



Dear Madan Nagda,

Thank you for providing additional inputs and materials for the PSEA assessment for **Gandhi Manav Kalyan Society, Jaipur.**

We have adjusted the assessment based on your feedback. Please find below the table with the final outcome of this review. This outcome will apply to all country level **Gandhi Manav Kalyan Society, Jaipur** partners.

Your organization's final total score for this assessment is **8** which means its PSEA organizational capacities are **adequate** and SEA risks are **low**. As indicated earlier, the implications or EA risk ratings are as follows:

- **SEA low risk rating:** This rating does not require further action by UNICEF or partners.

As a next step, we would **kindly ask you to upload a pdf of this email including the table below to your organization's profile in the UN Partner Portal, Other Information tab** as soon as possible to complete the process. This will facilitate the outcome of this assessment being available to other UN agencies. **Please retain the assessment and the supporting documents on the UNPP, including any additional documents which you provided to us after the initial review, so that the complete package will be available for other UN agencies and UNICEF country offices to view them in the future.**

If there are any problems or questions about this process, please let us know by email PSEA@JKSCO.IN

Any time your organizational PSEA policies, procedures or systems change, you are welcome to submit a revised PSEA self-assessment through the same process, noting what has changed since this assessment as you send the notification email to PSEA@JKSCO.IN

It has been a pleasure to work with you. Please let me know if you have any questions and concerns.

J K Sarawgi and Company
Chartered Accountants

(Jitendra Kumar Sarawgi)
Partner



Place: New Delhi

Date: 08.04.2023

Core standard	Rating	Documentation	Additional clarification/materials required	Further guidance
CS 1: Organizational Policy	Self-score: 1 Final Score: 1	<p>DOCUMENTS SHARED AND REVIEWED –</p> <ul style="list-style-type: none"> PSEA policy – The organization has shared a document titled <i>“Policy for Prevention, Prohibition and Punishment of Sexual Harassment of Women”</i> in compliance to the requisite of this CS. It has referred to this document as APASH. The document reflects IP’s endeavour to prevent, prohibit and redress sexual harassment of women at work place. The document has addressed its ICC, reporting procedures, investigations etc. <p>To supplement the above document IP has further shared two separate documents <u>Policy Scope</u> & <u>PSEA Internal Policy</u>. These documents have further underlined PSEA related aspects that the IP intends to follow. GMKS has emphasized on adoption of zero-tolerance approach towards sexual abuse and harassment.</p> <p>Child Protection Policy – Document shared reflects the IP’s intent to protect children from both</p>		Please note that this core standard requires organizations to have an organizational policy on SEA. Organizations can either use their existing documents, such as their codes of conduct, or create a stand-alone PSEA policy, depending on their capacities and needs. For further information on developing such a policy, please see: Toolkit Section 4.2.1. Policies.



		<p>intentional and unintentional harm.</p> <ul style="list-style-type: none"> • Code of Conduct – IP's CoC has laid down the principles that it wants its employees to follow in order to create an environment safe from SEA in the organization. • Process for acknowledging Policy – Copies of undertakings by employee are shared as evidence in which they have acknowledged to have read and understood the organisation's PSEA Policy(s) and to abide by the same. • Display of PSEA Policy – The organization has shared a 1-pager notice-board display of its Policy requiring adherence to PSEA. 		
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CS 2: Organizational Management	Self-score: 1 Final Score: 1	<p>DOCUMENTS SHARED AND REVIEWED –</p> <ul style="list-style-type: none"> • Partnership Agreements / Contracts – IP's PSEA Policy states that an APASH clause shall be included in employment, consultancy or any other work related contract and the person signing the contract shall be required to abide by it. Copy of partnership agreement with one of the service provider "Global IT Solution" has been shared. 	The IP should take signed undertaking from Focal points on the ToR developed to make them aware of their roles and responsibilities.	This core standard has one specific requirement: contract and partnership agreements that include a reference to PSEA and 2) vetting process for hiring new personnel that includes reference to SEA or child safeguarding. Organizations have to meet this requirements to comply with this standard. Please see PSEA Toolkit , Section 4.2.
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		<p>The agreement includes a clause on PSEA which it requires the service provider to acknowledge and adopt. A declaration from a supplier ensuring mandatory reporting of SEA allegations and abiding by the SEA clause, has been provided</p> <ul style="list-style-type: none"> • ToR with Focal Point – Two (2) focal persons “Mr. Nand Kishore Sharma” and “Ms. Himanshi” have been appointed within the organization for resolution of all SEA related issues. <p>A ToR for the Focal person has been developed by the IP which include roles and responsibilities of the focal person that relate to PSEA. However it is not signed by the focal persons to evidence whether these have been formally adopted by them.</p>		(Procedures) for further information on how to develop these organizational procedures.
CS 3: Human Resource Systems	Self-score: 1 Final Score: 1	<p>DOCUMENTS SHARED AND REVIEWED –</p> <ul style="list-style-type: none"> • Vetting procedure – A document titled “<i>Safeguarding – Sensitive Human Resource & Organizational Systems</i>” has been shared in compliance to this CS requisite. It states documents to be obtained from candidate for screening and safe vetting and has also included background checks, 		This core standard has one specific requirement: vetting process for hiring new personnel that includes reference to SEA or child safeguarding. Organization have to meet this requirements to comply with this standard. Please see Tool 4 (Checklist for PSEA-Sensitive Recruitment,



		<p>reference checks and self-declarations. It is further stated that a safeguarding, child safeguarding, PSEA specific clauses are included in all employment contracts including for volunteers, interns and consultants.</p> <ul style="list-style-type: none"> • Reference check template – A Reference Check format has been developed by the IP. The endeavour is to take a feedback from previous employer before on-boarding a prospective candidate. The reference check format is inclusive of relevant feedbacks on SEA / PSEA from past employer(s). • Self-Declaration – A template for obtaining self-declaration from the employees to be used at the time of recruitment has been developed by the IP. It requires employee to declare about their involvement in SEA cases prior to their current appointment in IP. Copies of few such declarations obtained from employees have been shared as evidence. 	Contracting and Performance Management) for further information on how to develop these organizational procedures.
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CS 4: Mandatory Training	Self-score: 1 Final Score: 1	<p>DOCUMENTS SHARED AND REVIEWED –</p> <ul style="list-style-type: none"> • Annual training plan – IP's PSEA (APASH) Policy states that ICC will ensure that trainings and orientation 	Organizations can draw on existing training modules to develop training content on PSEA, including online training. For a short list of existing PSEA
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		<p>on PSEA is provided to all those who fall within the scope of APASH. It is further mentioned that at least two trainings will be held each year in which one session will be held at annual staff camp.</p> <p>A separate training plan has also been shared for PSEA training which mentions that four (4) quarterly trainings will be conducted for staff throughout the year.</p> <ul style="list-style-type: none"> • Training agenda – Training agenda used for PSEA training held on 15-16th Mar.'23 has been shared evidencing of these being practised and in place. • Attendance Sheets – Attendance sheet and pictures of the PSEA training of workers held on 15-16th Mar.'23 has been further shared. 		<p>training modules, please see PSEA Toolkit, Section 4.5 Additional Resources. For additional general guidance on training on PSEA, see PSEA Toolkit Section 4.3.1. Training.</p>
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CS 5: Reporting	Self-score: 1 Final Score: 1	<p>DOCUMENTS SHARED AND REVIEWED –</p> <ul style="list-style-type: none"> • Reporting Mechanism – IP's PSEA (APASH) Policy has covered procedures for formally reporting SEA related complaints. It further states that such complaints shall be made to any member of complaint committee (ICC) or to the head of any unit. The document has further covered confidentiality and retaliation aspects as well. 	The organization is suggested to develop Communication / IEC material to propagate SEA / PSEA awareness.	Organizations can incorporate PSEA reporting mechanisms into broader feedback or complaints mechanisms. Please see PSEA Toolkit Section 4.3.2. Awareness-raising and Section 5.2. Reporting Mechanisms for further information.
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		<p>IP has further shared a document titled "Reporting under PSEA" that have covered related aspects and mechanisms.</p> <ul style="list-style-type: none"> • Whistle-blower Policy – Shared document has been developed and shared with us by the IP. It encourages its employees to report any behaviour's, risks and suspicions of offences or violation and other irregularities that might show any malfunctioning within the organization. It has also covered retaliation aspect. • Reporting Form – A SEA Reporting Format has been developed and shared with us by the IP. • PSEA Awareness Raising Plan – Related aspect has been explained in the IP's PSEA Policy (Page no.6-Preventive) document. • Communication material / IEC – No related evidence shared. 		
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CS 6: Assistance and Referral	Self-score: 1 Final Score: 1	<p>DOCUMENTS SHARED AND REVIEWED –</p> <ul style="list-style-type: none"> • Referral Procedure – IP's PSEA Policy has referenced referrals of SEA survivors. However, no document has been shared which lays down formal 	<p>It is suggested that the IP develops:</p> <ul style="list-style-type: none"> - A formal mechanism to appropriately refer SEA survivors. Guidelines and procedures should be in place. Related aspects may well be imbibed in IP's existing 	<p>Organizations can use or adapt the mapping of existing GBV and CP services and referral pathways of relevant inter-agency bodies (e.g. in-country PSEA Network, GBV/CP coordination groups) to</p>
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referral mechanisms. The document however states that the complaint committee shall provide assistance and to redress SEA survivors. Document states that the ICC shall assist SEA survivors in filing cases with the police & / or seek legal and medical assistance with formal consent.

- **Referral Form –**
IP has developed a Referral Format for referring SEA survivors to relevant authorities.
- **List of available service providers –**
IP has shared details of “*Legal Committee and PSEA Medical Cell*” that it has developed to provide appropriate services to SEA survivors. The list mentions the details of members along with their contact details.
- **ToR with Service Providers**
Copy of appointment order issued to Legal Cell committee members as well as to PSEA Medical Cell members has been shared with us. However no ToR that the IP intends to share with such Service Providers has been shared with imbibed PSEA related roles and responsibilities. No signed copy, if any, has also not been shared to evidence practice being followed.

Policy(s) document(s) or a separate document be developed to address related aspects.
- A ToR that it intends to share with Service Providers with imbibed PSEA related roles and responsibilities.

ensure they can meet the needs of survivors of SEA. Please see [PSEA Toolkit](#) Section 6.2. Assistance and Referrals for further information.



<p>CS 7: Investigations</p>	<p>Self-score: 1 Final Score: 1</p>	<p>DOCUMENTS SHARED AND REVIEWED –</p> <ul style="list-style-type: none"> ● Investigations – <i>Rules and Regulations for the functioning of the complaints committee</i> on Page#9 of the IP’s PSEA (APASH) Policy has laid down investigation procedure that the IP intends to follow to undertake SEA related investigations. IP’s ICC is empowered to initiate investigations against formally reported SEA allegations. IP has separately shared a document titled “Investigation Guidelines” to supplement the above stated narrative. ● Dedicated resources for investigation(s) and/or commitment of partner for support – IP’s PSEA Policy states that ICC is empowered to initiate investigations against formally reported SEA allegations. Details of three (3) members Internal Complaint Committee (ICC) constituted within the organization has been shared along with their contact details. ● ToR with External Member of ICC – 	<p>It is suggested that the IP develops a ToR which it intends to share with an External Member of the ICC, if engaged. The same should include intended PSEA related roles and responsibilities.</p>	<p>Organizations can integrate PSEA into existing organizational processes for investigating misconduct of personnel. Please see PSEA Toolkit Section 7.2. Investigation Procedures for further information.</p>
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		A copy of an appointment order issued to an external member of the ICC "Ms. Kiran Jain" has been shared. The document however has not detailed IP's desired PSEA related roles and responsibilities.	
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CS 8: Corrective Action	Self-score: 1 Final Score: 1	<p>DOCUMENTS SHARED AND REVIEWED –</p> <ul style="list-style-type: none"> implementation of corrective measures – IP's PSEA (APASH) Policy has listed corrective actions that it could consider to prevent & discourage SEA. Actions listed include warnings, transfer, suspension or dismissal of employee who commit sexual exploitation & abuse and action proved after a proper investigation. Details of past SEA cases – IP has formally certified that no cases under SEA has been reported till date of this assessment. 	Organizations must include appropriate corrective action in response to SEA allegations, if any. Please see PSEA Toolkit Section 7.2 Investigation Procedures for further information.
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Rating of PSEA Capacity	
GRAND TOTAL	8
PSEA Organisational Capacities	Adequate
SEA Risk Rating	Low



PSEA Assessment of [Name of IP]: **Gandhi Manav Kalyan Society, Jaipur**

Assessment completed by : **Abdul Lateef**

Email Address : PSEA@JKSCO.IN

Signature :



Date of Assessment : 08th Apr.'23