



SAFOD CAPACITY STRENGTHENING IMPLEMENTATION PLAN

Core Standard	Activity	Responsible	Indicator	Timeline (Exact Dates)
CS1: Organizational Policy	Review and update PSEA policy	PSEA Focal Person	Policy updated	1–5 May
	Communicate standards of conduct to staff & partners	PSEA Focal Person	100% staff briefed	6–10 May
CS2: Organizational Management	Draft and integrate PSEA clauses in agreements	PSEA Focal Person	Clauses included	6–12 May
	Partners sign compliance forms	PSEA Focal Person	100% compliance	13–20 May
CS3: HR System	Screen staff & volunteers; collect self-declarations	HR Manager	100% screened	1–15 May
CS4: Mandatory Training	Develop PSEA training materials	PSEA Focal Person	Materials ready	15-20 March
	Conduct mandatory PSEA training (all staff & volunteers)	PSEA Focal Person	90–100% trained	20–25 May
	Refresher training (during implementation)	PSEA Focal Person	Reinforced knowledge	10 July



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CS5: Reporting	Design reporting mechanisms (email, WhatsApp, etc.)	PSEA Focal Person	System designed	8–15 May
	Set up & test reporting channels	PSEA Focal Person	Functional channels	16–22 May
	Launch & disseminate awareness materials	PSEA Focal Person	Materials shared	23–30 May
	Monitor reporting mechanisms	PSEA Focal Person	System functional	1 June – 31 July (ongoing)
CS6: Assistance & Referrals	Map GBV/support services	PSEA Focal Person	Service list drafted	15–25 May
	Finalize referral pathways & contacts	PSEA Focal Person	Directory completed	1–10 June
	Establish follow-up mechanisms	PSEA Focal Person	System functional	11–20 June
	Implement & monitor referrals	PSEA Focal Person	Referrals tracked	21 June – 31 July (ongoing)
CS7: Investigations	Develop investigation procedures	PSEA Focal Person	Protocol in place	20–28 May



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	Train staff on handling SEA cases	PSEA Focal Person	Staff trained	5–10 June
CS8: Corrective Action	Document SEA incidents (if any)	PSEA Focal Person	Reports completed	1–31 July (as needed)
	Develop & implement corrective actions; staff refresher	PSEA Focal Person	Compliance measures	20–31 July