



Protection from Sexual Harassment Exploitation and Abuse (PSHEA)



Dhaka Ahsania Mission (DAM)
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Bangladesh

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ACRONYMS

DAM	Dhaka Ahsania Mission
PSHEA	Protection against Sexual Harassment, Exploitation and Abuse
SHEA	Sexual Harassment Exploitation and Abuse
CoC	Code of Conduct
HR	Human Resource
EC	Executive Committee
GB	Governing Body
BOD	Board of Directors
UN	United Nations
UNCRC	United Nations Convention of the Rights of the Child
SMS	Short Message Service
IASC	Inter-Agency Standing Committee
CHS	Core Humanitarian Standard
ICDDR	International Centre for Diarrhoeal Disease Research, Bangladesh
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit (English: German Corporation for International Cooperation)
UNICEF	United Nations International Children's Emergency Fund
UNPP	United Nations Partner Portal

1. Policy Statement

DAM's founding aims to envision holistic social and spiritual development for the well-being of the human community and care for nature. DAM has been deepening its effort in utilizing organizational values as core ones to the programming process for services and care. The organizational core values make DAM uniquely placed to play a universal role in addressing today's challenges related to human development, poverty, insecurity, sexual harassment, exploitation and abuse, and sustainable development. In fulfilling its founding aim and values, DAM upholds high standards of professional and personal conduct with rights, dignity and equality irrespective of race, caste, political, religious, gender and sex views.

DAM has a '**Zero Tolerance**' policy for sexual exploitation, abuse, harassment and any financial misappropriation and misconduct. DAM does not tolerate its members, staff, associates, partners, volunteers or any other representatives associated with the delivery of its work to engage in any form of sexual exploitation, abuse, harassment or financial misappropriation. In situations when vulnerable people including adults, women and children are particularly at risk of sexual harassment, exploitation and abuse, DAM is committed to protecting the programme participants and communities.

With its broad founding vision and values, DAM has a diverse range of activities, programmes and institutions, with strong linkages and synergy. Through this PSHEA policy DAM affirms its commitment to spreading the organizational values across all entities of the organization for the protection of programme participants and staff from sexual harassment, exploitation and abuse. This policy ensures that all DAM staff, associates, and partners will be aware of their role and responsibilities in keeping communities and stakeholders safe from any form of sexual harassment, exploitation and abuse. It also clarifies definitions and responsibilities regarding prohibitive behavior, professional boundaries, ethical considerations and the associated PSHEA procedures, including the reporting and investigation processes.

Overall, DAM makes explicit commitments that the personal and professional conduct of anyone who carries out work for, or represents, DAM is, and is seen to be, of the highest standard.

2. Purpose of the Policy

The purpose of the policy is to ensure the safety and protection of all members, staff, consultants, volunteers, vendors, partners and programme participants involved with DAM so that they are not exposed to any threat or conduct of sexual harassment, exploitation and abuse. DAM is committed to responding promptly and appropriately to any PSHEA violations. Moreover, through this policy, DAM is committed to ensuring human dignity, and rights and protecting the values of the organization. Partners will also take responsibility for ensuring PSHEA measures are implemented.

3. Scope of the Policy

This Policy focuses to educate and empower all involved with DAM, particularly the staff, programme participants, representatives, vendors and partner agencies must understand and acknowledge to integrate of PSHEA principles into their daily work for systems and process development and remain accountable for ensuring safe programming and taking especial care over children, young people and vulnerable adults irrespective of cast, creed, race, gender, sex for their protection. This policy will set out the preventative measures to optimally minimize the risks, of abusing power and causing specific harm including sexual harassment, exploitation and abuse to any program participant or member of the wider community,

particularly vulnerable groups. The policy is largely guided by the United Nations Convention on the Rights of the Child (UNCRC), UN Secretary General's Bulletin: Special Measures for Protection from Sexual Exploitation and Abuse (six core principles), national laws and DAM's other relevant policies including Gender Policy, Anti-Harassment Policy, Whistle-Blowing Policy and Code of Conduct (CoC), Investigators Toolkit for Safeguarding of DAM. DAM will ensure that partners are aware of the PSHEA Policy and implement the necessary measures.

DAM will ensure PSHEA policy implementation through a comprehensive code of conduct. The CoC will be a set of standards about behavior that the employees, consultants and volunteers of DAM are obliged to adhere to.

DAM staff, partners, caregivers, members, consultants, vendors, and volunteers are strictly prohibited from engaging in any form of sexual harassment, exploitation and abuse of a position of power, or any other forms of abuse or harassment. Never engage in dual relationships and cross professional boundaries with co-workers, program participants or stakeholders. Through this PSHEA policy DAM will also take preventive measures, establish complaints procedures, investigation procedures and support survivors and whistleblowers.

The policy will also protect the staff and volunteers when they are vulnerable, and at risk of harm, sexual harassment, exploitation and abuse.

4. Definitions: For the purposes of this PSHEA Policy

Sexual Exploitation: Any actual or attempted abuse of a position of vulnerability, differential power, trust, or dependency, for sexual or sexualized purposes. This includes the offer or promise of monetary, social, or political benefits as an incentive or form of coercion.

Sexual Abuse: The threatened or actual physical intrusion of a sexual or sexualized nature, including inappropriate touching, by force or under unequal or coercive conditions, sexual assault and rape. It may also include threatened non-physical and virtual/online intrusion (unwanted and/or uninvited exposure to social media, pornography, texts, video, images, and so on, the sharing of images, texts and so on, demands sexualized photographs etc.).

Sexual favors: Any sexual or sexualized acts, in exchange for something such as money, goods, services, opportunities and so on. Also includes demands for inappropriate photographs, filming, and exposure to pornography and so on.

Sexual Harassment: Any unwanted and/or uninvited conduct of a sexual or sexualized nature, which has the purpose or effect of violating an individual's dignity, or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that individual. This conduct may or may not be criminal, and it may or may not be direct physical touching.

Survivor/victim: A person who has experienced or is experiencing sexual harassment, exploitation and abuse to about their involvement with DAM or in any other agency organization.

Gender inequality: Gender inequality is a social process by which people are treated differently and disadvantageously based on gender. Typically, it is understood as the idea that gender affects an individual's lived experience and that, due to different societal norms, barriers, and expectations, certain genders are prioritized and valued over others.

Safeguarding: Actions, policies and procedures that create and maintain protective environments to protect people from exploitation, harm, harassment, discrimination and abuse of all kinds.

Grooming: The cultivation of emotional relationships with those in positions of vulnerability or inequitable power, with the intention of manipulating these relationships into sexualized dynamics in the future.

Representatives: DAM's staff, executive committee members, volunteers, interns, work experience/placement students and individual contractors, vendors and consultants.

Partners: Individuals, groups or organizations (including consortiums) who have a formal/contractual relationship with DAM that involves any contact with children.

Zero Tolerance: At DAM has a culture of zero tolerance for all forms of abuse and mistreatment, including Sexual harassment, exploitation and abuse, Intimidation and Bullying.

- This means that every single concern is fully responded to and where necessary prompt action (including conducting an investigation and taking disciplinary action, if applicable) is taken.
- It means that DAM will hold the people to account against the same standards and subject them to the same processes, as everyone else regardless of their position or reputation within the organization.

Discrimination: The unjust or prejudicial treatment of different categories of people, especially on the grounds of ethnicity, age, gender, sex, religion, creed, race and disability.

Whistleblower: In the context of safeguarding, "whistle blowing" is when someone raises a concern about the well-being of a child or an adult at risk. A whistle blower may be: a staff; a volunteer; a participant; other member of staff/sponsor/supporter; an official; a parent; a member of the public.

5. Policy Implementation

This Policy reflects DAM's vision of visualizing a society that fosters humanity, spirituality, humility, equality and caring the nature, both internally and in the community, that puts respect, diversity, inclusion, integrity, accountability, and human dignity at the core of our work. **The key implementation modalities of PSHEA:**

- **Prevention:** Effective and comprehensive mechanisms to ensure awareness raising on PSHEA amongst personnel; effective recruitment, reference check, clearance from HR and performance management; Employees and programme participants, vendors, and partners will be made aware of PSHEA, their rights and complaints procedures.
- **Capacity development:** This policy is designed to develop staff skills in delivering gender and culturally responsive programme implementation and services for programme participants and vulnerable populations. In order to deliver this policy, DAM will strengthen its staff capacity through training/orientation, coaching or mentoring. All sectors and institutions of DAM will arrange capacity building training for the staff with an outline and understanding that staff should take into account to provide inclusive services aimed at a population with diverse Sexual Orientation, as well as Gender Identity with a particular focus on the PSHEA issues. It is important to carry out PSHEA risk assessments for all projects and services. DAM's all sectors and institutions will take a risk assessment strategy to identify and mitigate the high risks of PSHEA.
- **Complaints procedures:** Internal complaints and investigation procedures will be in place. Individuals are allowed to report concerns directly to the line management/supervisor or if necessary directly to the PSHEA committee or human resource department through email, SMS, verbal or written communication. The respective person will be responsible to take the necessary steps for writing records/prepare documentation and with proper attention to

the next course of action. DAM will also ensure whistleblowers' safeguards and confidentiality at all levels.

- **Investigation procedures:** According to the HR policy and PSHEA policy, DAM will take the initiative to investigate complaints with ensuring quality, confidentiality, safety and transparency. The Attached flowchart will guide the procedures. The responsible person will take necessary action within the first 24 hours by alerting the Safeguarding Committee or respective HR Department. The investigation will do as per the Investigation Toolkit and checklist.
- **Support to survivors/victims:** Where there is an incident the first priority is to protect and support the survivor and whistleblower. Support to whistleblowers and survivors and enabling environment can help employees and programme participants feel empowered and safe. Most survivors keep silent about sexual harassment and abuse due to "victim blaming," high stigma, cultural misunderstanding, familial backlash, and the psychical and psychological impacts of sexual trauma. If any incidence happens, DAM will provide support to overcome psychical, mental, psychosocial and legal services through referral.
- **Management and coordination:** Concerned Management/Line Managers at all levels have a particular responsibility to support and develop systems that maintain this environment. Effective policy development and implementation, cooperative arrangements, and dedicated department/focal point committed to PSHEA. The day-to-day management or supervision regularly of any person carrying out the activities mentioned above.
- **Enforcement:** As per PSHEA and HR policy of DAM sexual exploitation, harassment and abuse of employees and programme participants are serious misconduct and are grounds for disciplinary action, including termination of employment and referral to law enforcement, if applicable. DAM will also comply with national laws and rules on PSHEA violations. If any staff/volunteer/consultant/teacher who is proven to involve and committed sexual exploitation, harassment and abuse will be dismissed from employment and ineligible for rehire; For partner staff, breaches can lead to termination of the agreement and criminal proceedings. Failure to meet training requirements may lead to the re-allocation of duties and performance management until compulsory activities are complete.
- **Advocacy:** DAM will take the initiative to conduct advocacy for mainstreaming PSHEA issues within and outside the organization. Moreover, the main aims will be to build policy makers' knowledge of PSHEA issues and important to achieve systemic changes and address the root causes of sexual exploitation, abuse, harassment and gender inequality.

6. Safe Programming

- 6.1 DAM ensures that risks of sexual harassment, exploitation and abuse are properly assessed, addressed and monitored by integrating PSHEA into its planning, programming and operational processes (e.g. strategic planning, budgeting, program cycle management) and allocates sufficient human and financial resources.
- 6.2 DAM conducts thorough and inclusive risk analysis and assessments on SEAH while designing projects and programme activities with mitigation measures, and identifies the groups that are the most marginalized and at heightened risk of SEAH. This may include

site safety mapping, focus group discussions with intended program participants and other stakeholders (including women, children, local authorities/communities, etc.) and other relevant research methods.

7. Safe Recruitment

DAM has safe and PSHEA-sensitive human resources practices and processes in place during recruitment, contracting and performance management.

- 7.1 Job announcements: DAM explicitly states in a standard paragraph in its job announcements its zero-tolerance policy regarding PSHEA.
- 7.2 Interviews: As part of the recruitment interviews, DAM asks questions related to ethics and PSHEA
- 7.3 Self-declaration: DAM asks selected applicants to sign self-declarations committing not to have committed SEAH in the past and not to commit SEAH in their new role within the organization.
- 7.4 Reference check: DAM ensures statutory requirements and best practice guidance. These processes include the use of checking references and taking testimonials from two referees. In the reference checklist, the question regarding child safeguarding and SEAH are also included.
- 7.5 Employment contracts: DAM includes a PSHEA clause in its employment contracts, clearly establishing the definitions and roles & responsibilities of staff regarding PSHEA. These include, but are not limited to, the duty to not commit SEAH, to report SEAH, and to cooperate in good faith with any investigation or audit related to a SEAH case conducted by the organization.
- 7.6 Vetting: DAM systematically vets all prospective job candidates in accordance with established screening procedures, to ensure DAM does not hire potential employees that would pose a risk to staff and program participants.
- 7.7 HR processes: DAM aligns its HR processes with its PSHEA policy to describe the reporting and response mechanism for SEAH allegations (disciplinary measures for proven allegations).

DAM reserves the right to terminate contract negotiations or refuse to engage an individual, if appropriate criminal record checks are not undertaken, or cannot be undertaken for roles that are identified as working with or having contact with children. This will also apply in the event where background and reference checks reveal that the person is not suitable to work with DAM.

8. Governance, Roles and Responsibilities

8.1 Governance:

DAM has formed 11 (Eleven) members high level Central Safeguarding Committee (CSC) with the approval of EC of DAM which is led by General Secretary. CSC is formed with the mission to provide policy decisions, strategic direction, guidance and oversight to create a safe organisation. The Chairperson of the committee along with the committee members has ultimate responsibility for this policy and its proper management, using a systematic approach. As such, the Executive Committee (EC), Governing Body (GB), or the Board of Directors

(BOD), etc. will receive a summary of any reported PSHEA and safeguarding related incidents on and follow-up.

DAM has created reporting channels and focal person for ensure implementation and investigation of suspected cases. The independence of the investigations and of the advice has been ensured. DAM has integrated safeguarding into project design and planning. It has successfully created an ethos that has the safety of children with special needs. This policy has paid special consideration to safeguarding in the recruitment, selection, induction and training of its employees.

8.2 Roles and Responsibilities:

8.2.1 Safeguarding Committee:

The Central Safeguarding Committee (CSC) at the central office and as well as in each field location/ institutions will be responsible for informing and training all staff in safeguarding, PSHEA and anti-harassment policies and procedures. They will also be responsible for preventing, monitoring, receiving and investigating any safeguarding complaints, including PSHEA. The Committees will be trained in all of the DAM policies as well as reporting and investigations.

8.2.2 Safeguarding Focal Point:

While PSHEA is a shared responsibility, with all parts of the organization and all levels of staff involved in ensuring a welcoming, inclusive, dignified and safe environment for those who come into contact with DAM. The Safeguarding focal will take the initiative to execute the PSHEA action plan and provide training to the staff and volunteers. He /she will support to prevent and respond to abuse and exploitation by receiving and forwarding concerns and for responding to any allegations, concerns or child and adult protection incidents. He/she will provide technical support for awareness raising, promote best practices, and provide advice to managers and staff. He/she will also take protective measures and safeguard the whistleblowers and execute appropriate reporting mechanisms.

8.2.3 Project Manager/ Coordinator:

The project manager/ coordinator will ensure the implementation of the PSHEA Policy within the community/group/team as applicable, build awareness of the community; sensitize the staff through training/ orientation. He/ she holds oversight of progress in the PSHEA work plan with all concerned stakeholders/ partners/donors. He/she undertakes thorough and systematized PSHEA risk analysis for relevant activities and creates an action plan to optimally minimize risks and establish the complaint response mechanism. He/ she holds overall accountability for the implementation of this policy in his/her domain of management. The Project Manager/ Coordinator also have a responsibility to support and develop systems that maintain an environment where all program participants are involved with the sensitization process - how to behave, how to raise complaints and concerns, and what action will be taken.

8.2.4 Staff/ teachers/ trainers/ volunteers, partners, vendors and consultants etc:

All Staff/ teachers/ trainers/ volunteers, partners, vendors, and consultants are required to adhere to this policy at all times and are obliged to report any suspicions of sexual harassment, exploitation and abuse of others. He/she is required to sign the associated Code of Conduct

(CoC) and an acknowledgement of having read and understood the policy. He/ she will act for awareness building and sensitizing the community people on PSHEA.

9. Data Protection

DAM employees and representatives must protect the personal data of children and vulnerable adults. Data protection should cover all data stored by a core infrastructure of the DAM, including on-premise storage equipment, offsite locations, and other services. It will ensure the security and integrity of all data—both data-at-rest and data-in-transit. Data protection can demonstrate the organization's commitment to ensuring the protection and privacy of programme participants, and victims' data. DAM will protect confidentiality by ensuring personal information which is accessible only to authorized individuals; it will ensure that all pictures of children and programme participants are taken in relation to work with DAM and are decent and respectful. In addition, DAM will obtain informed consent for interviews; and before taking images (e.g. photographs and videos) of people in communities in line with the requirements of (DAM's consent form) and respect of their decision to say No. DAM will apply a safeguarding lens to all promotional communications and fundraising activities and prioritize the protection of community members who share stories for communication or advocacy purposes;

10. Confidentiality

DAM will protect the confidentiality of sexual harassment, exploitation and abuse allegations to the greatest extent possible in order to protect the integrity of the investigation and prevent embarrassment, further discrimination or harassment, or retaliation. Confidential or sensitive information obtained by any staff during the course of an investigation shall not be disclosed to others unless required by law. Whistle-blowers' information will be also anonymous. Concerns of individuals regarding the confidentiality of information provided by them will be handled as sensitively as possible, and information shall not unnecessarily be disclosed to others. DAM will share information about allegations of sexual harassment, exploitation and abuse only with those who need to know about it. Records relating to sexual harassment, exploitation and abuse complaints will also be kept confidential on the same basis.

11. Whistle-blowing

As referred to the DAM's whistle-blowing policy, all disclosures will be treated in confidence. DAM shall maintain an objective and secured reporting system to ensure that all programme participants, staff, partners, and vendors have recourse in the event of possible abuse and misconduct. DAM will not allow any form of retaliation against persons who file a complaint or assist in the investigation procedure. DAM will ensure the safety and security of the whistleblowers.

12. PSHEA Risk Assessment and Mitigation

To identify PSHEA and safeguarding risks and mitigation measures that can be integrated within this policy, the DAM has developed a risk assessment and mitigation tools. This includes working with and through partners, vendors and any reliance on the use of volunteers to deliver programmes. DAM will in future, proactively undertake an in-depth analysis of process, risks and risk-enhancing factors. That analysis will be based on tools, observations and interviews. It will result in recommendations to redesign the activities. The implementation of its recommendations will lower risk and raise mitigation structurally. The risk analysis

practice will prevent, detect and respond to PSHEA and child safeguarding violation allegations. Moreover, promote a change in the way interventions are planned and designed to include child safeguarding as a standard default option for programme design in the medium and long term.

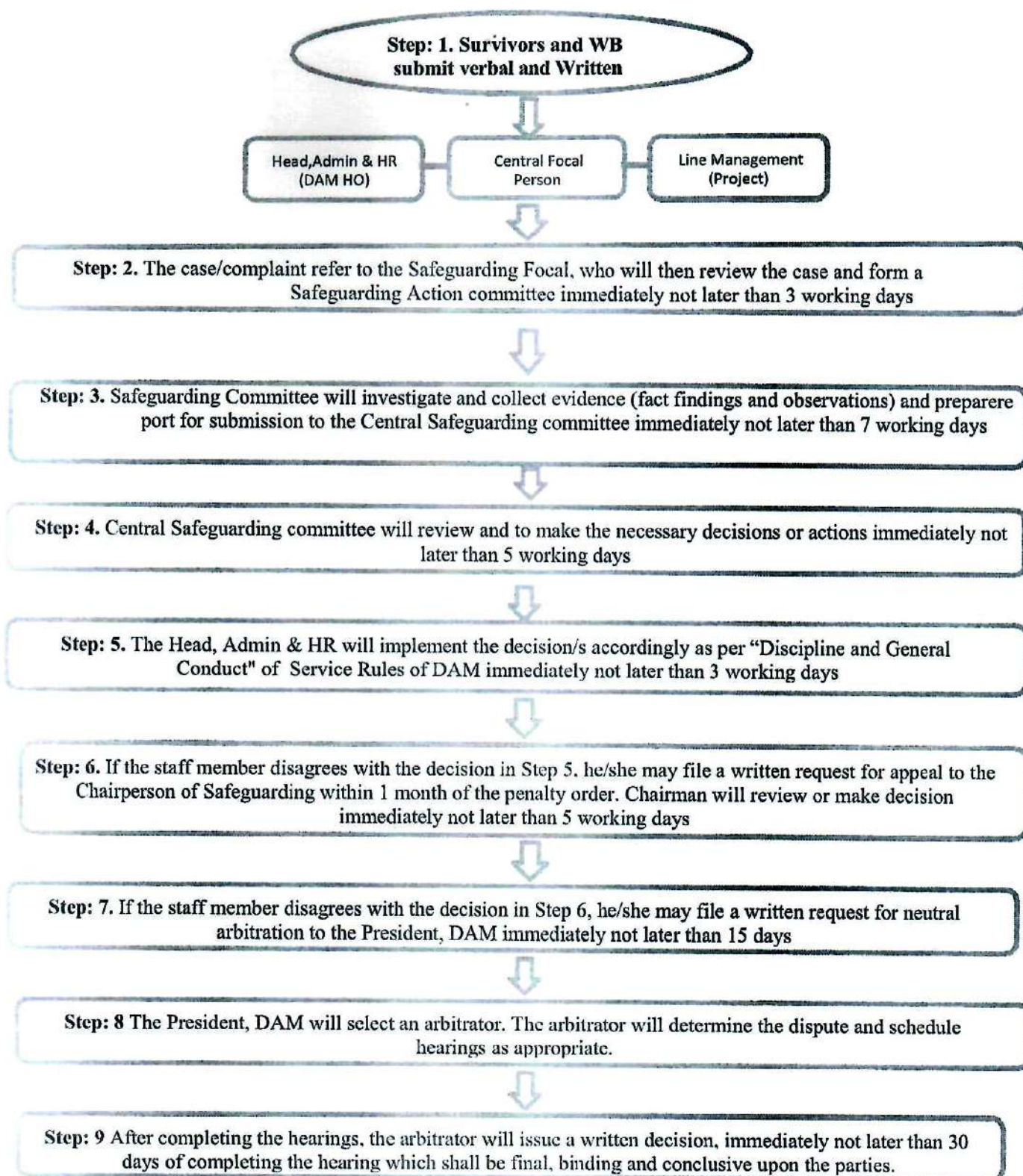
13. Policy Review:

The policy will be reviewed by Dhaka Ahsania Mission (DAM) Executive Committee when it is shown necessary that additional issues need to be identified and addressed, such as with a significant change in context or programme or change to legislation.



Engineer A. F. M. Gholam Sharifuddin
General Secretary
Dhaka Ahsania Mission

ANNEX-1: CSP & PSHEA Reporting Process/flow of DAM



ANNEX 2: Incident Reporting & Documentation

This is an Initial cause for concern form which must be discussed with the Safeguarding Focal person within first 24 hours of the incident being reported.

1. DETAILS OF THE PERSON COMPLETING THE FORM

Name _____
Organization Name _____
Position _____
Address _____
Postcode _____
Contact number _____
Name/details of the person who raised concern (if different from above) _____

2. DETAILS OF THE PERSON CONCERN IS ABOUT

Name _____
Organization _____ Name _____
Position _____
Address: _____
Relationship to alleged victim _____

3. DETAILS OF THE ALLEGED VICTIM

Name _____
Organization _____
Date of Birth _____
Age at time of incident(s) _____
Address _____ Postcode _____
Contact number _____
any identified special needs of Victims _____
Ethnicity _____

4. DETAILS OF INCIDENT

Date(s) or period (if over a drawn-out period) of incident _____

Description of the incident/s. Please include as many details as possible. If a child/adult talks to you, write down the exact details of the conversation, and remember not to lead the adult. Please include any other information including location, number of incidences, any witness details etc, please continue on a separate sheet of paper if necessary.

Page1

Any actions taken?

Please indicate if you are in contact with any other bodies concerning this incident and include
a contact name, address and telephone number.
Child/Adult /Police/ Other

Any other additional information

Signed

Date

Name of Focal Point/Officer/Manager/Coordinator

Signed

Date

ANNEX-3: Sample Consent Form



ঢাকা আহুছানিয়া মিশন সম্মতি পত্র

আমি নিম্ন স্বাক্ষরকারী এই মর্মে একমত যে,

১। কর্তৃক গৃহীত ডকুমেন্টারী, প্রতিবেদন বা স্থিরচিত্র, তথ্য সমূহ ঢাকা আহুছানিয়া মিশনের ও সহযোগি সংস্থার উন্নয়ন প্রকল্পে বা সামাজিক যোগাযোগ (ওয়েব সাইট, ফেসবুক, ইউটিউব, ইত্যাদি) মাধ্যমে ব্যবহৃত হবে।

২। গৃহীত স্থিরচিত্র, ডকুমেন্টারী, তথ্য কেবল কর্মসূচী বাস্তবায়নকারী সংস্থা ঢাকা আহুছানিয়া মিশন নিউজলেটার, পোস্টার, ওয়েবসাইটে এবং ভিডিও ডকুমেন্টারী তৈরীতে শুধু সীমিত নয়। প্রয়োজনে উক্ত প্রকাশনা সমূহ এর কার্যক্রম সম্পর্কে স্পন্সর ও দাতা সংস্থা সমূহ এবং অন্যান্য প্রতিষ্ঠানকে অবহিত করার জন্য দেশীয় বা আন্তর্জাতিক পরিসরে ব্যবহার করা হয়। কোন প্রকার পারিশ্রমিক বা ক্ষতিপূরণ ব্যতীত ব্যবহার হবে।

আমি এই মর্মে স্বীকার করছি যে, ডকুমেন্টারী, তথ্য বা ফটোগ্রাফি প্রকাশের উদ্দেশ্য ও বিষয়বস্তু সম্পর্কে এর কর্মকর্তা ও কর্মসূচী বাস্তবায়নকারী সংস্থার প্রতিনিধিগণ সম্পূর্ণভাবে অবহিত করেছেন।

আমি এই মর্মে আরও স্বীকার করছি যে, কর্তৃক গৃহীত ও উৎপাদিত তথ্য, ডকুমেন্টারী বা ফটোগ্রাফি সমূহ কার্যক্রম বাস্তবায়নের জন্য ব্যবহার করা হয়।

আমি স্বেচ্ছায় স্বতঃপ্রবৃত্ত হয়ে কোন প্রকার প্ররোচিত না হয়ে এই সম্মতিপত্রে স্বাক্ষর করিলাম এবং কোন প্রকার পারিশ্রমিক বা ক্ষতিপূরণ দাবী করিব না।

স্বাক্ষর: _____

নাম: _____

(ছদ্মনাম)

বয়স: _____

স্থান: _____

তারিখ: _____

Consent for:

1. Use of name/acknowledgement
2. Use of Image
3. Both

(Please tick the above appropriate no.)

স্বীকৃত ও বৈধ অভিভাবকের স্বাক্ষর: _____

নাম: _____ স্থান: _____

তারিখ: _____

ANNEX-4: Monitoring Checklist

Safeguarding Monitoring Check list and Report

Name of the Organization:		Name of the monitoring facility (Project/ Institution):	
Address of Organization		Details Address:	
Observant Name & Designation:		Monitoring Start time:	
Date:		Monitoring End time:	

Please puts core (Yes =1, No=0)

Sl.	Safeguarding Indicators	Answer		
		Yes=1	No=0	Comments
	Observation:			
1	Safeguarding policy focused on Child safeguarding/ PSHEA Reporting Protocol is displayed in all the key places			
2	Displayed a list of committee members for safeguarding/PSHEA			
3	Poster/sticker/leaflet of Child safeguarding and financial Misappropriation Zero Tolerance is displayed in all the key places			
4	Displayed a Hotline Number 24/7 for Safeguarding issue			
5	Poster/sticker/leaflet of Child Safeguarding/PSHEA Unacceptable Behaviors displayed in all the key places			
6	Poster/sticker/leaflet of Child Abuse (child abuse collage Photo with the message) is displayed			
7	Displayed child rights			
8	Are there any other safeguarding visibility materials displayed?			
9	Displayed Safeguarding/ PSHEA related complaint box in a proper Place			
10	Does the facility have separate toilets for males and females?			
11	Does the facility have a separate setting arrangement for Males/Females in the waiting space?			
	Documents Check			
12	Have all the staff (including casual workers/volunteers) of the project/institution received Induction?			
13	Have all the staff Induction & self-declaration certificates available in the personal file?			
14	How many meetings were held with the beneficiary groups During the last 3 months?			
15	Whether safeguarding issues were discussed in the meetings Using the Safeguarding Flip chart or any printing materials			

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16	Have all the staff reference check forms available in the Personal file?			
	Interview			
17	Are the staff, volunteers of the facility/activity familiar with Child safeguarding? (What Child safeguarding is, unacceptable behaviors etc)			
18	Are the staff/volunteers/beneficiaries of the project/institution fully aware of the Safeguarding Reporting Protocol (able to recognize Safeguarding Hotline number, Ways of reporting, can identify Safeguarding Focal Person)?			
19	Are the beneficiaries of this facility/activity aware of the Safeguarding/PSHEA Hotline Number? (Able to recognize Hotline Number from visibility materials & know when to call the Hotline)?			
20	Is the activity/facility safe for the children? (Whether there is Any risk regarding access to the facility, exposure to unknown adults, unsafe materials, or risky environment)?			
21	Have any complaints received in the last three months			
<u>Observation/Findings:</u>				
<u>Recommendation:</u>				
<u>Signature:</u>				
Observant: (Name & Designation)		Representative of the Project/ Institution: (Name & Designation)		

ANNEX-5: Declaration Form

Dhaka Ahsania Mission

INDUCTION CERTIFICATION & PERSONAL DECLARATION

(DAM staff/Partners/Caregivers/Members/Volunteers/Clients/Vendor)

আমি স্বীকার করছি যে, আমি ঢাকা আহসানিয়া মিশনের সুরক্ষা কাঠামোয় অন্তর্ভুক্ত প্রাসঙ্গিক নীতিমালার (Child Safeguarding and PSEAH; Anti-Harassment; whistle blower; code of conducts) উপর প্রশিক্ষণ পেয়েছি। এছাড়াও সংস্থার প্রশাসনিক ও আর্থিক ব্যবস্থাপনা পলিসির অন্তর্ভুক্ত বিষয়াদি যা কার্যক্রমের সাথে সম্পর্কিত, সেই বিষয়ে প্রশিক্ষণ গ্রহণ করেছি। আমি ঘোষণা করছি যে, এ বিষয় সমূহ আমি আমার ব্যক্তিগত ও কর্মজীবনে সবসময় মেনে চলবো। এছাড়া আমি ঘোষণা করছি যে, অতীতে আমি Child Safeguarding and PSEAH লংজ্ঞানের সাথে প্রত্যক্ষ ও পরোক্ষ ভাবে সম্পৃক্ত ছিলাম না বা আমার বিরুদ্ধে কোন শাস্তি মূলক ব্যবস্থা গ্রহণ করা হয়নি।

(I acknowledge that I have received an induction training/orientation on Safeguarding Framework and relevant policies (Child Safeguarding and PSEAH; Anti-Harassment; whistle blower; code of conducts). I also received training in human resources and financial policy. I declare that I will follow these in my personal and professional life.). I further declare that in the past I have not been directly or indirectly involved in any violation of the Code of Conduct nor have any disciplinary action been taken against me.

পূর্ণনাম /Full Name:

আইডি নম্বর / ID No:

পদবী/ Designation:

প্রতিষ্ঠান বা প্রকল্পের নাম/Name of the Institution/Project:

সংস্থার ঠিকানা/ Address of the organization:

স্বাক্ষর ও তারিখ/Signature with date:

যোগদানের তারিখ/Date of Joining:

ANNEX-6: Child Safeguarding Risk Assessment and Management Form

DHAKA AHSANIA MISSION Child Safeguarding Risk Assessment and Management Form

For identifying risk and taking necessary measures:

- To assess all potential risk of children
- To place appropriate management plan to mitigate risk

		Impact		
		L	M	H
Likelihood	H-3	M		
	M-2	L	M	
	L-1	L	L	M

H-High

M- Medium

L-Low

Like-Likelihood

Imp-Impact

RL-Risk Level

Updated Date: On

PreparedDate:On

Activity code	RiskAssessment						Step 1- What extended plan taken to mitigate the risk?	By Whom	When	
	Step 1-Type of activity/ Name of Activity	Step 2-Who are in risk?	Step 3- What type of risk?	Step 4-What existing mechanism exist to mitigate or reduce risk?	Step5- Level of risk					
					Like	Imp				RL

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Activity code	RiskAssessment						Step 1- What extended plan taken to mitigate the risk?	By Whom	When	
	Step 1-Type of activity/ Name of Activity	Step 2-Who are in risk?	Step 3- What type of risk?	Step 4-What existing mechanism exist to mitigate or reduce risk?	Step 5- Level of risk					
					Like	Imp				RL

Prepared by(signature)

Approved by (signature)

Name :
Designation :
Date :

Name :
Designation :
Date :

ANNEX-7: Partner Self-Assessment Tool

Dhaka Ahsania Mission Partner Self-Assessment Tool

Name of organization:	
-----------------------	--

Thematic Areas (Please use X where applicable): Avoid selecting areas that you don't have experience and expertise.

Name of Sector	Put (X where applicable)
1. Education	
2. Health	
3. Economic Development	
4. Agriculture	
5. Water, Sanitation and Hygiene (WASH)	
6. Technical & Vocational Education & Training (TVET)	
7. Rights & Governance	
8. Climate Change & DRR	
9. Others if any (Mention the name of project in Right Column)	

Geographical Working Areas:

Division	Name of the districts where You work	Sector (from table above)
1.Dhaka		
2.Rangpur		
3.Rajshahi		
4.Barishal		
5.Khulna		
6.Sylhet		
7.Mymensingh		
8.Chittagong		

Do you have an existing partnership contract with DAM?	Yes		No	
--	-----	--	----	--

A. GENERAL

Name of organization:				
Established (year):				
Registration Details: (Number and date)	Registered authority	Registration #	Registered date	Last renewed
	NGO Bureau:			
	Ministry of Social Welfare			
	Ministry of Women and Children Affairs			
	Joint Stock			
	Other(please specify)			
Donor Registration Details:	EC-PADOR			
Type of organization				

(1) e.g.: Civil Society Org, Local/National NGO, INGO, Network of Alliances, Tech Resource Agency, Other (specify)

Contact Information:

Contact person & Title	
Office address	
Phone No	
Fax	
E-mail	
Website	

Vision/Mission (Please write):

--

B. GOVERNANCE:

B1: Governance: Board

Does your Organization have an Independent Board?	Yes		No	
Is any DAM staff on the Board?	Yes		No	
Frequency of EC/ Board Meetings –dates of the last two meetings				

B2: Board members: (Add/ delete rows if required)

	Name & note any position within EC/ Board (if relevant)	Occupation (or past occupation, if retired)	Relation with other board/EC members, if applicable	Monetary value of all benefits received from board function per annum
1				
2				
3				
4				
5				
6				
7				
Percentage of EC/Board members who are women				



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General Secretary
Dhaka Ahsania Mission

B3. Chief Executive Officer (CEO)/ Executive Director

Name:			
Date of Appointment:			
Is Chief Executive / Executive Director the Founder of your Organization?	Yes		No
Is CEO/ED serve as the Board member of other organization (if yes, please provide name of the organization)			
Member of any network-Government or other wise			

C. FINANCE AND ADMINISTRATION**C1. Details of Past Budgets for last 3 years:**

Financial Years	Income (Core funds) (Tk.)	Income (Grants) (Tk.)	Income (other sources)	Total Income (Tk.)	Total Expenditure (Tk.)
(a)	(b)	(c)	(d)	e= (b+c+d)	(f)

Total that the organization runs on each year (core funds, grants and all income sources combined)

C2. Details of Past and Present Donors: for last 3 years

Financial Year	Name of the Donor	Foreign/Local	Total Contribution (Tk.)	%of the total Income

C3. Annual funding allocation (program vs. operation)

	Year 1	Year 2	Year 3
Operations %			
Programmes %			

C4. Audits:

	Tick	Tick	Remarks (include evidence of follow-up by management)
Does your organization have a regular internal audit system	Yes	No	
Does your organization have a regular external audit System	Yes	No	

C5. Operations Policy and Procedures:

	Tick	Tick	Name of the policy & Date of last Update
Does your organization have written approved financial policy and procedures	Yes	No	
Does your organization have written approved admin policy and procedures	Yes	No	
Does your organization have segregation of duties in place?	Yes	No	
Does your organization have Policy on fraud, the ft and misappropriation?	Yes	No	
Does your organization have Policy on Purchase process which ensures best value?	Yes	No	
Does your organization have written approved IT policy?	Yes	No	
Others (if any): Please mention name of the policy and last updated date:			
Does your organization maintain a Chart of Accounts?	Yes	No	
Does your organization deduct Tax VAT at source?	Yes	No	
Does your organization maintain computerized books of accounts?	MA N	COMP	
Do you maintain any software (programmes or operations)? If Yes, Give Name of the software:	Yes	No	

D. HUMANRESOURCES

D1.Organizational Structure describe your organogram

Number of Staff:

Total no of staff	Total:	Male:	Female:
• No of core staff	Total:	Male:	Female:
• No of project/contract staff	Total:	Male:	Female:
Total women in senior management team			
Total women in management			

Succession Planning (please give Details):

D2.HUMANRESOURCEPOLICIESANDPROCEDURES

	Please Tick	Please Tick	If yes, Date of last Update
Does your organization have an approved HR policy manual?	Yes	N o	
Does your organization have a recruitment policy?	Yes	N o	
Does your organization have an approved salary scale?	Yes	N o	
Does the organization have a staff appraisal system?	Yes	N o	
Is there a training facility available at the office premises?	Yes	N o	
Is there a gender policy of your organization?	Yes	N o	
Is there a child protection policy in your organization?	Yes	N o	

D3.SENIORMANAGEMENTTEAMPROFILE: (Add/delete rows if required)

Name & position Of staff	Qualification	Area of expertise	Years of experience	Organizations worked with Previously and position details

D4.GENDERWITHINTHEORGANISATION

Does the organization have procedures in place to address gender related issues/ concerns as well as gender training apart of capacity building for staff? Please provide details.

--

E. CHILDPROTECTION

Is there a child safeguarding focal point(s) within the organization? If yes, what role is dedicated to child safeguarding?

--

Have staff received training on child safeguarding? Provide details, including if this was delivered in-house

Is there procedure or documentation of any process in place for how the organization responds to child safeguarding concerns? Please share an example.

Are child safeguarding trainings a part of overall capacity building within the organization?


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General Secretary
Dhaka Ahsania Mission

Is there documentation of any process in place for how the organization responds to child safeguarding concerns? Please share an example.

F. PROGRAMMES

Elements in Vision and Mission that are complementary with Dhaka Ahsania Mission focus

Elements in Vision and Mission that contradict with Dhaka Ahsania Mission focus

F1. STRATEGY:

Does your organization have a long term plan/strategic plan (SP)? Please mention the content briefly?

F2. SUSTAINABILITY

a. Programmatically

How are you addressing sustainability of your programme after donor funding has ended? Please explain briefly with examples.

b. Financially

What is your organization's ability to continue programmes after donor funding has ended? Give examples of previous practice.

c. Documentation

How long does your organization preserve document for both finance and program/project? Explain documentation procedure?

F3.DISASTERS

What capacity does your organization have to respond to humanitarian emergencies?

--

F4.PROGRAMMEPORTFOLIO

What is the partner's current programme portfolio? List the major projects (Add rows if needed)

Name of current programme	Name of project under this portfolio, with brief on major interventions	Total project budget	Contribution (if applicable)	Donor	Project period	No of staff	Geographic allocations covered (district & sub-district)	Total no of beneficiaries (M:F)	Main target groups

What is the previous project/ programme experience from projects which ended in the last 3 years?
(Add rows if needed)

Name of prior programme	Projects under this portfolio, with brief on major interventions	Total project budget	Contribution (if applicable)	Donor	Project period	No of staff	Geographic allocations covered (district & sub-district)	Total no of beneficiaries (M:F)	Main target groups

Target Group/Beneficiaries & Strategy of their engagement

S. No	Target Group	Strategy of Engagement
1	Children Age group 0-3 years Age group 4-7 years Age group 8-12	

	<i>years Age group 13-18 years</i>	
2	<i>Adolescents (15-19)</i>	
3	<i>Youth (15-24)</i>	
4	<i>Women (above 18)</i>	
5	<i>Men (above 18)</i>	
6	<i>Transgender</i>	

—ElbSudhi

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Dhaka Ahsania Mission

Operational Area(s) of Your Organization within Last 3 Years including current (Can also attach excel covering the following fields as Annex-1)

Division	Name of the districts	Name of the Upazilla	Name of the Unions	The matic Focus
1. Dhaka				
2. Rangpur				
3. Rajshahi				
4. Barishal				
5. Khulna				
6. Sylhet				
7. Mymensingh				
8. Chittagong (specially CHT)				

F5. MONITORING & EVALUATION

Do you have an M&E frame work for your programmes? Please explain.

--

Is there an MER (Monitoring, Evaluation & Research) unit within the organization (core structure)? How many staff?

--

If there is no MER unit, are there dedicated M&E or Research staff within projects? (Please mention number & project)

--

Recent internal/external evaluations/research/publications available: (Add rows if needed)

Programme/Project	Evaluator	Date

F6. WORKING WITH CHILDREN & COMMUNITIES

Does your organization involve the community in the project management cycle?

Project cycle	Girl s		Boy s		Wome n		Me n	
	Yes	N o	Ye s	N o	Ye s	N o	Ye s	N o

<i>Situation assessment</i>								
<i>Planning</i>								
<i>Implementation</i>								
<i>Monitoring and evaluation</i>								
<i>Advocacy</i>								

Absulley

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General Secretary
Dhaka Ahsania Mission

F10. INFLUENCING GOVERNMENT

Does your organization discuss its work with local and national government? To what extent?


Which Ministries & Departments does your organization mainly work with and what have been the key achievements in terms of influencing them?

F11. ACCOUNT ABILITY

What is your mechanism to ensure accountability to communities and children? Please explain

F12. SUBMITTED BY

Name and Designation (Prefer by Head of Organization)


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General Secretary
Dhaka Ahsania Mission

Does the organization work with CBOs? If yes, is capacity building of CBOs part of their approach? Please provide details of experience in this area.

Does the organization work with children's groups or community groups? What is the level of engagement?

F7. TACKLING EXCLUSION

Please explain your organization's positioning, approaches and practices in Tacking Exclusion

Who are the marginalized and excluded groups you work with?

F8. GENDER INEQUALITY IN PROGRAMMES

Does your organization undertake a gender analysis in the project cycle-Design, Implementation, Monitoring and Evaluation? Please explain

Does your organization work for the specific needs of girls and women as part of its programmes, to confront gender inequality, gender based violence, gender roles and stereotypes? To what extent?

Provide evidence of this.

F9. ENGAGING CIVIL SOCIETY

What experience does your organization have in working with networks, forums and alliances? Please describe your level of engagement.