

Facilitator Notes

Duration: 3–4 hours (Half-Day Workshop)

Target Audience: Management-level personnel from humanitarian agencies and organizations working within the [Name of Cluster] at the country level. This includes Cluster Leads, Co-Leads, Technical Coordinators, and Program Managers from partner organizations.

Facilitators

- Primary Facilitator: Cluster Coordinator or Co-Coordinator
- Support: PSEA Focal Points/PSEA network coordinator and team

Note: Workshop is designed to be delivered independently of PSEA experts if unavailable, using pre-developed facilitation materials and guidance.

Background and Rationale

Sexual exploitation and abuse (SEA) by humanitarian actors undermines trust, violates human rights, and harms those we are meant to serve. Effective SEA prevention is a shared responsibility, requiring each actor and sector to integrate safeguarding into its programming and operations. While many cluster partners are aware of SEA, there is a critical need to enhance their capacity to identify and mitigate programmatic SEA risks through a practical and contextualized lens.

Objectives of the Workshop

Overarching objective: Building Capacity to Identify and Mitigate SEA Risks in Humanitarian Programs

By the end of the workshop, participants will be able to:

- Understand key concepts related to SEA, safeguarding, and accountability in humanitarian action.
- Identify context-specific SEA risks within their programmatic and operational activities.
- Apply a practical framework and tool for SEA risk analysis and mitigation.
- Define mitigation measures appropriate to their cluster's technical context and operations.
- Commit to integrating SEA mitigation into the cluster workplan and partners' individual programming.
- Promote ownership and leadership of PSEA responsibilities within their respective roles.

Expected Outcomes:

- A list of SEA risks identified in the current cluster context (group discussion output).
- A set of draft SEA mitigation measures relevant to sectoral programming (e.g., food, WASH, shelter).
- A draft action plan for integrating SEA risk mitigation into the cluster workplan.
- Improved capacity and confidence among cluster participants to mainstream SEA risk mitigation in their organizational and cluster-level responsibilities.

Lesson Plan:

Session	Topic	Method	Duration	Facilitator
Welcome & Objectives	Introduction to the workshop, expectations	Presentation + Icebreaker	10 min	
SEA Refresher	Definitions of SEA and SEA Risks	Presentation + Plenary Q&A	60 min	
Risk Identification	Introduction to a simplified SEA risk assessment and mitigation tool	Working Group Session	60 min	
Mitigation Planning	Developing contextual SEA risk mitigation actions	Working Group Session	60 min	
Integration & Ownership	Linking actions to the cluster workplan and partner strategies	Plenary Discussion + Action Mapping	30 min	
Coffee Break			15 min	
PSEA mainstreaming resource available at national level	Quick walkthrough of existing resources available on mainstreaming PSEA at the national level and resources for provision of assistance to survivors	PSEA network (if available)/if not GBV sub-cluster or women NGOs/CSOs working on GBV	30 min	
Closing	Key takeaways, commitments, next steps	Reflections + Wrap-up	30 min	

Detailed Notes (by slide)

1. Opening & Background (10 min)

- Welcome participants, introduce yourself, and outline the session objectives.
- Consider an ice-break such as asking each person to introduce themselves and share an adjective that describes them using the first letter of their name or sharing something about themselves no one knows.
- Explain WFP's collaboration with the Global Women's Institute (GWI) to strengthen PSEA capacity.
- Highlight this is a product of the WFP PSEAH Championship 2023-2025
- Frame the session: recognizing SEA risks in cluster programming and identifying ways to prevent/respond is essential to safe programming and fulfilling our mandate.

2. Module Overview & Agenda (5 min)

- Walk through the session structure and timings.
- Encourage interactive participation throughout.
- Explain that timing may be adapted depending on group dynamics.

3. Key Concepts: SEA and SH (60 min)

- Before sharing the definitions of Sexual Exploitation and Sexual Abuse
- Define Sexual Abuse: actual or threatened sexual intrusion under coercive/unequal conditions.
- Define Sexual Exploitation: abuse of power or vulnerability for sexual purposes.
- Differentiate SEA and Sexual Harassment using UN definitions.
- Explain how emergency contexts and power imbalances increase SEA risk.

4. Power & Reflection Exercise (40 min)

- Conduct the line exercise using Handout 3: "The March of Power" exercise. If more than 30 participants replace with the video. The video link can be found in the note section of the slide.
- Debrief:
 - Guide participants through a short visualization exercise on 'power'.
 - Highlight different types of power (power over, with, within, to).
 - Relate these concepts to humanitarian contexts and responsibility.

! Key message: Unfair distribution or asking for something in return = abuse of power.

If conducting the Power & Reflection Exercise with a very large group (more than 30 participants), it is recommended to replace the participatory exercise described above with [this video](#): (length: 6 minutes 34 seconds). Debrief using the questions in **Handout 1**.

5. Risk Point Mapping Exercise (60 min)

- Read or summarize Amina's scenario to set context and ask reflection questions about feelings, actions, and risks. (10 min)
- Group work: choose one activity (distribution, livelihoods, assessment) and map SEA risks. (Allow for 30 min discussion)
- Use **Handout 1, Part A** to structure the exercise and indicate that after 30 min discussion they can look at **Handout 1, Part B** (risk point visuals). Debrief in plenary afterwards.

6. Mitigation Measures Session (60 min)

- Transition: Now that risks are mapped, discuss mitigation strategies.
- Group work: ask the groups to identify appropriate mitigation measures for each risk they identified in the previous group work session. After 30 min of discussion share **Handout 1, Part C** to allow them to reflect on the mitigation measures proposed.
- Run through **Handout 2: SEA Risk Identification and Mitigation Checklist** to ensure comprehensive coverage.
- Highlight shared accountability for SEA prevention.

7. Prioritisation of Risks (20 min)

- Have the participants prioritise the mitigation measures based on urgency and capacity to implement the mitigation measures.
- Identify jointly as a group action that the cluster can take, and actions partners can take.
- PSEA network to also provide an overview of the resources available.
- **Important to agree on key measures the cluster will take to facilitate PSEA mainstreaming but also minimum one commitment from each partner.**

8. Tools & Practical Examples

- Show practical tools: checklists, simplified codes of conduct, digital literacy materials.
- Explain how tools are adaptable, simple, and field-ready.
- Encourage participants to think about how to apply them in their contexts.

9. Closing & Next Steps

- Recap the session: concepts, risk mapping, mitigation measures.
- Outline follow-up actions: cluster tracking, partner sharing, workplan integration.
- Encourage continued collaboration and accountability.
- Thank participants for their engagement.

Personal Notes

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