



UN  
PARTNER  
PORTAL

# UNPP PSEA Module User Guide

UN Agency members



Welcome to the PSEA Module in the UN Partner Portal!

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 UN system is taking a joint and harmonised approach to the IP protocol, we are able to integrate the whole process into the UN Partner Portal (UNPP). This manual will provide you step by step instructions on how to use the portal. However, please note, it is critical UN personnel understands the IP protocol before using the PSEA module in the UNPP. Guidance on the protocol itself is available in the [“Operationalization of the UN Protocol on Allegations of Sexual Exploitation and Abuse involving Implementing Partners”](#).

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. Introduction

The PSEA module is an integrated tool that allows the participating agencies to operationalize the IP Protocol in a harmonised and transparent manner. It will allow UN agencies and Civil Society Organisations (CSOs) to work together to assess and build the CSO's capacity to protect against sexual exploitation and abuse. UN and partner-facing screens are nearly identical and almost all information is visible to all UN and partner user roles. Any exceptions are outlined in this manual.

The module 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. It is not meant to replace discussions that take place between the UN and our partners on PSEA; but it will facilitate the process.

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 Role	UNPP Role Summary
HQ and UN Advanced Editor/ MFT	UN Advanced editors can do all UN-related functions in the module for partners in their country. Functions that require decision making authority, such as justification to continue partnership, scoring PSEA assessment, etc. can only be done by an advanced editor
UN Basic Editor/ PAM	Basic editors have more limited rights than the Advanced Editor. However basic editors can do most data entry in the PSEA module and can view all information in the PSEA module.
UN Reader	Reader is a UN user with only viewing/reading permissions on the portal. All information in the PSEA module is visible to a reader.

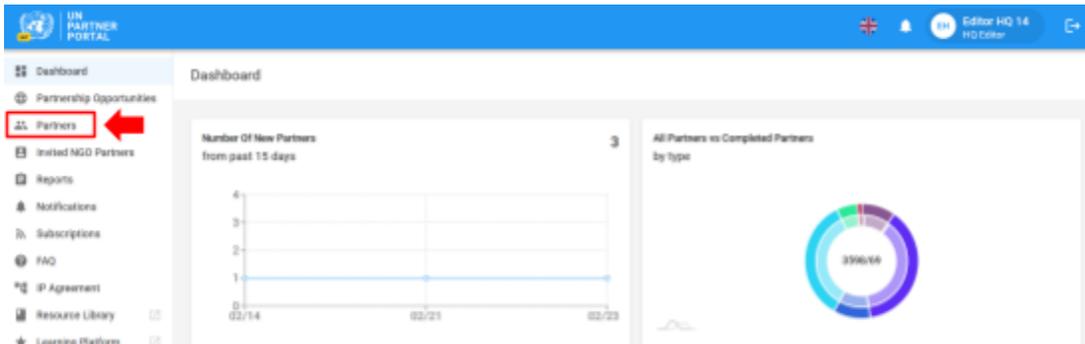
When using this manual, please note the relevant screenshots (and labels) are available immediately after the explanatory text.

## II. Accessing the PSEA Module

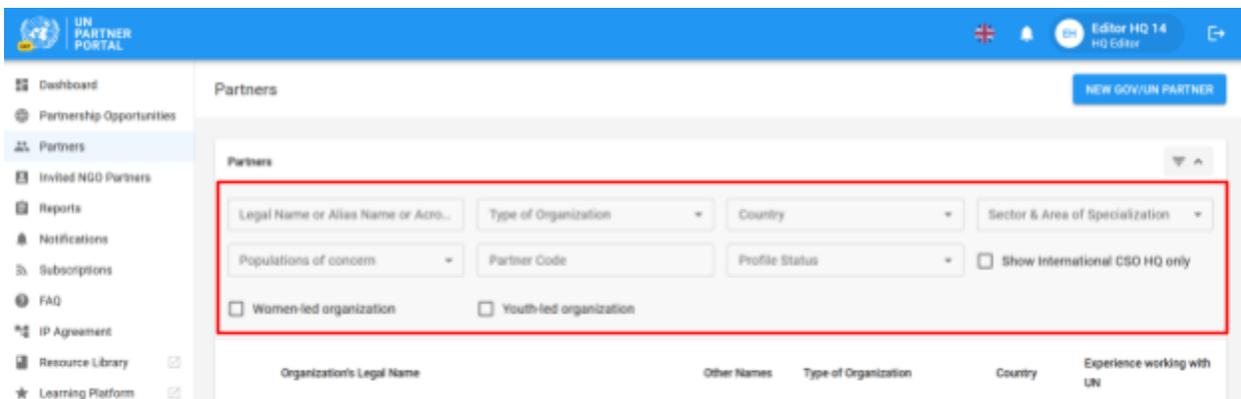
### A. Instructions for accessing the PSEA module

To access the PSEA module in the UN Partner Portal (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.

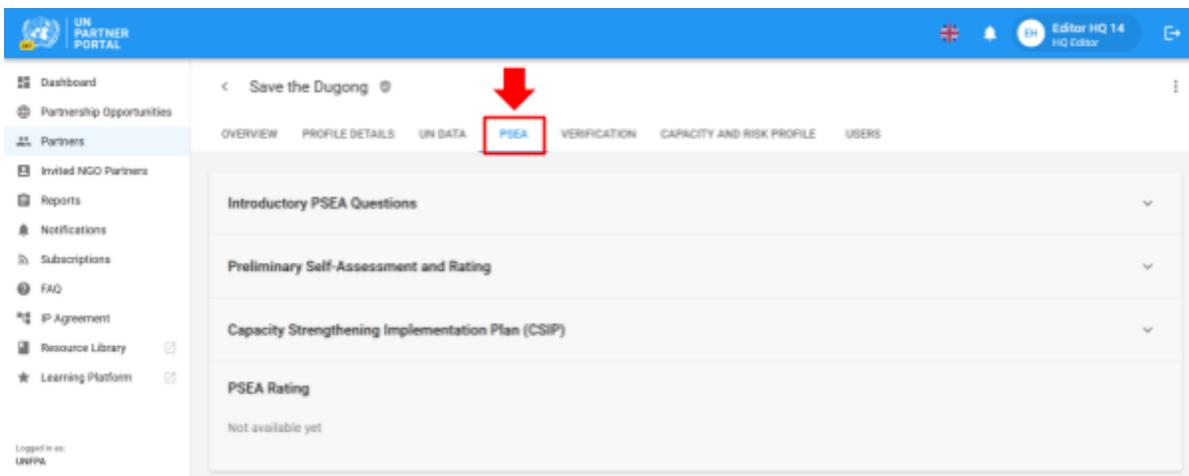
Step 1. Once logged in to the UNPP as a UN user, click on the Partners tab in the left navigation bar.



Step 2. Search for your CSO partner by name, partner code, type of organisation, country of operation, etc.

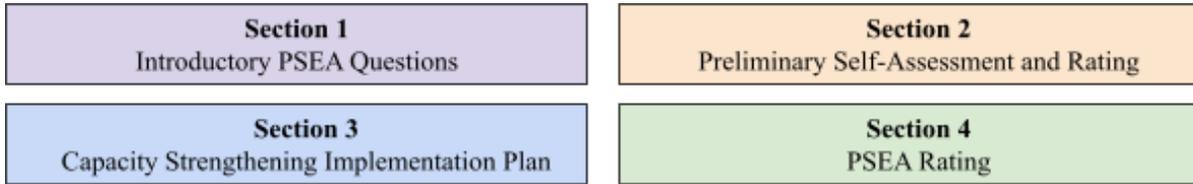


Step 3. Click on the PSEA tab in the partner's profile.



## 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 partner (or the UN) to complete their information before the UN (or the partner) can continue entering data. The module is built so that multiple UN organisations can edit, update and add monitoring comments of shared partners. Section 4 updates automatically.

### III. Section 1: Introductory PSEA Questions

#### A. Overview of Section 1 - Introductory PSEA Questions

The introductory section begins with the UN confirming whether or not a partner has contact with beneficiaries and if an assessment has been conducted in the past five years.

In most cases, the partner completes these questions while creating or editing their profile and the UN organisation confirms the response provided by the partner during the selection process.

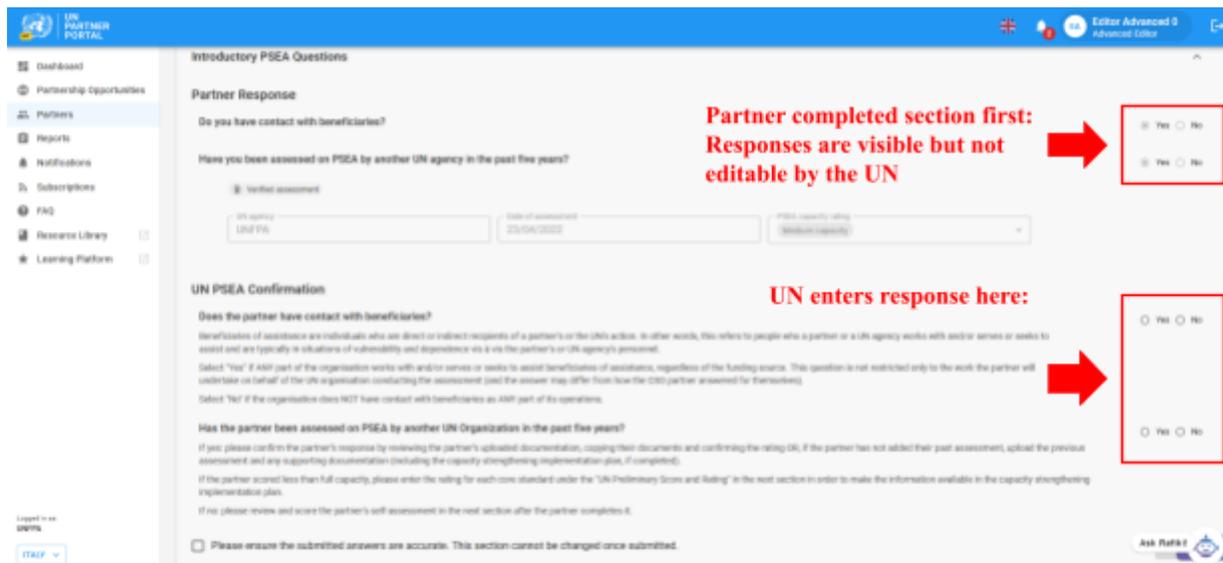
Although it is expected the partner will complete their section first, the module allows the UN HQ or Advanced Editor (or equivalent) to answer the introductory questions *on behalf of* the CSO partner. This function is useful for partners who may not be able to access the portal due to connectivity issues, etc<sup>1</sup>.

If the partner has not yet completed the introductory section, both the **Partner Response** and **UN PSEA Confirmation** will be blank.

The screenshot shows the 'Introductory PSEA Questions' interface. The 'Partner Response' section contains two questions: 'Do you have contact with beneficiaries?' and 'Have you been assessed on PSEA by another UN agency in the past five years?'. The 'UN PSEA Confirmation' section contains three questions: 'Does the partner have contact with beneficiaries?', 'Has the partner been assessed on PSEA by another UN Organization in the past five years?', and a checkbox for 'Please ensure the submitted answers are accurate. This section cannot be changed once submitted.' The 'Yes/No' radio buttons for the first three questions are highlighted with a red box, and a red arrow points to them with the text 'Partner has not completed the first section yet'.

<sup>1</sup> If the UN completes the section first, the partner will no longer be able to provide their responses to the questions in the introductory section.

If the partner has already completed this introductory section, their responses will be visible to (but not editable by) the UN organisation.



As part of the rollout of this module, some past assessments will be migrated into the UNPP. When a past assessment has been migrated, neither the UN organisation nor the CSO partner will be able to edit the introductory section.

After the UN completes this section, if there was a past assessment, the partner rating will be reflected in section 4: PSEA rating section and in the Overview tab. This will be further elaborated later in this manual.

### B. User Roles and permissions for section 1

Permission	HQ Editor	Advanced Editor/ MFT User	Basic Editor/ PAM User
Answer Q1 and Q2 on behalf of the partner	Yes	Yes	No
Confirm partner's past assessment information	Yes	Yes	No
Add justification for continuing partnership	Yes	Yes	No

### C. Instructions for completing introductory PSEA questions

#### Partner Response

This section is not editable by the UN.

#### UN PSEA Confirmation

The UN is required to answer the two questions in this section:

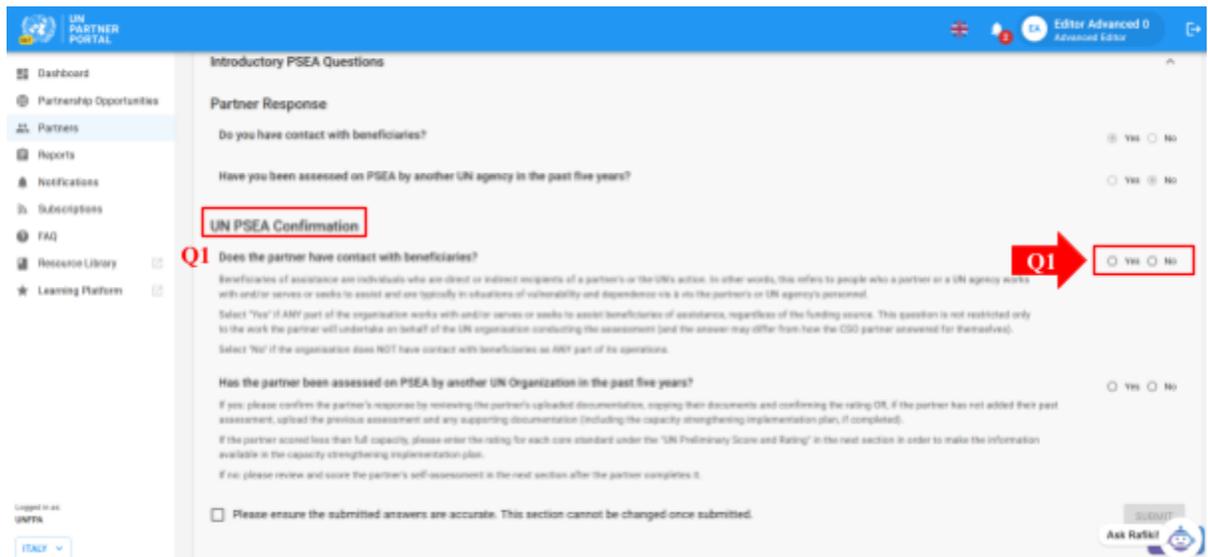
#### Question 1: "Does the partner have contact with beneficiaries?" (Q1)

Select "Yes" if ANY part of the organisation works with and/or serves or seeks to assist beneficiaries of assistance, regardless of the funding source. This question is not restricted only

to the work the partner will undertake on behalf of the UN organisation conducting the assessment (and the answer may differ from how the CSO partner answered for themselves).

Select “No” if the organisation does NOT have contact with beneficiaries in ANY part of its operations.

**Note:** the UN answer to these questions may differ from that of the partner. It is the responsibility of the person from the UN reviewing the assessment to confirm the partner’s contact with beneficiary status. If different, the UN response will replace the one by the CSO partner.



**Note:** when the UN confirms a partners has “No” contact with beneficiaries, the partner:

- will receive a “No contact with beneficiaries” rating as both its preliminary and its final determination rating.
- can choose to optionally complete the self-assessment if it would like to build its capacity and/or if a UN organisation requires a self-assessment even if there is no contact with beneficiaries. In this case, the partner’s rating will be “No contact with beneficiaries (xx capacity)”. This will be further elaborated in the next sections.

**Question 2:** “Has the partner been assessed on PSEA by another UN organisation in the past five years?” (Q2).

Select “Yes” if:

- the partner response (A) was “Yes”, it was previously assessed; or
- the UN is completing the section on behalf of the partner and has a copy of a past valid assessment; or
- the partner response (A) was “No” but the UN is aware of a past assessment.

If a partner has been previously assessed and its past rating was “**No contact with beneficiaries**” please make sure to select “**No**” for **Question 1** (Does the partner have contact with beneficiaries?).

Select “**No**” if:

- the partner response (**A**) was “**No**” it does not have a past assessment; or
- if the UN is completing the section on behalf of the partner and the partner does not have a past assessment.



Partners who have contact with beneficiaries and have not been assessed within the last 5 years will be expected to complete the self-assessment in the next section of the PSEA module before entering into a partnership with a UN organisation.

### Question 2 (cont'd). Confirm the previous assessment information and rating:

If the partner's response was “**Yes**” and they've uploaded an assessment, the UN is required to confirm the rating.

To confirm the assessment information, the UN organisation can either use the “**Click here to copy partner response**” button (**A**) or, they can enter the information manually (**B, C, D**) and upload (**E**) a verified assessment and any other relevant documentation (such as a capacity strengthening implementation plan).

When the information is copied, the information will be reflected on the screen (**B, C, D, F**). The UN organisation must thoroughly review the assessment and supporting documentation (**F**) uploaded (or shared offline) by the partner and confirm the accuracy of the following information:

- UN Agency (**B**). This should reflect the name of the organisation who signed the assessment, NOT the organisation who is completing this section
- date of previous *assessment* (**C**) (NOT date completing the section)

- rating (D). The table below outlines the six PSEA capacity ratings the UN organisation can select (G)

**Note:** When the UN is completing this section on behalf of the partner, they are required to enter this information manually. See below for instructions on [how to upload a document](#)

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
Assessment not valid	Assessment is older than 5 years, does not meet requirements, etc.

### Discrepancy between UN and partner rating

It is possible the UN organisation selects a PSEA capacity rating that is different from the rating provided by the CSO partner when they completed the introductory section. In these cases *the UN rating will override the rating submitted by the partner*. In the near future, the UN organisation will be able to provide a comment as to why their rating differs from the partner’s responses in this section of the PSEA module.



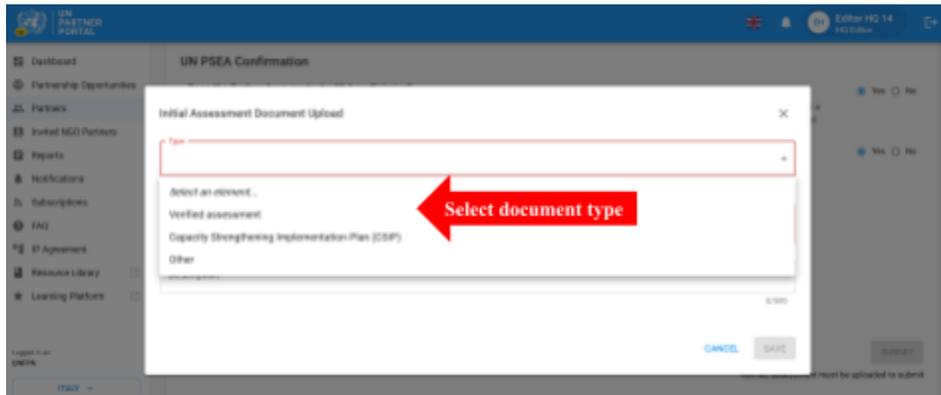
### Uploading a document

When the UN is completing this section on behalf of the partner (or otherwise needs to upload a document to this section), click on the “**Upload a document**” button (E in the screenshot above) and a window will pop up.

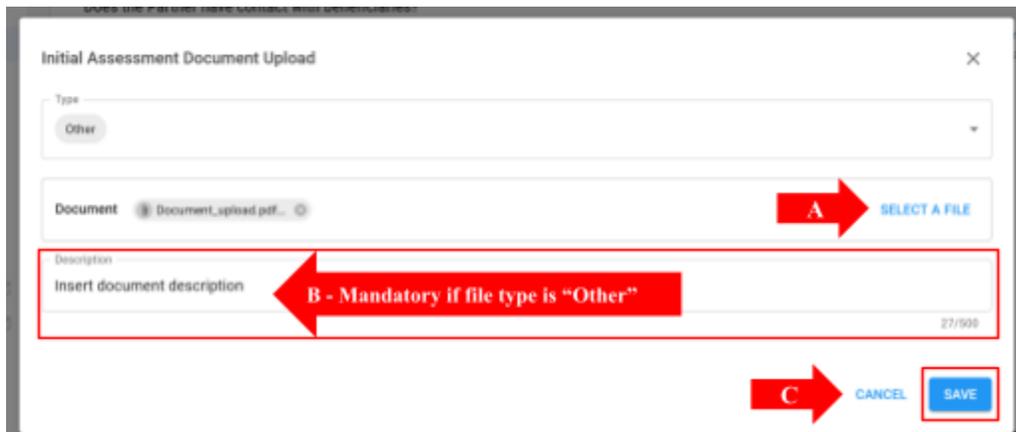
From the pop up window:

1. Select the document **“type”** from the dropdown list. Options include:
  - Verified assessment (completed and signed past assessment)
  - Capacity Strengthening Implementation Plan (CSIP) (can be uploaded even if it is in draft form)
  - Other

**Note:** You can upload multiple documents. However, if you are completing this on behalf of the partner, you must identify at least one of the documents as a **“Verified assessment”** before the **“SUBMIT”** button for this section is activated.



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



## Submitting section 1

After answering both questions in this section, the UN organisation checks the box confirming the submitted answers are accurate and cannot be changed (A) and clicks “SUBMIT” (B). Upon submission, the confirmation information will be visible on the partner's profile.

The screenshot shows the 'UN PARTNER PORTAL' interface. The main content area contains two questions with radio button options for 'Yes' and 'No'. Below the questions is a section for 'UPLOADED A DOCUMENT' with fields for 'UN agency' (containing 'UNFPK'), 'Date of assessment' (containing '23/04/2022'), and 'PSEA capacity rating' (containing 'Medium capacity'). At the bottom, there is a checkbox with the text 'Please ensure the submitted answers are accurate. This section cannot be changed once submitted.' and a blue 'SUBMIT' button. Red arrows labeled 'A' and 'B' highlight these elements.

## Justification for engaging/continuing partnership

If the UN organisation confirms a partner has less than full PSEA capacity, the common tool requires a justification for engaging/continuing the partnership. An alert will pop up at the top of the introductory section notifying the UN that the justification is missing. To submit a justification, click “**ADD JUSTIFICATION**”. The justification is an internal requirement and will be visible to UN organisations only.

The screenshot shows the 'UN PARTNER PORTAL' interface. The main content area is titled 'Introductory PSEA Questions' and contains two questions with radio button options for 'Yes' and 'No'. Below the questions is a section for 'UPLOADED A DOCUMENT' with fields for 'UN agency' (containing 'UNFPK'), 'Date of assessment' (containing '23/04/2022'), and 'PSEA capacity rating' (containing 'Medium capacity'). At the bottom, there is a green alert banner with the text 'On 8/23/2022 UNFPK 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.' Below the alert banner is a red-bordered box containing the text 'Justification for engaging/continuing partnership' and a blue 'ADD JUSTIFICATION' button. Red arrows point to the alert banner and the 'ADD JUSTIFICATION' button.

After clicking “ADD JUSTIFICATION” a window will pop up. From that window:

5. Enter the justification into the text box (A)
6. Click “SAVE” (B) to submit the justification, or “CANCEL” if you do not want to submit.

Verified assessment

### Add Justification

Justification

Example text: This is the only partner who works with key populations in the area. The partner is committed to reaching full PSEA capacity.

140/500

CANCEL SAVE

Justification for engaging/continuing partnership

Once submitted, the justification will be visible to all UN organisations who access the partner’s profile, but it will not be visible to the partner. The UN organisation *cannot* edit the justification after it has been saved.

UN PARTNER PORTAL

Editor Advanced D

Has the partner been assessed on PSEA by another UN Organization in the past five years?

UN agency: UNFPA Date of assessment: 23/04/2022 PSEA capacity rating: Medium capacity

On 5/22/2023 UNFPA 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.

Justification for engaging/continuing partnership

Justification: Example text: This is the only partner who works with key populations in the area. The partner is committed to reaching full PSEA capacity.  
By UNFPA on 5/22/2023

⚠ Once the Introductory section is completed, neither the UN nor the partner can edit this section. Any change to a partner’s ratings or contact with beneficiaries status will take place in the next section.

## IV. Section 2: Preliminary Self-Assessment and Rating

### A. User Roles and permissions for section 2

Permission	HQ Editor	Advanced Editor/ MFT User	Basic Editor/ PAM User
Upload CSO supporting documentation	Yes	Yes	No
Score partner assessment and save for later	Yes	Yes	Yes
“Submit” rating	Yes	Yes	No
Add justification for continuing partnership	Yes	Yes	No
Unlock Self-Assessment	Yes	Yes	Yes
Unlock Rating	Yes	Yes	No

### B. Overview of Section 2 - Preliminary Self-Assessment and Rating

This section is the digitised version of the common assessment tool. In this section, the partner can complete its self-assessment and the UN scores and rates the partner’s capacity to prevent and respond to SEA against eight core standards.

Please see the [harmonised guidance for operationalizing the IP protocol](#) for more information on the IP protocol itself and the [joint verification methodology](#) for assistance scoring the self-assessment.

There are two columns in this section: one **(A)** for the partner to complete its self-assessment and the other **(B)** for the UN organisation to score/rate the partner’s assessment based on a thorough review of the partner’s answers and uploaded documentation.

Although in most cases the CSO partner completes **Column A** before the UN scores the assessment, the system allows the UN to complete **Column B** before the CSO partner completes **Column A**.

The UN completes **Column B** before the partner in the following situations:

- 1) If the partner's self-assessment was migrated into the system (or completed by another non-participating agency off-line) and the UN organisation is adding the information in the system in order to initiate a capacity strengthening implementation plan (CSIP); OR
- 2) The partner submitted its self-assessment off-line and the UN is scoring their responses in the system. In this case, the UN HQ or advanced editor (or equivalent) must upload a copy of the partner's self assessment in this section.

The UN completes **Column B** after the CSO partner completes its self-assessment (**Column A**) in the following instances:

- 1) The partner said "Yes contact", has no past assessment and has completed its self-assessment
- 2) The partner said "No contact" and chose to complete the optional assessment. Completing it will result in an optional PSEA capacity rating alongside their "No contact with beneficiaries" rating.

**Note regarding partners with no contact with beneficiaries:**

If, in the introductory section, the partner said "**No contact with beneficiaries**" and "**No**" to completing the optional assessment, the self-assessment will still be available for completion by either the partner or the UN organisation.

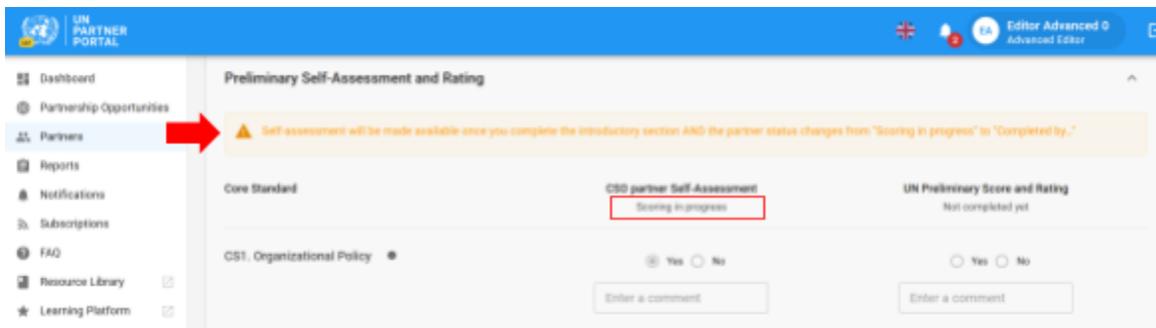
If the CSO partner who has no contact with beneficiaries completes the self-assessment in this section, *it signifies the partner now has contact with beneficiaries* and it will *override/replace* the "**No contact with beneficiaries**" rating. At this time, there is no way to change a partner from contact with beneficiaries to "**no contact**" with beneficiaries.

If the UN completes the self-assessment on behalf of the partner, the rating will remain "**No contact**" with an optional rating (e.g., "**No contact with beneficiaries (medium capacity)**"). If the UN wants to change the partner rating to "**Contact with beneficiaries**", they can do this by using the "**Unlock self-assessment**" button and selecting "**Contact with beneficiaries**" as the reason. This will be further explained below.

### C. Instructions for completing the self-assessment

The UN organisation cannot edit section 2 until it has completed section 1.

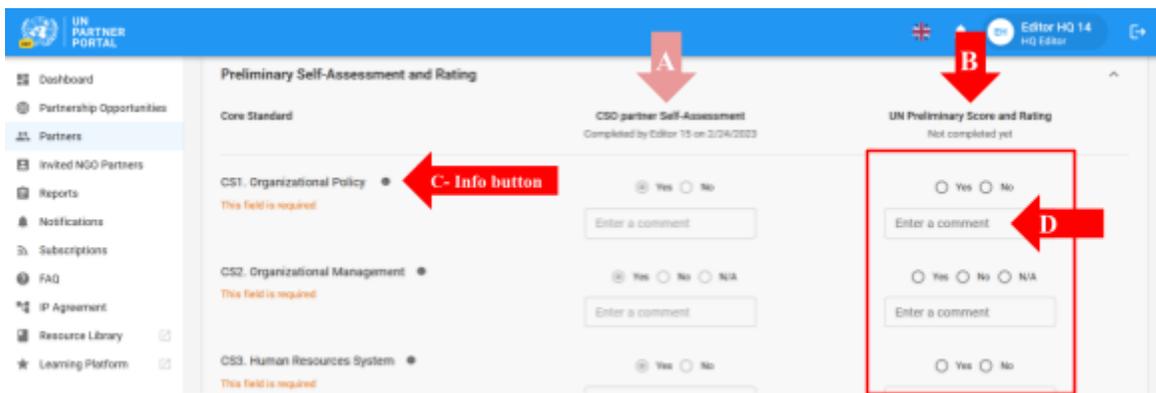
It is possible the section will be visible but not editable by the UN. This is because the partner has *started but not submitted* its self-assessment. In this scenario, a label will appear under the partner column which states, "**Scoring in progress**". The UN will only be able to start scoring once the partner submits their self assessment.



## Scoring the self-assessment

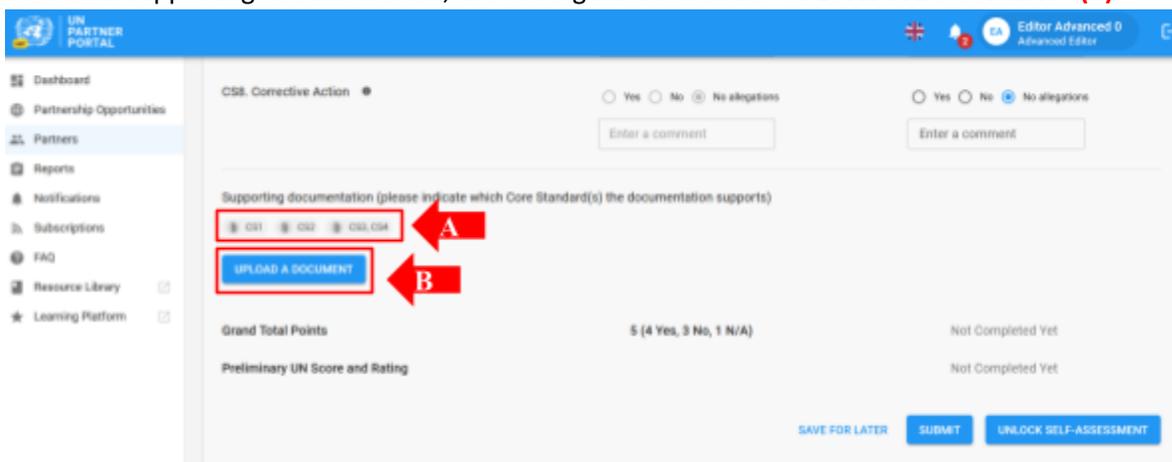
When the CSO partner completes the self-assessment, their responses become visible to the UN (A). The person responsible for the partnership from the UN must thoroughly review the partner's responses and supporting documentation for each core standard. The UN scores the partner's assessment<sup>2</sup> (B) by selecting "Yes", "No" or "N/A" for each core standard<sup>3</sup>. All core standards marked "Yes" must be supported by documentation provided by the partner; partner comments in the table do not provide sufficient evidence to determine whether the core standard is met.

For a full description of the core standard, please hover over the info button (C). For each core standard, the UN organisation may enter a comment (visible to the partner) to explain/provide information on their response to the partner (D). Please note, comments are mandatory for a core standard if the UN organisation's response is different from the partner's response.



## Uploading a document

Supporting documentation is available for download at the bottom of the self-assessment section. Please note, one upload could be used to support more than one core standard. The UN organisation can view any supporting documentation provided by the partner by clicking on the uploaded file(s) (A). Please note, the UN organisation is not able to delete any files uploaded by the partner. To upload additional supporting documentation, the UN organisation clicks "UPLOAD A DOCUMENT" (B).



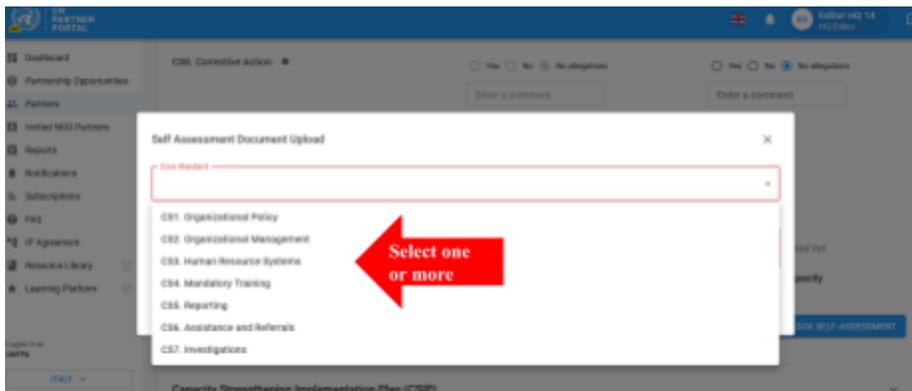
<sup>2</sup> Please refer to the [joint verification methodology](#) for assistance on how to score the self-assessment.

<sup>3</sup> Please refer to the [assessment and technical guidance](#) for additional guidance on completing the self-assessment.

**Note:** if a UN organisation is completing their section based on a self-assessment completed by the partner off-line, they are responsible for uploading the partner’s self-assessment and all supporting documentation.

In either scenario (the UN scores before or after the partner), if the UN user needs to upload supporting documentation, click the **“UPLOAD A DOCUMENT”** button and a window will pop up. From that window:

1. 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.



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

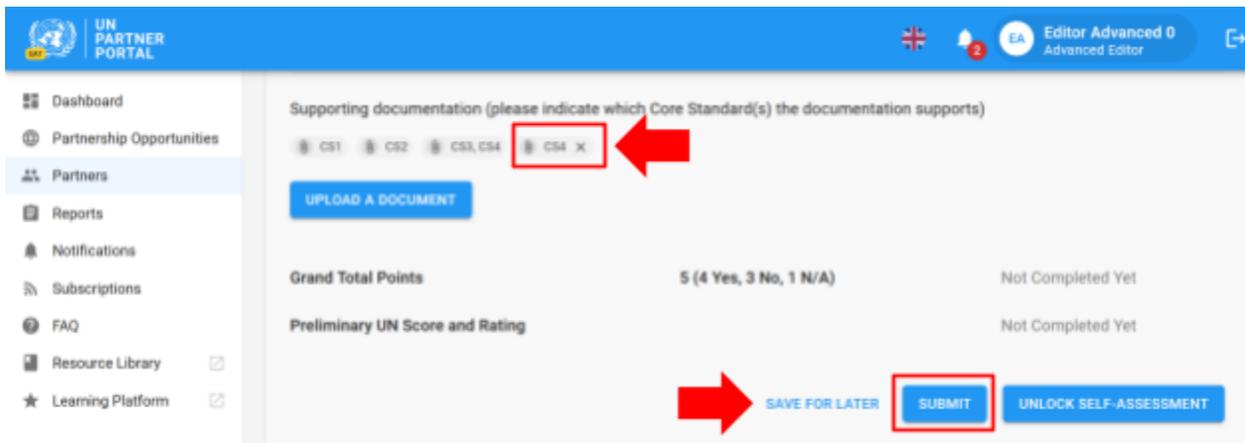


## Deleting a document

The UN is able to delete any documents it uploaded in error. To delete a document, click the “X” next to the document. Only documents uploaded by the UN will have the “X” option to delete.

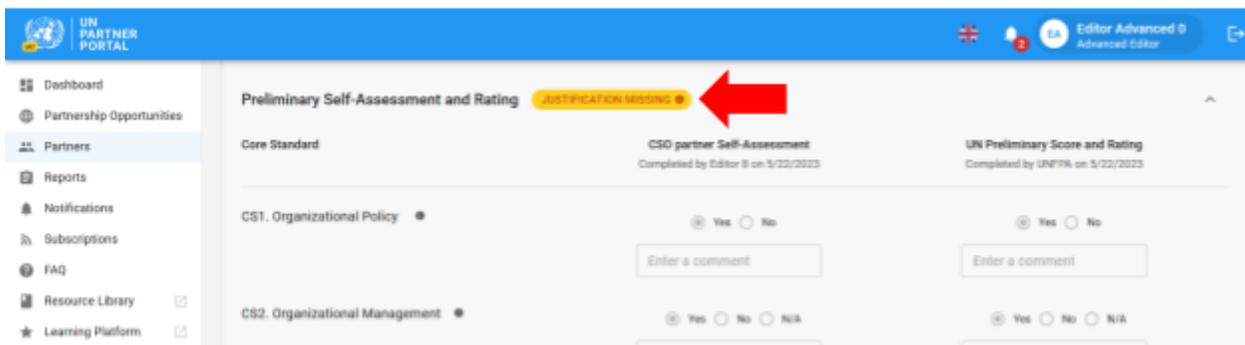
## Save for later

To save progress at any time during the self-assessment, click “**SAVE FOR LATER**”. All comments and responses will be visible in draft form to the partner when the assessment is saved. Once the UN organisation is ready to submit their rating for the self-assessment and share it with the partner, click on the “**SUBMIT**” button.



## Justification for engaging/continuing partnership

If the PSEA capacity rating is less than full, the UN must enter a justification for engaging/continuing the partnership. An alert “**JUSTIFICATION MISSING**” will be visible to the UN in the self-assessment section until the justification is submitted. The following message explaining why the justification is required appears when you hover over the alert: “Please provide justification for engaging/continuing partnership if UN score and rating is less than full capacity or, in extraordinary circumstances, if rating is "not eligible".”



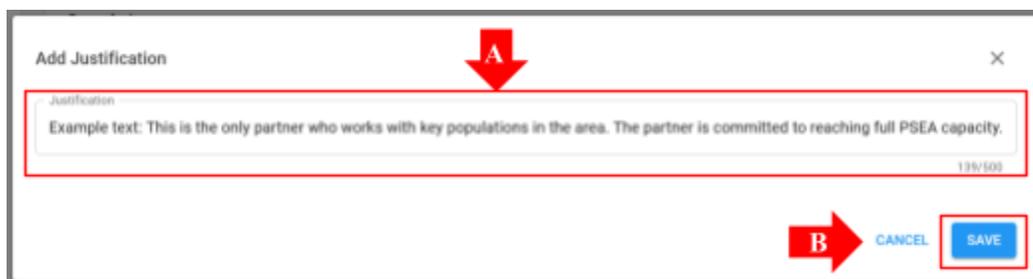
To submit a justification,

1. click “**ADD JUSTIFICATION**”.



After clicking “**ADD JUSTIFICATION**” a window will pop up. From that window:

2. Enter the justification into the text box (A)
3. Click “**SAVE**” (B) to submit the justification, or “**CANCEL**” if you do not want to submit.



Once submitted, the justification will be visible to all UN organisations who access the partner’s profile, but it will not be visible to the partner. The UN organisation *cannot* edit the justification after it has been saved. At this time, only one UN organisation can enter a justification for continuing a partnership unless they make changes to the partner rating. The “**ADD JUSTIFICATION**” button will become active anytime there is a new capacity rating that is less than full.

## Unlocking the self-assessment and rating

### Overview of unlocking feature

After the UN submits the score, this section will no longer be editable by either the partner or the UN organisation unless the UN unlocks it.

The unlock function can be used to unlock the rating OR the self-assessment:

1. “**Unlock rating**”: This is used when the *UN organisation* needs to make changes to its own responses (column B) because it needs to edit or correct a response or update a rating based on a monitoring result or allegation finding, etc. The partner will receive a notice on their page indicating the UN changed the rating. The new rating/score, along with the justification for

unlocking, will be reflected in the rating section and will be visible to both the UN and the partner.

2. **“Unlock self-assessment”**: This button is used when the UN organisation wants the *partner* to make changes and/or complete a new self-assessment due to changes to their organisational structure, contact with beneficiaries, expiration of their most recent assessment, or to edit/correct a response.

Hover over each button for a description of its function.

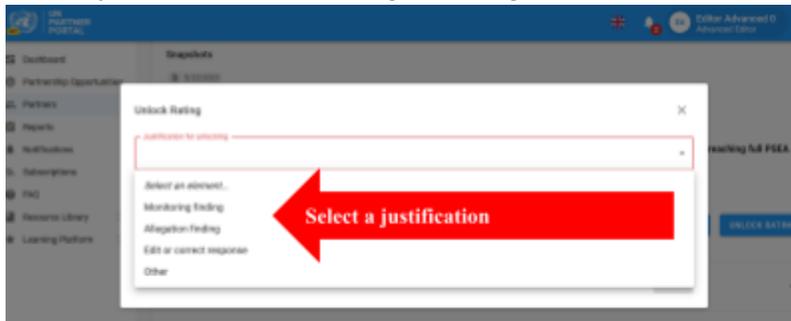


### Instructions for unlocking the rating

To unlock the rating, the UN organisation clicks **“UNLOCK RATING,”** prompting a window to pop up.

From this window:

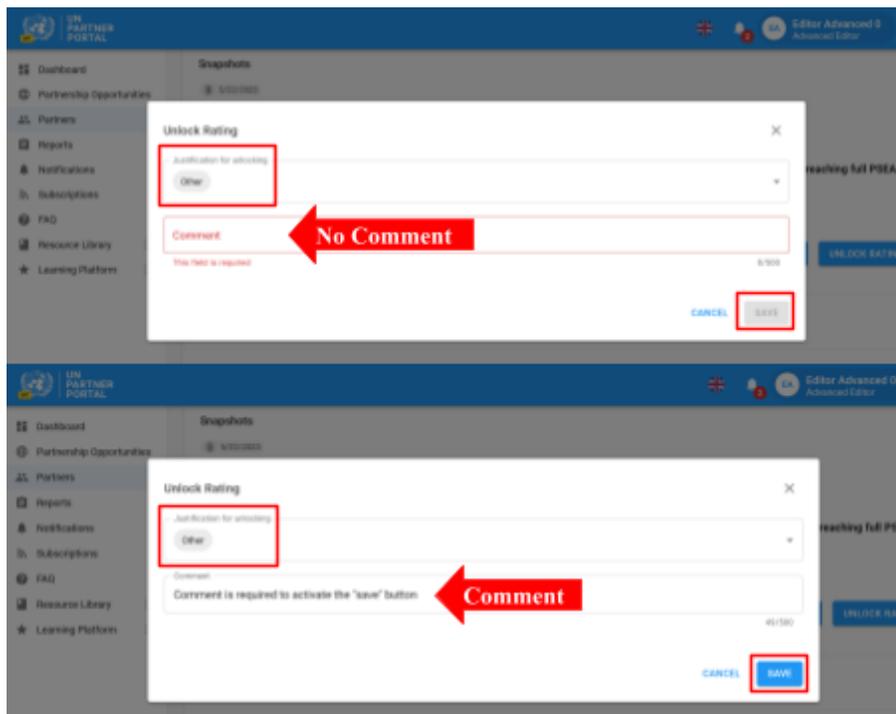
1. Select a justification for unlocking the rating.



2. Select **“SAVE”** to submit the justification, or **“CANCEL”** if you do not want to submit. The UN organisation will not be able to edit the justification once it is saved. There is an optional space to provide a comment, if necessary. Justifications and comments will be visible to the partner.



If “Other” is selected as the reason for unlocking the rating, a comment is required to activate the “SAVE” button:



**Note:** If you unlock the rating and make changes after a CSIP has been initiated, please make sure to reflect the updated rating in section 2 for any core standard where all required activities were completed as part of the CSIP.

### Instructions for unlocking the self-assessment

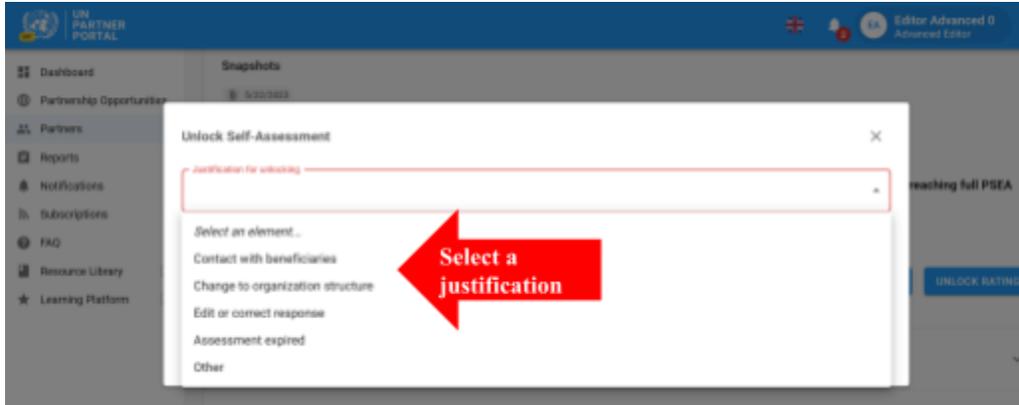
If a verified past assessment was uploaded in the introductory section, or if the UN has already scored and submitted a self-assessment in section 2, the self-assessment will be greyed out and the partner will be unable to edit it unless a UN organisation unlocks it.

The UN can use the “**Unlock self-assessment**” in situations such as the following:

- the partner requests their UN partner to unlock the self-assessment if it needs to complete a new self-assessment and the section is unavailable;
- the partner needs to edit a previously submitted self-assessment that has already been scored by the UN organisation;
- the UN requires the partner to complete a new self-assessment because they underwent a major reorganisation, there was an allegation finding, the partner now has contact with beneficiaries, etc.

To unlock the self-assessment for the partner, the UN organisation clicks “**UNLOCK SELF-ASSESSMENT,**” prompting a window to pop up. From this window:

1. Select a justification for unlocking the self-assessment.



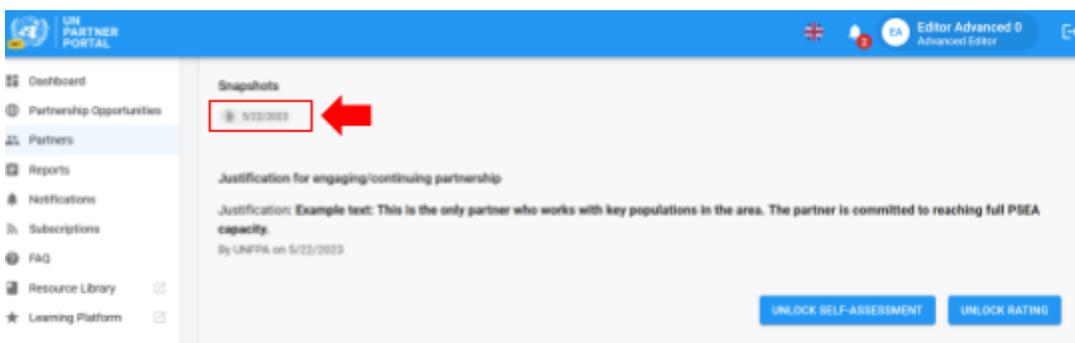
2. Select **“SAVE”** to submit the justification, or **“CANCEL”** if you do not want to submit. The UN organisation will not be able to edit the justification once it is saved. There is an optional space to provide a comment, if applicable.



The justifications for unlocking the rating and the self-assessment will be visible to both the UN organisation and the partner in the self-assessment section. The justifications will also appear in the rating history section next to the corresponding capacity rating.

### Snapshots

Anytime the UN clicks the **“Submit”** self-assessment button, 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 with a UN organisation who does not have access to the UNPP as proof of a valid assessment.



## V. Section 3: Capacity Strengthening Implementation Plan (CSIP)

### A. User Roles and permissions for section 3

Permission	HQ Editor	Advanced Editor/ MFT User	Basic Editor/ PAM User
Start CSIP	Yes	Yes	Yes
Add activities to CSIP	Yes	Yes	Yes
Submit/Update CSIP	Yes	Yes	No
Update status on CSIP	Yes	Yes	No
Add monitoring comments	Yes	Yes	No

### B. CSIP Background

The purpose of the PSEA assessment is to ensure adequate safeguards and appropriate actions are in place when working with our partners. We recognize that many of our partners may not have full capacity in this area and therefore, if a partner has contact with beneficiaries and received less than full capacity, the UN organisation should work with them to develop, and monitor against, a capacity strengthening implementation plan (CSIP). The harmonised guidance requires a CSIP to be started with an active partner within one month of scoring the self-assessment. The system will create an alert when the CSIP is past due.

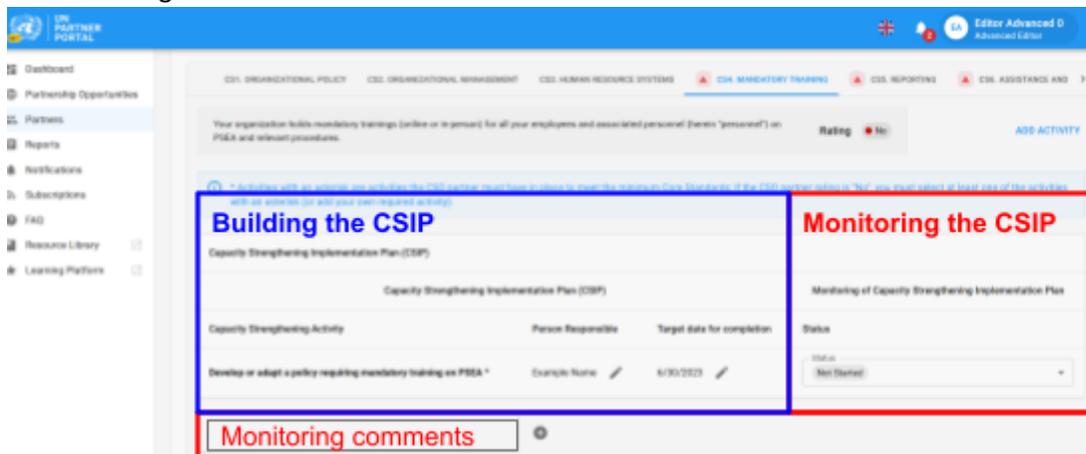
At this time, only the UN can initiate and edit the CSIP in the system. However, the activities, person responsible and target dates for completion should be agreed upon between the UN and its partners based on discussions that take place off-line before the UN submits the plan in the module.

Any UN organisation working with a partner can share one CSIP and can use it to jointly monitor the partner's PSEA capacity. The partner can also download the snapshot that is generated upon every submission/update of the CSIP and share it with UN organisations who do not have access to the UNPP.

### C. Overview of Section 3 - CSIP

This section is used for two main functions:

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



## Instructions for completing a CSIP

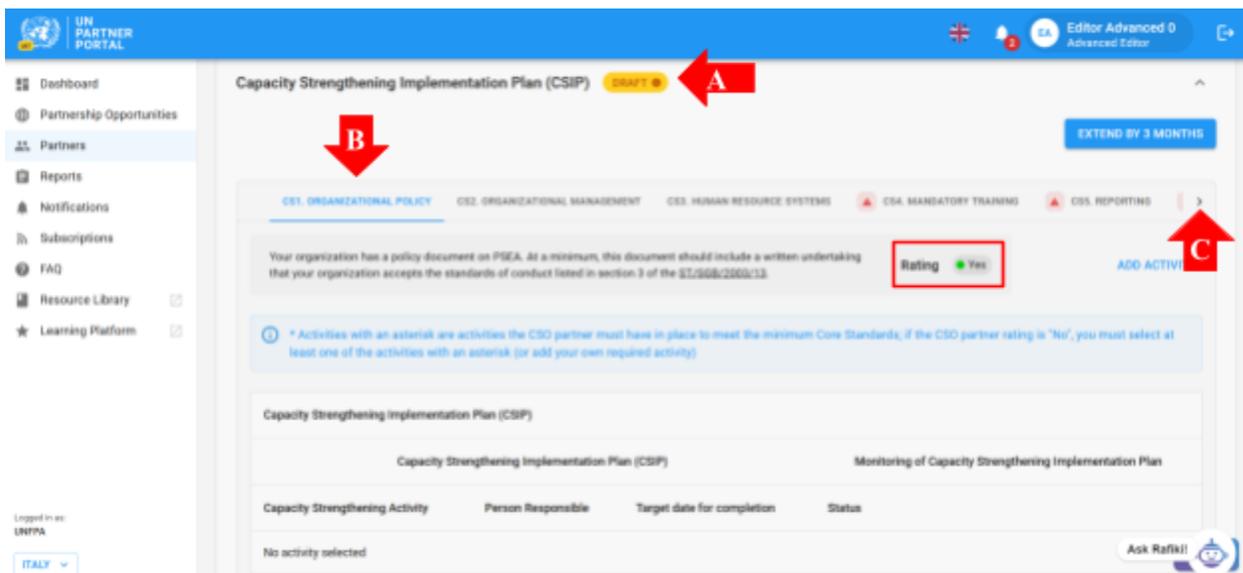
The CSIP will not be available in a partner's profile until the UN initiates it by clicking on **"START CAPACITY STRENGTHENING IMPLEMENTATION PLAN."**



Once started, the CSIP immediately becomes visible in the partner's profile as a **"Draft" (A)**. The system automatically saves all information entered in the CSIP and makes it visible in draft form on the partner page. It will remain in draft form until the UN organisation submits it. Once submitted, the **"Draft"** label will disappear from both the partner and the UN page (see below for more instructions on submission).

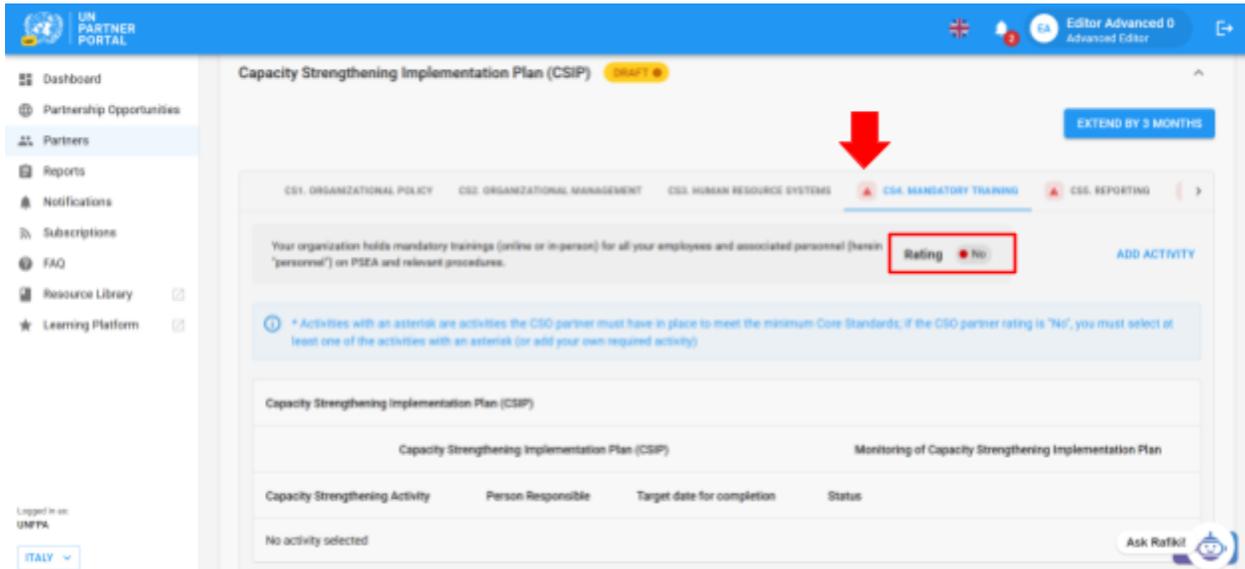
The CSIP is organised so each core standard (as identified in the PSEA assessment tool) has its own tab **(B)**. Click on the tab(s) to add activities and monitoring information. Please note, there are 8 tabs; click on the arrow to scroll to all of them **(C)**.

If the partner was assessed as meeting the minimum requirement for a core standard, it will appear in the CSIP with a **"Yes"** rating. Although it is not mandatory for a partner to add an activity for any core standard where the rating is **"Yes"**, the system will allow the UN user to add activities if the UN and partner want to strengthen partner capacity beyond the minimum requirements.



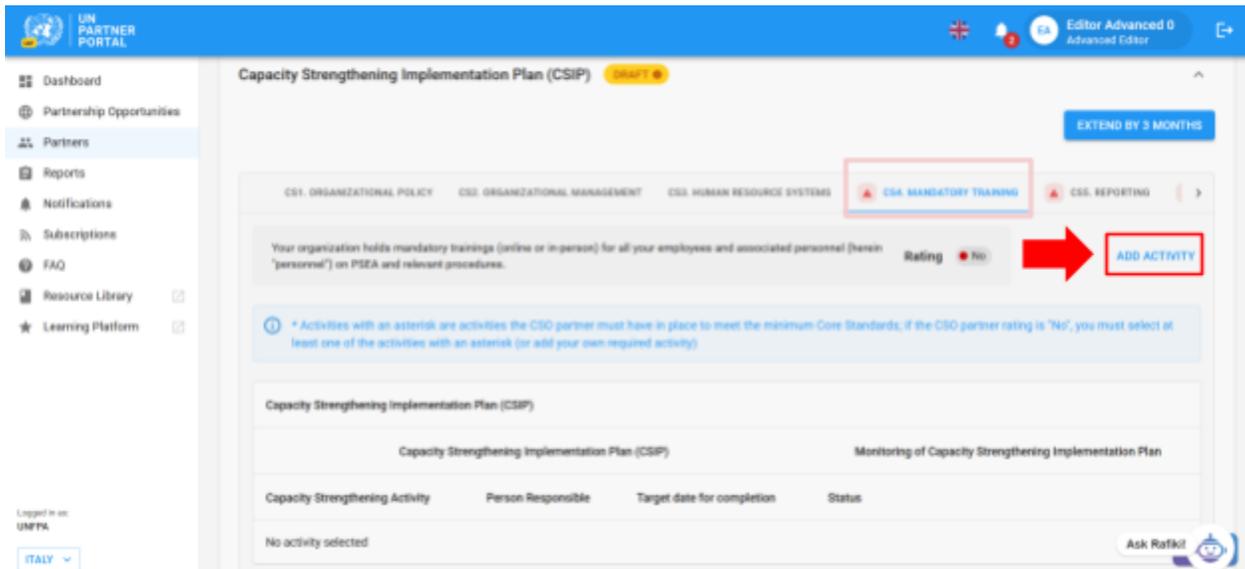
If the partner *does not* meet the minimum requirement for a core standard, it will be marked with a red triangle (▲) and will have a **"No"** rating. The harmonised guidance requires the UN and the partner to agree on activities that will build their capacity in this area. As a reminder, the partner cannot enter any information with regards to the CSIP in the portal. However, they can see the draft which allows the UN

and the partner to discuss the activities and come to an agreement on what is being entered into the CSIP.



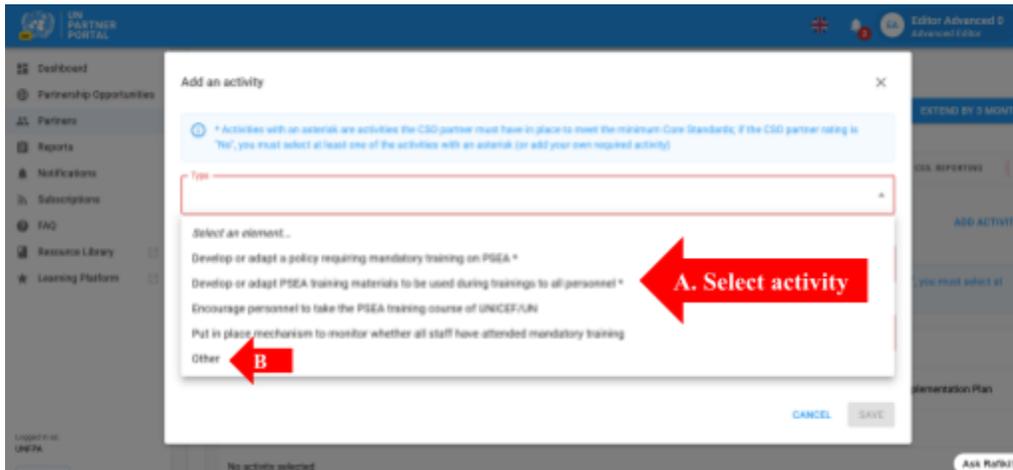
### Adding activities in the CSIP

Navigate to the relevant core standard and click on the “Add Activity” button.



After clicking “ADD ACTIVITY” a window will pop up. To facilitate the completion of the CSIP, the IP Protocol Working Group has developed a suggested drop down list of activities per core standard. The list contains common activities that will help strengthen the partners capacity for each core standard. From the window, select an activity (A) that you want to add to the CSIP. Those marked with an asterisk are activities the partner must have in place to meet the minimum requirements for the core standard. Keep in mind the partner may already have some measures in place.

- For each core standard with a “No” rating, the module requires the UN organisation to select at least one “required” activity before it can be saved. The “required” activity can either be an asterisked activity or identified as required if selecting “Other”
- The UN organisation can only select one activity at a time from the dropdown list.
- The module offers the ability to create your own “Other” activity (B). However, to the extent possible, we recommend you select from the dropdown list. This will ensure consistency and will make it possible to run analytics on the activities.



### After selecting a predefined activity

After you’ve selected a predefined activity from the drop down list:

- Enter the name of the person responsible for implementing the activity (A). The person responsible can be someone from either the partner or from the UN.
- Enter the target date for completing the activity (B)
- Click “SAVE” (C) to add the activity to the CSIP, or click “CANCEL” if you are not ready to add the activity.
- Repeat these steps to add additional activities to this core standard or, navigate to a new core standard tab and repeat.



## Selecting “Other” as an activity in the CSIP

When selecting “Other” (A):

- Enter a title for the custom activity (B). Make sure the title is descriptive enough that someone from another UN organisation can understand what the activity entails (this will facilitate joint monitoring of the activity for shared partners)
- Add the name of the person responsible (C) and a target date for completion of the activity (D)
- Select the checkbox if the activity is required to meet the minimum core standard (E)
- Click “SAVE” to add the activity to the CSIP, or click “CANCEL” if you do not want to save the activity (F).

The screenshot shows the 'Add an activity' form in the UN Partner Portal. The form includes the following fields and elements:

- Type:** A dropdown menu with 'Other' selected. A red arrow labeled 'A' points to this selection.
- Title:** A text input field with a red arrow labeled 'B' pointing to it.
- Person responsible:** A text input field with a red arrow labeled 'C' pointing to it.
- Target date for completion:** A date input field with '25/07/2023' entered and a red arrow labeled 'D' pointing to it.
- Activity is required to meet the minimum core standard:** A checkbox with a red arrow labeled 'E' pointing to it.
- Buttons:** 'CANCEL' and 'SAVE' buttons at the bottom right, with a red arrow labeled 'F' pointing to the 'SAVE' button.

After an activity has been added, the target date and person responsible is editable by clicking the pencil icon next to the date and person responsible (A). The activity cannot be deleted. The activity can, however, be inactivated by selecting “Inactivated” as its status (B).<sup>4</sup>

The screenshot shows the 'Monitoring of Capacity Strengthening Implementation Plan (CSIP)' table. The table has the following columns: Capacity Strengthening Activity, Person Responsible, Target date for completion, and Status. A row is highlighted with the following data:

Capacity Strengthening Activity	Person Responsible	Target date for completion	Status
Develop or adapt a policy requiring mandatory training on PSEA *	Example Name	6/30/2023	Not Started

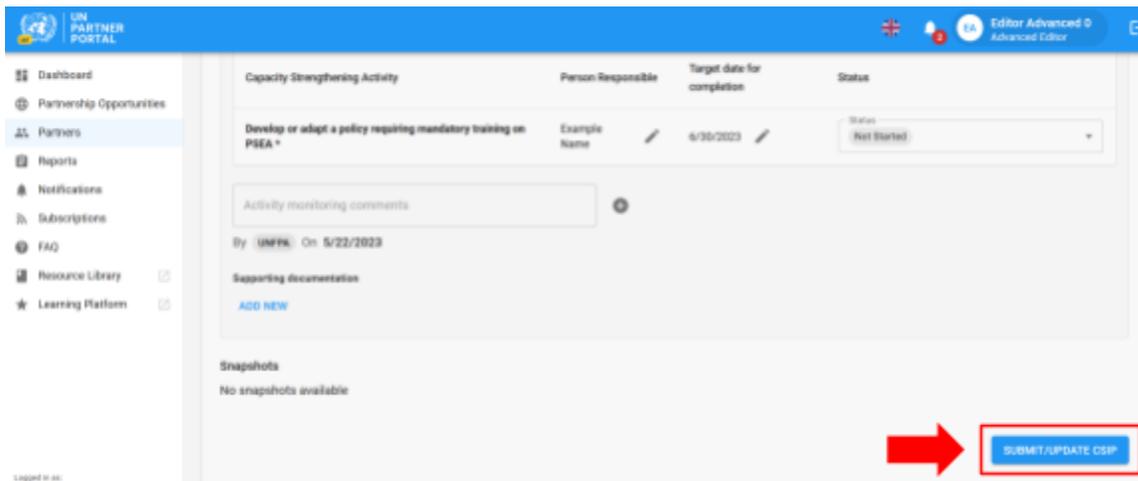
Red arrows and labels A and B point to the pencil icons for editing the person responsible and target date, and the 'Inactivated' status option in the dropdown menu.

<sup>4</sup> There must be at least one *active* mandatory activity for each core standard marked as “No” in order for the CSIP to be submitted/updated.

**Note:** In the exceptional circumstance where the head of unit makes the decision to work with a partner whose rating is “**Not eligible**”, you must select “**Other**” and add one or more required activities for core standard 8 in order to submit the CSIP.

## Submitting the CSIP

The CSIP will remain in draft form for both the UN and the partner until the UN clicks on the “**SUBMIT**” button. This button will not be activated until after at least one “required” activity has been added for all core standards with a rating of “**No**”. When the CSIP is ready to be submitted, click “**SUBMIT/UPDATE CSIP**”, located at the bottom of the section.



The CSIP will automatically revert back to “**Draft**” form if the UN organisation makes any change to the CSIP itself or if section 2 is unlocked and there are changes to the rating. To update the CSIP after it’s been edited, click “**SUBMIT/UPDATE CSIP**”. The “Draft” label will disappear after clicking the button. A snapshot will be created and visible to both UN and the partner each time the “**SUBMIT/UPDATE**” button is clicked.

## D. Monitoring the CSIP

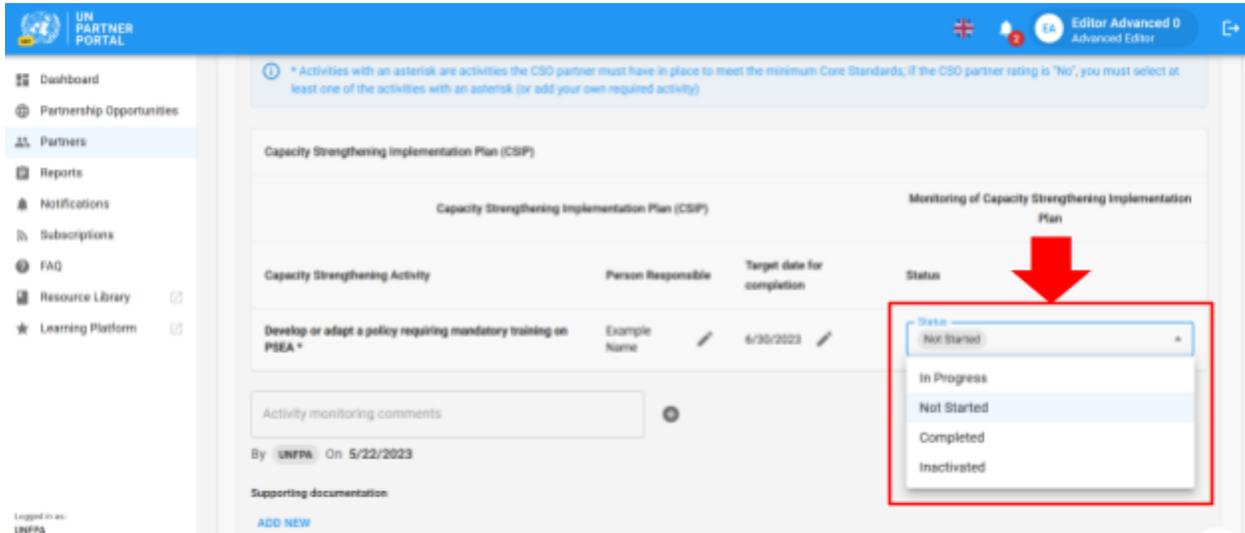
Monitoring the partner’s capacity is an important part of operationalising the IP Protocol. The module allows multiple UN organisations to jointly monitor a partner by updating the status of an activity and adding monitoring comments.

### Changing the status of an activity

The CSIP is a living document and is expected to be updated and monitored regularly. The UN changes the status of the activities to reflect progress made by the partner. Select an activity’s status to open a dropdown menu that contains the following options:

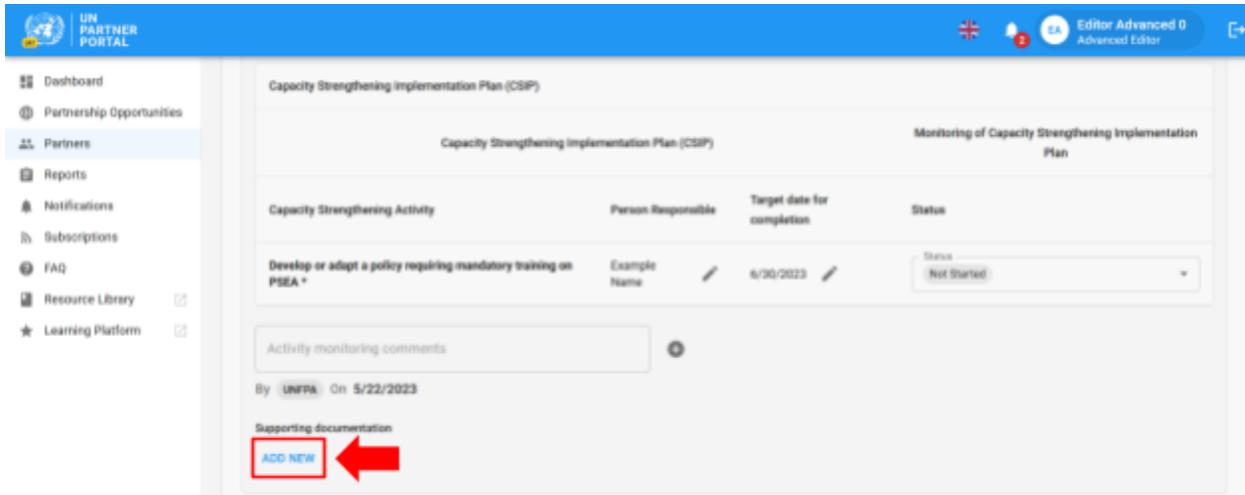
- Not Started - if the responsible person has not yet initiated the activity
- In Progress - if the responsible person has begun to implement the activity
- Completed - if the activity has been implemented

- Inactivated - if the activity was entered by mistake or is no longer relevant. The module does not allow an activity to be deleted. When an activity is inactivated, it will not be visible in the partner’s profile; it will only be visible to the UN organisation<sup>5</sup>.



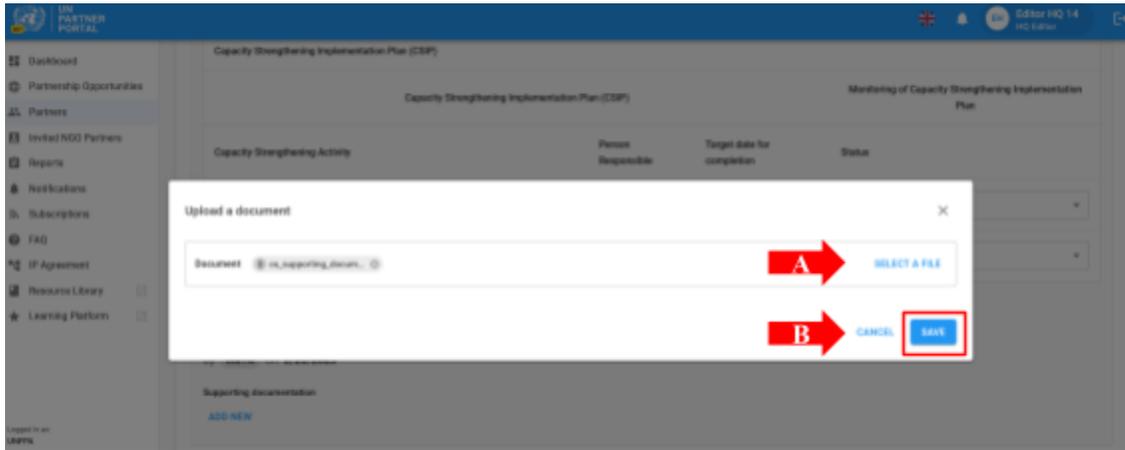
### Uploading supporting documents

The UN organisation can add documentation to support its monitoring findings by clicking “**ADD NEW**”, located near the bottom of the CSIP section.



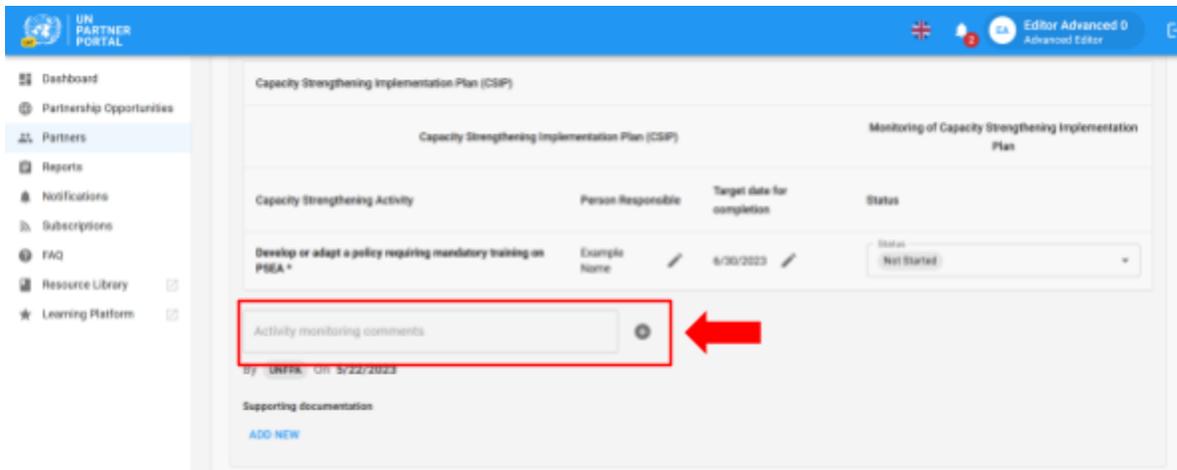
<sup>5</sup> Inactivated activities will also be captured in the CSIP snapshot.

After clicking “ADD NEW” a window will pop up where the UN organisation can select a file (A) to upload. Click “SAVE” (B) to upload the document, or “CANCEL” if you do not want to add the document.

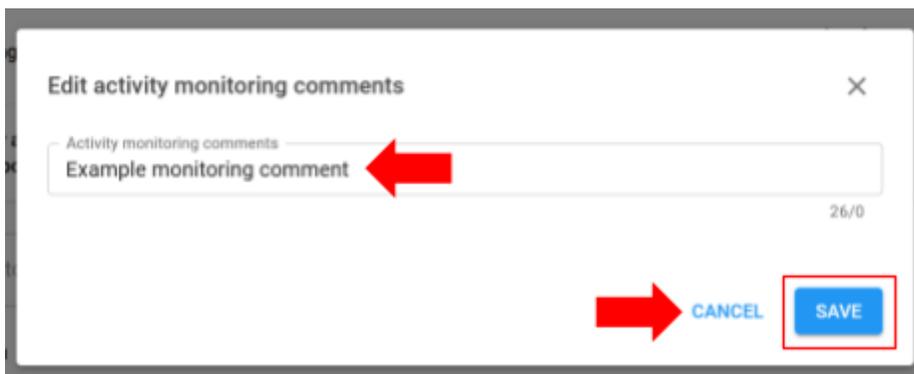


### Adding monitoring comments

The UN can also add monitoring Plan comments by clicking the plus sign (+) next to the “Activity monitoring comments” box.



After clicking the plus sign “(+)” a window will pop up where the UN can type monitoring comments. Click “SAVE” to save a comment or “CANCEL” if you do not want to save the comment.



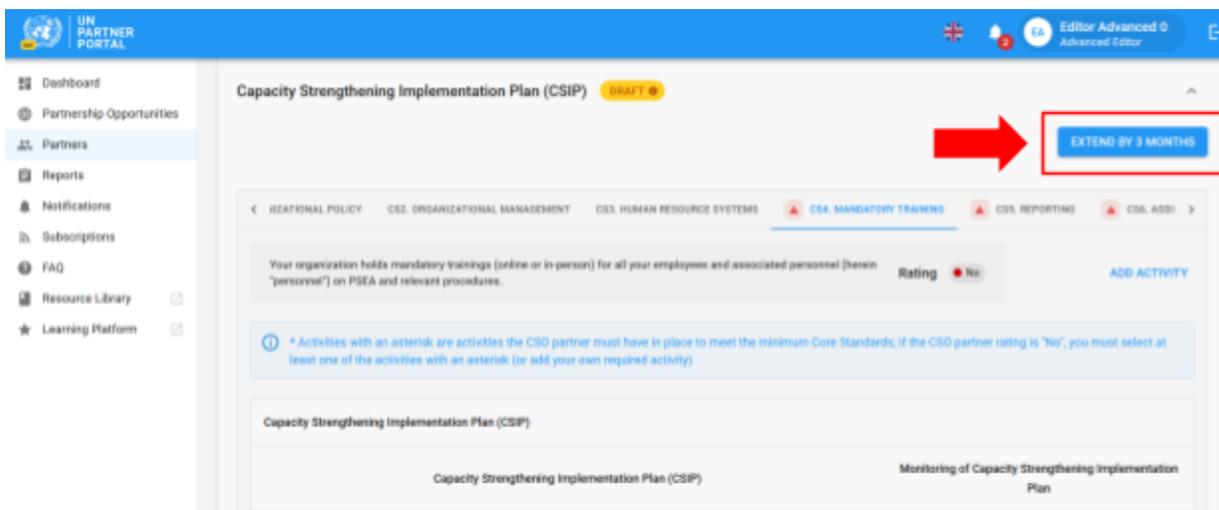
When a UN organisation adds a comment, the organisation name and date of the comment will appear alongside it. Monitoring comments are not editable after they have been saved. A record of all comments will be kept in the CSIP and in the snapshots.

Any changes in section 2 after the UN unlocks the rating or the self-assessment will automatically cause the CSIP to revert to draft form and the CSIP will reflect the revised rating.

### Extending the CSIP

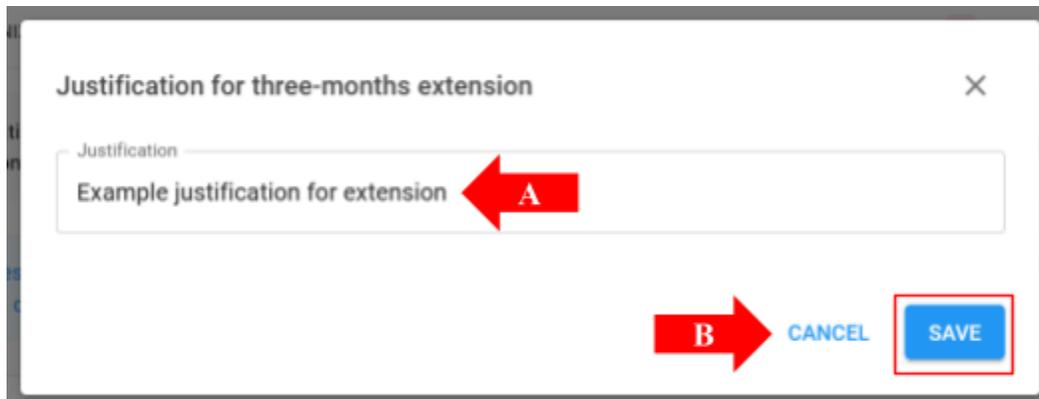
The harmonised guidance requires a partner to reach full capacity within 6 months. In exceptional circumstances, the UN organisation can grant a 3 month extension to the CSIP.

To extend the CSIP in the PSEA module, click “**EXTEND BY 3 MONTHS**”, located in the top right corner of the CSIP section. This button is not visible to the partner.



After clicking “**EXTEND BY 3 MONTHS**”, a window will pop up. From that window:

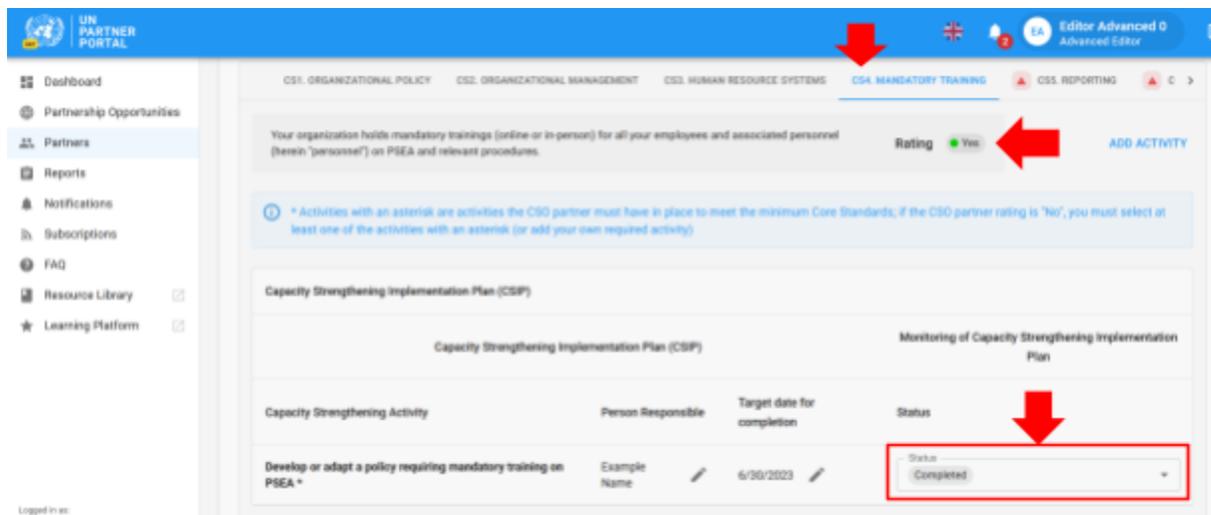
- Enter a justification for extending the CSIP by 3 months **(A)**
- Click “**SAVE**” to submit the justification and extend the CSIP by 3 months, or click “**CANCEL**” if you do not want to extend the CSIP **(B)**.



The justification for the 3-month extension will be visible to the UN only at the top of CSIP, along with the name of the UN organisation that extended the plan and the date it was extended.

## Completing activities in the CSIP

When all mandatory activities for a core standard are marked as completed, the rating for the core standard will automatically update to “Yes” and the red triangle will disappear from the tab.



### E. Reassessing the partner

The harmonised guidance requires the UN to reassess its partners 6 (or in exceptional circumstances 9) months after beginning the partnership. Instead of requesting the partner to do a new self-assessment, the CSIP serves as the reassessment. At 6 (or 9) months, the system will automatically assign a “Final determination” rating based on the number of core standards met at that time. This will be further elaborated in section 4.

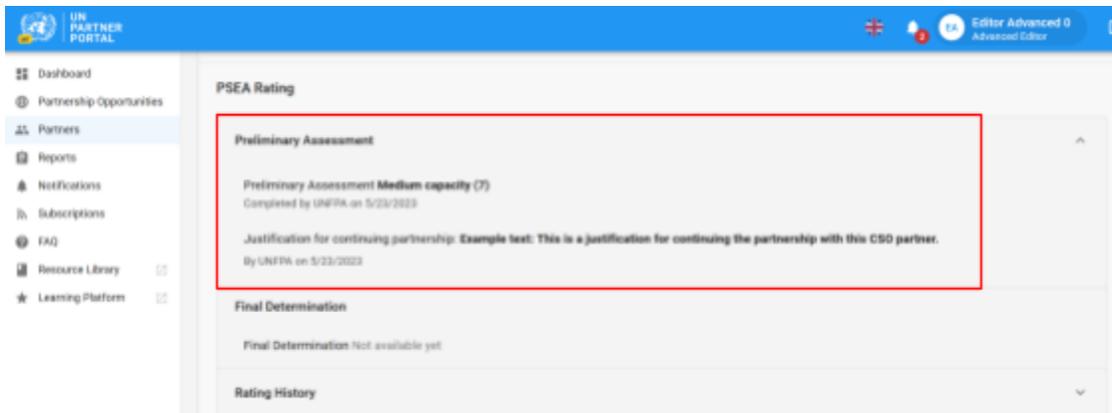
## VI. Section 4: PSEA Rating

### A. Overview of PSEA rating

The PSEA Rating section reflects a partner’s PSEA capacity rating at different points throughout the process. It is divided into three subsections: 1) Preliminary Assessment, 2) Final Determination and 3) Rating History. The subsections will not be visible until the preliminary assessment becomes available.

#### Preliminary assessment

The preliminary rating reflects a partner’s initial self-assessment score, either from a past assessment uploaded in the first section, or as scored by the UN in the second section. If a partner receives a preliminary rating that is less than full capacity, the justification for continuing/engaging the partnership will be visible to the UN only in this subsection.



## B. Final determination

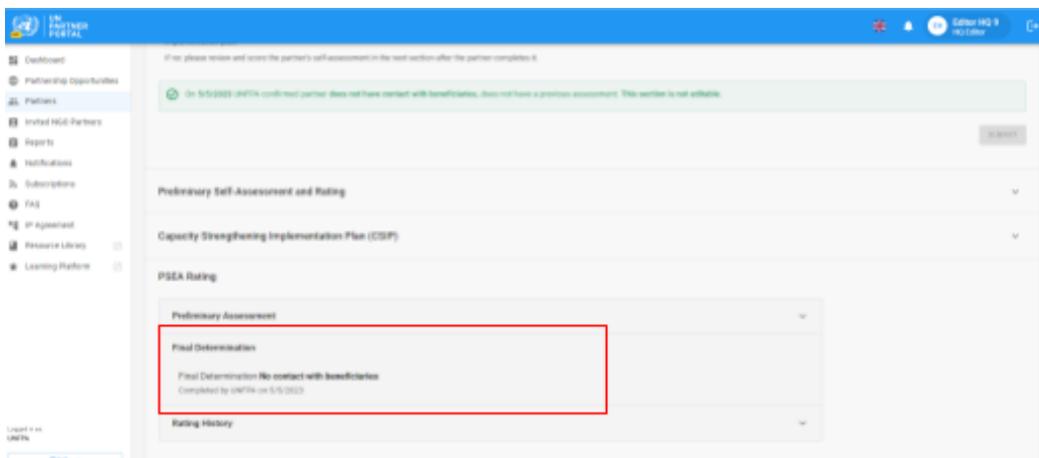
The system will automatically generate the final determination score as follows:

- Upon confirmation/scoring by the UN if:
  - a. The partner does not have contact with beneficiaries
  - b. The partner has full capacity to protect against SEA
  - c. Core Standard 8 was marked as “**No**”
- 6 (or 9) months after the CSIP is submitted (based on the number of core standards met at that time)
- Anytime a partner reaches full capacity and/or after the 6 (or 9) month time period when the partner’s rating changes.

Per the common guidance:

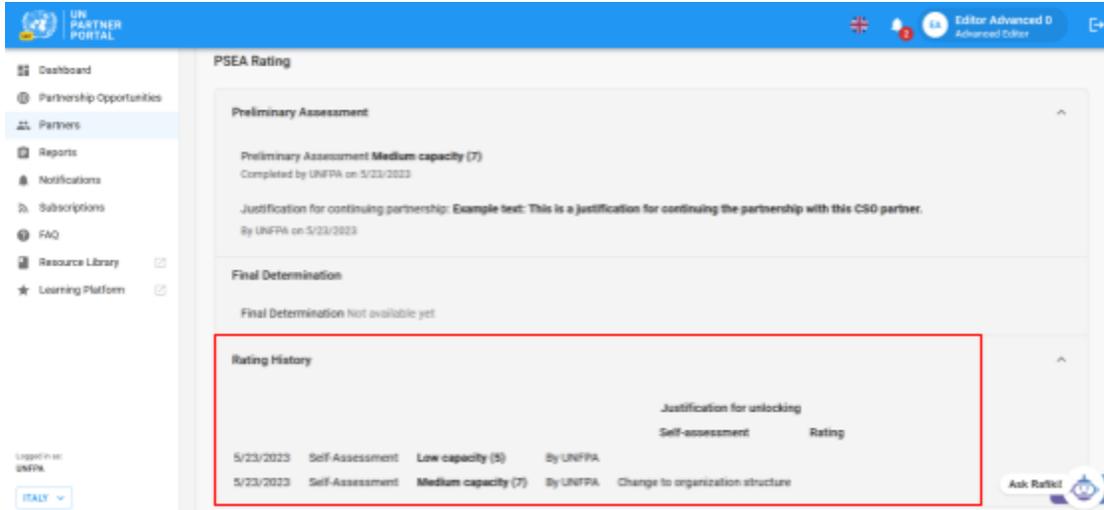
If the implementing partner receives a medium capacity SEA rating as its final determination after 6 (or 9) months, the workplan manager can continue to engage the implementing partner under exceptional circumstances with increased monitoring or other risk mitigation measures and with the approval of the head of unit. The module will allow you to add a justification in the final determination subsection.

If the implementing partner was given the exceptional 3-month extension, the partner is expected to be at full capacity at the end of 9 months.



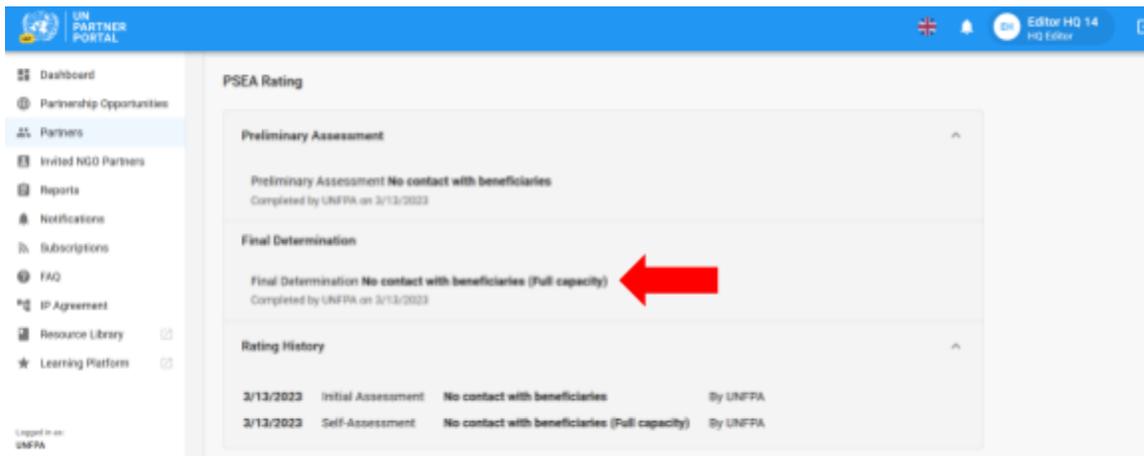
### C. Rating history

The rating history shows a history of all PSEA capacity ratings that a partner 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 rating.



### D. Optional capacity rating

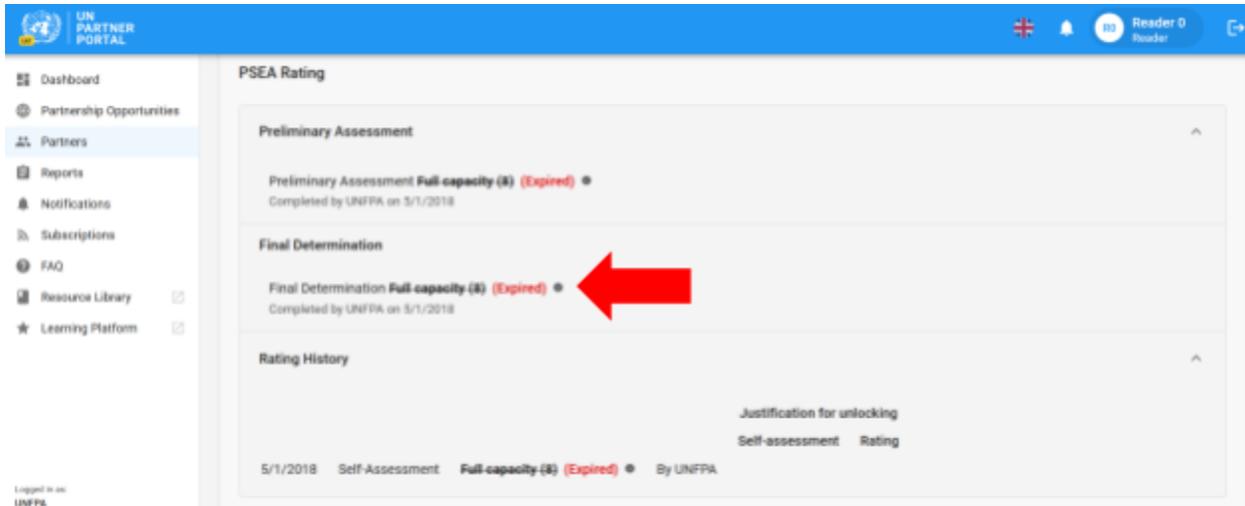
If a partner does not have contact with beneficiaries but chooses to complete the optional self-assessment, they will receive an optional capacity rating alongside their rating of “No contact with beneficiaries”. After the partner completes their optional assessment, and the UN organisation scores it, the optional capacity rating will appear in parentheses next to the no contact rating, as seen in the screenshot below.



**Note:** The optional capacity rating for partners who do not have contact with beneficiaries will only appear as an optional rating in parentheses if the partner selected “**Yes**” to complete the optional self-assessment in the introductory section. If the partner chose “**No**” to complete the optional self-assessment, then for any reason completes the self-assessment, the preliminary determination will replace the “**No contact with beneficiaries.**”

## E. Assessment expiration

When an 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.



The screenshot shows the 'PSEA Rating' section of the UN Partner Portal. It features three main panels: 'Preliminary Assessment', 'Final Determination', and 'Rating History'. The 'Final Determination' panel shows a rating of 'Full capacity (8) (Expired)' with a red arrow pointing to it. The 'Rating History' table shows a record for '5/1/2018' with a 'Self-Assessment' of 'Full capacity (8) (Expired)' by UNFPA.

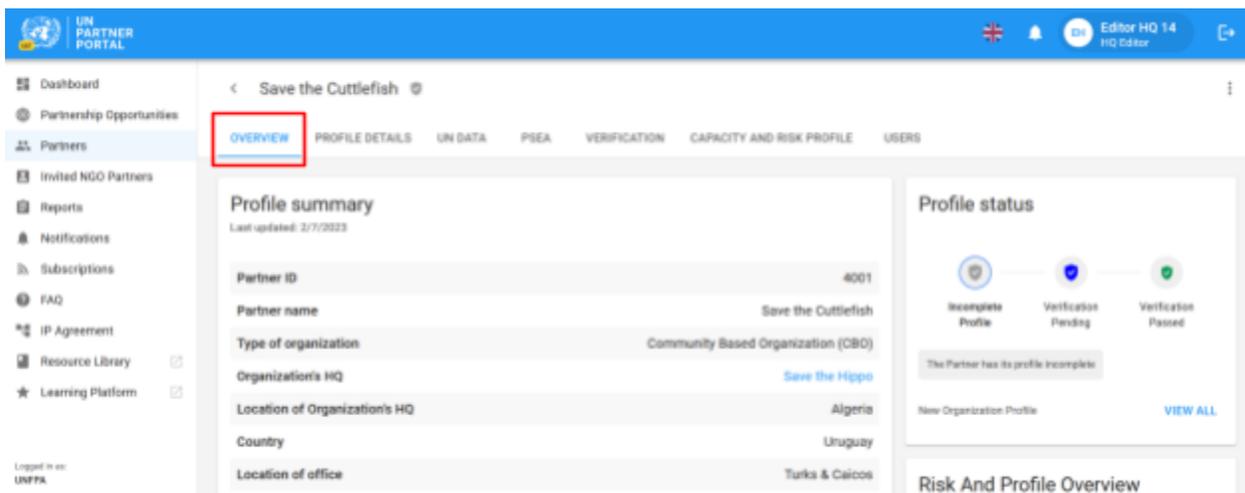
Justification for unlocking	Self-assessment	Rating
	5/1/2018	Full capacity (8) (Expired) * By UNFPA

## F. Validity of the assessment

The final determination of a partner's capacity based on the results of the assessment are valid for a period of five years unless an earlier re-assessment is considered necessary by a UN entity 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).

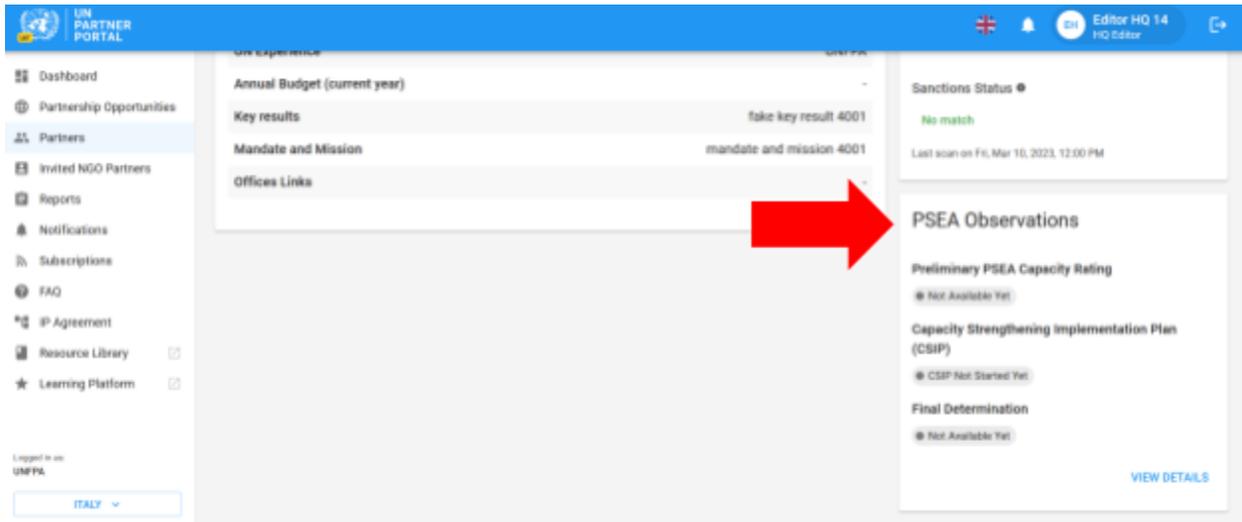
## VII. PSEA Observations

A PSEA observations tab has also been added to the "Overview" tab of the partner profile. UN users can quickly view the status of a partner's PSEA capacity ratings and CSIP. To view the PSEA observations tab, navigate to the "Overview" tab in a partner's profile.



The screenshot shows the 'Overview' tab of a partner profile for 'Save the Cuttlefish'. The 'Profile summary' section lists details such as Partner ID (4001), Partner name (Save the Cuttlefish), Type of organization (Community Based Organization (CBO)), Organization's HQ (Save the Hippo), Location of Organization's HQ (Algeria), Country (Uruguay), and Location of office (Turks & Caicos). The 'Profile status' section shows three stages: Incomplete Profile, Verification Pending, and Verification Passed. A message indicates 'The Partner has its profile incomplete' with a 'VIEW ALL' link. The 'Risk And Profile Overview' section is partially visible at the bottom.

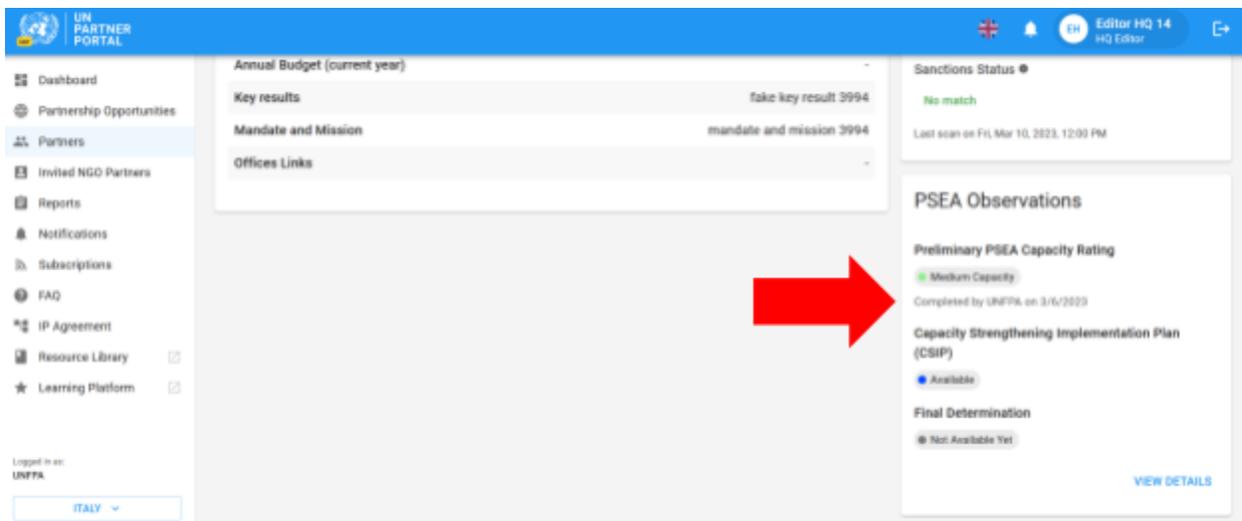
The observations will be visible on the bottom right side of the screen..



The status of the preliminary PSEA capacity rating, capacity strengthening implementation plan (CSIP) and final determination of PSEA capacity are included in the observations tab. Each observation is labelled with its current status.

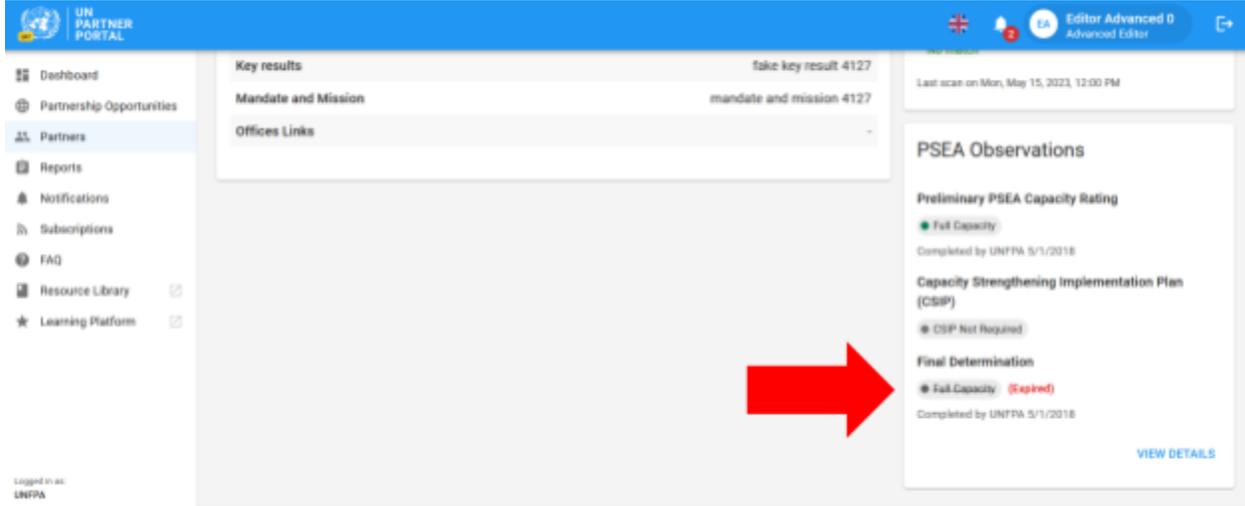
If the preliminary rating is “**Not available yet**,” then the partner has not submitted a past assessment or completed the self-assessment and therefore does not have a preliminary capacity rating. The preliminary rating and final determination reflect the ratings available in the PSEA rating section of the PSEA module and will update accordingly when changes are made in the module. The CSIP status will change to “**Available**” once a CSIP is started, and will remain available thereafter.

The name of the UN organisation that completed a preliminary rating or final determination, as well as the date it was completed on, will also be visible in the observations tab.



For partners with a medium or low capacity rating, the CSIP will become past due if it is not initiated one month after the preliminary assessment is completed, or from the date the UN confirms a past assessment.

If the final determination is based on an expired assessment (i.e. an assessment that was scored more than five years ago), then the rating will be crossed out with a note that the assessment has expired.



## Annex I: User Roles and Permissions

Reader and Administrator roles have the ability to see all information in the UNPP and download documentation and snapshots. They do not have permission to do any of the other functions.

The chart below outlines main user roles and permissions. If not explicitly stated below, HQ and Advanced Editor (or equivalent) have permission to complete the function.

Permission	HQ Editor	Advanced Editor/ MFT User	Basic Editor/ PAM User
<b>Section 1: Introductory PSEA questions</b>			
Answer Q1 and Q2 on behalf of the partner	Yes	Yes	No
Confirm partner's past assessment information in section 1	Yes	Yes	No
Add justification for continuing partnership	Yes	Yes	No
<b>Section 2: Preliminary Self-Assessment and Rating</b>			
Upload CSO supporting documentation	Yes	Yes	No
Score partner assessment and save for later	Yes	Yes	Yes
"Submit" rating	Yes	Yes	No
Add justification for continuing partnership	Yes	Yes	No
Unlock Self-Assessment	Yes	Yes	Yes
Unlock Rating	Yes	Yes	No
<b>Section 3: Capacity Strengthening Implementation Plan</b>			
Start CSIP	Yes	Yes	Yes
Add activities to CSIP	Yes	Yes	Yes
Submit/Update CSIP	Yes	Yes	No
Update status on CSIP	Yes	Yes	No
Add monitoring comments	Yes	Yes	No