

UNESCO Prize for Girls' and Women's Education

User Guide

for NGOs in official partnership with UNESCO

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

Overview

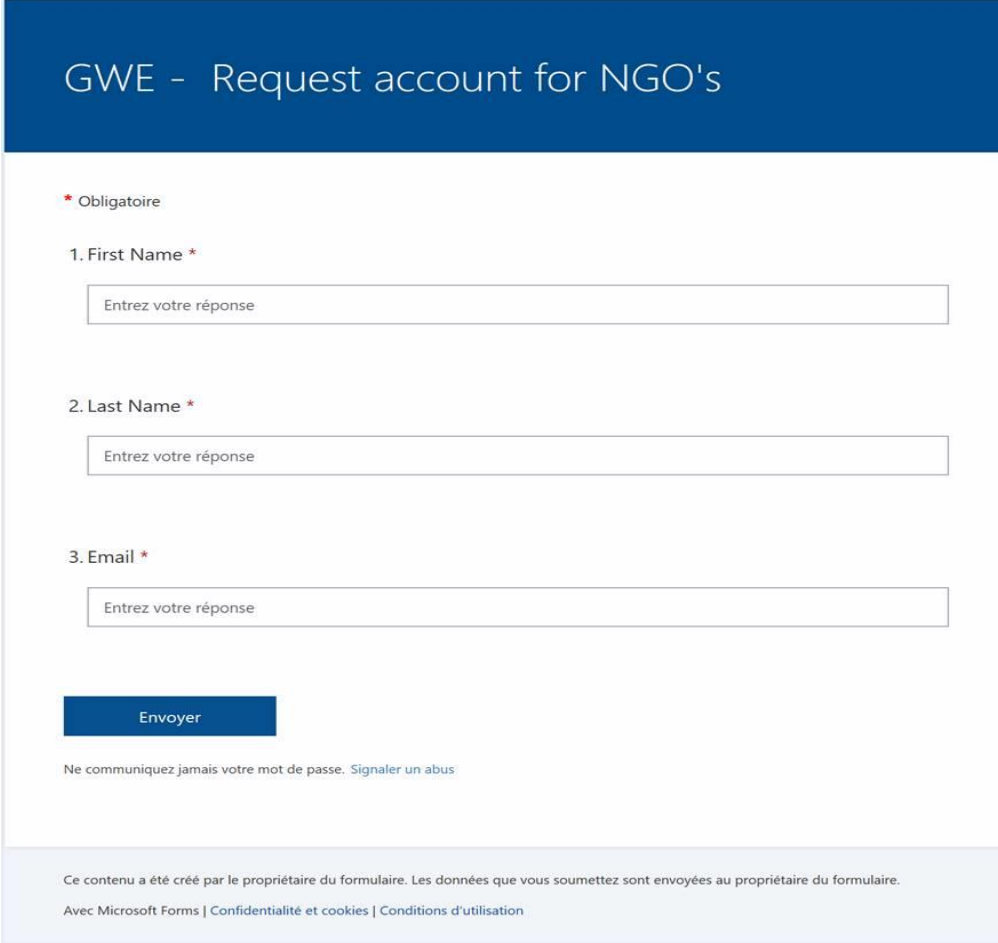
1. [Creating an account](#)
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To access to the online nomination form as an **NGO in official partnership with UNESCO***, you first need to register at: <http://www.unesco.org/gwe-ngo>

The registration screen will appear as the right.

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

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



GWE - Request account for NGO's

* Obligatoire

1. First Name *

2. Last Name *

3. Email *

Envoyer

Ne communiquez jamais votre mot de passe. Signaler un abus

Ce contenu a été créé par le propriétaire du formulaire. Les données que vous soumettez sont envoyées au propriétaire du formulaire.
Avec Microsoft Forms | Confidentialité et cookies | Conditions d'utilisation

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

A

Microsoft
Sign in
Email address, phone number or Skype
Can't access your account?
Sign-in options
Back Next

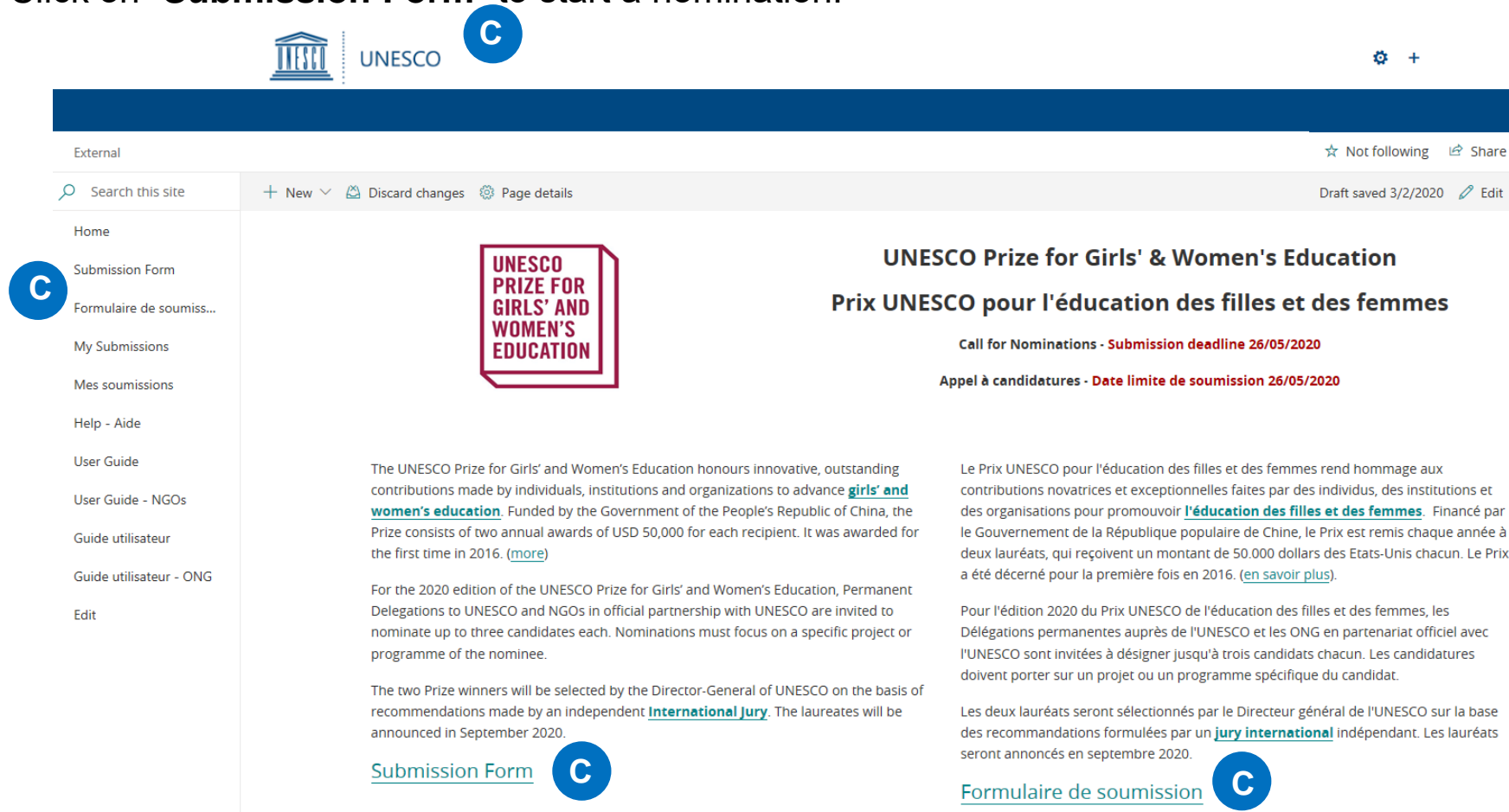
A**B**

Please connect with the user name and password provided by UNESCO.

B

2. Logging in

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' & Women's Education website. The left sidebar contains a navigation menu with the following items: Home, Submission Form (highlighted with a blue circle and 'C'), Formulaire de soumiss..., My Submissions, Mes soumissions, Help - Aide, User Guide, User Guide - NGOs, Guide utilisateur, Guide utilisateur - ONG, and Edit. The main content area features a large graphic of a book titled 'UNESCO PRIZE FOR GIRLS' AND WOMEN'S EDUCATION'. Below the graphic, there is text in English and French describing the prize and its 2020 edition. The English text states: '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. [\(more\)](#)'. The French text states: '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. [\(en savoir plus\)](#)'. Below the text, there are two links: 'Submission Form' (with a blue circle and 'C') and 'Formulaire de soumission' (with a blue circle and 'C'). The top of the page shows the UNESCO logo and a search bar. The right side of the page has a 'Draft saved 3/2/2020' notification and an 'Edit' link.

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:

The screenshot shows a web interface with a top navigation bar and a left sidebar. The main content area displays a list of sections: 'CANDIDATE / CANDIDAT', 'PROJECT - PROJET', 'SUPPORTING MATERIAL / DOCUMENTS D'APPUI', and 'SUBMISSION / SOUMISSION'. A 'Save' button is located at the bottom right of the list. A red circle 'D' is placed over the top navigation bar, a yellow circle 'F' is over the 'My Submissions' link in the sidebar, and a green circle 'E' is over the 'Save' button.

✓ **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 submit the nomination to UNESCO (by NGOs)

Candidate's country / Pays du candidat *

-- NGO - ONG --

Description of the candidate / Description du candidat * ⓘ

- 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 Submissions”** where you can continue to work on it at a later stage.

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

3. Completing a nomination

You have two possibilities to add supporting material:

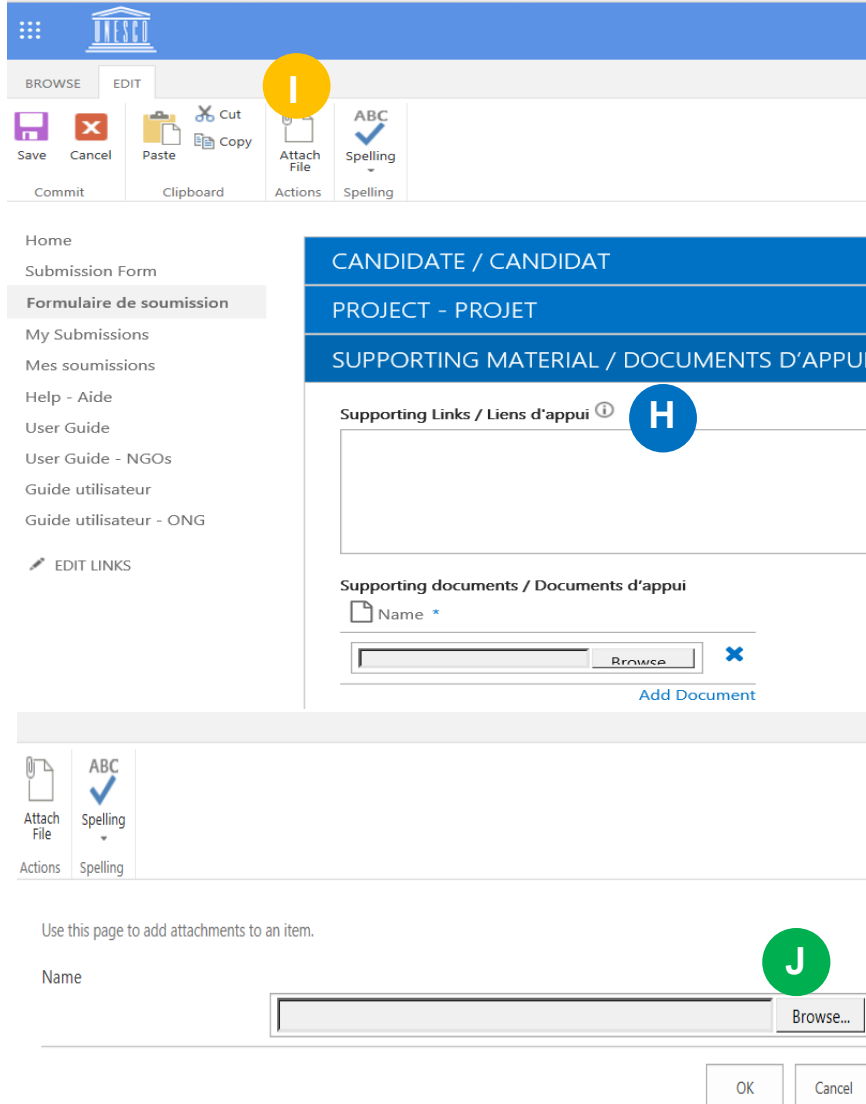
1) Under “**Supporting Links**”, H
 you can add web links to any online material such as websites, action plans, publications, videos, etc.

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.



The screenshot shows the UNESCO submission form interface. At the top, there is a blue header with the UNESCO logo and navigation icons. Below the header, there are two tabs: "BROWSE" and "EDIT". The "EDIT" tab is active, and a yellow circle labeled "I" highlights the "Attach File" button in the top left corner of the form. The form content is divided into sections: "CANDIDATE / CANDIDAT", "PROJECT - PROJET", and "SUPPORTING MATERIAL / DOCUMENTS D'APPUI". Under "SUPPORTING MATERIAL / DOCUMENTS D'APPUI", there are two sections: "Supporting Links / Liens d'appui" (with a blue circle labeled "H" next to it) and "Supporting documents / Documents d'appui". The "Supporting documents" section has a "Name" field and a "Browse" button (with a blue circle labeled "J" next to it). At the bottom of the form, there is a "Name" field and a "Browse..." button (with a blue circle labeled "J" next to it). The "Attach File" button is also visible in the bottom left corner of the form area.

4. Adding an attachment

- Once you have completed all fields, go to the “**SUBMISSION**” chapter and, under “**Nominating Entity**”, choose “**NGO**” (and NOT the country you are based in). K
- Type in the name of your NGO and complete the other necessary fields. L
- In order to submit the nomination to UNESCO, select “**YES**” for “**Submit nomination to UNESCO**” 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.
- 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 / SOUSSION

Nominating Entity / Candidature établie par ⓘ K
(None) ▼

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

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

Function / Fonction

E-mail (mandatory / obligatoire)

Phone / Téléphone

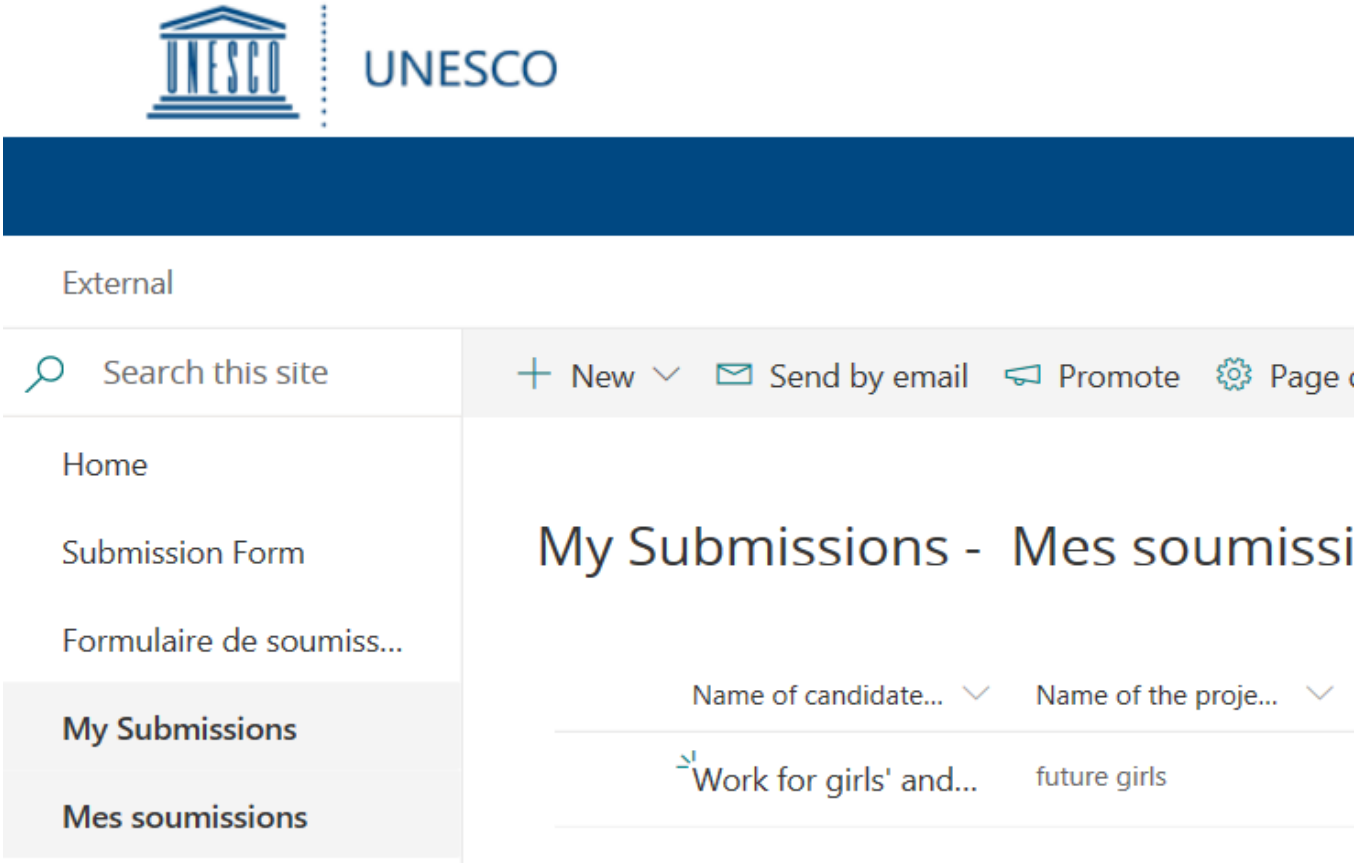
Supporting statement by the nominating entity / Déclaration d'appui de l'auteur de la soumission ⓘ

Permission / Permission ⓘ
 Yes / Oui
 No / Non

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

6. 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: N



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

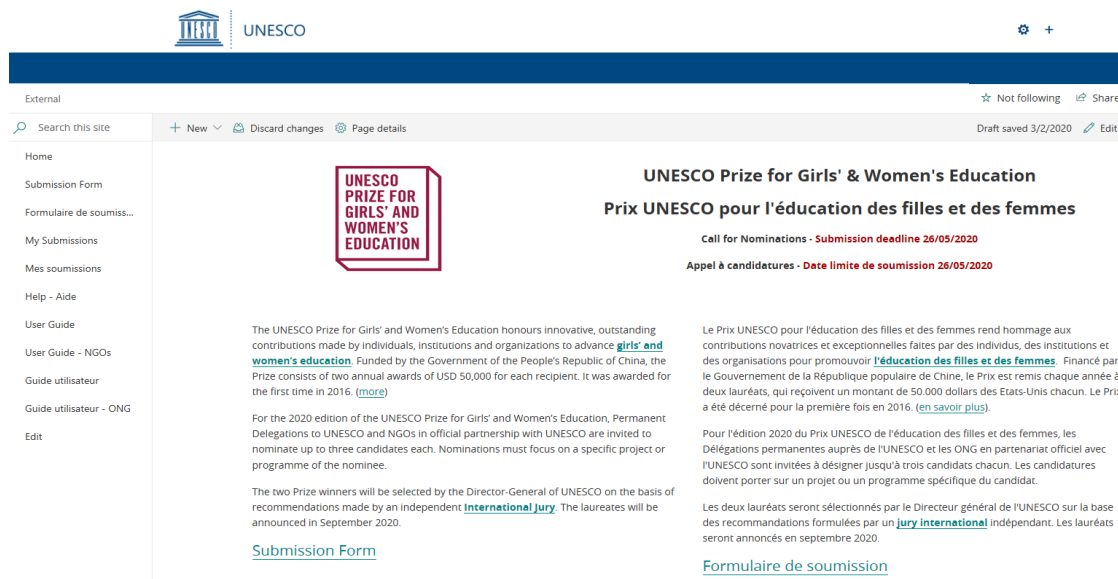
Name of candidate... ▾	Name of the proje... ▾
Work for girls' and...	future girls

7. 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:

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' and Women's Education website. The header includes the UNESCO logo and navigation icons. The main content area features a central graphic with the text "UNESCO PRIZE FOR GIRLS' AND WOMEN'S EDUCATION". Below this, there are two columns of text in English and French. The English text describes the prize, its funding, and the nomination process for the 2020 edition. The French text provides the same information in French. A "Submission Form" link is visible at the bottom of the page.

8. Requesting help