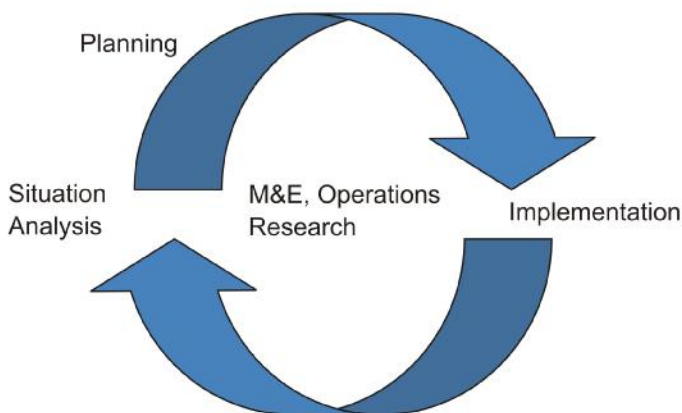


## Programme Manager's Planning Monitoring & Evaluation Toolkit



*This tool, which was first published in 2004, is subject to constant improvement. We welcome any comments and suggestions you may have on its content. We also encourage you to send us information on experiences from UNFPA-funded and other population programmes and projects that illustrate the issues addressed by this tool.*

*Please send your inputs to:*

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*The tool is posted on the UNFPA website at <http://vietnam.unfpa.org/>*

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Tool Number

1

# **GLOSSARY OF PLANNING, MONITORING & EVALUATION TERMS**



March 2004

## GLOSSARY OF PLANNING, MONITORING & EVALUATION TERMS

### I. Introduction

The toolkit is a supplement to the UNFPA programming guidelines. It provides guidance and options for UNFPA Country Office staff to improve planning, monitoring and evaluation (PM&E) activities in the context of results based programme management. It is also useful for programme managers at headquarters and for national programme managers and counterparts.

The glossary responds to the need for a common understanding and usage of results based planning, monitoring and evaluation terms among UNFPA staff and its partners. In this context, the planning, monitoring and evaluation terminology has been updated to incorporate the definition of terms adopted by the UN Task Force on Simplification and Harmonization.

### II. The Glossary

#### (A)

**Accountability:** Responsibility and answerability for the use of resources, decisions and/or the results of the discharge of authority and official duties, including duties delegated to a subordinate unit or individual. In regard to programme managers, the responsibility to provide evidence to stakeholders that a programme is effective and in conformity with planned results, legal and fiscal requirements. In organizations that promote learning, accountability may also be measured by the extent to which managers use monitoring and evaluation findings.

**Achievement:** A manifested performance determined by some type of assessment.

**Activities:** Actions taken or work performed through which inputs such as funds, technical assistance and other types of resources are mobilized to produce specific outputs.

**Analysis:** The process of systematically applying statistical techniques and logic to interpret, compare, categorize, and summarize data collected in order to draw conclusions.

**Appraisal:** An assessment, prior to commitment of support, of the relevance, value, feasibility, and potential acceptability of a programme in accordance with established criteria.

**Applied Research:** A type of research conducted on the basis of the assumption that human and societal problems can be solved with knowledge. Insights gained through the study of gender relations for example, can be used to develop effective strategies with which to overcome, socio-cultural barriers to gender equality and equity. Incorporating the findings of applied research into programme design therefore can strengthen interventions to bring about the desired change.

**Assumptions:** Hypotheses about conditions that are necessary to ensure that: (1) planned activities will produce expected results; (2) the cause effect relationship between the different levels of programme results will occur as expected. Achieving results depends on whether or not the assumptions made prove to be true. Incorrect assumptions at any stage of the results chain can become an obstacle to achieving the expected results.

**Attribution:** Causal link of one event with another. The extent to which observed effects can be ascribed to a specific intervention.

**Auditing:** An independent, objective, systematic process that assesses the adequacy of the internal controls of an organization, the effectiveness of its risk management and governance processes, in order to improve its efficiency and overall performance. It verifies compliance with established rules, regulations, policies and procedures and validates the accuracy of financial reports.

**Authority:** The power to decide, certify or approve.

## (B)

**Baseline Information:** Facts about the condition or performance of subjects prior to treatment or intervention.

**Baseline Study:** An analysis describing the situation prior to a development intervention, against which progress can be assessed or comparisons made.

**Benchmark:** Reference point or standard against which progress or achievements can be assessed. A benchmark refers to the performance that has been achieved in the recent past by other comparable organizations, or what can be reasonably inferred to have been achieved in similar circumstances.

**Beneficiaries:** Individuals, groups or entities whose situation is supposed to improve (the target group), and others whose situation may improve as a result of the development intervention.

**Bias:** Refers to statistical bias. Inaccurate representation that produces systematic error in a research finding. Bias may result in overestimating or underestimating certain characteristics of the population. It may result from incomplete information or invalid data collection methods and may be intentional or unintentional.

## (C)

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