

UNESCO Prize for Girls' and Women's Education

User Guide

for NGOs in official partnership with UNESCO

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

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To access to the online nomination form as an NGO in official partnership with UNESCO*, you first need to request direct access from the Prize Secretariat.

Please email: GWEPrize@unesco.org

Please note that nominations made by NGOs in official partnership with UNESCO must be endorsed by an organization's Headquarters. The Nomination platform will not be opened to representatives from country offices or affiliated organizations without written endorsement from Headquarters.

**There are around 400 NGOs in official partnership with UNESCO. You can find the full list [here](#).*

- After the Secretariat of the Prize confirms your registration, an invitation email will be sent from no-reply@sharepointonline.com.
- **Please note that the Secretariat can also open the nominations platform directly to the nominee at the request of the Partner NGO.** Please send the request to GWEPrize@unesco.org **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](#).**
- **When you or your candidate first logs into the platform, please log in from the invitation link** with your registered email address only.
- Please note that, when opening the invitation link, no other account should be active on the browser.

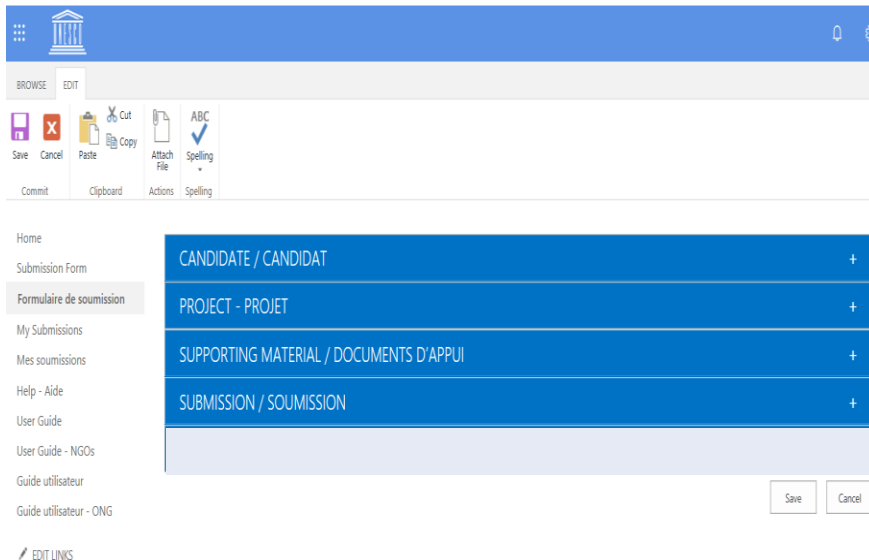
Once you are logged in, you will be directed to the Home Menu.
Click on “**Submission Form**” to start a nomination.

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', a call for nominations, and detailed text about the prize and the 2022 edition.

You can create additional nominations by clicking on “**Submission Form**” in the left menu. Please note that each NGO in official partnership 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 marked 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  or details of requirements for some items.

3. Completing a nomination

You have two possibilities to add supporting material:

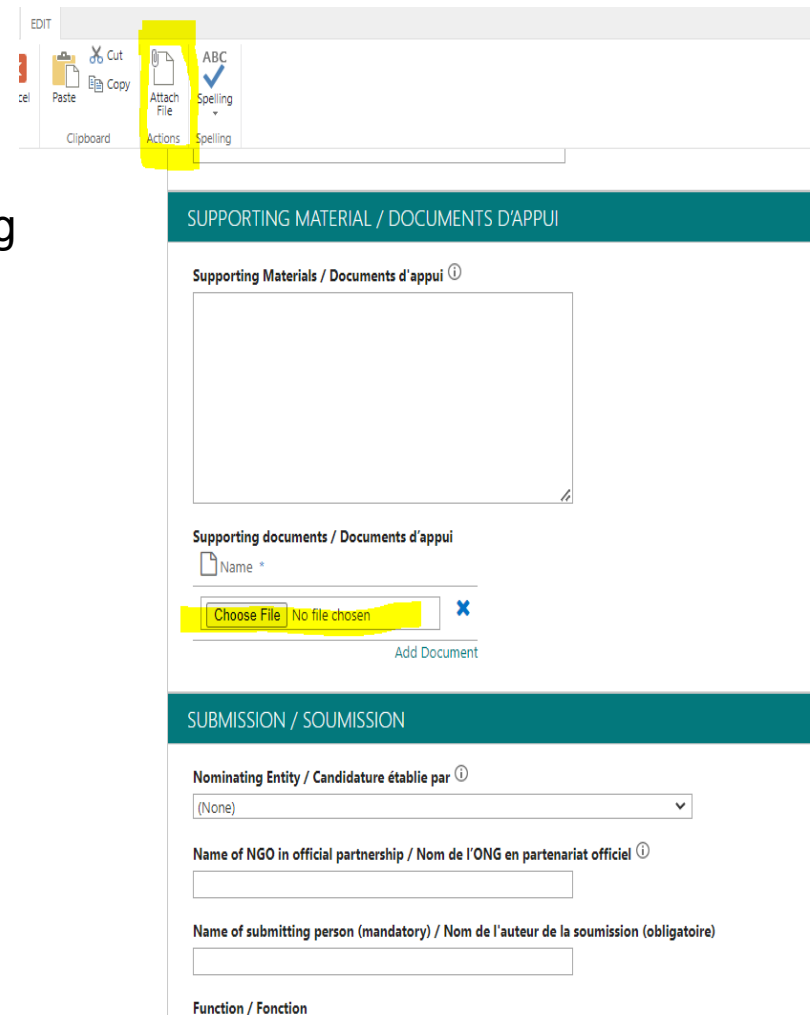
1) Under “**Supporting Links**”, you can add web links to any online material such as action plans, publications, videos, websites, evaluations, reviews or other documents outlining results and impact, etc.

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 a top navigation bar. The 'EDIT' tab is active, and the 'Attach File' button is highlighted in yellow. Below the navigation bar, the form is divided into two main sections: 'SUPPORTING MATERIAL / DOCUMENTS D'APPUI' and 'SUBMISSION / SOUSSION'. The 'SUPPORTING MATERIAL' section contains a large empty box for 'Supporting Materials / Documents d'appui' and a 'Supporting documents / Documents d'appui' section with a 'Name *' field and a 'Choose File' button. The 'SUBMISSION' section contains a 'Nominating Entity / Candidature établie par' dropdown menu, a 'Name of NGO in official partnership / Nom de l'ONG en partenariat officiel' text field, a 'Name of submitting person (mandatory) / Nom de l'auteur de la soumission (obligatoire)' text field, and a 'Function / Fonction' text field.

4. Adding an attachment

- Once you have completed all mandatory fields, go to the “**SUBMISSION**” chapter.
- Under “**Name of NGO in Official Partnership**”, **enter the name of the Partner NGO** that is nominating the candidate.
- In order to transmit the nomination:
 - **Candidates**: Select ‘**YES**’ for ‘**Transmit to UNESCO NGO**’ and click on ‘**SAVE**’ in the bottom right corner.
 - **Nominating Partner NGO**: Don’t forget to fill out the ‘Supporting Statement’ section first. Once completed, Select ‘**YES**’ and ‘**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.**

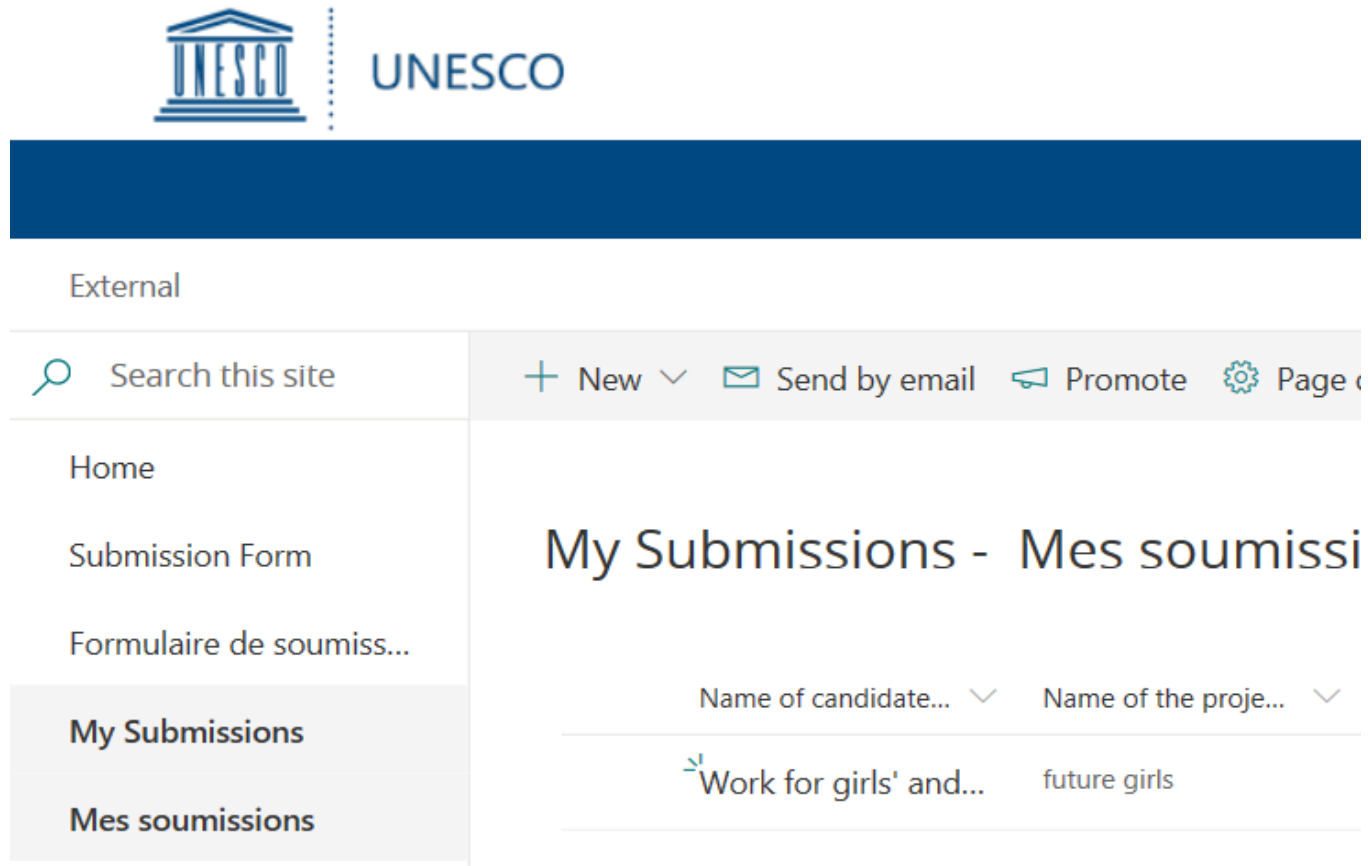
The screenshot shows a web form titled "SUBMISSION / SOUMISSION". The form contains several fields and sections:

- Nominating Entity / Candidature établie par**: A dropdown menu with "(None)" selected.
- Name of NGO in official partnership / Nom de l'ONG en partenariat officiel**: A text input field.
- Name of submitting person (mandatory) / Nom de l'auteur de la soumission (obligatoire)**: A text input field.
- Function / Fonction**: A text input field.
- E-mail (mandatory / obligatoire)**: A text input field.
- Phone / Téléphone**: A text input field.
- Supporting statement by the nominating entity / Déclaration d'appui de l'auteur de la soumission**: A large text area with a small icon in the bottom right corner.
- Permission / Permission**: Two radio buttons labeled "Yes / Oui" and "No / Non".
- Transmit to National Commission for validation / Transmettre à la Commission nationale pour validation**: A dropdown menu with "SELECT/SELECTIONNER" selected.
- Transmit to Permanent Delegation for submission / Transmettre à la Délégation permanente pour soumission**: A dropdown menu with "SELECT/SELECTIONNER" selected.
- Submit nomination to UNESCO (NGO) / Soumettre la candidature à l'UNESCO (ONG)**: A dropdown menu with "SELECT/SELECTIONNER" selected.
- Submit nomination to UNESCO / Soumettre la candidature à l'UNESCO**: A dropdown menu with "SELECT/SELECTIONNER" selected.

At the bottom of the form, the word "VALIDATION" is partially visible.

5. Submitting a nomination

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



UNESCO

External

Search this site

+ New ▾ Send by email Promote Page c

Home

Submission Form

Formulaire de soumiss...

My Submissions

Mes soumissions

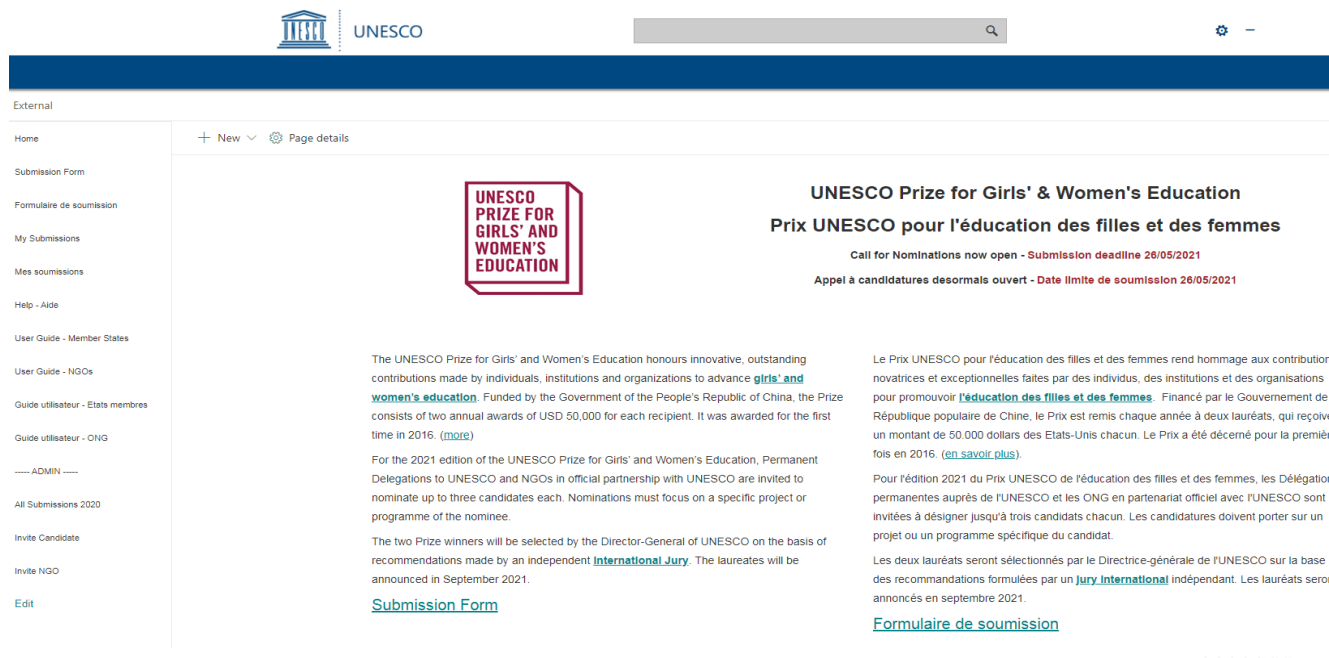
My Submissions - Mes soumissi

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 website for the UNESCO Prize for Girls' and Women's Education. The header includes the UNESCO logo and a search bar. The main content area features a large red graphic 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 a link to the submission form. The page also contains detailed information about the prize, including its history and the nomination process.

7. Requesting help