

The Applicant's Manual

How to Apply to United Nations Public Service Awards

A) To begin the application process, go to the link listed below.

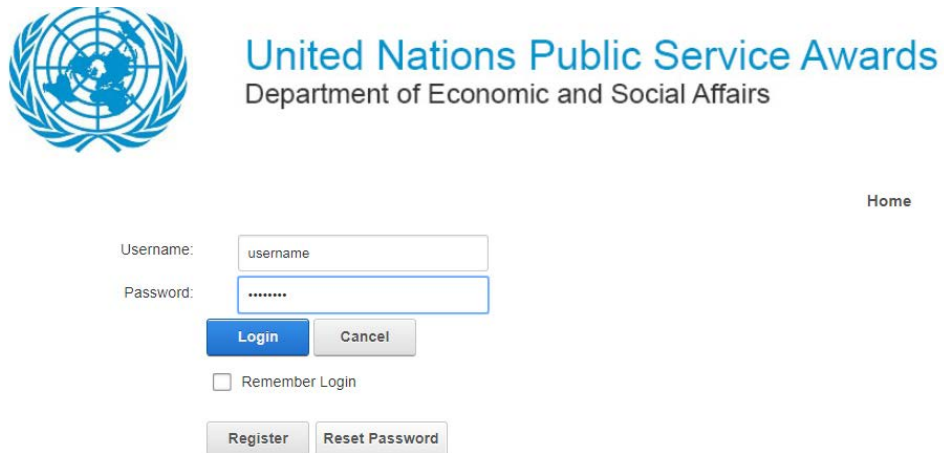
<https://publicadministration.un.org/unpsa/en/>

The link will take you to the screen shown below.



B) If you already have an account:

- a. Click "Login".
- b. Enter your Username.
- c. Enter your Password.
- d. Click "Login".
- e. If you gave logged into the system before but have forgotten your password, click "Reset password"



- f. Enter your username or email address that you used before and click "Send Reset Link".



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If you forgot your password an email with a password reset link will be sent to your registered address. Click on the link in that email and you will be taken to a page where you can then create a new password.

You can request the email by providing your email address or your username.

User Name:

Email Address:

[Send Reset Link](#)

[Cancel](#)

- g. You will receive an email on the email account you used to set up your login details. Click on the reset button to change your password and then use the new password to log in.

- C) If you do not have an account, click “Register”. To Register, enter the requested information as in the below screenshot.



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***Note:** Membership to this website is Verified. Once your account information has been submitted, you will receive an email containing a link that you can use to verify your account. All fields marked with a red asterisk are required. - **(Note:** - Registration may take several seconds. Once you click the Register button please wait until the system responds.)

User Name: *

Password: *

Confirm Password: *

First Name: *

Last Name: *

Email Address: *

[Register](#)

[Cancel](#)

- a. Enter a username, for example this can be your name or the name of your organization.
- b. Enter a password.
- c. Re-enter the password to confirm it.
- d. Enter your first name.
- e. Enter your last name.
- f. Enter your email address.
- g. Click “Register”.

The screen shown below will appear.



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.

D) Go to your email. You will have received an email like the one shown below. Click the link in the text of the 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
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

E) The link will take you to the screen shown below.

Your account has been successfully verified

Username:

Password:

Remember Login

- Enter the username you created in Step C.
- Enter the password you created in Step C.
- To remain logged in, check the box that says, "Remember Login".
- Click "Login".

F) After logging in, the screen shown below will appear. Click "Start PreScreening Form".




[Start PreScreening Form](#) There are no forms submitted yet. Please submit PreScreening Form first.

G) The screen shown below will appear, click “Next”.

Welcome

Welcome to the 2019 United Nations Public Service Awards Pre-Screening 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](#)

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H) Nominee Information

Enter responses for Institutional Information. *Be sure to fill out everything with red star, otherwise will not let you proceed.*

- a. Select the Member State from the drop-down menu.
- b. Enter the name of your Institution.
- c. Select the Institution Type from the drop-down menu.
If Institution Type is Ministry, select Ministry Type.
- d. Select the Administrative Level from the drop-down menu.
- e. Enter the Name of the Initiative.
- f. Select the number of Project Operational Years from the drop-down menu.
- g. Enter the Website of the Institution. We highly encourage you to include the website for the nominee, or if you have one, the website pertaining to your initiative.

Institutional Information

Member State *	<input type="text" value="Afghanistan"/>
Institution Name *	<input type="text"/>
Institution Type *	<input type="text" value="Ministry"/>
Ministry Type *	<input type="text" value="Please select"/>
Administrative Level *	<input type="text" value="National"/>
Name of initiative *	<input type="text"/>
Projects Operational Years *	<input type="text" value="1"/>
Website of Institution	<input type="text"/>

We highly encourage you to include the website for the nominee, or if you have one, the website pertaining to your initiative.

Enter responses for “Contact's Information”. *Be sure to fill out everything with red star, otherwise the system will not let you proceed.*

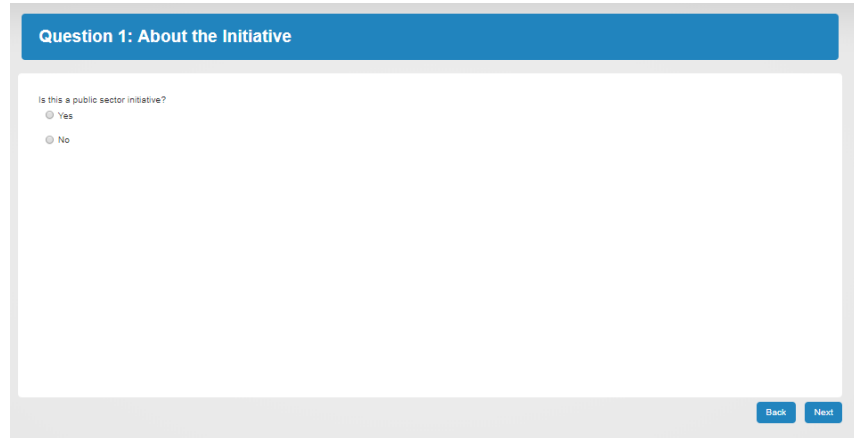
- Enter your position.
- Enter your first name.
- Enter your last name.
- Enter your gender.
- Enter your address (street number and street name).
- Enter your postal code.
- Enter your city.
- Enter your state or province.
- Enter your telephone number or numbers. Please include country and city code, e.g. +1987654321.
- Enter your primary email.
- Add any additional emails (if you have).
- Click “Next”.

Contact's Information

Position *	<input type="text"/>
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Gender *	<input type="radio"/> Male <input type="radio"/> Female
Address	<input type="text"/>
Postal Code	<input type="text"/>
City	<input type="text"/>
State/Province	<input type="text"/>
Telephone(s) *	<input type="text"/>
	<small>Please include country and city code, e.g. +1987654321</small>
Fax(es)	<input type="text"/>
	<small>Please include country and city code, e.g. +1987654321</small>
Primary Email *	<input type="text"/>
Additional email(s)	<input type="text"/>

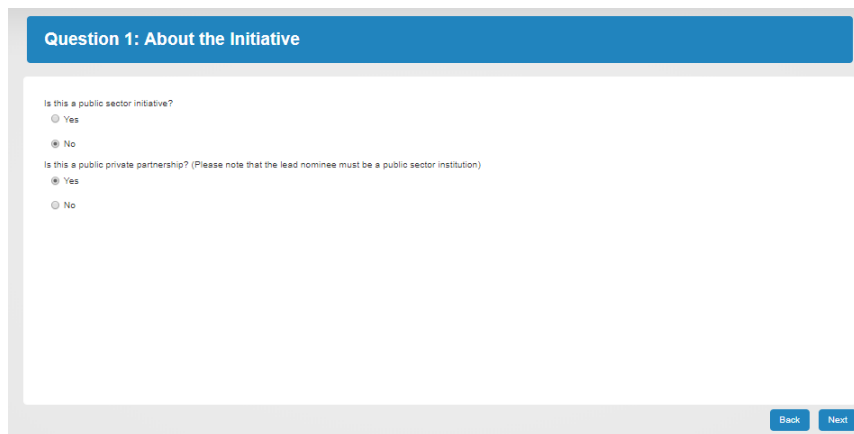
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- I) Question 1: About the Initiative
Answer by selecting Yes or No.
If you select Yes, then click “Next”.



The screenshot shows a survey interface with a blue header bar containing the text "Question 1: About the Initiative". Below the header, the question text reads "Is this a public sector initiative?". There are two radio button options: "Yes" and "No". At the bottom right of the question area, there are two buttons: "Back" and "Next".

If you select No, an additional question, as seen below, will appear.
Select Yes or No.



The screenshot shows a survey interface with a blue header bar containing the text "Question 1: About the Initiative". Below the header, the question text reads "Is this a public sector initiative?". There are two radio button options: "Yes" and "No". Below this, a second question text reads "Is this a public private partnership? (Please note that the lead nominee must be a public sector institution)". There are two radio button options: "Yes" and "No". At the bottom right of the question area, there are two buttons: "Back" and "Next".

After answering, click “Next”.

- J) Question 2: Categories
- Answer by selecting the most appropriate option.
 - Answer any additional questions that appear by selecting the most appropriate options.
 - Click “Next”.

Question 2: Categories

Is the initiative relevant to one of the three 2018 UNPSA categories?

- Not applicable
- Delivering inclusive and equitable services to leave no one behind
- Ensuring integrated approaches in the public-sector institutions
- Developing effective and accountable public institutions
- Promoting digital transformation in public sector institutions
- Promoting gender responsive public services to achieve the SDGs

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K) Question 3: Implementation Date

- a. The first question can be answered by selecting Yes or No.
- b. The second question can be answered by entering a date.
- c. Click “Next”.

Question 3: Implementation Date

Has the initiative been implemented for two or more years?

- Yes
- No

Please provide date of implementation (dd/MM/yyyy)

[Back](#) [Next](#)

L) Question 4: Partners/Stakeholders

- Answer by selecting Yes or No.
If No, click “Next”.

Question 4: Partners/Stakeholders

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

Yes

No

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If Yes, the screen below will appear, answer additional questions.

- Select the UN agency.
- Add details into the text box.
- Click "Next".

Question 4: Partners/Stakeholders

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

Yes

No

Which UN agency was involved? (hold Ctrl to select multiple)

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

Please provide details

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M) Question 5: Required Supplemental Documents

- Answer by selecting Yes or No.
- Click "Next".

Question 5: Required Supplemental Documents

All initiatives submitted for nomination must have supporting documentation i.e. implementation plan, reference letters, evaluation and auditing reports, survey statistics, media articles etc.
Please note that only supporting documents uploaded onto the UNPSA database will be accepted.

Will you be able to provide supporting documentation for your initiative?

Yes

No

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Note: You will be asked in a later part of the application to upload a maximum of 3 documents related to your initiative including an audit/evaluation report.

N) Question 6: UNPSA Awards

- a. Answer by selecting Yes or No.
If Yes, enter date the initiative was awarded a UNPS Award.
- b. Click "Next"

Question 6: UNPSA Awards

Has the initiative already won a UNPS Award?

Yes

No

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O) Question 7: Other Awards

- a. Answer by selecting Yes, No or Other.
If Yes, enter the name of the award, the organisation and the year in the text box.
If Other, enter information in the text box.
- b. Click "Next".

Question 7: Other Awards

Has the initiative won other Public Service Awards?

Yes
 No
 Other

P) Question 8: Sustainable Development Goals
 Answer by selecting Yes or No.
 If No, Click "Next"

Question 8: Sustainable Development Goals

Is the initiative relevant to any of the 17 SDG(s)?

Yes
 No

If yes, answer follow up questions by selecting the most appropriate answer or answers (hold Ctrl to select multiple).

Question 8: Sustainable Development Goals

Is the initiative relevant to any of the 17 SDG(s)?

Yes
 No

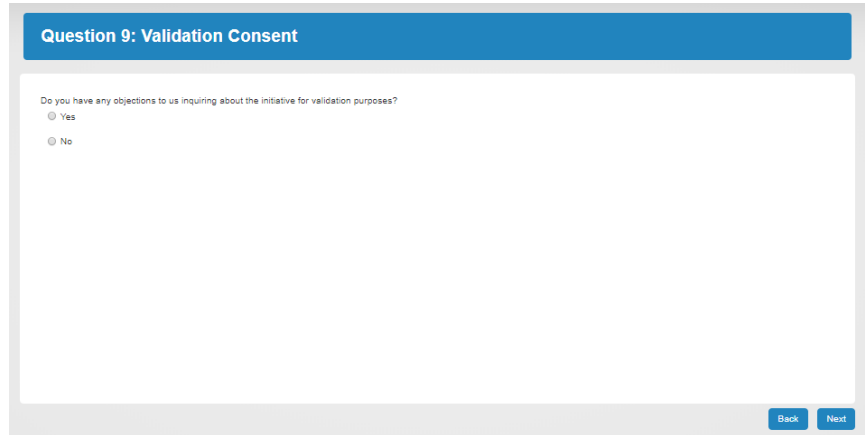
If you answered yes above, please specify which SDG is the most relevant to the initiative. (hold Ctrl to select multiple) *

Which target(s) within the SDGs specified above is the initiative relevant to? (hold Ctrl to select multiple)

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

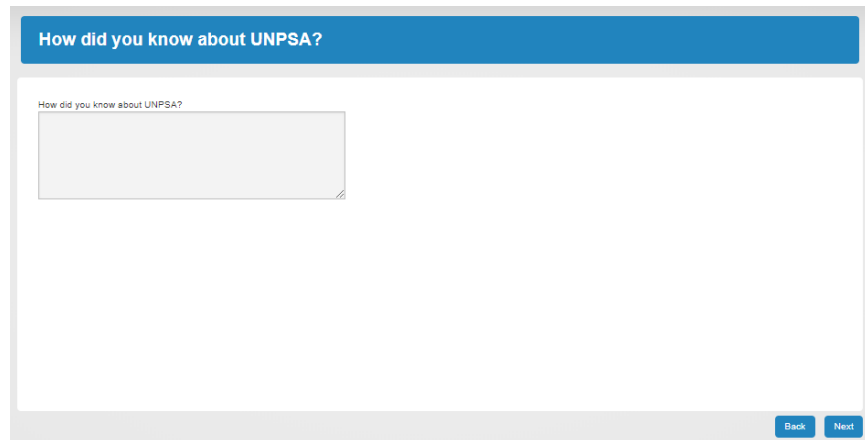
Q) Question 9: Validation Consent

- a. Answer by selecting Yes or No.
- b. If Yes, Click "Next".
- c. If No, the application will not let you proceed.



The screenshot shows a survey question titled "Question 9: Validation Consent". The question text is "Do you have any objections to us inquiring about the initiative for validation purposes?". There are two radio button options: "Yes" and "No". At the bottom right of the question area, there are two buttons: "Back" and "Next".

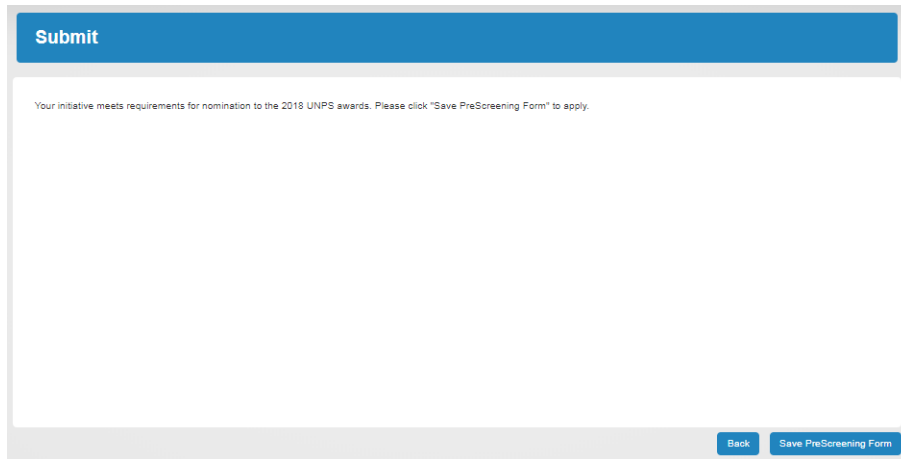
R) Answer the question about how you found out about UNPSA by entering the explanation into the text box. Click "Next".



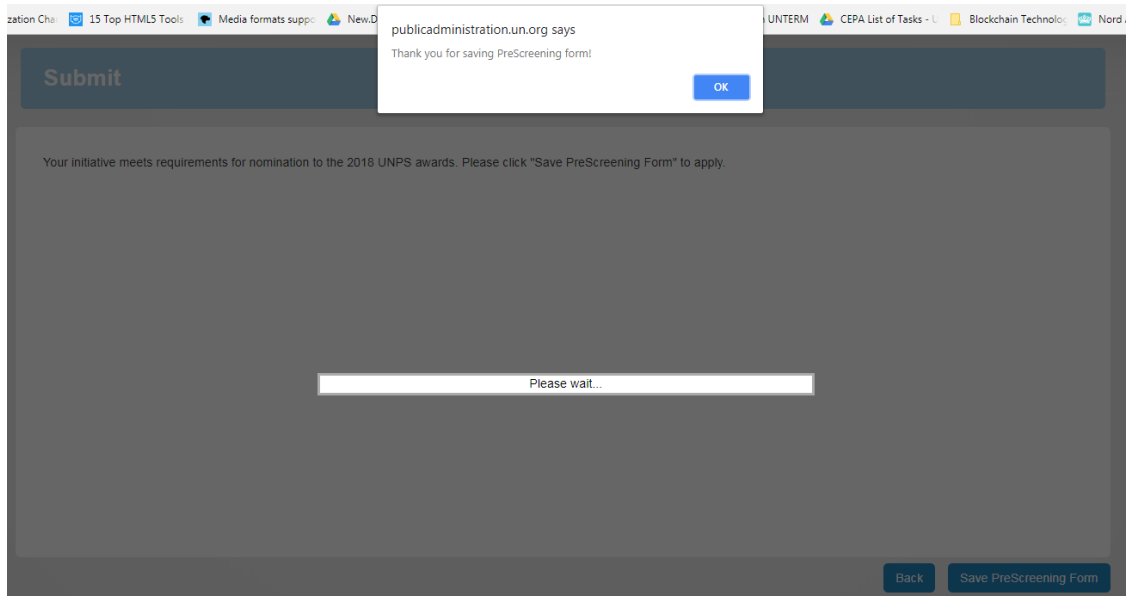
The screenshot shows a survey question titled "How did you know about UNPSA?". The question text is "How did you know about UNPSA?". There is a large text input box for the answer. At the bottom right of the question area, there are two buttons: "Back" and "Next".

S) Save

Please click "Save PreScreening Form" to save your work.



T) Once you click "Save PreScreening Form", you have completed the prescreening form. Click on "OK".



U) Once you click on "OK", the screen shown below will appear. Click on "Nomination Form" to fill in the details of the initiative you want to nominate for the 2019 UNPSA awards.



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[Start PreScreening Form](#)

Date	Institution Name	Institution Type	Name Of Initiative	Contact	Email	Status	Please click below to apply to the UNPSA
2018-08-29	blahblahblah	Ministry	blahblahblah	blahblahblah blahblahblah	blahblahblah@blahblahblah.com	PreScreening	Nomination Form

- V) The Nominee information you input in the prescreening form will appear as shown below. Select “yes” if Nominee and Nominator details are the same, on the last field at the bottom labeled “Nominator is the same as nominee”. Then click “Next”.

If you selected “yes”, skip step (W) below and proceed to (X).

Nominee Information

Institutional Information

Member State *

Institution Name *

Institution Type *

Ministry Type *

Administrative Level *

Name of Initiative *

Projects Operational Years *

Website of Institution

Contact's Information

Position *

First Name *

Last Name *

Contact's Information

Position *

First Name *

Last Name *

Gender * Male Female

Address

Postal Code

City

State/Province

Telephone *

Fax

Email *

Additional Email(s) *

Nominator is the same as nominee

Prev Next Save Draft

W) If Nominee and Nominator details are not the same select “No” and click “Next”. You will see the screen as below. Fill in the Nominator information as needed and then click “Next” to proceed.

Nominator Information

Institutional Information

Member State *

Institution Name *

Institution Type *

Ministry Type *

Administrative Level *

Name of Initiative *

Contact's Information

Position *

First Name *

Last Name *

Gender * Male Female

Address

Address

Postal Code

City

State/Province

Telephone *

Fax

Email *

X) Fill in the initiative details as needed for each question and click next. Do this for the next 10 questions. You can click “Save Draft” at any time during the process to save your responses and continue at a different time by logging in and continuing where you left off.

1. Objective of the initiatives

Please describe the objective of the initiative introduced (200 words maximum)

Prev Next Save Draft

This screenshot shows a form titled "1. Objective of the initiatives". It features a blue header bar with the title. Below the header is a large, empty text input area. Above the input area, there is a small instruction: "Please describe the objective of the initiative introduced (200 words maximum)". At the bottom right of the form, there are three buttons: "Prev", "Next", and "Save Draft".

- Y) Once you reach question 10, you can “Save Draft” if you want to review and change your responses at a later stage. Once you are ready to submit, you can click “Submit” to complete your nomination form. Please note that once you click submit, you will no longer be able to make changes to the nomination form.

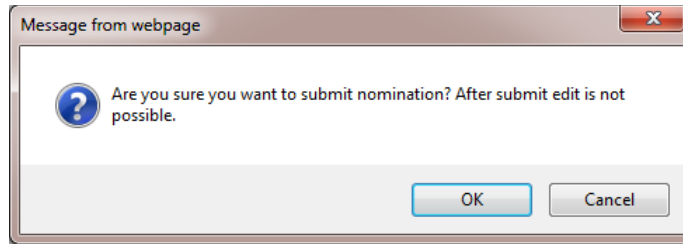
10. Lessons Learned

Please describe the key lessons learned, and any view you have on how to further improve the initiative (100 words maximum)

Prev Submit Save Draft

This screenshot shows a form titled "10. Lessons Learned". It features a blue header bar with the title. Below the header is a large, empty text input area. Above the input area, there is a small instruction: "Please describe the key lessons learned, and any view you have on how to further improve the initiative (100 words maximum)". At the bottom right of the form, there are three buttons: "Prev", "Submit", and "Save Draft".

- Z) Click “OK” if you are sure you are ready to submit final nomination. Please note that once you click submit, you will no longer be able to make changes to the nomination form.



AA) Once you click on “OK” the screen below will appear. Click on “submit documentation” to submit supporting documents for the initiative you have nominated.



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Date	Institution Name	Institution Type	Name Of Initiative	Contact	Email	Status	Please click below to apply to the UNPSA
2018-08-29	blahblahblah	Ministry	blahblahblah	blahblahblah blahblahblah	blahblahblah@blahblahblah.com	Submitted	Submit Documentation

BB) You must submit 2 reference letters and 3 supporting documents (including an evaluation report). Click on “Choose File” and upload the relevant files. Also include relevant URLs in the corresponding

fields if any. Once you have uploaded all necessary files, click “Submit documents”.

What supporting documents are needed?

(1) A maximum of three supporting documents which include one evaluation report related to the initiative must be submitted. An internal or external evaluation/audit report of the initiative is required. The institution may submit other supporting documents of any kind (implementation plans, results of client/citizen surveys, books, links to videos, newspaper articles, etc.) to demonstrate and highlight the initiative’s impact and outcome. Initiatives with no supporting documentation will not be reviewed.

(2) Two letters of reference: In addition to the above, two letters of reference, written by a third party (i.e., not by the institution being nominated nor by the nominator) are required. It should highlight the achievements resulting from the implementation of the initiative submitted, and underlines the reason why this initiative and/or institution is worthy of being awarded.

Max file size is 28 Mb
 Allowed file types: jpg, jpeg, jpe, gif, png, svg, doc, docx, xls, xlsx, ppt, pptx, pdf, txt, zip, rar
 It is recommended that you upload video files to Youtube or Vimeo and then add the links to the url fields below.

Reference Letter 1:

Reference Letter 2:

Supporting Document 1:

Supporting Document 2:

Evaluation/Audit Report:

URL 1:

URL 2:

URL 3:

CC) After submitting documents, the screen below will appear.

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Date	Institution Name	Institution Type	Name Of Initiative	Contact	Email	Status	Please click below to apply to the UNPSA
2018-08-31	NewForm	Ministry	NewForm	NewForm NewForm	cfxdwsc@yahoo.com	Documentation Submitted	<input type="button" value="View case"/>

DD) You have now completed the 2019 UNPSA nomination process. You can still view the responses you filled in but will no longer be able to edit. To view your responses, click “View case”. The screen below will appear. You can click on the corresponding tabs (Prescreening, Nominator, Nomination Form, Documentation) to view the details.

- PreScreening
- Nominator
- Nomination form
- Documentation
- Print
- Back to List of Cases

Common

Language: en-US
Date of submitting: 31 Aug 2018

Institutional Information

Member State: Afghanistan
Institution Name: NewForm
Institution Type: Ministry
Ministry: Please select
Administrative Level: National
Name of initiative: NewForm
Projects Operational Years: 1
Website of Institution:

Contact's Information

Position: NewForm
First Name: NewForm
Last Name: NewForm
Gender: Male
Address:
Postal Code:
City:
State/Province:
Telephone(s): 1867485
Fax(es):
Primary Email: cfxdwc@yahoo.com