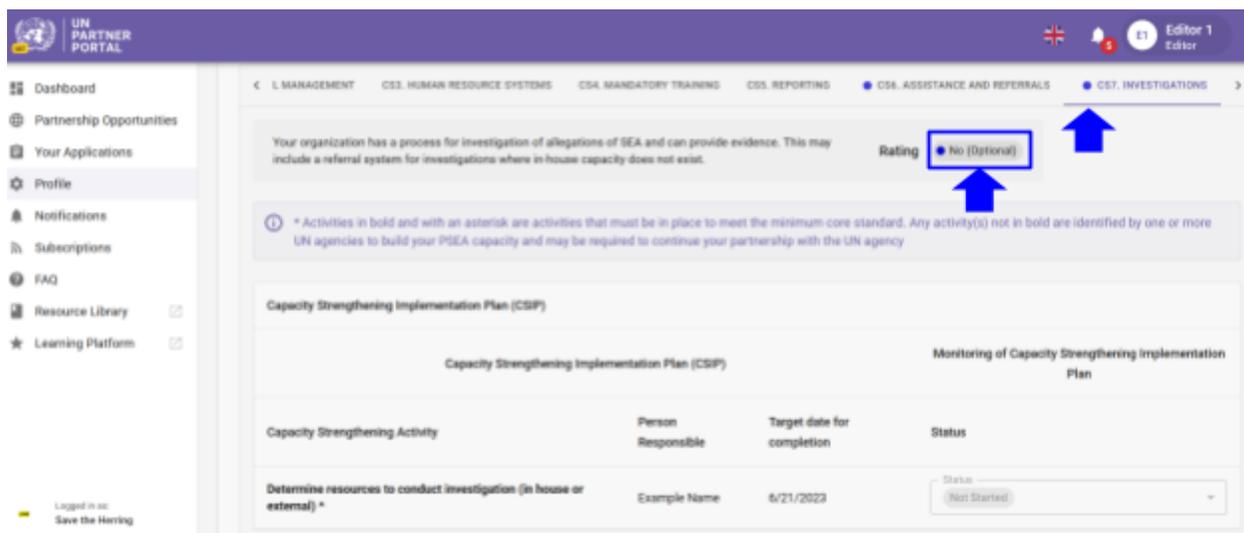
The CSIP will be visible to (and shareable with) any participating UN agency in the UNPP to facilitate sharing information and reduce duplication of efforts. It can also be used to jointly monitor partner PSEA capacity. The CSIP has downloadable snapshots generated upon every submission/update of the CSIP that can be shared with UN agencies who are not in the UNPP.

D. Optional Capacity Strengthening Implementation Plan for partners who do not have contact with beneficiaries

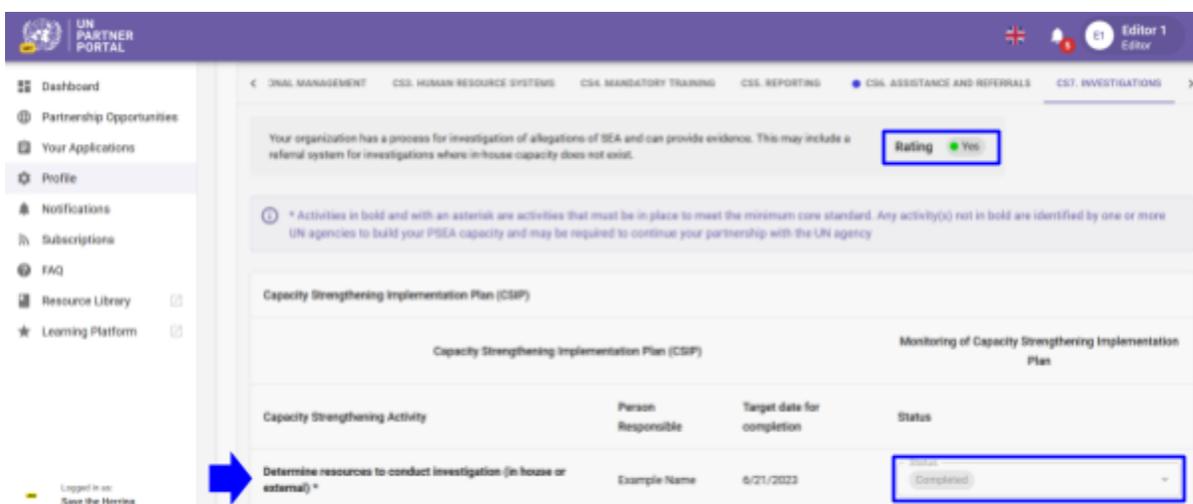
For partners who do *not* have contact with beneficiaries and received an optional rating less than full capacity, a UN agency may work with you to develop an *optional* CSIP to help build your capacity to prevent and respond to SEA.

While the information displayed and functions in the optional CSIP are identical to the CSIP for partners who have contact with beneficiaries, the optional CSIP differs as follows:

- The optional CSIP is labelled as “**Optional**”
- Core standards marked as “**No**” are identified with a blue circle on both the tab and in front of the rating



Once all mandatory activities are completed for a core standard initially marked as ‘No’, the rating will change to ‘Yes’. When a core standard’s rating changes to ‘Yes’, your optional capacity rating will automatically update to reflect the new rating from your optional CSIP.



If, at any time, there is a change to your self-assessment rating, the CSIP will be updated to reflect the new rating. This means that if your status changes from “**No contact with beneficiaries**”, the CSIP will lose its optional label and look and function the same as a CSIP for partners who have contact with beneficiaries.

VII. Section 4: PSEA Rating

The PSEA Rating section reflects your PSEA capacity rating at different points throughout the process. It is divided into three subsections: A) Preliminary assessment, B) Final determination and C) Rating history. The subsections will not be visible until your preliminary assessment becomes available.

Please note, the “**Final determination**” may change periodically based on changes in the assessment or in the CSIP.

A. Preliminary assessment

The preliminary rating reflects your initial self-assessment score, either from a past assessment uploaded in the first section, or as scored by the UN in the second section.

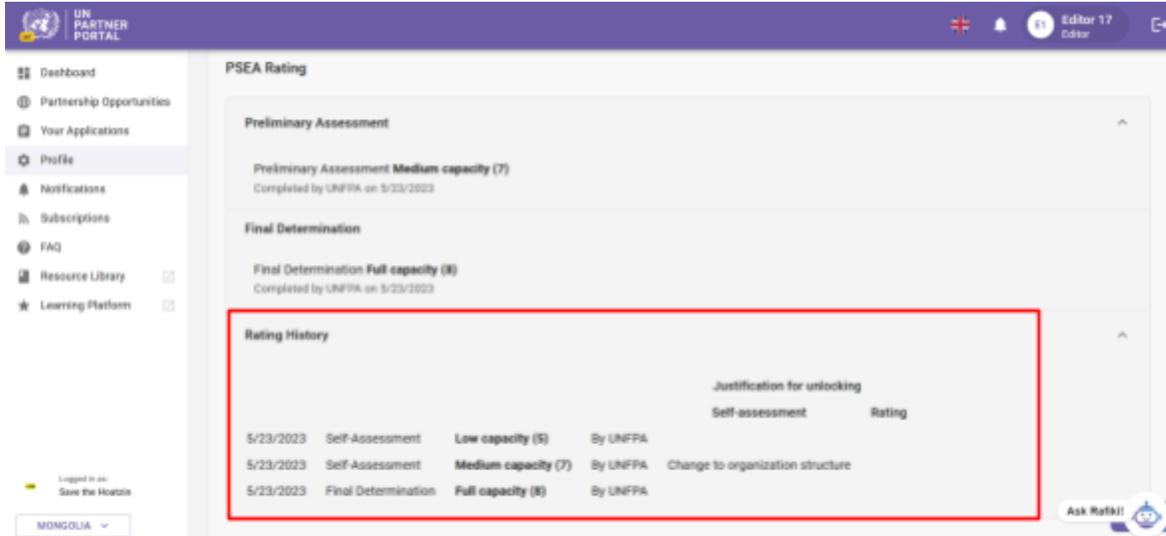
B. Final determination

The system will automatically generate the final determination score as follows:

- Upon confirmation/scoring by the UN if:
 - a. You do not have contact with beneficiaries
 - b. You have a full capacity rating
 - c. Core Standard 8 was “No”
- 6 (or 9) months after the CSIP is submitted (based on the number of core standards met at that time)
- Anytime you reach full capacity and/or after the 6 (or 9) month time period when your rating changes.

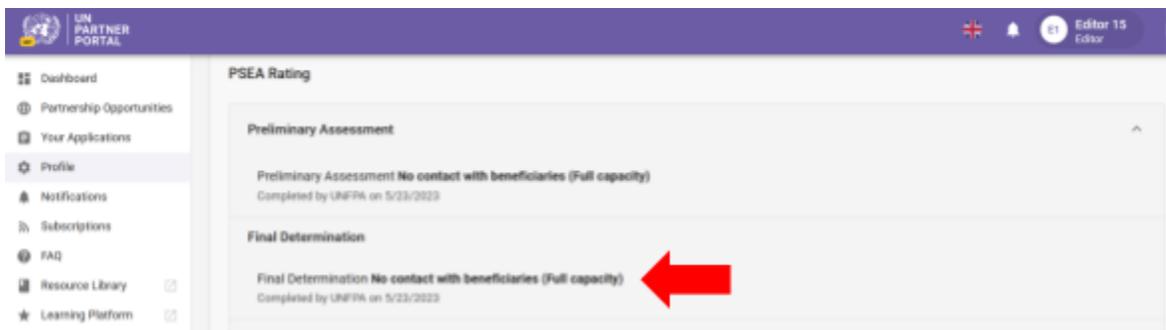
C. Rating history

The rating history shows a history of all PSEA capacity ratings that you've received in the UNPP. It includes what stage the rating was given, the UN agency who gave the rating, the date and, if applicable, the justification for unlocking the self-assessment or rating.



D. Optional Capacity Ratings

For partners who do not have contact with beneficiaries but have completed an optional self-assessment, your optional capacity rating will appear in parentheses alongside your “**No contact with beneficiaries**” rating. Your optional capacity rating updates automatically to reflect any changes made to your self-assessment by the UN agency, or, if applicable, the fulfilment of minimum requirements for core standards in the optional CSIP.



E. Summary of possible ratings

PSEA capacity rating	Description
Low capacity	5 or fewer core standards met
Medium capacity	6-7 core standards met
Full capacity	8 core standards met
Not eligible	Core standard 8 was “No”
No contact with beneficiaries	Partners who do not have contact with beneficiaries
No contact with beneficiaries (low/medium/full capacity)	Partners who do not have contact with beneficiaries but have completed an optional self-assessment

F. Validity of the Assessment

The final determination of a partner’s capacity based on the results of the assessment is valid for a period of five years unless an earlier reassessment is considered necessary by a UN agency funding the partner (e.g., because of a significant change to a partner’s organisational or management structure, or following an incident that calls into question the results of the assessment). The UN agency will continuously monitor partner capacity throughout the duration of the partnership

If your assessment expires in the UNPP, the capacity rating derived from that assessment will become invalid. The rating will be crossed out and replaced with a notice of expiration.

