

# █ GLOSSARY OF TERMS

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**Activity** - An activity is a task or action undertaken during a project or programme (eg. a training course, setting up a credit and saving scheme, working with a community to plant new crops, a vaccination programme, awareness raising within a community). These need to be listed in the project application form and reported on after the project is completed.

**Aid** - Various forms of assistance on concessional terms (ie. soft loans or grants) provided by donor governments, NGOs or other groups and individuals to support development projects in Third World countries. Also referred to as foreign aid, development assistance or development cooperation.

**AM&E** – Appraisal, Monitoring and Evaluation

**Appraisal** - The process of assessing the feasibility, cost, benefits and sustainability of an identified project before it is implemented. Appraisal is undertaken by various stakeholders at different points to assist them make funding decisions for project approval. It is different from **project identification** which is the first stage of the **project cycle**.

**Audit Trail** - Written evidence that funds have reached the person, community or organisations for which they have been given.

**Beneficiary(ies)** - The person, group, community or organisation(s) who may benefit from the development project. Intended beneficiaries are those the project aims to support.

**Bilateral Aid** - In official development aid, it usually refers to the relationship between two governments - a donor government and a government that receives this aid. It is aid provided on a country by country basis. New Zealand government funding of NGOs is considered bilateral assistance in that it is a relationship between the New Zealand government and an NGO that is funding projects in developing countries .

**Block Grant** - Funding of NGOs under the VASS whereby the NGO applies for and is granted a lump sum of money for its projects that meet VASS criteria. It does not have to apply for funding on a project by project basis.

**Capacity Building**- Capacity building refers to activities that strengthen the ability of organisations or individuals to successfully undertake development activities.

**CBO** – Community Based Organisation

**CID** – Council for International Development

**Civil Society** - The broad range of organisations in society which fall outside government and which are not primarily motivated by profit. They include voluntary associations, women's groups, trade unions, community groups, chambers of commerce, farming and housing cooperatives, religious and tribal-based groups and cultural groups.

**Co-funding** - Joint funding of a project by two or more organisations. This may be NZODA and a New Zealand NGO or a number of different NGOs.

**Community** - Any group of people with a set of common interests. Within a geographical community there may well be various subgroups with different interests that may be compatible or come into conflict.

**Community Based Organisations** - Organisations that arise from within the community and are responsible to it.

**DAC List of Aid Recipients** - This list is in two parts. Part 1 shows the developing countries and territories eligible to receive official development assistance (ODA). Part 2 shows developing countries and territories eligible to receive official assistance (OA) but not ODA.

**Development Assistance Committee (DAC)** - A committee of the OECD which is a forum for consultation among the 21 donor countries, together with the European Commission, on how to increase the level and effectiveness of aid flows to all recipient countries. The member countries are Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Ireland, Italy, Japan, Luxembourg, Netherlands, New Zealand, Norway, Portugal, Spain, Sweden, Switzerland, UK and USA. DAC sets the definitions and criteria for aid statistics internationally.

**Developing Countries** - Countries and territories in Part 1 of the Development Assistance Committee of the OECD List. They include all countries and territories in Africa; the Americas except the United States, Canada, Bahamas, Bermuda, Cayman Islands and Falkland Islands; Asia except Japan, Brunei, Hong Kong, Israel, Kuwait, Qatar, Singapore, Taiwan and the United Arab Emirates; the Pacific except Australia and New Zealand; and Albania, Armenia, Azerbaijan, Georgia, Gibraltar, Malta, Moldova, Turkey and the states of the former Yugoslavia in Europe.

**Development** - A process of encouraging and enabling men and women to take part actively in decisions influencing their lives and to maximise opportunities to realise their potential and the potential of their communities.

**Development Cooperation Division (DEV)** - The Division within the Ministry of Foreign Affairs and Trade responsible for implementing New Zealand's Official Development Assistance programme. .

**Expected results** - These are the specific outputs of project activities, which should achieve project objectives if completed.

**Evaluation** - The process of gathering information and making a judgement about a particular project or programme in order to arrive at an informed decision. Evaluating a project proposal before funding is usually called **appraisal** (assessment of feasibility - decision to fund). During project implementation on-going assessment of progress in undertaking activities is called **monitoring** and periodic assessment of the extent to which these are meeting objectives is sometimes called **review**. Either can lead to a decision to continue as is or modify project design. Evaluating a project after completion is often called

impact evaluation (assessment of achievement of objectives and wider impacts - lessons from the project experience).

**GAD** – Gender and Development

**Gender** - Unlike sex, which refers to the biological difference between male and female, gender refers to men's and women's roles and responsibilities that are socially determined..

**Gender analysis** - A systematic way of looking at the different impacts of development on women and men. It involves techniques to gain an understanding of the roles and responsibilities of both men and women within a specific development context and consideration of control over and access to resources and the benefits of development for both men and women. Gender analysis requires separating data by sex.

**Gender and Development** - This approach to development shifts the focus from women as a group to the socially determined relations between women and men. It recognises that equality between women and men is a vital development goal. Achieving it requires the active participation of women as well as men at all stages of the project cycle.

**Goal** - A single statement of the overall development aim of a project (ie. why the project is being undertaken)

**Grant** - Funds provided by a donor. In the context of this Handbook a VASS grant means that the NGO does not need to provide matching funds.

**Impact Evaluation** See **evaluation**.

**Institutional strengthening** - Improving the capability of a New Zealand NC10 or its partner(s) to undertake development projects. **International partner** - A donor or sister organisation in another developed country to which a New Zealand NGO is affiliated or has close linkages (see also **project partner**).

**Integrated rural development** - A programme of assistance that seeks in a comprehensive way to address a variety of development problems in a rural area. It may include support for agricultural development, environmental management, income generating activities primary health care etc.

**MFAT** – Ministry of Foreign Affairs and Trade

**Monitoring** - Ongoing assessment of a project as it is implemented, in order to provide feedback on progress towards meeting objectives and make decisions about future activities to achieve these objectives. **Multilateral Aid** - Aid channelled through international bodies for use in or on behalf of recipient countries (eg. UNDP, Commonwealth Secretariat, Pacific Community).

**Network** - A number of individuals or organisations that cooperate together formally or informally to achieve common objectives.

**NZODA** – New Zealand Official Development Assistance (see **Official Development Assistance** below).

**Non-Government Organisation (NGO)** - Any organisation that is private and non-profit and involved in international development work - sometimes referred to as a voluntary agency. In this Handbook NGO usually refers to a New Zealand NGO involved in supporting projects in developing countries. An NGO in a developing country supported by a New Zealand NGO is usually referred to as the **partner organisation**.

**Objective** - The specific outcomes expected to be achieved by the project (ie. what undertaking this project will achieve).

**OECD** – Organisation for Economic Cooperation and Development

**Official Assistance** - Assistance which meets DAC criteria for ODA but which goes to countries on Part 2 of the DAC List.

**Official Development Assistance (ODA) - Funds** voted by donor governments for development assistance activities that meet criteria defined by the Development Assistance Committee of the OECD and which goes to countries on Part 1 of the DAC List. Criteria include that it is administered with the promotion of the economic development and welfare of developing countries as its main objective and that it is concessional in character and conveys a grant element of at least 25%.

**Participation** - Participation is an often misunderstood word which means different things to different people. In the context of the VASS it refers to the active involvement of intended beneficiaries, both men and women, during all stages of a project.

**Participatory monitoring and evaluation** - Monitoring and evaluation that actively involves intended beneficiaries in the process.

**Partner organisation**- An organisation in the developing country which is being supported by the New Zealand NGO. Some New Zealand NGOs use the term **international partner** to include such groups.

**Partnership** - Another often misunderstood word. Fowler (see Bibliography, Appendix 10) prefers to talk of authentic partnership. This refers to a relationship between a Southern and Northern NGO in which there is a balance which empowers both; and where both parties gain credibility, legitimacy, autonomy, economic viability, effectiveness, influence and leverage within their respective societies. This is not always easy to achieve but is something to be strived for.

**Programme** - Some people use the words **project and programme** interchangeably. The main distinction is that a **project** is normally seen as discrete and finite, involving a defined set of activities over a relatively short time. A **programme** may be many different things in the context of an ongoing relationship between two partners. It is usually broader in scope and may take place over a number of years. In this Handbook the word **project** is used to refer to both a project and a programme.

**Project** - A project arises from a process that specifies a set of activities which have a defined goal, objectives and expected results. (See **programme**.)

**Project cycle** - There are a number of stages that a project goes through. This can but does not necessarily include identification, feasibility analysis, appraisal, design, implementation and evaluation. These stages together are referred to as the **project cycle**.

**Project partner** - Used by some NGOs to refer to the community or organisation in the developing country which is being supported by a grant from the New Zealand NGO. Other New Zealand NGOs use the term **international partner** to include such groups.

**PSC** – Project Selection Committee (of the VASS)

**Red flagging** - Noting issues for later analysis by the Project Selection Committee or highlighting areas to consider in reporting on projects.

**Review - See evaluation.** However, the **word review** in this Handbook generally refers to the three yearly institutional review of New Zealand NGOs receiving support from the VASS.

**Sex disaggregated data** - Any data which are broken down into information on males and females (eg. population figures - number of males, number of females, total population). In some situations it may be important to also collect information on the boy child and girl child. Sex disaggregated data are important in undertaking **gender analysis**.

**SMART** - SMART objectives are those which are Specific, Measurable, Achievable, Relevant and Timebound.

**Stakeholder** - A person or organisation with an interest in the outcome of a project. Not all stakeholders will be beneficiaries nor will they necessarily all be supportive of a particular project. Knowing who the stakeholders are and their particular interests is important in designing a project and gaining support for it.

**Sustainability-** Sustainability primarily refers to the need for the benefits of a development project to continue beyond the life of the project. This is more likely to occur if beneficiaries, both men and women, have been active participants. It is an important consideration in VASS projects. Sustainability always needs to be seen in the local project context and depending on the nature of the project political, economic, financial, social, gender, cultural, institutional and environmental factors may be important.

**UNDP** – United Nations Development Programme

**VASS** – Voluntary Agencies Support Scheme

**Voluntary Organisation** - See **Non-Government Organisation**

**Women in Development (WID)-** An approach to development based on the reality that women were not benefiting from development projects. This led to many projects that focussed on women as the primary beneficiaries. Such an approach was not always successful as it did not tackle inequalities between men and women nor recognise why these existed. Deficiencies in this approach led to the **Gender and Development** approach.