



UNCT-SWAP GENDER EQUALITY SCORECARD

ANNUAL PROGRESS REPORTING GUIDANCE

October 2021

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1. Introduction

The UNCT-SWAP Gender Equality Scorecard is a globally standardized monitoring and accountability framework that promotes adherence with minimum gender mainstreaming requirements in the work of the UN system at the country level.

The Scorecard was endorsed in 2008 by the United Nations Development Group (now UNSDG) in response to the 2006 UN Chief Executives Board for Coordination (CEB) *Policy on Gender Equality and the Empowerment of Women* ([CEB/2006/2](#)), which called for a system-wide action plan in order to operationalize the strategy of gender mainstreaming at the entity level and in the field. First known as the Gender Scorecard, its focus originally was on joint processes and institutional arrangements at the country level. The UN System-wide Action Plan for Gender Equality and the Empowerment of Women (UN-SWAP) is the equivalent entity-specific accountability framework.

In 2018, the UNCT-SWAP Gender Equality Scorecard (UNCT-SWAP) was updated to reflect new guidance on common country processes in the context of the repositioning agenda of the United Nations Development System, and to enhance alignment with the UN-SWAP. Both SWAPs were expanded at this stage to cover development and normative results tied to the SDGs.

The mandate for UNCTs to implement the UNCT-SWAP emanates from the Quadrennial Comprehensive Policy Review (QCPR) and ECOSOC Resolutions on gender mainstreaming. The 2021-2024 QCPR Resolutions calls upon the UN system to enhance and accelerate gender mainstreaming through the full implementation of the UNCT-SWAP.

UNCT-SWAP reporting follows a two-prong methodology: Comprehensive Assessments occurring at the Cooperation Framework planning stage, and Annual Progress Assessments, as highlighted in the [UNCT-SWAP Gender Equality Scorecard: Framework & Technical Guidance](#) (page 20). This guidance focuses on Annual Progress Assessments.

UNSDG (2019) Cooperation Framework Guidance

“Gender equality and women's empowerment are integral to realizing the 2030 Agenda and all of the SDGs. To integrate a focus on these issues throughout the Cooperation Framework, UN development entities should put gender equality at the heart of programming, driving the active and meaningful participation of both women and men, and consistently empowering women and girls, in line with the minimum requirements agreed upon by the United Nations Sustainable Development Group (UNSDG) in the UNCT System-wide Action Plan (SWAP) Gender Equality Scorecard.”

(Para 20, page 11).

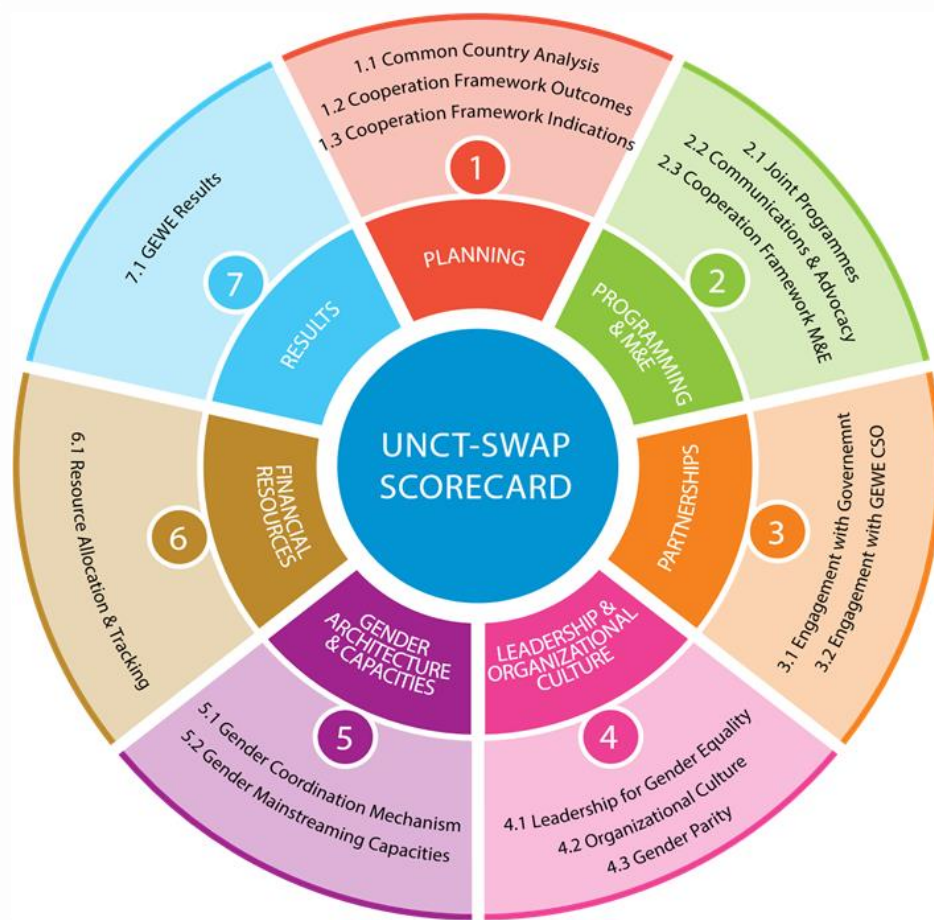
2. General introduction to the UNCT-SWAP Framework

This section provides a brief summary based on the [UNCT-SWAP Gender Equality Scorecard: Framework & Technical Guidance](#), which should be referenced for more detail.

2.1 Performance Dimensions and Indicators

The UNCT-SWAP is structured around seven dimensions and 15 Performance Indicators (PIs) that address key gender equality and empowerment of women and girls' components as agreed by the UNSDG, setting related benchmarks for gender mainstreaming minimum requirements.

Figure 1: UNCT-SWAP Gender Equality Scorecard Performance Dimensions and Indicators



Ratings against minimum UNCT-SWAP requirements allow UNCTs to self-assess and report on their standing with respect to each indicator and aspire towards higher levels of achievement. The four possible scores for each Performance Indicator are as follows:

Missing requirements > **Approaches minimum requirements** > **Meets minimum requirements** > **Exceeds minimum requirements**

If UNCTs fail to achieve the criteria under 'approaching minimum requirements', the indicator is scored as 'missing requirements'. An indicator may score as 'missing requirements' in some cases where achievements have been made, if it nonetheless falls short of the criteria set forth in 'approaches minimum requirements'.

UNCTs should aim to meet minimum requirements in all indicators. However, this should be considered as a starting point, from which UNCTs should aim to strengthen their efforts to achieve better results and exceed minimum requirements.

UNCT-SWAP Performance Indicator ratings and specific criteria against which rating takes place, are explained in the [UNCT-SWAP Gender Equality Scorecard: Framework & Technical Guidance](#).

2.2 Participatory Self-Assessment led by an Interagency Assessment Team

The UNCT-SWAP exercise is a transparent, evidence-based and participatory self-assessment of UN country level gender mainstreaming practices. Its focus is on the joint performance of the UN system at country level, rather than on the achievements of any single entity. The exercise is designed to promote internal dialogue and ownership of results.

The exercise is implemented under the overall guidance of the UNCT. The (re)assessment of Performance Indicators is driven by an Interagency Assessment Team (IAT), which should comprise broad representation of UN entities and participation of key interagency groups¹.

The IAT is led and facilitated by a Coordinator(s), who provides technical support to, and coordinates and consolidates the report. The IAT works collaboratively, selecting which UNCT-SWAP Performance Indicators will be reassessed (minimum 5, as indicated in 3.1 below), then reassessing and reporting on performance. The IAT also consolidates inputs to and prepares a report-back on the implementation of the UNCT-SWAP Action Plan, consolidating inputs on any necessary updates to the Action Plan.

3. UNCT-SWAP Annual Progress Assessments

3.1 Annual Progress Reporting Requirements

UNCT-SWAP reporting takes place one time per Cooperation Framework cycle against all 15 Performance Indicators and **annually against a minimum 5 Performance Indicators** and to **report on progress in implementing the UNCT-SWAP Action Plan**.

The purpose of Annual Progress Assessments is to spur progress by the UN in country toward meeting and exceeding all UNCT-SWAP minimum performance requirements, including through the implementation of the Action Plan, supporting ongoing monitoring of achievements and course corrections needed.

¹ In some countries, the UN Gender Theme Group (UNG TG) has successfully led the exercise, providing a platform for discussions with other UN coordination groups.

In selecting Performance Indicators for reassessment, it is recommended to focus on those areas of performance where improvement is most critically needed. Sometimes performance may remain at the same level, or even regress – which is equally important to capture. Further, while some Performance Indicators lend themselves easily to annual reassessment, the Performance Indicators ratings pertaining to the Planning Dimension are likely to change only when a new Cooperation Framework is developed.

Table 1: Possible Division of Labor for Interagency Assessment of UNCT-SWAP Performance Indicators

UNCT-SWAP Performance Indicators	Possible Focal Points
1.1 CCA 1.2 UNSDCF outcomes	2-3 assessors with gender analysis skills
1.3 UNSDCF indicators 2.3 UNSDCF M&E 7.1 GEWE results	2-3 assessors, including member of the M&E Group and RCO
2.2 Communication & Advocacy 3.1 Engagement w Government 3.2 Engagement w GEWE CSO	2-3 assessors, including members of the UN Communications Group & Gender Theme Group (GTG)
2.1 Joint Programmes 5.1 Gender Coordination Mechanism 5.2 Capacity Development	2-3 assessors, including members of the GTG & Program Management Team
4.2 Organizational Culture 4.3 Gender Parity	2-3 assessors, including members of the Operations Management Team/Human Resources
4.1 Leadership 6.1 Resources	2-3 assessors, including members of the RCO and GTG

Reassessment of Performance Indicators entails the selection of a performance rating and the provision of a justification for why a particular rating has been given. In addition, UNCTs are required to provide supporting evidence and documentation for each Performance Indicator rating, which is uploaded into the reporting platform. The recommended maximum word count for justifications is 300 words per performance indicator. (See **Annex 1** for example).

Reporting on progress in the implementation of the UNCT-SWAP Action Plan is a key part of the UNCT-SWAP annual progress assessment. Where necessary, the UNCT-SWAP Action Plan should also be updated. The IAT, which in itself should represent key interagency groups, should support the collection of updates on Action Plan implementation, as well as any proposed adjustments and additions to the Action Plan, providing these to the Coordinator(s).

Consolidation workshop: The finalization of the Annual Progress Assessment can be conducted through a single consolidation workshop, or through two dedicated workshops or meetings to agree on Performance Indicator ratings on the one hand, and on updates on the implementation of and proposed adjustments and additions to the UNCT-SWAP Action Plan.

3.2 Online reporting through the UNCT-SWAP platform

To support knowledge management, sharing of best practices, and quality assurance of reporting, UN Women as Secretariat for UNCT-SWAP has created an online reporting platform for UNCT-SWAP. In 2020,

annual progress reporting is taking place through this platform. In 2021, the platform will be open also for Comprehensive Assessments, and Performance Indicator ratings, reports and action plans will tabulate from the platform to the UNDCO Information Management System, which incorporates a mandatory section under the Gender Equality Profile for the UNCT-SWAP Performance Indicator ratings.

Access will be provided by the UNCT-SWAP Secretariat for 2-4 UN staff per UNCT to the reporting platform. The focus will be on ensuring that the UNCT-SWAP Coordinator(s) and the Resident Coordinator's Office have access to the platform. Contact information on focal points for whom access should be provided needs to be shared with the global helpdesk (genderscorecard.helpdesk@unwomen.org).

Annex 2 details the sign in process for signing into and reporting via the online platform.

3.3 Specific prompts included in the online UNCT-SWAP reporting system

In order to support trend analysis and verification of findings, the UNCT-SWAP platform incorporates the following specific prompts:

1) Performance Indicator 1.1: Common country analysis integrates gender analysis

If you met requirements for criterion c), provide a list of marginalised or vulnerable groups included in the targeted gender analysis of those furthest behind

Criterion c = CCA or equivalent meets minimum requirements **and** includes **c) Targeted gender analysis of those furthest behind.**

2) Performance Indicator 1.2: Gender equality mainstreamed in Cooperation Framework outcomes

If you met the requirement for criterion b), please identify the gender targeted Cooperation Framework outcome statement(s)

Criterion b = **One Cooperation Framework outcome specifically targets gender equality** in line with the Cooperation Framework Theory of Change and SDG priorities, including SDG 5.

3) Performance Indicator 1.2: Gender equality mainstreamed in Cooperation Framework outcomes

If you met requirements for criterion b), list the titles of active gender equality targeted Joint Programmes

Criterion b = A Joint Programme on promoting gender equality and empowerment of women and girls is operational over current Cooperation Framework period in line with SDG priorities, including SDG 5.

4. Reporting Timeline for Annual Progress Reports²

The timeframe for Annual Progress Reports follows the timeframe for annual reporting in the UNDCO Information Management System (IMS). IMS opens for annual reporting in November and reports are submitted by year end.

In 2021, UNCT-SWAP reporting deadline will align with IMS reporting deadlines. Key milestones to ensure timely reporting comprise:

- **By the end of October:** Submission of UNCT-SWAP platform focal points' contact details to scorecard.helpdesk@unwomen.org (2-4 focal points per UNCT).
- **No later than the end of November:** The draft UNCT-SWAP annual progress report is prepared by the Inter-Agency Assessment Team.
- **No later than the end of November:** UN Women to provide access to the platform to focal points; focal points sign in onto the platform.
- **No later than the 9th December:** Submission of Annual Progress Reports by focal points in UNCT-SWAP platform.
- **No later than the 16th:** Quality assurance by the UNCT-SWAP Technical Secretariat.
- **No later than the 23rd December 2021:** All Annual Progress Reports submitted in final form in UNCT-SWAP platform, together with updated Action Plans (where relevant).

² Comprehensive UNCT-SWAP reports can be submitted at any time through the UNCT-SWAP platform, and should be submitted no later than the 9th of December, to comply with IMS reporting deadlines. (Once reports have been quality assured on the UNCT-SWAP platform, RCOs submit the ratings and final reports through UN INFO/IMS).

Annex 1: Example of UNCT-SWAP Performance Indicator 1.1 assessment

Indicator: 1.1 CCA	Rating: <i>Missing minimum requirements</i>
<p data-bbox="203 331 509 363">Findings and Explanation</p> <p data-bbox="203 405 1351 506"><i>Although the CCA includes some elements of gender analysis and sex-disaggregated data, it does not approach the minimum requirements, as it does not include gender analysis or sex-disaggregated data across the majority of sectors.</i></p> <p data-bbox="251 548 1351 863">a) <i>Gender analysis is evidenced across the <u>majority</u> of sectors including underlying causes of gender inequality and discrimination line with SDG priorities including SDG 5. <u>Not met.</u> Gender analysis is strongly present in only 3 of the 9 sectors –human development and SDGs; labour and employment; poverty, marginalization and vulnerability. Gender analysis is weakly present in 3 out of the 9 sectors –economy; education and health. Gender analysis is absent in 3 out of the 9 sectors –climate change and environment; governance, safety and security; development management. The CCA includes reference to international conventions, including CEDAW. No analysis of UNCT comparative advantage to address gender inequality.</i></p> <p data-bbox="251 905 1351 1073">b) <i>Some sex-disaggregated and gender sensitive data. <u>Met.</u> Some use of sex-disaggregated data where data was deemed to be available. Disaggregated data was provided mainly in agriculture employment, labour force participation, young women unemployment, gender pay gap. However, no disaggregation for sectors like industry; climate change, environment; governance; development management.</i></p>	

Annex 2: UNCT-SWAP reporting platform – sign in and reporting


(2-4 focal points per UNCT recommended)

A. SIGN IN

Step A1: Sign-in

- ❑ Go to <https://unswap.unwomen.org/>
- ❑ Focal Points reporting for the first time need to click on the “Sign up now” hyperlink.

Note: Moving forward: once you have an existing account, sign in using your email and password.

Step 1 

Sign in with UN Women account

[UN Women Staff Login](#)

or

Sign in with your existing account

Email Address

Password [Forgot your password?](#)

[Sign in](#)

Don't have an account? [Sign up now](#)

Step A2: New User Sign In

- ❑ Please fill in all the required information
- ❑ Don't forget to press on “Send verification code”
- ❑ If verification code is not available in the inbox, make sure to check junk/spam mail.

Step 2

Email Address [Send verification code](#)

New Password

Confirm New Password

Display Name

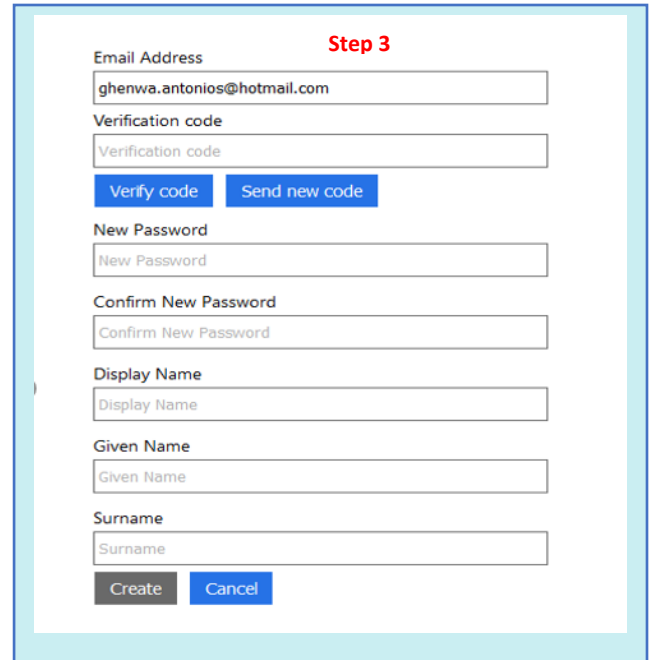
Given Name

Surname

[Create](#) [Cancel](#)

Step A3: New User Sign In

- Please fill in all the required information
- Don't forget to press **Send new code**
- Make sure to check junk/spam mail for the code
- Once the verification code is sent to your email, make sure to type it in and press **Verify Code**
- Once all the boxes have been filled and the verification is completed, you will be able to create your account



The screenshot shows a web form titled "Step 3" for creating a new user account. The form includes the following fields and buttons:

- Email Address:** A text input field containing "ghenwa.antonios@hotmail.com".
- Verification code:** A text input field containing "Verification code". Below it are two buttons: "Verify code" and "Send new code".
- New Password:** A text input field containing "New Password".
- Confirm New Password:** A text input field containing "Confirm New Password".
- Display Name:** A text input field containing "Display Name".
- Given Name:** A text input field containing "Given Name".
- Surname:** A text input field containing "Surname".
- At the bottom, there are two buttons: "Create" and "Cancel".

Step A4: New User Sign In

- Once your account has been created and you sign in, you will be asked for:
 - Your UN Country Team name
 - Your accountability tool (in this case UNCT-SWAP GE Scorecard: **Annual Reporting**).
- The information will be sent to The Help Desk (genderscorecard.helpdesk@unwomen.org), which will respond within 1-2 business days to grant you access to the reporting system.
- You will receive an email indicating that access has been granted.
- You can then begin reporting online!

B. REPORTING

Step B1: Select the annual reporting framework to begin reporting

- Enter the online platform (<https://unswap.unwomen.org/>) and select the annual reporting framework from the Home page (UNCT-SWAP GE Scorecard: **Annual Reporting**).
- Your Country Team report will appear.
- Click on edit (pencil icon) to open the report. You can now begin reporting.
(Next page)

United Nations System-wide Action Plan on Gender Equality and the Empowerment of Women (UN-SWAP) Reporting Platform

Framework Report Configuration

UNCT-SWAP GE Scorecard Annual Rep... 2019 Select Countries

Search Clear Add Edit Report Due Date

	Framework Na...	Entity	Country	Report Year	Open Date	Due Date	Actions
<input type="checkbox"/>	UNCT-SWAP GE Scorecard Annual Reporting		United States	2019	01-Jan-2019	31-Dec-2019	
<input type="checkbox"/>	UNCT-SWAP GE Scorecard Annual Reporting		United Kingdom	2019	01-Jan-2019	31-Dec-2019	

Step B2: Performance Indicator reporting

- Once you open the report, the page will automatically land on the first performance indicator (“Common Country Analysis Integrates Gender Analysis”).
- If you did not reassess this Performance Indicator as part of the Annual Progress Assessment, click on the rating of your comprehensive report, the justification for which will automatically appear.
- The next question will ask you if you reassessed the Performance Indicator (click “no” if you did not).
- As you fill in the report, remember to:
 - List key evidence** that supports the ratings and justifications.
 - Upload key evidence** (uploaded documents will immediately be available on the Knowledge Hub unless you deselect the checkbox under “Share with the Hub”).
 - Save at the bottom of each page** before moving to the next Performance Indicator.

Country Report Knowledge Hub Resources Annual Report Cards Data Analysis Reports Admin

1. PLANNING 2. PROGRAMMING M&E 3. PARTNERSHIPS 4. LEADERSHIP & ORGANIZATIONAL CULTURE

5. GENDER ARCHITECTURE & CAPACITIES 6. RESOURCES 7. RESULTS PROCESS & ACTION PLAN ADDITIONAL COMMENTS

Exceeds Minimum Requirements	Meets Minimum Requirements	Approaches Minimum Requirements
<ul style="list-style-type: none"> CCA or equivalent meets minimum requirements and includes c) Targeted gender analysis of those furthest behind. 	<ul style="list-style-type: none"> CCA or equivalent includes: a) Gender analysis across all sectors, including underlying causes of gender inequality and discrimination in line with SDG priorities, including SDG 5; and b) Consistent sex-disaggregated and gender sensitive data. 	<ul style="list-style-type: none"> CCA or equivalent includes: a) Gender analysis across the majority of sectors, including underlying causes of gender inequality and discrimination in line with SDG priorities, including SDG 5; and b) Some sex-disaggregated and gender sensitive data.

Performance Indicator Rating Selection *

Missing Requirements
 Approaches Minimum Requirements
 Meets Minimum Requirements
 Exceeds Minimum Requirements

Did you reassess the Performance Indicator in this reporting year? *
desp

No X

Step B3: Assessment process and action plan

- C. Once you have completed the entries for the Performance Indicators, click on the **process and action plan** tab and fill out the required fields:
 - a. Describe the process through which the assessment was conducted;
 - b. List the coordinators and entities that participated on the Interagency Assessment Team (IAT).
- D. **Action Plan – annual progress report:** Enter any agreed adjustments and additions to the action points. Provide a brief report-back on activities undertaken in the reporting year, vis-à-vis the action points.
- E. Upload your Action Plan. (If you have revised your Action Plan as part of annual progress reporting, upload the revised version).
- F. Upload your finalized UNCT-SWAP Report.
- G. You may enter any additional comments, including on country context, in the final field.

Step B4: Submission of UNCT-SWAP annual progress report

- The submission button will only appear once the required information for all performance indicators has been filled in.
- Green checkmarks will appear next to each performance indicator once all required information for that indicator has been saved.
- Performance indicators without a green checkmark indicate that one or more fields have not been completed. These missing fields will be highlighted when you click on the Performance Indicator.

Step B5: Quality Assurance

- Once the report is submitted, the UN Women Help Desk will begin the quality assurance process, to ensure accuracy of the ratings and the inclusion of required justifications and evidence.
- Analysis of the report quality and revision requests are captured and shared on the platform with the UNCT's registered focal points.
- You and other UNCT-SWAP focal points will automatically receive a message once the UN Women Help Desk has reviewed and provided feedback on your report.