# **Tool 1: Key Informant Interview for SEAH Risk Assessment**

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| **Basic Information** | |
| **Objectives** | To assess capacity of School Education Department, PMIU, QAED, Literacy and Non-Formal Education, Special Education departments for preventing and responding to sexual exploitation, abuse and harassment |
| **Types of Respondents** | Secretary or Special Secretary of School Education Department  Additional Secretary (Planning and Budget)  PD of PMIU (Secretariat for the TALEEM programme)  Manager, Coordination and Implementation, TALEEM Cell (if appointed) PMIU (Secretariat for the TALEEM programme)  DG, QAED  Focal Point, TALEEM programme  Secretary Literacy and Non-Formal Education Department  Additional Secretary Literacy and Non-Formal Education Department  Secretary Special Education Department  Additional Secretary Special Education Department |

The text in red are questions adapted from UNCEF SEAH Tool Kit.

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| **DEMOGRAPHICS** | | |
| **Q01** | Name of Government Department |  |
| **Q02** | Level of Department | Provincial\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_District |
| **Q03** | Name of District |  |
| **Q04** | Name of Respondent |  |
| **Q05** | Gender of Respondent |  |
| **Q06** | Designation of Respondent |  |
| **Q07** | Contact Details (mobile +email) |  |
| **Q08** | Date of Interview |  |
| **Q09** | Name of Interviewer |  |
| **Q10** | Signature of Interviewer |  |

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| 1. **Standard 1: Department Policy** | | 1. **Yes** | 1. **No** | 1. **N/A** | 1. **Supporting Documents** |
|  | Does the department have any policy on PSEAH? |  |  |  | PSEA Policy |
|  | 1. If the department has policy, does it meet the required standards including; |  |  |  |  |
| 2.1. | Clear policy statement? |  |  |  |  |
| 2.2. | Clear definitions of SEA & Sexual harassment? |  |  |  |  |
| 2.3 | Clear objectives and Principles? |  |  |  |  |
| Clearly mention the prohibited conduct? |  |  |  |  |
| 2.4 | Mechanisms put in place for employees to report misconduct? |  |  |  |  |
| 2.5 | The policy clearly mention to protect the employees from abuse |  |  |  |  |
| 2.6 | Clear code of conduct and services for community members engaged with the department? |  |  |  |  |
| 2.7 | Clear Reporting mechanism for community members engaged with department? |  |  |  |  |
| 2.8 | Clearly mention how employees will be protected from abuse |  |  |  |  |
| 2.9 | Clearly mentions the penalties from the perpetrators and investigations system. |  |  |  |  |
| 2.10 | If yes, what measures has the department taken to roll out implementation of the policy? |  |  |  |  |
|  | Does the department have any code of conduct and is it mandatory all employees, consultants, contractors, partners and vendors to sign it? |  |  |  | Code of Conduct |
|  | If yes; how often they sign the code of conduct? |  |  |  | Signed Code of Conduct |
|  | Is it just once when getting employed by the department? |  |  |  |  |
|  | Does the department have any code of conduct/Policy for PSEAH for schools? |  |  |  | PSEA Policy for Schools |
|  | What is the content of the code of conduct?[[1]](#footnote-1) |  |  |  |  |
|  |  |  |  |  |  |
|  | Are there systems for keeping employees, consultants, partners, vendors and contractors aware and compliant about the policy? |  |  |  | SoP for awareness raising and compliance |
| **Standard 2: Departmental Management** | |  |  |  |  |
|  | Are there any Standard Operating Procedure (SoP) for policy implementation? |  |  |  | SoP |
|  | Do contracts of vendors, contractors and partners include a clause on requiring sub-contractors to adopt policies that prohibit SEAH and to take measures to prevent and respond to SEAH? |  |  |  | Sample contracts |
| **Standard 3: Human Resource System** | |  |  |  |  |
|  | Does the department have any policy to check person’s background check or police criminal checks for SEAH before hiring? |  |  |  | SoP for background check |
|  | Does the department have a procedure for background check of consultants, partners, vendors, contractors and partners for SEAH |  |  |  | SoP for background check of consultants, vendors, contractors and partners |
|  | Does department ensure undertaking or declaration from its employees for declaring their past conducts about SEAH |  |  |  | Format for undertaking or declaration |
|  | Are SEAH clauses included in employees and consultant contracts? |  |  |  | Sample contract |
|  | At student’s level, does the department have any preventive measures for SEAH especially in relation to students support scheme (cash scholarships handling, uniforms, supplies and examination fees provision) etc.? |  |  |  | Guidelines for Checks |
| **Standard 4: Mandatory Training** | |  |  |  |  |
|  | Does PSEA has been integrated in teacher training? |  |  |  | Teachers Training Manual |
|  | Is capacity building/awareness raising on SEAH a part of mandatory annual trainings for all its employees, consultants, vendors, contractors and partners working at different levels and entities in the department at headquarter, district Union councils and Markaz level[[2]](#footnote-2)? |  |  |  | Training module and certification system  Ploicy making SEAH training mandatory |
|  | If trainings are available; is the contents same for all levels? |  |  |  | Training Module |
|  | Are there SEAH related content available in children text books to safeguard themselves? |  |  |  | Text books |
| **Standard 5: Reporting** | |  |  |  |  |
|  | Does the department have any internal complaints and feedback mechanism for SEAH? |  |  |  | Focal point, designated email and phone number |
|  | Are there any guidelines for reporting for employees, consultants, vendors, contractors, partners and communities including children and adolescents available in the department? |  |  |  | Reporting guidelines |
|  | Has the department developed any communication materials for sensitizing employees on PSEAH? |  |  |  | Communication materials (IEC materials bearing the reporting mechanisms) |
|  | Is there a system for conducting orientation of employees, consultants, vendors, contractors, partners and communities including children and adolescents by the department? |  |  |  | * Orientation materials * Training reports * Attendance sheets * Pictures |
| **Standard 6: Assistance and Referrals** | |  |  |  |  |
|  | In case of any incident of SEAH to employees, consultants, vendors, contractors, partners and communities including children and adolescents; is there a system to facilitate provision of assistance to survivors? |  |  |  | Support Services  Medical, rehabilitation, counselling  Referral mechanism |
|  | If yes, do they have document/written list of service providers and their contacts |  |  |  | Contacts list of service Providers |
|  | Are there any clear guidelines (written SOPs document) to assist the survivors of SEAH at department level? |  |  |  | Guidelines  written SOPs document |
|  | What is the time frame for the processing of SEAH allegation? |  |  |  | Time - frame |
|  | Does the department maintain a list of assistance and referrals provided to survivors? |  |  |  | Updated list of provided assistance |
|  | Are there designated trained staff available to provide support services to SEAH survivors? |  |  |  | Qualifications for extending support services  Liss of designated and trained staff |
| **Standard 7: Investigations** | |  |  |  |  |
|  | Does the department have any investigation policy for SEAH? |  |  |  | Policy |
|  | Is there standard operating procedures or guidelines for investigation of SEAH? |  |  |  | SoP |
|  | Is there any designated focal point or entity for investigation of SEAH cases? |  |  |  | Name of entity |
|  | Have the department ensured that staff responsible for PSEAH investigation get trained in this area? |  |  |  | If yes ask for evidence. |
|  | Is there a system for keeping employees, consultants, vendors, contractors, partners and communities including children and adolescents aware of the investigation policy? |  |  |  | Communication System |
| **Standard 8: Corrective Actions** | |  |  |  |  |
|  | Were there any SEAH cases in the past? |  |  |  | List of reported cases |
|  | If there were any SEAH cases in the past, were corrective actions undertaken by the department? |  |  |  | List of changes made |
|  | Does the department have a guideline for disciplinary actions for staff/consultants/contractors proven to have indulged in SEAH? |  |  |  | Guideline for disciplinary action |
|  | Does the department have a whistle blower protection policy to ensure that those who report allegations are protected from retaliation? |  |  |  | If yes, ask for evidence, a copy of the whistle blower protection policy |
|  | Does the department have procedures to report SEA/SH allegations internally for case accountability ensuring the anonymity of the person reporting a SEA/SH case? |  |  |  | Guidelines |
| **Action Planning** | |  |  |  |  |
|  | Is your department willing to prepare an action plan if there are some areas for improvement for preventing and responding to sexual exploitation, abuse and harassment? |  |  |  | Action Plan |

1. Are the prohibited standards of conduct clearly outlined in the code of conduct? Are the definitions of SEA, Sexual Harassment clearly clarified in the code of conduct? For example, the code of conduct should clearly stipulate the DONTS e.g no sexual activities between employees and children aged under 18; employees not allowed to exchange of money, goods, employment or services for sex; No sexual relationships between supervisors and supervisee etc. [↑](#footnote-ref-1)
2. *The non-teaching staff from high officials to lower grade staff e.g. school genitors working at district, UCs and Markaz level (schools).*  [↑](#footnote-ref-2)