

Glossary

This glossary explains the meaning of difficult words according to the way they are used in this book.

accountability	explaining decisions, actions or use of money to stakeholders
activity	a specific piece of work carried out to achieve objectives
alliance	a close relationship based on similar aims or characteristics
appraisal	an assessment made before a project begins
assumption	a condition that needs to be met if a project is to be successful
baseline	data used as a reference with which future results can be compared
beneficiary	someone who benefits from the project
brainstorm	to state whatever immediately comes to mind about an issue
capital cost	money for a piece of equipment, such as a vehicle
concept note	a brief summary of an idea for a project
contingency	an event that may occur but is not likely or intended
depreciate	to lose value over time
donor	someone, usually an organisation, who gives money for a project
efficiency	making the best use of resources so that none are wasted
empowerment	the process by which people gain self-confidence and become agents of change
equity	fairness
evaluation	an assessment carried out at, or after, the end of a project to show its impact
evidence	the source of information needed to measure performance
exile	forced to live outside one's own country
goal	the wider development objective
hierarchy	a series in which each item is arranged in a graded order
identification	when a community priority need is agreed which a project can address

implementation	when a project is actually carried out
indicator	a sign showing progress towards achieving objectives
key informant	a person who is able to provide information on a particular subject
logical framework	(log frame) a table which gives a summary of project plans
manipulated	controlled or influenced in a negative way
monitoring	a continuous process of measuring progress towards objectives
needs assessment	the process of identifying and understanding people's needs
NGO	non-governmental organisation
objective	a general word used for a desired change
output	what a project actually produces, coming from completed activities
participation	the involvement of people in the decisions and processes that affect their lives
purpose	the specific change that the project will make to contribute to the goal
qualitative indicator	where words are used to describe changes
quantitative indicator	where numbers are used to measure changes
review	an occasional assessment of project progress
risk	the chance of something bad happening
running cost	money for ongoing needs, such as fuel
stakeholder	a person with an interest in, or concern for, a project that an organisation carries out
sustainability	when the benefits of a project continue
terms of reference	a document outlining what is expected of a person's or an organisation's piece of work
transparency	open communication and decision-making
variance	the difference between what was budgeted and what is actually spent
verifiable	something which can be proved as true