

Development Assistance Terminology and JICA Terminology

- **Acceptance of Trainees**

Receiving requests from the governments of developing countries, the Japanese government accepts leading administrators, engineers, technicians, and researchers of those countries as trainees and conducts technical training aiming to transfer technologies and to deepen their understanding of Japan. There are two types of training courses; one is a group-training course with fixed programs to which participants are invited; the other is an individual training course that is designed to meet specific requests of its participant.

- **Accountability**

Obligation to demonstrate that work has been conducted in compliance with agreed rules and standards or to report fairly and accurately on performance results vis a vis mandated roles and/or plans. Managers and policy makers are accountable to taxpayers.

- **ADB: Asian Development Bank**

- **Aftercare Cooperation**

After the completion of its cooperation period, a project implemented as a project-type technical cooperation is handed over to the government of the recipient country and operated and maintained by the recipient country's self-help efforts. However, in case of a project is poorly maintained, its technology level is declining, or in case a newly developed technology is not successfully incorporated, JICA may implement aftercare cooperation. Specifically, it includes repair of supplied equipment, supply of new equipment and supplemental technical guidance by Japanese experts.

- **ASEAN: Association of Southeast Asian Nations**

A regional cooperation organization originally

formed by five Southeast Asian countries (Indonesia, Malaysia, Philippines, Singapore and Thailand). Since its establishment, new members have joined, with Brunei joining in 1984, Viet Nam in 1995, and Laos and Myanmar in 1997.

- **AUSAid: Australian Agency for International Development**

- **Baseline Survey**

A collection of data about the characteristics of a target population/area before a project is started. This survey is indispensable when objectives of a project are fixed with indicators.

- **Basic Design Study (B/D)**

Japan's grant aid programs are initiated in line with decisions, generally based on JICA's own basic design studies, made by the Japanese Government on matters such as suitability and content. These studies aim to explore a project's potential and to create optimum and alternative plans for its realization. The main topics include basic design, construction costs, work processes, alternative plans, economic and technical feasibility, financial concerns, and administrative systems.

- **Basic Study**

See "Project Formulation Studies"

- **Bilateral Aid**

An ODA category denoting aid between a donor and a recipient. Its benefits include provision of flexible, detailed aid by the donor and furtherance of friendly relations between the two sides, since the aid policies and achievements of the donor leave a direct impression on the recipient.

- **BHN (Basic Human Needs)**

A new aid concept based on the realization that past forms of aid that emphasized economic development have not always benefited the poor in less developed countries. The idea is to find ways to provide aid of direct use to people with low incomes. BHN refers specifically to basic living needs such as food, housing, clothing, safe drinking water, sanitary facilities, health care, and education.

- **Common Agenda**

An agenda signed by Japan and the US for providing aid to developing countries from a global perspective. The Common Agenda seeks ways for Japan to collaborate with the US in tackling global problems such as the environment, population, and HIV/AIDS.

- **Community Empowerment Program**

This program was started in fiscal 1997 on the basis of the "Global Welfare Initiatives" proposed by Japan at the Lyon Summit in 1996. Support related to maternal and child health; welfare of the elderly, the disabled and children; and poverty alleviation measures are commissioned by JICA for NGOs active in the regions concerned (local NGOs).

- **Counterparts**

Local technical experts who work together with JICA experts and Japan Overseas Cooperation Volunteers sent to developing countries to provide technical assistance and who have received technical instruction from these JICA experts or JOCVs.

- **Country-focused Training Course**

These training courses limit participation to a certain country or region. Training subjects are narrowed down to focus on development issues that are unique to the country or region involved, and 5-10 trainees are accepted.

- **Country-Program Evaluation**

Assessing the projects with JICA cooperation in a

country on a cross-sectoral basis. The overall impact of JICA cooperation and implementation problems in a country are analyzed, and lessons and recommendations for future cooperation to the country are offered. The results of evaluation are reflected in improvements in future country-programs and methods of cooperation for the country.

- **DANIDA: Danish International Development Agency**

- **Detailed Design (D/D)**

Detailed design includes items such as detailed design specification, written estimates, and books and documents related to bidding. Ordinarily, these are considered as forming part of the construction at the implementation stage of the project in question. From this viewpoint, the expenditure necessary for detailed design is generally covered from the pertinent construction funds. However, if the implementation of detailed design is thought to have ample significance as technical cooperation, part of this cooperation may be carried out in the form of a development study.

- **Development Assistance Committee (DAC)**

- **Development Specialist**

An expert directly recruited and commissioned by JICA as personnel capable of engaging in technical cooperation activities. Development specialists work abroad and in Japan on a rotating basis. They work overseas as project leaders, long-and short-term experts, and as team leaders of various studies. They are also engaged in a wide range of work within Japan, including instructing in the training of experts to be newly dispatched, aid-related research, and dispensing technical advice to experts who have been dispatched.

- **Development Study**

Development study support the formulation of plans for public projects that contribute to social and economic advancement in developing countries. While

the studies are under way, they also serve as mediums for the transfer of analytical skills and methods of planning formulation and survey to counterparts in the recipient country. Reports prepared on the basis of study results provide the recipient countries' governments with data for assessing social and economic development policies. They also offer international organizations and donor countries materials for studying financial aid and technical cooperation. In most cases, the plans proposed by the reports are realized with funds obtained from Japanese yen loan and grant aid. Skills transferred through the studies are also useful when working on projects financed by the recipient country and when carrying out other studies.

• **Dispatch of Experts**

Experts dispatched to developing countries and international organizations carry out drafting of development plans, studies, research, instruction, dissemination activities, consulting and other work at a variety of locations, including government-related organizations, testing and research institutes, schools and instruction and training institutions. As for the selection of experts, JICA either asks recommendations of appropriate personnel of related ministries and agencies, or chooses from among experts who are already registered. There are two types of experts, depending on the method of dispatch: individual expert and project expert. The former is individually dispatched, while the latter is dispatched in accordance with project-type technical cooperation. Experts are also classified by length of dispatch term into long-term (one year or longer) and short-term (less than one year).

• **Dispatch of Individual Expert**

Individual experts are dispatched in accordance with an individual request from a developing country. An individual expert (there are cases where a number of experts are dispatched as a team) is dispatched for the transfer of the technology in question.

• **Effectiveness**

A measure of the extent to which an aid program attains its objectives. Effectiveness measures the extent to which the activity achieves its purpose, or whether this can be expected to happen on the basis of the outputs.

• **Efficiency**

An economic term which means that the aid uses the least costly resources to achieve the results. In other words, aid can gain the most results for its economic contributions. Efficiency measures the outputs-qualitative and quantitative-in relation to the inputs. This generally requires comparing alternative approaches to achieving the same outputs, to see whether the most efficient process has been used.

• **Exchange of Notes (E/N)**

A kind of broad pact that is a form of specific agreement concluded among two or more states or international organizations. In an E/N that is exchanged when aid is provided the content of provided aid agreed by the partner country is described as an agreement between governments. In the case of grant aid, funds are provided based on E/N. However, in the case of yen loans, a loan agreement (L/A) is subsequently concluded among the Overseas Economic Cooperation Fund (at present the Japan Bank for International Cooperation), the partner country.

• **Expert Team Dispatch Program (Mini-project)**

A form of cooperation placed intermediate between project-type technical cooperation and dispatch of an individual expert. The dispatch of a experts team is considered the core of the program, and acceptance of trainees and supply of equipment are combined as needed. The cooperation period is in principle three years, shorter than five years of project-type technical cooperation. A program is not large-scale cooperation that includes the startup of new organizations and systems. Instead, it is designed to offer instruction and advice to counterparts on specific technology topics

while working within the existing local organizational structure.

- **Ex-post Evaluation**

Ex-post evaluation is undertaken for the purpose of deriving lessons and recommendations that contribute to effective and efficient future JICA projects. The examinations focus on five evaluation criteria, most notably on impact, relevance, and sustainability. Following the completion of cooperation, the evaluation is conducted on a project that has passed a certain time period, focusing on all phases from the formulation of the plan of the project through the operation and management undertaken by the partner country.

- **External Evaluation**

External Evaluation is undertaken in order to ensure transparency in JICA projects and neutrality in evaluation, and to enable high-quality evaluation from a wide-ranging perspective based on the extensive knowledge and expertise of eminent persons. In this process, external experts (scholars, journalists, NGO members, etc.), who understand development assistance and JICA projects, are requested to conduct evaluations.

- **FAO: Food and Agriculture Organization of the United Nations**

- **Feasibility Studies (F/S)**

These studies examine objectively whether individual projects accorded a priority ranking in development plans and policies allow for practical implementation. Feasibility is examined from various angles including technical concerns, the national economy, government finances, social concerns, administrative organization, institutions, and the environment.

- **Feedback**

The process of presenting the findings of a monitoring and evaluation to any of the people and organizations concerned, so that the findings are

incorporated into plans and policies relating to aid.

- **Five Evaluation Criteria**

The evaluation standards introduced in "Principles for Evaluation of Development Assistance" by the Development Assistance Committee (DAC) in 1991. Criteria are relevance, effectiveness, efficiency, impact and sustainability.

- **Focus Group Discussion**

A small group of people with common characteristics or interests is invited to discuss specific topics in detail. This survey method can be used to clarify the group's understanding of and interests in specific topics.

- **Follow-up**

When problems arise in a project with which JICA cooperated, JICA supports self-reliance of the project by providing additional cooperation such as the dispatch of experts and the supply of equipment.

- **Gender**

Differentiation based on social constructs rather than biology.

- **Global Issues**

Issues of global significance such as the environment, population, HIV/AIDS, WID, and narcotics. Also issues requiring international cooperation for their solution.

- **Grant Assistance for Grassroots Projects**

A form of grant aid executed through Japan's overseas diplomatic offices to support small-scale projects that cannot be dealt with adequately by means of ordinary grant aid. Initiated in response to requests from local governments and NGOs in developing countries.

- **GTZ: German Technical Assistance Agency (Deutsche Gesellschaft für Technische Zusammenarbeit)**

• **IBRD: International Bank for Reconstruction and Development (World Bank)**

• **IDB: Inter-American Development Bank**

• **IFAD: International Fund for Agricultural Development**

• **IMF: International Monetary Fund**

• **Impact**

A term indicating whether the project has had an effect on its surroundings in terms of technical, economic and socio-cultural, institutional and environmental factors. Evaluation should consider: 1) Direct effects. The immediate costs and benefit of both the contribution to and the results of a project without taking into consideration their effect on the economy; 2) Indirect effects. The cost and benefit which are unleashed by the contributions to a project and by its results; 3) Multiplier effects. A special indirect effect which deals with the increase in the use of the economy's capacity by the aid program's generation of a rise in demand.

• **Intellectual Support**

Refers to support for countries moving toward democracy and a market economy with insufficient expertise and human resources to set up and manage economic and other institutions on their own. Intellectual support is provided in forms such as "democracy seminars" at which Japan's experience, past and present, in matters such as legal, administrative and parliamentary systems are presented; acceptance of training participants in fields such as market economy management and administration; and the dispatch of experts to advise on policy matters.

• **Japan Overseas Cooperation Volunteers (JOCV)**

Japan Overseas Cooperation Volunteers (JOCV) program assists and encourages overseas activities on

the part of young people who wish to cooperate in the economic and social development of developing countries on the basis of requests from these countries. JOCVs generally spend two years in developing countries, living and working with the local people. The experience also benefits the volunteers themselves as they strive to overcome the various difficulties they face in their personal relations and work.

• **JICA Partnership Program**

In the context of diversification of needs among developing countries, the "JICA Partnership Program for NGOs, Local Governments and Institutes" started in fiscal 1999. This program is concerned with the provision of cooperation in areas of social development involving small-scale but detailed response and cooperation of the intellectual support type. JICA is implementing the program on the basis of tie-ups with Japanese NGOs, local government authorities, universities, and private companies possessing practical expertise in these areas that JICA regards as partners in its ODA program.

• **Joint Evaluation**

Joint evaluation is carried out together with relevant organizations in the partner country or with other donors. In joint evaluations undertaken with partner countries, JICA and the partner country work toward reaching a common awareness of the impact and challenges of JICA cooperation and other issues. In addition, the evaluations also play a useful role in acquiring evaluation methods from and building evaluation capacity in the partner country. Joint evaluation with other donors is an effective way of mutually studying evaluation methods strengthening linkages.

• **KOICA: Korea International Cooperation Agency**

• **Lessons Learned**

Generalized lessons drawn from evaluation results. They are applicable to other projects, development

plans, aid strategies, etc.

- **Local Costs**

Costs borne by a recipient country for implementation and management of a project. Refers specifically to the costs of land acquisition, personnel costs for counterparts and project staff, costs needed for moving equipment and materials, and recurrent costs (administration and maintenance of buildings, equipment and materials, staff employment).

- **Master Plan Studies (M/P)**

These are conducted to formulate comprehensive and long-term sectoral development plans for a whole country or for specific regions. Master plans ensure efficient execution of a plan by making projects mutually compatible and by clarifying their priority. Projects ranked in order of priority in the master plan may then become the object of feasibility studies.

- **Minutes of Meetings**

An official record of the proceedings at a meeting, which is exchanged between the government of a recipient country and the Japanese government.

- **Mini-Project**

See "Expert Team Dispatch Program."

- **NGO (Non Governmental Organization)**

General term for an organization which conducts activities from a non-governmental base. In the area of aid, it refers to non-profit organizations such as private-sector volunteer groups which tackle development issues without pursuing commercial gain in either the home country or the developing country/countries. They work directly on a grassroots level with the people of the developing country, and their activities can supplement governmental economic cooperation. The cooperation approaches of NGOs have recently attracted a great deal of attention, despite the fact that their activities are not conducted on a large scale.

- **OECD: Organization for Economic Cooperation and Development**

- **Overseas Development Studies**

These are small-scale studies involving formulation of simple and basic development plans, analysis of related basic data, and compensation for inadequacies in official statistics. In cases where such work requires knowledge and experience of everyday customs, they are performed by overseas offices using local consultants.

- **Participatory Evaluation**

Evaluation in which representatives of agencies and stakeholders (including beneficiaries) work together in designing, carrying out and interpreting an evaluation.

- **PCM (Project Cycle Management) Method**

A method for controlling and managing a project through a series of processes extending from the beginning to the end of an aid project.

- **PDM: Project Design Matrix**

PDM is a conceptual framework of a project showing logical linkages of elements such as inputs, activities, project purpose, indicators and external factors. Based on a PDM, relevance, effectiveness, efficiency, impact and sustainability of a project are verified and evaluated.

- **Phasing**

After the completion of a five-year cooperation period, a project implemented as a project-type technical cooperation is in principle handed over to the government of the recipient country and will be operated and maintained by the recipient country's self-help efforts. However, in order to increase effectiveness of the cooperation, when it is considered to be necessary, the cooperation for the project is extended by, for example, expanding or modifying the contents of cooperation or enlarging target areas. In this case, the project is phased for distinguishing between the original

cooperation period and the extended period, such as "Tropical Rainforest Research Plan: Phase III." As well as in case of a grant aid project, when a project is too large to implement in a fiscal year, it may be phased as I/III phase, II/III phase and III/III phase.

- **Pivotal Support for Important Policies**

Direct intellectual support for pivotal institutions within the governments of developing countries responsible for formulation of important policies such as financial and monetary policy, industrial policy, and regional policy concerned with transition to a market economy. Intellectual support for countries in the process of institutional transition is a typical form of applied aid involving policy support. To implement this type of support systematically, the Japanese government introduced a "program of pivotal support for important policies" in 1995 for implementation in Poland, Uzbekistan and Vietnam. Begun in 1994, "market economy-type development studies" offer higher levels of intellectual support for introduction of the market economy.

- **Primary Healthcare (PHC)**

An approach to healthcare in which diagnosis, treatment and efforts to raise health standards (preventing illness, improving health, enabling return to everyday life, regional development, etc.) are handled integrally on the local level. Available to all members of local communities, PHC aims to establish affordable and accessible systems of medical care.

- **Project Formulation Studies**

When cooperation is provided, there may be a lack of clarity concerning relations with other aid organizations, particularly in connection with the recipient country's development plans and fields of cooperation, the effects of cooperation, influence on the environment and society, and sustainability. JICA carries out project formulation studies to clarify such matters and compensate for any inadequacies. Study teams are sent to discuss matters with the recipient

government and related organizations, and support may be provided for drafting requests.

- **Project-type Technical Cooperation**

A type of technical cooperation under which three kinds of aid schemes (dispatch of experts, acceptance of trainees, and provision of equipment) are integrated and implemented as a project. Its aims are technology transfer and human resources development in developing countries.

- **Provision of Equipment Supply**

The provision without compensation of equipment needed generally for technology transfer. JICA provides necessary equipment as part of technical cooperation toward the effective implementation of the various types of technical cooperation projects being carried out by Japan.

- **Recommendations**

Specific measures, suggestions and advice obtained from evaluation results and lessons learned for the betterment of the project concerned.

- **Relevance**

The extent to which the aid activity is consistent with the priorities and policies of the target group, recipient and donor.

- **Research Cooperation**

A type of technical cooperation under which researchers from Japan and developing countries engage in joint research on topics related to economic and social development in specific developing countries. JICA has been engaged in research cooperation since 1977 within the framework of the individual expert dispatch program. As with project-type technical cooperation, research cooperation begins with the exchange of a record of discussions (R/D) to clarify the project details. Cooperation normally lasts three years. JICA sends groups of experts, accepts counterparts for training, and, when necessary, provides portable

equipment and local working costs.

- **Sampling Survey**

A survey method to estimate the characteristics of a population from a set of elements drawn from the population. A survey is generally done by random sampling.

- **South-south Cooperation**

Mutual economic development between developing countries through regional cooperation. Development in these countries was previously thought to depend upon financial and technical aid from more developed countries. But, as evident in the emergence since the 1970s of the Organization of Petroleum Exporting Countries (OPEC) and the newly industrializing economies (NIEs), the developing countries have diversified and we are now aware of how important it is for them to cooperate among themselves. In particular, the capital-intensive, knowledge-intensive technology of the more developed countries often fails to meet the needs of developing nations, whose main need is for labor-intensive technology. Since the late 1970s, we have been encouraging cooperation between the developing nations ("South-South cooperation") through institutions such as the United Nations Conference on Trade and Development (UNCTAD).

- **Sustainability**

The extent to which the objectives of an aid activity will continue after the project assistance is over; the extent to which the groups affected by the aid want to and can take charge themselves to continue accomplishing its objectives. Sustainability is concerned with measuring whether an activity or an impact is likely to continue after donor funding has been withdrawn. Projects need to be environmentally as well as financially sustainable.

- **Terminal Evaluation**

Terminal evaluation is undertaken jointly at the time of completion of cooperation with the relevant

organization in the partner country. Using five criteria of evaluation, research and analysis is conducted in various areas, most notably efficiency, effectiveness, and sustainability of the project. Evaluation is undertaken for the purpose of determining whether it is possible for JICA to complete its cooperation, or there is a need to provide follow-up in the form of extended cooperation or other endeavor.

- **Thematic Evaluation**

Focusing on the themes of specific sector, major issues (such as environment, poverty and women's issues) and project schemes, the impact and challenges of JICA cooperation are analyzed, and lessons and recommendations are offered for cooperation on the themes. Studies are also conducted on effective methods of cooperation on the themes. The results of evaluation are reflected in sector- and issue-specific efforts.

- **Third-country Training Program**

Training implemented by JICA aimed at enabling a developing country subject to technology transfer from Japan to hand on the skills it has acquired to other countries in the same region. Conceptually, Japan is the "first-country," the recipient of Japanese technology is the "second-country," and the neighboring country is the "third-country."

- **TICAD: Tokyo International Conference of African Development**

The first conference, held in Tokyo in October 1993, was called by the Government of Japan and jointly hosted by United Nations organizations (the Office of the Special Coordinator for Africa and the Least Developed Countries (OSCAL) and the United Nations Development Programme (UNDP)) and the Global Coalition for Africa. In order to discuss African development, an important post-Cold-War issue for the international community, 48 African nations, 13 donor nations, and 10 international organizations and NGOs took part. In the Tokyo Declaration on African Development, which was adopted at the conference,

promotion of self-help efforts toward development of Africa and strengthening of efforts on this issue by the international community were emphasized. These basic ideas were carried on in the new development strategy recognized by the Development Assistance Committee (DAC) in May 1996. TICAD II was held in Tokyo in October 1998 with the participation of 80 countries, including 51 of the 53 African nations, 40 international organizations and 22 NGOs. At the conference, African Development Towards the 21st Century: The Tokyo Agenda for Action was adopted toward poverty reduction and integration into the global economy in the African region as a whole.

- **UNDP: United Nations Development Program**

- **UNICEF: United Nations International Children's Emergency Fund**

- **WHO: World Health Organization**

- **WID (Women in Development)**

Women play an extremely important role in economic and social activities. Awareness that women's participation in development is indispensable for effective development aid led to the concept of "women in development (WID)" in the context of UN efforts to raise the status of women and to enhance the efforts being made by developing countries to achieve development. The essence of WID is that women are not merely the beneficiaries but also the agents of development. From this standpoint, WID aims to encourage development aid that takes account of women's participation in development projects and, to make this possible, to improve the social and economic standing of women and heighten their status in general.

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Annual Evaluation Report 2001

Published December 2001

Edited and published by the Office of Evaluation and Post-Project Monitoring, Planning and Evaluation Department, Japan International Cooperation Agency

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Shibuya-ku, Tokyo 151-8558, Japan

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