

PSEA Module User Guide

CSO Partner members



Welcome to the PSEA Module in the UN Partner Portal!

Overview

In line with <u>The United Nations Protocol on Allegations of Sexual Exploitation and Abuse Involving</u> <u>Implementing Partners (the United Nations IP Protocol)</u>, 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 <u>Operationalization of the UN Protocol on Allegations of Sexual</u> <u>Exploitation and Abuse involving Implementing Partners</u> 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.

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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.

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Dashboard Partnership Opportunities	Dashboard		
Your Applications Profile Notifications	The set 10 days	Number Of Applications Submitted by UN Agency	Number Of Pinned Calls for Expressions of Interest with application deadlines in the next 10 days
 Subscriptions FAQ 	Camp Coordination & Camp Interagement D Education Food Security		0 VIEW ALL
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	0 Nuttion 0 Promise 0 palar	UNCEF 1 MEP 1 UNEFA. 1	VIEW ALL
Experience Gave the Healty POLAND V	Initial Polity and Advances Deside Boldware O Cran Section 40.4		Last Profile Update 30 Nov 2022
AL User Management Rophin and David Derevalinitis https://fite.org.or/inspectal egitacities.org	VIEW ALL		Ass Refail

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

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Profile Notifications Notifications Nubscriptions	Introductory PSEA Questions	~
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	Capacity Strengthering Implementation Plan (CSIP)	v
	PSEA Rating Not evaluate yet	

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.

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55	Dashboard	Introductory PSEA Questions		^	
٥	Partnership Opportunities			┢	
Ċ,	Your Applications	Do you have contact with beneficiaries?	O Yes f	8 No	
¢	Profile	Beneficiaries of assistance are individuals who are direct or indirect nuclpients of your or the UN's action. In other words, this refers to people who you or a UN agency works with and/or serves or seeks to assist and are typically in situations of vulnerability and dependence vis a vis your or the UN agency's personnel.			
	Notifications	Do you want to complete the self-assessment (actional)			
ľh	Subscriptions	no lon mais to combiate me seri-assessment (obnorab).	O Yes (O N0	1
0	FAQ	Have you been assessed on PSEA by another UN agency in the past five years?	O Yes I	O No	,
	Resource Library	If yes, please upload supporting documentation (including the capacity strengthening implementation plan, if completed), provide the relevant information below and do not complete the self-assessment in the next section.			
*	Learning Platform	If you have contact with beneficiaries and have not been assessed by a UN agency in the past five years, please complete the self-assessment in the next section,			
		Assessment and technical publiance 12			
			su	BMIT	

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".



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:

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E Dashboard	< Save the Pudu Last updated: 09 Mag	y 2023 EDIT PROFILE	
Partnership Opportunities Your Applications	OVERVIEW UN DATA PSEA		
D Profile			
A Notifications	Introductory PSEA Questions		^
70. Subscriptions			
	Do you have contact with beneficiaries?	· Yes O	No
Resource Library 🛛	Beneficiaries of assistance are individuals who are direct or indirect recipients of your or the UNs action. In other words, this refers to people who you or a UN agency works with and/other and additional and a straight and people who you or a UN agency works with and/other and additional a		
🖈 Learning Platform 🛛	Have you been assessed on PSEA by another UN agency in the past five years?	⊖ Yes ⊕	No
	If yes, please spirad supporting documentation (including the capacity strengthening implementation plan, if completed), provide the relevant information below and do not complete salf-assessment in the next section.	the	
	If you have contact with beneficiaries and have not been assessed by a UN agency in the past five years, please complete the self assessment in the next section.		
	Assessment and reshrical authorate 12		
- Lopper in Save the	On \$/21/2022 UNFPA confirmed partner has contact with beneficiaries, does not have a previous assessment. This section is not editable.		
CIBRALTAR ~			
A			

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 <u>Section 2: Preliminary Self-Assessment and Rating</u> 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**".

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Coshboard Partnership Opportunities Your Applications Profile Notifications Subscriptions FAQ	Introductory PSEA Questions Do you have contact with beneficiaries? Beneficiaries of assistance are individuals also are direct or indirect recipients of your areas to assist and are typically in initiations of indirectility and dependence via. Have you been assessed on PSEA by another UR agency in the past flow If per, please uplied supporting documentation (including the squecty strengthene) assessment in the next auction.	r or the UNIs action. In other words, etc your or the UN agency's person yearx? projectentiation plan, if completed	n, this refers to people who you or a UN agency works with an ereal.	tálar zervez te Eus seli-	@ 7m (> No	
 ■ Resource Library ☆ Learning Platform 	If pourbase contact with beneficiaties and have not been assessed by a UN opening to UPLOAD A DOCUMENT UN opening UN o	the past five pass, please complet ment	re the self-assessment in the next section. PSEA capacity rating * This field is repaired			SMET	
			Verified a	assessment must be	uploaded to	submit	

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.

		# 🍾 8 G
Deshboard Partnership Opportunities Your Applications Postla	Introductory PSEA Questions Do you have contact with beneficiaries?	* *** O **
Notebooken Subscriptions FM2 Resource Library E Learning Platform E		∰ 199 Q NI
Logget in an	EAST	

- 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.

Initial Assessment Document Upload	×
Type Verified assessment	*
Document B PSEA_ventiled_assess O	A SELECT A FILE
Description Verified assessment document upload B - Mandatory if file type is "Other"	35/500
	C CANCEL SAVE

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 <u>assessment and</u> <u>technical guidance hyperlink</u> at the bottom of the section (E).

		# •	Editor 14) 🕞
B Dashboard	Introductory PSEA Questions			^
Partnership Opportunities Tour Applications Profile A Notifications D Subscriptions FAQ E Researce Library C A teaming Platform C	Co you have contact with beneficiaries? Browfiniaries of assistance are individually who are direct or indirect recipients of your or the UN agency's personnel. Mave you been assessed on PSEA by another UN agency in the past flow years? How you been assessed on PSEA by another UN agency in the past flow years? If you have contact with beneficiaries and have not been assessed by a UN agency in the past flow years, please complete the self-assessment in the next section. If you have contact with beneficiaries and have not been assessed by a UN agency in the past flow years, please complete the add assessment in the next section. If you have contact with beneficiaries and have not been assessed by a UN agency in the past flow years, please complete the add assessment in the next section. If you find assessment is the section of the past flow years in the past flow years, please complete the add assessment in the next section. If you find assessment is the section of the past flow years in the past flow years of the past flow years in the section of the past section. If you find assessment is the section of the past flow years in the past flow years, please complete the add assessment in the next section. If you find assessment is the section of the past flow years in the past flow y	th and/or serve replete the sail	® Yes ○ ≫ Yes ○	No No
E - Guidance	A UN reprov UN reprov 23/04/2022 C Network construction Assessment and technical outlance (7) Assessment and			мп
SOUTH KOREA. 👻	Preliminary Self-Assessment and Rating		Ask Rafiki	0

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.

8	D PARTNER PORTAL	* •	Editor 14 Editor		C+
	Dashboard Partnership Opportunities Your Applications Profile Subscriptions FAQ Resource Library O Learning Platform O	Have you been assessed on PSEA by another UN agency in the past five years? If yes, please upload supporting documentation (including the capacity strengthening implementation plan, if completed), provide the relevant information below and do not complete the self-assessment in the next section. If you have contact with beneficiaries and have not been assessed by a UN agency in the past five years, please complete the self-assessment in the next section. If you have contact with beneficiaries and have not been assessed by a UN agency in the past five years, please complete the self-assessment in the next section. If you have contact with beneficiaries and have not been assessed by a UN agency in the past five years, please complete the self-assessment in the next section. If you have contact with beneficiaries UPLOAD A DOCUMPNT UN pPA Safe of assessment UNF PA Safe of assessment Assessment and technical guidance 6	⊕ Yes ○	No	
	_	On 5/23/2023 UNEPA confirmed partner has contact with beneficiaries, has a previous assessment dated 4/23/2022 with a rating of Medium capacity This section is not editable.	ty.		

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.

 \triangle 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:

	Administrator 4 C+
Dashboard	8 Verified assessment
Partnership Opportunities	UPLOAD A DOCUMENT
Your Applications	C UN agency C Date of assessment C PGEA capacity rating
Direction Profile	WFP 20/03/2019 (Medium capacity) *
Notifications	
Subscriptions	Assessment and technical guidance 12
6 FAQ	
Resource Library	On 5/9/2023 UNEPA confirmed partner has contact with beneficiaries, has a previous assessment dated 3/19/2019 with a rating of Assessment not valid. This section is not editable.
Learning Platform Save the Husky POLAND ~ User Management	Assessment is not valid, Please complete self-assessment in the next section
and over management	Ask Rafikit

Once confirmed by the UN, your rating will be reflected in the PSEA rating section. This will be further elaborated in <u>Section 4</u> 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 <u>Section 3: Capacity Strengthening</u> <u>Implementation Plan</u>.

Α	<u> </u>
30 partner Self-Assessment Not.completed yet	UN Preliminary Score and Rating Not completed yet
Yes No Yes No NVA ter a comment Yes No NVA ter a comment Yes No NVA ter a comment	Yes No Enter a comment Yes No N/A Enter a comment Yes No Enter a comment Enter a comment
1	er a comment

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 <u>here</u>.

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 <u>assessment and technical guidance</u> for additional guidance on completing the self-assessment.

			# ♠ ⊖ ⊡
E Dashboard	Preliminary Self-Assessment and Rating		^
 Partnership Opportunities Your Applications 	Core Standard	CSO partner Self-Assessment Not completed yet	UN Preliminary Score and Rating Not completed yet
Profile Notifications Subscriptions	CS1. Organizational Policy B - Info button B - Unfo	The No Enter a convenient C	Yes No Enter a comment
 €AQ Besource Library ☆ Learning Platform 	CS2. Organizational Management	Tee O No O NIA Enter a comment	Tes No N/A Enter a comment
	CS3. Human Resources System	O Yes O No Enter a comment	O Yes O Ne

Uploading supporting documentation

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

			# ▲ ⊖ ⊡
E Dashboard	CS7. Investigations	🛞 Yes 🔘 No	O Yes O Na
Partnership Opportunities		Enter a comment	Enter a comment
Your Applications			
Ø Profile	CS8. Corrective Action	○ Tes ○ No No allegators	○ Yes ○ No ○ No allegations
A Notifications		Enter a command	Enter a comment
R Subscriptions		Europa di Constantiant	Enter a comment
Ø FAQ			
Resource Library	Supporting documentation (please indicate which Core Stand	dard(s) the documentation supports)	
🖈 Learning Platform 🛛 🖄	UPLOAD A DOCUMENT		

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

Self Assessment Document Upload	×
CS1. Organizational Policy CS2. Organizational Management CS3. Human Re-	source Systems 👻
Document () cs_supporting_docum ()	A SELECT A FILE
	B CANCEL SAVE

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.

		👬 🌲 📧 Editor 6 🕞 Editor 6
Dashboard Dashboard Partnership Opportunities Your Applications Forfile	Supporting documentation (please indicate which Core Standard(s) the documentation supports) © CS1, CS2, CS3 × © CS4 × UPLOAD A DOCUMENT)
Notifications Subscriptions FA2	Grand Total Points Not Completed Yet Preliminary UN Score and Rating	Not Completed Yet Not Completed Yet
 Resource Library Resource Library Learning Platform 	If less than full capacity, your UN partner may contact you to develop a capacity strengthening in	nplementation plan.
		SAVE FOR LATER SUBMIT

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 <u>section 4 "PSEA Rating"</u>.

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.

		🗰 🍓 🚥 Editor 8 🛛 E+
 Dashboard Partnership Opportunities Your Applications Profile 	Supporting documentation (please indicate which Core Standard(s) the documentation supports)	
Notifications Subscriptions	Grand Total Points 5 (4 Yes, 3 No, 1 N/A) B	Not Completed Yet
© FAQ	Preliminary UN Score and Rating	Not Completed Yet
Resource Library Areaning Platform	If less than full capacity, your UN partner may contact you to develop a capacity strengthening implementation plan.	

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
- 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).

				👬 🌲 📵 Editor 5 🕞
Dashboard		Preliminary Self-Assessment and Rating		^
Your Applications		Core Standard	CSO partner Self-Assessment Not completed yet	UN Preliminary Score and Rating Not completed yet
A Notifications		CS1. Organizational Policy	() ¥66 () №	⊖ ¥es ⊖ No
Rh Subscriptions		The field is required	Enter a comment	Enter a comment
 Resource Library Learning Platform 	2	CS2. Organizational Management	O Yes O No O N/A	○ Yes ○ No ○ N/A
			Enter a comment	Enter a comment

	👬 🌲 💿 Editor 5 Tahar	C+
Supporting documentation (please indicate which Core Standard(s) the documentation sup	ports)	
UPLOAD & DOCUMENT		
Grand Total Points Not Completed Vi	et Not Completed Yet	
Preliminary UN Score and Rating	Not Completed Yet	
If less than full capacity, your UN partner may contact you to develop a capacity strengther	sing implementation plan.	
Please revise and resubmit your self-assessment for the following reason: Assessment exp	pired	
By UNFPA on 5/1/2023		
	SAVE FOR LATER SUBMI	π
	Supporting documentation (piease indicate which Core Standard(s) the documentation sup UPLOAD & DOCUMENT Grand Total Points Not Completed Ve Preliminary UN Score and Rating If less than full capacity, your UN partner may contact you to develop a capacity strengther Please revise and resubmit your self-assessment for the following reason: Assessment ex By UNFPA on 5/1/2023	Supporting documentation (please indicate which Core Standard(s) the documentation supports) UPLOAD A DOCUMENT Grand Total Points Not Completed Yet Preliminary UN Score and Rating Not Completed Yet If less than full capacity, your UN partner may contact you to develop a capacity strengthening implementation plan. Not Completed Yet Please revise and resubmit your self-assessment for the following reason: Assessment expired Impleted Yet By UNFPA on 5/1/2023 SAVE FOR LATE

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.

			👬 🌲 📧 Editor 5 🕞
Dashboard Partnership Opportunities Your Applications Profile	Preliminary Self-Assessment and Rating Core Standard	CSO partner Self-Assessment Scoring in progress	UN Preliminary Score and Rating Not completed pet
Notifications Subscriptions FAQ Resource Library C tearning Plutform	CS1. Organizational Policy CS2. Organizational Management	Yes O No Enter a comment Yes O No O NoA Enter a comment	Yes No Enter a comment Yes No N/A Enter a comment
			🕂 🌲 😆 Editor S E+
Dashboard Partnership Opportunities Your Applications	Preliminary Self-Assessment and Rating Core Standard	CSO partner Self-Assessment Completed by Edhor 5 on 5/1/2023	UN Preliminary Score and Rating Scoring in progress
Profile Notifications Subscriptions	CS1. Organizational Policy	@ Yes 🔿 No	Wes No
SA SUBSCIPTION		Enter a comment	Enter a comment

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.

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 Dashboard Partnership Opportunities 	UPLOAD & DOCUMENT	
Your Applications Profile Notifications	Grand Total Points 7 (6 Yes, 1 No, 1 N/A) Preliminary UN Score and Rating	7 (6 Yes, 1 No, 1 N/A) Medium Capacity
 R Subscriptions FAQ 	If less than full capacity, your UN partner may contact you to develop a capacity strengthening implementation plan.	
 Resource Library Learning Platform 	Snapshots (§ 34:05-2828	

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 <u>UNPP Resource library</u> 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 <u>end of this section</u>.

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

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E Ceshboard	Capacity Strengthening Implementation Plan (CSIP)	rt e				^
Partnership Opportunities						
Your Applications	CS1. ORGANIZATIONAL POLICY CS2. ORGANIZATIONAL MARADINEN	IT CEL HUMAN RESOURCE SYS	TEME CS4. NANDATORY TRANSP	CSS. REPORTING	CB5. ASSISTANCE AND REFERENCE	: >
C Profile				_		
 Notifications 	Your organization holds mandatory trainings (online or in-person) for all y PSEA and relevant procedures.	your employees and associated p	orsonnel (herein "personnel") on	Rating • Yes		
3. Subscriptions						
Ø FAQ	Activities in bold and with an asteriak are activities that must be	e in place to meet the minimum	core standard. Any activity(s) not i	in bold are identified by one	or more UN agencies to build your	
Resource Library	PSEA capacity and may be required to continue your partnership	with the UN agency				
🛊 Learning Platform 🛛						_
	Capacity Strengthening Implementation Plan (CSIP)			Monitoring	the CSIP	
	Building the CSIP Capacity Strengthening Impler	nentation Plan (CSIP)		Monitoring of Capacity S	trengthening implementation Plan	
	Capacity Strengthening Activity	Person Responsible	Target date for completion	Status		
				- 15.0.4		
	Develop or adapt a policy requiring mandatory training on PSEA.*	Example Name	21705/2023	Compensed	-	
	Develop or adapt a policy requiring mandatory training on PDEA *	Change Name	27/06/2023	(Componied)	-	-

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

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

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Dashboard Destruction	OVERVIEW UN DATA PSEA				
Your Applications Profile	Introductory PSEA Questions				~
Notifications Subscriptions	Preliminary Self-Assessment and Rating				~
 ₽AQ Resource Library 	Capacity Strengthening Implementation Plan (CSIP)				^
🖈 Learning Platform 🛛	If less than full capacity, your UN partner may contact you to develop a capacity strengthening implementation plan.				

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.

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:: 0	Dashboard Partnership Opportunities	Capacity Strengthening Implementation Plan (CSIP)					^	
\$	Your Applications Profile	CS1. ORGANIZATIONAL POLICY CS2. ORGANIZATIONAL MANAGEMENT CS3. HIMAN RESOURCE SYSTEMS 💽 CS4. MANDATORY	TRAININ		C55.	REPORTING	c >	
*	Subscriptions	Your organization has a policy document on PSEA. At a minimum, this document should include a written undertaking that your organization accepts the standards of conduct lated in section 3 of the <u>ST/SSB/2002/13</u> .	(es)					
8	FAQ Resource Library							
*	Learning Harrorm	No action required at this time						

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.

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	Dashboard Partnership Opportunities	Capacity Strengthening Implementation Plan (CSIP)
0	Profile	CS1. ORGANIZATIONAL POLICY CS2. ORGANIZATIONAL MANAGEMENT C63. HUMAN RESOURCE SYSTEMS 🔺 CS4. MANDATORY TRAINING 🗼 C65. REPORTING 🚺
# h	Notifications Subscriptions	View organization has a policy document on PSEA. At a minimum, this document should include a written undertaking that your organization accepts the standards of conduct listed in section 3 of the <u>57/505/2203/33</u> .
0	FAQ Resource Library	
*	Learning Platform	No action required at this 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.

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Dashboard Partnership Opportunities	Capacity Strengthening Implementation Plan (CSIP)
Your Applications Profile	CS1. ORGANIZATIONAL POLICY CS2. ORGANIZATIONAL MANAGEMENT CS2. HUMAN RESOURCE SYSTEMS
Notifications Subscriptions FAQ	Your organization holds mandatory trainings (online or in-person) for all your employees and associated personnel [herein "personnel"] on PSEA and relevant procedures.
Resource Library 2 ★ Learning Platform 2	*Activities in bold and with an asteriak are activities that must be in place to meet the minimum core standard. Any activity(s) not in bold are identified by one or more UN agencies to build your PSEA capacity and may be required to continue your partnership with the UN agency.
	Capacity Strengthening implementation Plan (CSIP)
	Capacity Strengthening Implementation Plan (CSIP) Monitoring of Capacity Strengthening Implementation Plan

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

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E Dashboard	Capacity Strengthening Implementation Plan (CSIP)				
Partnership Opportunities	Capacity Strengthening Impleme	reation Proc. B		Monitoring of Capacity Strengthening Implementation Plan	
Your Applications			Terret day by consisting	D	
Profile	owned and werel		and the second second		
Motifications	Develop or adapt a policy requiring mandatory training on PSEA *	Example Name	7/16/0823	Solaria .	
3. Subscriptions					
😧 FAQ	Encourage personnel to take the PSEA training course of UNICEF-UN	Example Name	5/01/2023	Ret Barted	
Resource Library					
ýr Learning Platform 🛛	Activity monitoring comments UNEPPA and 04/05/20223 Example monitoring comment on the CSEP	¢			
	EU LANYS On 5/4/2023				
Lapped in an East the Carinemant	Reporting documentation (a) co.supporting documentation, 2012/2011-public F				
ERITRIA V	Brapohota 8 552007 8 540005			Ask Rate	: ()

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.

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E Dashboard	CEL DELNEZATIONAL POLICY CEL DELNEZATIONAL INVALUENT	CEL HARAN RESOLUCE DISTURE COA NAMENTONY THA	ANNO (CEL REPORTING (CEL ASSETTANCE AND REPE)		
Pertnership Opportunities Your Applications	Visar organization holds reandatory trainings (online or imperson) for all pr PSEA and relevant procedures.	our employees and associated personnel (beerin 'personnel') an	Rating a Tex		
A Notifications Subscriptions	 * Activities in bold and with an asteriak are activities that must be PSEA capacity and may be required to continue your partnership. 	in place to must the minimum core standard. Any activity(s) with the UN agency	net is belief are identified by one or more UN agencies to build year		
FAD FAD Fesource Library	Capacity Strengthening Implomentation Plan (CSIP)				
★ Learning Platform ②	Capacity Strongthening Impion	Capacity Broughoring Implementation Plan (SEP)			
	Capacity Strengthening Activity	Person Responsible Target date for completion	Butus		
-	Develop or using a policy requiring mandatory training on PSEA *	Example Name 7/76/2023	Total (Desployed)		
	Encourage personnel to take the PSEA training course of UNICSF/UN	Example Name 5/91/2023	922 (EPopus) *		

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

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E Dashboard	C L MANAGEMENT C53. HUMAN RESOURCE SYSTEMS C54. N	ANDATORY TRAINING CSS. REPORTING	CS6. ASSISTANCE AND REFERRALS CS7. INVESTIGATIONS	
Partnership Opportunities				
Your Applications	Your organization has a process for investigation of allegations o include a referral system for investigations where in house capac	f SEA and can provide evidence. This may ity does not exist.	Rating No (Optional)	
Profile				
A Notifications	• Activities in bold and with an asterisk are activities that	must be in place to meet the minimum of	are standard. Any activity(s) not in bold are identified by one or more	
Ih. Subscriptions	UN agencies to build your PSEA capacity and may be requ	ared to continue your partnership with the	e UN agency	
Ø FAQ				
Resource Library 🛛	Capacity Strengthening Implementation Plan (CSIP)			
🖈 Learning Platform 🛛	Capacity Strengthening Implem	Capacity Strengthening Implementation Plan (CSIP)		
	Capacity Strengthening Activity	Person Target date Responsible completion	or Status	
Logged in as: Save the Herring	Determine resources to conduct investigation (in house or external) *	Example Name 6/21/2023	(Not Started) *	

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.

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=	Dashboard		C DNAL MANAGEMENT	CS3. HUMAN RESOURCE SYSTEMS	CS4. MANDATORY TRAINING	CSS. REPORTING	CS6. ASSISTANCE AND REFERRALS	CS7. INVESTIGATIONS
0	Partnership Opportunities		Your association has a	a nananan far inanstination of eliterati	nes of this and one percise with	mon This may include a		
	Your Applications		referral system for inve	a process for investigation or anegati ratigations where in-house capacity d	ons of SCA and can provide evid bes not exist.	INCL. THIS MAY INCLUDE &	Rating • Yes	
¢	Profile							
۰	Notifications		Activities in bold	and with an asteriak are activities	that must be in place to meet t	he minimum core stands	ed. Any activity(s) not in bold are in	dentified by one or more
\mathbb{R}	Subscriptions		UN agencies to bu	ald your PSEA capacity and may be	required to continue your parts	nership with the UN ager	scy.	
0	FAQ							
	Resource Library		Capacity Strengthening	Implementation Plan (CSIP)				
*	Learning Platform			Capacity Strengthening Implementation Plan (CSIP)			Monitoring of Capacity Stre Pi	ngthening Implementation an
			Capacity Strengthening	Activity	Person Responsible	Target date for completion	Status	
	Logged in ea: Save the Henring	•	Determine resources to external) *	a conduct investigation (in house or	Example Name	6/21/2023	(Domplehed)	

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.

		#	٠	Editor 17 Editor	C+
E Dashboard	PSEA Rating				
 Partnership Opportunities Your Applications 	Preliminary Assessment			^	
D Profile	Preliminary Assessment Medium capacity (7)				
A Notifications	Completed by UNFPA on 5/23/2023				
R, Subscriptions	Final Determination				
Ø FAQ					
Resource Library	Final Determination Full capacity (8) Completed by UNFOR. on 5/23/2023				
🛨 Learning Platform 🛛	and for an all the second many many			_	
	Rating History			^	
	Justification for unlocking				
	Self-assessment Rating				
	5/23/2023 Self-Assessment Low capacity (5) By UNFPA				
Logged in an	5/23/2023 Self-Assessment Medium capacity (7) By UNFPA Change to organization structure				
Save the Hostzin	5/23/2023 Final Determination Full capacity (8) By UNFPA				
MONGOLIA v		_	_	Ask Rafiki	0)

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.

8	DARTNER PORTAL		ŧ	٠	Editor 15 Editor
::	Dashboard	PSEA Rating			
0	Partnership Opportunities				
	Your Applications	Preliminary Assessment			^
٥	Profile	Preliminary Assessment No contact with beneficiaries (Full capacity)			
	Notifications	Completed by UNFPA on 5/23/2023			
\mathbb{R}	Subscriptions	Final Determination			
0	FAQ				
	Resource Library	Final Determination No contact with beneficiaries (Full capacity)			
*	Learning Platform	Presidentes di reacco de circulatore.			

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.

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::	Dashboard	PSEA Rating				
0	Partnership Opportunities Your Applications	Preliminary Assessment			^	
0	Profile Notifications	Preliminary Assessment Full capacity (8) (Expired) Completed by UNFPA on 5/1/2018				
0 0 1	Subscriptions FAQ Resource Library	Final Determination Final Determination Full capacity (8) (Expired)				
*	Learning Platform	Completed by UNITIA on 5/1/2018				