

Sudan National Mine Action Centre (NMAC)

Mine Action Gender, Diversity and PSEA Policy

1. Vision

To develop gender and diversity sensitive capacity within the Sudan Mine Action Programme for the management and implementation of a more diverse Mine Action sector, mainstreaming gender and diversity throughout its activities. A mine action programme that delivers programming responsive to the needs of women, girls, boys, men and diverse groups of people and beneficiaries, in line with UNMAS UNOPS PSC Portfolio “Gender and Diversity Strategy”.

This policy applies to NMAC and all mine action organizations and stakeholders internal to the Sudan Mine Action Programme.

2. Definitions

1) Gender:

Socially constructed roles for women, girls, boys and men. Gender is an acquired identity that is learned, changes over time and varies widely within and across cultures. Gender equality does not mean that women and men will become the same but that women’s and men’s rights, responsibilities and opportunities will not depend on whether they are born male or female. Women, girls, boys and men have equal rights and opportunities.

2) Diversity:

A range of attributes including age, sex, gender, language, values, attitudes, cultural perspectives, beliefs, ethnic background, abilities, impairments, skills, knowledge, level of education and life experience that are found in a group of people. These characteristics can vary from person to person and context to context, but need to be recognized, understood and considered by the mine action sector; to ensure that all gender and diversity groups benefit equally from the mine action and its services and that their priorities, involvement and presence are valued and considered.

3. Rationale

The Sudan Mine Action Programme’s National Mine Action Strategic Plan (2019-2023) envisions a country free from known landmines and explosive remnants of war (ERW) where people and communities live in a safe environment conducive to national development and where landmine and ERW survivors are fully integrated into society and thus have their rights and needs recognized and fulfilled. In Sudan National Mine Action Strategic Framework (NMA SF), a specific goal (5) on Gender and Diversity Mainstreaming has been developed so that all gender and diversity groups can participate in, and benefit from the work of the programme, and that the programme benefits from the insight and participation of gender and diversity groups in all aspects of its work. Gender & Diversity aspects have been also integrated in some other specific goals of the NMA SF. The gender and diversity policy will guide programme’s stakeholders in their decision-making processes to fulfil the objectives outlined in Goal 5 and work towards the overall vision of the National Mine Action Strategic Framework.

In order to provide more inclusive, effective, and efficient programming, the mine action sector must consider the needs and get inputs from gender and diverse groups. The gender and diversity policy is a mechanism to ensure that the perspectives and input from these groups are taken into account.

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A lack of gender and diversity awareness and capacity across the sector can compromise service delivery. The gender and diversity policy can help guide SMAP stakeholders in their decision-making processes and programme development so that the unique needs of gender and diverse groups are considered. This includes considering the priorities and needs of women, girls, boys, and men, their mobility patterns, different roles, responsibilities, capacities and needs.

4. Core Values

4.1. Commitment to Gender and Diversity Equality

This is the programme policy to work towards gender and diversity equality by including gender and diversity dimensions in both internal and external processes and activities where appropriate. This includes supporting improved internal gender and diversity-capacity and representation as well as gender and diversity-sensitive/responsive mine action programming. Mine action stakeholders also promote and advocate for gender and diversity equality through the application of their own gender and diversity-policy as a guide during their decision-making processes.

NMAC leadership and senior management will support commitment by ensuring that there are required resources allocated to gender and diversity aspects including, but not limited to, human resources, financial resources, and employment opportunities for persons of all genders and diversity groups. NMAC leadership will support continued capacity building of gender and diversity sections¹ and assist them in their tasks. Mine action organisations are strongly encouraged to provide capacity building opportunities especially for women and Persons with Disability.

4.2. Inclusive Mine Action

It is the programme policy to deliver inclusive mine action activities so that individuals from all groups and gender that are impacted by landmines and ERW can fully benefit from mine action and have their rights and needs recognized and fulfilled. This means that mine action activities do not cause any forms of marginalization, vulnerability, or exclusion that may be experienced by individuals from the mine/ERW affected communities.

4.3. Engagement and Advocacy

It is the programme policy to raise awareness about the mine action sector as well as advocate for gender and diversity-responsive mine action operations including survey, Information Management, Land Release, Risk Education and Victim Assistance. This includes developing tailored messaging to engage a wide range of diverse groups and gender on mine action and to deliver these messages through appropriate channels and formats depending on the needs and priorities of these groups including community liaison, MRE messages, publications and workshops. But could also consist in implementing survey and clearance, and Victim Assistance activities and projects, promoting participation and decision making of men and women and diverse beneficiary groups of the communities. In doing this, the Programme stakeholders will contribute towards a mine action sector

¹ NMAC and Mine Action organization need to establish Gender and Diversity sections or focal points within their structures.

See sub-number 4 in item 5 the “requirements” of this policy.

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responsive to gender and diversity as well as promoting gender equality and inclusion more generally in the society.

Sudan mine action programme should conduct gender and diversity specific events including conferences, seminars, and workshops with a broader range of stakeholders including people from affected communities, relevant ministries in affected states, and other related organizations. Moreover, the programme should actively engage with community leaders (Umda), religious leaders (Imams of Masjid), and men on such issues to increase overall awareness and support towards and to promote dialogue on gender and diversity equality throughout the cycle of mine action projects and activities. Proper and culturally well-accepted messages, communication and implementing modalities, will actively promote gender and diversity-sensitive mine action and focus on the achievement of the objectives outlined in Goal 5 of the National Mine Action Strategic Framework.

During engagement with donors, the NMAC and UNMAS will advocate for donors' commitments on gender and diversity importance and adoption for gender and diversity specific project requirements in their Call for Proposal (CFPs) or Request for Proposal (RFPs).

4.4. No Discrimination and Harassment

It is the policy of Sudan mine action programme to ensure that both external and internal activities and workplaces are free from discrimination and harassment and Prevent Sexual Exploitation and Abuse (PSEA). This involves all inappropriate conduct that contradicts gender and diversity equality and includes both direct and indirect discrimination/unethical behaviours/misconducts throughout all levels of the programme. The NMAC will not tolerate any inappropriate conduct by any individual, regardless of their gender or diversity group and position in the organization.

4.5. Sustainability

This policy guides all staff working in Sudan mine action programme on gender and diversity requirements. However, all the staff must recognize that a sustainable contribution to gender and diversity equality in the Sudan context requires action to be taken at the root causes of inequality. Gender and diversity-sensitive/responsive mine action service delivery can serve as a mechanism to improve equality. All staff members should attempt to identify and remedy the root causes of these inequalities where possible through the support of broader coordination mechanisms such as the Protection Cluster as well as support from Governmental partners. UNMAS Sudan programme Gender Focal Points are available to support/advice and contribute in implementing such approach and UNMAS UNOPS PSC Global Gender & Diversity Advisor (giorgiad@unops.org) is also available for any request of support in relation to gender & diversity aspects in the Programme.

5. Requirements

- 1) *Increase employment of women, people with disabilities, and other diversity groups in different roles and levels of the programme, where appropriate and suitably qualified to manage related roles properly:*

It is the policy of Sudan mine action programme to improve gender and diversity representation within the workplace. This involves provision and adoption of gender and diversity-sensitive

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guidelines and appropriate directives to human resource departments on equitable, non-biased hiring practices and ensuring that the recruitment processes are sensitive to the needs of different gender and diversity groups. Efforts should be made to reach out and engage with them during the recruitment process to improve the gender and diversity representation.

The programme leadership commits to improve gender and diversity in decision making spheres and making special efforts to include the participation of women and diversity groups within recruitment processes. Ultimately the leadership will facilitate training and capacity building opportunities for the gender and diversity groups where skill gaps have been identified (i.e.in technical jobs), proper and suitable actions are taken to ensure their representation, participation and involvement.

NMAC leadership will support the implementation of relevant best practices, regulations, and policies that support increased employment and retention in the workforce of women and diversity groups including the United Nations Gender Guidelines for Mine Action Programmes.

2) Gender and diversity sensitive project management (identification, design, implementation and impact evaluation):

It is the programme policy to conduct comprehensive gender and diversity sensitive/responsive project management throughout all stages of the project life cycle, UNMAS will pay attention to inclusion of gender and diversity requirements in CFPs and RFPs as required by UN guidelines. Adherents of this policy agree to mainstream gender and diversity within the project cycle management including the use of gender and diversity analysis during the initial stages. This implies a gender & diversity analysis in Mine Action and a gender (&diversity, where applicable) sensitive data collection and management. Project monitoring and evaluation mechanisms will reflect gender and diversity dimensions that are unified across the programme. Adherents to this policy will systematically apply ISAC gender markers 2a or 2b² as minimum criteria in the evaluation of proposals and implementation of projects in the field and are encouraged to identify additional gender and diversity-sensitive indicators in consultation with gender and diversity section and intended gender working group.

Staff who design proposals will receive training and capacity building on gender and diversity responsive project design, the project managers will receive training on gender and diversity as well as specific support from their gender and diversity sections.

Where possible, project teams will include members from different gender and diverse groups and at minimum will seek the input and perspectives of these groups throughout the project life cycle. UNMAS Programme Gender Focal Points and UNMAS Global Gender & Diversity Advisor are available to provide support on this.

3) Consider gender and diversity in coordination mechanisms:

² **2a:** The project's needs assessment identifies the different needs of men compared to women (girls compared to boys). These are articulated in **Needs** which lead logically to responsive **Activities** and related **Outcomes**.

2b: As a result of the gender analysis in the needs assessment, the project targets a particular group – girls, boys, women, or men – who are disadvantaged because of their sex or their gender roles. **Needs, Activities** and **Outcomes** focus on this specific disadvantage.

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It is the programme policy to systematically consider gender and diversity in coordination mechanisms where possible through monitoring and evaluation process including Post Demining Impact Assessment and Landmine and Livelihood Survey (LLS). Staff conducting assessments should receive required training on gender and diversity-sensitive impact assessment, specifically concentrating on results-based-management RBM techniques. All operations and standard reporting forms should be mainstreamed to consider gender and diversity dimensions and to be reflected in monitoring and evaluation processes.

In order to ensure that mine action is responding to the needs of all diverse groups and genders in communities; the programme must ensure that relevant gender and diversity groups are systematically consulted during the interview, assessment, clearance, handover, LLS and PDIA processes. Depending on the context, this may involve reaching certain groups through different means of communications including at community events, through proxy's, and indirect communication methods. Mine action staff are encouraged to seek guidance from gender sections and the gender working group (ie. also the UN gender Working group), and key civil society actors, on how to appropriately consult these individuals.

4) Establish gender and diversity sections or assign a focal point in each organization of the mine action programme:

It is the policy of Sudan mine action programme to demonstrate their commitment to advancing gender and diversity equality within the mine action sector through sustainable support to gender and diversity sections or focal points. The sections should report directly to senior management, and the staff structure should be composed of diverse groups including men, women and people with disability/other diversity dimensions. At an overall level, the focal points or sections will engage and coordinate their actions within their organizations, with the programme as a whole and with relevant governmental bodies and United Nations agencies, under the guidance of NMAC leadership.

Gender and diversity sections or focal points are strongly encouraged to develop action plans that align with the National Mine Action Strategic Framework and design and develop monitoring and evaluation processes that measure plan achievements and take responsibility to achieve and adhere to the action plans as part of the goal 5 of the NMA SF.

6. Review Mechanisms and Consequences of Breach of Policy

1) Regular and Scheduled Review of the Policy:

Sudan mine action programme under the leadership of NMAC top management and technical support of UNMAS agrees to review the policy on yearly basis and to adjust the contents as appropriate. The success of the policy should be measured against the implementation of the National Mine Action Strategic Framework (2019-2023) and tailored to ensure that sufficient guidance is provided so that the programme stakeholders can fulfil all the objectives outlined in Goal 5 of NMA SF.

2) Evaluation of Implementation:

The Sudan mine action programme should evaluate (on a quarterly basis) the feasibility of elements within the policy as well as strategic plan activities through consultation with stakeholders and adjust guidance as needed.

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3) Involvement of Related Sections and Focal Points:

The gender and diversity sections or focal points must be involved in reviews and evaluation of the implementation of this policy under the leadership of NMAC and technical support of UNMAS.

4) Reference Strategic Document:

This policy should be read in conjunction with the Sudan National Mine Action Strategic Framework (2019-2023) and UN guidelines on gender and diversity.

5) Consequences for Breach of the Policy:

Adherence to gender policy is the responsibility of NMAC and each mine action organization working under the regulation and coordination of NMAC. Breach of this policy will consequence in management actions by NMAC and will cause immediate actions as part of the contractual obligations by UNMAS and UNOPS.

PROGRAMME POLICY ON PREVENTION OF SEXUAL EXPLOITATION AND ABUSE (PSEA)

Sexual Exploitation and Abuse and Sexual Harassment are unacceptable and shall not be tolerated within the mine action programme including NMAC and the mine action organization working in the Sudan. Prevention of Sexual Exploitation and Abuse (PSEA) is the responsibility of all staff and employees, contractors and sub-contractors working in Sudan mine action programme.

It is the responsibility of NMAC and its sub offices and mine action organizations' and their field offices and staff to ensure that the mine action beneficiaries are prevented from any types of SEA attempts by the mine action personnel and their sub-contractors throughout the mine action interventions including, survey, clearance, community liaison, explosive ordnance risk education (EORE) and victim assistance (VA).

Sexual exploitation and abuse are counted as serious criminal offenses, and NMAC as the coordination and regulating body for mine action in Sudan is committed to Zero-Tolerance in any case of SEA and sexual harassment.

Any single SEA report regardless of being suspected or confirmed shall be thoroughly investigated and appropriate disciplinary action taken by NMAC and related mine action organization against the individual committed SEA and harassment. NMAC is committed to creating and sustaining an environment free from SEA and sexual harassment that the individuals can work with peace of mind and free from any SEA and sexual harassment concerns.

1. Core Principles

NMAC enforces adherence to the following 6 core principles relating SEA throughout the mine action programme:

- 1) "Sexual exploitation and abuse by humanitarian mine action workers constitute acts of gross misconduct and are, therefore, grounds for termination of employment.
- 2) Sexual activity with children (persons under the age of 18) is strictly prohibited.

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- 3) Exchange of money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior is prohibited. This includes exchange of assistance that is due to beneficiaries.
- 4) Any sexual relationship between humanitarian mine action staff and the mine action beneficiaries that involves improper use of rank or position is prohibited. Such relationships undermine the credibility and integrity of humanitarian mine action programme and the mine action services.
- 5) Where a humanitarian mine action employee develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker or staff, whether in the same agency or not, he or she must report such concerns via NMAC hotline process and reporting mechanism.
- 6) Humanitarian mine action workers are obliged to create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of their code of conduct. Managers at all levels have particular responsibilities to support and develop systems which maintain this environment.”

2. Zero-Tolerance Approach

NMAC is committed to apply the Zero-Tolerance Approach and to take seriously and investigate any allegation of sexual exploitation and abuse (SEA) reported. NMAC obliges humanitarian mine action workers to report any concern or suspicion of sexual exploitation and abuse. Zero-tolerance is NMAC’s institutional approach by which evidence of SEA is considered gross misconduct and therefore, results in immediate dismissal. NMAC’s Zero-Tolerance approach contain the following:

2.1. The Scope of Application of the Approach

The zero-tolerance approach applies to all staff of the mine action programme including NMAC’s and the staff of mine action organizations working in Sudan. It applies to all staff at all times, including outside working hours, both inside and outside the workplace.

2.2. The Prohibition of Sexual Exploitation and Abuse and its Different Forms

All staff in all levels have a duty of care towards beneficiaries and communities where the mine action activities are undertaken. Mine action staff are strictly prohibited from committing any form of SEA, which constitute acts of serious misconduct. Sexual activity with children is also strongly prohibited and will not be tolerated.

Exchange of money or services, including exchange of assistance, for sex is also considered SEA and will not be tolerated.

Sexual relationships between staff and beneficiaries are strongly prohibited as they are based on unequal power dynamics or situations of inequality and dependency.

2.3. The Duties of Mine Action Staff

All mine action staff and contractors shall participate in the creation, establishing and maintenance of a safe environment that contributes to prevent SEA. Managers have a specific duty to ensure that the zero-tolerance approach and the PSEA policy are implemented and enforced. All mine action staff and personnel have an obligation to report any concern or suspicion regarding SEA through the NMAC hotline number and reporting mechanism.

2.4. The Duties of NMAC

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NMAC is committed to protecting the confidentiality of staff and personnel reporting concerns or suspicions of SEA. NMAC commits to taking seriously and investigating any allegation reported to PSEA and Hotline focal point. Evidence that acts of SEA took place will result in disciplinary actions, including immediate dismissal. Perpetrators within the mine action programme will be held accountable for their actions, including a potential referral to local authorities and court.

3. Reporting SEA Incidents

All mine action staff and employees are strongly encouraged to report concerns about SEA. A mine action employee or staff member reporting a concern of SEA “in good faith and with no ulterior motive” will never be retaliated against, regardless of whether the claim is found to be true or not.

All claims reported by staff will be treated with the utmost confidentiality to protect complainants, witnesses and subjects of complaint and hinder the spurring of rumors that could endanger the safety or reputation of staff. NMAC will take appropriate actions to further protect complainants, witnesses and subjects of complaint from retaliation, with the free and informed consent of the complainants to ensure the safety and well-being of reporting staff.

4. Communication, Review and Updating PSEA Policy

The PSEA policy shall be communicated through dedicated training sessions to all NMAC HQ and sub offices including newly hired staff. The signature of the staff members shall be obtained and recorded after being trained.

The policy should be reviewed once a year and, if necessary, updated. As soon as the policy is updated, it shall be again communicated to all staff through training sessions and re-signed by all staff members.

5. Sexual Exploitation and Abuse (SEA) Glossary

Accountability: A situation in which people who are affected by decisions (staff or people of concern) are able to influence the decisions and decision-makers through questions and complaints. Accountability implies one person’s right to ‘have a say’ and another person’s duty to consider and respond.

Allegation: The formal complaint regarding a possible breach in the organization’s Code of Conduct by a member of staff.

Beneficiary: A person who receives support and assistance as part of either emergency relief or development aid through assistance programmes. In terms of humanitarian mine action, a person who receives mine action services including land release, EORE, Victim Assistance and community liaisons.

Child: Any individual under the age of 18.

Code of Conduct: A set of standards about behavior that staff of an organization are obliged to adhere to.

Complainant: The person making the complaint, including the alleged survivor of the SEA or another person who becomes aware of the wrongdoing and reports/brings forward the allegation.

Complaint Mechanism or Procedure: Processes that allow individuals to report concerns such as breaches of organizational policies or codes of conduct. Examples of mechanisms include suggestion boxes, whistleblowing policies and designated focal points.

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Evidence: Information gathered during the investigation that proves or disproves an allegation.

Focal Point: A person designated to receive complaints of cases of SEA.

Risk: The possibility of loss or harm and/or the probability of an adverse occurrence.

Sexual Abuse: An actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Sexual Abuse of Children: The involvement of a child in sexual activity that s/he does not fully comprehend, give informed consent to, or for which s/he is not developmentally prepared and cannot give consent, or that violates the laws or social taboos of society.

Sexual Exploitation: Any actual or attempted abuse of a position of vulnerability, differential power or trust for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.⁵

Staff Member: A person who works for or represents an organization, whether or not s/he is compensated monetarily for such work or representation.

Subject of the Complaint (SOC): The person alleged to have sexually exploited or abused the victim. complaint.

Victim: The person who is, or has been, sexually exploited or abused. This term implies strength, resilience and the capacity to survive.

Whistleblowing Policy: An organizational policy which encourages staff members to report concerns or suspicions of misconduct by colleagues. The reports may concern people at other organizations and people at other levels in the organization's hierarchy.

Witness: Any person who gives testimony or evidence in the investigation, including the survivor, the complainant, a person of concern, a staff member of a partner agency, the subject of the complaint or another staff member.