

GLOSSARY



Access The extent to which services are available at a cost and effort that is acceptable for those who need them.

Adolescence The transition between childhood and adulthood, usually defined as including those ages 10 to 19.

Advocacy The act or process of supporting a cause or proposal.

Aggregate (adj.) Taking all units as a whole.

Aggregate (v.) To collect or gather into a mass or whole.

Analysis Identification of and explanations for patterns of information collected to provide answers to research questions being studied.

Antecedent A factor that precedes and influences (both positively and negatively) how a person makes decisions and behaves.

Assessment A systematic process of gathering information, analyzing it and then making a judgment. In this Guide, assessment is used to mean a process that takes place before a program begins.

Average (n.) The sum of all, divided by the total number of cases. Also called the *arithmetic mean*.

Baseline information Facts and figures collected before an intervention begins.

Baseline survey A structured way of collecting factual information from multiple respondents about the state of a population before an intervention begins.

Bias To influence, distort or prejudice.

Biased sample A sample that is not representative of the population from which it is taken.

Body mapping A data collection method; participants draw maps of the female and male bodies, focusing on the details of the reproductive system and how it functions.

Calculate To determine by mathematical process.

Case study A detailed analysis and description of an event, program, situation, condition or organization in the context of its environment.

Catchment area The geographic territory of a service, program or facility.

Categorical data Data that are not expressed in terms of numbers but as belonging to one category or another (e.g., male or female).

Census mapping A data collection method used to gather information about a geographic area, such as household data on the number of youth, gender of family members, education and literacy levels, employment and resource ownership.

Checklist A list that enumerates key features of a setting or process that users can check off during observations.

Client An individual who receives services or participates in a program.

Cluster sampling A method for approximating a random sample by aggregating individuals in larger units of observation that occur naturally (e.g., classrooms, schools, health facilities, youth groups), taking a random sample of the larger units (clusters) and then observing all or a sample of the individuals within the sampled clusters.

Coalition An alliance of parties or persons for joint action.

Community An interacting population of various kinds of individuals with a common history or common social, economic or political interests, living together in a common location within a larger society.

Community mobilization The process of organizing and empowering community members to identify problems and resources, facilitate discussion and planning and take action to change their circumstances.

Confidentiality Agreement between client and provider that all conversations will be kept private unless the client gives explicit permission.

Control group A group of persons, facilities or communities that has not been exposed to an intervention. The group, similar to those who received the intervention, provides a comparison and reveals what would have happened had a program not been implemented.

Convenience sampling A method of drawing a sample on the basis of opportunity, for example, grouping youth that are present at a school activity, service

providers attending a conference or parents attending a school event.

Counseling The process of providing professional guidance or advice to an individual or group of individuals.

Courtesy bias Distortion of data that occurs when respondents provide less than candid comments because they are influenced by the evaluator (i.e., they know the evaluator or they say what they think the evaluator wants to hear).

Coverage The extent to which those who need something are actually receiving it.

Cross-tabulation A way of presenting, in a table, two or more variables (such as education levels completed by out-of-school youth by gender).

Cultural norm A way of believing or behaving that is typical for a group, based on systems of knowledge, beliefs and relationships in that group.

Data Facts and information collected for a special purpose.

Data collection instruments/methods Tools you use to collect information; the process through which you collect data or information.

Data entry The process of entering data into a computer program prior to analysis.

Demographic survey An instrument that examines and measures a population by a variety of characteristics, such as age, sex, birth and death rates and marital status.

Descriptive statistics Analysis of the general characteristics of a set of data through such measures as frequencies, counts, averages and percentages.

Diagram A visual presentation or drawing that outlines a process or shows the features of an object.

Disaggregate (v.) To separate into parts.

Drop-out One who abandons an attempt, activity or chosen path, such as schooling or participation in a study.

Early marriage Marriage at an age when a person is not physically or psychologically prepared to take on adult roles and responsibilities.

Effectiveness The ability of an intervention to achieve its intended effect in reducing a need or problem in a population.

Efficacy The ability of an intervention to achieve its intended effect in those individuals exposed to it.

Element (as related to sampling) The person or place from which you will collect data; elements can be youth, parents, health facilities or service providers.

Equivalent group Comparison or control groups that are identical to the treatment group except for exposure to a program or intervention, through random assignment.

Ethics The legal, moral and philosophical principles of conduct governing an individual or a group.

Evaluation A process that measures whether program outcomes were achieved and determines what impact the program has had in the target population.

Evaluation design The entire plan of an evaluation, showing methods, timing and how different parts fit together.

Evaluator One who determines the significance, worth or condition of something, usually by careful appraisal and study.

Event log A record of the times, places, participants and other information related to a specific activity.

Executive summary A section, usually at the beginning of a report, that presents a concise overview of the most important and useful findings.

Exit interview A conversation designed to produce feedback from clients after they have participated in a program activity or received a program service.

Experimental design A type of evaluation design that features random assignment to control and experimental groups.

Experimental group A group of individuals assigned to receive a given treatment or intervention.

Extraneous events Events or conditions external to the intervention that might influence project participants and their outcomes.

Facility A place, such as a hospital or clinic, that is built, installed or established to serve a particular purpose.

Family life education (FLE) An intervention that teaches young people in and out of school about adult (marital and parental) roles and expectations, marriage and child-bearing, relationships, anatomy, physiology and, in some cases, pregnancy and STI/HIV prevention.

Feedback Subjective information given to the project about an action, event or process.

Fertility The birthrate of a population or the capacity of individuals to reproduce.

Field notes Formal and informal records of a data collector's observations, thoughts and conversations during data collection.

Flow chart A graphic design that shows the separate parts of a larger whole and the ways they are linked to one another.

Focus group discussion A data collection method that identifies issues, terms and interpretations from a group of individuals with similar characteristics.

Follow-up survey A survey initiated after intervention activities have begun to measure changes during a designated time period.

Free listing A technique used to uncover the ways people understand and interpret a particular subject by analyzing local terms, their relative importance and their relationships to one another.

Frequency A univariate (single variable) measure used to summarize a number of observations, for example, the education levels completed by out-of-school youth.

Full-coverage program A program or intervention that is expected to reach the entire target population of young adults (e.g., intensive mass media campaigns and national family life education programs).

Gender Social and cultural definitions of masculine and feminine roles, identities and character traits.

Generic control The use of data on the general population from a non-program source as a comparison population.

Goal A description of the overall impact expected of a program.

Graph A presentation of data featuring characteristics on a horizontal and vertical axis.

Health The general condition of being of sound body, mind or spirit, especially the freedom from physical disease or pain.

Health education The process of providing information that builds skills in ways that promote individual and community health.

Health facility A place where health services are provided, such as a hospital, clinic or pharmacy.

Health-seeking behavior Actions or responses by individuals to protect their health.

Impact An effect or change directly caused by something external, such as a change in an individual caused by his or her participation in a program.

Impact analysis Identification of patterns in data that show changes in desired outcomes that can be attributed to an intervention.

Impact evaluation A type of evaluation that determines how much of an observed change in outcomes is due to a program's efforts.

Implementation The process of carrying out program activities.

Incidence The rate of occurrence of something in a population.

Inconsistent data Responses to one question that are not consistent with responses to other, similar questions.

Indicator A measurable statement of program objectives and activities. It may be expressed in numeric or non-numeric terms, and express quantitative or qualitative factors.

Inferential statistics Analysis of data that allows the evaluator to draw conclusions about the population from which the sample data were drawn, based on probabilities. Inferential statistics assess the likelihood of an event occurring.

Informal listening session A less structured and more spontaneous group discussion that produces information about expected cultural norms.

Informant Someone who is interviewed by an evaluator.

Institution An established organization or corporation.

Instrument A tool (e.g., form, questionnaire or checklist) used to collect information or data.

Intermediate outcome The midterm result a program hopes to produce, usually related to changes in behavior.

Intervention An activity that aims to maintain or alter the condition of those it reaches.

Interview An intensive, one-to-one exchange.

Inventory A data collection method that assesses the services provided with regard to quality and quantity of facilities, equipment and supplies.

Key element A factor or component of a program that is regarded as important to the program's success.

Key informant A respondent who has special knowledge, status or access to observations that are important to the program and who is willing to share his or her knowledge and skills.

Level of confidence The degree of certainty that an observed change is due to the intervention rather than to random chance.

Level of significance The probability with which you want to be certain that the magnitude of change did not occur by chance.

Line graph A drawing that connects points on a graph, using straight lines.

Linked sampling A method whereby all sample elements (e.g., students, parents, teachers and community leaders) are included in the same sample.

Logic Model An organized planning sequence of defining goals, identifying antecedent factors and selecting program activities to influence the antecedents.

Longitudinal study A study that follows the same group of participants over an extended time period.

Long-term outcome An outcome that a program hopes to achieve after a longer period of operation, usually related to observations at the population level.

Macro level A level of analysis that refers to the interrelationship of large sectors, or things that occur on a large scale.

Magnitude of change The difference between baseline data and data collected at the second round of data collection.

Management information system (MIS) A framework set up to systematically compile and maintain program information.

Mapping A structured activity where individuals or groups make a graphic representation of either a part or the whole of their residential, work or social environment.

Mass media Communication that reaches large numbers of people in a population, such as television, movies, advertising, radio and newspapers.

Matching The process of selecting subjects (in the treatment and control groups) that share common characteristics, such as age, gender, education level or location.

Mean The mathematical average of series of numbers (the sum of all scores divided by the number of cases).

Measure To examine the extent or quantity of something by comparing it with a fixed unit or object of known size.

Measure of size (MOS) A count or estimate of the number of sample elements associated with each cluster.

Method A way, technique or process of doing something.

Methodology A particular procedure or set of procedures.

Missing data The result of a respondent declining to answer a question, a data collector failing to ask or record a respondent's answer or a data entry staff member skipping the entry of a response.

Monitor The systematic and continuous following, or keeping track, of activities to ensure that they are proceeding according to plan.

Morbidity The relative incidence of a disease.

Mortality The number of deaths in a given time or place.

Multi-stage sampling A type of sampling method with several stages of sampling and sub-sampling, usually used in large-scale population surveys.

Mystery client A trained person who visits program facilities in the guise of a client, systematically recording his or her experiences after the service encounter.

Network A pattern of formal or informal links between individuals, organizations and other sources of information, or a group or system of interconnected or cooperating individuals.

Non-equivalent groups Treatment and control groups that are similar but not necessarily identical, with regard to all factors other than exposure to a program or intervention.

Non-experimental design A study design that does not use control groups for comparison with the intervention groups.

Non-probability method The process of choosing samples by convenience sam-

pling, quota sampling and snowball sampling rather than random chance.

Non-response Instances in which a sample subject was not interviewed due to refusal or inability to contact that person.

Nutrition The act or process of being nourished through the consumption of food.

Objective A measurable statement of program outcomes.

Observation techniques Systematic evaluation methods for observing people, events and/or their contexts.

Open-ended questions Queries that allow respondents to answer in whatever way they wish, without determined response categories.

Outcome evaluation A type of evaluation that determines whether selected outcomes have changed in the target population.

Out-of-range values Data items that seem impossible or implausible that may be a result of a data entry error or the respondent misunderstanding the question.

Outreach A strategy that reaches young people in the places where they congregate, as opposed to requiring them to visit a site for information or services.

Panel study A study that follows a group of persons or communities and collects data from them at several points in time.

Participant An individual who takes part in a service, program or activity.

Participatory evaluation A systematic evaluation process that promotes stakeholders' participation in initial decision making, planning, implementation, summary, analysis and use of results.

Partner A person who is romantically and/or sexually associated with another.

Peer A person that is of equal standing to another, often of the same age, economic background and educational level.

Peer education/peer promotion

Programs that feature young people educating or promoting services among their peers.

Percentage The number of people with a particular characteristic in a group, divided by the total number in the group and multiplied by 100.

Performance target The intended result to be achieved within a stated time.

Pie chart A circular chart used to show the different parts of a whole in relation to one another.

Pile sorting A data collection method used to cluster items into different categories.

Policy A plan that spells out the general goals and acceptable procedures of a government or organization.

Population census A complete count or enumeration of the population of a country or other geographical region, usually undertaken every 10 years.

Population-level objective A measurable statement—in terms of the target population—of the impact a program hopes to have.

Population survey Highly structured surveys, carried out with some form of probability sampling in the program's target population.

Pornography The sexually explicit subordination of a person, graphically depicted in pictures or with words.

Posttest A test after an intervention that measures the participants' knowledge and skills, which can be compared to what they knew before the intervention.

Power The probability with which you want to be certain of detecting the magnitude of change if one actually occurred.

Precision The extent to which a survey estimate differs from the “true” value of an indicator, due to random error.

Pre-coded responses Items included in data collection instruments for which all possible responses are listed.

Press release A concise statement to the news media that presents news, such as an overview of evaluation findings or other information.

Pretest A test before an intervention that measures the participants' knowledge or skills, which can be compared to what they know after the intervention.

Primary data New information that has been collected through surveys, qualitative community research, etc.

Privacy Freedom from unwanted intrusion.

Probability The likelihood that an event will occur.

Probability-proportional-to-size (PPS)

In sampling, a method that gives larger clusters a greater chance of selection than smaller clusters to compensate for the fact that elements in large clusters have a lower chance of being chosen at the second stage of sample selection than elements in smaller clusters.

Probability sampling methods Types of sampling methods that are based on probability theory, a mathematical concept that refers to the ability to predict the statistical likelihood that a random event will occur.

These sampling methods include simple random, systematic, stratified, cluster and multi-stage.

Process evaluation Evaluations that are carried out while a program is underway to measure how well program activities are performed.

Program design The process of developing a program in response to a defined community problem or need.

Program-level objective A measurable statement of the structure, management or operations of a program, describing the steps that need to be taken to achieve the intended impact.

Program outcome The specific result that a program hopes to achieve.

Project (v.) To forecast how an indicator will change over time.

Proportion A frequency divided by the total number of cases. The numerator is a portion of the total, the denominator is the total number of cases.

Provider An individual who provides a service, such as a doctor, paramedic, nurse or counselor.

Qualitative Non-numeric data or indicators that are expressed in words.

Qualitative methodology A set of procedures used to collect qualitative data, such as focus group discussions, body mapping and free-listing.

Quality The degree of excellence or standard of an entity.

Quantitative Measured by or concerned with amount or quantity, and expressed in numbers or quantities.

Quasi-experimental design A study design in which similar experimental

groups are assigned through non-random methods. A control group that is similar to the experimental group is often chosen by matching characteristics.

Questionnaire A group of written or printed questions used to obtain information from individuals or groups.

Quota sampling A type of sampling method where groups are defined in advance of data collection and a sample is chosen for each group, but not necessarily at random.

Random Having the same probability of occurring as every other member of a set.

Random assignment The process of assigning persons, facilities or communities to either the treatment or control group at random (for example, by flipping a coin or drawing numbers).

Random sample Selection of members of a population (or other items) in such a way that everyone (or everything) has an equal chance of being included.

Randomized experiment A type of study design where subjects are assigned by chance (i.e., randomly) to treatment and control groups prior to program implementation.

Ranking A data collection method used to organize information by preference or relative importance.

Reliability The extent to which a survey estimate differs from the “true” value of an indicator due to random error.

Religiosity The degree to which an individual’s religious faith shapes his or her beliefs, values and behavior.

Representative (adj.) The extent to which data collected accurately describe the target population for a program.

Reproductive health The health and well-being of women and men in terms of pregnancy, birth and related conditions, diseases and illnesses.

Reproductive health outcome Sexual health changes observed at the population level among members of the target population as a result of a given program or intervention, such as delay of sexual initiation, prevention of unintended pregnancies or promotion of breastfeeding.

Research The careful, systematic study or investigation in a particular subject area.

Resource A source of information or expertise.

Respondent A person who provides information during a data collection effort, for example, by completing a questionnaire.

Result A consequence or conclusion of a project.

Retrospective evaluation A study in which the previous histories of people are examined for exposure to a potentially causative agent.

Role play (n.) A dramatic enactment of a real-life situation.

Sample A part of a whole selected to represent that whole (for example, a sample of the population).

Sample size The number of sample elements from which you will need to collect data in order for your evaluation findings to be statistically significant.

Sample survey A survey of a sample of a specific population.

Sampling The process and techniques of studying part of something to gain information about the whole (like a population).

Sampling element The unit from or about

whom data is to be collected. A sample element could be a young person, a parent or a program site, such as school or a health center.

Sampling frame A list of all relevant sample elements that is used to select a sample. Sampling frames should include all elements in the target population.

Scope The extent of activity undertaken in a monitoring and evaluation effort.

Secondary data Data that are already available through recent surveys, qualitative community research or administrative reports.

Selection bias Distortion of data that arises from inherent differences between experimental and comparison groups that might account for their posttest differences on outcomes.

Sensitivity The extent to which a method gives results that are free from false negative measurements.

Service delivery The different components or operations offered to clients, such as training, clinical services, counseling, education or commodities.

Service statistics Program information usually compiled in the form of counts that provide a quantitative description of program activities undertaken, such as numbers of events or number of clients.

Sexual health The health and well-being of women and men in terms of sexuality and related conditions, diseases and illnesses.

Sexuality education The provision of information about sexual and reproductive health, and the strengthening of decision-making skills related to healthy sexual and reproductive health.

Short-term outcome The specific outcome a program hopes to produce in a small period of time, usually related to changes in the risk and protective factors that are related to decision making about behavior.

Significance The determination that differences observed in data, however small or large, were not due to chance.

Simple random sampling A type of sampling method where elements are chosen at random so that each element has an equal chance of selection.

Site The location of a program (e.g., school, clinic or community).

Site visit A prearranged visit by supervisors or evaluators to program locations, usually in order to conduct monitoring or process evaluation.

Snowball sampling A method of sampling a target group by asking a small group of people with special characteristics to identify other people like them. This process continues until a target sample size has been reached, or until additional data collection yields no new information.

Social context The background, environment or situation relating to relationships among individuals, groups and institutions.

Social mapping A data collection method that reveals social and physical boundaries, the social infrastructure, housing patterns or other features that are relevant to social interactions.

Social marketing A process of promoting or selling ideas, products or values that contribute to improvements in the health or social welfare of a group or population.

Social system The set of relationships, rules and regulations in a society that governs behavior.

Socio-demographic Pertaining to characteristics of an individual's, group's or population's gender, age, education, income or economic status, place of residence, marital status, ethnicity and employment.

Socio-drama An enactment of a situation that occurs in a culture or society to educate or change values and behaviors; similar to a role play.

Staff The people who work for a program.

Stakeholders Persons outside the immediate program staff who have an interest and role in program functions and activities.

Statistical associations A statistical relationship between two indicators or variables.

Statistical significance The determination that experimental results are not likely to be due to chance, or are not attributable to fluctuations associated with random sampling procedures.

Statistics Numerical facts that are systematically collected, organized and presented in a special way.

Strategy A plan developed to achieve a specified goal, objective or result.

Stratification The process of dividing the target population into sub-groups and then taking a sample from each.

Stratified sampling study design A type of sampling method where the population to be sampled is divided into homogenous groups, based on characteristics you consider important to the indicators being measured. A simple random or systematic sample is then chosen from each group.

Survey An instrument that collects factual information from multiple respondents.

Survey methods The techniques and procedures used to obtain information, often about a human population.

Systematic sampling A type of sampling method where the first element is chosen at random. Subsequent elements are chosen using a fixed interval (e.g., every tenth element) until you reach the desired sample size.

Systems development and functioning Activities programs need to support implementation, which are carried out before and during the work with program participants.

Table A graphic presentation of facts and numbers in an orderly fashion, usually in columns and rows, so that they can be more easily understood.

Tabulate To count, record or list systematically.

Tally sheet A list that enumerates key features of a setting or process that users can check off during an observation; a checklist.

Target The level of an objective that one plans to achieve within a stated time.

Target population The specific group of individuals a program is trying to affect, influence or serve.

Theory A statement of apparent relationships and underlying principles used to explain behaviors, acts or events.

Time-series design An approach of taking measurements of indicators both before and after the intervention is implemented to detect program impact as changes in trends after the intervention was introduced.

Tool An instrument used to collect information, such as a form or survey.

Transcribe To write out verbatim a tape-recorded conversation.

Transcript Written verbatim records of what was said, for example, between an interviewer and respondents during a focus group discussion or interview.

Treatment group Persons, facilities or communities that are exposed to a program or intervention.

Trend data Data that are collected at multiple points in time in order to monitor changes.

Utilization The practical use of materials, services or information.

Validity The ability of a study design to measure the “true” impact of a program or intervention.

Values An individual’s or group’s beliefs and opinions that, together with personal characteristics, group norms, etc., often determine behavior.

Variables The assorted characteristics of an entity that is being looked at or measured.

Vital Registration System A data-gathering procedure for compiling information on births and deaths.

Vocational training Education to develop the skills needed to pursue a particular occupation or type of work.

Workplan A detailed outline of what activities will take place in order to achieve specified outcomes and objectives.

Youth A young person in the transition between childhood and adulthood, commonly defined as between the ages of 10 and 24.



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