

# Safeguarding Program Participants

## Brief Guidance and Scope of Work for Safeguarding Focal Points

**What is safeguarding?** Broadly, safeguarding means preventing harm to people --especially children, youth, and vulnerable adults --during the delivery of development and humanitarian assistance. At FHI 360, this includes protecting program participants from all types of harm, including sexual exploitation and abuse (SEA), child abuse/neglect, and human trafficking-related activities --committed by FHI 360 staff, volunteers, or partner staff -- in both humanitarian and development contexts. We know that most individuals who work in our programs are committed to the principle of *Do No Harm* and to treating all people with dignity and respect, but there is always a risk that misconduct that harms program participants may occur (including against program participants who are community members, health care workers, government staff, etc.). FHI 360's [safeguarding policies](#) include expectations and a framework for how we interact with program participants, and we are putting robust systems in place to prevent harm from happening and to respond appropriately if and when it does occur.

**Why are safeguarding focal points (FPs) needed?** To meet donor and FHI 360 policy requirements, Project Directors/Chiefs of Party (COPs) are responsible for ensuring that systems are in place to protect program participants from harm by FHI 360 staff, volunteers, and partner staff, as well as creating and maintaining harassment- and violence-free work environments for all staff and volunteers. **Safeguarding FPs are needed for projects that provide direct services or implement activities (through direct interaction) with program participants.** With over 300 active projects in 60 countries, safeguarding FPs are needed to support the integration of safeguarding activities, including raising awareness and building the capacity of our staff, volunteers and partners about FHI 360's policies and protocols for protecting program participants from harm. Safeguarding FPs may also be asked to assist Project Leads and Human Resources in ensuring that project staff and volunteers are also aware of FHI 360's policies related to maintaining harassment- and violence-free work environments (e.g., co-facilitating training), including the expectation to uphold the highest standards of conduct when interacting with each other in our work environments). *Note: USAID recently released their PSEA Policy and shared that they expect their partners to demonstrate how they are integrating safeguarding into all projects, including proposal narratives, budgets, and work plans. Other major donors (e.g., UN, DFID) are following suit.*

**What are the main responsibilities of FPs?** The role of safeguarding FPs is typically taken on by **existing staff** who are selected by a COP, Project Director, Country Representative or Country Director because they have interest and/or skills to support the integration and monitoring of safeguarding activities. In general, FPs will:

- [Develop a Safeguarding Action Plan](#) in collaboration with the Project Director/COP, with support from FHI 360's Senior Technical Advisor for Safeguarding (Kim Dixon).
- [Liaise with HR](#) to document and track required training for project staff, volunteers, and partners.
- [Sensitize FHI 360 Staff/Volunteers/Partners](#) to safeguarding policies, reporting and referral mechanisms.
- [Establish community-based complaint mechanisms \(CBCMs\)](#) that are accessible to and trusted by program participants.
- [Provide referrals](#) to available health, psychosocial, and legal services; and at the request of OCIA, support the coordination of logistics (not investigating) in [support of complaints from program participants](#).
- [Participate in inter-agency coordination and regular meetings](#) with regional FHI 360 Focal Points to build knowledge and share information.

**Who should be selected as a safeguarding FP?** Project-level FPs are typically people in technical/program roles (e.g., gender, GBV, or child/youth technical specialists, GESI champions) who have interest, skills and experience related to safeguarding, gender equality and social inclusion, violence prevention, protection, or other related technical area; and have experience facilitating training and workshops.

**How many FPs are needed per country?** There is no one-size-fits-all scenario for identifying FPs. Country offices may identify a dedicated FP for each project, identify a national level FP (for the country office), or they may do both. Consider the size, nature, and scope of the country office and project portfolio to determine FP needs.

**How much level of effort (LOE) is needed for safeguarding FPs?** Integrating safeguarding activities in project proposals, work plans, and budgets is expected by USAID and other major donors. The LOE needed for FPs depends on the nature, size, and scope of the project. Here is some general guidance:

- At a minimum, safeguarding FPs typically dedicate 5 to 15% LOE to this role.
- For a large project that is serving vulnerable populations and/or is being implemented in a high-risk setting (e.g., education program for youth in disaster, conflict, or post-conflict area), increased LOE (beyond 15%) may be needed.
- LOE for FPs and costs related to safeguarding activities (e.g., training for staff and partners) should be included in the project budget or across multiple project budgets if the FP is supporting multiple projects.

**How will FPs receive support and additional training?** FHI 360's Senior Technical Advisor for Safeguarding is available to provide direct support and training to identified FPs who will in turn build the capacity of country office and project staff, volunteers, and implementing partner staff. She can provide support remotely, and once traveling restrictions are lifted, we can also explore in-person training to country office/project teams, where possible.

**Contact Kim Dixon, Senior Technical Advisor for Safeguarding, for help with exploring FP needs based on your country office/project portfolio, as well as support with including safeguarding in project proposals and work plans. She can be reached at [kdixon@fhi360.org](mailto:kdixon@fhi360.org)**