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.

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**.
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.

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:

6. Viewing your nominations
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

7. Requesting help