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 excepted).

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
	PLEASE FILL OUT: 1. Performance Indicator Rating* 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*:
- 6. Additional information/explanation (200 words maximum)
- 7. Please submit any supporting documentation (Only Word, PowerPoint, Excel, PDF and Images)

- 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

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:	l		l	
1. Performance Indicator Rate Exceeds requirements Meets requirements Approaches requirement Missing Not Applicable 2. Explanation of why rating	ES .	, including data sources (200	words maximum)*	
3.Timeline for improvement4. Responsibility for follow-u5. Resources Required*:		onth(s)]*:		
6. Additional information/ex	planation (200 v	words maximum)		
7. Please submit any support (Only Word, PowerPoint, Exc	-			
Performance Indicator rating	3		,	ent not captured in the UN SWAP

the main factors that have stalled progress

3. Any other comments

B. Results

	Element	Missing or n/a	Approaches requirements	Meets requirements	Exceeds requirements
B. Results	3. Strategic planning		3a. Gender analysis in the central strategic planning document and main country programme documents	3bi. Gender analysis in the central strategic planning document and main country programme documents	3ci Gender analysis in the central strategic planning document and main country programme documents
			or	and	and
			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	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	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
	Meets req Approache Missing Not Applic	ce Indicator F equirements uirements es requireme		rces (200 words maximum)*	

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

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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	4bi. Reporting on gender equality and women's empowerment results in relation to the central strategic planning document	4ci. Reporting on gender equality and women's empowerment results in relation to the central strategic planning document
		or	and	and
		4b. All key entity data is sex- disaggregated, or there is a specific reason noted for not disaggregating data by sex	4bii. All key entity data is sex- disaggregated, or there is a specific reason noted for not disaggregating data by sex	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
PLEASE FILL OUT:		
 Performance Indicator Rating* Exceeds requirements Meets requirements Approaches requirements Missing Not Applicable Explanation of why rating has been given, including data sources. 	rces (200 words maximum)*	
 3.Timeline for improvement [(year(s) and month(s)]*: 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 shallonges in promoting of the properties of the promoting of the pr	ronder equality and wemon's empayo	rment not captured in the UN
1. Please note here any advances and challenges in promoting g	gender equality and women's empower	rment not captured in the UN

SWAP Performance Indicator rating
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and the main factors that have stalled progress
3. Any other comments
*Mandatory

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 OU	JT:			•
	1. Performance		_		

App Miss	 Meets requirements □ Approaches requirements □ Missing □ Not Applicable 							
2. Expla	nation of why rat	ing has been given, including data so	ources (200 words maximum)*					
4. Respo	3.Timeline for improvement [(year(s) and month(s)]*: 4. Responsibility for follow-up*: 5. Resources Required*:							
6. Addit	ional information	/explanation (200 words maximum)						
		porting documentation Excel, PDF and Images)						
1. Pleas SWAP P 2. Pleas and the	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								
Elemen	t Missing or n/a	Approaches requirements	Meets requirements	Exceeds requirements				
6. Gend	-	6a. The risk related to the organisation's strategy and	6b. Consultation takes place with the gender focal	6ci. Consultation takes place with all levels of the				

point/department on risks

organisation on risks related

plans to achieve gender

auditing

		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
	EASE FILL OUT:	ting*		
	Performance Indicator Ra Exceeds requirements	inis.		
=	Meets requirements			
<u> </u>] Approaches requiremen] Missing	ts		
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	Responsibility for follow-u	up*:		
5. f	Resources Required*:			
6. /	Additional information/ex	xplanation (200 words maximum)		
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7 1	Please submit any suppor	ting documentation		
	nly Word, PowerPoint, Ex	-		
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SWAP Perform 2. Please note	here any ad lance Indica here the ma actors that I	tor rating	gender equality and women's empo able to progress on gender equality	·	
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	
PLEASE FILL OUT: 1. Performance Indicator Rating* 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*:
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

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			
	PLEASE FILL OUT:							
	1. Performance Indicator Rating* 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	improvemer	nt [(year(s) and month(s)]*:					

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)							
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*Mandatory							
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			

= ''	s requireme	nts							
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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7. Please submit any supporting documentation (Only Word, PowerPoint, Excel, PDF and Images) Additional Comments									
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and the main factors that have stalled progress 3. Any other comments									
*Mandatory									
Element	Missing or n/a	Approaches requirements	Meets requirements	Exceeds requirements					

10. Gender	10ai. Gender focal points or	10bi. Gender focal points or	10ci. Gender focal points or
architecture	equivalent at HQ, regional and	equivalent at HQ, regional and	equivalent at HQ, regional and
	country levels are: a. appointed from staff level P4	country levels are: a. appointed from staff level P4	country levels are: a. appointed from staff level P4
	and above for both	and above for both mainstreaming	and above
	mainstreaming and	and representation of women	b. have written terms of
	representation of women	b. have written terms of reference	reference
	b. have written terms of	c. at least 20 per cent of their time	c. at least 20 per cent of their
	reference	is allocated to gender focal point	time is allocated to gender focal
	c. at least 20 per cent of their	functions	point functions
	time is allocated to gender focal		d. specific funds are allocated to
	point functions	and	support gender focal point
			networking
	or	10bii. The entity has reached the	
		equal representation of women for	and
	10aii. Plan in place to achieve the	General Service staff and also at P4	
	equal representation of women for General Service staff and at	and above levels	10cii. The entity has reached the
	P4 and above levels in the next	and a	equal representation of women
	five years	and	for General Service staff and also at P4 and above levels including
	live years	10biii. Gender department/unit is	the senior most levels of
		fully resourced according to the	representation in Field Offices,
		entity mandate	Committees and Funds linked to
			the entity irrespective of
			budgetary source
			and
			10ciii. Gender department/unit
			is fully resourced according to
			the entity mandate

PLEASE FILL OUT:									
1. Performance	Indicator Ra	ating*							
Exceeds requirements									
Meets requirements									
Approaches	Approaches requirements								
Not Applica	ble								
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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 Perform	•		seriaer equality and memori e empor						
		•	able to progress on gender equality a	nd the empowerment of women.					
		ave stalled progress	and to progress on general equation a	,					
3. Any other co									
,									
*Mandatory									
	,								
Element	Missing	Approaches requirements	Meets requirements	Exceeds requirements					
	or n/a								
11.		11a. Organizational culture partly	11b. Organizational culture fully	11c. Organizational culture fully					
Organization-		supports promotion of gender	supports promotion of gender	supports promotion of gender					

al culture	equality and the empowerment	equality and the empowerment of	equality and the empowerment				
	of women	women	of women				
			and 11ci. Senior managers demonstrate leadership and public championing of promotion of the equal representation of women				
PLEASE FILL OUT:							
Exceeds requirements Meets requirements Approaches requirement Missing Not Applicable	 ☐ Meets requirements ☐ Approaches requirements ☐ Missing 						
•	3.Timeline for improvement [(year(s) and month(s)]*: 4. Responsibility for follow-up*: 5. Resources Required*:						
6. Additional information/e	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**
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- 3. Any other comments
- *Mandatory

E. Capacity

12. Assessment		12a. Assessment of capacity in gender equality and women's	12bi. Entity-wide assessment of	121ci. Entity-wide assessment of
		empowerment for individuals in entity is carried out	capacity of staff at HQ, regional and country levels in gender equality and women's empowerment is carried out	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	12cii. A capacity development plan is established or updated at least every three years
	PLEASE FILL OF	PLEASE FILL OUT:	PLEASE FILL OUT:	is established or updated at least

1. Performance Indicator Rating*

Meets requ	Exceeds requirements Meets requirements Approaches requirements							
	☐ Missing ☐ Not Applicable							
2. Explanation	2. Explanation of why rating has been given, including data sources (200 words maximum)*							
4. Responsibili	3.Timeline for improvement [(year(s) and month(s)]*:4. Responsibility for follow-up*:5. Resources Required*:							
6. Additional in	6. Additional information/explanation (200 words maximum)							
	7. Please submit any supporting documentation (Only Word, PowerPoint, Excel, PDF and Images)							
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*Mandatory	*Mandatory							
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				

				and 13cii. Senior managers receive tailored training during orientation		
PLEASE FILL OUT: 1. Performance Indicator Rating* 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*: 6. Additional information/explanation (200 words maximum) 						
7. Please submit any supporting documentation (Only Word, PowerPoint, Excel, PDF and Images)						

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F. Coherence, knowledge and information management

	Element	Missing or n/a	Approaches requirements	Meets requirements	Exceeds requirements
F. Coherence, knowledge and information management	Coherence, by Coherence, cowledge and cormation 14. 14a. Internal production and exchange of information on gender equality and women's		14b. Knowledge on gender equality and women's empowerment is systematically documented and publicly shared and	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	14cii. Communication plan includes gender equality and women's empowerment as an integral component of internal and public information dissemination

^{*}Mandatory

						and		
						14ciii. Entity is actively involved		
						in an inter-agency community of		
						practice on gender equality and		
						the empowerment of women		
PLEASE FILL OU	IT:							
1 Danfannan		-+:*						
1. Performance Exceeds rec		ating"						
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2. Explanation	of why rating	g has been given, inclu	ding data sou	rces (200 words i	maximum)*			
2 Timeline for i	mnraaman	+ [/voor/s) and month/	c\1*.					
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5. Resources Re	•	αр.						
3. Nessarces III	squirea i							
6. Additional in	formation/e	xplanation (200 words	s maximum)					
		rting documentation						
(Only Word, Po	werPoint, Ex	ccel, PDF and Images)						
Additional Com	ments							
		rances and challenges	in promoting s	gender equality a	and women's empowe	erment not captured in the UN		
SWAP Performa			1	<i>y</i>				
		•	ntity has been	able to progress	on gender equality a	nd the empowerment of women,		
and the main fa	actors that h	ave stalled progress			•			
3. Any other comments								

*Mandatory							
Element	Missing or n/a	Approaches requirements	Meets requirements	Exceeds requirements			
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			
PLEASE FILL OUT: 1. Performance Indicator Rating* 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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