



Glossary of Terms

A

Aalborg Charter

The Aalborg Charter was initially signed by 80 European local authorities and 253 representatives of international organisations, national governments, scientific institutes, consultants and individuals. By signing the Charter European cities, towns and counties committed themselves to enter into Local Agenda 21 processes and develop long-term action plans towards sustainability, and initiated the European Sustainable Cities and Towns Campaign.

Accountability

The responsibility of program staff to provide evidence to stakeholders and sponsors that a program is effective and in conformity with its coverage, service, legal, and fiscal requirements.

Action Research

Research approach dealing with social problems and interventions in the practical field. It turns concerned people and the researchers into active participants in the research process.

Agenda 21

Agenda 21 is a comprehensive plan of action to be taken globally, nationally and locally by organisations of the United Nations System, Governments, and Major Groups in every area in which human impacts on the environment. Agenda 21, the Rio Declaration on Environment and Development, and the Statement of principles for the Sustainable Management of Forests were adopted by more than 178 Governments at the United Nations Conference on Environment and Development (UNCED) held in Rio de Janeiro, Brazil, 3 to 14 June 1992. Its aim is to introduce the term “sustainable development” into all fields of politics.

Analysis

A systematic approach to problem solving. Complex problems are made simpler by separating them into more understandable elements. This involves the identification of purposes and facts, the statement of defensible assumptions, and the formulation of conclusions.

Analysis Process

Describes the type or types of analyses conducted (e.g., quantitative, qualitative, mixed methods) and procedures used for examining results and ensuring their trustworthiness, such as:

- training conducted to ensure reliable coding and scoring of data
- checks of the data to remove errors
- procedures for reducing and summarizing the data



- descriptions of analyses, that identify a pattern of results

This section also describes results non-interpretively (e.g., without being subject to values, perspectives, and conceptual frameworks).

Applied Research

Research designed for the purpose of producing results that may be applied to real world situations.

Articulated Program Theory

An explicitly stated version of program theory that is spelled out in some detail as part of program's documentation and identity or as a result of efforts by the evaluator and stakeholders to formulate the theory.

Assessment of Program Theory

An evaluative study that answers questions about the conceptualization and design of a program.

Attitude Surveys

Data collection techniques designed to collect standard information from a large number of subjects concerning their attitudes or feelings. These typically refer to questionnaires or interviews.

Attribute

A characteristic that describes a person, thing, or event. For example, being female and male are attributes of persons.

Audit

The systematic examination of records and the investigation of other evidence to determine the propriety, compliance, and adequacy of programs, systems, and operations. The auditing process may include tools and techniques available from such diverse areas as engineering, economics, statistics, and accounting.



B

Baseline Data

Initial information on a program or program components collected prior to receipt of services or participation activities. Baseline data are often gathered through intake interviews and observations and are used later for comparing measures that determine changes in a program

Benchmarking

Benchmarking is the comparison between different evaluanda in respect of certain indicators. The aim of benchmarking is a comparison of achievements (e.g. in respect of the gained efficiency) and “learning from the best”. It can be defined as the process of identifying, learning, and adapting outstanding practices and processes from any organization, anywhere in the world, to help an organization improve its performance.

Benchmark

A benchmark is a reference point or standard against which progress or achievements may be compared, e.g., what has been achieved in the past, what other comparable organizations, such as development partners, are achieving, what was targeted or budgeted for, what could reasonably have been achieved in the circumstances.

Bias

The extent to which a measurement, sampling, or analytic method systematically underestimates or overestimates the true value of an attribute. It is a statistical sampling or testing error caused by systematically favouring some outcomes over others.

Biased Sample

A biased sample is one in which the method used to create the sample results in samples that are systematically different from the population.

Brundtland Report

In the 1980s, increasing concern about the effects of economic development on health, natural resources and the environment led the United Nations to publish the Brundtland Report. This defined Sustainable Development as "development which meets the needs of the present without compromising the ability of future generations to meet their own needs." The Brundtland Report was primarily concerned with securing a global equity, redistributing resources towards poorer nations whilst encouraging their economic growth. The report also suggested that equity, growth and environmental maintenance are simultaneously possible and that each country is capable of achieving its full economic potential whilst at the same time enhancing its resource base. The report also recognised that achieving this equity and sustainable growth would require technological and social change.

BUWAL-Method of Ecological Scarcity (Eco-points)

In the 1990's the Swiss Agency for the Environment, Forests and Landscapes published a new method of eco-balancing, rating the different environmental burdens with a so called eco-factor, which is a measure for the ecological scarcity. The eco-factor is defined as the relation between the current environmental burden and the critical burden. The multiplication of the environmental burden with its eco-factor gives the eco-points. The total eco-points show the degree of the environmental load.



C

Capacity Assessment

A structured and analytical process whereby the various dimensions of capacity are assessed within a broader context of systems, as well as evaluated for specific entities and individuals within these systems.

Capacity Building

Enhancing the capabilities of institutions to undertake their assigned responsibilities in a more effective manner. The creation of learning structures, the possibilities to gain knowledge and know-how. Often used in the context of international development co-operations.

Capacity Development

The process by which individuals, groups, organizations, institutions and societies increase their abilities to: 1) perform core functions, solve problems, define and achieve objectives; and 2) understand and deal with their development needs in a broad context and in a sustainable manner. It also includes an emphasis on the overall system, environment or context within which individuals, organizations and societies operate and interact (and not simply on a single organization). In the case of development programs, it includes a consideration of all factors that impact upon the ability to develop, implement and sustain results.

Case Study

A method for learning about a complex instance, based on a comprehensive understanding of that instance, obtained by extensive description and analysis of the instance, taken as a whole and in its context.

Causal Analysis

A method for analyzing the possible causal associations among a set of variables.

Cleaner Production

Cleaner Production is the continuous application of an integrated preventive environmental strategy to processes, products, and services to increase overall efficiency, and reduce risks to humans and the environment. Cleaner Production can be applied to the processes used in any industry, to products themselves and to various services provided in society..

Clustering

Identifying similar characteristics and grouping cases with similar characteristics together.

Comparison Group

A group of individuals whose characteristics are similar to those of a program's participants. These individuals may not receive any services, or they may receive a different set of services, activities, or products; in no instance do they receive the same services as those being evaluated. As part of the evaluation process, the experimental group (those receiving program services) and the comparison group are assessed to determine which types of services, activities, or products provided by the program produced the expected changes.



Concept of Dematerialization

The necessity to reduce the input of materials in the economy throughout the life cycle of a product, respectively the reduction of the resource intensity over a certain time period in a certain area.

Concept of Ecological Utilization Space (or Concept of Environmental Space)

The concept reflects that at any given point in time, there are limits to the amount of environmental pressure that the Earth's ecosystems can handle without irreversible damage to these systems or to the life support processes that they enable. The services provided by the Earth's ecosystems, and for which there is a limited space, include both stocks (of renewable, semi-renewable and non-renewable resources) and sinks (i.e. capacities to absorb waste, pollution and encroachment). It is made clear that "sustainability", at least with respect to energy and materials resources, is intended to include global equity. In other words, we are exceeding our environmental space for these resources if our use-rates cannot be reconciled with ecological sustainability and equity.

Conclusions

Interpretations that have been synthesized in order to extrapolate even broader meanings about the project from the data.

Confounding

An inability to distinguish the separate impacts of two or more individual variables on a single outcome. For example, there has over time been an inability to adequately distinguish the separate impacts of genetics and environmental factors on IQ.

Confounding Factors

Variables that may introduce differences between cases and controls which do not reflect differences in the variables of primary interest.

Consensus Building Outcome

The production of a common understanding among participants about issues and programs.

Constraint

A limitation of any kind to be considered in planning, programming, scheduling, implementing, or evaluating programs. For example, a major constraint to the development of many programs is the amount of funds available.

Construct

A concept that describes and includes a number of characteristics or attributes. The concepts are often unobservable ideas or abstractions. For example, "community" or "peer pressure."

Content Analysis

A set of procedures for collecting and organising non-structured information into a standardised format that allows one to make inferences about the characteristics and meaning of written and otherwise recorded material.

Control Group

A group of individuals whose characteristics are similar to those of the program participants but who do not receive the program services, products, or activities being evaluated. Participants are randomly assigned to either the experimental group (those receiving



program services) or the control group. A control group is used to assess the effect of program activities on participants who are receiving the services, products, or activities being evaluated. The same information is collected for people in the control group and those in the experimental group.

Cost-Benefit Analysis

An analysis that compares present values of all benefits less those of related costs when benefits can be valued in dollars the same way as costs. A cost-benefit analysis is performed in order to select the alternative that maximises the benefits of a program.

Cost-benefit Analysis

Analytical procedure for determining the economic efficiency of a program, expressed as the relationship between costs and outcomes, usually measured in monetary terms.

Cost-Effectiveness

A criterion for comparing alternatives when benefits or outputs cannot be valued in dollars. This relates costs of programs to performance by measuring outcomes in non-monetary form. It is useful in comparing methods of attaining an explicit objective on the basis of least cost or greatest effectiveness for a given level of cost.

Cost-Effectiveness

The efficiency of a program in achieving given intervention outcomes in relation to the program costs.

Coverage

The extent to which a program reaches its intended target population.



D

Data

Documented information or evidence of any kind.

Data Analysis

The process of systematically applying statistical and logical techniques to describe, summarize, and compare data.

Descriptive Statistic

A statistic used to describe a set of cases upon which observations were made. One important use of statistics is to summarize a collection of data in a clear and understandable way.

Design

The overall plan for a particular evaluation. The design describes how program performance will be measured and includes performance indicators.

Direct Benefit

Result that is closely related with the program by cause and effect.

Direct Costs

Resources that must be committed to implement a program. For example, program staff salaries.

Direct Impact

An effect of a program that addresses a stated goal or objective of that program.

Discriminant Analysis

Multivariate method to check the differences between a number of samples that are described through different dependent variables. Discriminant analysis uses weightings that show how important the dependent variables are for the distinction of the samples. In this respect discriminant analysis gives more information than the multivariate analysis, which only shows if different groups can be distinguished in respect of the dependent variables, without making a weighting of the dependent variables.

Diversity

Pertaining to the variety of species within a given association of organisms. Areas with low diversity are characterized by a few species; often relatively large numbers of individuals represent each species.

Document Review

A technique of data collection involving the examination of existing records or documents.



E

EcoDesign

EcoDesign is the integration of environmental criteria into product design. Such criteria cover choice of safer material, pursuit of resource and energy efficiency and attention to material reuse at the end of the product's first consumer life.

Ecological Footprint

An "Ecological Footprint" is a measure of the "load" imposed on the natural environment by a given population and represents the land area necessary to sustain current levels of resource consumption and waste discharge by the population.

Effectiveness

Ability to achieve stated goals or objectives, judged in terms of both output and impact. In other words, the extent to which a program or project achieves its immediate objectives or produces its desired outcomes.

Efficiency

The ratio of input factors (e.g. financial input into a certain program) and achieved outcome (e.g. reduction of emissions).

Efficiency Assessment

An evaluative study that answers questions about the resource-input in comparison to its benefits.

EMAS (Eco Management and Audit Scheme)

The European Union's system for environmental management was adopted in June 1993. A company which works according to EMAS, can, if the requirements are fulfilled, be registered according to the regulations and may use the symbol EMAS in their marketing.

Empirical Validity

Empirical evidence that an instrument measures what it has been designed to measure.

Empowerment Evaluation

A participatory or collaborative evaluation in which the evaluator's role includes consultation and facilitation directed toward the development of the capabilities of the participating stakeholders to conduct evaluation on their own, to use it effectively for advocacy and change, and to have some influence on a program that affects their lives.

Endogenous Growth Theory

Endogenous growth theory simply means economic growth from within a system, usually a nation-state. There are a couple of reasons for the rise of endogenous growth models. The first one is the fact that the economies and output of industrialized countries is so much higher now than it was a century ago. Economics needed some kind of theory or model to account for that, and technological growth was a good explanation. And endogenous growth theory offers hope to newly industrializing countries (NICs), and alternative ways to develop without becoming dependent on trade. Traditional theories of growth focus on trade as the engine of growth; endogenous growth theory focuses on education, on-the-job-training and development of new technologies for the world market.



Environmental Sustainability Index (ESI)

The Environmental Sustainability Index (ESI) is a measure of overall progress towards environmental sustainability, developed for 142 countries. The ESI scores are based upon a set of 20 core "indicators," each of which combines two to eight variables for a total of 68 underlying variables. The ESI permits cross-national comparisons of environmental progress in a systematic and quantitative fashion. It represents a first step towards a more analytically driven approach to environmental decisionmaking.

Evaluability Assessment

Negotiation and investigation undertaken jointly by the evaluator, the evaluation sponsor, an possibly other stakeholders to determine if a program meets the preconditions for evaluation and, if so, how the evaluation should be designed to ensure maximum utility.

Evaluandum

The evaluandum is the object in the centre of interest of an evaluation.

Evaluation

A time-bound exercise that attempts to assess systematically and objectively the relevance, performance and success of ongoing and completed programs and projects. Evaluation has several distinguishing characteristics relating to focus, methodology, and function.

Evaluation (1) assesses the effectiveness of an ongoing program in achieving its objectives, (2) relies on the standards of project design to distinguish a program's effects from those of other forces, and (3) aims at program improvement through a modification of current operations.

Evaluation Plan

A written document describing the overall approach or design that will be used to guide an evaluation. It includes what will be done, how it will be done, who will do it, when it will be done, and why the evaluation is being conducted.

Evaluation Practice

A practice or set of practices that consist mainly of management information and data incorporated into regular program management information systems to allow managers to monitor and assess the progress being made in each program toward its goals and objectives. Ideally, a program is self-evaluating, continuously monitoring its own activities.

Evaluation Purposes

Describes the goals and objectives of the evaluation. These should be focused around identifying the project's strengths and weaknesses as well as accomplishments and challenges, either in terms of how well its implementation was carried out (formative evaluation) and/or how successful it was in achieving intended outcomes (summative evaluation).

Evaluation Team

The individuals, such as the evaluation consultant and staff, who participate in planning and conducting the evaluation. Team members assist in developing the evaluation design, developing data collection instruments, collecting data, analyzing data, and writing the report.

Ex ante designs



Impact designs planned and begun prior to delivery of the program to the intervention group.

Ex ante efficiency analysis

An efficiency analysis undertaken prior to program implementation, usually as part of program planning, to estimate net outcomes in relation to costs.

Ex post designs

Impact designs undertaken subsequent to the delivery of the program to the intervention group, including secondary analyses making use of a quasi-experimental analytical approach.

Ex post efficiency analysis

An efficiency analysis undertaken subsequent to knowing a program's net outcome effects.

Experimental Design

A research design in which the researcher has control over the selection of participants in the study, and these participants are randomly assigned to treatment and control groups.

External Evaluation

Evaluation conducted by an evaluator from outside the organization within which the object of the study is housed

External Validity

The extent to which a finding applies (or can be generalized) to persons, objects, settings, or times other than those that were the subject of study.

Externalities

Effects of a program that impose costs on persons or groups who are not targets.



F

Factor 10

To be sustainable during a period when human populations will likely double and average living standards increase significantly, industry needs to increase its resource conversion efficiency by a minimum Factor 4 (i.e. 75% reductions in resource consumption for any unit of production). Given that western societies typically consume 20-30 times more than their less developed counterparts, the Carnoules Declaration calls for Factor 10 improvements (i.e. 90% reductions).

Feasibility Study

A study of the applicability or practicability of a proposed action or plan.

Forecasting

Estimating the likelihood of an event taking place in the future, based on available data from the past.

Formative Evaluation

Evaluative activities undertaken to furnish information that will guide program improvement. A type of process evaluation of new programs or services that focus on collecting data on program operations so that needed changes or modifications can be made to the program in the early stages. Formative evaluations are used to provide feedback to staff about the program components that are working and those that need to be changed.



G

Generalizability

The extent to which the findings of a study can be applied to other populations, settings, or times.

Goal

A desired state of affairs that outlines the ultimate purpose of a program. This is the end toward which program efforts are directed.

Governance

Governance refers to the patterns and distribution of the institutionalized capacity to take and influence decisions with regard to a particular locality. Regional governance and regional institutions came to the fore in the 1980s in economics and geography literature, with attention given to dimensions of the long-term future and development of particular regions and localities.

Such dimensions include the institutional capacity and thickness in an area, the invisible factors in regional development, networking, and industrial districts.

Governance Tools

Any of a variety of mechanisms, techniques and approaches that can be used to improve the effectiveness of state political, administrative, and economic governance at all levels. These tools involve the use of information and communication technology to improve collection, storage, dissemination, and analysis of information and ensure more open dialogue between state and society. Tools for good governance also include advanced monitoring and evaluation techniques that allow human development progress to be tracked and new or improved development interventions to be selected as appropriate. Governance policies based on a preventive development approach, also serve as an example of good governance tools.

Grounded Theory

The Grounded Theory is a method of qualitative research and is an inductive approach, using a systematic set of procedures to arrive at a theory about basic social processes. The aim of this approach is to discover underlying social forces that shape human behaviour, by means of interviews with open-ended questions and through skilled observations.



H

Hypothesis

A specific statement regarding the relationship between two variables. In evaluation research, this typically involves a prediction that the program or treatment will cause a specified outcome. Hypotheses are confirmed or denied based on empirical analysis.

Human Development Index

The human development index (HDI) measures the average achievement of a country in basic human capabilities. The HDI indicates whether people lead a long and healthy life, are educated and knowledgeable and enjoy a decent standard of living. The HDI examines the average condition of all people in a country: distributional inequalities for various groups of society have to be calculated separately. The HDI is a composite of three basic components of human development: longevity, knowledge and standard of living. Longevity is measured by life expectancy. Knowledge is measured by a combination of adult literacy (two-thirds weight) and mean years of schooling (one-third weight). Standard of living is measured by purchasing power, based on real GDP per capita adjusted for the local cost of living (purchasing power parity, or PPP).



I

Immediate Outcome

The changes in program participants' knowledge, attitudes, and behaviour that occur at certain times during program activities.

Impact

Results of a program or project that are assessed with reference to the development objectives or long-term goals of that program or project; changes in a situation, whether planned or unplanned, positive or negative, that a program or project helps to bring about. Examples: higher standard of living, increased food security, increased earnings from exports, increased savings owing to a decrease in imports

Impact Assessment

An evaluative study that answers questions about program outcomes and impact on the social conditions it is intended to ameliorate. Also known as an impact evaluation or an outcome evaluation.

Impact Evaluation

A type of outcome evaluation that focuses on the broad, long-term impacts or results of program activities. For example, an impact evaluation could show that a decrease in a community's crime rate is the direct result of a program designed to provide community policing.

Impact Theory

The beliefs, assumptions, and expectations inherent in a program about the nature of the change brought about by program action and how it results in the intended improvement in social conditions. Program impact theory is causal theory: It describes a cause-and-effect sequence in which certain program activities are the instigating causes and certain social benefits are the effects they eventually produce.

Implementation

Development of a program. The process of putting all program functions and activities into place.

Implementation Failure

The program does not adequately perform the activities specified in the program design that are assumed to be necessary for bringing about the intended social improvements. It includes situations in which no service, not enough service, or the wrong service is delivered, or the service varies excessively across the target population.

Implementation Strategy

The plan for development of a program and procedure for ensuring the fulfillment of intended functions or services.

Implicit Program Theory

Assumptions and expectations inherent in a program's services and practices that have not been fully articulated and recorded.

Independent Evaluation



An evaluation in which the evaluator has the primary responsibility for developing the evaluation plan, conducting the evaluation, and disseminating the results.

Index

A set of related measures combined to characterize a more abstract concept.

Index of Sustainable Economic Welfare

Measure of broadly defined economic welfare. It applies a number of adjustments to personal consumption adding desirable services such as household production and subtracting regrettable expenditures, for example, for commuting, automobile accidents, and water, air, soil and noise pollution and other welfare losses, for example, from unemployment.

Indicator

A signal that reveals progress (or lack thereof) towards objectives; means of measuring what actually happens against what has been planned in terms of quantity, quality and timeliness. Example: women's annual income from small-scale and micro enterprises assisted by a project over a five-year period, to show if there has been an increase in women's level of income as planned.

Indirect Benefit

Results that are related to a program, but not its intended objectives or goals.

Indirect Costs

The costs associated with impacts or consequences of a program.

Indirect Impact

An effect of a program that is not associated with one of its stated objectives.

Input

Means mobilized for the conduct of program or project activities, i.e., financial, human and physical resources.

Instrument

A tool used to collect and organize information. For example, questionnaires, scales, tests.

Instrumental Outcome

A measure or measures of phenomena directly related to program goals and objectives.

Instrumentation Bias

Bias introduced in a study by a change in the measurement instrument during the course of the study.

Intermediate Outcome

Results or outcomes of program activities that must occur prior to the final outcome in order to produce the final outcome.

Internal Evaluation

Evaluation conducted by a staff member or unit from within the organization being studied.

Internal Consistency



The extent to which all items in a scale or test measure the same concept.

Internal Validity

The extent to which the causes of an effect are established by an inquiry.

Internal Resource

An agency's or organization's resources, including staff skills and experience and any information already available through current program activities.

Interpretations

Meanings that have been inferred and extrapolated from the data.

ISO 14001

The International Standardization Organization. An international environmental management standard. A company which fulfils the requirements receives a certificate which can be used for marketing purposes. ISO 14001 was published in the spring of 1996 and is open to all kinds of companies.



L

LASALA

The LASALA project was carried out between March 2000 and October 2001. The LASALA project aimed in particular to register progress made in the areas of 'eco-efficient urban management' and 'new schemes of urban governance' brought about through Local Agenda 21. An innovative technique of tele-guided concerted self-assessment utilising web-based resources

and a virtual training centre is at the heart of the project. Participation was open to all local authorities in Europe that are committed to sustainable development at the local level, and/or have engaged in Local Agenda 21 activities. This project was a contribution to the European Sustainable Cities & Towns Campaign.

Lessons learned

Learning from experience that is applicable to a generic situation rather than to specific circumstances.

Local Agenda 21 (LA21)

In fact, two thirds of the 2500 action items of Agenda 21 relate to local councils. Each local authority has had to draw up its own Local Agenda 21 (LA21) strategy following discussion with its citizens about what they think is important for the area. The principle of sustainable development must form a central part of the strategy. LA21 regards sustainable development as a community issue, involving all sections of society, including community groups, businesses and ethnic minorities. Involvement of the whole society will give everyone the opportunity to participate and will generate a resource of enthusiasm, talent and expertise, which is vital to achieve sustainable development. Many local authorities have begun schemes of co-operation to allow them to exchange ideas about sustainable development. Groups of local authorities can join together to give themselves a louder voice to influence large companies.

Longitudinal Study

The study of the same group over a period of time. These generally are used in studies of change.



M

Market Research

The collection and analysis of information about consumers, market niches, and the effectiveness of marketing programs.

Matching

A method utilized to create comparison groups, in which groups or individuals are matched to those in the treatment group based on characteristics felt to be relevant to program outcomes.

MEANS – Means for Evaluating Actions of a Structural Nature

The MEANS collection is an original methodological guide, providing solutions to technical and organisational evaluation problems that are barely covered in the existing technical literature.

The MEANS Collection is aimed not only at professional evaluators (for whom it promises to be a valuable handbook), but also at non-specialists and in particular supervisory authorities and members of structural programme Monitoring Committees.

The 6 volumes are complementary to one another and together cover all aspects of evaluating socio-economic programmes.

1. Evaluation design and management
2. Selection and use of indicators for monitoring and evaluation
3. Principal evaluation techniques and tools
4. Technical solutions for evaluation within partnership
5. Transversal evaluation of impacts on the environment, employment and other intervention priorities
6. Glossary of 300 concepts and technical terms

Meta-Analysis

The systematic analysis of a set of existing evaluations of similar programs in order to draw general conclusions, develop support for hypotheses, and/or produce an estimate of overall program effects.

Meta Evaluation

Describes procedures that were undertaken to review the quality of the evaluation being conducted.

Methodological Approach

Specifies formative or summative approaches that were taken, types of data that were needed (e.g., quantitative, qualitative, pre-post, longitudinal) and sources of the data (e.g., participants, documents)

Methodology

The way in which information is found or something is done. The methodology includes the methods, procedures, and techniques used to collect and analyze information.

MIPS - Material Intensity per Service Unit

MIPS is a measuring unit for the ecological burden of services and goods in respect of their specific consumption of resources throughout their whole life cycle. In the MIPS concept input resources in the shape of material and energy are calculated into units of weight. The inverse factor of MIPS is a measure for the productivity of resources.



- **Ecological Rucksack (Ecological “Backpack”)**

The "ecological rucksack" is defined in general as the sum of all materials which are not physically included in the economic output under consideration, but have been necessary for production, use, recycling and disposal. It characterises the environmental impact "behind" a product, service, or any economic output in general in terms of material flows activated. Thus, by definition, the "ecological rucksack" is the life-cycle-wide material input (MI) minus the mass of a product itself.

- **Energy Input**

Every input of energy is connected with the input of different materials. Thus, in the MIPS concept energy is calculated on basis of the necessary material input to produce energy.

- **Material Input**

In the MIPS concept the material input of a good consists of all materials taken from their natural condition. Material inputs are calculated and presented separately by five main categories: i.e. abiotic raw materials, biotic raw materials, moved soil, water and air. The MI is measured in units of weight.

- **Material intensity**

Material input per specific amount or per unit of a product, infrastructure etc.

Monitoring

A continuing function that aims primarily to provide program or project management and the main stakeholders of an ongoing program or project with early indications of progress and lack thereof in the achievement of program or project objectives, often measured against specific program indicators and/or benchmarks.

Multivariate Analysis

An analysis of the relationships between more than two variables.



O

Objective

Specific results or effects of a program's activities that must be achieved in pursuing the program's ultimate goals. Purpose or goal representing the desired result that a program or project seeks to achieve. A development objective is a long-term goal that a program or project aims to achieve in synergy with other developmental interventions. An immediate objective is a short-term purpose of a program or project.

Observation

A data collection strategy in which the activities of subjects are visually examined. The observer attempts to keep his/her presence from interfering in or influencing any behaviours.

One-shot Case Study

The one-shot case study involves the measurement of an identified "outcome" after a program has been implemented. However, there are no measures taken or available for comparison (i.e., status before the program, or outcome of a comparison or control group). Without a comparison measure, there is no means for inferring that the "outcome" was actually influenced by the program.

Operational Definition

Detailed description of how a concept or variable will be measured and how values will be assigned.

Operationalization

A process of describing constructs or variables in concrete terms so that measurements can be made.

Operationalize

To define a concept in a way that can be measured. In evaluation research, to translate program inputs, outputs, objectives, and goals into specific measurable variables.

Opportunity costs

The value of opportunities forgone because of an intervention program.

Ordinal Variable

A quantitative variable whose attributes are ordered but for which the numerical differences between adjacent attributes are not necessarily interpreted as equal.

Outcome

The results of program operations or activities.

Outcome Evaluation

An evaluation used by management to identify the results of a program's effort. It seeks to answer management's question, "What difference did the program make?" It provides management with a statement about the net effects of a program after a specified period of operation. This type of evaluation provides management with knowledge about: (1) the extent to which the problems and needs that gave rise to the program still exist, (2) ways to ameliorate adverse impacts and enhance desirable impacts, and (3) program design adjustments that may be indicated for the future.



Outcome Monitoring

The measurement and reporting of indicators of the status of the social conditions the program is accountable for improving.

Output

Tangible products (including services) of a program or project that are necessary to achieve its objectives. Example: agricultural extension services provided to rice farmers.



P

Panel Data

A special form of longitudinal data in which observations are collected on the same sample of respondents over a period of time.

Parameter

A parameter is a numerical quantity measuring some aspect of a population of scores.

Participatory or Collaborative Evaluation

An evaluation organized as a team project in which the evaluator and representatives of one or more stakeholder groups work collaboratively in developing the evaluation plan, conducting the evaluation, or disseminating and using the results.

Peer Review

An assessment of a product conducted by a person or persons of similar expertise to the author.

Performance

The extent to which a program or project is implemented in an effective, efficient and timely manner

Performance Criterion

The standard against which a dimension of program performance is compared so that it can be evaluated.

Performance Evaluation

An evaluation that compares actual performance with that planned in terms of both resource utilization and production. It is used by management to redirect program efforts and resources and to redesign the program structure.

Performance Measures

Ways to objectively measure the degree of success a program has had in achieving its stated objectives, goals, and planned program activities..

Performance Measurement

The collection, reporting, and interpretation of performance indicators related to how well programs perform, particularly with regard to the delivery of service (outputs) and achievement of results (outcomes).

Pilot

A pretest or trial run of a program, evaluation instrument, or sampling procedure for the purpose of correcting any problems before it is implemented or used on a larger scale.

Pilot Test

Preliminary test or study of the program or evaluation activities to try out procedures and make any needed changes or adjustments. For example, an agency may pilot test new data collection instruments that were developed for the evaluation.



Policy

A governing principle pertaining to goals, objectives, and/or activities. It is a decision on an issue not resolved on the basis of facts and logic only.

Policy Analysis

An analysis used to help managers understand the extent of the problem or need that exists and to set realistic goals and objectives in response to such problem or need. It may be used to compare actual program activities with the program's legally established purposes in order to ensure legal compliance.

Policy Evaluation

Subject to the evaluation is a combination of a greater number of inter-linked activities. In contrary to projects and program a policy is not restricted to a certain time or budget. The objectives of a policy are broader, more long-time-oriented and the number of stakeholder is higher than in projects and programs.

Policy Significance

The significance of an evaluation's findings for policy and program development (as opposed to their statistical significance).

Policy Space

The set of policy alternatives that are within the bounds of acceptability of policymakers at a given point in time.

Posttest

A test or measurement taken after services or activities have ended. It is compared with the results of a pretest to show evidence of the effects or changes resulting from the services or activities being evaluated.

Pretest

A test or measurement taken before services or activities begin. It is compared with the results of a posttest to show evidence of the effects of the services or activities being evaluated. A pretest can be used to obtain baseline data.

Primary Data

Data collected by the researcher specifically for the research project. For example, a survey of program participants undertaken by the researcher involves the collection of primary data, while a subsequent review of the program's case files involves the use of secondary data.

Principle of Sufficiency

New form of satisfaction of needs towards modesty. Sufficiency means to develop less demanding and expensive economic and life styles. This requires a change of values in the society.

Process Evaluation

Process evaluation focuses on how a program was implemented and operates. It identifies the procedures undertaken and the decisions made in developing the program. It describes how the program operates, the services it delivers, and the functions it carries out. Like monitoring evaluation, process evaluation addresses whether the program was implemented and is providing services as intended. However, by additionally documenting



the program's development and operation, it allows an assessment of the reasons for successful or unsuccessful performance, and provides information for potential replication.

Productivity

The relationship between production of an output and one, some, or all of the resource inputs used in accomplishing the assigned task. It is measured as a ratio of output per unit of input over time.

Program

A time-bound intervention that differs from a project in that it usually cuts across sectors, themes and/or geographic areas, involves more institutions than a project, and may be supported by different funding sources.

Program Activities

Activities, services, or functions carried out by the program (i.e., what the program does).

Program Analysis

The analysis of options in relation to goals and objectives, strategies, procedures, and resources by comparing alternatives for proposed and ongoing programs. It embraces the processes involved in program planning and program evaluation.

Program Effectiveness Evaluation

The application of scientific research methods to estimate how much observed results, intended or not, are caused by program activities. Effect is linked to cause by design and analyses that compare observed results with estimates of what might have been observed in the absence of the program.

Program Failure

A program shortcoming in which the outcome criteria are not affected by participation of the subjects in the program (i.e., the program does not accomplish its objective).

Program Goal

A statement, usually general and abstract, of a desired state toward which a program is directed.

Program Implementation Objective

What is planned to be done in the program, components, or services.

Program Justification

The narrative and related analyses and statistical presentations supporting a program budget request. It includes: (1) definitions of program objectives, including a rationale for how the proposed program is expected to help solve the problem and the magnitude of the need, (2) plans for achieving the objectives, and (3) the derivation of the requested appropriation in terms of outputs or workloads showing productivity trends and the distribution of funds among organizational units.

Program Monitoring

The systematic documentation of aspects of program performance that are indicative of whether the program is functioning as intended or according to some appropriate standard. Monitoring generally involves program performance related to program process, program outcomes, or both.



Program Objectives

Specific, operationalized statements detailing the desired accomplishments of a program.

Program Process Theory

The combination of the program's organizational plan and its service utilization plan into an overall description of the assumptions and expectations about how the program is supposed to operate.

Program Theory

The set of assumptions about the manner in which the program relates to the social benefits it is expected to produce and the strategy and tactics the program has adopted to achieve its goals and objectives. Within program theory we can distinguish impact theory, relating to the nature of the change in social conditions brought about by program action, and process theory, which depicts the program's organizational plan and service utilization plan.

Project

A time-bound intervention that consists of a set of planned, interrelated activities aimed at achieving defined objectives.

Project Context

Identifies external influences on the project (e.g., the timing of the project relative to other factors or events; organizational/institutional, historical, economic, political, and social conditions; demographic characteristics of project participants).

Project Description

Describes the evaluated project so that the reader of the report will understand the scope of the evaluation and be able to understand the association between the project's components and its outcomes (e.g., impacts and payoff).

Project Evaluation

Subject to the evaluation is the individual, not separable action with a fixed time table and budget (=project)..



Q

Qualitative Analysis

The use of systematic procedures for deriving meaning from qualitative information. It often involves an inductive, interactive, and iterative process whereby the evaluator returns to relevant audiences and data sources to confirm and/or expand the purposes of the evaluation and test conclusions. Qualitative analysis can be conducted on data collected using interviews, observations, and open-ended questions on content assessments, as well as on other types of instruments. Content, thematic, and cognitive analyses are some of the approaches that are used to analyze qualitative data. Describes the qualitative analysis procedures used to compile, analyze, and interpret the data in order to find themes, patterns, and trends.

Qualitative Research

Research involving detailed, verbal descriptions of characteristics, cases, and settings. Qualitative research typically uses observation, interviewing, and document review to collect data.

Quality criteria

Criteria to estimate the quality of studies, data acquisition procedures or statistical methods. Internal and external validity are important quality criteria for evaluations. Objectivity, reliability and validity of the instrument as well as specific characteristics within the individual item are desirable during data collection.

Quantitative Analysis

The use of computational procedures and statistical tests to examine quantitative data. Describes procedures taken to analyze numeric data:

- organizing the data
- verifying it
- summarizing it
- presenting purely descriptive information about the project (e.g., percentages of different responses to a survey question; percentages of different scores on a test item) that could lead to patterns and trends
- examining relationships among variables (e.g., Pearson Product Moment correlations, multiple regression, factor analyses)
- using inferential statistical techniques to test for significant differences between comparison groups (e.g., t-tests, analyses of variance, analyses of covariance)

Quantitative Research

Research that examines phenomenon through the numerical representation of observations and statistical analysis.



R

Recommendations

Recommendations involve using the conclusions to suggest follow-up actions for the project's continuation as is, improvement, or elimination.

Reliability

The extent to which a measurement instrument yields consistent, stable, and uniform results over repeated observations or measurements under the same conditions each time. For an instrument to be reliable its results must be reproducible and stable under the different conditions in which it is likely to be used. Test reliability is decreased by errors of measurement. Three commonly used types of reliability include:

- *test-retest reliability*: the degree to which a score on one instrument is equivalent to the score on the same or a parallel instrument
- *internal consistency reliability*: the degree to which items within an instrument correlate to each other
- *inter-rater reliability*: the degree to which an instruments similar results with more than on assessor

Reliability Assessment

An effort required to demonstrate the repeatability of a measurement or how likely a question may be to get consistently similar results. It is different from verification (checking accuracy) or validity.

Reproducibility

The extent to which the findings of a study can be reproduced by other researchers in replications.

Results

Relevant information gleaned from the data collected in the evaluation. A broad term used to refer to the effects of a program or project. The terms outputs, outcomes and impact describes more precisely the different types of results.



S

Sample

A subset of the population. Elements are selected intentionally as a representation of the population being studied.

Scoping

Analyzing alternative ways for conducting an evaluation. It is clarifying the validity of issues, the complexity of the assignment, the users of final reports, and the selection of team members to meet the needs of an evaluation. Scoping ends when a major go/no-go decision is made about whether to do the evaluation.

Secondary Data

Data that has been collected for another purpose, but may be reanalyzed in a subsequent study.

Sensitivity

The extent to which the criteria used to identify a target population result in the inclusion of individuals or units that actually have or will develop the condition to which the program is directed.

SMEs

Small and medium enterprises, usually defined in terms of number of employees. Small enterprises are recognized as having fewer than 10, 20, 50, 200 or 500 workers; medium as having more than 10, 20, etc. up to 500. Different agencies and authorities adopt different thresholds according to the period and the policy questions and instruments under consideration. Occasionally turnover is used to define the size of enterprise.

Social research methods

Procedures for studying social behaviour devised by social scientists that are based on systematic observation and logical rules for drawing inferences from those observations.

Stakeholders

Individuals, groups, or organizations having a significant interest in how well a program functions, for instance, those with decision-making authority over it, funders and sponsors, administrators and personnel, and clients or intended beneficiaries.

Stakeholder involvement

Describes what interests the various stakeholder have had in the evaluation, and what roles they played in it.

Stakeholder Review and Utilization

Describes steps taken to get stakeholder feedback on the report. Also, describes how the report will be used and disseminated.

Standard

A criterion for evaluating performance and results. It may be a quantity or quality of output to be produced, a rule of conduct to be observed, a model of operation to be adhered to, or a degree of progress toward a goal.

Strategic Environmental Audit



In June 2001 the European Union issued a guideline that lays down that plans and programs that probably will have effects on the environment have to be subject to a strategic environmental audit.

Strategic Evaluation

An evaluation used as an aid to decide which strategy a program should adopt in order to accomplish its goals and objectives at a minimum cost. In addition, strategy evaluation might include alternative specifications of the program design itself, detailing milestone and flow networks, manpower specifications, progress objectives, and budget allocations.

Structural Funds

The European Union funds assigned to address the structural problems of the regions and industries of the EU. They are allocated to areas according to a number of agreed objectives, defined in terms of unemployment, backwardness, declining industries, sparsity of population, and similar factors.

Summative Evaluation

A type of outcome evaluation that assesses the results or outcomes of a program. This type of evaluation is concerned with a program's overall effectiveness.

Subsidiarity

The subsidiarity principle is intended to ensure that decisions are taken as closely as possible to the citizen and that constant checks are made as to whether action at Community level is justified in the light of the possibilities available at national, regional or local level. Specifically, it is the principle whereby the Union does not take action (except in the areas which fall within its exclusive competence) unless it is more effective than action taken at national, regional or local level. It is closely bound up with the principles of proportionality and necessity, which require that any action by the Union should not go beyond what is necessary to achieve the objectives of the Treaty.

Survey

The collection of information from a common group through interviews or the application of questionnaires to a representative sample of that group.

Sustainable Development

The concept of sustainable development refers to a form of economic growth which satisfies society's needs in terms of well-being in the short, medium and - above all - long terms. It is founded on the assumption that development must meet today's needs without jeopardising the prospects of future generations. In practical terms, it means creating the conditions for long-term economic development with due respect for the environment. The Copenhagen world summit for sustainable development (March 1995) stressed the need to combat social exclusion and protect public health.

Sustainable Development Strategy

The strategy that each Minister responsible for a department is required to submit to Parliament, which includes the department's concrete goals and plans of action to integrate sustainable development into its policies, programs and operations.

Sustainability Impact Assessment



In its broadest sense, impact assessment is the process of identifying the anticipated or actual impacts of a development intervention, on those social, economic and environmental factors which the intervention is designed to affect or may inadvertently affect. It may take place before approval of an intervention (*ex ante*), after completion (*ex post*), or at any stage in between. *Ex ante* assessment forecasts potential impacts as part of the planning, design and approval of an intervention. *Ex post* assessment identifies actual impacts during and after implementation, to enable corrective action to be taken if necessary, and to provide information for improving the design of future interventions.

T

Target

The unit (individual, community etc.) to which a program intervention is directed.

Triangulation

The combination of methodologies in the study of the same phenomenon or construct; a method of establishing the accuracy of information by comparing three or more types of independent points of view on data sources (for example, interviews, observation, and documentation; different times) bearing on the same findings. Akin to corroboration and an essential methodological feature of case studies.

U

Utilization of evaluation

The use of the concepts and findings of an evaluation by decisionmakers and other stakeholders whether at the day-to-day management level or at broader funding or policy levels.



V

Validity

The extent to which a measurement instrument or test accurately measures what it is supposed to measure. The appropriateness, meaningfulness, and usefulness of inferences from a measure.

Three major traditional conceptions of validity are:

- Content Validity is the degree to which test content is tied to the instructional domain it intends to measure. A test with good content validity represents and samples adequately from the curriculum or content domain being tested. This kind of validity involves logical comparisons and judgments by the test developers rather than a specific statistical technique.
- Criterion Validity is the degree to which a test predicts some criterion (measure of performance), usually in the future. This kind of validity is ascertained by looking at the correlation between the test and the criterion measure.
- Construct Validity is the degree to which a test measures the theoretical construct it intends to measure. A variety of statistical techniques may be used to see if the test behaves in ways predicted by the given construct.

Validity Assessment

The procedures necessary to demonstrate that a question or questions are measuring the concepts that they were designed to measure.

Variable

Variables can be classified into three categories:

- Independent (input, manipulated, treatment, or stimulus) variables, so called because they are "independent" of the outcome; instead, they are presumed to cause, effect, or influence the outcome.
- Dependent (output, outcome, response) variables, so called because they are "dependent" on the independent variable; the outcome presumably depends on how these input variables are managed or manipulated.
- Control (background, classificatory, or organismic) variables, so called because they need to be controlled, held constant, or randomized so that their effects are neutralized, canceled out, or equated for all conditions.
- Intervening variables (higher order constructs). These cannot be directly observed or measured and are hypothetical conceptions intended to explain processes between the stimulus and the response. Such concepts as learning, intelligence, perception, motivation, need, self, personality trait, and feeling illustrate this category.

W

Weighting

The assignment of different adjustment factors to data in order to take into account the relative importance of that data.



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