

Glossary

for Resource Development Training Modules

Beneficiaries

Beneficiaries are those individuals who will benefit from the implementation of a project. Beneficiaries will generally fall into two groups:

- **Direct Beneficiaries:** Direct beneficiaries can be defined as those who will participate directly in the project, and as a result benefit from its existence. For example, older women and men.
- **Indirect Beneficiaries:** Indirect beneficiaries are individuals who are not directly connected with or involved in the project, but will still benefit from it. For example, family members of older women and men.

Bilateral Donors

A bilateral donor for the purposes of this training refers to a government organisation which gives direct assistance to a recipient country for development or humanitarian purposes. Bilateral donors are typically government federal ministries, departments, and agencies which give grants, loans, in-kind services, expertise, etc. to other governments, or civil society, and multilaterals. This assistance given across borders can be referred to as bilateral aid or Official Development Assistance (ODA).

Civil Society Organisation

A Civil Society Organisation (CSO) is a non-governmental, generally not-for-profit organisation, that has been formed to pursue a public interest purpose. CSOs in this training refer to Non-Government Organisations (NGOs), International Non-Governmental Organisations (INGOs) or Community Based Organisations (CBOs).

Core Costs / Core Funding

Core funding or core costs refer to financial support that covers organisational and administrative expenses of a CSO not directly related to project activities. Core costs can include salaries of non-project staff, rent, and utilities.

Country Mission

The development aid office of a donor country in your country.

Donor Stewardship

Donor stewardship refers to the effort and actions that an organisation seeking philanthropic support takes to ensure that donors experience high-quality interactions with the organisation, fostering long-term engagement and investment. This could include delivery of high-quality project updates; regular contact with donors; value for money and efficiency initiatives etc.

Depreciation

Depreciation refers to the decreasing value of an asset over a period of time. For example, a vehicle may have cost an organisation \$50,000 when purchased, but after one year may only be worth \$40,000, and after two years it may be worth \$20,000.

Gantt Chart

A Gantt chart is a project management tool used to assist in the planning and scheduling of project activities. It is sometimes also called an activity chart.

Intergovernmental Organisations

International governmental organisations (IGOs) are organisations made up of more than one national government. The governments are the members of the organisations and will jointly manage how it functions. Examples include: United Nations, European Commission, World Bank, World Health Organisation.

Logical Framework / Logframe

A logical framework is a common planning tool for social development. The logical framework describes the key features of the project (objectives, indicators, means of measurement and assumptions) and highlights the logical linkages between them.

Matching Funds

Matching funds are the proportion funds that are required to be paid towards a project if the donor is not willing to pay the full project costs. The terms cost sharing, in-kind, and co-funding may also be used by donors.

Multilateral Donors

Multilateral donors are organisations whose membership is made from more than one government. An example of multilateral donor includes United Nation agencies, such as UNHCR, European Union and World Bank.

Pipeline

A monitoring tool that allows an organisation to list of projects and proposals that have been prepared and submitted to donors.

Programme Strategy

A programme strategy is a coherent set of priorities and activities designed to achieve a specified goal or set of objectives of an organisation.

Primary Data

Primary data is data collected by the organisation from first-hand sources, using methods such as surveys, interviews and focus groups.

Results Framework

A results framework is a planning, communications and management tool which details different levels of results expected from the intervention.

The results framework shows the longer-term objectives; the immediate outcomes and outputs.

Secondary Data

Secondary data refers to data that has been produced by others. Secondary data can include academic research papers, reports and data conducted by other organisations or governments.

Stakeholder

A stakeholder is any party that has an interest in the project (whether positive or negative). This includes both internal and external stakeholders.

SWOT Analysis

A SWOT analysis is a strategic planning technique used to help an organisation understand and analyse the strengths, weaknesses, opportunities, and threats related to project planning.

Theory of Change

A Theory of Change is a description (written or visual) of how the activities undertaken by an intervention (such as a project, program or policy) contribute to a chain of results that lead to the desired change.

Triangulation

A data collection technique which uses more than one method/ source to collect data on a topic. Triangulation is used to facilitate validation of research as it involves different types of samples as well as methods of data collection.

Value for Money

Value for Money (VfM) is a measure that looks at the usefulness derived from the sum of money spent. In terms of development, this focuses on how the monetary resources translate into achieving the intended impact, and is reviewed through the four 'Es':

- Economy: getting the best value inputs
- Efficiency: maximising the outputs for a given level of inputs
- Effectiveness: ensuring that the outputs deliver the desired outcome
- Equity: ensuring that the benefits are distributed fairly.