

UNESCO Prize for Girls' and Women's Education

User Guide

for UNESCO Member States

for the submission of
**nominations for the
2022 UNESCO Prize
for Girls' and Women's Education**

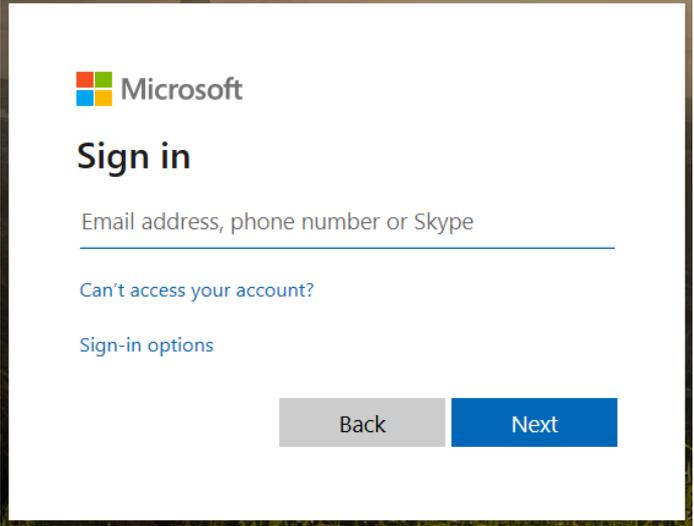
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To log into the to the Prize's nomination platform

(<http://unesco.org/gwe>)

National Commissions and Permanent Delegations must use their UNESCO generic account credentials:

See below for guidance:



- The username for a Permanent Delegation is its UNESCO Account: dl.countryname@unesco-delegations.org (e.g. the account for Chinese Permanent Delegation is: dl.china@unesco-delegations.org), and the password is the same as that for the account.
- The username for a National Commission is its UNESCO Account: [Natcom. \(two letter international country code\) @natcom.unesco.org](mailto:Natcom.(two letter international country code)@natcom.unesco.org) (e.g. the account for Chinese National Commission is: natcom.cn@natcom.unesco.org), and the password is the same as that for the account.
- See [here](#) to find your country's two letter code
- If you need any assistance accessing your generic account or resetting the password please contact natcom@unesco.org with the Prize Secretariat in copy (GWEPPrize@unesco.org)

1. Accessing the Platform

- If a UNESCO National Commission or Permanent Delegation to UNESCO wishes that the form be completed electronically by the nominee they have selected, UNESCO will provide the candidate with access to the platform upon request.
- A request should be sent to GWEPrize@unesco.org by the National Commission or Permanent Delegation **before 16 May 2022**. Please note that the candidate's email address must be associated with a Microsoft account. **If the candidate does not have a Microsoft account, please follow the instructions [here](#).**
- After the Secretariat grants access, an automated invitation email will be sent from no-reply@sharepointonline.com to the candidate's email address.
- **When the nominee first logs in to the platform, please log in from the invitation link** using his/her registered email address.
- Please note that, when opening the invitation link, no other account should be active in the browser.

1. Accessing the Platform

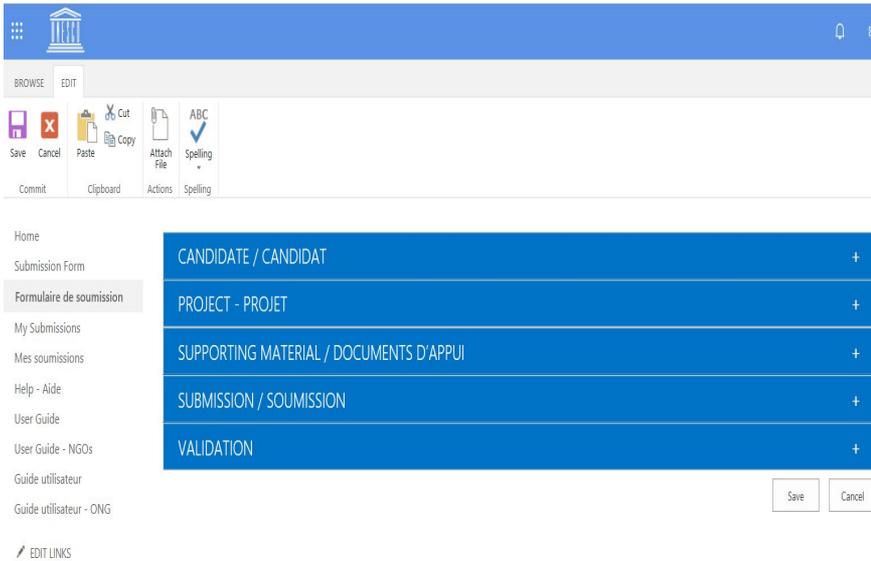
Once you are logged in, you will be directed to the Home Menu. Click on **“Submission Form”** to start a nomination.

The screenshot shows the UNESCO Prize for Girls' and Women's Education website. The navigation menu on the left includes: Home, Submission Form (highlighted), Formulaire de soumi..., My Submissions, Mes soumissions, User Guide - Membe..., Guide utilisateur - Et..., User Guide - NGOs, Guide utilisateur - O..., ADMIN, All Submissions - 2022, Invite Candidate, Invite NGO, JURY, Jury - Aicha Bah Diallo, and Jury - Alex Munive. The main content area features a title 'UNESCO Prize for Girls' & Women's Education' and 'Prix UNESCO pour l'éducation des filles et des femmes'. Below the title, it states 'Call for Nominations now open - Submission Form' and 'Appel à candidatures desormais ouvert - Date limite de soumission'. The text describes the prize as honoring innovative contributions to girls' and women's education, funded by the Government of the People's Republic of China. It mentions that the prize consists of two annual awards of USD 50,000 each, first awarded in 2016. For the 2022 edition, Permanent Delegations to UNESCO and NGOs are invited to nominate up to three candidates each. The winners will be selected by the Director-General of UNESCO based on recommendations from an independent international jury. The laureates will be announced in October 2022. A 'Submission Form' link is provided. The page also includes a French version of the text.

You can create additional nominations by clicking on **“Submission Form”** in the left menu. Please note that each UNESCO Member State can only submit up to 3 nominations for each edition of the Prize.

2. Starting a nomination

- The nomination form is made up of a number of fields broken down into 4 chapters:



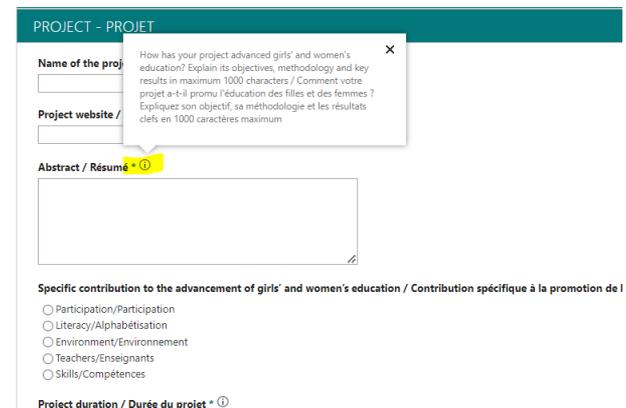
✓ **Candidate:** For all background information on the nominated organization or individual

✓ **Project:** For all background information on the project on which the nomination focuses

✓ **Supporting Material:** For websites, action plans, publications, videos, or other material to support the nomination

✓ **“Submission”:** To transfer the nomination to the National Commission (by candidates) or to the Permanent Delegation (by National Commissions), and to submit the nomination to UNESCO (by Delegations)

- You can **save** your entry at the very bottom of the page, once all mandatory fields marked with an asterisk (*) have been completed. Tip: To save an incomplete draft, make sure to put at least one letter in each answer box with an asterisk.
- Your nomination will be saved under **“My Submissions”** where you can continue to work on it at a later stage.
- Please click  for details on requirements for some items.



3. Completing a nomination

You have two possibilities to add supporting material:

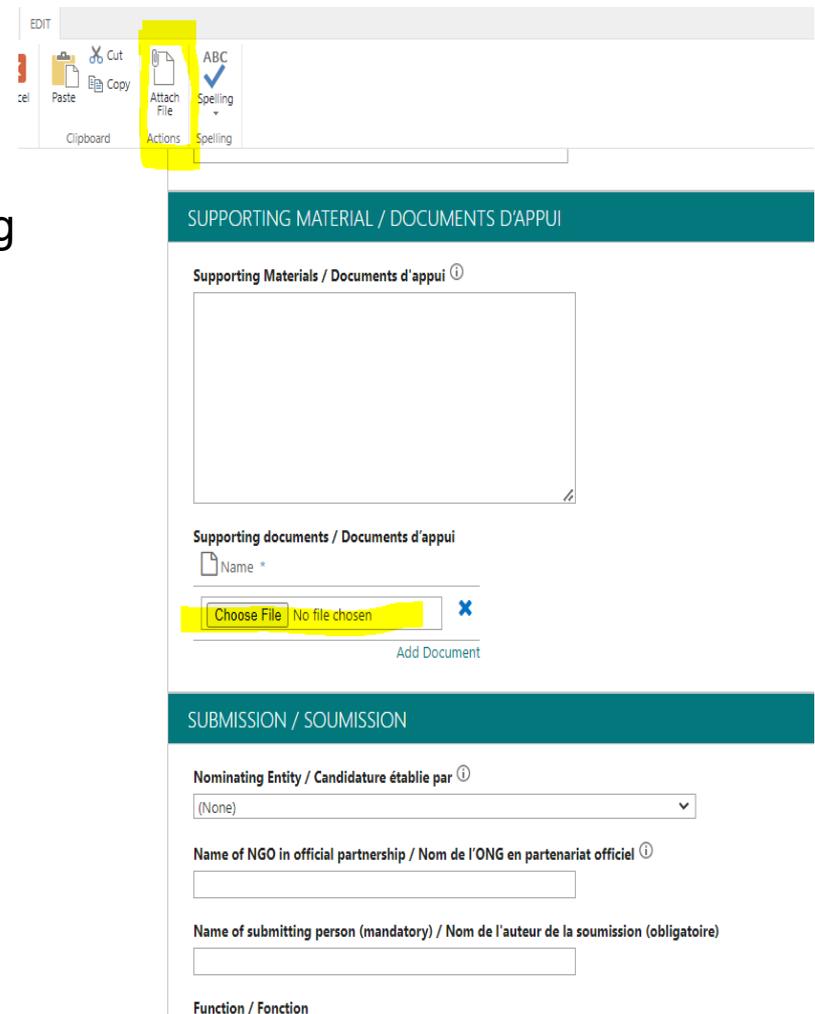
1) Under “**Supporting Links**”, you can add web links to any online material such as action plans, publications, videos, websites, evaluations, reviews or other documents outlining results and impact, etc.

2) For any material not available online, you can click on the “**Attach File**” button in the top left corner of the form (tab “**EDIT**”).

Click on “**Browse**” and select the document from your computer, then click “**OK**”.

The attached file will now appear on the bottom of the form.

Please note that the maximum size per attachment is 350 MB.



The screenshot shows a web form interface with an 'EDIT' tab. In the top left corner of the form, there is a menu with options: 'Paste', 'Copy', 'Attach File', 'Clipboard', 'Actions', 'Spelling', and 'Spelling'. The 'Attach File' button is highlighted with a yellow box. Below the menu, there is a section titled 'SUPPORTING MATERIAL / DOCUMENTS D'APPU'. Under this section, there is a heading 'Supporting Materials / Documents d'appui' followed by a large empty rectangular box. Below that, there is a heading 'Supporting documents / Documents d'appui' followed by a 'Name *' field. A yellow box highlights the 'Choose File' button and the 'No file chosen' text next to it. Below this is an 'Add Document' link. The bottom section of the form is titled 'SUBMISSION / SOUSSION' and contains several fields: 'Nominating Entity / Candidature établie par' (dropdown menu with '(None)' selected), 'Name of NGO in official partnership / Nom de l'ONG en partenariat officiel' (text input field), 'Name of submitting person (mandatory) / Nom de l'auteur de la soumission (obligatoire)' (text input field), and 'Function / Fonction' (text input field).

4. Adding an attachment

Attention: Candidates

Once you have completed all mandatory fields, go to the “**SUBMISSION**” chapter.

➤ Under “**Nominating Entity**”, **choose the name of the Member State** that is nominating the candidate.

➤ In order to transmit the nomination:

Candidates: Select ‘**YES**’ for ‘**Transmit to National Commission**’ and click on ‘**SAVE**’ in the bottom right corner.

➤ **Please note that once you have selected “YES” and saved the form, you will no longer be able to edit it.**

SUBMISSION / SOUMISSION

Nominating Entity / Candidature établie par ⓘ
(None) ▼

Name of NGO in official partnership / Nom de l'ONG en partenariat officiel ⓘ

Name of submitting person (mandatory) / Nom de l'auteur de la soumission (obligatoire)

Function / Fonction

E-mail (mandatory / obligatoire)

Phone / Téléphone

Supporting statement by the nominating entity / Déclaration d'appui de l'auteur de la soumission ⓘ

Permission / Permission ⓘ
 Yes / Oui
 No / Non

Transmit to National Commission for validation / Transmettre à la Commission nationale pour validation ⓘ
SELECT/SELECTIONNER ▼

Transmit to Permanent Delegation for submission / Transmettre à la Délégation permanente pour soumission ⓘ
SELECT/SELECTIONNER ▼

Submit nomination to UNESCO (NGO) / Soumettre la candidature à l'UNESCO (ONG) ⓘ
SELECT/SELECTIONNER ▼

Submit nomination to UNESCO / Soumettre la candidature à l'UNESCO ⓘ
SELECT/SELECTIONNER ▼

VALIDATION +
Jury +

Save Cancel

Attention: National Commissions (Natcom)

If a candidate has transmitted a draft for your validation, click on the link in the notification e-mail (sent to your generic Natcom account). You can now review all fields of the nomination form filled in by the candidate.

- Once all fields have been reviewed/completed, check/select your Member State under **“Nominating entity”** in the **“SUBMISSION”** tab.
- In order to transmit your nomination, select **“YES”** for **“Transmit to Permanent Delegation for submission”** and click on **“SAVE”** in the bottom right corner.
- Your Permanent Delegation will now receive an automatic notification e-mail indicating that the National Commission has transmitted a nomination for submission.
- Please note that once you have selected **“YES”** and saved the form, **you will no longer be able to edit it.**

The screenshot shows the 'SUBMISSION / SOUMISSION' form. The form is divided into several sections with labels in both English and French. The 'Nominating Entity / Candidature établie par' field is highlighted in yellow. Below it are fields for 'Name of NGO in official partnership / Nom de l'ONG en partenariat officiel', 'Name of submitting person (mandatory) / Nom de l'auteur de la soumission (obligatoire)', 'Function / Fonction', 'E-mail (mandatory / obligatoire)', and 'Phone / Téléphone'. A large text area for 'Supporting statement by the nominating entity / Déclaration d'appui de l'auteur de la soumission' is also present. The 'Permission / Permission' section has radio buttons for 'Yes / Oui' and 'No / Non'. Below this are three dropdown menus, each highlighted in yellow, for 'Transmit to National Commission for validation / Transmettre à la Commission nationale pour validation', 'Transmit to Permanent Delegation for submission / Transmettre à la Délégation permanente pour soumission', and 'Submit nomination to UNESCO (NGO) / Soumettre la candidature à l'UNESCO (ONG)'. At the bottom, there is a 'VALIDATION' section with a 'Jury' label and a 'Save' button highlighted in yellow.

6. Transmitting a nomination (NatCom)

Attention: Permanent Delegations (PD)

If a National Commission transmits a draft nomination for your submission, click on the link in the notification e-mail (sent to your generic account). You can now review all fields of the nomination form.

- Once all fields have been reviewed/completed, go to the **“SUBMISSION”** tab.
- Please ensure that either the PD or the NatCom has provided a ‘supporting statement’ outlining why the Member State supports the nomination submitted.
- In order to submit your nomination to UNESCO, select **“YES”** for **“Submit nomination to UNESCO”** and click on **“SAVE”** in the bottom right corner.
- Please note that once you have selected **“YES”** and saved the form, **you will no longer be able to edit it.**

SUBMISSION / SOUSSION
+

Nominating Entity / Candidature établie par ^①

Name of NGO in official partnership / Nom de l'ONG en partenariat officiel ^①

Name of submitting person (mandatory) / Nom de l'auteur de la soumission (obligatoire)

Function / Fonction

E-mail (mandatory / obligatoire)

Phone / Téléphone

Supporting statement by the nominating entity / Déclaration d'appui de l'auteur de la soumission ^①

Permission / Permission ^①
 Yes / Oui
 No / Non

Transmit to National Commission for validation / Transmettre à la Commission nationale pour validation ^①

Transmit to Permanent Delegation for submission / Transmettre à la Délégation permanente pour soumission ^①

Submit nomination to UNESCO (NGO) / Soumettre la candidature à l'UNESCO (ONG) ^①

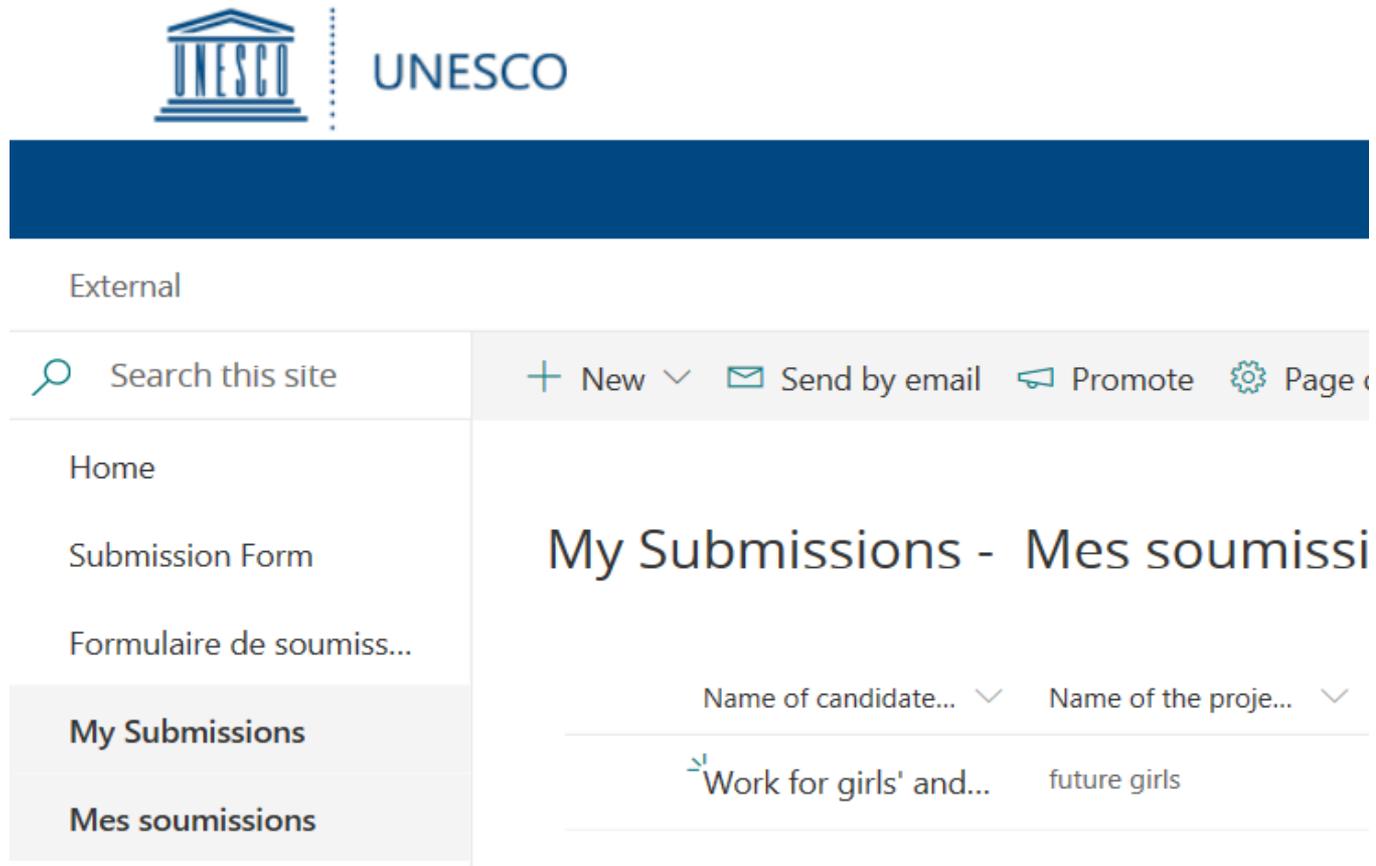
Submit nomination to UNESCO / Soumettre la candidature à l'UNESCO ^①

VALIDATION
+

Jury
+

7. Submitting a nomination (PermDel)

At any given time, clicking on **“My Submissions”** in the left hand menu will show you all saved and/or submitted nominations:



External

Search this site

+ New ▾ Send by email Promote Page c

Home

Submission Form

Formulaire de soumiss...

My Submissions

Mes soumissions

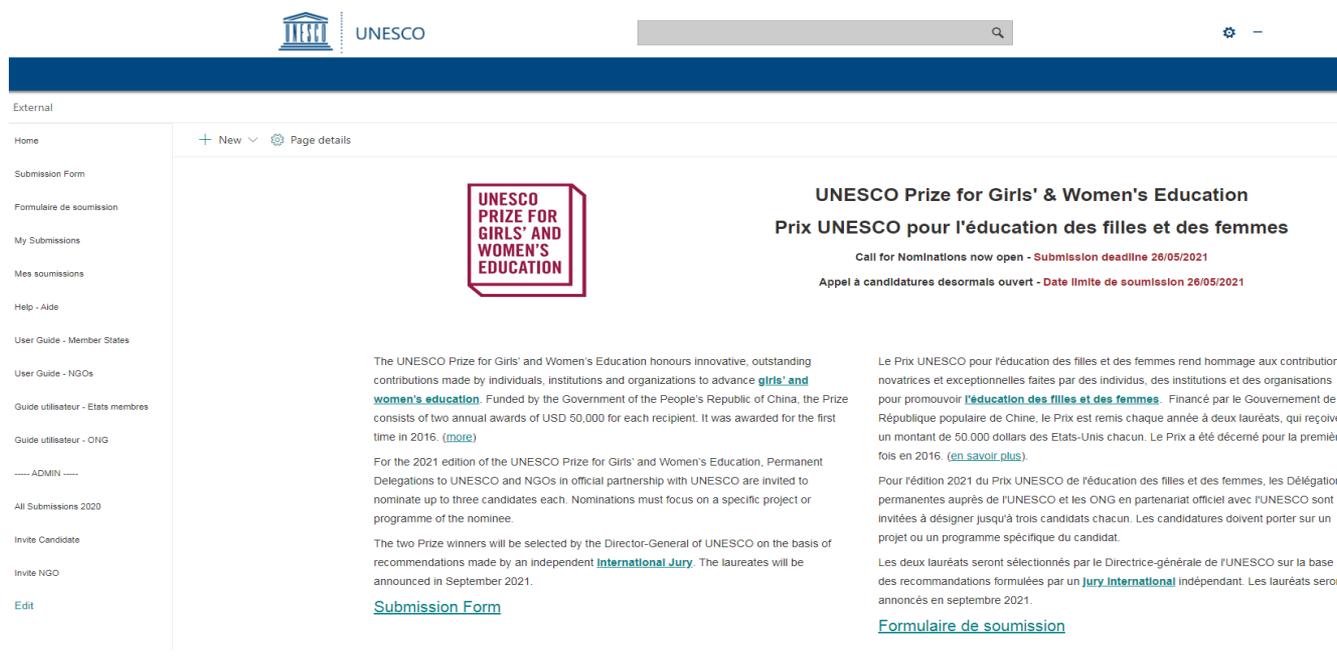
My Submissions - Mes soumissions

Name of candidate... ▾	Name of the proje... ▾
Work for girls' and...	future girls

Should you have any questions not addressed by this user guide, or for any other enquiries regarding the UNESCO Prize for Girls' and Women's Education, please contact:

Secretariat for the UNESCO Prize for Girls' and Women's Education
 Section of Education for Inclusion and Gender Equality
 Division for Education 2030

GWEPrize@unesco.org
<http://on.unesco.org/gweprize>



The screenshot shows the UNESCO Prize for Girls' and Women's Education website. The header includes the UNESCO logo and a search bar. The main content area features a large red box with the text "UNESCO PRIZE FOR GIRLS' AND WOMEN'S EDUCATION". Below this, there is a section titled "UNESCO Prize for Girls' & Women's Education" and "Prix UNESCO pour l'éducation des filles et des femmes". The text includes a call for nominations, a submission deadline of 26/05/2021, and information about the prize's history and the 2021 edition. A sidebar on the left contains navigation links such as "Home", "Submission Form", "Formulaire de soumission", "My Submissions", "Mes soumissions", "Help - Aide", "User Guide - Member States", "User Guide - NGOs", "Guide utilisateur - Etats membres", "Guide utilisateur - ONG", "ADMIN", "All Submissions 2020", "Invite Candidate", "Invite NGO", and "Edit".

9. Requesting help