

UNESCO Prize for Girls' and Women's Education

User Guide

for UNESCO Member States

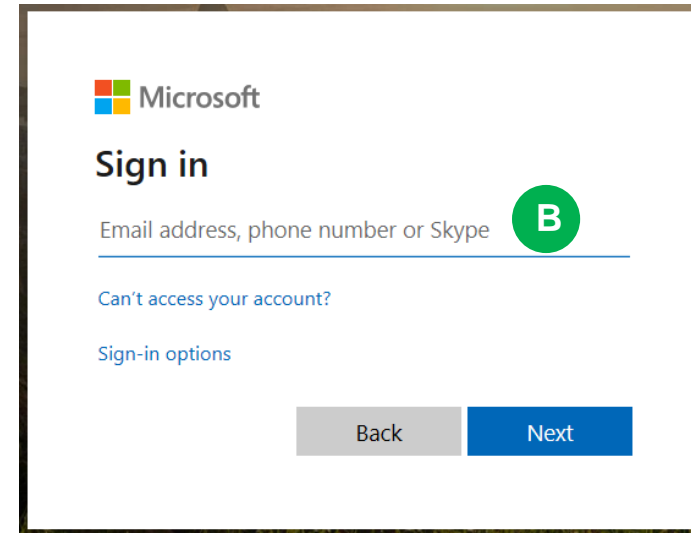
for the submission of
**nominations for the
2020 UNESCO Prize
for Girls' and Women's Education**

Overview

1. [Logging In](#)
2. [Starting a nomination](#)
3. [Completing a nomination](#)
4. [Adding an attachment](#)
5. [Transmitting a nomination \(Candidate\)](#)
6. [Transmitting a nomination \(NatCom\)](#)
7. [Submitting a nomination \(Permanent Delegation\)](#)
8. [Viewing your nominations](#)
9. [Requesting help](#)

To access the GWE Prize online form, go to <http://unesco.org/gwe> **A**

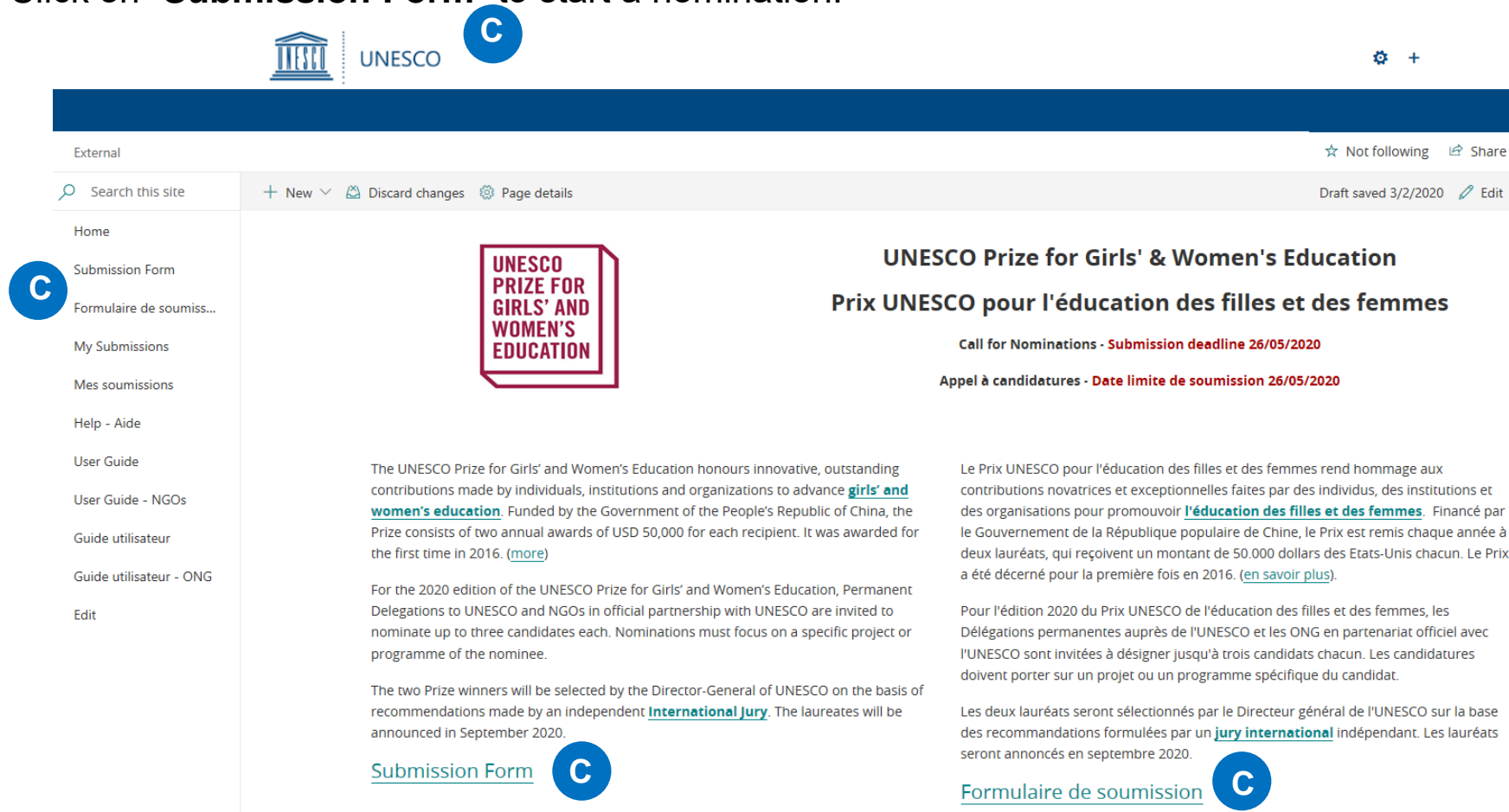
The log-in screen will appear as the right:



Please note:

- The user name 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. **B**
- The user name for a National Commission is its UNESCO Account: natcom.countryname@natcom.unesco.org (e.g. the account for Chinese National Commission is: natcom.countryname@natcom.unesco.org), and the password is the same as that for the account. **B**
- If a UNESCO National Commission or Permanent Delegation to UNESCO wishes that the candidate complete the online nomination form directly, UNESCO can create an account for each candidate. A request should be sent to GWEPrize@unesco.org by the National Commission or Permanent Delegation **before 20 May 2020**. **B**
- Once they have received their account information, candidates can connect with the user name and password provided by UNESCO. **B**


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



External ☆ Not following [Share](#)

Search this site + New [Discard changes](#) [Page details](#) Draft saved 3/2/2020 [Edit](#)

- Home
- C** Submission Form
- Formulaire de soumiss...
- My Submissions
- Mes soumissions
- Help - Aide
- User Guide
- User Guide - NGOs
- Guide utilisateur
- Guide utilisateur - ONG
- Edit



UNESCO Prize for Girls' & Women's Education

Prix UNESCO pour l'éducation des filles et des femmes

Call for Nominations - Submission deadline 26/05/2020

Appel à candidatures - Date limite de soumission 26/05/2020

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 2020 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 2020.

[Submission Form](#) **C**

Le Prix 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 Etats-Unis chacun. Le Prix a été décerné pour la première fois en 2016. ([en savoir plus](#)).

Pour l'édition 2020 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.

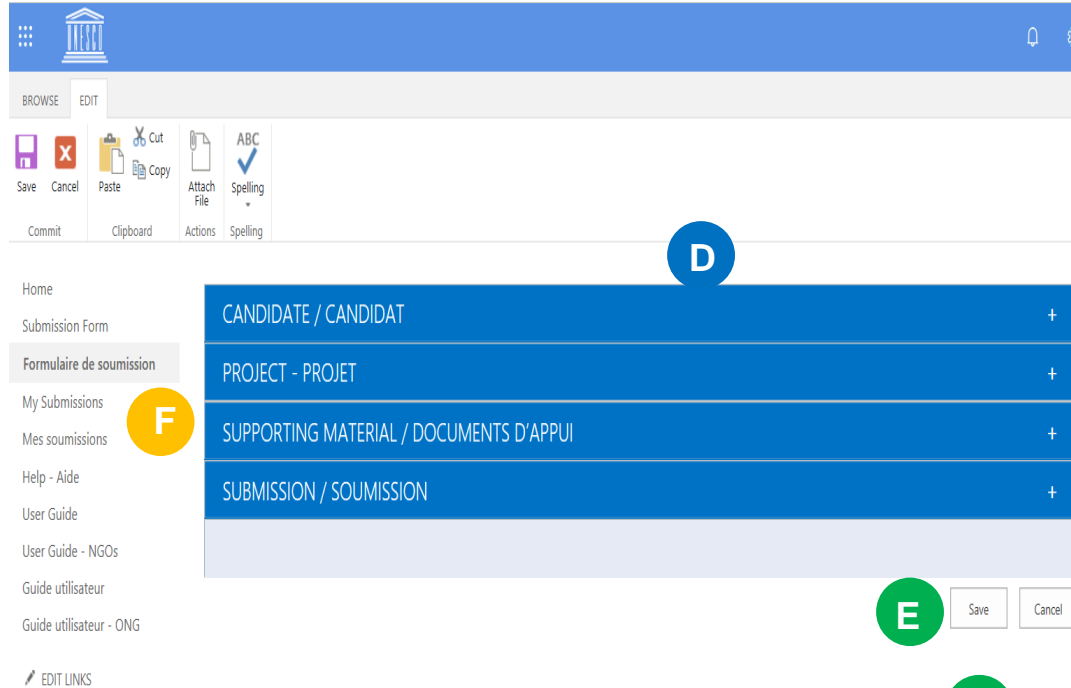
Les deux lauréats seront sélectionnés par le Directeur général de l'UNESCO sur la base des recommandations formulées par un [jury international](#) indépendant. Les lauréats seront annoncés en septembre 2020.

[Formulaire de soumission](#) **C**

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 D

✓ **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. E

- Your nomination will be saved under **“My Submissions”** where you can continue to work on it at a later stage. F

- Please click i for details of requirements for some items. G

3. Completing a nomination

You have two possibilities to add supporting material:

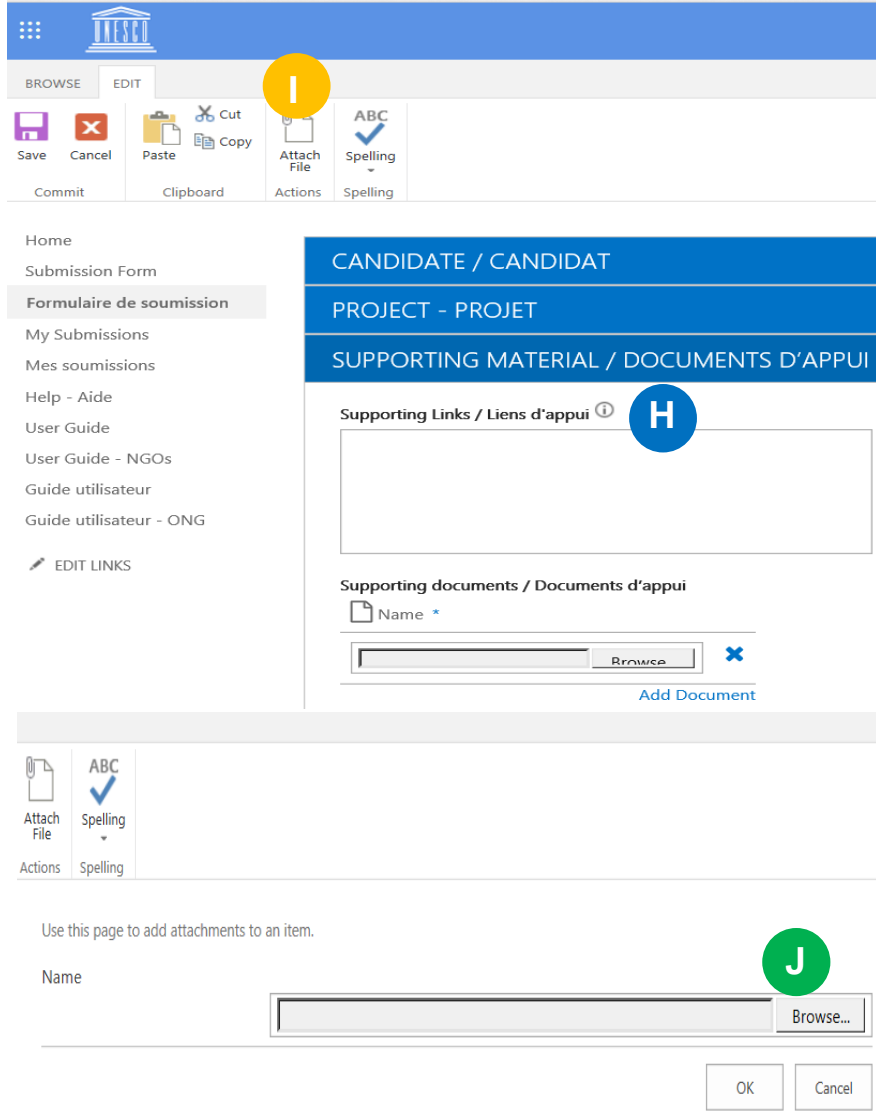
1) Under “**Supporting Links**”, H
 you can add web links to any online material such as websites, action plans, publications, videos, etc.

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

J
 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.



4. Adding an attachment

- Once you have completed all mandatory fields, go to the “**SUBMISSION**” chapter. K
- Under “**Nominating Entity**”, choose the name of the Member State that wants to nominate you for the Prize (do NOT choose “NGO” even if you are an NGO). L
- In order to transmit your nomination, Select “**YES**” for “**Transmit to National Commission for validation**” and click on “**SAVE**” in the bottom right corner. M
- Please note that once you have selected “**YES**” and saved the form, you will no longer be able to edit it. N

SUBMISSION / SOUMISSION K

Nominating Entity / Candidature établie par ⓘ

(None) L ▼

Permission / Permission ⓘ

Yes / Oui

No / Non

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

M- SELECT/SELECTIONNER - ▼

N

The National Commission of the country chosen under “Nominating entity” will receive an automatic notification e-mail indicating that a candidate has created a nomination for their validation.

5. Transmitting a nomination (candidate)

If a candidate has transmitted a draft for your validation, click on the link in the notification e-mail. 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. **O**
- In order to transmit your nomination, select **“YES”** for **“Transmit to Permanent Delegation for submission”** and click on **“SAVE”** in the bottom right corner. **P**

- Please note that once you have selected **“YES”** and saved the form, you will no longer be able to edit it.
- The Permanent Delegation of the country chosen under **“Nominating entity”** will receive an automatic notification e-mail indicating that a National Commission has transmitted a nomination for submission.

SUBMISSION / SOUMISSION

Nominating Entity / Candidature établie par ⓘ **O**

(None) ▾

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 ⓘ

P Transmit to Permanent Delegation for submission / Transmettre à la Délégation permanente pour soumission ⓘ


- SELECT/SELECTIONNER - ▾

Save Cancel

6. Transmitting a nomination (NatCom)

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



➤ Once all fields have been reviewed/completed, go to the “**SUBMISSION**” tab. 


➤ 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.**

➤ Your Permanent Delegation and National Commission for UNESCO will receive an automatic notification e-mail indicating that your nomination has been submitted.

SUBMISSION / SOUMISSION

Nominating Entity / Candidature établie par  


(None) 



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 

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

- SELECT/SELECTIONNER - 

Save Cancel

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: **S**

UNESCO

External

Search this site

+ New ▾ Send by email Promote Page c

Home

Submission Form

Formulaire de soumiss...

My Submissions

Mes soumissions

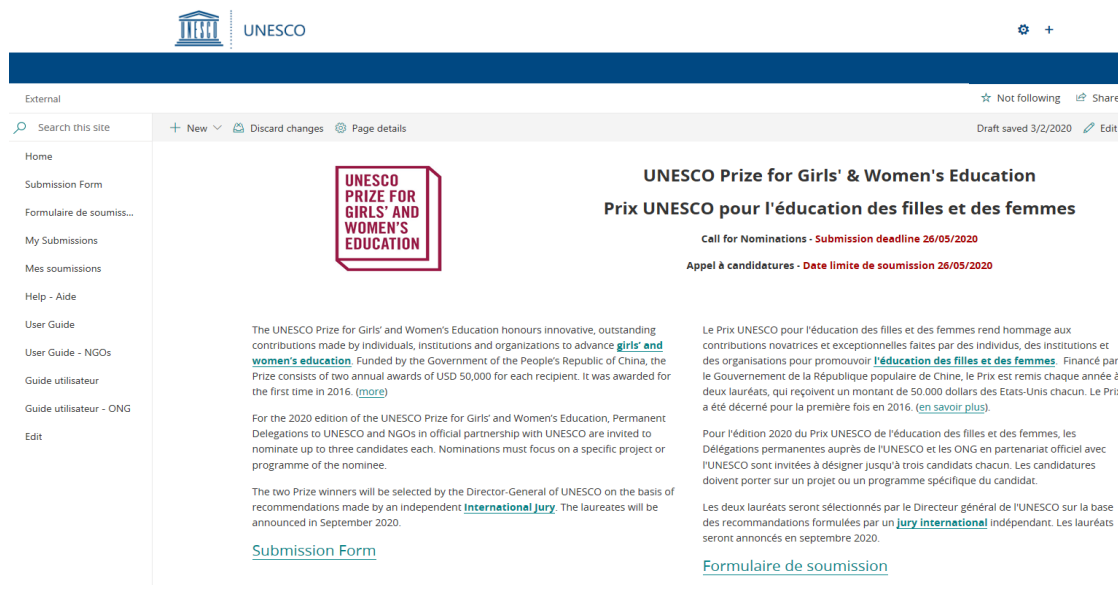
My Submissions - Mes soumissi

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:

Mr Yuchi ZHAO and Ms Rebekah Cameron
 Secretariat for the UNESCO Prize for Girls' and Women's Education
 Section of Education for Inclusion and Gender Equality
 Division for Education 2030 Support and Coordination

GWEPrize@unesco.org
+33 (0)1 45 68 10 08
<http://on.unesco.org/gweprize>



The screenshot shows the UNESCO Prize for Girls' & Women's Education website. The header includes the UNESCO logo and navigation icons. The main content area features a large graphic of the prize logo and text in both English and French. The English text reads: "UNESCO Prize for Girls' & Women's Education", "Call for Nominations - Submission deadline 26/05/2020", and "Appel à candidatures - Date limite de soumission 26/05/2020". The French text reads: "Prix UNESCO pour l'éducation des filles et des femmes", "Appel à candidatures - Date limite de soumission 26/05/2020", and "Appel à candidatures - Date limite de soumission 26/05/2020". The website also includes a sidebar with navigation links and a footer with the UNESCO logo.

9. Requesting help