

How to use the attached reporting matrix:

A web-based reporting tool has been developed by UN Women to harmonize reporting and systematize information availability on gender relevant policy and practice. This includes:

- a. a rating of performance against minimum standards, a justification for the rating given, and a remedial plan of action where minimum standards are not being met
- 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 identified to lead the internal coordination of UN SWAP reporting. Relevant departments/branches/offices will be responsible, however, for reporting on indicators that fall under their core responsibilities. As such, please fill out the attached reporting matrix and narrative for the Performance Indicator(s) that corresponds with your area of work. Information from this table will be used by your Focal Point to feed directly into the web-based reporting system.

Rating against performance indicators

The matrix includes a five level rating system:

- Missing
- Approaches requirements
- Meets requirements
- Exceeds requirements
- Not applicable

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

- Explanation of why rating has been given, including data sources (200 words maximum)
- Timeline for improvement [(year(s) and month(s)]
- Responsibility for follow-up
- Resources Required

Any supporting documentation for the rating should also be submitted where relevant (Only Word, PowerPoint, Excel, PDF and Images are accepted).

A. Accountability

| | Element | Missing or n/a | Approaches requirements | Meets requirements | Exceeds requirements |
|--|--------------------|----------------|---|--|--|
| A. Accountability | 1. Policy and plan | | 1a. Gender equality and women’s empowerment, including gender mainstreaming and the equal representation of women, policies and plans in the process of being developed | 1b. Up to date gender equality and women’s empowerment, including gender mainstreaming and the equal representation of women, policies and plans implemented | 1ci. Up to date gender equality and women’s empowerment, including gender mainstreaming and the equal representation of women, policies and plans implemented and 1cii. Specific senior level mechanism in place for ensuring accountability for promotion of gender equality and the empowerment of women |
| <p>PLEASE FILL OUT:</p> <p>1. Performance Indicator Rating*</p> <p><input type="checkbox"/> Exceeds requirements</p> <p><input type="checkbox"/> Meets requirements</p> <p><input type="checkbox"/> Approaches requirements</p> <p><input type="checkbox"/> Missing</p> <p><input type="checkbox"/> Not Applicable</p> <p>2. Explanation of why rating has been given, including data sources (200 words maximum)*</p> <p>3. Timeline for improvement [(year(s) and month(s))*]:</p> | | | | | |

4. Responsibility for follow-up*:

5. Resources Required*:

6. Additional information/explanation (200 words maximum)

7. Please submit any supporting documentation
(Only Word, PowerPoint, Excel, PDF and Images)

Additional Comments

1. Please note here any advances and challenges in promoting gender equality and women's empowerment not captured in the UN SWAP Performance Indicator rating

2. Please note here the main reasons why your entity has been able to progress on gender equality and the empowerment of women, and the main factors that have stalled progress

3. Any other comments

*Mandatory

| Element | Missing or n/a | Approaches requirements | Meets requirements | Exceeds requirements |
|---|-----------------------|---|--|---|
| 2. Gender responsive performance management | | 2a. Core values and/or competencies being revised to include assessment of gender equality and the empowerment of women | 2b. 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 | 2ci. 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

2cii. System of recognition in place for excellent work promoting gender equality and women's empowerment

PLEASE FILL OUT:

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- Exceeds requirements
- Meets requirements
- Approaches requirements
- Missing
- Not Applicable

2. Explanation of why rating has been given, including data sources (200 words maximum)*

3. Timeline for improvement [(year(s) and month(s)]*:

4. Responsibility for follow-up*:

5. Resources Required*:

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B. Results

| | Element | Missing or n/a | Approaches requirements | Meets requirements | Exceeds requirements |
|--|-----------------------|----------------|---|--|--|
| B. Results | 3. Strategic planning | | <p>3a. Gender analysis in the central strategic planning document and main country programme documents</p> <p>or</p> <p>3a The central strategic planning document includes at least one specific outcome/expected accomplishment and one specific indicator on gender equality and women’s empowerment</p> | <p>3bi. Gender analysis in the central strategic planning document and main country programme documents</p> <p>and</p> <p>3bii. The central strategic planning document includes at least one specific outcome/expected accomplishment and one specific indicator on gender equality and women’s empowerment</p> | <p>3ci Gender analysis in the central strategic planning document and main country programme documents</p> <p>and</p> <p>3cii. The central strategic planning document includes more than one specific outcome/expected accomplishment and more than one specific indicator on gender equality and women’s empowerment</p> |
| <p>PLEASE FILL OUT:</p> <p>1. Performance Indicator Rating*</p> <p><input type="checkbox"/> Exceeds requirements</p> <p><input type="checkbox"/> Meets requirements</p> <p><input type="checkbox"/> Approaches requirements</p> <p><input type="checkbox"/> Missing</p> <p><input type="checkbox"/> Not Applicable</p> <p>2. Explanation of why rating has been given, including data sources (200 words maximum)*</p> | | | | | |

- 3. Timeline for improvement [(year(s) and month(s))]*:
- 4. Responsibility for follow-up*:
- 5. Resources Required*:
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| Element | Missing or n/a | Approaches requirements | Meets requirements | Exceeds requirements |
|-----------------------------|----------------|---|---|--|
| 4. Monitoring and reporting | | 4a. Reporting on gender equality and women’s empowerment results in relation to the central strategic planning document or 4b. All key entity data is sex-disaggregated, or there is a specific reason noted for not disaggregating data by sex | 4bi. Reporting on gender equality and women’s empowerment results in relation to the central strategic planning document and 4bii. All key entity data is sex-disaggregated, or there is a specific reason noted for not disaggregating data by sex | 4ci. Reporting on gender equality and women’s empowerment results in relation to the central strategic planning document and 4cii. All key entity data is sex-disaggregated, or there is a specific reason noted for not |

| | | | | |
|--|--|--|--|---|
| | | | | disaggregating data by sex and 4ciii. Entity RBM guidance mainstreams gender equality and the empowerment of women |
|--|--|--|--|---|

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5. Resources Required*:

6. Additional information/explanation (200 words maximum)

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C. Oversight

| | Element | Missing or n/a | Approaches requirements | Meets requirements | Exceeds requirements |
|---|---------------|----------------|---|---|--|
| C. Oversight | 5. Evaluation | | 5a. Meets some of the UNEG gender-related norms and standards | 5b. Meets the UNEG gender-related norms and standards | 5ci. Meets the UNEG gender-related norms and standards and 5cii. Demonstrates effective use of the UNEG guidance on evaluating from a human rights and gender equality perspective |
| PLEASE FILL OUT: | | | | | |
| 1. Performance Indicator Rating* | | | | | |
| <input type="checkbox"/> Exceeds requirements | | | | | |

- Meets requirements
- Approaches requirements
- Missing
- Not Applicable

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| Element | Missing or n/a | Approaches requirements | Meets requirements | Exceeds requirements |
|-------------------------------|-----------------------|---|--|--|
| 6. Gender responsive auditing | | 6a. The risk related to the organisation's strategy and plans to achieve gender | 6b. Consultation takes place with the gender focal point/department on risks | 6ci. Consultation takes place with all levels of the organisation on risks related |

equality and the empowerment of women are considered as part of the risk based annual planning cycle

related to gender equality and the empowerment of women, as part of the risk based audit annual planning cycle

to gender equality and the empowerment of women as part of the risk based audit annual planning cycle

and

6cii. ILO Participatory Gender Audit or equivalent carried out at least every five years

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| | Element | Missing or n/a | Approaches requirements | Meets requirements | Exceeds requirements |
|--|---------------------|----------------|--|---|--|
| | 7. Programme review | | 7a. Programme quality control systems partly integrate gender analysis | 7b. Programme quality control systems fully integrate gender analysis | 7ci. Programme quality control systems fully integrate gender analysis and 7cii. Recognition in place for programmes that excel on gender equality and women’s empowerment |

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Meets requirements

Approaches requirements

Missing

Not Applicable

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D. Human and financial resources

| | Element | Missing or n/a | Approaches requirements | Meets requirements | Exceeds requirements |
|--|--------------------------------|----------------|--|---|--|
| D. Human and financial resources | 8. Financial resource tracking | | 8a. Working towards a financial resource tracking mechanism to quantify disbursement of funds that promote gender equality and women's empowerment | 8b. Financial resource tracking mechanism in use to quantify disbursement of funds that promote gender equality and women's empowerment | 8c. Financial resource tracking mechanism in use to quantify disbursement of funds that promote gender equality and women's empowerment and 8ci. Results of financial resource tracking influences central strategic planning concerning budget allocation |
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4. Responsibility for follow-up*:

5. Resources Required*:

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| Element | Missing or n/a | Approaches requirements | Meets requirements | Exceeds requirements |
|----------------------------------|----------------|--|--|---|
| 9. Financial resource allocation | | 9a. Financial benchmark is set for implementation of the gender equality and women's empowerment mandate | 9b. Financial benchmark for resource allocation for gender equality and women's empowerment mandate is met | 9c. Financial benchmark for resource allocation for gender equality and women's empowerment mandate is exceeded |

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|---------|----------------|-------------------------|--------------------|----------------------|
|---------|----------------|-------------------------|--------------------|----------------------|

| | | | | |
|--------------------------------|--|---|--|---|
| <p>10. Gender architecture</p> | | <p>10ai. Gender focal points or equivalent at HQ, regional and country levels are:</p> <ul style="list-style-type: none"> a. appointed 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 <p>or</p> <p>10aii. Plan in place to achieve the equal representation of women for General Service staff and at P4 and above levels in the next five years</p> | <p>10bi. Gender focal points or equivalent at HQ, regional and country levels are:</p> <ul style="list-style-type: none"> a. appointed 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 <p>and</p> <p>10bii. The entity has reached the equal representation of women for General Service staff and also at P4 and above levels</p> <p>and</p> <p>10biii. Gender department/unit is fully resourced according to the entity mandate</p> | <p>10ci. Gender focal points or equivalent at HQ, regional and country levels are:</p> <ul style="list-style-type: none"> a. appointed 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 d. specific funds are allocated to support gender focal point networking <p>and</p> <p>10cii. The entity has reached the equal representation of women for General Service staff and also at P4 and above levels including the senior most levels of representation in Field Offices, Committees and Funds linked to the entity irrespective of budgetary source</p> <p>and</p> <p>10ciii. Gender department/unit is fully resourced according to the entity mandate</p> |
|--------------------------------|--|---|--|---|

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- Not Applicable

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| Element | Missing or n/a | Approaches requirements | Meets requirements | Exceeds requirements |
|-------------------|----------------|---|--|--|
| 11. Organization- | | 11a. Organizational culture partly supports promotion of gender | 11b. Organizational culture fully supports promotion of gender | 11c. Organizational culture fully supports promotion of gender |

| | | | | | |
|--|------------|--|---------------------------------------|---------------------------------------|---|
| | al culture | | equality and the empowerment of women | equality and the empowerment of women | equality and the empowerment of women and 11ci. Senior managers demonstrate leadership and public championing of promotion of the equal representation of women |
| <p>PLEASE FILL OUT:</p> <p>1. Performance Indicator Rating*</p> <p><input type="checkbox"/> Exceeds requirements</p> <p><input type="checkbox"/> Meets requirements</p> <p><input type="checkbox"/> Approaches requirements</p> <p><input type="checkbox"/> Missing</p> <p><input type="checkbox"/> Not Applicable</p> <p>2. Explanation of why rating has been given, including data sources (200 words maximum)*</p> <p>3. Timeline for improvement [(year(s) and month(s))*]:</p> <p>4. Responsibility for follow-up*:</p> <p>5. Resources Required*:</p> <p>6. Additional information/explanation (200 words maximum)</p> <p>7. Please submit any supporting documentation (Only Word, PowerPoint, Excel, PDF and Images)</p> <p>Additional Comments</p> | | | | | |

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E. Capacity

| | Element | Missing or n/a | Approaches requirements | Meets requirements | Exceeds requirements |
|--------------------|--|----------------|---|---|---|
| E. Capacity | 12. Assessment | | 12a. Assessment of capacity in gender equality and women’s empowerment for individuals in entity is carried out | 12bi. Entity-wide assessment of capacity of staff at HQ, regional and country levels in gender equality and women’s empowerment is carried out and 12bii. A capacity development plan is established or updated at least every five years | 121ci. Entity-wide assessment of capacity of staff at HQ, regional and country levels in gender equality and women’s empowerment is carried out and 12cii. A capacity development plan is established or updated at least every three years |
| | PLEASE FILL OUT: 1. Performance Indicator Rating* | | | | |

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- Meets requirements
- Approaches requirements
- Missing
- Not Applicable

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| Element | Missing or n/a | Approaches requirements | Meets requirements | Exceeds requirements |
|-----------------|----------------|---|---|---|
| 13. Development | | 13a. Working towards ongoing mandatory training for all levels of staff at HQ, regional and country offices | 13bi. Ongoing mandatory training for all levels of entity staff at HQ, regional and country offices | 13ci. Ongoing mandatory training for all levels of entity staff at HQ, regional and country offices |

| | | | | | |
|---|--|--|--|--|---|
| | | | | | <p>and</p> <p>13cii. Senior managers receive tailored training during orientation</p> |
| <p>PLEASE FILL OUT:</p> <p>1. Performance Indicator Rating*</p> <p><input type="checkbox"/> Exceeds requirements</p> <p><input type="checkbox"/> Meets requirements</p> <p><input type="checkbox"/> Approaches requirements</p> <p><input type="checkbox"/> Missing</p> <p><input type="checkbox"/> Not Applicable</p> <p>2. Explanation of why rating has been given, including data sources (200 words maximum)*</p> <p>3. Timeline for improvement [(year(s) and month(s))*]:</p> <p>4. Responsibility for follow-up*:</p> <p>5. Resources Required*:</p> <p>6. Additional information/explanation (200 words maximum)</p> <p>7. Please submit any supporting documentation (Only Word, PowerPoint, Excel, PDF and Images)</p> | | | | | |

| |
|--|
| <p>Additional Comments</p> <ol style="list-style-type: none"> 1. Please note here any advances and challenges in promoting gender equality and women’s empowerment not captured in the UN SWAP Performance Indicator rating 2. Please note here the main reasons why your entity has been able to progress on gender equality and the empowerment of women, and the main factors that have stalled progress 3. Any other comments <p>*Mandatory</p> |
|--|

F. Coherence, knowledge and information management

| | Element | Missing or n/a | Approaches requirements | Meets requirements | Exceeds requirements |
|---|--|----------------|---|--|---|
| F. Coherence, knowledge and information management | 14. Knowledge generation and communication | | 14a. Internal production and exchange of information on gender equality and women’s empowerment | 14b. Knowledge on gender equality and women’s empowerment is systematically documented and publicly shared | 14ci. Knowledge on gender equality and women’s empowerment is systematically documented and publicly shared |
| | | | | and | 14bi. Communication plan includes gender equality and women’s empowerment as an integral component of internal and public information dissemination |

| | | | | |
|--|--|--|--|---|
| | | | | and 14ciii. Entity is actively involved in an inter-agency community of practice on gender equality and the empowerment of women |
|--|--|--|--|---|

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|---------|----------------|-------------------------|--------------------|----------------------|
|---------|----------------|-------------------------|--------------------|----------------------|

| | | | | |
|------------------|--|---|---|--|
| 15. Coherence | | 15a. Participates in an <i>ad hoc</i> fashion in inter-agency coordination mechanisms on gender equality and the empowerment of women | 15bi. Participates systematically in inter-agency coordination mechanisms on gender equality and the empowerment of women | 15ci. Participates systematically in inter-agency coordination mechanisms on gender equality and the empowerment of women and 15cii. Participates in the UN SWAP peer review process |
|------------------|--|---|---|--|

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