

Annex 5: UN-SWAP Performance Indicator Business Owner Network: Terms of Reference

The UN system-wide Action Plan (UN-SWAP) is a UN system-wide accountability framework designed to measure, monitor and drive progress towards gender equality and the empowerment of women across the UN system. It was endorsed by the United Nations Chief Executives Board for Coordination (CEB) in 2012.

Results are reported annually by entities and analysed in the [Secretary-General's report on mainstreaming a gender perspective into all policies and programmes in the UN system](#).

Reference to UN-SWAP-related commitments in entity gender equality policy, for instance:

1. Active participation in UN-SWAP technical working groups convened by UN Women.
2. Preparation of annual UN-SWAP reporting with enhanced internal quality assurance.
3. Identification of at least one UN-SWAP performance indicator per annum on which the entity will make progress.
4. The entity will make its UN-SWAP reporting available to all staff and post it on its website.

UN-SWAP 3.0 comprises 18 Performance Indicators (PIs), as outlined in the technical guidance.

Objectives:

Members of the UN-SWAP network provide inputs to the annual UN-SWAP report and recommend to senior management strategic interventions to increase the entity's rating of at least one Performance Indicator per year.

Through the UN-SWAP network, exchange among its members is facilitated. Members of the network participate in UN-SWAP technical working groups related to their area of expertise and share information with other members.

The network will conduct internal quality assurance by regularly assessing the accuracy of all indicator ratings according to the UN-SWAP 2.0 technical guidance issued by UN Women. These ratings will be critically reviewed and appropriately supported by evidence.

As an additional layer of quality assurance, the main UN-SWAP focal point/coordinator will collate and consolidate all information and will first submit the annual report to the Head of entity for approval before finalizing the annual submission to the UN-SWAP 3.0 self-reporting system.

Composition, roles and responsibilities:

Membership in the UN-SWAP network mirrors the technical areas related to the 18 Performance Indicators of the UN-SWAP 3.0 framework. Members of the network (usually referred to as Business Owners) are designated by the relevant Department Directors and are confirmed on annual basis by Department Directors as a part of the UN-SWAP reporting exercise. Members are responsible for providing technical inputs to the annual UN-SWAP reporting. As needed, the network will draw on additional internal and external technical expertise.

The network is coordinated by the main UN-SWAP focal point/coordinator designated by senior management.

UN-SWAP Performance Indicator	Business owners/Focal points for UN-SWAP PI + alternate/support

PI1 Strategic Planning Gender-related SDG results	
PI2 Reporting and Use of Data on gender-related results	
PI3 Achievement of Gender-related SDG results	
PI4 Evaluation	
PI5 Audit	
PI6 Policy	
PI7 Leadership	
PI8 Gender-responsive Performance Management	
PI9 Gender Equality Markers	
PI10 Financial Targets	
PI11 Gender Architecture	
PI12 Capacity Development	
PI13 Organizational culture	
PI14 Protection from Sexual Abuse and Exploitation (PSEA) and Sexual Harassment (SH)	
PI15 Equal Representation of Women	
PI16 Knowledge Management and Communication	
PI17 Interagency Engagement	
PI18 Stakeholder Engagement	
Main UN-SWAP coordinator	

Ways of working:

The UN-SWAP performance indicator business owner network will convene at least once per year.