

Glossary	
Term	Definition
Activities	Action taken or work performed within a project to transform means/inputs into results. Activities relate to the process or actions that use a range of inputs to produce the desired outputs and ultimately, outcomes. Activities describe ‘what we do’. This is also action taken or work performed within a project to transform means into results, (DPME, n.d.).
Accountability	Accountability is a state of or a process for holding someone responsible to someone else for something. It is the obligation to demonstrate that work has been conducted in compliance with agreed rules and standards, or to report fairly and accurately on results, based on mandates and plans. This may require a careful, even legally defensible, demonstration that the work is consistent with the terms of a contract.
Assumption	External factors which could affect the progress or success of the project, but over which the project manager has no direct control. These can be a set of beliefs that guide a group to explain the change process they envision. It explains both the connections between outcomes set for long-term change and the expectations about how and why proposed interventions will bring them about (Anderson, 2009).

Attribution	The ascription of a causal link between observed (or expected to be observed) changes and a specific intervention.
Baseline	The baseline is the state before the start of any intervention. This is what progress will be assessed against. Baseline data is collected before an intervention or policy is implemented (Gertler et al, 2016).
Beneficiaries	The individuals, groups, or organisations, whether targeted or not, that benefit, directly or indirectly, from the intervention.
Consent	Consent refers to any manifestation of express, unequivocal, free, specific and informed indication of the data subject's wishes by a statement or by a clear affirmative action, signifying agreement to the processing of personal data relating to the data subject.
Contribution	The role or part played by an intervention, together with other interventions, in bringing about an observed (or expected) result. The way(s) an intervention helps to advance towards a goal.
Contribution Analysis	An approach for determining if – and how – an intervention contributed to an observed result, based on verifying the underlying theory of change.
Data collection tool	Methods used to identify information sources and collect information. Examples include informal and formal surveys, direct and participatory observations, community interviews, focus groups, expert opinions, case studies, and literature search.

Data ethics	Data ethics deals with our moral obligations regarding data. Legal obligations must be adhered to when handling data, but ethics extends beyond legal obligation. Rather than ask can we legally do something with data, an ethical approach urges us to ask whether we morally should do something with data. Data ethics require us to think about the short- and long-term implications of decisions about data and whether decisions we make about data could lead to harm, especially when working with vulnerable people and groups.
Data source	A data source is the origin or location from which data is collected. In the context of monitoring and evaluation, a data source refers to the specific method, tool, or system used to gather information related to the indicators being tracked. This can include surveys, interviews, administrative records, databases, observation logs, or digital tracking systems. Identifying reliable data sources is critical for ensuring the accuracy and validity of the data used in programme assessment and decision-making.
Deliverable	Methods A deliverable is a specified product or service derived from completed activity(ies).
Ethics	The study of right and wrong conduct.
Evaluation	A periodic assessment of the efficiency, effectiveness, impact, sustainability, or relevance of a programme in the context of its stated goal, (UNDP, 2009).

Formative evaluation	Evaluation intended to improve performance or to inform planning of a subsequent phase, often conducted during the implementation phase of the intervention.
Goal	Goals are the higher-order result(s) to which a project is intended to contribute.
Impact	The effect of the project on its wider environment, and its contribution to the wider sector objectives summarised in the project’s overall objective. These are the results of achieving specific outcomes, such as reducing poverty and creating jobs. Impacts seek to answer the question of “What we aim to change?” (DPME, n.d.).
Impact evaluation	An evaluation that assesses the degree to which the intervention meets its higher-level goals and identifies the causal effects of the intervention. Impact evaluations may use experimental, quasi-experimental and non-experimental approaches.
Indicator	Markers developed for the various programme levels that indicate how the programme is progressing towards its goal. Indicators tell the story of how success will be recognised at each step in the pathway of change. It is a pre-determined signal that a specific point in a process has been reached or result achieved. It should include a unit of measurement that specifies what is to be measured along a scale or dimension but does not indicate the direction or change, (DPME, n.d.).
Input	Refer to all the resources that contribute to the production of service delivery output. Inputs are ‘what we use to do the work’. This includes finances, personnel, equipment, and buildings, (DPME, n.d.).

Interventions	<p>The activities and actions put together to bring about change. It is the required mechanism that will bring about each outcome on the pathway of change. An intervention might be as simple as an activity or as complex as an entire programme. In the Theory of Change, it is important to match each outcome in the pathway of change to a specific intervention; revealing the complex web of activities required to bring about change, (Anderson, 2009).</p>
Logical framework	<p>Means of verification is the information or data required to validate progress against indicators and their resources.</p>
Mid-term evaluation	<p>Evaluation performed towards the middle of the period of implementation of the intervention.</p>
Monitoring	<p>The systematic and continuous collection, analysis and using of data of a programme for the purpose of management and decision making within a programme, (UNDP, 2009).</p>
Monitoring framework	<p>A monitoring framework is a structured system for tracking a project’s progress against its goals. It defines what to measure, how and when to collect data, and who is responsible. It supports informed decisions, accountability, and continuous improvement.</p>
Monitoring people	<p>The plan for monitoring your project. It includes information needs, indicators, and methods, locations, timeframe, and roles and responsibilities for collecting data (Herrero, 2012).</p>

Outcomes	<p>The results achieved as a result of a series of actions or activities. The medium-term results for specific beneficiaries that are a consequence of achieving specific outputs. Outcomes are ‘What we wish to achieve’, (FMPPI, 2007).</p>
Outputs	<p>Outputs relate to the final product, goods and services produced for delivery. Outputs may be defined as ‘what we produce or deliver’, (DPME, n.d.).</p>
Pathways of Change	<p>Is the map that illustrates the relationship between outcomes and interventions and shows how outcomes relate to each other. A pathway of change is drawn in a way that may look a bit like an organogram. The impact appears at the top of the map and the outcomes that must be produced to get there are arranged in order on the subsequent layers of the map.</p>
Performance	<p>Performance is the degree to which a project is implemented, or a partner operates, according to specific criteria /standards/ guidelines or achieves intended results.</p>
Process evaluation	<p>An evaluation of the internal dynamics of implementing organisations, their policy instruments, their service delivery mechanisms, their management practices, and the linkages among these.</p>
Programme	<p>A programme is a group of synergistic projects contributing to a common outcome(s) and managed in a coordinated way to obtain benefits not available from managing the projects individually.</p>

Project	A project is a time-bound intervention with a specific funding envelope that addresses a defined set of results within an identified implementation context or geographic area. The main components of the project must be interlinked/ interdependent to achieve the project outcome(s).
Project cycle	Model of the entire lifespan of a programme or project.
Project cycle management	A methodology for the preparation, implementation and evaluation of projects and programmes based on the principles of the Logical Framework Approach.
Qualitative indicators	Qualitative Indicators are verifiable indicators that use categories that can be ranked or compared to assess changes such as judgments, opinions, perceptions or attitude. This can include statements that are answered with yes or no.
Quantitative indicators	Quantitative Indicators are verifiable indicators that can be measured numerically e.g. numbers, percentage, rate and ratio.
Research	The purpose of research is to produce knowledge about how the world works. Because research is driven by the agenda of knowledge production, the standards for evidence are higher, and the timelines for generating knowledge can be longer. The aim of research is to test a hypothesis and it is theory based. It is about learning and knowledge creation, and not about accountability, (UNDP, 2009).

Results	The outputs, outcomes or impacts (intended or unintended, positive or negative) of an intervention.
Results chain	Diagrams associated with the Theory of Change. The focus is on the sequence of change and how different activities relate to specific results; encourages thinking about how and why change occurs. The aim is to agree on the central rationale and conditions needed for success.
Stakeholders	Groups of people, organisations and institutions who have a direct or indirect interest, or a role, in the project, or who affect or are affected by it.
Summative evaluation	A study conducted at the end of an intervention (or a phase of that intervention) to determine the extent to which anticipated outcomes were produced. Summative evaluation is intended to provide information about the worth or significance of the intervention.
Sustainability	The likelihood of a continuation in the stream of benefits produced by the project after the period of external support has ended. Key factors that impact on the likelihood of sustainability include: (i) ownership by beneficiaries; (ii) policy support/consistency; (iii) appropriate technology; (iv) environment; (v) socio-cultural issues; (vi) gender equity; (vii) institutional management capacity; and (viii) economic and financial viability.
Target	An objective, usually quantitative, defined as a value on an established indicator. The target is generally set at the beginning of an intervention and is expected to be achieved by a specific point in time with available resources.

Theory of Change

An explicit presentation of the assumption about how changes are expected to happen within any context and in relation to a particular intervention. It considers assumptions that guide the design, planned outputs, outcomes as well as long-term impact that is expected, (Walters, 2007).