

## United Nations Public Service Awards 2021 Applicant's Manual

### PART I: REGISTRATION

- To begin the application process, go to <https://publicadministration.un.org/unpsa/en/>
- If you already have an account:
  1. Click "Login"
  2. Enter your Username
  3. Enter your Password
  4. Click "Login" again
- If you have an account but forgot your password:
  1. Click "Reset Password"
  2. Enter your username or email address of your existing account and click "Send Reset Link"
  3. You will receive notification in the email account you used to set up your login details
  4. Click on the reset button to change your password
  5. Use the new password to log in
- If you do not have an account:
  1. Click "Register"
  2. Enter a username
  3. Enter a password (example format: Xyz@0123)
  4. Re-enter the password to confirm
  5. Enter your first name
  6. Enter your last name
  7. Enter email address
  8. Click "Register"

The screen shown below will appear.



# United Nations Public Service Awards

Department of Economic and Social Affairs

[Home](#) [Overview and Submission Rules](#)

You are using an unverified account. Please verify your account by clicking on the link contained in the verification email we've already sent to you.

9. Check your email  
You will receive a verification email.

Dear cindi test2,

We are pleased to advise that you have been added as a Registered User to The United Nations Public Service Awards (UNPSA) Portal. Please read the following information carefully and be sure to save this message in a safe location for future reference.

Portal Website Address: [publicadministration.un.org/unpsa/en](http://publicadministration.un.org/unpsa/en)  
Username: cinditest2

You can use the following link to complete your verified registration:

<http://publicadministration.un.org/unpsa/en/default.aspx?ctl=Login&username=cinditest2&verificationcode=8Qw7fvrBydl>

Thank you, we appreciate your support...

The United Nations Public Service Awards (UNPSA) Portal

10. Click the link in the text of the email.  
The link will take you to the log in page again

Your account has been successfully verified

Username:

Password:

Remember Login


11. Enter the username created
12. Enter the password created
13. To remain logged in, check “Remember Login” box
14. Click “Login”

## PART II: BASIC INFORMATION

- After logging in, click “Start Basic Information Form”

Welcome

**Welcome to the 2020 United Nations Public Service Awards Basic Information Form!**



Please note that you are required to reply to the following screening questions before accessing the online nomination form.  
For accuracy, please refer to the Submission rules: [here](#)

Next

- Institutional Information

*Entries are automatically saved as they are filled in.*

*Be sure to fill out everything with red star, otherwise you will not be able to proceed.*

1. Member State: select the name of the country from the drop-down menu
2. Institution Name
3. Institution Type: select from the drop-down menu
4. Administrative Level: select from the drop-down menu
5. Name of the Initiative
6. Project Operational Years: select number of years the initiative has been implemented from the drop-down menu
7. Website of the Institution: Include the website of the institution or initiative

- Contact's Information.

*Be sure to fill out everything with red star, otherwise you will not be able to proceed.*

1. Enter position
2. Enter first name
3. Enter last name
4. Enter honorific (Mr./Ms.)
5. Enter address: street number and name
6. Enter postal code
7. Enter city
8. Enter state or province
9. Enter telephone number or numbers.

Please include country and city code, e.g. +1987654321

10. Enter primary email
11. Add additional email, if any
12. Click "Next"

- Question 1: About the Initiative

1. Is this a public sector initiative? Answer by selecting Yes or No. Click "Next"
2. If you select No, an additional question "Is this a public private partnership?"
3. Answer by selecting Yes or No. Click "Next"

- Question 2: Categories

1. Is the initiative relevant to one of the five 2020 UNPSA categories?

Answer by selecting the most appropriate category. Click "Next"

- Question 3: Sustainable Development Goals

1. Is the initiative relevant to any of the 17 SDGs? Answer by selecting Yes or No
2. If you answered Yes, please specify which SDG is the most relevant to the initiative (hold Ctrl to select multiple SDGs)

3. Select the relevant target(s) within the SDGs if selected above. Click “Next”

**Question 3: Sustainable Development Goals**

Is the initiative relevant to any of the 17 SDG(s)?  
 Yes  No  
If you answered yes above, please specify which SDG is the most relevant to the initiative.\*

Goal 1: No Poverty  
 Goal 2: Zero Hunger  
 Goal 3: Good Health  
 Goal 4: Quality Education  
 Goal 5: Gender Equality  
 Goal 6: Clean Water and Sanitation  
 Goal 7: Affordable and Clean Energy  
 Goal 8: Decent Work and Economic Growth  
 Goal 9: Industry, Innovation and Infrastructure  
 Goal 10: Reduced Inequalities  
 Goal 11: Sustainable Cities and Communities  
 Goal 12: Responsible Consumption and Production  
 Goal 13: Climate Action  
 Goal 14: Life Below Water  
 Goal 15: Life on Land  
 Goal 16: Peace, Justice and Strong Institutions  
 Goal 17: Partnerships for the goals

Which target(s) within the SDGs specified above is the initiative relevant to?

1.1 By 2030, eradicate extreme poverty for all people everywhere, currently measured as people living on less than \$1.25 a day  
 1.2 By 2030, reduce at least by half the proportion of men, women and children of all ages living in poverty in all its dimensions according to national definitions  
 1.3 Implement nationally appropriate social protection systems and measures for all, including floors, and by 2030 achieve substantial coverage of the poor and the vulnerable  
 1.4 By 2030, ensure that all men and women, in particular the poor and the vulnerable, have equal rights to economic resources, as well as access to basic services, ownership and control over land and other forms of property, inheritance, natural resources, appropriate new technology and financial services, including microfinance  
 1.5 By 2030, build the resilience of the poor and those in vulnerable situations and reduce their exposure and vulnerability to climate-related extreme events and other economic, social and environmental shocks and disasters  
 1.a Ensure significant mobilization of resources from a variety of sources, including through enhanced development cooperation, in order to provide adequate and predictable means for developing countries, in particular least developed countries, to implement programmes and policies to end poverty in all its dimensions  
 1.b Create sound policy frameworks at the national, regional and international levels, based on pro-poor and gender-sensitive development strategies, to support accelerated investment in poverty eradication actions

Full list of SDGs and targets <http://www.un.org/sustainabledevelopment/sustainable-development-goals/>

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- Question 4: Implementation Date
  1. Has the initiative been implemented for two or more years? Answer by selecting Yes or No
  2. Please provide date of implementation by entering a date (dd/mm/yyyy) Click “Next”
- Question 5: Partners
  1. Has the United Nations or any UN agencies been involved in this initiative?  
Answer by selecting Yes or No
  2. If Yes, the screen below will appear. Answer additional questions
    - a. Select the UN agency/agencies that have been involved in the initiative
    - b. Check the nature of involvement (hold Ctrl to select multiple)
    - c. Add explanation in the text box
    - d. Click “Next”

### Question 5: Partners

Has the United Nations or any UN agencies been involved in this initiative?

Yes  No

Which UN agency was involved?

- The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization
- Food and Agriculture Organization
- The International Atomic Energy Agency
- International Civil Aviation Organization
- International Fund for Agricultural Development
- International Labor Organization
- International Maritime Organization
- International Monetary Fund
- The International Organization for Migration
- International Telecommunication Union
- The Organization for the Prohibition of Chemical Weapons
- United Nations Human Settlements Programme
- The Joint United Nations Programme on HIV/AIDS
- The United Nations Conference on Trade and Development
- United Nations Educational, Scientific and Cultural Organization
- United Nations Development Programme
- The United Nations Environment Programme
- United Nations Population Fund
- Office of the United Nations High Commissioner for Refugees
- United Nations Children's Fund
- United Nations Industrial Development Organization
- UN Women
- The United Nations Office for Disaster Reduction
- The United Nations Office on Drugs and Crime
- The United Nations Office for Project Services
- The United Nations Relief and Works Agency for Palestine Refugees
- United Nations Secretariat
- World Tourism Organization
- Universal Postal Union
- World Bank Group
- The World Food Programme
- World Health Organization
- World Intellectual Property Organization
- World Meteorological Organization
- World Trade Organization
- Other (Please specify below)

Please provide details

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- Question 6: Previous Participation
  1. Has the initiative been submitted to the UNPSA in past years? Answer by selecting Yes or No
  2. If Yes, enter year
  3. Click "Next"
- Question 7: UNPSA Awards
  1. Has the initiative won a previous UNPS Award? Answer by selecting Yes or No
  2. If Yes, enter year
  3. Click "Next"
- Question 8: Other Awards
  1. Has the initiative won any other awards? Answer by selecting Yes or No

2. If Yes, enter the name of the award, the organization who gave the award and the year in the text box
  3. Click "Next"
- Question 9: How did you hear about the UNPSA?
    1. Check from the list (hold Ctrl to select multiple)
    2. If Others, specify
  - Question 10: Validation Consent [Required]
    1. I give consent to contact relevant persons and entities to inquire about the initiative for validation purpose.
    2. Click "Yes"
  - Review before submitting. Click 'back' to make changes.
  - Click on "Save and Proceed to Nomination Stage" button to save Basic Information Form and continue to the Nomination Form.
  - Once you click " Save Proceed to Nomination Stage ", you have completed the Basic Information Form. Click "OK"

The screenshot shows a web browser window displaying the UNPSA nomination form. A warning dialog box is overlaid on the form, stating: "publicadministration.un.org says WARNING! After submitting you will not be able to edit the previous portion of the application process! OK Cancel".

The form content includes the following sections:

- Question 4: Partners/Stakeholders**
  - Has the United Nations or any UN agencies been involved? No
  - Which UN agency was involved? (hold Ctrl to select multiple)
    - International Maritime Organization
    - International Telecommunication Union
    - United Nations Children's Fund
    - World Intellectual Property Organization
- Question 5: Required Supplemental Documents**
  - Will you be able to provide supporting documentation for your initiative? No
- Question 6: UNPSA Awards**
  - Has the initiative already won a UNPS Award? No
- Question 7: Other Awards**
  - Has the initiative won other Public Service Awards? No
- Question 8: Sustainable Development Goals**
  - Is the initiative relevant to any of the 17 SDG(s)? Yes
  - If you answered yes above, please specify which SDG is the most relevant to the initiative. (hold Ctrl to select multiple) Goal 1: No Poverty
  - Which target(s) within the SDGs specified above is the initiative relevant to? (hold Ctrl to select multiple) 1.1 By 2030, eradicate extreme poverty for all people everywhere, currently measured as people living on less than \$1.25 a day
- Question 9: Validation Consent**
  - Do you have any objections to us inquiring about the initiative for validation purposes? No
- How did you know about UNPSA?**
  - How did you know about UNPSA?

At the bottom of the form, there are three buttons: "Return to list", "Back", and "Proceed to Nomination stage".

### PART III: NOMINATION FORM

*Texts are automatically saved as they are filled in case you need to stop mid-way and continue at a later time.*

- If it is a self-nomination:
  1. Select Yes for the “Nominator is the same as nominee”
  2. Click “Next”
  3. Skip step below and proceed to answer questions about the initiative
- If Nominee and Nominator details are different:
  1. Select “No”
  2. Fill in nominee information including institutional and contact information
  3. Click “Next”
- Answer questions on the initiative

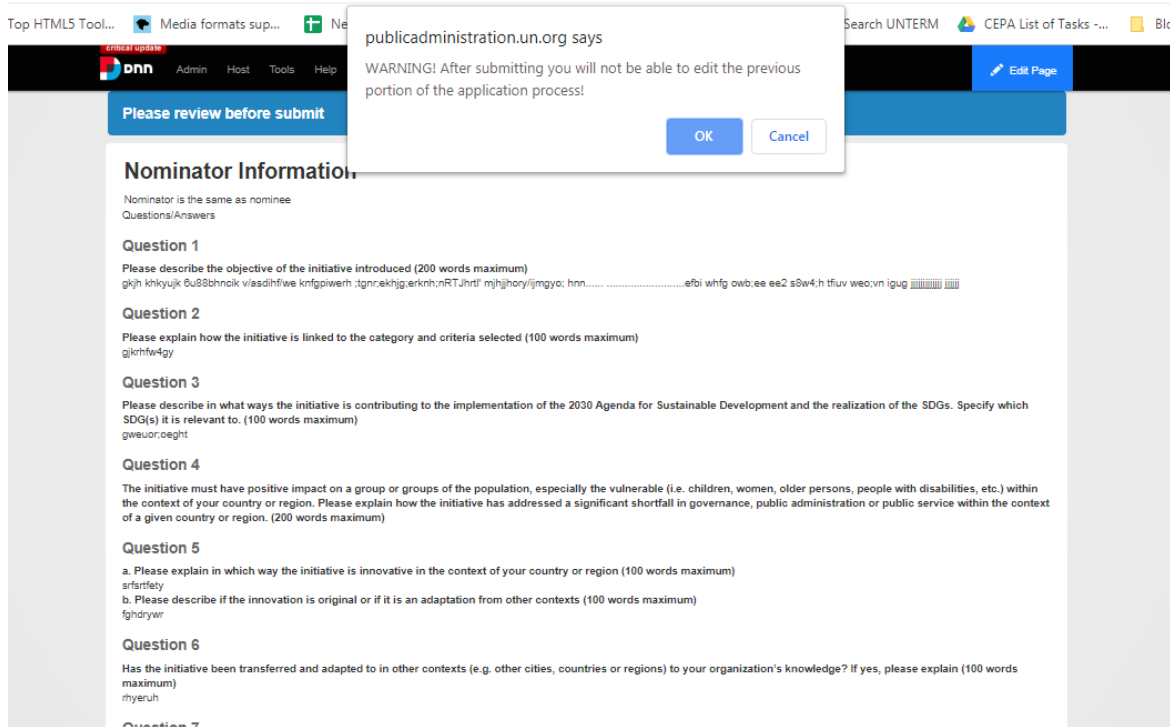
Please note the max number of words per question. It is indicated at the bottom of the text box in red as shown.

The screenshot shows a web interface for a nomination form. At the top, there is a blue progress bar indicating 53% completion. Below it is a blue header for the question: "1. This is a test Question". The question text is "Please describe the objective of the initiative introduced (200 words maximum)". A large text input area contains the sample text "This is a sample answer." Below the input area, a red text label reads "5 words out of 200". At the bottom right of the form, there are three buttons: "Return to list", "Back", and "Next".

- Click “Next” to review the submission. Click “Back” to make changes.
- Click “Save and Proceed to Documentation Stage” when you are ready to submit the application.
- Click “OK”



Please note that once you click “SUBMIT”, you will no longer be able to make changes to the nomination form.



## PART IV: DOCUMENTATION

- Click on “upload new file” to submit supporting documents

## Documentation and references

\*Suggested name:

File 1: 2020 UNPSA\_Name.of.Initiative\_Evaluation Report

File 2: 2020 UNPSA\_Name.of.Initiative\_Reference.Letter1

File 2: 2020 UNPSA\_Name.of.Initiative\_Reference.Letter2

Documentation, references and URLs should be submitted until "Deadline specified in submission rules"

[Upload new file](#)

Max number of files allowed: 8

There is no documentation submitted yet

\*Website, Audio and Visual Information

[Add new URL](#)

Max number of urls allowed: 2

There are no URLs submitted yet

To submit, you must upload at least 3 documents and at least 1 URL

[Return to list](#)

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- You must submit 3 required supporting documents
  1. Two reference letters (Suggested name: 2020 UNPSA\_Name.of.Initiative\_Reference.Letter)
  2. Evaluation report (Suggested name: 2020 UNPSA\_Name.of.Initiative\_Evaluation Report)
  3. Click on "Choose File" and upload the relevant files. Then click "Start uploading" to upload files.

## Documentation upload

Please select file to upload

[Choose File](#)

[Return to list](#)

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[Start Uploading](#)

- Website, Audio and Visual Information

1. Click on “Add new URL” to submit links to video, news articles, etc.
2. Attach file and click “Submit URL”

## Documentation and references

\*Suggested name:

File 1: 2020 UNPSA\_Name of Initiative\_Evaluation Report

File 2: 2020 UNPSA\_Name of Initiative\_Reference.Letter1

File 2: 2020 UNPSA\_Name of Initiative\_Reference.Letter2

Documentation, references and URLs should be submitted until "Deadline specified in submission rules"

[Upload new file](#)

Max number of files allowed: 8

There is no documentation submitted yet

\*Website, Audio and Visual Information

[Add new URL](#)

Max number of urls allowed.: 2

There are no URLs submitted yet

To submit, you must upload at least 3 documents and at least 1 URL

[Return to list](#)

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## References Submitting

URL

[Return to list](#)

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[Submit URL](#)

- Click on “Submit Application” to complete the UNPSA application process.

- You have completed the 2020 UNPSA nomination process. You can view your application but are no longer able to edit. To view your responses, click “Return to list” and click on the application you want to review. The screen below will appear.

