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GUIDANCE FOR SUBMITTING NOMINATIONS

History has shown that peace processes are more likely to last when women are involved, that a country's propensity for conflict is lower with higher levels of gender equality, and that civil resistance is most successful when women are engaged. The USIP Women Building Peace Award meaningfully recognizes the women who are actively working to make their societies more peaceful for future generations and serve as a beacon for the next generation of women peacebuilders around the world.

The USIP's Women Building Peace Award represents the Institute's commitment to highlighting the vital role of individual women who are working every day in the pursuit of peace in fragile or conflict-affected countries or regions. The award honors a woman peacebuilder whose substantial and practical contribution to peace is an inspiration and guiding light for future women peacebuilders. Because this award aims to celebrate the often overlooked yet essential role that women play in peacebuilding, USIP strongly encourages nominations of individual women who have not been previously recognized for their work in peacebuilding.

On December 1, 2020, the nomination process for the Women Building Peace Award will officially open. All completed nomination applications must be received by 2:00pm ET on Tuesday, February 2, 2021. Please see below for additional details on how to nominate.

BACKGROUND

Over the past two decades, international organizations and the U.S. government have increasingly recognized the importance of gender equality in creating enduring, peaceful societies. Women's sustained, meaningful participation in peace processes is vital to the overall success and longevity of peace agreements. When women are included in peace processes, the resulting peace agreement is 35 percent more likely to last at least 15 years—and yet, from 1992–2019, women accounted for, on average, 6 percent of mediators and 6 percent of signatories in major peace process.

USIP has long been engaged in supporting women peacebuilders in countries affected by conflict—including civil society leaders and peace negotiators in Afghanistan, mediators in Colombia, advocates for gender equality in Pakistan, religious leaders across the Middle East advancing the rights of women and girls, and leaders of nonviolent movements around the globe.

The Women Building Peace Award both reflects the Institute's comprehensive commitment to gender and peacebuilding and demonstrates the important role women play in peacebuilding efforts.

ELIGIBILITY REQUIREMENTS

This information provides useful instructions on the submission process and will help you determine if the nominee is eligible. The following eligibility requirements pertain to all nominees:

- The nominee must be a woman of at least 18 years of age.
- The nominee must be a non-U.S. citizen.
- The nominee must be working to build peace in a fragile or conflict-affected country or region.
- The nominee cannot be employed by USIP or have been affiliated with USIP as a contractor, grantee, fellow or recipient of the Women Building Peace Award during the 24 months prior to the submission of this nomination application.

SELECTION CRITERIA

The award will honor a woman peacebuilder who has made a substantial contribution to the pursuit of peace and security in her community, region or issue area. Nominees should demonstrate the following qualities:

- **Commitment to Peace:** A woman whose work exemplifies a commitment to peace by preventing or resolving conflict nonviolently in a fragile or conflict-affected country or region.
- **Exceptional Leadership:** A woman who exemplifies exceptional leadership through her vision and innovation and has earned the respect of her community in the pursuit of peace.
- **Outstanding Practitioner:** A woman who engages as a peacebuilding practitioner in an inclusive and participatory manner with members of local, national or international communities.
- **Substantial Impact:** A woman whose peacebuilding work has led to tangible or demonstrable results.

NOMINATION PROCESS

Nomination applications are to be submitted using the FLUXX online portal.

The nomination process comprises two steps.

1. **FLUXX Account Registration.** Nomination applications are to be submitted using the USIP FLUXX online portal. Nominators must first register for an account to access the FLUXX portal. This account is for the nominator only. Nominees do not register for an account. All nominators must register for a FLUXX account by 2:00pm ET on **Wednesday, January 13, 2021**.
2. **Nomination Application Submission.** Once a nominator registers for an account, they will receive login credentials to access the FLUXX online portal. With login credentials, nominators may then begin to complete a nomination application. All completed nomination applications must be received by 2:00pm ET on **Tuesday, February 2, 2021**. Late nomination submissions will not be considered for the award.

NOMINATIONS

- Applicants must be nominated by another individual. Self-nominations will not be accepted.
- Nominators are encouraged to submit nomination applications for any individual women peacebuilders who best meet the award criteria.
- All nominations must be submitted in English.

- We kindly request that nominators notify the women they nominate that an application has been submitted on their behalf. If selected, recipients are expected to participate in a public ceremony, social media campaigns, and media engagements.

For additional information on the FLUXX portal, please see the FLUXX Frequently Asked Questions (FAQs) below. Nominators will receive a confirmation that their nomination has been received. When a decision is made regarding the finalists for the award, a general email will be sent to all nominators regarding the status of their nominee(s).

TIMELINE

- The nomination process opens on December 1, 2020.
- All nominators must register for a FLUXX account by 2:00pm ET on **Wednesday, January 13, 2021**.
- All completed nominations must be received by 2:00pm ET on **Tuesday, February 2, 2021**.
- Late nomination applications will not be accepted.
- Finalists for the 2021 Women Building Peace Award will be announced in summer 2021.

WOMEN BUILDING PEACE AWARD FREQUENTLY ASKED QUESTIONS (FAQs)

Who can submit nominations?

While all Women Building Peace Award nominees must be women, both men and women can act as nominators. Nominators should be familiar with the nominee's peacebuilding work and be able to speak specifically to the ways in which the nominee meets the selection criteria.

Can I nominate more than one person?

Yes. Nominators can nominate multiple individual women for the award. However, nominators are required to complete a separate nomination application for each nominee. (See the FLUXX FAQs for instructions on how to nominate more than one woman for this award.)

Does the woman I am nominating need to know I have nominated her?

Yes. Nomination applications should be completed in consultation with the nominee. Nominators should confirm with their nominee that she is willing and able to travel to the United States, assuming such travel is possible, and speak publicly about her work.

Can more than one person nominate the same individual?

Yes. Multiple nominators can nominate the same woman for the award and will not affect the selection process.

Can an individual be nominated posthumously?

No. The Women Building Peace Award does not accept posthumous nominations.

What is a fragile or conflict-affected country or region?

A fragile or conflict-affected country or region is a place where the social compact between people and the state is weak or absent and where violent conflict is ongoing or recently subsided.

What is peacebuilding?

Peacebuilding involves a transformation toward more manageable, peaceful relationships and governance structures. It is the long-term process of addressing root causes and effects of violent conflict, reconciling differences, normalizing relations, and building institutions that can manage conflict without resorting to violence.

FLUXX NOMINATION PORTAL FREQUENTLY ASKED QUESTIONS (FAQs)

What is the USIP FLUXX Award Nomination Portal?

FLUXX is the online database USIP uses to manage nominations for the Women Building Peace Award. All nomination applications and documents related to this competition will be entered and stored in FLUXX's secure online portal.

Which web browser should be used to access FLUXX in order to submit a nomination?

FLUXX works best when using Google Chrome on a desktop or laptop. FLUXX does not work well on a tablet or mobile device.

How do I enter a nomination application in FLUXX ?

The nomination process comprises two steps.

- 1.) FLUXX Account Registration. (Account Registration is not the nomination application)
Nominators must first register for an account in order to gain access to the nomination application .
 - Open the FLUXX registration page at https://usip.fluxx.io/user_sessions/new.
 - Click "Register for an account" on the right side of the page.
 - Select "Women Building Peace Award" as the competition type.
 - Enter the required information in the Primary Contact Information section and click "Submit Request."
 - Within 24 business hours nominators will receive a FLUXX confirmation email containing a username and password.
- 2.) Nomination Application Submission.
Once a nominator receives login credentials, they may begin the nomination application.
 - Open the FLUXX application page <https://usip.fluxx.io/>
 - Enter the username and password sent in the FLUXX confirmation email.
 - Click "Draft Nominations" in the left toolbar to create a blank draft nomination.
 - Begin entering information in the nomination application.

Who must register for a FLUXX account?

Only those nominating applicants for the award must register for an account. The women who are nominated do not register for a FLUXX account.

How do I nominate more than one person in FLUXX?

Nominators do not need to re-register for a FLUXX account in order to nominate more than one person. A separate nomination can be created for each person to be nominated. To create a new nomination, log in to the FLUXX account and click "Begin New Nomination" at the bottom left of the page. Follow the steps listed above for how to complete a nomination.

Is there a word count limit for the nomination application?

Yes. The word count limits for sections are listed within the nomination application. Please edit responses to meet the word limit requirements. If the word limit is exceeded, the nomination will not be accepted.

Will my nomination application be automatically saved in the FLUXX system?

No, the FLUXX program does not autosave. Save the nomination application frequently by clicking the

“Save” button at the bottom right of the page. Once the nomination application is saved, it can be accessed again at any time. Do not close the nomination application page or the FLUXX program without clicking “Save.” Updates may be lost if the program is closed without saving.

If the nomination application will not save, copy and paste the nomination information into a Word.doc and email womenbuildingpeace@usip.org to inform the FLUXX administrator of the issue. All email requests will receive a response within 24 business hours.

Is it possible to edit a nomination application that has not been submitted?

Yes. Open the FLUXX program and go to the toolbar on the left page. Under “Draft Nominations”, select the nomination application to be edited. Click “Edit” in the right corner, and continue to enter information in the nomination application. Save the nomination application before closing the page.

How do I submit a completed nomination application?

Once the nomination application is complete, click “Save,” and then click “Submit Nomination”. The FLUXX page will automatically update when a nomination is submitted. In order to view the submitted nominations, click “Submitted Nominations” in the toolbar on the left side of the page. Within 24 business hours nominators will receive an email confirmation that their nomination application was submitted.

Is it possible to withdraw a submitted nomination(s)?

Yes. To withdraw a nomination application, please send an email to womenbuildingpeace@usip.org and a FLUXX administrator will withdraw the nomination application. Nominators will be notified once the nomination application has been withdrawn.

Are incomplete nominations applications considered for the award?

No. Incomplete nomination applications will not be accepted. Completed nomination applications must be submitted into the FLUXX system by 2:00pm ET on **Tuesday, February 2, 2021**.

If a nomination application is unintentionally submitted before completion, is it possible to have it returned to my Draft Nomination box?

Yes. If an incomplete nomination application is unintentionally submitted **before** the February 2, 2021 deadline, it can be returned to the nominator for completion. Please email womenbuildingpeace@usip.org informing the FLUXX administrators of the situation and the nomination application will be returned to your “Draft Nominations” list.

What happens to a nomination application if the nominee does not meet the Eligibility Requirements for the Women Building Peace Award?

All nomination applications are reviewed to ensure that the nominee meets the Eligibility Requirements. If a nominee does not meet the Eligibility Requirements, the nomination application will not be accepted.