



## How-To Note

### How to Identify Safeguarding Focal Points

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#### Section 1: Why are project-level safeguarding focal points (SFPs) needed?

- **Project Directors/Chiefs of Party (COPs) are accountable** for ensuring that systems are in place to protect program participants from harm committed by FHI 360 personnel, including volunteers and partner personnel.
- **Project-level SFPs are needed for projects that have interaction with or exposure to program participants.** Safeguarding measures should be viewed as common practice for any project we design/deliver, and we are taking steps to standardize how we include safeguarding at all stages of the project life cycle, including during proposal development. With approximately 300 active projects in over 60 countries, SFPs are needed to support the integration of safeguarding activities, including raising awareness and strengthening the capacity of our personnel, volunteers, and partner personnel about FHI 360's policies and protocols for protecting program participants from harm. SFPs may also be asked to assist Project Directors/COPs and human resources representatives to ensure that project personnel are also aware of FHI 360's policies related to maintaining harassment- and violence-free work environments (how staff interact with and treat each other), but SFPs mostly focus on safeguarding related to program participants.

*Note: USAID released its PSEA Policy and shared that they expect their partners to demonstrate how they are integrating safeguarding into all projects, including proposal narratives, budgets, and work plans. Other major funders (e.g., UN, FCDO) are following suit.*

## Section 2: How does FHI 360 define "program participant?"

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- Per FHI 360's policies, a "program participant" is "any person who is served by an FHI 360 program or has contact with FHI 360 Personnel, Suppliers, or Supplier Personnel in connection with or as a result of FHI 360's programs or business activities."
- **Note:** *Since FHI 360 implements a wide range of programming, the definition of program participant is intentionally broad. Any type of program participant can be subject to misconduct by our own personnel/partner personnel, but some program participants are more vulnerable to exploitation and other abuse (e.g., women, children, LGBTQI+ people, people with disabilities, people who sell sex, refugees), especially during the delivery of certain services, such as health services, education, and aid distribution, and/or activities are implemented in high-risk settings (e.g., schools, health facilities, conflict areas). Other types of program participants, for example local NGO staff who receive technical assistance, may be less vulnerable to sexual exploitation and abuse by humanitarian and development workers than other populations in the community. However, all FHI 360 projects must dedicate time and resources to integrating safeguarding measures into programs, regardless of the type(s) of program participants involved. It is important to consider project-specific risks and mitigation strategies, depending on populations served, types of services offered, and settings where programs are implemented.*

## Section 3: What are the main responsibilities of project-level SFPs?

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- In general, SFPs coordinate with Project Directors/COPs and other project staff to implement FHI 360's *minimum standards for safeguarding program participants*, including but not limited to:
  - Support the completion of required tools
  - Train project staff, volunteers, partners
  - Establish community-based complaint mechanisms (CBCMs), where needed or required
  - Work with project staff to increase awareness among program participants about how to report harm
  - Support complaints from program participants, including making referrals to support services
  - Liaise with OCIA to coordinate in-country investigation activities (not investigating cases!)
  - Participate in any inter-agency coordination and regular meetings with regional FHI 360 SFPs

## Section 4: Who should be selected as an SFP?

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- Projects that involve interaction with program participants are required to identify a project-level Safeguarding Focal Point (SFP).
- Project-level SFPs are selected by Project Directors/COPs and are typically people in technical/program roles (e.g., gender or other technical specialists, GESSI champions, technical officers, technical advisors, capacity-building officers/specialists, etc.) who have interest, skills and experience related to safeguarding, gender equality and social inclusion, violence prevention, protection, or other related technical area; and have experience facilitating training. SFPs should be knowledgeable of project activities and be in positions to ensure safeguarding integration at the project level.

- Country Directors/Reps may also choose to select a country-office SFP to coordinate and support project-level SFPs, which is an approach sometimes used for large country offices with a large project portfolio. Country Directors/Reps should consider the size, nature, and scope of the country office and project portfolio to determine if a country-office SFP is needed. HR representatives are sometimes selected as country-office SFPs to support project-level SFPs. Please note that HR representatives and other country-office staff are not always closely connected to the needs of program participants or specific risks at the project-level, so for this reason, if Country Directors/Reps decide to identify the HR representative or other country-office staff as the country-office SFP, additional project-level SFPs need to be identified. Typically, when an HR representative or other country-office staff are selected as the country-office SFP, this person coordinates efforts among project-level SFPs, which can be helpful for large country offices with a large project portfolio.

## Section 5: How much level of effort (LOE) is needed for SFPs?

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- Including safeguarding activities in project proposals, work plans, and budgets is required per FHI 360's *minimum standards* and is also expected by USAID and other major funders. The LOE needed for SFPs depends on the nature, size, and scope of the project. Here is some general guidance:
- Project-level SFPs typically dedicate 5-15% LOE to this role.
  - For a small project, (e.g., few staff and few partners), 5% LOE is likely adequate.
  - For a large project that is serving vulnerable populations and/or is being implemented in a high-risk setting (e.g., an education program for youth in a disaster, conflict, post-conflict, or development setting), with a large staff and multiple partners, safeguarding efforts should be more robust, and therefore, the LOE could be higher.

## Section 6: How will SFPs receive support and additional training?

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- FHI 360's Senior Technical Advisor for Safeguarding and Regional Safeguarding Advisor(s) are available to provide support and training to identified SFPs who will in turn strengthen the capacity of country office and project personnel, including volunteers and implementing partner personnel. They can provide remote and in-person support.

**Additional information:** See the *how-to note* on Connect for how to incorporate safeguarding into proposals, work plans and budgets. This guidance includes stock language and budget considerations.

Contact Kim Dixon, Senior Technical Advisor for Safeguarding, for help exploring SFP needs, as well as support with including safeguarding in proposals, work plans, and budgets. She can be reached at [kdixon@fhi360.org](mailto:kdixon@fhi360.org)

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