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# **2024 UN-SWAP 2.0 DATA COLLECTION TABLE**

# **How to use the reporting matrix:** Kindly note, all 2023 data can be copied to 2024 with the "Copy Data" button on the indicator page.

The UN-SWAP reporting platform has been developed to harmonize reporting and systematize information availability on gender-relevant policy and practice. This includes:

a. a rating of performance against minimum standards, justification for the rating given, an action plan for maintaining or improving ratings

b. a narrative further explaining progress and challenges related to gender equality and the empowerment of women

Focal Points from each UN entity have been appointed to lead the internal coordination of UN-SWAP reporting. Relevant departments/offices will be responsible, however, for reporting on indicators that fall under their core responsibilities. As such, please fill out the following reporting matrix and narrative for the Performance Indicator(s) in your area of work. Information from this table will be used by your Focal Point to feed directly into the web-based reporting system**.**

**The UN-SWAP rating system consists of five levels:**

* Exceeds requirements
* Meets requirements
* Approaches requirements
* Missing
* Not applicable

**In addition to identifying the Performance Indicator rating level, the following information must be submitted to support the rating:**

- Explanation of why the rating has been given, including supporting documentation (list of recommended attachments in annex 1 on page 53. Note that the following formats are accepted: Word, PowerPoint, Excel, PDF and Images.

- For Hyperlinks/URLs, please copy them into a document in any of the valid formats and then upload it.

**UN-SWAP reporting requires the submission of Action Plans to maintain or improve ratings for all indicators, including:**

- Action points for maintaining or improving rating

- Timeline for maintaining or improving rating [(year(s) and month(s)]

- Responsibility for follow-up

- Resources required ($ figure) and use of funds. Please indicate if the funds are expected to be available for the required action or will need to be mobilized. **\* Indicates Mandatory Field**

**A. RESULTS-BASED MANAGEMENT**

# **PI 1: Strategic planning gender-related SDG results**

|  |  |  |  |
| --- | --- | --- | --- |
| **Missing or n/a** | **Approaches requirements** | **Meets requirements** | **Exceeds requirements** |
|  | 1a. Main strategic planning document includes at least one high-level result on gender equality and the empowerment of women which will contribute to meeting SDG targets, and reference to SDG 5 targets | 1bi. Main strategic planning document includes at least one high-level result on gender equality and the empowerment of women which will contribute to meeting SDG targets, and reference to SDG 5 targets **and**1bii. Entity has achieved or is on track to achieve the high-level result on gender equality and the empowerment of women | 1ci. Main strategic planning document includes at least one high-level transformative result on gender equality and the empowerment of women which will contribute to meeting SDG targets, and reference to SDG 5 targets**and**1cii. Entity has achieved or is on track to achieve the high-level transformative result on gender equality and the empowerment of women |
| **1. Performance Indicator Rating Selection\***☐ Exceeds requirements☐ Meets requirements ☐ Approaches requirements☐ Missing☐ Not Applicable**2. EXPLANATION (for all ratings):****Please provide an explanation of why the rating has been given, including data sources\* Please note there could be more than one question, depending on the number of requirements in the selected rating.** Where there is more than one requirement for a Performance Indicator, UN entities should report on each of the requirements relevant to the rating. The reporting platform provides with mandatory explanation boxes for each requirement. ***Exceeds:***1ci. Main strategic planning document includes at least one high level transformative result on gender equality and the empowerment of women which will contribute to meeting SDG targets, and reference to SDG 5 targets. (Max:800 Words) \*1cii. Entity has achieved or is on track to achieve the high-level transformative result on gender equality and the empowerment of women. (Max:800 Words) \****Meets:*** 1bi. Main strategic planning document includes at least one high level result on gender equality and the empowerment of women which will contribute to meeting SDG targets, and reference to SDG 5 targets. (Max:800 Words) \*1bii. Entity has achieved or is on track to achieve the high-level result on gender equality and the empowerment of women. (Max:800 Words) \****Approaches:***1ai. Main strategic planning document includes at least one high level result on gender equality and the empowerment of women which will contribute to meeting SDG targets, and reference to SDG 5 targets. (Max:800 Words) \****Missing/Not Applicable:***Explanation of why this rating has been given (Max:400 Words) \***3. For “Exceeds” “Meets” “Approaches”, and “Missing”:****The following table shows the inputs entities are required to provide in the UN-SWAP platform if the rating is “approaches”, “meets” or “exceeds”. For entities rating “missing”, you may choose to provide input based on the key results achieved in the past year, or to enter “no information available”.**

|  |  |
| --- | --- |
| **Mandatory input in online reporting system** | **Instructions** |
| 1. High-level result(s) on gender equality and empowerment of women (Max:800 words) \*  | Extract the exact results statement directly from main strategic planning document and include them here. If there is no results statement in the main strategic planning document, the rating should be “missing”. |
| 2. Achievement in year/s (Max:800 words) (No longer mandatoryas of 2021) | Note briefly progress towards the result, based on relevant indicator(s) and/or measures in the main strategic planning document  |
| 3. Internal evidence base (non-Secretariat) – include attachments and page numbers (Max:800 words) \*  |  E.g., entity report on main strategic plan |
| 4. Internal assessment of progress using entity assessment methodology for reporting on its main strategic planning document (Max:800 words) (No longer mandatory as of 2021) | E.g., not on track, on track, achieved |
| 5. Specific SDG(s), target(s) and indicators to which the high-level result contributes \*  | Using the two drop down menus available on the platform, please select all relevant Sustainable Development Goals and the accompanying targets and indicators that your entity’s high-level results on gender equality contributed to in the current reporting cycle. Kindly note that if you only select at the goal level, all targets under the goal will be automatically selected. As such, for better accuracy, **please indicate all relevant targets and indicators**. |
| 6. Typology of UN system-wide contributions to support the achievement of gender equality and the empowerment of women and girls in the context of the SDGs \* | The reporting platform includes **a drop-down box with 8 areas for contributions**. This was created to support aggregating results at the system-wide level. With regard to the entity’s high-level gender-related SDG results, please select **a maximum of three areas** and prioritize them by importance1. UN System Change2. Access to gender-responsive services 3. Financing for GEEW4. Women’s engagement and participation5. Women’s economic empowerment6. Eliminate all forms of violence against all women and girls7. Norms and Standards 8. Knowledge A detailed explanation of the typology of current UN system-wide contributions to support the achievement of gender equality and the empowerment of women and girls in the context of the SDGs can be found in the UN-SWAP 2.0 Technical guidance (pages 31-32).  |
| 7. Narrative on results to be completed by all entities (Max:800 words) \*:Complement the UN-SWAP rating noted above with a narrative on results illustrating the high-level result achieved. Organize the narrative by the typology of UN system-wide contributions (see above). Select a maximum of three areas in order of priority of focus and highlight which have been selected. In the narrative, make sure to establish the link between the high-level result and the SDGs. Include both targeted and mainstreamed results here.The narrative should also include reference to contributions to achieving SDG 5 results as appropriate. Please respond to these two questions:* What was achieved? The narrative should focus specifically on how programming has supported the **achievement of GEEW results**, rather than on activities such as for example the number of trainings held.
* How was the result achieved and how were barriers to promotion of GEEW overcome (e.g., inter-agency cooperation, strong partnerships, leadership by Member States, etc.)
 |
| 8. Emerging crisis and global challenges, including COVID-19 crisis, response and recovery (No longer mandatory) | In regard to emerging crisis and global challenges, as well as COVID-19 and their impact on GEEW, please select the most relevant contribution from the reporting entity in 2023* Contribution to the delivery of a health response
* Contribution to address the socioeconomic, humanitarian and human rights aspects of the crisis
* Contribution to a recovery process addressing the climate crisis, inequalities, exclusion, and gaps in social protection systems
* Other
 |
| 9. In alignment with the previous selection, describe specific focus of existing gender-related strategic work as well as new activities and deliverables in response to emerging crisis and global challenges (No longer mandatory) |

***Below questions are for “approaches” only*** (No longer mandatory as of 2021):If the “approaches requirements” rating is chosen, entities may want to explain the progress made by using a qualitative scale and to provide the rationale for that qualitative rating. The table below provide the explanation of four additional qualitative ratings for entities approaching requirements in Performance Indicator 1. . The reporting platform includes a dropdown with the below choices. (No longer mandatory) Please rate progress made using the qualitative ratings in the menu below: (No longer mandatory as of 2021)**Please explain why this specific qualitative rating was chosen (Max:200 Words)** (No longer mandatory as of 2021)

|  |  |  |  |
| --- | --- | --- | --- |
| Very limited progress  | Limited progress  | Some progress  | Reasonable progress but not on track  |
| Use this sub-rating when progress towards meeting the GEEW result is largely stalled. | Use this sub-rating when movement towards meeting the result has started but considerably more effort is required. | Use this sub-rating when there is some movement towards meeting the result but there is still some distance to go. | Use this sub-rating when your entity is getting close to meeting the result but is not yet on track. |

\* **UN-SWAP 3.0 Baseline Questions – For ALL RATINGS except NOT APPLICABLE****“Intersectional gender analysis”:**1. (GEAP) Has an intersectional gender analysis, incorporating sex-disaggregated data, been carried out throughout the entity’s strategic planning process? YES/NO \*
2. If YES, please provide a brief explanation and upload evidence if available. If NO, please indicate what would be needed to meet this requirement and by which year it can be achieved, if not in 2024? (Max: 400 words)

**“Adequate resources”:**1. (GEAP) Are adequate resources, both human and financial, for implementation of the gender-related high-level results(s) allocated/described in the main strategic planning document? YES/NO \*
2. If YES, please provide a brief explanation and upload evidence if available. If NO, please indicate what would be needed to meet this requirement and by which year it can be achieved, if not in 2024? (Max: 400 words)

**“Indicators”:**1. Do indicators in the strategic planning document and/or related results framework integrate a gender perspective? YES/NO \*
2. If YES, please provide a brief explanation and upload evidence if available. If NO, please indicate what would be needed to meet this requirement and by which year it can be achieved, if not in 2024? (Max: 400 words)
3. **All entities are required to complete an Action Plan irrespective of the rating selected, except for “not applicable” ratings:**
4. Action points (Max: 800 words) \*
5. Responsibility for follow-up (Max: 800 words) \*:

3. Resources required (US$) \*: 4. Use of funds (please note if the funds are expected to be available for the required action or will need to be mobilized) (Max: 800 words)\*:5. Timeline for improvement [(year(s) and month(s)] \*: **5. Please submit supporting documentation** (Only Word, PowerPoint, Excel, PDF and Images)The uploaded documents will be immediately available on the UN-SWAP Knowledge Hub unless you deselect the checkbox under “Share to Hub”. If you need to add Hyperlinks/URLs, please copy them into a document in any of the valid formats and then upload.Examples of documents to attach to substantiate reporting: * Strategic Plan/Strategic Framework or equivalent
* Management Plan
* Report on progress against results and indicators, e.g., to the Governing Body
* Donor reports
 |

# **PI 2: Reporting on gender-related SDG results**

|  |  |  |  |
| --- | --- | --- | --- |
| **Missing or n/a** | **Approaches requirements** | **Meets requirements** | **Exceeds requirements** |
|  | 2ai. Entity RBM system provides guidance on measuring and reporting on results related to gender equality and the empowerment of women**or**2aii. Systematic use of sex-disaggregated data in strategic plan reporting. | 2bi. Reporting to the Governing Body or equivalent on the high level result on gender equality and the empowerment of women which will contribute to meeting SDG targets, including SDG 5**and**2bii. Systematic use of sex-disaggregated data in strategic plan reporting. | 2ci. Reporting to the Governing Body or equivalent on the high-level result on gender equality and the empowerment of women which will contribute to meeting SDG targets, including SDG 5**and**2cii. Systematic use of sex-disaggregated data in strategic plan reporting**and** 2ciii. Reporting every two years to the Governing Body or equivalent on implementation of the entity’s gender equality and empowerment of women policy. |
| **1. Performance Indicator Rating Selection\***☐ Exceeds requirements☐ Meets requirements ☐ Approaches requirements☐ Missing☐ Not Applicable**2. EXPLANATION (for all ratings):****Please provide explanation of why rating has been given, including data sources (800 words maximum) \*Please note there could be more than one question, depending on the number of requirements in the selected rating** Where there are more than one requirement to a Performance Indicator, UN entities should report on each of the requirements relevant to the selected rating. The reporting platform provides with mandatory explanation boxes for each requirement.***Exceeds:***2ci. Reporting to the Governing Body or equivalent on the high level result on gender equality and the empowerment of women which will contribute to meeting SDG targets, including SDG 5. (Max:800 Words) \*2cii. Systematic use of sex-disaggregated data in strategic plan reporting. (Max:800 Words) \*2ciii. Reporting every two years to the Governing Body or equivalent on implementation of the entity’s gender equality and empowerment of women policy. (Max:800 Words) \****Meets:***2bi. Reporting to the Governing Body or equivalent on the high level result on gender equality and the empowerment of women which will contribute to meeting SDG targets, including SDG 5. (Max:800 Words) \*2bii. Systematic use of sex-disaggregated data in strategic plan reporting. (Max:800 Words) \****Approaches:***2ai. Entity RBM system provides guidance on measuring and reporting on results related to gender equality and the empowerment of women. (Max:800 Words) \*2aii. Systematic use of sex-disaggregated data in strategic plan reporting. (Max:800 Words) \****Missing/Not Applicable:***Explanation of why this rating has been given (Max:400 Words) \***3. (For approaching requirements only) please select which requirement the entity fulfils\*:** - Entity RBM system provides guidance on measuring and reporting on results related to gender equality and the empowerment of women - Systematic use of sex-disaggregated data in strategic plan reporting**4. For all ratings: to what extent does the entity communicate UN-SWAP results?\*** a. Reporting to Governing body or equivalent  b. Internally (e.g. email, Intranet) c. Externally (e.g. website, donors) – please provide hyperlink if publicly available d. Other **And, please provide any further details and include hyperlinks if publicly available: (Max:200 Words)**\* **UN-SWAP 3.0 Baseline Questions – For ALL RATINGS except NOT APPLICABLE****“Guidance on measuring and reporting gender-related SDG results”:**1. (GEAP) Has a guidance on measuring and reporting gender-related SDG results -- including but not limited to utilizing an intersectional approach and sex-disaggregated data – been developed and provided by the Entity Strategic Planning Unit or equivalent? YES/NO \*
2. If YES, please provide a brief explanation and upload evidence if available. If NO, please indicate what would be needed to meet this requirement and by which year it can be achieved, if not in 2024? (Max: 400 words)

**“Gender analysis informs the allocation of adequate resources for GEWE”**1. Does gender analysis inform the allocation of adequate resources for gender equality and the empowerment of women in your entity? YES/NO \*
2. If YES, please provide a brief explanation and upload evidence if available. If NO, please indicate what would be needed to meet this requirement and by which year it can be achieved, if not in 2024? (Max: 400 words)

**5. For all ratings except “not applicable”** (No longer mandatory)**:****Has the entity’s work in this field been impacted by the COVID-19 crisis or other emerging crisis during the reporting period? YES/NO** (No longer mandatory)**(If yes): Please briefly explain how the work has been impacted (300 words maximum)** (No longer mandatory)**6. All entities are required to complete an Action Plan irrespective of the rating selected, except for “not applicable” ratings:**1. Action points (Max: 800 words) \*
2. Responsibility for follow-up (Max: 800 words) \*:
3. Resources required (US$) \*:
4. Use of funds (please note if the funds are expected to be available for the required action or will need to be mobilized) (Max: 800 words) \*
5. Timeline for improvement [(year(s) and month(s)] \*:

**7. Please submit supporting documentation** (Only Word, PowerPoint, Excel, PDF and Images)The uploaded documents will be immediately available on the UN-SWAP Knowledge Hub unless you deselect the checkbox under “Share to Hub”. If you need to add Hyperlinks/URLs, please copy them into a document in any of the valid formats and then upload it.Examples of documents to attach to substantiate reporting:* Entity RBM system guidance on measuring and reporting on GEEW
* Governing Body report that includes systematic use of sex-disaggregated data in Strategic Plan reporting (e.g. Annual report)
 |

# **PI 3: Programmatic gender-related SDG results not directly captured in the strategic plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Missing or n/a** | **Approaches requirements** | **Meets requirements** | **Exceeds requirements** |
|  | 3a. Results on gender equality and the empowerment of women are consistently included in programmatic initiative planning documents. | 3b. Programmatic results on gender equality and the empowerment of women are met or on track to be met. | 3ci. Programmatic results on gender equality and the empowerment of women are met or on track to be me**and**3cii. Programmatic initiatives consistently include transformative gender equality and the empowerment of women results. |
| **1. Performance Indicator Rating Selection\***☐ Exceeds requirements☐ Meets requirements ☐ Approaches requirements☐ Missing☐ Not Applicable**2. EXPLANATION (for all ratings):****Please provide explanation of why rating has been given, including data sources (800 words maximum) \* Please note there could be more than one question, depending on the number of requirements for the selected rating.** Where there are more than one requirement to a Performance Indicator, UN entities should report on each of the relevant requirements for the selected rating. The reporting platform [provides with mandatory explanation boxes for each relevant requirement. ***Exceeds:***3ci. Programmatic results on gender equality and the empowerment of women are met or on track to be met. (Max:800 Words) \*3cii. Programmatic initiatives consistently include transformative gender equality and the empowerment of women results. (Max:800 Words) \****Meets:***3b. Programmatic results on gender equality and the empowerment of women are met or on track to be met. (Max:800 Words) \****Approaches:***3a. Results on gender equality and the empowerment of women are consistently included in programmatic initiative planning documents. (Max:800 Words) \****Missing/Not Applicable:***Explanation of why this rating has been given (Max:400 Words) \***3. For “Exceeds” “Meets” “Approaches” and “Missing”:****The following table shows the inputs entities are required to provide in the UN-SWAP platform for “approaches”, “meets” and “exceeds” ratings. For entities rating “missing”, you may choose to provide input based on the key results achieved in the past year, or to enter “no information available”.**

|  |  |
| --- | --- |
| **Mandatory input in online reporting system** | **Instructions** |
| 1. Result(s) on gender equality and empowerment of women (Max:800 Words) \* | Extract directly from the programmatic initiative planning document(s) and include the results statement here, or include in a separate attachment |
| 2. Achievement in year/s (Max:800 Words) (No longer mandatory as of 2021) | Note briefly progress towards the result, based on indicator(s) and/or measures in the programmatic initiative planning document(s) |
| 3. Internal evidence base - include attachments and page numbers (Max:800 Words) \* | E.g., reports to donors |
| 4. Internal assessment of progress using entity assessment methodology for reporting (Max:800 Words) (No longer mandatory as of 2021) | E.g., not on track, on track, achieved |
| 5. Specific SDG target(s) and indicators to which result contributes\*  | Using the two drop down menus available on the platform, please select all relevant Sustainable Development Goals and the accompanying targets and indicators that your entity’s programmatic results on gender equality contributed to in the current reporting cycle. Kindly note that if you only select at the goal level, all targets under the goal will be automatically selected. As such, for better accuracy, **please indicate all relevant targets and indicators.** |
|  |  |
| 6. UN system-wide contributions to support the achievement of gender equality and the empowerment of women and girls in the context of the SDGs \* | The reporting platform includes **a drop-down box with 8 areas for contributions**. This was created to support aggregating results at the system-wide level. With regard to the entity’s high-level gender-related SDG results, please select **a maximum of three areas** and prioritize them by importance1. UN System Change2. Access to gender-responsive services 3. Financing for GEEW4. Women’s engagement and participation5. Women’s economic empowerment6. Eliminate all forms of violence against all women and girls7. Norms and Standards 8. Knowledge A detailed explanation of the typology of UN system-wide contributions to support the achievement of gender equality and the empowerment of women and girls in the context of the SDGs, can be found in the UN-SWAP Technical guidance (pages 31-32).  |
| 7. Narrative on results to be completed by all entities (Max:800 Words) \*:Complement the UN-SWAP rating noted above with a narrative on results illustrating the result achieved. Organize the narrative by the typology of UN system-wide contributions (see above). Select a maximum of three areas in order of priority of focus and highlight which have been selected. In the narrative, make sure to establish the link between the result and the SDGs. Include both targeted and mainstreamed results here. The narrative should also include reference to contributions to achieving SDG 5 results.The narrative should also include reference to contributions to achieving SDG 5 results as appropriate. Please respond to these two questions:* What was achieved? The narrative should focus specifically on how programming has supported the **achievement of GEEW results**, rather than on activities such as for example the number of trainings held.
* How was the result achieved and how were barriers to promotion of GEEW overcome (e.g., inter-agency cooperation, strong partnerships, leadership by Member States, etc.)
 |
| 8. Emerging crisis and global challenges, including COVID-19 response and recovery (No longer mandatory) | In regard to emerging crisis and global challenges, as well as COVID-19, and their impact on GEEW, please select the most relevant contribution from the reporting entity in the reporting period(No longer mandatory)* Contribution to the delivery of a health response
* Contribution to address the socioeconomic, humanitarian and human rights aspects of the crisis
* Contribution to a recovery process addressing the climate crisis, inequalities, exclusion and gaps in social protection systems
 |
| 9. In alignment with the previous selection, describe specific focus of existing gender-related programmatic work as well as new activities and deliverables in response to crisis and emergencies (No longer mandatory) |

\* \* **UN-SWAP 3.0 Baseline Questions – For ALL RATINGS INCLUDED NOT APPLICABLE****“Joint initiatives and/ or joint programmes”:**1. (GEAP) Does your entity contribute to gender-related results through joint initiatives and/ or joint programmes or equivalent? YES/NO \*
2. If YES, please provide a brief explanation and upload evidence if available. If NO, please indicate what would be needed to meet this requirement and by which year it can be achieved, if not in 2024? (Max: 400 words)

**4. All entities are required to complete an Action Plan irrespective of the rating selected, except for “not applicable” ratings:**1. Action points (Max: 800 words) \*
2. Responsibility for follow-up (Max: 800 words) \*:
3. Resources required (US$) \*:
4. Use of funds (please note if the funds are already available for the required action or will need to be mobilized) (Max: 800 Words)\*:
5. Timeline for improvement [(year(s) and month(s)] \*:

**5. Please submit supporting documentation** (Only Word, PowerPoint, Excel, PDF and Images)The uploaded documents will be immediately available on the UN-SWAP Knowledge Hub unless you deselect the checkbox under “Share to Hub”. If you need to add Hyperlinks/URLs, please copy them into a document in any of the valid formats and then upload.Examples of documents to attach to substantiate reporting:* Gender marker data compiled (x% of projects are rated at least GEM 2/2a or GEM 3/2b)
* Annual reports and/or donor reports demonstrating that results have been met
 |

**B. Oversight**

# **PI 4: Evaluation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Missing or n/a** | **Approaches requirements** | **Meets requirements** | **Exceeds requirements** |
|  | 4a. Meets some of the UNEG gender-related norms and standards in the UNEG Guidance on Integrating Human Rights and Gender Equality in Evaluations | 4bi. Meets the UNEG gender equality related norms and standards **and** 4bii. Applies the UNEG Guidance onIntegrating Human Rights and Gender Equality in evaluation during all phases of the evaluation | 4ci. Meets the UNEG gender equality -related norms and standards **and**4cii. Applies the UNEG Guidance on Integrating Human Rights and Gender Equality in Evaluations during all phases of the evaluation**and**4cii. Conducts at least one evaluation to assess corporate performance on gender mainstreaming or equivalent every 5-8 years |
| **1. Performance Indicator Rating Selection\***☐ Exceeds requirements☐ Meets requirements ☐ Approaches requirements☐ Missing☐ Not Applicable**2. EXPLANATION (for all ratings):****Please provide explanation of why rating has been given, including data sources (800 words maximum) \* Please note there could be more than one question, depending on the number of requirements for rating an entity selects.** Where there are multiple requirements to a Performance Indicator, UN entities are required to report on each of the requirements. The reporting platform has mandatory explanation boxes for each requirement of the Indicator. ***Exceeds:***4ci. Meets the UNEG gender equality - related norms and standards. (Max:800 Words) \*4cii. Applies the UNEG Guidance on Integrating Human Rights and Gender Equality in Evaluations during all phases of the evaluation. (Max:800 Words) \*4ciii. Conducts at least one evaluation to assess corporate performance on gender mainstreaming or equivalent every 5-8 years. (Max:800 Words) \****Meets:***4bi. Meets the UNEG gender equality - related norms and standards. (Max:800 Words) \*4bii. Applies the UNEG Guidance on Integrating Human Rights and Gender Equality in evaluation during all phases of the evaluation. (Max:800 Words) \****Approaches:***4a. Meets some of the UNEG gender equality-related norms and standards in the UNEG Guidance on Integrating Human Rights and Gender Equality in Evaluations. (Max:800 Words) \****Missing/Not Applicable:***Explanation of why this rating has been given (Max:400 Words) \***3. (for all ratings except “not applicable”): What modality was used for the assessment? \***a. Self-assessment b. Peer review c. External**4. For all ratings except “not applicable”** (No longer mandatory)***:*****Has the entity’s work in this field been impacted by the COVID-19 crisis or other emerging crisis during the reporting period? YES/NO** (No longer mandatory)**(If yes): Please briefly explain how the work has been impacted (300 words maximum)** (No longer mandatory)**5. All entities are required to complete an Action Plan irrespective of the rating selected, except for “not applicable” ratings:**1. Action points (Max: 800 words) \*
2. Responsibility for follow-up (Max: 800 words) \*:
3. Resources required (US$) \*:
4. Use of funds (please note if the funds are already available for the required action or will need to be mobilized) (Max: 800 words)\*:
5. Timeline for improvement [(year(s) and month(s)] \*:

**6. Please submit supporting documentation** (Only Word, PowerPoint, Excel, PDF and Images)The uploaded documents will be immediately available on the UN-SWAP Knowledge Hub unless you deselect the checkbox under “Share to Hub”. If you need to add Hyperlinks/URLs, please copy them into a document in any of the valid formats and then upload.Examples of documents to attach to substantiate reporting:1. Aggregated/meta-evaluations
2. Completed UN-SWAP Evaluation Scorecards
3. Report of corporate gender mainstreaming evaluation
4. Management response to the corporate gender mainstreaming evaluation
 |

# **PI 5: Audit**

|  |  |  |  |
| --- | --- | --- | --- |
| **Missing or n/a** | **Approaches requirements** | **Meets requirements** | **Exceeds requirements** |
|  | 5a. Consultation takes place with the gender focal point/ department on risks related to gender equality and the empowerment of women, as part of the risk-based audit annual planning cycle | 5b. Based on risks assessments at engagement level, internal audit departments have developed tools for auditing gender equality and the empowerment of women related issues (e.g.policy compliance, quality of reporting etc.) and apply these as appropriate in all relevant audit phases | 5ci. Relevant gender equality findings are systematically presented in annual reports of the internal audit departments**and**5cii. Internal audit departments undertake a targeted audit engagement related to gender equality and the empowerment of women at least once every five years |
| **1. Performance Indicator Rating Selection\***☐ Exceeds requirements☐ Meets requirements ☐ Approaches requirements☐ Missing☐ Not Applicable**2. EXPLANATION (for all ratings):****Please provide explanation of why rating has been given, including data sources (800 words maximum) \* - could be multiple questions, depending on the rating an entity selects.** Where there are multiple requirements to a Performance Indicator, UN entities are required to report on each of the requirements. The reporting platform has mandatory explanation boxes for each requirement of the Indicator. ***Exceeds:***5ci. Relevant gender equality findings are systematically presented in annual reports of the internal audit departments. (Max:800 Words) \*5cii. Internal audit departments undertake a targeted audit engagement related to gender equality and the empowerment of women at least once every five years. (Max:800 Words) \****Meets:***5b. Based on risks assessments at engagement level, internal audit departments have developed tools for auditing gender equality and the empowerment of women related issues (e.g. policy compliance, quality of reporting etc.) and apply these as appropriate in all relevant audit phases. (Max:800 Words) \****Approaches:***5a. Consultation takes place with the gender focal point/ department on risks related to gender equality and the empowerment of women, as part of the risk based audit annual planning cycle. (Max:800 Words) \****Missing/Not Applicable:***Explanation of why this rating has been given (Max:400 Words) \***3. For all ratings except “not applicable”**(No longer mandatory)***:*****Has the entity’s work in this field been impacted by the COVID-19 crisis or other emerging crisis during the reporting period? YES/NO** (No longer mandatory)**(If yes): Please briefly explain how the work has been impacted (300 words maximum)**(No longer mandatory)**ACTION PLAN****4. All entities are required to complete an Action Plan irrespective of the rating selected, except for “not applicable” ratings:**1. Action points (Max: 800 words) \*
2. Responsibility for follow-up (Max: 800 words) \*:
3. Resources required (US$) \*:
4. Use of funds (please note if the funds are already available for the required action or will need to be mobilized) (Max: 800 Words\*):
5. Timeline for improvement [(year(s) and month(s)]\*:

**Please submit supporting documentation** (Only Word, PowerPoint, Excel, PDF and Images)The uploaded documents will be immediately available on the UN-SWAP Knowledge Hub unless you deselect the checkbox under “Share to Hub”. If you need to add Hyperlinks/URLs, please copy them into a document in any of the valid formats and then upload.Examples of documents to attach to substantiate reporting:* Tools used for auditing GEEW-related issues
* Annual audit reports
* Report of targeted audit
 |

**C. Accountability**

# **PI 6: Policy**

|  |  |  |  |
| --- | --- | --- | --- |
| **Missing or n/a** | **Approaches requirements** | **Meets requirements** | **Exceeds requirements** |
|  | 6a. Policies and plans being developed on gender equality and women’s empowerment, including gender mainstreaming and the equal representation of women. | 6b. Up to date policies and plans implemented on gender equality and women’s empowerment, including gender mainstreaming and the equal representation of women. | 6ci. Up to date policies and plans implemented on gender equality and women’s empowerment, including gender mainstreaming and the equal representation of women.**and**6cii. Specific senior level mechanism in place for ensuring accountability for promotion of gender equality and the empowerment of women. |
| **1. Performance Indicator Rating Selection\***☐ Exceeds requirements☐ Meets requirements ☐ Approaches requirements☐ Missing☐ Not Applicable**2. EXPLANATION (for all ratings):****Please provide explanation of why rating has been given, including data sources (800 words maximum) \* - could be multiple questions, depending on the rating an entity selects.** Where there are multiple requirements to a Performance Indicator, UN entities are required to report on each of the requirements. The reporting platform has mandatory explanation boxes for each requirement of the indicator. ***Exceeds:***6ci. Up to date policies and plans implemented on gender equality and women’s empowerment, including gender mainstreaming and the equal representation of women. (Max:800 Words) \*6cii. Specific senior level mechanism in place for ensuring accountability for promotion of gender equality and the empowerment of women. (Max:800 Words) \****Meets:***6b. Up to date policies and plans implemented on gender equality and women’s empowerment, including gender mainstreaming and the equal representation of women. (Max:800 Words) \****Approaches:***6a. Policies and plans being developed on gender equality and women’s empowerment, including gender mainstreaming and the equal representation of women. (Max:800 Words) \****Missing/Not Applicable:***Explanation of why this rating has been given (Max:400 Words) \***3. For “Exceeds”and “Meets”****Please indicate the year when your entity’s gender policy and plans conclude**\* **UN-SWAP 3.0 Baseline Questions – For MEETING and EXCEEDING ratings only****“Costed action plan”:**1. Does your entity’s gender policy have a costed action plan in place? YES/NO \*
2. If YES, please provide a brief explanation and upload evidence if available. If NO, please indicate what would be needed to meet this requirement and by which year it can be achieved, if not in 2024? (Max: 400 words)

**“Adequate resources disbursed”:**1. Has your entity disbursed adequate resources for implementation of the gender equality policy/policies or equivalent? YES/NO \*
2. If YES, please provide a brief explanation and upload evidence if available. If NO, please indicate what would be needed to meet this requirement and by which year it can be achieved, if not in 2024? (Max: 400 words)

**4. For all ratings except “not applicable”** (No longer mandatory)***:*****Has the entity’s work in this field been impacted by the COVID-19 crisis or other emerging crisis during the reporting period? YES/NO** (No longer mandatory)**(If yes): Please briefly explain how the work has been impacted (300 words maximum)** (No longer mandatory)**5. All entities are required to complete the following Action Plan irrespective of the rating selected, except for “not applicable” ratings:**Action Plan:1. Action Points for Improvement (Max: 800 words) \*
2. Responsibility for follow-up (Max: 800 words) \*:
3. Resources Required (US$) \*:
4. Use of funds (please note if the funds are already available for the required action or will need to be mobilized) (Max: 800 Words):
5. Timeline for improvement [(year(s) and month(s) \*:

**6. Please submit supporting documentation** (Only Word, PowerPoint, Excel, PDF and Images) The uploaded documents will be immediately available on the UN-SWAP Knowledge Hub unless you deselect the checkbox under “Share to Hub”. If you need to add Hyperlinks/URLs, please copy them into a document in any of the valid formats and then upload.Examples of documents to attach to substantiate reporting (please include website links if available): 1. Gender mainstreaming policy/strategy
2. Gender Action Plan/Implementation plan
3. Gender parity strategy
4. Documents to demonstrate that the policy is being monitored, for instance Gender Steering Board or Senior Management Team meeting minutes or agenda
5. Senior level mechanism for accountability for promoting GEWE (e.g., Gender Steering Board TORs/agenda/minutes, Compact including GEWE goals)
 |

# **PI 7: Leadership**

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| --- | --- | --- | --- |
| **Missing or n/a** | **Approaches requirements** | **Meets requirements** | **Exceeds requirements** |
|  | 7a. Senior managers internally champion gender equality and the empowerment of women. | 7b. Senior managers internally and publicly champion gender equality and the empowerment of women. | 7ci. Senior managers internally and publicly champion gender equality and the empowerment of women**and**7cii. Senior managers proactively promote improvements in UN-SWAP Performance Indicators where requirements are not met/exceeded. |
| **1. Performance Indicator Rating Selection\***☐ Exceeds requirements☐ Meets requirements ☐ Approaches requirements☐ Missing☐ Not Applicable**2. EXPLANATION (for all ratings):****Please provide explanation of why rating has been given, including data sources (800 words maximum) \* - could be multiple questions, depending on the rating an entity selects.** Where there are multiple requirements to a Performance Indicator, UN entities are required to report on each of the requirements. The reporting platform has mandatory explanation boxes for each requirement of the Indicator. ***Exceeds:***7ci. Senior managers internally and publicly champion gender equality and the empowerment of women. (Max:800 Words) \*7cii. Senior managers proactively promote improvements in UN-SWAP Performance Indicators where requirements are not met/exceeded. (Max:800 Words) \****Meets:***7b. Senior managers internally and publicly champion gender equality and the empowerment of women. (Max:800 Words) \****Approaches:***7a. Senior managers internally champion gender equality and the empowerment of women. (Max:800 Words) \****Missing/Not Applicable:*****3. For “Exceeds” “Meets”:**Advocates for gender equality and the empowerment of women in at least two of the following areas: \*The **drop-down menu** includes five areas. Please elaborate your selection and provide supporting documentation related to all selected areas.1. Articulate in a public speech or equivalent, other than a speech on International Women’s Day, a clear vision of how the entity gender equality and empowerment of women mandate will be achieved. (*This should go beyond references to women and men to specific reference to how the entity will address gender inequalities.)*
2. Advocate with other UN entities concerning the importance of promoting gender equality and the empowerment of women. (*The evidence base will be minutes of the CEB, HLCM, HLCP and UNSDG, and minutes of inter-agency meetings or equivalent.)*
3. Promote equal representation of women in delegations to Governing Bodies, assemblies and/or intergovernmental for a.
4. Promote mentoring programmes on gender equality and the empowerment of women for in particular for the senior management team or equivalent.
5. Ensure that substantive attention to gender equality and the empowerment of women is included in all relevant engagements of senior managers. *(The evidence base will be agendas of meetings, representation on panels and any other evidence from engagements.)*

Please elaborate your selection below. (Max:800 Words) \*Ensures that accountability mechanisms are enforced so that the entity reaches equal representation of women in staffing within an appropriate time-frame, in particular at the P4 or equivalent level. (Max:300 Words) \*Prioritizes funds for achieving the entity’s gender equality and the empowerment of women mandate through advocating for additional funds, and/or reallocating internal funds, consistent with decision-making authority (Max:300 Words) \***4. For “Approaches”:**Actively challenges gender bias within the entity to promote attitudinal change. (Max:300 Words) \*Articulates a vision of the ways in which the entity will support the promotion of gender equality and the empowerment of women as a central UN norm, and ensure that organizational goals reflect this (Max:300 Words) \*\* **UN-SWAP 3.0 Baseline Questions – For ALL RATINGS except NOT APPLICABLE****~~“~~Push forward~~”~~**1. (GEAP) Does senior leadership proactively address the push back against gender equality and the empowerment of women both internally and/or publicly? YES/NO \*
2. If YES, please provide a brief explanation and upload evidence if available. If NO, please indicate what would be needed to meet this requirement and by which year it can be achieved, if not in 2024? (Max: 400 words)

**“Entity’s accountability”**1. (GEAP) Is there a senior level Gender Steering and Implementation Committee or equivalent in your entity to enhance the entity’s progress, learning and accountability for achieving results related to the gender equality policies? YES/NO \*
2. If YES, please provide a brief explanation and upload evidence if available. If NO, please indicate what would be needed to meet this requirement and by which year it can be achieved, if not in 2024? (Max: 400 words)

**“Head of Gender Unit or equivalent – participating in senior management meetings”**1. (GEAP) Does the Head of Gender Unit or equivalent participate in senior management team meetings, as relevant? YES/NO \*
2. If YES, please provide a brief explanation and upload evidence if available. If NO, please indicate what would be needed to meet this requirement and by which year it can be achieved, if not in 2024? (Max: 400 words)

**“Head of the Gender Unit or equivalent – reporting lines”**1. Does the Head of the Gender Unit or equivalent have a direct reporting line to senior leadership? YES/NO \*
2. If YES, please provide a brief explanation and upload evidence if available. If NO, please indicate what would be needed to meet this requirement and by which year it can be achieved, if not in 2024? (Max: 400 words)

**5. For all ratings except “not applicable”** (No longer mandatory)***:*****Has the entity’s work in this field been impacted by the COVID-19 crisis or other emerging crisis during the reporting period? YES/NO**(No longer mandatory)**(If yes): Please briefly explain how the work has been impacted (300 words maximum)** (No longer mandatory)**5. All entities are required to complete an Action Plan irrespective of the rating selected, except for “not applicable” ratings:**1. Action points (Max: 800 words) \*
2. Responsibility for follow-up (Max: 800 words) \*:
3. Resources required (US$) \*:
4. Use of funds (please note if the funds are already available for the required action or will need to be mobilized) (Max: 800 words):
5. Timeline for improvement [(year(s) and month(s)] \*:

**6. Please submit supporting documentation** (Only Word, PowerPoint, Excel, PDF and Images)The uploaded documents will be immediately available on the UN-SWAP Knowledge Hub unless you deselect the checkbox under “Share to Hub”. If you need to add Hyperlinks/URLs, please copy them into a document in any of the valid formats and then upload.Examples of documents to attach to substantiate reporting:1. Minutes of CEB, HLCM, HLCP, UNSDG
2. Governing body minutes
3. Senior Management Team meeting agenda/minutes
4. Speeches
5. Townhall recap
6. All-staff emails from senior management
 |

# **PI 8: Gender-responsive performance management**

|  |  |  |  |
| --- | --- | --- | --- |
| **Missing or n/a** | **Approaches requirements** | **Meets requirements** | **Exceeds requirements** |
|  | 8a. The entity’s core values and/or competencies being revised to include assessment of gender equality and the empowerment of women. | 8b. Assessment of gender equality and the empowerment of women integrated into core values and/or competencies for all staff, with a particular focus on levels P4 or equivalent and above. | 8ci. Assessment of gender equality and the empowerment of women integrated into core values and/or competencies for all staff, with a particular focus on levels P4 or equivalent and above including decision making positions in all Committees, Missions and Advisory Bodies**and**8cii. System of recognition in place for excellent work promoting gender equality and women’s empowerment. |
| **1. Performance Indicator Rating Selection\***☐ Exceeds requirements☐ Meets requirements ☐ Approaches requirements☐ Missing☐ Not Applicable**2. EXPLANATION (for all ratings):****Please provide explanation of why rating has been given, including data sources (800 words maximum) \* - could be multiple questions, depending on the rating an entity selects.** Where there are multiple requirements to a Performance Indicator, UN entities are required to report on each of the requirements. The reporting platform has mandatory explanation boxes for each requirement of the Indicator. ***Exceeds:***8ci. Assessment of gender equality and the empowerment of women integrated into core values and/or competencies for all staff, with a particular focus on levels P4 or equivalent and above including decision making positions in all Committees, Missions and Advisory Bodies. (Max:800 Words) \*8cii. System of recognition in place for excellent work promoting gender equality and women’s empowerment. (Max:800 Words) \****Meets:***8b. Assessment of gender equality and the empowerment of women integrated into core values and/or competencies for all staff, with a particular focus on levels P4 or equivalent and above. (Max:800 Words) \****Approaches:***8a. The entity’s core values and/or competencies being revised to include assessment of gender equality and the empowerment of women. (Max:800 Words) \****Missing/Not Applicable:***Explanation of why this rating has been given (Max:400 Words) \*\* **UN-SWAP 3.0 Baseline Questions – For ALL RATINGS except NOT APPLICABLE****“Entity senior leadership are held accountable”**1. Are senior leadership held accountable for entity performance against the gender equality policies or equivalent? YES/NO \*
2. If YES, please provide a brief explanation and upload evidence if available. If NO, please indicate what would be needed to meet this requirement and by which year it can be achieved, if not in 2024? (Max: 400 words)

**“Knowledge or experience in gender equality is embedded as a desirable competency”:**1. Is the knowledge or experience in gender equality embedded as a desirable competency in relevant Job Descriptions/ Terms of Reference and recruitment processes? YES/NO \*
2. If YES, please provide a brief explanation and upload evidence if available. If NO, please indicate what would be needed to meet this requirement and by which year it can be achieved, if not in 2024? (Max: 400 words)

**“A proven track record”**1. (GEAP) Is a requirement for a proven track record in gender equality and the empowerment of women included in senior appointments? YES/NO \*
2. If YES, please provide a brief explanation and upload evidence if available. If NO, please indicate what would be needed to meet this requirement and by which year it can be achieved, if not in 2024? (Max: 400 words)

**“Senior leadership acts on feedback”**1. Does Senior leadership receive feedback on their gender-responsive leadership through recurring and confidential staff surveys and/or 360-degree feedback mechanisms or equivalent? YES/NO \*
2. If YES, please provide a brief explanation and upload evidence if available. If NO, please indicate what would be needed to meet this requirement and by which year it can be achieved, if not in 2024? (Max: 400 words)

**3. For all ratings except “not applicable”** (No longer mandatory)***:*****Has the entity’s work in this field been impacted by the COVID-19 crisis or other emerging crisis during the reporting period? YES/NO**(No longer mandatory)**(If yes): Please briefly explain how the work has been impacted (300 words maximum)** (No longer mandatory)**4. All entities are required to complete an Action Plan irrespective of the rating selected, except for “not applicable” ratings:**1. Action points (Max: 800 words) \*
2. Responsibility for follow-up (Max: 800 words) \*:
3. Resources required (US$) \*:
4. Use of funds (please note if the funds are already available for the required action or will need to be mobilized) (Max: 800 words):
5. Timeline for improvement [(year(s) and month(s)] \*:

**5. Please submit supporting documentation** (Only Word, PowerPoint, Excel, PDF and Images)The uploaded documents will be immediately available on the UN-SWAP Knowledge Hub unless you deselect the checkbox under “Share to Hub”. If you need to add Hyperlinks/URLs, please copy them into a document in any of the valid formats and then upload.Examples of documents to attach to substantiate reporting:1. Core values and competencies
2. System of recognition
 |

**D. Human and financial resources**

# **PI 9: Financial Resource Tracking**

|  |  |  |  |
| --- | --- | --- | --- |
| **Missing or n/a** | **Approaches requirements** | **Meets requirements** | **Exceeds requirements** |
|  | 9a. Working towards a financial resource tracking mechanism to quantify disbursement of funds that promote gender equality and women’s empowerment  | 9b. Financial resource tracking mechanism in use to quantify disbursement of funds that promote gender equality and women’s empowerment  | 9ci. Financial resource tracking mechanism in use to quantify disbursement of funds that promote gender equality and women’s empowerment **and**9cii. Results of financial resource tracking influences central strategic planning concerning budget allocation |
| **1. Performance Indicator Rating Selection\***☐ Exceeds requirements☐ Meets requirements ☐ Approaches requirements☐ Missing☐ Not Applicable**2. EXPLANATION (for all ratings):****Please provide explanation of why rating has been given, including data sources (800 words maximum) \* - could be multiple questions, depending on the rating an entity selects.** Where there are multiple requirements to a Performance Indicator, UN entities are required to report on each of the requirements. The reporting platform has mandatory explanation boxes for each requirement of the Indicator. ***Exceeds:***9ci. Financial resource tracking mechanism in use to quantify disbursement of funds that promote gender equality and women’s empowerment. (Max:800 Words) \*9cii. Results of financial resource tracking influences central strategic planning concerning budget allocation. (Max:800 Words) \****Meets:***9b. Financial resource tracking mechanism in use to quantify disbursement of funds that promote gender equality and women’s empowerment. (Max:800 Words) \****Approaches:***9a. Working towards a financial resource tracking mechanism to quantify disbursement of funds that promote gender equality and women’s empowerment. (Max:800 Words) \****Missing/Not Applicable:***Explanation of why this rating has been given (Max:400 Words) \***3. For “Exceeds” “Meets” and partially for “Approaches”.** **If the entity uses gender equality markers as a financial tracking mechanism, please respond to the following questions** *(mandatory for meeting and exceeding requirements, and partially mandatory for approaching requirements) \*:* 1). Which type of scale **is used** (for entities meeting/exceeding requirements) **or will be used** *(for entities approaching requirements)*1. 0-1-2-3
2. 0-1-2a-2b
3. Other / please describe (Max:200 Words):

 2). In which areas or budget sources does the entity apply the Gender equality markers? **(only for entities exceeding/meeting requirement)**1. all budget sources
2. only non-core budget or voluntary contributions (extra-budgetary sources for Secretariat entities)
3. Other / please describe:

 3). The gender marker system is used for…. Multiple selection allowed**(only for entities exceeding/meeting requirement)**1. **planning** *(to ensure Gender Equality and the Empowerment of Women (GEWE) is enhanced/considered during the planning phase of a project/programme, thus improving the quality of interventions)*
2. **estimate financial allocations** *(to ensure adequate budgetary allocations to support the achievement of GEWE results)*
3. **financial tracking of budgets** *(to track budgets on GEWE, it enables a more accurate measure of actual funds spent on gender equality, GEM needs to be integrated in the entity’s ERP)*
4. **capacity building** *(GEM helps to promote GEWE by inserting discussions of gender mainstreaming into programming and budgetary decisions)*
5. **mobilizing resources for gender equality** *(identifies gaps between policy and financial commitments, supports increased financial resources for GEWE)*
6. **Other / please describe:**

  4). Which ERP is used in your entity? (**For entities meeting or exceeding requirements**, please select the ERP that includes the gender marker. **For entities approaching requirements**, please select the ERP that will include the gender marker)1. UMOJA IPMR
2. Atlas/Quantum
3. Other / please describe:

 5). Has there been guidance and training on the use of gender markers in the entity in the reporting year? **(Only for entities exceeding/meeting requirement)**1. yes
2. no

 6). Which department is in charge of quality assurance gender markers in the entity? **(Only for entities exceeding/meeting requirement)**1. Budget office
2. Gender office
3. Gender office in collaboration with the Budget office
4. Other / please describe:

7). **Only for entities exceeding/meeting requirement:**1. Funding allocated by the entity to gender-targeted project and interventions (GEM 3/2b) in the most recent period (amount in US dollars) excluding staff costs:
2. Please provide the percentage that the funding allocated to GEM 3/2b represents of the total Budget (please indicate what budget is taken as reference - entity’s budget, programmatic budget, etc.)
3. Please explain how the funding allocated to GEM 3/2b has been calculated

*(Example: USD 30,000,000 has been allocated to GEM 3 projects (gender equality as the principal objective). This amount has been calculated taking into account all the expenditures for projects rated as GEM 3, noting that the GEM is applied at the project level.*\* **UN-SWAP 3.0 Baseline Questions – For MEETING and EXCEEDING ratings only****“Quality assurance”**1. Is quality assurance for the application of the GEM implemented? And supported through capacity building and guidance? YES/NO \*
2. If YES, please provide a brief explanation and upload evidence if available. If NO, please indicate what would be needed to meet this requirement and by which year it can be achieved, if not in 2024? (Max: 400 words)

**“Quality-assured financial information”**1. Is quality-assured financial information based on the GEM reported to governing bodies or elsewhere? YES/NO \*
2. If YES, please provide a brief explanation and upload evidence if available. If NO, please indicate what would be needed to meet this requirement and by which year it can be achieved, if not in 2024? (Max: 400 words)

**4. For all ratings except “not applicable”** (No longer mandatory):**Has the entity’s work in this field been impacted by the COVID-19 crisis or other emerging crisis during the reporting period? YES/NO** (No longer mandatory)**(If yes): Please briefly explain how the work has been impacted (300 words maximum)** (No longer mandatory)**5. All entities are required to complete an Action Plan irrespective of the rating selected, except for “not applicable” ratings:**1. Action points (Max: 800 words) \*
2. Responsibility for follow-up (Max: 800 words) \*:
3. Resources required (US$) \*:
4. Use of funds (please note if the funds are expected to be available for the required action or will need to be mobilized) (Max: 800 words) \*:
5. Timeline for improvement [(year(s) and month(s)] \*:

**6. Please submit supporting documentation** (Only Word, PowerPoint, Excel, PDF and Images)The uploaded documents will be immediately available on the UN-SWAP Knowledge Hub unless you deselect the checkbox under “Share to Hub”. If you need to add Hyperlinks/URLs, please copy them into a document in any of the valid formats and then upload.Examples of documents to attach to substantiate reporting:1. Information extracted from financial resource tracking (budgeting and expenditures for gender equality results)
2. Internal guidance or policy on how to code expenditure and allocations according to the gender marker categories
3. Meeting minutes to demonstrate decisions based on financial resource tracking data
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# **PI 10: Financial Resource Allocation**

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| --- | --- | --- | --- |
| **Missing or n/a** | **Approaches requirements** | **Meets requirements** | **Exceeds requirements** |
|  | 10a. Financial benchmark is set for implementation of the gender equality and women’s empowerment mandate. | 10b. Financial benchmark for resource allocation for gender equality and women’s empowerment mandate is met. | 10c. Financial benchmark for resource allocation for gender equality and women’s empowerment mandate is exceeded. |
| **1. Performance Indicator Rating Selection\***☐ Exceeds requirements☐ Meets requirements ☐ Approaches requirements☐ Missing☐ Not Applicable**2. EXPLANATION (for all ratings):****Please provide explanation of why rating has been given, including data sources (800 words maximum) \* - could be multiple questions, depending on the rating an entity selects.** Where there are multiple requirements to a Performance Indicator, UN entities are required to report on each of the requirements. The reporting platform has mandatory explanation boxes for each requirement of the Indicator. ***Exceeds:***10c. Financial benchmark for resource allocation for gender equality and women’s empowerment mandate is exceeded. (Max:800 Words) \****Meets:***10b. Financial benchmark for resource allocation for gender equality and women’s empowerment mandate is met. (Max:800 Words) \****Approaches:***10a. Financial benchmark is set for implementation of the gender equality and women’s empowerment mandate. (Max:800 Words) \**To approach requirements, entities need to have already set a benchmark on GEWE, which is reflected in a corporate document, even if the benchmark is expressed numerically and a percentage has not yet been set. If entities are still working to define their benchmarks, the adequate rating is missing.* ***Missing/Not Applicable:***Explanation of why this rating has been given (Max:400 Words) \***3. For “Exceeds” “Meets” “Approaches” and “Missing”:****UN-SWAP reporting collects data on total entity revenue and financial allocations in each entity:**1. Total entity revenue in USD in the most recent reporting year? \* *(total revenues of all classifications in the entity)*
2. If you have a gender unit or department, please indicate its financial allocation (excluding staff cost). \* *(question rephrased for better clarification) (This refers to the budget of the Gender Unit that is not allocated to staff costs but dedicated to implement initiatives or coordinating programmes led by the Gender Unit)*
3. If you have gender advisors or specialists, please indicate their financial allocation (excluding staff cost). \* *(question rephrased for better clarification) (This refers to the budget that is allocated to gender advisors/specialists (those that are not part of the gender unit) to implement initiatives or programmes led or coordinated by them but not to cover their staff costs).*

**4. For “Exceeds” “Meets” “Approaches”:****If the entity has financial benchmarks for GEEW, please respond to the following questions** *\*:*1. What is the financial benchmark for GEEW? \* *(entities approaching requirements can provide the financial benchmark in numerical or percentage terms; entities meeting or exceeding requirements need to provide the financial benchmark in percentage terms).*
2. How was the benchmark established? \* (e.g., part of the Strategic Plan, in the Gender Policy, approval by the governing body)
3. Percentage of financial resources spent on GEEW in the most recent reporting year \*
4. How is this percentage calculated? \* *(please provide a formula including budget sources and to which gender marker scores it refers (e.g., proportion of programmatic expenditure for activities classified as GEM 3/2b over total programmatic expenditure in the year).*

\* **UN-SWAP 3.0 Baseline Questions – For ALL RATINGS except NOT APPLICABLE** **“(GEM 3/2B) - met”**1. (GEAP) Has your entity established a financial target for gender equality and the empowerment of women as a principal objective (GEM 3)? Has it been met? YES/NO \*
2. If YES, please provide a brief explanation and upload evidence if available. If NO, please indicate what would be needed to meet this requirement and by which year it can be achieved, if not in 2024? (Max: 400 words)

**“(GEM 2/2A)”**1. Has your entity established a financial target for activities contributing significantly to gender equality and the empowerment of women? Has it been met? (GEM 2/2A)? YES/NO \*
2. If YES, please provide a brief explanation and upload evidence if available. If NO, please indicate what would be needed to meet this requirement and by which year it can be achieved, if not in 2024? (Max: 400 words)

**“GEM 0”**1. (GEAP) Does your entity develop a financial and narrative report (standalone or as part of another report) linking funding to specific gender-related results and ensuring there is a justification for activities considered GEM 0? YES/NO \*
2. If YES, please provide a brief explanation and upload evidence if available. If NO, please indicate what would be needed to meet this requirement and by which year it can be achieved, if not in 2024? (Max: 400 words)

**5. For all ratings except “not applicable”** (No longer mandatory)***:*****Has the entity’s work in this field been impacted by the COVID-19 crisis or other emerging crisis during the reporting period? YES/NO** (No longer mandatory)**(If yes): Please briefly explain how the work has been impacted (300 words maximum)** (No longer mandatory)**6. All entities are required to complete an Action Plan irrespective of the rating selected, except for “not applicable” ratings:**1. Action points (Max: 800 words) \*
2. Responsibility for follow-up (Max: 800 words) \*:
3. Resources required (US$) \*:
4. Use of funds (please note if the funds are already available for the required action or will need to be mobilized) (Max: 800 words) \*:
5. Timeline for improvement [(year(s) and month(s)] \*:

**7. Please submit supporting documentation** (Only Word, PowerPoint, Excel, PDF and Images)The uploaded documents will be immediately available on the UN-SWAP Knowledge Hub unless you deselect the checkbox under “Share to Hub”. If you need to add Hyperlinks/URLs, please copy them into a document in any of the valid formats and then upload.Examples of documents to attach to substantiate reporting:1. Document that demonstrates that a financial benchmark has been set for the entity’s activities to promote GEEW during a specific period
2. Financial tracking/monitoring data
3. Information on specific budget allocations for GEEW
 |

# **PI 11: Gender Architecture**

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| --- | --- | --- | --- |
| **Missing or n/a** | **Approaches requirements** | **Meets requirements** | **Exceeds requirements** |
|  | 11a. Gender focal points or equivalent at HQ, regional and country levels are: a. designated from staff level P4 and above b. have written terms of reference c. at least 20 per cent of their time is allocated to gender focal point functions. | 11bi. Gender focal points or equivalent at HQ, regional and country levels are: a. designated from staff level P4 and above for both mainstreaming and representation of women b. have written terms of reference c. at least 20 per cent of their time is allocated to gender focal point functions**and**11bii. Gender department/unit is fully resourced according to the entity mandate. | 11ci. Gender focal points or equivalent at HQ, regional and country levels are: a. designated from staff level P5 or equivalent and above for both mainstreaming and representation of women b. have written terms of reference c. at least 20 per cent of their time is allocated to gender focal point functions d. specific funds are allocated to support gender focal point networking**and**11cii. Gender department/unit is fully resourced according to the entity mandate. |
| **1. Performance Indicator Rating Selection\***☐Exceeds requirements☐ Meets requirements ☐ Approaches requirements☐ Missing☐ Not Applicable**2. EXPLANATION (for all ratings):****Please provide explanation of why rating has been given, including data sources (800 words maximum) \* - could be multiple questions, depending on the rating an entity selects.** Where there are multiple requirements to a Performance Indicator, UN entities are required to report on each of the requirements. The reporting platform has mandatory explanation boxes for each requirement of the Indicator. ***Exceeds:***11ci. Gender focal points or equivalent at HQ, regional and country levels are: a. designated from staff level P5 or equivalent and above for both mainstreaming and representation of women b. have written terms of reference c. at least 20 per cent of their time is allocated to gender focal point functions d. specific funds are allocated to support gender focal point networking. (Max:800 Words) \*11cii. Gender department/unit is fully resourced according to the entity mandate. (Max:800 Words) \****Meets:***11bi. Gender focal points or equivalent at HQ, regional and country levels are: a. designated from staff level **P4 or equivalent and above** for both mainstreaming and representation of women b. have written terms of reference c. at least 20 per cent of their time is allocated to gender focal point functions. (Max:800 Words) \*11bii. Gender department/unit is fully resourced according to the entity mandate. (Max:800 Words) \***Notes for small entities:****Small entities that do not have a gender unit can meet requirements**, as long as they are able to explain that they have a well-functioning gender architecture, with adequate resources according to the entity mandate, and provide evidence of that.***Approaches:***11a. Gender focal points or equivalent at HQ, regional and country levels are: a. designated from staff level **P4 or equivalent and above** b. have written terms of reference c. at least 20 per cent of their time is allocated to gender focal point functions. (Max:800 Words) \****Missing/Not Applicable:***Explanation of why this rating has been given (Max:400 Words) \***3. For “Exceeds” “Meets” “Approaches” and “Missing”:****1) To close the data gap and provide justification for the rating selection, UN-SWAP reporting requests the following data on financial and human resources for gender mainstreaming in each reporting entity\*:**1. Total number of entity staff *(part time or full-time staff, no consultants)*
2. Total cost of all entity staff *(total financial “spend” for staff members payable by the entity)*

**2) Entities with a Gender Unit or similar:*** Does the entity have a Gender Unit?\* Yes/No *(Gender Unit or Equivalent (Office, Department, Branch, etc.) personnel are individuals working in organizational units charged with coordinating the entity's work on GEWE through providing strategic support for the development of policies, projects, capacity building and strategic initiatives, etc)*
* If YES: *(If your answer is NO, below questions will still be mandatory but you may choose to enter 0 and Not Applicable)*
	+ Total number of staff in the gender unit
	+ Total staff cost of gender unit
	+ Has the remit of the gender unit recently expanded to address other cross-cutting issues than GEWE?\* Yes/No

If YES: the gender unit addresses cross-cutting issues in addition to GEWE, please select all that apply\*:* + - - Racism - Environment - Disability
		- - LGBTQI+ - Parity - Peace and security
		- - Risk management - Education - Partnership and resource mobilization
		- - Other (please describe what other cross-cutting issues): - Not applicable (if the GU's remit has been not recently expanded)
	+ Please explain the extent to which the additional cross-cutting issues have been accompanied by an increase of financial and human resources allocated to the Gender Unit (Max:200 Words) \*
	+ Where is the gender unit located in the organigram / reporting lines? (Max:200 Words)

**3) Other data:**1. Where is the gender parity function located? (Max:200 Words)
2. Total number of gender focal points in the entity \* *(Gender Focal Points, or their equivalents, are resource persons within entities tasked with raising awareness and understanding of gender-related issues. They also promote the application of gender equality and gender mainstreaming. Typically, only a fraction of their work time (around 20%) is allocated to gender issues).*
3. Number of gender advisor and women’s protection advisor posts that have been vacant for six months or more in the previous reporting year. \*
4. Does the entity have gender advisors/specialists that are not part of the gender unit? \* Yes/No. *(Gender Advisors, or their equivalents (specialist, officer, project specialist, etc.) are individual staff working fulltime outside of a Gender Unit (e.g., field-based gender advisors or individual gender advisors at HQ level in entities with no gender unit) to ensure gender perspectives are integrated across entity’s functional and substantive areas (e.g., capacity building, conducting gender analysis of strategic and project documents, provision of policy advice and high-quality advisory inputs, etc.).*

If YES: *(If your answer is NO, below questions will still be mandatory but you may choose to enter 0)** + Total number of gender advisors/specialists (not part of the gender unit) in the most recent available reporting year \*
	+ Total cost of gender advisors (not part of the gender unit) in the most recent available reporting year. **(No longer mandatory as of 2023)**

\* **UN-SWAP 3.0 Baseline Questions – For ALL RATINGS except NOT APPLICABLE****“Staffing standards”**1. Has your entity established staffing standards, including defining training and deployment preparation for supporting the implementation of the entity’s gender equality goals? YES/NO \*
2. If YES, please provide a brief explanation and upload evidence if available. If NO, please indicate what would be needed to meet this requirement and by which year it can be achieved, if not in 2024? (Max: 400 words)

**“Fully funded - funding formula”**1. Is the Gender department/unit fully funded according to an agreed funding formula, based on staffing standards or according to the entity mandate? YES/NO \*
2. If YES, please provide a brief explanation and upload evidence if available. If NO, please indicate what would be needed to meet this requirement and by which year it can be achieved, if not in 2024? (Max: 400 words)

**“Roster”**1. (GEAP) Does your entity use a roster of specialized expertise on gender equality and the empowerment of women? YES/NO \*
2. If YES, please provide a brief explanation and upload evidence if available. If NO, please indicate what would be needed to meet this requirement and by which year it can be achieved, if not in 2024? (Max: 400 words)

**4. For all ratings except “not applicable”** (No longer mandatory)**:****Has the entity’s work in this field been impacted by the COVID-19 crisis or other emerging crisis during the reporting period? YES/NO** (No longer mandatory)**(If yes): Please briefly explain how the work has been impacted (300 words maximum)** (No longer mandatory)**5. All entities are required to complete an Action Plan irrespective of the rating selected, except for “not applicable” ratings:**1. Action points (Max: 800 words) \*
2. Responsibility for follow-up (Max: 800 words) \*:
3. Resources required (US$) \*:
4. Use of funds (please note if the funds are already available for the required action or will need to be mobilized) (Max: 800 words):
5. Timeline for improvement [(year(s) and month(s)] \*:

**6. Please submit supporting documentation** (Only Word, PowerPoint, Excel, PDF and Images)The uploaded documents will be immediately available on the UN-SWAP Knowledge Hub unless you deselect the checkbox under “Share to Hub”. If you need to add Hyperlinks/URLs, please copy them into a document in any of the valid formats and then upload.Examples of documents to attach to substantiate reporting:* + Gender Focal Point TORs
	+ Overview of the gender unit’s budget for the reporting year and list of posts (titles and grades of all staff in the unit/department)
	+ Organizational chart showing location of Gender Unit
 |
|  |

# **PI 12: Equal representation of women**

|  |  |  |  |
| --- | --- | --- | --- |
| **Missing or n/a** | **Approaches requirements** | **Meets requirements** | **Exceeds requirements** |
|  | 12a. Plan in place to achieve the equal representation of women for General Service staff and all professional levels in the next five years. | 12b. The entity has reached the equal representation of women for General Service staff and all professional levels. | 12c. The entity has reached the equal representation of women for General Service staff and all professional levels, including the senior most levels of representation in Field Offices, Committees, Advisory Bodies and Funds linked to the entity irrespective of budgetary source. |
| **1. Performance Indicator Rating Selection\***☐Exceeds requirements☐Meets requirements ☐Approaches requirements☐Missing☐Not Applicable**2. EXPLANATION (for all ratings):****Please provide explanation of why rating has been given, including data sources (800 words maximum) \* - could be multiple questions, depending on the rating an entity selects.** Where there are multiple requirements to a Performance Indicator, UN entities are required to report on each of the requirements. The reporting platform has mandatory explanation boxes for each requirement of the indicator. ***Exceeds:***12c. The entity has reached the equal representation of women for General Service staff and all professional levels, including the senior most levels of representation in Field Offices, Committees, Advisory Bodies and Funds linked to the entity irrespective of budgetary source. (Max:800 Words) \****Meets:***12b. The entity has reached the equal representation of women for General Service staff and all professional levels. (Max:800 Words) \****Approaches:***12a. Plan in place to achieve the equal representation of women for General Service staff and all professional levels in the next five years. (Max:800 Words) \****Missing/Not Applicable:***Explanation of why this rating has been given (Max:400 Words) \***3. For all ratings except “not applicable”** (No longer mandatory)***:*****Has the entity’s work in this field been impacted by the COVID-19 crisis or other emerging crisis during the reporting period? YES/NO** (No longer mandatory)**(If yes): Please briefly explain how the work has been impacted (300 words maximum)** (No longer mandatory)**4. All entities are required to complete an Action Plan irrespective of the rating selected, except for “not applicable” ratings:**1. Action points (Max: 800 words) \*
2. Responsibility for follow-up (Max: 800 words) \*:
3. Resources required (US$) \*:
4. Use of funds (please note if the funds are already available for the required action or will need to be mobilized) (Max: 800 words) \*:
5. Timeline for improvement [(year(s) and month(s)] \*:

**5. Please submit supporting documentation** (Only Word, PowerPoint, Excel, PDF and Images)The uploaded documents will be immediately available on the UN-SWAP Knowledge Hub unless you deselect the checkbox under “Share to Hub”. If you need to add Hyperlinks/URLs, please copy them into a document in any of the valid formats and then upload.Examples of documents to attach to substantiate reporting:* Entity-specific Gender Parity Strategy and/or Implementation Plan

**6. For all entities: Gender parity data by level \*:** Indicate by number of people in each group below

|  |  |  |
| --- | --- | --- |
| Name | Female | Male |
| P1 |  |  |
| P2 |  |  |
| P3 |  |  |
| P4 |  |  |
| P5 |  |  |
| D1 |  |  |
| D2 |  |  |
| ASG |  |  |
| USG |  |  |

 |

# **PI 13: Organizational Culture**

|  |  |  |  |
| --- | --- | --- | --- |
| **Missing or n/a** | **Approaches requirements** | **Meets requirements** | **Exceeds requirements** |
|  | 13a. Organizational culture partly supports promotion of gender equality and the empowerment of women. | 13b. Organizational culture fully supports promotion of gender equality and the empowerment of women. | 13ci. Organizational culture fully supports promotion of gender equality and the empowerment of women **and**13cii. ILO Participatory Gender Audit or equivalentcarried out at least every five years. |
| **1. Performance Indicator Rating Selection\***☐Exceeds requirements☐Meets requirements ☐Approaches requirements☐Missing☐Not Applicable**2. EXPLANATION (for all ratings):****Please provide explanation of why rating has been given, including data sources (800 words maximum) \* - could be multiple questions, depending on the rating an entity selects.** Where there are multiple requirements to a Performance Indicator, UN entities are required to report on each of the requirements. The reporting platform has mandatory explanation boxes for each requirement of the indicator. ***Exceeds:***13ci. Organizational culture fully supports promotion of gender equality and the empowerment of women. (Max:800 Words) \*13cii. ILO Participatory Gender Audit or equivalent carried out at least every five years. (Max:800 Words) \****Meets:***13b. Organizational culture fully supports promotion of gender equality and the empowerment of women. (Max:800 Words) \****Approaches:***13a. Organizational culture partly supports promotion of gender equality and the empowerment of women. (Max:800 Words) \****Missing/Not Applicable:***Explanation of why this rating has been given (Max:400 Words) \***3. For all entities:****Facilitative Policies:**1. Implement, promote and report on facilitative policies for maternity, paternity, adoption, family and emergency leave, breast-feeding and childcare (Max:800 Words) \*:
2. Implement, promote and evaluate policies related to work-life balance, including part-time work, staggered working hours, telecommuting, scheduled breaks for extended learning activities, compressed work schedules, financial support for parents travelling with a child, and phased retirement. (Max:800 Words) \*:
3. Promote existing UN rules and regulations on work-life balance with an internal mechanism available to track implementation and accessibility by gender and grade. (Max:800 Words) \*:
4. Periodic staff meetings by units are scheduled during core working hours and on working days of staff working part-time, with teleconference or other IT means actively promoted. (Max:800 Words) \*:

**4. For “Exceeds” “Meets” and “Approaches”****Monitoring Mechanisms:**1. Regular global staff surveys and mandatory exit interviews (Max:800 Words) \*:
2. Sexual Harassment (Max: 800 Words) \* (e.g. demonstrate adherence to all system-wide and entity-specific sexual harassment policies)
3. UN Ethics-related Legal Arrangements (Max:800 Words) \*:

\* **UN-SWAP 3.0 Baseline Questions – For ALL RATINGS except NOT APPLICABLE****Baseline for UN-SWAP 3.0 - For all ratings except “not applicable”****“Internal gender and power analysis”**1. (GEAP) Has your entity conducted an internal gender and power analysis or equivalent of the systems, structures and hierarchies and formal and informal decision-making to identify and remove barriers to gender equality? YES/NO \*
2. If YES, please provide a brief explanation and upload evidence if available. If NO, please indicate what would be needed to meet this requirement and by which year it can be achieved, if not in 2024? (Max: 400 words)

**5. For all ratings except “not applicable”** (No longer mandatory)***:*****Has the entity’s work in this field been impacted by the COVID-19 crisis or other emerging crisis during the reporting period? YES/NO** (No longer mandatory) **(If yes): Please briefly explain how the work has been impacted (300 words maximum)** (No longer mandatory)**6. All entities are required to complete an Action Plan irrespective of the rating selected, except for “not applicable” ratings:**1. Action points (Max: 800 words) \*
2. Responsibility for follow-up (Max: 800 words) \*:
3. Resources required (US$) \*:
4. Use of funds (please note if the funds are already available for the required action or will need to be mobilized) (Max: 800 words) \*:
5. Timeline for improvement [(year(s) and month(s)] \*:

**7. Please submit supporting documentation** (Only Word, PowerPoint, Excel, PDF and Images)The uploaded documents will be immediately available on the UN-SWAP Knowledge Hub unless you deselect the checkbox under “Share to Hub”. If you need to add Hyperlinks/URLs, please copy them into a document in any of the valid formats and then upload.Examples of documents to attach to substantiate reporting:* Policy documents
* Surveys
* Exit interview template
* Gender audit report
* Training/learning materials
* Demonstrate tracking FWA implementation and accessibility by gender and grade
 |

**E. Capacity**

# **PI 14: Capacity Assessment:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Missing or n/a** | **Approaches requirements** | **Meets requirements** | **Exceeds requirements** |
|  | 14a. Assessment of capacity in gender equality and women’s empowerment for individuals in entity is carried out | 14bi. Entity-wide assessment of capacity of all relevant entity staff at HQ, regional and country levels in gender equality and women’s empowerment is carried out.**and**14bii. A capacity development plan is established or updated at least every five years | 14ci. Entity-wide assessment of capacity of all relevant entity staff at HQ, regional and country levels in gender equality and women’s empowerment is carried out.**and**14cii. A capacity development plan is established or updated at least every three years  |
| **1. Performance Indicator Rating Selection\***☐Exceeds requirements☐Meets requirements ☐Approaches requirements☐Missing☐Not Applicable**2. EXPLANATION (for all ratings):****Please provide explanation of why rating has been given, including data sources (800 words maximum) \* - could be multiple questions, depending on the rating an entity selects.** Where there are multiple requirements to a Performance Indicator, UN entities are required to report on each of the requirements. The reporting platform has mandatory explanation boxes for each requirement of the Indicator. ***Exceeds:***14ci. Entity-wide assessment of capacity of all relevant entity staff at HQ, regional and country levels in gender equality and women’s empowerment is carried out. (Max:800 Words) \*14cii. A capacity development plan is established or updated at least every three years. (Max:800 Words) \****Meets:***14bi. Entity-wide assessment of capacity of all relevant entity staff at HQ, regional and country levels in gender equality and women’s empowerment is carried out. (Max:800 Words) \*14bii. A capacity development plan is established or updated at least every five years. (Max:800 Words) \****Approaches:***14a. Assessment of capacity in gender equality and women’s empowerment for individuals in entity is carried out. (Max:800 Words) \****Missing/Not Applicable:***Explanation of why this rating has been given (Max:400 Words) \*\* **UN-SWAP 3.0 Baseline Questions – For ALL RATINGS except NOT APPLICABLE****“Costed global capacity development plan”**1. Has a costed entity-wide capacity development plan to support the acquisition of relevant skills and knowledge on gender equality and the empowerment of women been designed and is being implemented? Is it costed? Has it ever been evaluated? YES/NO \*
2. If YES, please provide a brief explanation and upload evidence if available. If NO, please indicate what would be needed to meet this requirement and by which year it can be achieved, if not in 2024? (Max: 400 words)

**“Effective use of skills and knowledge”**1. (GEAP) Does your entity provide capacity development opportunities on gender equality skills and knowledge to personnel in specific roles and functions (for example programme managers or HR personnel, etc.)? YES/NO \*
2. If YES, please provide a brief explanation and upload evidence if available. If NO, please indicate what would be needed to meet this requirement and by which year it can be achieved, if not in 2024? (Max: 400 words)

**“Unconscious bias training”**1. (GEAP) Has your entity rolled out unconscious bias training starting to senior leadership? Other personnel? YES/NO \*
2. If YES, please provide a brief explanation and upload evidence if available. If NO, please indicate what would be needed to meet this requirement and by which year it can be achieved, if not in 2024? (Max: 400 words)

**“GRL”**1. (GEAP) Is gender-responsive leadership (GRL) training undertaken by senior leadership in your entity? YES/NO \*
2. If YES, please provide a brief explanation and upload evidence if available. If NO, please indicate what would be needed to meet this requirement and by which year it can be achieved, if not in 2024? (Max: 400 words)

**3. For all ratings except “not applicable”** (No longer mandatory)***:*****Has the entity’s work in this field been impacted by the COVID-19 crisis or other emerging crisis during the reporting period? YES/NO** (No longer mandatory)**(If yes): Please briefly explain how the work has been impacted (300 words maximum)** (No longer mandatory)**4. All entities are required to complete an Action Plan irrespective of the rating selected, except for “not applicable” ratings:**1. Action points (Max: 800 words) \*
2. Responsibility for follow-up (Max: 800 words) \*:
3. Resources required (US$) \*:
4. Use of funds (please note if the funds are already available for the required action or will need to be mobilized) (Max: 800 words) \*:
5. Timeline for improvement [(year(s) and month(s)] \*:

**5. Please submit supporting documentation** (Only Word, PowerPoint, Excel, PDF and Images)The uploaded documents will be immediately available on the UN-SWAP Knowledge Hub unless you deselect the checkbox under “Share to Hub”. If you need to add Hyperlinks/URLs, please copy them into a document in any of the valid formats and then upload.Examples of documents to attach to substantiate reporting:* Capacity assessment survey
* Capacity assessment survey outcome
* Capacity development plan
 |

# **PI 15: Capacity Development:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Missing or n/a** | **Approaches requirements** | **Meets requirements** | **Exceeds requirements** |
|  | 15a. Working towards ongoing mandatory training for all levels of entity staff at HQ, regional and country offices. | 15b. Ongoing mandatory training for all levels of entity staff at HQ, regional and country offices. | 15ci. Ongoing mandatory training for all levels of entity staff at HQ, regional and country offices**and**15cii. Senior managers receive tailored training during orientation. |
| **1. Performance Indicator Rating Selection\***☐Exceeds requirements☐Meets requirements ☐Approaches requirements☐Missing☐Not Applicable**2. EXPLANATION (for all ratings):****Please provide explanation of why rating has been given, including data sources (800 words maximum) \* - could be multiple questions, depending on the rating an entity selects.** Where there are multiple requirements to a Performance Indicator, UN entities are required to report on each of the requirements. The reporting platform has mandatory explanation boxes for each requirement of the Indicator. ***Exceeds:***15ci. Ongoing mandatory training for all levels of entity staff at HQ, regional and country offices. (Max:800 Words) \*15cii. Senior managers receive tailored training during orientation. (Max:800 Words) \****Meets:***15b. Ongoing mandatory training for all levels of entity staff at HQ, regional and country offices. (Max:800 Words) \****Approaches:***15a. Working towards ongoing mandatory training for all levels of entity staff at HQ, regional and country offices. (Max:800 Words) \****Missing/Not Applicable:***Explanation of why this rating has been given (Max:400 Words) \***3. For “Exceeds” “Meets” and “Approaches”****Question on I Know Gender** * “Meeting” or “exceeding” requirements: Please indicate if the “I Know Gender” course is the mandatory training on GEEW \*: Yes/ No
* “Approaching” requirements: Please indicate whether there is a plan in place to implement/adopt the “I Know Gender” course as a mandatory training on GEEW \*: Yes/ No

**4. For “Exceeds” “Meets” “Approaches” and “Missing”****New question on trainings for gender focal points**1. Does your entity provide tailored trainings to gender focal points (GFP)? \* YES/NO
2. If yes, please briefly describe the outline of the GFP training (Max: 300 words).

**New question on trainings for technical/programmatic staff**1. Does your entity provide trainings to technical staffs or programmatic staffs, e.g., on gender-responsive implementation/programming? \* YES/NO
2. If yes, please briefly describe the outline of the training (Max: 300 words).

**5. For all ratings except “not applicable”** (No longer mandatory)***:*****Has the entity’s work in this field been impacted by any emergency or crisis response and recovery during the reporting period? YES/NO** (No longer mandatory)**(If yes): Please briefly explain how the work has been impacted (300 words maximum)** (No longer mandatory)**6. All entities are required to complete an Action Plan irrespective of the rating selected, except for “not applicable” ratings:**1. Action points (Max: 800 words) \*
2. Responsibility for follow-up (Max: 800 words) \*:
3. Resources required (US$) \*:
4. Use of funds (please note if the funds are already available for the required action or will need to be mobilized) (Max: 800 words) \*:
5. Timeline for improvement [(year(s) and month(s)] \*:

**6. Please submit supporting documentation** (Only Word, PowerPoint, Excel, PDF and Images)The uploaded documents will be immediately available on the UN-SWAP Knowledge Hub unless you deselect the checkbox under “Share to Hub”. If you need to add Hyperlinks/URLs, please copy them into a document in any of the valid formats and then upload.Examples of documents to attach to substantiate reporting:* Document stating that gender training is mandatory for all staff
* Tracking/monitoring data
* Training outline for senior management
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**F. Knowledge, Communication and Coherence**

# **PI 16: Knowledge and Communication**

|  |  |  |  |
| --- | --- | --- | --- |
| **Missing or n/a** | **Approaches requirements** | **Meets requirements** | **Exceeds requirements** |
|  | 16a. Internal production and exchange of information on gender equality and women’s empowerment. | 16bi. Knowledge on gender equality and women’s empowerment is systematically documented and publicly shared**and**16bii. Communication plan includes gender equality and women’s empowerment as an integral component of internal and public information dissemination.  | 16ci. Knowledge on gender equality and women’s empowerment is systematically documented and publicly shared **and**16cii. Communication plan includes gender equality and women’s empowerment as an integral component of internal and public information dissemination**and**16ciii. Entity is actively involved in an inter-agency community of practice on gender equality and the empowerment of women. |
| **1. Performance Indicator Rating Selection\***☐Exceeds requirements☐Meets requirements ☐Approaches requirements☐Missing☐Not Applicable**2. EXPLANATION (for all ratings):****Please provide explanation of why rating has been given, including data sources (800 words maximum) \* - could be multiple questions, depending on the rating an entity selects.** Where there are multiple requirements to a Performance Indicator, UN entities are required to report on each of the requirements. The reporting platform has mandatory explanation boxes for each requirement of the Indicator.***Exceeds:***16ci. Knowledge on gender equality and women’s empowerment is systematically documented and publicly shared. (Max:800 Words) \*16cii. Communication plan includes gender equality and women’s empowerment as an integral component of internal and public information dissemination. (Max:800 Words) \*16ciii. Entity is actively involved in an inter-agency community of practice on gender equality and the empowerment of women. (Max:800 Words) \****Meets:***16bi. Knowledge on gender equality and women’s empowerment is systematically documented and publicly shared. (Max:800 Words) \*16bii. Communication plan includes gender equality and women’s empowerment as an integral component of internal and public information dissemination. (Max:800 Words) \****Approaches:***16a. Internal production and exchange of information on gender equality and women’s empowerment. (Max:800 Words) \****Missing/Not Applicable:***Explanation of why this rating has been given (Max:400 Words) \*\* **UN-SWAP 3.0 Baseline Questions – For ALL RATINGS except NOT APPLICABLE****“High-level reports and/ or briefings”**1. (GEAP) Has a gender perspective been mainstreamed in high-level reports and/ or briefings as relevant, including in UN Secretary-General reports that your entity drafts as appropriate? YES/NO \*
2. If YES, please provide a brief explanation and upload evidence if available. If NO, please indicate what would be needed to meet this requirement and by which year it can be achieved, if not in 2024? (Max: 400 words)

**“Lessons learnt”**1. Has your entity captured and shared lessons learnt and best practices on the effectiveness of knowledge management systems and communication channels for promoting gender equality and the empowerment of women? YES/NO \*
2. If YES, please provide a brief explanation and upload evidence if available. If NO, please indicate what would be needed to meet this requirement and by which year it can be achieved, if not in 2024? (Max: 400 words)

**3. For all ratings except “not applicable”** (No longer mandatory)***:*****Has the entity’s work in this field been impacted by the COVID-19 crisis or other emerging crisis during the reporting period? YES/NO** (No longer mandatory)**(If yes): Please briefly explain how the work has been impacted (300 words maximum)** (No longer mandatory)**4. All entities are required to complete an Action Plan irrespective of the rating selected, except for “not applicable” ratings:**1. Action points (Max: 800 words) \*
2. Responsibility for follow-up (Max: 800 words) \*:
3. Resources required (US$) \*:
4. Use of funds (please note if the funds are already available for the required action or will need to be mobilized) (Max: 800 words) \*:
5. Timeline for improvement [(year(s) and month(s)] \*:

**5. Please submit supporting documentation** (Only Word, PowerPoint, Excel, PDF and Images)The uploaded documents will be immediately available on the UN-SWAP Knowledge Hub unless you deselect the checkbox under “Share to Hub”. If you need to add Hyperlinks/URLs, please copy them into a document in any of the valid formats and then upload.Examples of documents to attach to substantiate reporting:* Screenshots of intranet or website with URL references
* Gender-related publications
* Corporate communication plan
* Link to the Community of Practice if publicly available
 |

# **PI 17: Coherence**

|  |  |  |  |
| --- | --- | --- | --- |
| **Missing or n/a** | **Approaches requirements** | **Meets requirements** | **Exceeds requirements** |
|  | 17a. Participates in an ad hoc fashion in inter-agency coordination mechanisms on gender equality and the empowerment of women. | 17bi. Participates systematically in inter-agency coordination mechanisms on gender equality and the empowerment of women**and**17bii. Participates in a UNSWAP peer review process. | 17ci. Participates systematically in inter-agency coordination mechanisms on gender equality and the empowerment of women**and** 17cii. Participates in a UNSWAP peer review process**and**17ciii. Supports implementation of at least one UN-SWAP Performance Indicator in another entity. |
| **1. Performance Indicator Rating Selection\***☐Exceeds requirements☐Meets requirements ☐Approaches requirements☐Missing☐Not Applicable**2. EXPLANATION (for all ratings):****Please provide explanation of why rating has been given, including data sources (800 words maximum) \* - could be multiple questions, depending on the rating an entity selects.** Where there are multiple requirements to a Performance Indicator, UN entities are required to report on each of the requirements. The reporting platform has mandatory explanation boxes for each requirement of the indicator. ***Exceeds:***17ci. Participates systematically in inter-agency coordination mechanisms on gender equality and the empowerment of women. (Max:800 Words) \*17cii. Participates in a UN-SWAP peer review process. (Max:800 Words) \*17ciii. Supports implementation of at least one UN-SWAP Performance Indicator in another entity. (Max:800 Words) \****Meets:***17bi. Participates systematically in inter-agency coordination mechanisms on gender equality and the empowerment of women. (Max:800 Words) \*17bii. Participates in a UN-SWAP peer review process. (Max:800 Words) \****Approaches:***17a. Participates in an ad hoc fashion in inter-agency coordination mechanisms on gender equality and the empowerment of women. (Max:800 Words) \****Missing/Not Applicable:***Explanation of why this rating has been given (Max:400 Words) \*\* **UN-SWAP 3.0 Baseline Questions – For ALL RATINGS except NOT APPLICABLE****“Inter-agency coordination mechanisms”**1. Has your entity effectively mainstreamed or contributed to mainstream a gender perspective into inter-agency coordination mechanisms? YES/NO \*
2. If YES, please provide a brief explanation and upload evidence if available. If NO, please indicate what would be needed to meet this requirement and by which year it can be achieved, if not in 2024? (Max: 400 words)

**3. For all ratings except “not applicable”** (No longer mandatory)***:*****Has the entity’s work in this field been impacted by the COVID-19 crisis or other emerging crisis during the reporting period? YES/NO** (No longer mandatory)**(If yes): Please briefly explain how the work has been impacted (300 words maximum)** (No longer mandatory)**4. All entities are required to complete an Action Plan irrespective of the rating selected, except for “not applicable” ratings:**1. Action points (Max: 800 words) \*
2. Responsibility for follow-up (Max: 800 words) \*:
3. Resources required (US$) \*:
4. Use of funds (please note if the funds are already available for the required action or will need to be mobilized) (Max: 800 words) \*:
5. Timeline for improvement [(year(s) and month(s)] \*:

**5 . Please submit supporting documentation** (Only Word, PowerPoint, Excel, PDF and Images)The uploaded documents will be immediately available on the UN-SWAP Knowledge Hub unless you deselect the checkbox under “Share to Hub”. If you need to add Hyperlinks/URLs, please copy them into a document in any of the valid formats and then upload.Examples of documents to attach to substantiate reporting:* Peer review report
* Examples of how the entity has supported another entity to improve performance
 |

# **Additional Comments and Internal Reporting Process (for all entities)**

\* **UN-SWAP 3.0 Baseline Questions – For ALL**

**“New PI 14 PSEAH - Entity-level Action Plan”**

1. (GEAP) Does your Entity have an entity-wide Action Plan based on risks assessments, developed, resourced and implemented across the entity globally on 1) Protection from Sexual Exploitation and Abuse 2) Protection from Sexual Harassment, using a victim-centered approach? YES/NO \*
2. If YES, please provide a brief explanation and upload evidence if available. If NO, please indicate what would be needed to meet this requirement and by which year it can be achieved, if not in 2024? (Max: 400 words)

**“New PI 14 PSEAH - Report on the PSEA and SH”**

1. (GEAP) Does your entity report to its governing body on the PSEA and SH actions taken? YES/NO \*
2. If YES, please provide a brief explanation and upload evidence if available. If NO, please indicate what would be needed to meet this requirement and by which year it can be achieved, if not in 2024? (Max: 400 words)

**“New PI 14 PSEAH - Lasting change”**

1. Does your entity include the update of progress achieved in the promotion of a lasting change in organizational culture, behavior and attitudes towards all forms of SEA and SH in its annual PSEA and SH report to entity’s governing body? YES/NO \*
2. If YES, please provide a brief explanation and upload evidence if available. If NO, please indicate what would be needed to meet this requirement and by which year it can be achieved, if not in 2024? (Max: 400 words)

**“New PI 18 Stakeholder Engagement – Consultation with civil society organizations and associations”**

1. (GEAP) Does your entity regularly consult through established consultation system/ organizations or associations that promote gender equality and/or the rights and empowerment of women and girls to inform relevant programming and/or inter-governmental processes? YES/NO \*
2. If YES, please provide a brief explanation and upload evidence if available. If NO, please indicate what would be needed to meet this requirement and by which year it can be achieved, if not in 2024? (Max: 400 words)

**“New PI 18 Stakeholder Engagement - Meaningful participation of civil society organizations and associations”**

1. (GEAP) Does your entity engage regularly with organizations or associations that promote gender equality and/or the rights and empowerment of women and girls for their meaningful participation in activities led and/or supported by UN entities? YES/NO \*
2. If YES, please provide a brief explanation and upload evidence if available. If NO, please indicate what would be needed to meet this requirement and by which year it can be achieved, if not in 2024? (Max: 400 words)

**“New PI 18 Stakeholder Engagement - Enabling economic opportunities”**

1. (GEAP) Does your entity contribute to enabling economic opportunities for women and girls and/or supporting access to financing? YES/NO \*
2. If YES, please provide a brief explanation and upload evidence if available. If NO, please indicate what would be needed to meet this requirement and by which year it can be achieved, if not in 2024? (Max: 400 words)

**“New PI 18 Stakeholder Engagement - Private sector and/or philanthropy”**

1. (GEAP) Does your entity build and maintain strategic partnerships with the private sector and/or philanthropy for gender equality and the empowerment of women and girls? YES/NO \*
2. If YES, please provide a brief explanation and upload evidence if available. If NO, please indicate what would be needed to meet this requirement and by which year it can be achieved, if not in 2024? (Max: 400 words)

**Internal reporting and quality assurance process**

**1. Please briefly explain the entity’s internal process for reporting on UN-SWAP 2.0. You may wish to include details of your planning, data collection, quality assurance, clearance and reporting processes. Please include information if you have an internal network of UN-SWAP focal points and what the highest level of clearance of the UN-SWAP report is in your entity. (Max:300 Words) \***

A brief summation of background or reporting architecture may also be included to provide context. This information will be included in the PDF version of the UN-SWAP report.

**2. Additional Comments (not included in PDF report)**

1. Please note here the main reasons why your entity has been able to progress on gender equality and the empowerment of women. You may also include advances in promoting gender equality and women's empowerment not captured in the UN SWAP Performance Indicator ratings (Max: 300 Words) \*:
2. Please note here the main factors that have stalled progress. You may also include any challenges in promoting gender equality and women's empowerment not captured in the UN SWAP Performance Indicator ratings (Max: 300 Words) \*:
3. Any other comments on 2022 performance (Max: 300 Words) \*:

# **Annex 1: UN-SWAP 2.0 reporting: List of recommended attachments**

The specific supporting documentation required depends on the rating selected for each Performance Indicator. This is a list of the most common required documents for meeting/exceeding each indicator.

More guidance can be found in the UN-SWAP 2.0 Technical guidance and by contacting the unswap.helpdesk@unwomen.org.

**PI 1: Strategic planning gender-related SDG results**

* Strategic plan/Strategic framework
* Report on progress against indicators outlined in the Strategic plan

**PI 2: Reporting on gender-related SDG results**

* Entity RBM system guidance on measuring and reporting on GEEW
* Governing Body report that includes systematic use of sex-disaggregated data in Strategic Plan reporting

**PI 3: Programmatic Gender-related SDG Results (not captured in Strategic plan)**

* Gender marker data compiled (x% of projects are rated at least 2a or 2b)
* Annual reports and/or donor reports demonstrating that results have been met

**PI 4: Evaluation**

* Aggregated/meta-evaluation
* Completed UN-SWAP Evaluation Scorecard
* Report of corporate gender mainstreaming evaluation
* Management response to the corporate gender mainstreaming evaluation

**PI 5: Audit**

* Tools used for auditing GEEW-related issues
* Annual audit reports
* Report of targeted audit

**PI 6: Policy**

* Gender equality policy/strategy
* Gender action plan/Implementation plan
* Gender parity strategy
* Gender equality policy monitoring documentation, for instance Gender Steering Board or Senior Management Team meeting agenda/minutes
* Senior level accountability mechanism: SMT meeting agenda/minutes or similar

**PI 7: Leadership**

* Documentation of the Head and Deputy Head(s) commitment to GEEW, such as minutes of CEB, HLCM, HLCP, UNSDG, Governing body meetings
* Senior Management Team meeting agenda/minutes
* Speeches (web links or attachments)
* Townhall recap
* All-staff emails from senior management

**PI 8: Gender-responsive performance management**

* Core values and competencies
* System of recognition in place for relevant year

**PI 9: Financial resource tracking**

* Information extracted from financial resource tracking (budgeting and expenditures for gender equality results)
* Internal guidance on how to code expenditure and allocations according to the gender marker categories
* Material used in training activities for staff on the use of the gender marker
* Meeting minutes to demonstrate decisions based on financial resource tracking data

**PI 10: Financial resource allocation**

* Document that demonstrates that a financial benchmark has been set for the entity’s activities to promote GEEW during a specific period (in the Strategic Plan, Gender Policy, etc.)
* Financial tracking/monitoring data
* Information on specific budget allocations for GEEW

**PI 11: Gender architecture**

* Gender Focal Point TORs
* Overview of the gender unit’s budget for the reporting year and list of posts (titles and grades of all staff in the unit/department)
* Organizational chart showing location of Gender Unit
* Documents detailing the funds allocated to support gender focal point networking
* Documents showing the activities organized for Gender Focal Points (minutes of GFP meetings, material of training activities...)

**PI 12: Equal representation of women**

* Entity-specific Gender Parity Strategy and/or Implementation Plan
* Please note that entities are also required to submit gender parity data by level on the online reporting platform.

**PI 13: Organizational culture**

* Policy documents
* Surveys
* Exit interview template
* Gender audit report
* Training/learning materials
* Demonstrate tracking FWA implementation and accessibility by gender and grade

**PI 14: Capacity assessment**

* Capacity assessment survey
* Capacity assessment survey outcome
* Capacity development plan

**PI 15: Capacity development**

* Document stating that gender training is mandatory for all staff
* Tracking/monitoring data
* Training outline for senior management

**PI 16: Knowledge and communication**

* Screenshots of intranet or website with URL references
* Gender-related publications
* Corporate communication plan

**PI 17: Coherence**

* Peer review report
* Examples of how the entity has supported another entity to improve performance