

UNESCO Prize for Girls' and Women's Education

User Guide

for UNESCO Member States

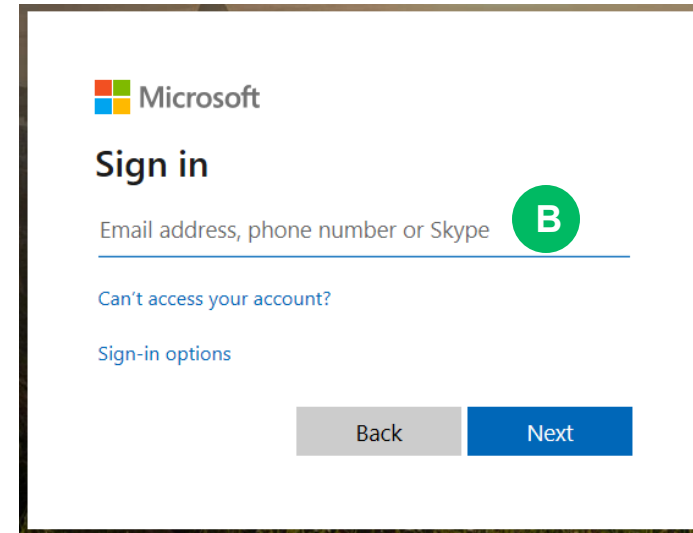
for the submission of
**nominations for the
2021 UNESCO Prize
for Girls' and Women's Education**

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 you face any password-related problems with your UNESCO email address, such as forgotten password, please contact NAC@unesco.org. **B**

- On an exceptional basis, if a UNESCO National Commission or Permanent Delegation to UNESCO wishes that the form be completed electronically by the nominee they have selected, UNESCO will provide the candidate with access to the platform.
- A request should be sent to GWEPrize@unesco.org by the National Commission or Permanent Delegation **before 20 May 2021**. 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 below.**
- After the Secretariat of UNESCO confirms your request, an invitation email will be sent from no-reply@sharepointonline.com to the candidate's email address.
- **When the nominee first logs in to the platform, please log in from the invitation link** only with his/her registered email address, which is also a Microsoft account. Please note that, when opening the invitation link, no other account should be active on the browser because this link is very sensitive.
- If the candidate did not receive an invitation email after a few days, please check its junk box or spam box. Also, please check your email inbox settings.

1. Logging in

If a National Commission or Delegation wishes that the candidate complete the online nomination form directly, UNESCO can give an access to each candidate. If the candidate does not have the email address which is associated with Microsoft account, please follow the instructions below.

- To create a Microsoft account, go to <https://account.microsoft.com/account>
- Click on “Create a Microsoft account” on the top page of this link.

Microsoft | Account Help

Search Cart Sign in

One account for all things Microsoft

One account. One place to manage it all. Welcome to your account dashboard.

[Sign In >](#)

[Create a Microsoft account >](#)

1. Logging in

1. Enter your email address and click on “Next”.

Microsoft

Create account

someone@example.com

[Use a phone number instead](#)

[Get a new email address](#)

Next

2. Enter the password you would like to use your password and click on “Next”.

Microsoft

← someone@example.com

Create a password

Enter the password you would like to use with your account.

Create password

Next

3. Select your country/region and birthdate, and click on “Next”. Automatic message will be sent to your email address with the security code.

Microsoft

← someone@example.com

Verify email

Enter the code we sent to **someone@example.com**. If you didn't get the email, check your junk folder or [try again](#).

Enter code

I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Next

4. Enter the security code and click on “Next”. Following the instructions, your Microsoft account will be created..

Microsoft

← someone@example.com

Verify email

Enter the code we sent to **someone@example.com**. If you didn't get the email, check your junk folder or [try again](#).

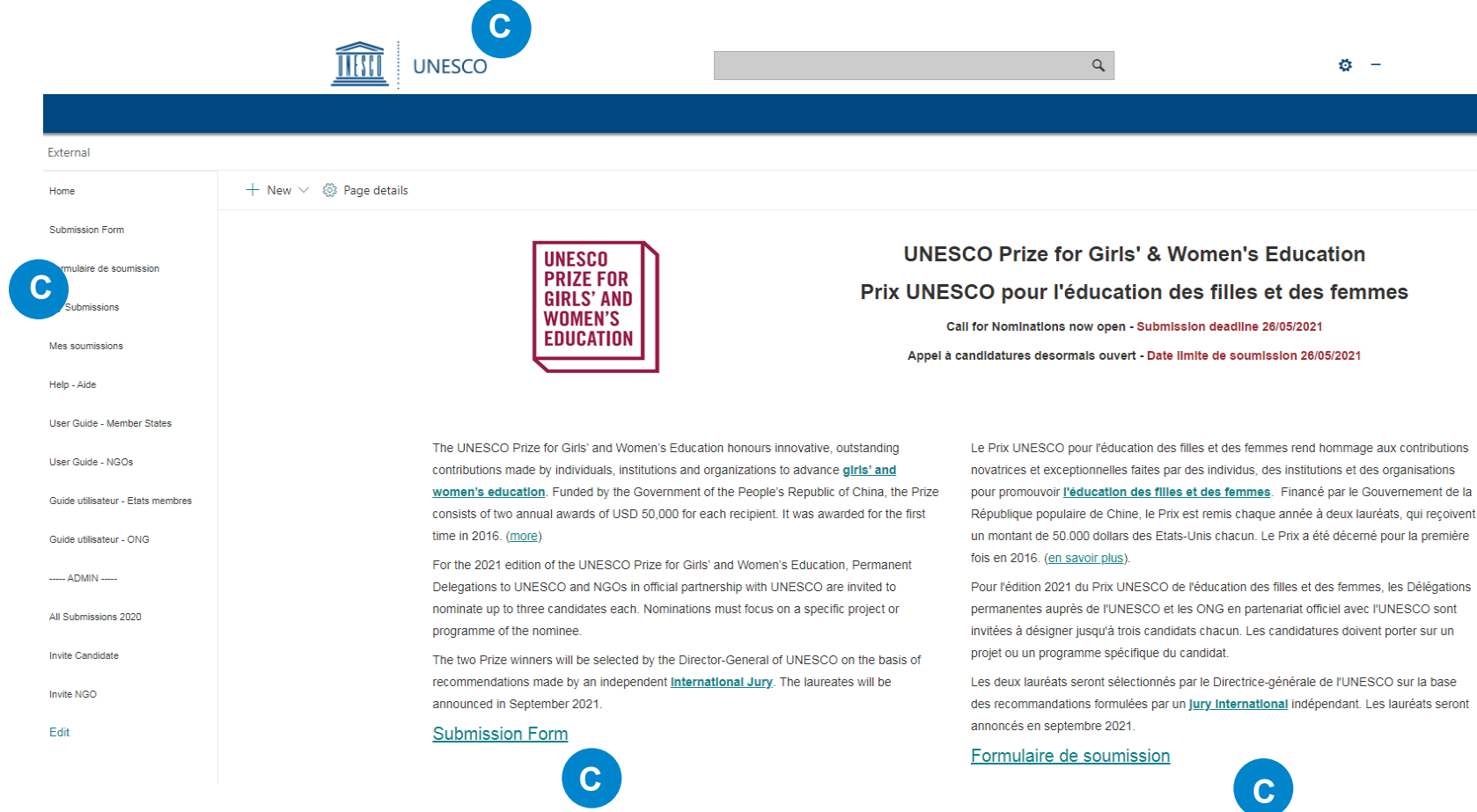
Enter code

I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Next

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



External

Home + New Page details

Submission Form

Formulaire de soumission

Submissions

Mes soumissions

Help - Aide

User Guide - Member States

User Guide - NGOs

Guide utilisateur - Etats membres

Guide utilisateur - ONG

----- ADMIN -----

All Submissions 2020

Invite Candidate

Invite NGO

Edit

UNESCO PRIZE FOR GIRLS' & WOMEN'S EDUCATION

UNESCO Prize for Girls' & Women's Education

Prix UNESCO pour l'éducation des filles et des femmes

Call for Nominations now open - **Submission deadline 26/05/2021**

Appel à candidatures desormais ouvert - **Date limite de soumission 26/05/2021**

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 2021 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 2021.

[Submission Form](#)

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 2021 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 Directrice-générale de l'UNESCO sur la base des recommandations formulées par un [Jury International](#) indépendant. Les lauréats seront annoncés en septembre 2021.

[Formulaire de soumission](#)

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:

The screenshot shows a web interface for a nomination form. At the top, there is a blue header with the UNESCO logo and a settings icon. Below the header is a navigation menu with four chapters, each with a plus sign to expand it:

- CANDIDATE / CANDIDAT (marked with a blue circle 'D')
- PROJECT - PROJET (marked with a blue circle 'D')
- SUPPORTING MATERIAL / DOCUMENTS D'APPUI (marked with a blue circle 'D')
- SUBMISSION / SOUMISSION (marked with a blue circle 'D')

 To the left of the menu is a sidebar with various options: Home, Submission Form, Formulaire de soumission (marked with a yellow circle 'F'), My Submissions, Mes soumissions, Help - Aide, User Guide, User Guide - NGOs, Guide utilisateur, and Guide utilisateur - ONG. At the bottom right of the menu, there are 'Save' and 'Cancel' buttons (marked with a green circle 'E').

✓ **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)

Candidate's country / Pays du candidat *

-- NGO - ONG --

Description of the candidate / Description du candidat * G

- You can **save** your entry at the very bottom of the page, once all mandatory fields marked with an asterisk (*) have been completed. F

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

- 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”**, you can add web links to any online material such as websites, action plans, publications, videos, 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”**).

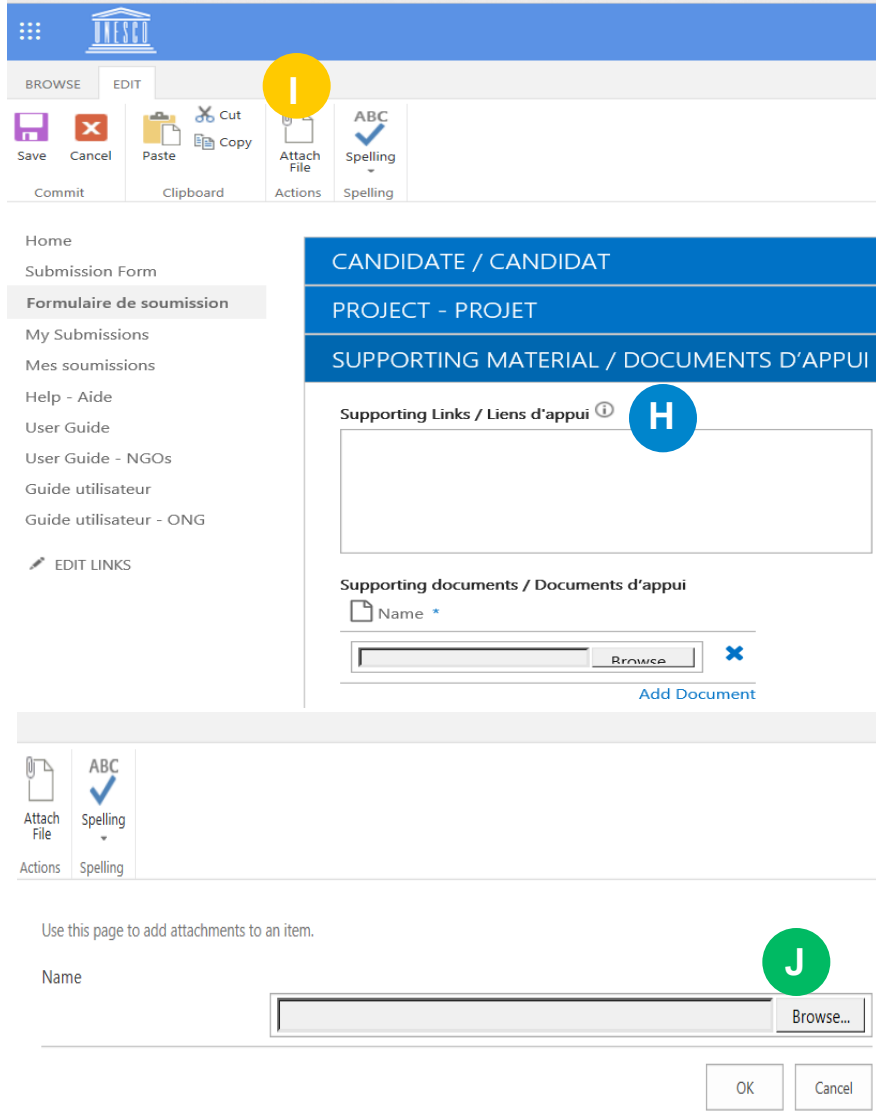


Click on **“Browse”** and select the document from your computer, then click **“OK”**.



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 the UNESCO submission form interface. At the top, there is a navigation bar with the UNESCO logo and a settings icon. Below this is a toolbar with tabs for 'BROWSE' and 'EDIT'. The 'EDIT' tab is active, showing buttons for 'Save', 'Cancel', 'Paste', 'Copy', 'Attach File', and 'Spelling'. A yellow circle with the letter 'I' highlights the 'Attach File' button. Below the toolbar is a sidebar menu with options like 'Home', 'Submission Form', 'Formulaire de soumission', 'My Submissions', 'Mes soumissions', 'Help - Aide', 'User Guide', 'User Guide - NGOs', 'Guide utilisateur', and 'Guide utilisateur - ONG'. The main content area has a blue header with 'CANDIDATE / CANDIDAT', 'PROJECT - PROJET', and 'SUPPORTING MATERIAL / DOCUMENTS D'APPUI'. Below this, there is a section for 'Supporting Links / Liens d'appui' with a yellow circle 'H' and an empty text box. Below that is a section for 'Supporting documents / Documents d'appui' with a 'Name' field, a 'Browse...' button, and an 'Add Document' link. At the bottom, there is a 'Name' field with a 'Browse...' button and 'OK' and 'Cancel' buttons. A green circle with the letter 'J' highlights the 'Browse...' button in the 'Name' field.

- 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 i

(None) L ▼

Permission / Permission i

Yes / Oui

No / Non

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

M- SELECT/SELECTIONNER - ▼

NSaveCancel

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.

➤ In order to transmit your nomination, select **“YES”** for **“Transmit to Permanent Delegation for submission”** 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 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 (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

Transmit to Permanent Delegation for submission / Transmettre à la Délégation permanente pour soumission
- SELECT/SELECTIONNER -

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

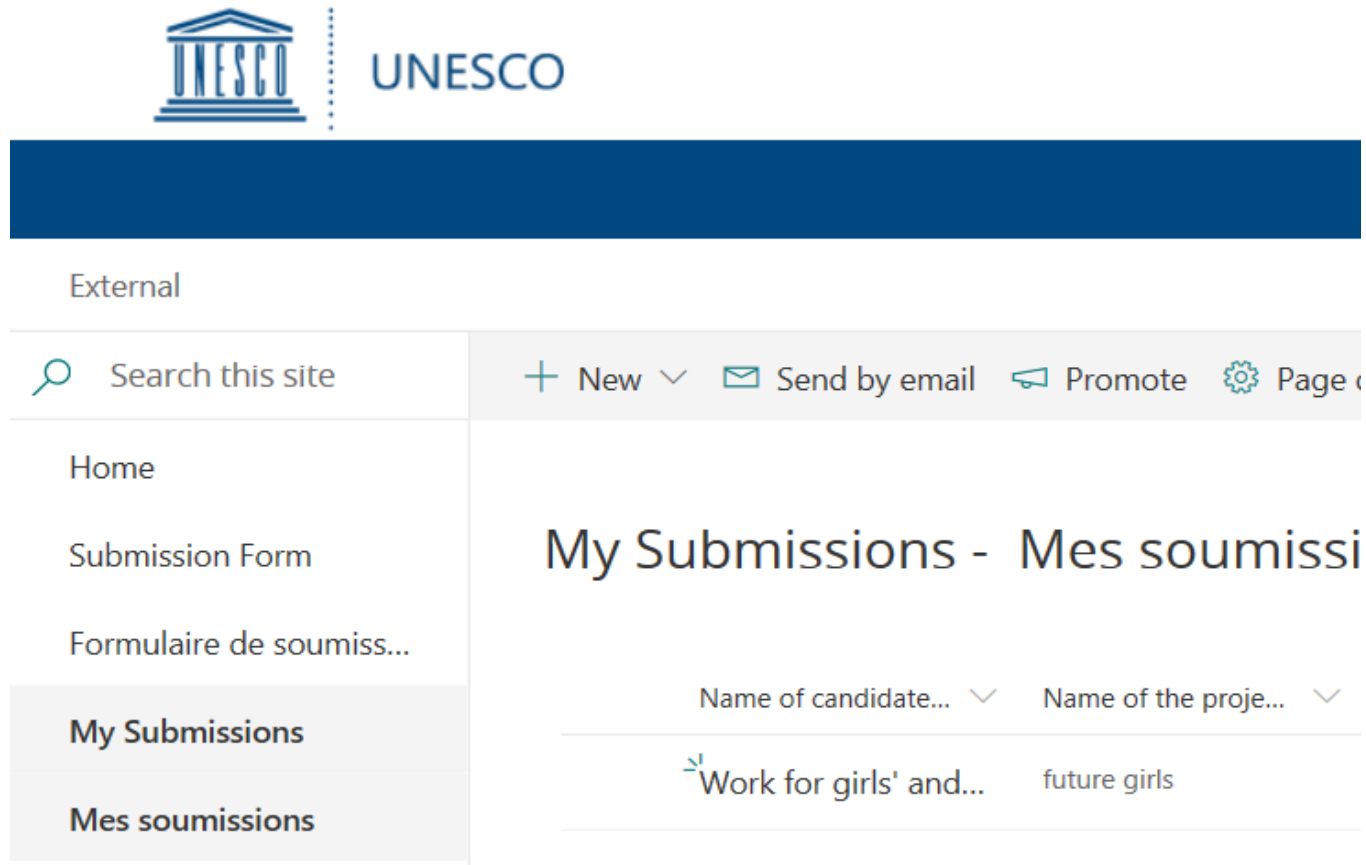
Submit nomination to UNESCO / Soumettre la candidature à l'UNESCO

- 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: 



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... <input type="checkbox"/> | Name of the proje... <input type="checkbox"/> |
|--|---|
|  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
+33 (0)1 45 68 11 34 / 16 22 / 10 08
<http://on.unesco.org/gweprize>



The screenshot shows the UNESCO Prize for Girls' and Women's Education website. At the top, there is a navigation bar with the UNESCO logo and a search bar. Below the navigation bar, there is a sidebar on the left with a list of links: Home, Submission Form, Formulaire de soumission, My Submissions, Mes soumissions, Help - Aide, User Guide - Member States, User Guide - NGOs, Guide utilisateur - Etats membres, Guide utilisateur - ONG, ADMIN, All Submissions 2020, Invite Candidate, Invite NGO, and Edit. The main content area features a large red box with the text "UNESCO PRIZE FOR GIRLS' AND WOMEN'S EDUCATION". To the right of this box, the text reads: "UNESCO Prize for Girls' & Women's Education", "Prix UNESCO pour l'éducation des filles et des femmes", "Call for Nominations now open - Submission deadline 26/05/2021", and "Appel à candidatures desormais ouvert - Date limite de soumission 26/05/2021". Below this, there are two columns of text. The left column describes the prize, stating it honours innovative, outstanding contributions made by individuals, institutions and organizations to advance girls' and women's education. It is funded by the Government of the People's Republic of China and consists of two annual awards of USD 50,000 for each recipient. It was awarded for the first time in 2016. The right column describes the 2021 edition of the prize, stating that 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 2021. At the bottom of the page, there is a link to the "Submission Form" and a link to the "Formulaire de soumission".

9. Requesting help