

# Glossary

- **Accountability**

Responsibility to furnish adequate and accurate explanations to citizens and the people of a recipient country regarding content, financial affairs, and reasons behind decisions when proceeding with development aid and international cooperation activities and programs.

- **Activities**

Activities, an element of PDM, are carried out to achieve the output of a project. Each activity flow is described for every output in PDM.

- **Aftercare Cooperation**

Additional cooperation, including provision of equipment and dispatch of experts after completion of a project. In addition, as a part of aftercare cooperation, in the Acceptance of Technical Training Participants Program and Youth Invitation Program, support is given to the establishment and management of alumni associations for such groups, and reference materials are sent to former training participants after their return to their home countries.

- **Baseline Survey**

Baseline surveys investigate and analyze the characteristics of a target area prior to implementation of a project. These surveys are necessary when project objectives are measured by indicators.

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

Japan's Grant Aid Programs are initiated in line with decisions (generally based on JICA's own B/D) 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 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/ Project Formulation Study**

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.

- **Beneficiaries**

Individuals, groups or organizations that receive the benefits of a project.

- **Capacity Building**

A concept referring to the establishing and raising of the recipient's ability to execute and administer the process of institutional building, i. e., the process whereby the agent of implementation achieves self-reliance.

- **Common Agenda**

The Common Agenda for Cooperation in Global Perspective (the Common Agenda) was launched by Japan and the United States in July 1993. The Common Agenda rests on five "pillars": promoting health and human development; responding to challenges to global stability; protecting the global environment; advancing science and technology; and expanding interactions for mutual understanding.

- **Community Empowerment Program**

A program started in FY 1977 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 non-governmental organizations active in the regions concerned (local NGOs).

- **Counterparts**

Local technical experts who work together with JICA experts and Japan Overseas Senior Volunteers (JOCV) sent to developing countries to provide technical assistance and who receive technical instruction from these JICA experts or JOCV.

- **Country-focused Training Course**

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

- **Country-program Evaluation**

Assessing the JICA cooperation projects of a country on a cross-sector 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 cooperation methods for the country.

- **Development Assistance Committee (DAC)**

The Development Assistance Committee (DAC) was formed in 1961 as a subordinate agency of the Organisation for Economic Cooperation and Development (OECD). DAC distributes aid information, adjusts aid policies, and examines the implementation of aid by member countries and their aid policies. Where necessary, it also gives advice to member countries. As of 2001, DAC consisted of 22 developed countries as well as the European Union (EU).

- **Development Study**

Development studies support the formulation of plans for public projects by dispatching a study team to contribute to social and economic advancement in developing countries in such sectors as electric power, ports, roads, transportation, communication, irrigation and water resource development. Reports, which are prepared based on the study results, provide recipient governments with data for assessing social and economic development policies. They also offer international organizations and donor countries resources for studying the need for financial aid and technical cooperation.

- **Dispatch of Experts**

Experts dispatched to developing countries and international organizations carry out the formulation of development plans, research studies, instruction, extension activities, consulting and other work at a variety of locations, including government-related organizations, testing and research institutes, and academic and training institutions. In selecting experts, JICA either asks for recommendations from 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 experts and project experts. The former is individually dispatched, while the latter is dispatched under 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).

- **Effectiveness**

Effectiveness is one of the five evaluation criteria. It measures the relationship between the extent to which the project purpose is achieved and the output.

- **Efficiency**

Efficiency is one of the five evaluation criteria. It identifies the productivity of input and output. It also measures how costly it is to conduct the input in order to achieve the output.

- **Exchange of Notes (E/N)**

An agreement concluded among two or more states or international organizations. In the case of grant aid, funds are provided based on the E/N.

- **Expert Team Dispatch Program**

A form of cooperation placed in an intermediary position between Project-Type Technical Cooperation and the dispatch of individual experts started in 1989. The dispatch of an experts' team is considered the core of the program, and the acceptance of trainees and supply of equipment are combined as needed. In principle, the cooperation period is three years, shorter than the five years for project-type technical cooperation. It is designed to offer instruction and advice to counterparts on specific technology topics, while working within the existing local organization.

- **Ex-post Evaluation**

Ex-post evaluation is an evaluation executed at a certain period of time after completion of a project. It is undertaken for the purpose of deriving lessons and recommendations that contribute to making effective and efficient JICA projects in the future, by focusing its examination most notably on impact, relevance, and sustainability among the five evaluation criteria.

- **Evaluation Grid**

An evaluation grid is a table that documents the survey method and the source of information, which enables understanding of the framework of an evaluation study.

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

Feasibility studies investigate the economic and financial possibility of implementation, relevance and investment effects on projects. Generally, it attempts to objectively demonstrate whether the implementation of a project is socially, technically, economically and financially feasible. It is one of the types of the development study projects.

- **Feedback**

The transmission of findings generated through the evaluation process to parties for whom it is relevant and useful so as to facilitate learning.

- **Five Evaluation Criteria**

The evaluation criteria advocated in "Principles for Evaluation of Development Assistance" by the Development Assistance Committee (DAC) in 1991. The five 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.

- **General Information (GI)**

GI refers to a documentation that includes information such as training course purpose, period, curriculum, training organizations, prerequisites, and conditions during the stay for training. JICA distributes them to the governments of partner countries upon implementing a group training course.

- **Gender**

Differentiation based on social constructs rather than biology.

- **Global Issues**

Issues of global significance such as the environment, population, HIV/AIDS, women in development (WID) and narcotics. Also, includes issues requiring international cooperation for their foundation.

- **Grant Assistance for Grassroots Projects**

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

- **Impact**

Impact is one of the five evaluation criteria, and is the positive and negative effects produced by a development project, intended or unintended. Of the impacts, the overall goal in the project design matrix (PDM) is the positive intended output.

- **Important Assumptions**

Important assumptions, elements of PDM, are factors or risks that cannot be controlled by a project but may have impact on the progress of the project or the achievement of the goal.

- **In-Country Training**

A type of training implemented within a developing country in order to extend the knowledge and skills within the country. In most cases, the personnel who received a technical transfer play the central role in its implementation.

- **Indicator**

Indicator is a quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement of a project.

- **Input**

Input refers to the financial, human, and material resources used to implement a project.

- **Japan Bank for International Cooperation (JBIC)**

A special governmental corporation founded through the merger of the Overseas Economic Cooperation Fund (OECF) and the Export-Import Bank of Japan in October 1999 in order to support the implementation of ODA through yen loans and the trade and investment of Japanese companies.

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

Japan Overseas Cooperation Volunteers program, established in 1965, promotes and fosters volunteer activities by the youth of Japan who wish to work with

local residents in developing countries and contribute to the economic and social development of the region to which they are dispatched.

- **Japanese Cooperation to Support the Formulation of Key Government Policies**

A cooperation for countries that are facing the transition to a market economy, which it aims to provide at policy level to the main organizations of a nation responsible for policy-making of important sectors such as finance, industry and regional development. Japan has been operating the Program to Support the Formulation of Key Government Policies since 1995, and some of them were already implemented in Poland, Uzbekistan, and Vietnam. JICA has widened the coverage of those studies to policy support for transition economies with the purpose of providing more effective intellectual cooperation for the introduction of a market economy.

- **JICA Partnership Program**

In the context of diversification of needs among developing countries, the JICA partnership program is concerned with providing cooperation in areas of social development involving a small-scale but detailed response and of intellectual support. This ODA program is implemented with Japanese NGOs, local government authorities, universities, and private companies processing practical experiences in these areas as partners.

- **Joint Evaluation**

An evaluation carried out together with relevant organizations in the partner country or with other donors.

- **Lessons Learned**

Generalized lessons drawn from evaluation results. They are applicable to other projects, development plans, and aid strategies.

- **Local Cost**

Of the funds necessary for the implementation of projects, local cost refers to the cost procured in partner countries in local currency, such as budget for local re-

muneration for construction and procurement of equipment. When a project is jointly implemented, it refers to costs that should be borne by the partner country (costs for land acquisition, facility construction, facility maintenance, and project management).

- **Logical Framework**

Logical framework identifies the project's main elements (input, output, purpose and goal) and their logical relationships, indicators and the assumptions or risks that may influence success and failure. It thus facilitates planning, execution, and evaluation. Similar framework is also applied to PDM.

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

M/P is a study carried out to formulate long-term sectoral development plans. It is implemented at national and regional levels, across different sectors, or levels of individual projects. Master plans ensure efficient execution of multiple projects by making them mutually compatible and by clarifying their priority. The formulation of economic development plans is also encompassed in its area of study.

- **Means of Verification**

Means of verification is an element of PDM that refers to information sources and survey methods used to measure the achievement of a project.

- **Mid-Term Evaluation**

Refers to an evaluation conducted at the mid-term of a project, examining points such as the efficiency and relevance of the project. It provides information for deciding whether or not the initial planning needs to be revised.

- **Monitoring**

A continuing function that uses a systematic collection of data on specified indicators to provide management and the main stakeholders of an ongoing development project with indications of the extent of progress in the use of all allocated funds.

- **Narrative Summary**

Narrative summary is a column of PDM that shows the logical links of activities, output, project purpose and overall goal.

- **Okinawa Infectious Diseases Initiative**

In the Okinawa International Conference on Infectious Diseases with representatives from the G8 in July 2000, the issue of infectious diseases was recognized as one of the principal causes that deteriorate life expectancy and hinder development, and lead to poverty in developing countries. Japan, the chairman of the conference, declared that Japan would actively invest in infectious disease control, targeting mainly HIV/AIDS, tuberculosis (TB), malaria, parasite diseases, and polio. The basic principle in promoting above activities identified as (1) ownership of developing countries; (2) training; (3) partnership among communities, donors, and international organizations; (4) south-south cooperation; (5) promotion of research activities; and (6) public health at the local level. Japan committed three billion dollars over five years to this initiative, and established a fund for NGOs in the United Nations.

- **Output**

Output is refers to the services and results produced by the implementing of a project.

- **Overall Goal**

The overall goal refers to the indirect and long-term impact defined at the project-planning stage.

- **Participatory Evaluation**

An evaluation in which representatives of donors, implementing agencies, and stakeholders (including beneficiaries) work together to evaluate all stages of a project; plan studies, and analyze study results.

- **Phasing**

After the completion of cooperation period, a project implemented as a project-type technical cooperation is generally handed over to the government of the recipient

country to be operated and maintained by its self-help efforts. However, in order to increase the effectiveness of the cooperation, the period of cooperation may be extended, when for example, expanding or modifying the contents of cooperation or enlarging target areas is considered necessary. In this case, the project is phased in order to distinguish between the original cooperation period and the extended period. As in the 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.

- **Preconditions**

Preconditions, an element of PDM, refer to the requirements that must be satisfied before implementing a project.

- **Primary Health Care (PHC)**

An approach to healthcare in which diagnosis, treatment and efforts to raise health standards 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.

PHC is composed of the following eight elements: (1) health education, (2) provision of food and improvement of nutrition (3) supply of safe water and hygiene management, (4) maternal and child health (including family planning), (5) preventative vaccines, (6) prevention and control of epidemic illness prevailing in regions, (7) appropriate treatment of general illnesses and injuries, and (8) supply of essential drugs.

- **Project Cycle Management (PCM)**

PCM is a methodology of appropriately managing the cycle of planning, implementation, evaluation, and its feedback of a project.

- **Project Design Matrix (PDM)**

PDM is the term used in the PCM method, describing the logical framework of a project to facilitate planning, monitoring, and evaluation. It is composed of elements such as indicators, methods to acquire data, exter-

nal factors, input, and preconditions.

- **Project Formulation Study**

See Basic Study.

- **Project Purpose**

The project purpose is the target expected to be achieved by the completion of a project.

- **Project-Type Technical Cooperation**

A type of technical cooperation under which three kinds of aid schemes (dispatch of Japanese experts, acceptance of trainees, and provision of equipment) are integrated and implemented as a program. It has been integrated into technical cooperation projects since fiscal 2002.

- **Provision of Equipment**

The provision of equipment needed generally for technical transfer. JICA provides necessary equipment as a 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 aiming at enhancing the effectiveness, quality, or efficiency of the project concerned; at redesigning the objectives; and/or at the reallocation of resources. Recommendations should be linked to conclusions.

- **Record of Discussions (R/D)**

R/D refers to documents signed by Japan and a partner country when Japan starts a project-type technical cooperation. This document includes items regarding cooperation contents that have been agreed upon by both sides.

- **Relevance**

Relevance, one of the five evaluation criteria, refers to the extent to which the objectives of a development

intervention are consistent with beneficiaries' requirements, country needs, global priorities and partner's and donor's policies.

- **Reproductive Health**

The main concept proposed in the International Conference on Population and Development (1994), which refers to a state of health in which all the functions and active processes of human reproduction are free from illness or impediments and are maintained in a wholly satisfactory condition (physically, mentally, and socially).

- **Research Cooperation**

A type of technical cooperation under which researchers from Japan and a developing country engage in joint research on topics related to economic and social development in the developing country. Cooperation normally lasts three years. JICA sends a team of experts, accepts counterparts for training, when necessary, provides equipment and local working costs.

- **Scope of Work (S/W)**

Before implementing a development study, JICA examines the request from a partner country and decides the draft implementation plan and basic policy. Following this procedure, a preparatory survey team re-examines the background of the requested project and explores the possibility of implementation through investigating the relevant information. The S/W is a document that is agreed upon between JICA and the partner government, defining the scope of work, contents, and schedule of the study.

- **Senior Advisor**

An expert working for JICA who is devoted to technical cooperation activities. Overseas, they work as high-level advisors, project leaders, and general experts, while in Japan, they conduct various kinds of research, offer advice on research, train would-be experts and instruct technical training for participants overseas.

- **Senior Overseas Volunteers**

Senior Overseas Volunteers is a program that assists the activities of Japanese volunteers between the ages of 40 and 60 with appropriate techniques, knowledge, and experiences suited to request countries who are dispatched for the development of each country. The assignment period is usually one or two years.

- **South-South Cooperation**

Mutual economic development among developing countries through regional cooperation. Development in these countries was previously thought to depend upon financial and technical aid from more developed countries. However, 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 the importance of cooperation among them has been recognized. 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 intermediate labor-intensive technology. Under these circumstances, cooperation among developing nations through institutions such as the United Nations Conference on Trade and Development (UNCTAD) has been encouraged since the late 1970s.

- **Stakeholders**

Stakeholders refer to agencies, organizations, groups, and individuals that have direct and indirect interest in a project and its evaluation, such as donor agencies and implementing agencies in partner countries.

- **Sustainability**

Sustainability, one of the five evaluation criteria, is of the continuation of benefits of a project after the project assistance is completed.

- **Terminal Evaluation**

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

in the partner country. Using the five criteria of evaluation, research and analysis are 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 a follow-up program.

#### • **Thematic Evaluation**

Focusing on the themes of specific sectors, major issues (such as environment, poverty and gender) and project schemes, the impact and challenges of JICA cooperation are analyzed. The results of evaluation are reflected in establishing related development policies and the formation of related projects.

#### • **Third-country Training**

A type of training implemented by JICA aimed at enabling a partner country that was subjected to technology transfer from Japan, to hand on the knowledge and techniques it has acquired to neighboring countries. The host country receives financial and technological support from Japan and trainees from neighboring countries with similar natural, social or cultural environments are invited individually or in groups to be trained in the appropriate technology in accordance with each country's local circumstances.

#### • **Women in Development (WID)**

The essence of WID is that women are not merely the beneficiaries but also the agents of development. Women play an extremely important role in economic and social activities. Awareness that women's participation in development is indispensable to effective development aid led to the concept of WID.

## A ~ Z

- **ADB** Asian Development Bank
- **B/D** See "Basic Design Study"
- **BHN** See "Basic Human Needs"
- **CIDA** Canadian International Development Agency
- **DAC** See "Development Assistance Committee"
- **D/D** Detailed Design
- **EBRD** European Bank for Reconstruction and Development
- **EIA** See "Environmental Impact Assessment"
- **E/N** See "Exchange of Notes"
- **F/S** See "Feasibility Study"
- **GI** See "General Information"
- **HDI** Human Development Indicator
- **IBRD** See "International Bank for Reconstruction and Development"
- **ICAO** See "International Civil Aviation Organization"
- **IDB** Inter-American Development Bank
- **IFC** International Finance Cooperation
- **ILO** International Labor Organization
- **IMF** International Monetary Fund
- **IMO** International Maritime Organization
- **ISO** International Organization for Standardization
- **JBIC** See "Japan Bank for International Cooperation"
- **JOCV** See "Japan Overseas Cooperation Volunteers"
- **L/A** See "Loan Agreement"
- **M/P** See "Master Plan Study"
- **OECD** See "Organization for Economic Cooperation and Development"
- **OECF** The Overseas Economic Cooperation Fund (OECF) and the Export-Import Bank of Japan were integrated into the Japan Bank for International Cooperation in October 1999.
- **OSCE** Organization for Security and Cooperation in Europe
- **PCM** See "Project Cycle Management"
- **PDM** See "Project Design Matrix"
- **PHC** See "Primary Health Care"
- **R/D** See "Record of Discussion"
- **S/W** See "Scope of Work"
- **UNDP** United Nations Development Program
- **UNFPA** United Nations Population Fund
- **UNHCR** United Nations High Commissioner for Refugees
- **UNOPS** United Nations Office for Project Services
- **USAID** U.S. Agency for International Development
- **WHO** World Health Organization