



# UNESCO Prize for Girls' and Women's Education

## User Guide

for NGOs in official partnership with UNESCO

for the submission of  
**nominations for the  
2018 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 register at:

<https://teamsnet.unesco.org/Lists/GWE%20%20Request%20account%20for%20NGOs/NewForm.aspx>

The below registration screen will appear:

Once your account has been approved, you will receive a notification e-mail with a user name and password.

Note: If you already submitted an online nomination for a previous edition of the Prize, your user name and password remain valid.

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



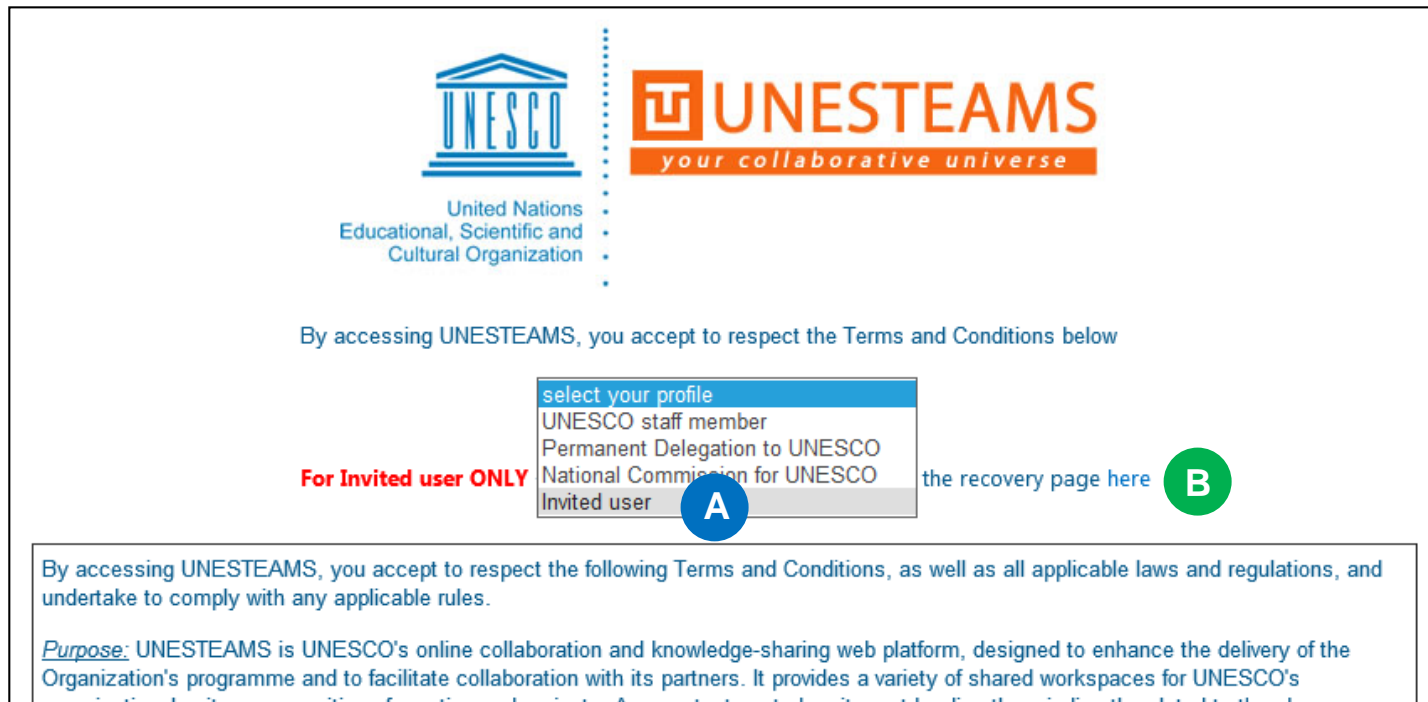
## TEAMSNET

### GWE - Request account for NGOs

Contact First Name *	<input type="text"/>
Contact Last Name *	<input type="text"/>
Email *	<input type="text"/>
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>



To access the GWE Prize online form, go to <http://unesco.org/gwe>  
The following log-in screen will appear:



Please select “**Invited User**” **A** under the profile dropdown as shown above, and connect with the user name and password provided by UNESCO.

If you have forgotten your password, you can request a password reminder under [this link](#). **B**



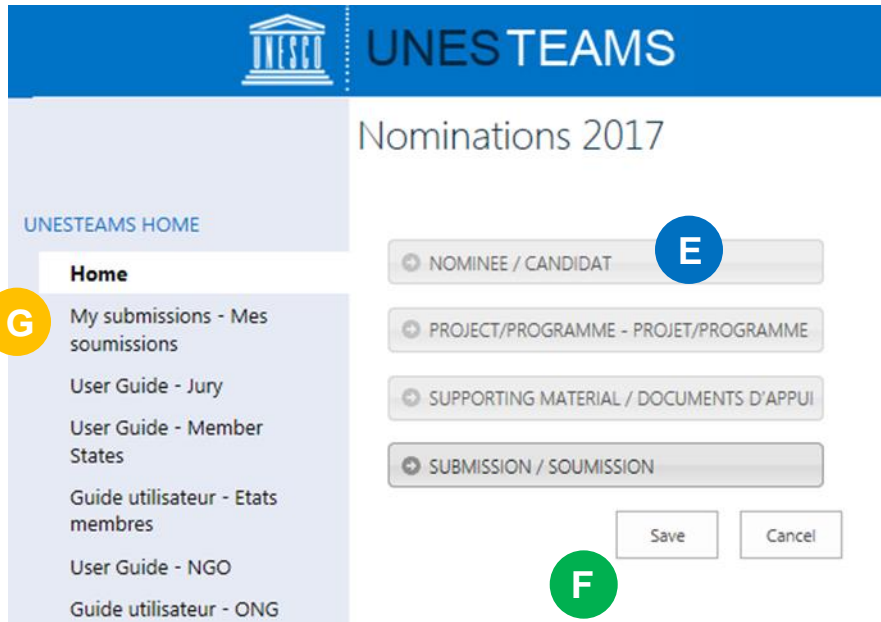
Once you are logged in, you will be directed to the Home Menu. Click on “**Submit nomination**” **C** to start a nomination.

The screenshot shows the UNESTEAMS website interface. At the top, there is a navigation bar with 'BROWSE' and 'PAGE' options, and a search bar. The main header features the UNESCO logo and the text 'UNESTEAMS'. Below this, the page title is 'UNESCO Prize for Girls' & Women's Education'. A left sidebar menu is visible, with a red circle 'D' highlighting the 'New nomination' link. The main content area features a large graphic with the text 'UNESCO PRIZE FOR GIRLS' AND WOMEN'S EDUCATION' and a blue button labeled 'Submit nomination' with a red circle 'C' over it. To the right of the button, the text 'NOW OPEN' is displayed. Below the button, there is a detailed description of the prize in English and French, along with a 'Soumettre candidature' button and the word 'OUVERT'. The footer contains links for 'TOP', 'UNESTEAMS Home', 'Disclaimer of use', 'Privacy Policy', 'Terms of use', 'Contact us', and '© 2013-2016 UNESCO/KMI'.

You can create additional nominations by clicking on “**New nomination**” **D** 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.

## 3. Starting a nomination

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



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

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

✓ **Supporting Material:** For websites, publications, videos or photo galleries with which you would like to support the nomination

✓ **“Submission”:** To transfer the nomination to the National Commission (by nominees) 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.
- Your nomination will be saved under **“My nominations”** where you can continue to work on it at a later stage. G

## 4. Completing a nomination

You have two possibilities to add supporting material:

- 1) Under “**SUPPORTING MATERIAL**” **H** you can add web links to any online material such as publications, videos, photo galleries.
- 2) For any material not available online, you can click on the “**Attach File**” button **I** in the top left corner of the form (tab “**EDIT**”).

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

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

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

**K** Attachments Selection Criteria for Jury Members to Endorse.docx Delete

## 5. Adding an attachment

- Once you have completed all fields, go to the “**SUBMISSION**” chapter and, under “**Nominating entity**”, **R** choose “NGO” (and NOT the country you are based in).
- Type in the name of your NGO and complete the other necessary fields.
- In order to submit the nomination to UNESCO, tick the “**Submit nomination to UNESCO**” box and click on “**SAVE**” in the bottom right corner. **S**
- Please note that once you have ticked this box and saved the form, **you will no longer be able to edit it.**
- You will receive an automatic notification e-mail indicating that your nomination has been submitted (at the address with which you have registered your account).

SUBMISSION / SOUMISSION

Nominating Entity / Candidature établie par \* **R**

Brazil - Brésil

Indicate if the nomination will be submitted by a Member State government or by an NGO in official partnership with UNESCO. If it is a government, please select the name of the Member State.  
Indiquez si la candidature sera soumise par le gouvernement d'un Etat membre ou par une ONG en partenariat officiel avec l'UNESCO. S'il s'agit d'un gouvernement, veuillez sélectionner le nom de l'Etat membre.

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

(If nomination by NGO in official partnership with UNESCO /  
Si candidature soumise par une ONG en partenariat officiel avec l'UNESCO)

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 nominator (mandatory) / Déclaration d'appui de l'auteur de la soumission (obligatoire)

Please complete this sentence in a maximum of 250 characters: "The nominee deserves to receive the UNESCO-Japan Prize on ESD because..." /

**S** Submit nomination to UNESCO / Soumettre la candidature à l'UNESCO

ONCE YOU HAVE TICKED THIS BOX AND SAVED THE FORM, YOU WILL NO LONGER BE ABLE TO EDIT IT /  
QUAND VOUS AUREZ COCHE CETTE CASE ET SAUVEGARDE LE FORMULAIRE, VOUS NE POURREZ PLUS LE MODIFIER

## 6. Submitting a nomination





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

UNESTEAMS HOME

- Home
- My nominations / Mes candidatures**
- New nomination / Nouvelle candidature
- Help / Aide
- ADMIN ----

## My submissions - Mes soumissions

### Created by Me / Créé par moi

✓	Edit	Name of Nominee / Nom du candidat	Project Title / Intitulé du projet	Form created by / Ca
		1&	5	

### Transmitted for validation / Transmise pour validation

✓	Edit	Name of Nominee / Nom du candidat	Project Title / Intitulé du projet	Name of submitting p
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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:

**Mr Leyong GAO**

Focal Point for UNESCO Prize for Girls' and Women's Education  
Section of Education for Inclusion and Gender Equality  
Division for Education 2030 Support and Coordination

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UNESCO Prize for Girls' & Women's Education

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ADMINISTRATION

- Nominations 2017
- Register NGO
- Register Nominee
- Site Settings
- Site Contents
- EDIT LINKS

UNESCO PRIZE FOR GIRLS' AND WOMEN'S EDUCATION

UNESCO Prize for Girls' & Women's Education  
Prix de l'UNESCO pour l'éducation des filles et des femmes

Call for nominations - Appel à candidatures  
Submission Deadline - Date limite de soumission: 5/05/2017

Submit nomination NOW OPEN

Soumettre candidature OUVERT

The UNESCO Prize for Girls' and Women's Education honours innovative, outstanding contributions made by individuals, institutions and organizations to advance girls' and women's education. Funded by the Government of the People's Republic of China, the Prize consists of two annual awards of USD 50,000 for each recipient. It was awarded for the first time in 2016. (more)

For the 2017 edition of the UNESCO Prize for Girls' and Women's Education, Permanent Delegations to UNESCO and NGOs in official partnership with UNESCO are invited to nominate up to three candidates each. Nominations must focus on a specific project or programme of the nominee.

The two Prize winners will be selected by the Director-General of UNESCO on the basis of recommendations made by an independent International Jury. The laureates will be announced in September 2017.

Le Prix de l'UNESCO pour l'éducation des filles et des femmes rend hommage aux contributions novatrices et exceptionnelles faites par des individus, des institutions et des organisations pour promouvoir l'éducation des filles et des femmes. Financé par le Gouvernement de la République populaire de Chine, le Prix est remis chaque année à deux lauréats, qui reçoivent un montant de 50.000 dollars des États-Unis chacun. Le Prix a été décerné pour la première fois en 2016. (en savoir plus)

Pour l'édition 2017 du Prix UNESCO de l'éducation des filles et des femmes, les Délégations permanentes auprès de l'UNESCO et les ONG en partenariat officiel avec l'UNESCO sont invitées à désigner jusqu'à trois candidats chacun. Les candidatures doivent porter sur un projet ou un programme spécifique du candidat.

Les deux lauréats seront sélectionnés par le Directeur général de l'UNESCO sur la base des recommandations formulées par un jury international indépendant. Les lauréats seront annoncés en septembre 2017.

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