



Research, Network and Support Facility (RNSF)

“Support to enhance livelihoods per people dependent on informal economy and improve social inclusion of marginalised and vulnerable persons”

GLOSSARY

Definitions of key terms to be used during the research



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Glossary- Definitions of Key Terms to be Used During the Research

Please note that the glossary will be updated and improved as required throughout the project period. The glossary provides a clear reference point for all analyses and communications so that all stakeholders are “speaking the same language”. The glossary will also be uploaded to the C4D grantee platform for their reference. It may eventually be shared with other stakeholders, including decision makers and readers of reports to be produced for R1 (Research and networking: High quality research on informal economy projects)

ACRONYMS			
AAP	Annual Action Programme	M&E	Monitor and Evaluation
CFP	Call for Proposal	MDG	Millennium Development Goals
CLS	Core Labour Standards	MICs	Middle-Income Countries
CMS	Content Management System	MIT	Management Information Tool
CSOs	Civil Society Organizations	MR	Monitoring Reports
DCI	Development Co-operation Instrument	PCM	Project Cycle Management
DMS	Document Management System	PMU	Project Management Unit
ECM	Enterprise Content Management System	ROM	Results Oriented Monitoring
ENPI	European Neighbourhood and Partnership Instrument	RSS	Rich Site Summary
ESIP	European Social Insurance Platform	SBS	Specialised Backstopping Support
IIP	Investing in People	SMART	Specific, Measurable, Available / Achievable, Relevant and available in a Timely manner
ILC	International Labour Conference	SMEs	Small and Medium Enterprises
ILO	International Labour Organization	SSA	Sub-Saharan Africa
KSP	Knowledge Sharing Platform	TVET	Technical and Vocational Education and Training
LED	Local Economic Development	VP	Virtual Platforms
LF	Logical Framework	WIEGO	Women in Informal Employment: Globalizing and Organizing
LFA	Logical Framework Approach	XML	eXtensible Markup Language

TERM	DEFINITION	SOURCE
Access to employment	According to Convention No.183, pregnancy and maternity should not constitute a source of discrimination in access to employment, and member States should take appropriate measures to ensure this. Convention No.156 calls for the right of workers with family responsibilities to engage in employment without discrimination, to free choice of employment, and training and guidance to promote their access to employment. Recommendation N.165 expands on these principles.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqltjp . Website accessed on 30.3.2015
Atypical work	Atypical work covers a large and growing variety of forms of work and employment characterized by flexibility and reduced security. They include part-time work, casual and seasonal work, job sharing, fixed-term work, temporary agency work, home-based work, telework, own-account work, and contributing family work. These forms of work differ from the norm historically regarded as typical or standard, namely full-time, socially secure employment of unlimited duration, with a single employer, performed at the employer's workplace and with a guaranteed regular income.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqltjp . Website accessed on 30.3.2015
Benefit	A benefit is a transfer in cash or kind provided to an individual or household on the basis of an entitlement or need. It can be either a direct benefit in the form of care, or indirect benefit consisting of a reimbursement of the expenses borne by the person concerned.	Social Security (Minimum Standards) Convention, 1952 (No. 102).
Casual worker	Casual workers are workers who have an explicit or implicit contract of employment, which is not expected to continue for more than a short period and whose duration is to be determined by national circumstances. These workers may be classified as being employees or own-account workers according to the specific characteristics of the employment contract.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqltjp . Website accessed on 30.3.2015
Childcare and family care	Childcare and family care cover the provision of public, private, individual or collective services to meet the needs of children, parents, and members of the immediate family. The availability of facilities enabling workers to discharge care responsibilities is an important aspect of the promotion of equality of treatment between women and men workers with family responsibilities, and between such workers and other workers. To prevent discrimination against women on the grounds of marriage or maternity and to ensure their effective right to work, the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) indicates that States parties to it shall take appropriate measures to encourage the provision of the necessary supporting social services to enable parents to combine family obligations with work responsibilities and participation in public life, in particular through promoting the establishment and development of a network of childcare facilities.	United Nations General Assembly (1979); ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqltjp . Website accessed on 30.3.2015
Child labour	A child is a person under the age of 18. The ILO has been working towards the abolition of child labour since its foundation in 1919. A number of Conventions and Recommendations have been adopted to this end. Convention No. 138 of 1973	Worst Forms of Child Labour Convention, 1999 (No. 182); ILO (2007): "Gender, Employment and the Informal Economy".

	<p>stipulates that no child below the age of completing compulsory education (usually 15) may be employed in any economic sector, while Convention No. 182 of 1999 urges immediate action against the worst forms of child labour.</p> <p>The worst forms of child labour comprise:</p> <p>(a) all forms of slavery or practices similar to slavery, such as the sale and trafficking of children, debt bondage and serfdom and forced or compulsory labour, including forced or compulsory recruitment of children for use in armed conflict;</p> <p>(b) the use, procuring or offering of a child for prostitution, for the production of pornography or for pornographic performances;</p> <p>(c) the use, procuring or offering of a child for illicit activities, in particular for the production and trafficking of drugs as defined in the relevant international treaties;</p> <p>(d) work, which, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of children.</p>	<p>Available from: http://goo.gl/sqItjp. Website accessed on 30.3.2015</p>
City group	<p>In recent years, representatives from national statistical agencies have started to meet informally to address selected problems in statistical methods. Some of these groups have become formally known as “city groups”.</p>	<p>United Nations Statistics Division (2008a). Available from: http://unstats.un.org/unsd Website accessed on 30.3.2015</p>
Civil servant	<p>A civil servant is an employee of the civil service.</p>	<p>ILO (2007): “Gender, Employment and the Informal Economy”. Available from: http://goo.gl/sqItjp. Website accessed on 30.3.2015</p>
Clandestine employment	<p>Clandestine employment is a sole or secondary gainful non-casual occupation that is carried out in violation of provisions set by legislation. In particular, it is characterized by non-compliance with labour standards and social security provisions on the part of the employer. Strictly speaking, remunerated work, which is not protected through contributions to the social security system, should be considered clandestine. However, there are different views of what constitutes clandestine labour in developed and developing countries, reflecting the strength and effectiveness of the relevant legal provisions in each country. Much clandestine employment is in the informal economy. However, clandestinely cannot always be equated with informality. Informal employment is more likely to be considered clandestine in the developed countries, whereas in most developing countries, where the majority of people may live in traditional social contexts and may not even be aware of national legislation, informal productive activities are not usually thought of as clandestine.</p>	<p>ILO (2007): “Gender, Employment and the Informal Economy”. Available from: http://goo.gl/sqItjp. Website accessed on 30.3.2015 Also used: Illegal employment, undeclared labour, and hidden work.</p>
Contributing family worker	<p>A contributing family worker is a person who holds a self-employment job in a market-oriented establishment operated by a related person living in the same household, and who cannot be regarded as a partner (that is to say, an employer or own-account worker) because the degree of his or her commitment to the operation of the establishment, in terms of working time or other factors to be determined by national circumstances, is not at a level comparable with that of the head of the establishment. Where it is customary for young persons, in particular, to work without pay in an</p>	<p>ILO (2007): “Gender, Employment and the Informal Economy”. Available from: http://goo.gl/sqItjp. Website accessed on 30.3.2015 Also used: Unpaid family worker, unpaid family member.</p>

	economic enterprise operated by a related person who does not live in the same household, the requirement that the person lives in the same household may be relaxed.	
Contributory benefit	Entitlement to a benefit is based on contributions from insured persons and/or their employer.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqltjp . Website accessed on 30.3.2015
Cooperative	A cooperative is an autonomous association of persons united voluntarily to meet their common economic, social and cultural needs and aspirations through a jointly owned and democratically controlled enterprise. The promotion and strengthening of the identity of cooperatives should be encouraged on the basis of: (a) cooperative values of self-help, self-responsibility, democracy, equality, equity and solidarity; as well as ethical values of honesty, openness, social responsibility and caring for others; (b) cooperative principles as developed by the international cooperative movement, namely: voluntary and open membership; democratic member control; member economic participation; autonomy and independence; education, training and information; cooperation among cooperatives; and concern for community.	Promotion of Cooperatives Recommendation, 2002 (No. 193). Available from: http://goo.gl/hEZbA4 Website accessed on 30.3.2015
Decent work	Decent work is productive work performed in conditions of freedom, equity, security and human dignity, to which women and men have access on equal terms. Decent work is the converging focus of all the ILO's four strategic objectives: the promotion of rights at work, employment, social protection, and social dialogue.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqltjp . Website accessed on 30.3.2015
Dependent	Dependents are individuals whose relationship with a protected person gives them the right to acquire a social security benefit based on that protected person's rights (such as survivors' benefits for widow(er) and orphans).	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqltjp . Website accessed on 30.3.2015
Dependent worker	A dependent worker depends entirely or mostly on one employer for their source of income but are not in formal full-time employment, and thus falls between the two established concepts of employment and self-employment. Dependent workers are closer to employees than they are to independent contractors because of the link to one main employer, although they are not formally employed. They are often similar to employees in a number of ways: they may work on the employer's premises and/or use the employer's equipment and they may perform similar tasks to existing employees or to full-time employees whom they have replaced in an outsourcing arrangement. However, they do not usually benefit from the protections granted to employees on health and safety, hours of work, maternity protection, provisions enabling them to fulfil family responsibilities, or freedom from discrimination.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqltjp . Website accessed on 30.3.2015
Direct actions (development efforts at	Development efforts carried out directly with people at community level—whether in urban or peri-urban neighbourhoods or rural villages—to improve the lives of the inhabitants.	Definition developed by RNSF project team based on an array of sources.

community level)		
Disability	Disabilities is an umbrella term, covering impairments, activity limitations, and participation restrictions. An impairment is a problem in body function or structure; an activity limitation is a difficulty encountered by an individual in executing a task or action; while a participation restriction is a problem experienced by an individual in involvement in life situations.	WHO (2015): Health topics: Disabilities. Available from: http://www.who.int/topics/disabilities/en/ - Website accessed on 2.04.2015
Disability programme	Disability programmes provide resources to persons who have a disability.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqltjp . Website accessed on 30.3.2015 Also used: Invalidity programme.
Discouraged worker	A discouraged worker is a person without work, currently available for work, but not seeking work because they believe that no suitable jobs are available. Discouraged workers are not included in the labour force.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqltjp . Website accessed on 30.3.2015 Also used: Invalidity programme.
Discrimination	Discrimination includes: (a) any distinction, exclusion or preference made on the basis of race, colour, sex, religion, political opinion, national extraction or social origin, which has the effect of nullifying or impairing equality of opportunity or treatment in employment or occupation; and (b) such other distinction, exclusion or preference which has the effect of nullifying or impairing equality of opportunity or treatment in employment or occupation as may be determined by the Member State concerned after consultation with representative employers' and workers' organizations, where such exist, and with other appropriate bodies. Any distinction, exclusion or preference in respect of a particular job based on the inherent requirements thereof is not deemed to be discrimination.	Discrimination (Employment and Occupation) Convention, 1958 (No. 111). ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqltjp . Website accessed on 30.3.2015 Also used: Invalidity programme.
Domestic worker	Domestic workers are persons exclusively engaged by households to render domestic services for payment in cash or in kind. In March 2008, an important first step was taken at the global level toward recognizing domestic workers' rights. The ILO Governing Body has adopted a decision to initiate discussion on an international labour convention toward protecting the rights of domestic workers.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqltjp . Website accessed on 30.3.2015
Economic activity	Economic activities are activities that lie within the economic production boundary as defined by the System of National Accounts. They comprise: (a) Production of goods or services supplied, or intended to be supplied to units other than their producers, including the production of goods and services used up in the process of producing such goods or services (intermediate consumption); (b) Production of all goods retained by their producers for their own final use (own-account production of goods);	United Nations Statistics Division (2008b). Available from: http://goo.gl/sqltjp . Website accessed on 30.3.2015

	(c) Production of housing services by owner-occupiers; (d) Production of domestic and personal services produced by paid domestic staff. Domestic or personal services provided by unpaid household members for final consumption within the same household are excluded from the economic production boundary and, hence, are not considered to be economic activities. Examples are (a) the cleaning, decoration and maintenance of the dwelling occupied by the household, including small repairs of a kind usually carried out by tenants as well as owners; (b) the cleaning, servicing and repair of household durables or other goods, including vehicles used for household purposes; (c) the preparation and serving of meals (d) the care, training and instruction of children; (e) the care of sick, infirm or old people; and (f) the transportation of members of the household or their goods.	
Economically active population	The economically active population comprises all persons of either sex who furnish the supply of labour for the production of economic goods and services, as defined by the United Nations Systems of National Accounts, during a specified time-reference period.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqjtjp . Website accessed on 30.3.2015
Elder care	As life expectancy rises and the world's population ages, more and more workers in all regions are caring for elderly or disabled parents or relatives. Governments have come to realize that the growing number of elderly people requiring care represents a potentially huge financial burden on the State. The management of elder care and its division between the public and private spheres is the subject of an evolving debate.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqjtjp . Website accessed on 30.3.2015
Employed population	The employed population comprises all persons above a specified age, who during a specified brief period, either one week or one day, were in the following categories: (a) paid employment: (1) at work: persons who during the reference period performed some work for wage or salary, in cash or in kind; (2) with a job but not at work: persons who, having already worked in their present job, were temporarily not at work during the reference period and had a formal attachment to their job. This formal job attachment should be determined in the light of national circumstances, according to one or more of the following criteria: the continued receipt of wage or salary; an assurance of return to work following the end of the contingency, or an agreement as to the date of return; the elapsed duration of absence from the job which, wherever relevant, may be that duration for which workers can receive compensation benefits without obligations to accept other jobs; (b) self-employment: (1) at work: persons who during the reference period performed some work for profit or family gain, in cash or in kind; (2) with an enterprise but not at work: persons with an enterprise, which may be a business enterprise, a farm or a service undertaking, who were temporarily not at work during the reference period for any specific reason.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqjtjp . Website accessed on 30.3.2015
Employee	An employee is a person who works in a paid employment job. Persons in paid employment jobs are typically remunerated by wages and salaries, but may be paid by commission from sales, or through piece rates, bonuses or in-kind payment such as	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqjtjp .

	food, housing or training. Some or all of the tools, capital equipment, information systems and/or premises used by the incumbent may be owned by others, and the incumbent may work under the direct supervision of, or according to strict guidelines set by, the owner(s) or persons in the owner's employment.	Website accessed on 30.3.2015
Employee holding an informal job	Employees are considered to have informal jobs if their employment relationship is, in law or in practice, not subject to national labour legislation, income taxation, social protection or entitlement to certain employment benefits (such as advance notice of dismissal, severance pay, paid annual or sick leave). The reasons may be the following: non-declaration of the jobs or the employees; casual jobs or jobs of a limited short duration; jobs with hours of work or wages below a specified threshold (such as for social security contributions); employment by unincorporated enterprises or by persons in households; jobs where the employee's place of work is outside the premises of the employer's enterprise (such as outworkers without employment contract); or jobs for which labour regulations are not applied, not enforced, or not complied with for any other reason. The operational criteria for defining informal jobs of employees are to be determined in accordance with national circumstances and data availability.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqItjp . Website accessed on 30.3.2015
Employee with a stable contract	Employees with stable contracts are those employees who have had, and continue to have, an explicit (written or oral) or implicit contract of employment, or a succession of such contracts, with the same employer on a continuous basis. "On a continuous basis" implies a period of employment, which is longer than a specified minimum determined according to national circumstances. (If interruptions are allowed in this minimum period, their maximum duration should also be determined according to national circumstances.)	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqItjp . Website accessed on 30.3.2015
Employer	An employer is a person who, working on his or her own economic account or with one or a few partners, holds a self-employment job and, in this capacity, has engaged on a continuous basis (including the reference period) one or more persons to work for him/her as employees. The incumbent makes the operational decisions affecting the enterprise, or delegates such decisions while retaining responsibility for the welfare of the enterprise. In this context, an enterprise includes one-person operations.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqItjp . Website accessed on 30.3.2015
Employer-liability programme	Employer-liability programmes are usually not pre-financed and benefits are directly paid by the employer to cover social security risks, mostly defined by Labour Codes.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqItjp . Website accessed on 30.3.2015
Employment	Employment can be defined from either the supply or the demand side of the labour market. From the supply side, it refers to the total number of employed persons during a given reference period. From the demand side, employment refers to the total number of filled jobs, which, owing to the existence of multiple job holding, tends to be higher than the total number of employed persons.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqItjp . Website accessed on 30.3.2015

Employment in the informal sector	Employment in the informal sector comprises all persons who, during a given reference period, were employed in at least one informal enterprise, irrespective of their status in employment and whether it was their main or a secondary job.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqjtjp . Website accessed on 30.3.2015 Also used: Informal sector employment.
Employment injury benefit	All workers, irrespective of sex or other personal attributes, should be insured in case of an accident or disease resulting from employment. Convention No. 121 specifies that: National legislation concerning employment injury benefits shall protect all employees, including apprentices, in the public and private sectors, and co-operatives, and, in respect of the death of the breadwinner, prescribed categories of beneficiaries. The contingencies covered by the employment injury benefit system are: (a) Medical care to maintain, restore or improve the ability to work; (b) Incapacity for work involving suspension of earnings; (c) Total or partial permanent loss of earning capacity; (d) Loss of support suffered by dependants resulting from death. In the case of incapacity for work, total loss of earning capacity or the death of a breadwinner, the benefit should be a periodical payment. These benefits should apply equally to women and men, but in practice this is often not the case. National policies and institutional mechanisms should aim at creating effective equality of treatment between women and men workers in this respect. Some governments (such as India) have put structures in place to ensure that various social security benefits, including employment injury benefit, are available to unorganized workers, including women workers.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqjtjp . Website accessed on 30.3.2015
Enabling environment (business)	The business-enabling environment (BEE) is the set of policy, institutional, regulatory, infrastructure and cultural conditions that govern formal and informal business activities. It includes the administration and enforcement of government policy, and national and local institutional arrangements that affect the behaviour of relevant actors who, together, comprise many of the important players in the business-enabling environment.	USAID (2011), Business Enabling Environment Measure Plus: Indonesia. Business Growth Initiative. Washington, DC: Weidemann Associates, Inc. for the Business Growth Initiative Project and financed by the Office of Economic Growth of EGAT/USAID.
Enterprise	An enterprise is a unit engaged in the production of goods or services for sale or barter. In terms of legal organization, enterprises may be corporations (including quasi-corporate enterprises), non-profit institutions, unincorporated enterprises owned by government units, or private unincorporated enterprises. The term enterprise is used in a broad sense. It covers not only production units which employ hired labour, but also those that are owned and operated by individuals working on their own account as self-employed persons, either alone or with the help of unpaid family members. The activities may be undertaken inside or outside the enterprise owner's home, and they may be carried out in identifiable premises or without fixed location. Accordingly, self-employed street vendors, taxi drivers, and home-based workers are all considered enterprises.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqjtjp . Website accessed on 30.3.2015

Equal opportunity	<p>Equal opportunity means equal access to all economic, political and social participation and facing no barriers on the grounds of sex. Equal opportunity in the world of work means having an equal chance to apply for a particular job, to be employed, to own or run an enterprise, to attend educational or training courses, to be eligible to attain certain qualifications, and to be considered as a worker or for a promotion in all occupations or positions, including those dominated by one sex or the other.</p> <p>Equal treatment in the world of work refers to equal entitlements such as in pay, working conditions, employment security and social security.</p>	<p>ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqjtjp. Website accessed on 30.3.2015</p>
Family benefit	<p>A family benefit is an allowance payable to workers who have the responsibility for the maintenance of their dependent children (including adopted children). It should be a periodical payment granted to any protected person, irrespective of sex, who has completed the prescribed qualifying period, if any.</p>	<p>ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqjtjp. Website accessed on 30.3.2015</p>
Flexibility of labour	<p>The flexibility of a labour market is determined by its ability to adapt quickly to new conditions. It occurs in several dimensions of a labour market, including adapting the quantity of labour by means of hiring and firing or recurring to temporary contracts (external flexibility) or by variation in working time, the way work is organized, and the adjustment of wages to respond to shocks and other developments (internal flexibility). Flexible forms of work and casualization, including fixed-term and short-term contracts, agency work, project work, multiple jobs, self-employment and so on, are often associated with insecurity in access to, or coverage by, social security schemes, including pensions, health care and other forms of social assistance. In particular, flexibility is problematic when it takes the form of low-waged work with poor working conditions or is regarded as inevitably involving deregulation. In addition to low levels of security, flexibilized labour markets are also associated with less advantageous contractual/employer- provided legal rights, benefits and working conditions.</p>	<p>ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqjtjp. Website accessed on 30.3.2015</p>
Forced labour	<p>Forced labour is all work or service, which is exacted from any person under the menace of any penalty and for which the said person has not offered himself or herself voluntarily.</p> <p>The following are excluded from the definition of forced labour: (a) any work or service exacted in virtue of compulsory military service laws for work of a purely military character;</p> <p>(b) any work or service which forms part of the normal civic obligations of the citizens of a fully self-governing country;</p> <p>(c) any work or service exacted from any person as a consequence of a conviction in a court of law, provided that the said work or service is carried out under the supervision and control of a public authority and that the said person is not hired to or placed at the disposal of private individuals, companies or associations;</p> <p>(d) any work or service exacted in cases of emergency, that is to say, in the event of</p>	<p>Forced Labour Convention, 1930 (No. 29). ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqjtjp. Website accessed on 30.3.2015 Also used: Invalidity programme.</p>

	<p>war or of a calamity or threatened calamity, such as fire, flood, famine, earthquake, violent epidemic or epizootic diseases, invasion by animal, insect or vegetable pests, and in general any circumstance that would endanger the existence or the well-being of the whole or part of the population;</p> <p>(e) minor communal services of a kind which, being performed by the members of the community in the direct interest of the said community, can therefore be considered as normal civic obligations incumbent upon the members of the community, provided that the members of the community or their direct representatives shall have the right to be consulted in regard to the need for such services.</p>	
Formal sector enterprise	<p>Formal sector enterprises comprise corporations (including quasi-corporate enterprises), non-profit institutions, unincorporated enterprises owned by government units, and those private unincorporated enterprises producing goods or services for sale or barter, which are not part of the informal sector.</p>	<p>Husmanns (2004). Also used: Formal enterprise.</p> <p>ILO (2007): "Gender, Employment and the Informal Economy".</p> <p>Available from: http://goo.gl/sqjtjp.</p> <p>Website accessed on 30.3.2015</p> <p>Also used: Invalidity programme.</p>
Freedom of association and the right to organize	<p>Freedom of association and the right to organize are fundamental principles aiming at the free exercise of the right of workers and employers, without any distinction, to associate for the purpose of furthering and defending their interests.</p> <p>Workers and employers have the right to establish and join organizations of their own choosing. Such organizations must have the right:</p> <p>(a) to draw up their own constitutions and rules;</p> <p>(b) to elect their representatives in full freedom;</p> <p>(c) to organize their administration and activities, and formulate their programmes;</p>	<p>ILO (2007): "Gender, Employment and the Informal Economy".</p> <p>Available from: http://goo.gl/sqjtjp.</p> <p>Website accessed on 30.3.2015</p> <p>Also used: Invalidity programme.</p>
Fundamental principles and rights at work	<p>The fundamental principles and rights at work are derived from the ILO Constitution and the Declaration of Philadelphia. The fundamental principles and rights are laid down in eight fundamental Conventions, which means that the member States that ratify them thereby commit themselves to putting their provisions into effect in both law and practice:</p> <p>(a) Freedom of association and the right to collective bargaining: Freedom of Association and Protection of the Right to Organize Convention, 1948 (No. 87) and Right to Organize and Collective Bargaining Convention, 1949 (No. 98);</p> <p>(b) Elimination of forced or compulsory labour: Forced Labour Convention, 1930 (No. 29) and Abolition of Forced Labour Convention, 1957 (No. 105);</p> <p>(c) Abolition of child labour: Minimum Age Convention, 1973 (No. 138) and Worst</p>	<p>ILO (2007): "Gender, Employment and the Informal Economy".</p> <p>Available from: http://goo.gl/sqjtjp.</p> <p>Website accessed on 30.3.2015</p>

	Forms of Child Labour; Convention, 1999 (No. 182); and (d) Elimination of discrimination in respect of employment and occupation: Equal Remuneration Convention, 1951 (No. 100) and Discrimination (Employment and Occupation) Convention, 1958 (No. 111).	
Gender	Gender refers to the social differences and relations between women and men that are learned, changeable over time, and have wide variations both within and between societies and cultures. These differences and relationships are socially constructed and are learned through the socialization process. They determine what is considered appropriate for members of each sex. They are context-specific and can be modified. Other variables, such as ethnicity, caste, class, age and ability intersect with gender differences. Gender is distinct from sex since it does not refer to the different physical attributes of women and men, but to socially formed roles and relations of women and men and the variable sets of beliefs and practices about male and female (or other genders) that not only feed into individual identities, but are fundamental to social institutions and symbolic systems. The concept of gender also includes expectations held about the characteristics, aptitudes, and likely behaviour of women and men (femininity and masculinity).	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqItjp . Website accessed on 30.3.2015
Gender and organizational change	Gender and organizational change refers to the fact that organizations are some of the main perpetrators of unequal gender relations. If gender relations in society are to change, organizations should promote gender-responsive policies and programs, and ensure gender balance in their structures.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqItjp . Website accessed on 30.3.2015
Gender-blindness	Gender-blindness characterizes research, analyses, policies, advocacy materials, project and programme design and implementation that do not explicitly recognize existing gender differences that concern both productive and reproductive roles of women and men. Gender-blind policies do not distinguish between the sexes. Assumptions incorporate biases in favour of existing gender relations and so tend to exclude women.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqItjp . Website accessed on 30.3.2015
Gender division of labour	The gender division of labour depends on the socio-economic and cultural context, and can be analysed by differentiating between productive and reproductive tasks as well as community-based activities, including who does what, when, how, and for how long.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqItjp . Website accessed on 30.3.2015
Gender equality	Gender equality entails the concept that all human beings, both women and men, are free to develop their personal abilities and make choices without the limitations set by stereotypes, rigid gender roles and prejudices. Gender equality means that the different behaviour, aspirations and needs of women and men are considered, valued and favoured equally. It does not mean that women and men have to become the same, but that their rights, responsibilities and opportunities will not depend on whether they are born male or female. Equality between women and men is both a human rights issue and a precondition for sustainable people-centred development and decent work.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqItjp . Website accessed on 30.3.2015 Also used: Gender justice.
Gender equality i	Gender equality in the world of work, within the ILO Decent Work Agenda, refers to:	ILO (2007): "Gender, Employment and the

n the world of work	(a) Equality of opportunity and treatment in employment; (b) Equal remuneration for work of equal value; (c) Equal access to safe and healthy working environments and to social security; (d) Equality in association and collective bargaining; (e) Equality in obtaining a meaningful career development; (f) A balance between work and home life that is fair to both women and men; (g) Equal participation in decision-making, including in the constitutive ILO organs.	Informal Economy". Available from: http://goo.gl/sqtltp . Website accessed on 30.3.2015 Also used: Gender justice in the world of work.
Gender equity	Gender equity means fairness of treatment for women and men, according to their respective needs. This may include equal treatment or treatment that is different but which is considered equivalent in terms of rights, benefits, obligations and opportunities. Equity is a means, whereas equality is the goal.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqtltp . Website accessed on 30.3.2015
Gender gap	The gender gap is the difference in any area between women and men in terms of their levels of participation, access to resources, rights, power and influence, and remuneration and benefits.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqtltp . Website accessed on 30.3.2015
Gender mainstreaming	Gender mainstreaming is the process of assessing the implications for women and men of any planned action, including legislation, policies or programmes, in all areas and at all levels. It is a strategy for making women's as well as men's concerns and experiences an integral dimension of the design, implementation, monitoring and evaluation of policies and programmes in all political, economic and societal spheres so that women and men benefit equally and inequality is not perpetuated. The ultimate goal is to achieve gender equality.	United Nations Economic and Social Council (1997). Available from: http://www.ilo.org/public/english/bureau/gender/newsite2002/about/defin.htm Website accessed on 30.3.2015
Gender-neutral policies	Gender-neutral policies use the knowledge of gender differences in a given context to overcome biases in delivery, to ensure that they target and benefit both genders effectively. Moreover, they work within the existing gender division of resources and responsibilities.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqtltp . Website accessed on 30.3.2015
Gender redistributive policies	Gender-redistributive policies are interventions that intend to transform existing distributions to create a more balanced relationship between women and men; they may target both women and men or one of the two according to the situation.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqtltp . Website accessed on 30.3.2015
Gender responsive analysis	Gender-responsive analysis is a systematic tool to examine social and economic differences between women and men. It looks at their specific activities, conditions, needs, access to and control over resources, as well as their access to development benefits and decision-making. It studies these linkages and other factors in the larger social, economic, political and environmental context. Gender-responsive analysis entails, first and foremost, collecting sex-disaggregated data (that is, data broken down by sex) and gender-responsive information about the concerned population. Gender-responsive analysis is the first step in gender-responsive planning to promote gender equality. Gender-responsive analysis is not confined to identifying differences. More importantly, it recognizes the politics of gender relations and the adjustments needed to be	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqtltp . Website accessed on 30.3.2015 Also used: Gender analysis, gender-sensitive analysis.

	undertaken by institutions to attain gender equality. It looks at the inequalities between women and men, asks why they exist, and suggests how the gap can be narrowed. Gender-responsive analysis in the ILO context entails looking at five key variables: (a) The division of labour between women and men; (b) The different needs of women and men; (c) The gender-based division of access to and control over resources and benefits; (d) Opportunities and constraints in the social and economic environment; (e) The capacity of ILO constituents and other partner organizations to promote equality between women and men in employment.	
Gender-responsive budgeting	Gender-responsive budgeting is the application of gender mainstreaming in the budgetary process. It means incorporating a gender perspective at all levels of the budgetary process and restructuring revenues and expenditures in order to promote gender equality.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqItjp . Website accessed on 30.3.2015 Also used: Gender budgeting.
Gender-responsive labour statistics	To usefully address gender concerns, and to understand more fully the labour market functioning, labour statistics should satisfy the following four requirements: (a) They will be based on a political will at all levels, in the various data collection and analysis agencies and in all agencies which can provide administrative information; (b) The data collection procedures for labour statistics will ensure that, as far as possible, all relevant topics for describing gender concerns are regularly included. Such topics may include employment in the informal economy, non-System of National Accounts (SNA) work, employment by detailed occupations and status in employment categories, income from paid and self-employment, statistics on the life course, on lifelong learning and on working time; (c) The data collection and processing procedures for labour statistics programmes will be designed to ensure that definitions and measurement methods cover and adequately describe all workers and work situations in sufficient detail to allow relevant gender comparisons to be made. Household and establishment-based surveys as well as administrative sources are valuable and, in particular, periodical time-use surveys are crucial; (d) The resulting statistics will always be presented as part of regular publications in a way that will clearly reveal differences and similarities between women and men in the labour market and the factors that may influence their situations. This can be done by (i) presenting relevant topics in sufficient and relevant detail, and by (ii) providing statistics according to relevant descriptive variables, such as of personal and family circumstances, work environment and institutional setting.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqItjp . Website accessed on 30.3.2015
Gender-responsive planning	Gender-responsive planning consists of developing and implementing specific measures and organizational arrangements (for example: capacity to carry out gender-responsive analysis and collect sex-disaggregated data) for the promotion of gender equality, and ensuring that	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqItjp . Website accessed on 30.3.2015

	adequate resources are available (for example through gender budgeting).	Also used: Gender planning.
Gender-responsive policies	Gender-responsive policies recognize that within a society, actors are women and men, who are constrained in different and often unequal ways, and who may consequently have differing and sometimes conflicting needs, interests and priorities.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqltjp . Website accessed on 30.3.2015
Gender roles	<p>Gender roles are learned behaviour in a given society, community or social group, in which people are conditioned to perceive activities, tasks and responsibilities as male or female. These perceptions are affected by age, class, caste, race, ethnicity, culture, religion or other ideologies, and by the geographical, economical and political environment. Productive role refers to income generating work undertaken by either women or men to produce goods and services, as well as the processing of primary products that generates an income. Reproductive role refers to childbearing and the different activities carried out in what is called the care economy; namely, the many hours spent caring for the household members and the community, for fuel and water collection, food preparation, childcare, education and health care, and care for the elderly, which for the most part remain unpaid.</p> <p>Analysis of the gender division of labour has revealed that women typically assume three types of roles in terms of the paid and unpaid labour they undertake (women's triple role). These roles can be described as: the productive role (refers to market production and home/subsistence production undertaken by women, which generates an income); the reproductive role (refers to care economy activities); and the community management role (refers to activities undertaken by women to ensure the provision of resources at the community level, as an extension of their reproductive role).</p>	<p>ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqltjp. Website accessed on 30.3.2015</p>
Growth oriented enterprise	<p>A growth-oriented enterprise is usually identified as an enterprise that can grow from one stage to another. That is, from informal to micro, micro to small, small to medium etc. Growth is defined as increase in: size, number of employees, business turnover, duration in business, financial reinvestment in business.</p> <p>The entrepreneur in a successful growth oriented enterprise displays an aggressive pursuit of business opportunities and has operational systems that are set up to identify and take advantage of those opportunities. Growth oriented enterprises can be identified using a number of criteria: the who (owner qualities and motivation to grow), why (reasons for gearing towards growth) and what (sectors and level of sophistication) of the enterprise.</p>	Adapted from personal communication with Grania Mackie, former project chief technical adviser ILO project: "Women's Entrepreneurship Development and Gender Equality-Southern Africa" implemented from 2009-2012 which was focused on growth oriented enterprises." 6 April 2015.
Harassment	<p>Harassment refers to any kind of emotional and physical abuse, persecution or victimization. Harassment and pressure at work can consist of various forms of offensive behaviour. Harassment is characterized by persistently negative attacks of a physical or psychological nature on an individual or group of employees, which are typically unpredictable, irrational and unfair.</p>	<p>ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqltjp. Website accessed on 30.3.2015</p>

Health	The term health, in relation to work, indicates not merely the absence of disease or infirmity; it also includes the physical and mental elements affecting health, which are directly related to safety and hygiene at work.	ILO - Occupational Safety and Health Convention, 1981 (No. 155). Available from: http://goo.gl/xfwxZI Website accessed on 30.3.2015
Health insurance	A health insurance scheme is a public or private scheme for the reimbursement of medical or hospital care or compensation for loss of income due to illness, injury or accident. A health insurance system should be compulsory and cover all workers. As necessary, States may make limited exceptions, such as for workers in casual employment and members of the employer's family living in his/her house in respect of their work for him/her. Health insurance should be available equally to women and men, although there will be differences depending on whether a worker is in full-time or part-time employment. Compulsory health insurance schemes are not applicable in many spheres of work in which women predominate, so they are obliged to take personal responsibility for this protection. The system should be administered by non-profit institutions under the supervision of the competent public authority. The insured persons and the employers should share the financial burden of the system. In case of incapacity for work on health grounds, the insured person is entitled to receive: (a) a cash benefit for at least the first 26 weeks of incapacity for work; (b) medical treatment, medicines and appliances free of charge or on paying only a part of the cost.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqItjp . Website accessed on 30.3.2015
Home work	Home work refers to work carried out by a person, referred to as a home worker, (a) in his or her home or in other premises of his or her choice, other than the workplace of the employer; (b) for remuneration; and (c) which results in a product or service as specified by the employer, irrespective of who provides the equipment, materials or other inputs used, unless this person has the degree of autonomy and of economic independence necessary to be considered an independent worker under national laws, regulations or court decisions.	ILO - Convention concerning Home Work, 1996 (No. 177). Available from: http://goo.gl/4HI87G Website accessed on 30.3.2015
Household (as a production unit)	Households as production units are households producing goods for their own final use (e.g. subsistence farmers and households engaged in do-it-yourself construction of their own dwellings), and those employing paid domestic workers (maids, laundresses, watchmen, gardeners, drivers, and others).	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqItjp . Website accessed on 30.3.2015
Illegal activities	Those productive activities specifically covered by SNA production boundary that: °generate goods and services forbidden by law (e.g. production and distribution of illegal drugs) ; °are unlawful when carried out by unauthorised producers (e.g. unlicensed practice of medicine).	http://ec.europa.eu/eurostat/statistics-explained/index.php/Building_the_System_of_National_Accounts_-_non-observed_sector
Incapacity for work	Incapacity for work is the inability of the victim, due to an occupational injury, to perform the normal duties of work in the job or post occupied at the time of the occupational accident.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqItjp . Website accessed on 30.3.2015

Industry	Industry (branch of economic activity) refers to the kind of production or activity of the establishment or similar unit in which the job(s) of the economically active person (whether employed or unemployed) was located during the time-reference period. For purposes of international comparisons, it is recommended that countries prepare tabulations involving the industrial characteristics of active persons according to the most recent revision of the International Standard Industrial Classification of All Economic Activities (ISIC).	United Nations Statistics Division (2008b). Available from: http://unstats.un.org/unsd Website accessed on 30.3.2015
Informal economy	The informal economy refers to all economic activities by workers and economic units that are – in law or in practice – not covered or insufficiently covered by formal arrangements. Their activities are not included in the law, which means that they are operating outside the formal reach of the law; or their activities are not covered in practice, which means that – although they are operating within the formal reach of the law, the law is not applied or not enforced; or the law discourages compliance, because it is inappropriate, burdensome, or imposes excessive costs.	ILO (2007): “Gender, Employment and the Informal Economy”. Available from: http://goo.gl/sqjtjp . Website accessed on 30.3.2015
Informal employment	Informal employment comprises the total number of informal jobs, whether carried out in formal sector enterprises, informal sector enterprises, or households, during a given reference period. It includes the following types of jobs: (a) own-account workers employed in their own informal sector enterprises; (b) employers employed in their own informal sector enterprises; (c) contributing family workers, irrespective of whether they work in formal or informal sector enterprises; (d) members of informal producers’ cooperatives; (e) employees holding informal jobs in formal sector enterprises, informal sector enterprises, or as paid domestic workers employed by households; where they exist, employees holding formal jobs in informal sector enterprises should be excluded from informal employment; (f) own-account workers engaged in the production of goods exclusively for own final use by their household, if considered employed.	ILO (2007): “Gender, Employment and the Informal Economy”. Available from: http://goo.gl/sqjtjp . Website accessed on 30.3.2015
Informal employment outside the informal sector	Informal employment outside the informal sector comprises the following types of jobs: (a) employees holding informal jobs in formal sector enterprises or as paid domestic workers employed by households; (b) contributing family workers working in formal sector enterprises; (c) own-account workers engaged in the production of goods exclusively for own final use by their household, if considered employed.	ILO (2007): “Gender, Employment and the Informal Economy”. Available from: http://goo.gl/sqjtjp . Website accessed on 30.3.2015
Informal Institutions	Defined by North (1990) as the set of unwritten and unofficial rules leading socioeconomic activities to substitute or integrate with the formal institutions. Dealing with informal institutions can be difficult in a context of weak states with poorly established governance structures. The authors here propose a pragmatic approach in which policies are adapted to local realities and conditions in order to maximise the positive impact on development.	OECD (2007) http://www.oecd.org/dev/poverty/development-centrestudiesinformalinstitutions.htm#downloads

	Incorporating informal institutions in development strategies will be instrumental in improving development outcomes, including achieving the Millennium Development Goals.	
Informal producers' cooperative	Producers' cooperatives are considered informal if they are not formally established as legal entities and also meet the other criteria of informal sector enterprises.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqltjp . Website accessed on 30.3.2015
Informal sector	The informal sector may be broadly characterized as consisting of units engaged in the production of goods or services with the primary objective of generating employment and incomes to the persons concerned. These units typically operate at a low level of organization, with little or no division between labour and capital as factors of production and on a small scale. Labor relations – where they exist – are based mostly on casual employment, kinship or personal and social relations rather than contractual arrangements with formal guarantees.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqltjp . Website accessed on 30.3.2015 Also used: Unorganized sector, non-structured sector.
Informal sector enterprise	Informal sector enterprises are private unincorporated enterprises, whose size in terms of employment is below a certain threshold to be determined according to national conditions (usually five or ten workers), and/or which are not registered under specific forms of national legislation, such as factories or commercial acts, tax or social security laws, professional groups regulatory acts, or similar acts, laws or regulations established by national legislative bodies (as distinct from local regulations governing trade licenses or business permits). Households employing paid domestic workers should be excluded from informal sector enterprises and treated separately as part of a category named "households".	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqltjp . Website accessed on 30.3.2015 Also used: informal enterprise.
Informal sector/informal employment	The concept of informal sector refers to production units as observation units, while the concept of informal employment refers to jobs as observation units	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqltjp . Website accessed on 30.3.2015
Institutional sector of employment	The institutional sector of employment relates to the legal organization and principal functions, behaviour and objectives of the enterprise with which a job is associated. Following the definitions provided in the SNA it is recommended that the following institutional sectors be distinguished: (a) Corporation, comprising non-financial and financial corporation's (in other words incorporated enterprises, private and public companies, joint-stock companies, limited liability companies, registered cooperatives, limited liability partnerships, and so forth) and quasi-corporations, as well as non-profit institutions, such as hospitals, schools and colleges, that charge fees to cover their current production costs; (b) General government, comprising central, state and local government units together with social security funds imposed or controlled by those units, and non-profit institutions engaged in non-market production controlled and financed by government, or by social security funds; (c) Non-profit institutions serving households comprising units engaged in the	United Nations Statistics Division (2008b). Available from: http://unstats.un.org/unsd Website accessed on 30.3.2015

	production of non-market goods and services for households and whose main resources are from voluntary contributions; (d) Households (including unincorporated enterprises owned by households) comprising unincorporated enterprises directly owned and controlled by members of private and institutional households (made up of persons staying in hospitals, retirement homes, convents, prisons and so forth, for long periods of time), either individually or in partnership with others. Partners may be members of the same household or from different households.	
Job	A job is a set of tasks and duties meant to be executed by one person. A person can have more than one job at a time (e.g. a teacher driving a taxi during evening hours and weekends).	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqItjp . Website accessed on 30.3.2015
Job evaluation and classification	Job evaluation and classification are elements in a system of comparing different jobs to provide a basis for grading and pay structures. Job classification is a set of categories used to classify jobs in a particular enterprise or organization. In a job classification scheme, individual jobs are graded by reference to benchmark jobs and grade descriptions. Job evaluation is the logical determination of the relative value of individual jobs in an organization for such purposes as wage determination and promotion. The aim is to evaluate the job, not the person who is doing the job; in this sense job evaluation should not be confused with performance appraisal, which does evaluate the performance of the person doing the job. The process involves evaluating one job in relation to others by means of a weighting system for the various elements of the jobs compared. Non-discriminatory job evaluation should lead to a payment system within which work of equal value receives equal pay regardless of the sex of the person doing the job.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqItjp . Website accessed on 30.3.2015
Labour force	The labour force comprises all persons who are either employed or unemployed.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqItjp . Website accessed on 30.3.2015 Also used: Currently active population.
Labour inspection	The system of labour inspection has the following functions: (a) to secure the enforcement of the legal provisions relating to conditions of work and the protection of workers while engaged in their work, such as provisions relating to hours, wages, safety, health and welfare, the employment of children and young persons, and other connected matters, in so far as such provisions are enforceable by labour inspectors; (b) to supply technical information and advice to employers and workers concerning the most effective means of complying with the legal provisions; (c) to bring to the notice of the competent authority defects or abuses not specifically covered by existing legal provisions.	ILO - Labor Inspection Convention, 1947 (No. 81). Available from: http://goo.gl/kGFsF1 Website accessed on 30.3.2015
Labour market	The labour market is the arena in which jobs and workers are matched, or where	ILO (2007): "Gender, Employment and the

	<p>labour is exchanged for wages or payment in kind, whereas the labour force comprises the supply of workers to that market. Strictly speaking, the labour market is the context in which the labour force is constituted</p> <p>– the sea in which the labour force swims, so to speak. But the labour force is necessarily shaped by trends in the labour market (such as globalization and the informalization of labour).</p> <p>The labour market and its institutions are not neutral, but reflect power relations in the economy and society at large. Changes in the labour market are therefore gendered and produce changes in the gender structure of the labour force, for instance in occupational segregation, women and men's relative participation in employment, and so on.</p>	<p>Informal Economy".</p> <p>Available from: http://goo.gl/sqItjp.</p> <p>Website accessed on 30.3.2015</p>
Long-term benefit	Types of benefit that are aimed at replacing earned income in the case of the more or less permanent loss of earnings resulting from old age, disability or the death of the breadwinner (survivor benefits).	<p>ILO (2007): "Gender, Employment and the Informal Economy".</p> <p>Available from: http://goo.gl/sqItjp.</p> <p>Website accessed on 30.3.2015</p>
Mandatory private insurance programme	Mandatory private insurance programmes are programmes based on insurance principles but privately managed. These programmes are usually considered as part of the social security system, if mandatory.	<p>ILO (2007): "Gender, Employment and the Informal Economy".</p> <p>Available from: http://goo.gl/sqItjp.</p> <p>Website accessed on 30.3.2015</p>
Maternity benefit	Most countries provide maternity benefits in the form of social insurance.	<p>See also: Maternity protection.</p> <p>ILO (2007): "Gender, Employment and the Informal Economy".</p> <p>Available from: http://goo.gl/sqItjp.</p> <p>Website accessed on 30.3.2015</p>
Maternity protection	<p>Maternity protection for employed women includes: (a) protection of the health of mother and child during pregnancy, childbirth and breastfeeding;</p> <p>(b) maternity leave: the mother's right to a period of rest in relation to childbirth;</p> <p>(c) cash and medical benefits: the right to cash benefits during absence for maternity;</p> <p>(d) employment protection and non-discrimination: guaranteeing the woman employment security and the right to return to the same position or an equivalent position paid at the same rate at the end of her maternity leave;</p> <p>(e) the mother's right to one or more daily breaks or a daily reduction of hours of work to breastfeed her child.</p>	<p>ILO - Maternity Protection Convention, 2000 (No. 183).</p> <p>Available from: http://goo.gl/W2B7a7</p> <p>Website accessed on 30.3.2015</p>
Medical care	<p>The contingencies covered by the Medical Care and Sickness Benefits Convention, 1969 (No. 130) include: (a) need for medical care of a curative nature and, under prescribed conditions, need for medical care of a preventive nature;</p> <p>(b) incapacity for work resulting from sickness and involving suspension of earnings, as defined by national legislation.</p>	<p>ILO - Medical Care and Sickness Benefits Convention, 1969 (No. 130).</p> <p>Available from: http://goo.gl/d2EbZj</p> <p>Website accessed on 30.3.2015</p>
Member of a producers'	A member of a producers' cooperative is a person who holds a self-employment job in an establishment organized as a cooperative, in which each member takes part on an	ILO (2007): "Gender, Employment and the Informal Economy".

cooperative	equal footing with other members in determining the organization of production, sales and/or other work, investments and the distribution of proceeds among the members. Note that employees of producers' cooperatives are not to be classified as in this group but should be classified as employees. Members of informal cooperatives should be classified as employers or own-account workers, depending on whether or not they employ any employees on a continuous basis.	Available from: http://goo.gl/sqItjp . Website accessed on 30.3.2015
Men and masculinity	This term refers to the need to better understand the male side of gender relations. It involves understanding the masculine values and norms that society places on men's behaviour, identifying and addressing issues confronting men and boys in the world of work, and promoting the positive roles that men and boys can play in attaining gender equality.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqItjp . Website accessed on 30.3.2015
Migrant worker	A migrant worker is a person who is to be engaged, is engaged, or has been engaged in a remunerated activity in a State of which he or she is not a national.	United Nations General Assembly (1990).
Minimum wage	The primary goal of the adoption of a minimum wage policy is to set a floor for a national wage structure so as to protect low-waged earners. It is designed to improve the earnings of those disproportionately represented at the bottom end of the occupational hierarchy, namely women, migrants, and other groups susceptible to discrimination.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqItjp . Website accessed on 30.3.2015
Night work	Night work means all work which is performed during a period of not less than seven consecutive hours, including the interval from midnight to 5 a.m., to be determined by the competent authority after consulting the most representative organizations of employers and workers or by collective agreements.	Night Work Convention, 1990 (No. 171). Available from: http://goo.gl/uks0rQ Website accessed on 30.3.2015
Night worker	A night worker is an employed person whose work requires the performance of a substantial number of hours of night work which exceeds a specified limit. This limit shall be fixed by the competent authority after consulting the most representative organizations of employers and workers or by collective agreements.	Night Work Convention, 1990 (No. 171). Available from: http://goo.gl/uks0rQ Website accessed on 30.3.2015
Non-contributory benefit	Entitlement to a benefit is not based on the previous payment of contributions but on other criteria. Non-contributory benefits are usually financed out of general taxation.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqItjp . Website accessed on 30.3.2015
Non-Observed Economy (NOE)	Eurostat, OECD and other Organizations use the notion of Non-Observed Economy as the set of economic activities that, for different reasons, are not measured by the statistics. The extent, impact and structure of the non-observed part of the economy vary considerably from country to country, depending on many aspects: <ul style="list-style-type: none"> •structure and development of economy; •legislation; •organisation of the national statistical system; •political interest, etc. The United Nation System of National Accounts-UNSNA (or SNA) identify four different parts composing the NOE:	http://ec.europa.eu/eurostat/statistics-explained/index.php/Building_the_System_of_National_Accounts_-_non-observed_sector Website accessed: 13.04.15

	<ul style="list-style-type: none"> •Underground activities; •Illegal activities; •Production of households for own final use, defined as those productive activities that result in goods or services consumed or capitalised by the households that produced them, such as: <ul style="list-style-type: none"> ◦production of crops and livestock; ◦production of other goods for their own end use; ◦construction of own houses and other own-account fixed capital formation; ◦imputed rents of owner-occupiers, and services of paid domestic servants. •Non-observed informal activities 	
Non-Observed informal activities	<p>Being part of the informal sector also covering observed activities undertaken informally; in general, informal activities are those productive activities conducted by unincorporated enterprises in the household sector that are unregistered and/or are less than a specified size in terms of employment, and that have some market production.</p> <p>These categories of non-observed activities were established to reflect a convergence of opinion amongst statisticians and national accounts experts. They attempt to cover all 'problem areas' encountered in achieving the most exhaustive estimates of national accounts.</p>	<p>http://ec.europa.eu/eurostat/statistics-explained/index.php/Building_the_System_of_National_Accounts_-_non-observed_sector. Website accessed: 13.04.15</p>
Non-traditional occupation	<p>Although women's presence in occupations that are not "traditionally" regarded as suitable for them, particularly in the scientific and technical fields, is growing, it is still far from equal to that of men. Worldwide, women's employment is concentrated in a relatively small number of branches of economic activity. This restricted presence contributes to creating stereotypes of women and excludes them from professions that are better remunerated. On the other hand, boys and men also tend to be corralled into occupations traditionally thought of as masculine – such as construction, engineering, finance, the military, and so on. They should also have equal access to the traditionally feminized professions, such as teaching, nursing and care work. Horizontal occupational segregation by sex has its roots, at least in part, in gender inequalities in education and vocational training systems.</p>	<p>ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqItjp. Website accessed on 30.3.2015</p>
Occupation	<p>Occupation refers to the type of work done during the time-reference period by the person employed (or the type of work done previously, if the person is unemployed), irrespective of the industry or the status in employment in which the person should be classified. For purposes of international comparisons, it is recommended that countries prepare tabulations involving occupations in accordance with the latest revision available of the International Standard Classification of Occupations (ISCO).</p>	<p>United Nations Statistics Division (2008b). Available from: http://unstats.un.org/unsd Website accessed on 30.3.2015</p>
Occupational accident	<p>An occupational accident is an unexpected and unplanned occurrence, including acts of violence, arising out of or in connection with work, which results in one or more workers incurring a personal injury, disease or death. The following are to be considered as occupational accidents: travel, transport or road traffic accidents, in which workers are injured and which arise out of or in the course of work, that is, while engaged in an economic activity, or at work, or carrying on the business of the</p>	<p>ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqItjp. Website accessed on 30.3.2015</p>

	employer.	
Occupational injury and occupational disease	An occupational injury is any personal injury, disease or death resulting from an occupational accident. An occupational injury is therefore distinct from an occupational disease, which is a disease contracted as a result of an exposure over a period of time to risk factors arising from work activity.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqItjp . Website accessed on 30.3.2015
Occupational sex segregation	Occupational sex segregation refers to a situation in which women and men are concentrated in different types of jobs and at different levels of activity and employment, with women being confined to a narrower range of occupations (horizontal segregation) than men, and to the lower grades of work (vertical segregation).	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqItjp . Website accessed on 30.3.2015
Old-age programme	Old-age programmes are designed to provide resources to former workers who stop their activities or to any person reaching retirement age. Old-age benefits represent usually the largest share of social security expenditures. It is probably also the area with the most varied provisions.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqItjp . Website accessed on 30.3.2015
Outworker	Outworkers are persons who agree to work for a particular enterprise, or to supply a certain quantity of goods or services to a particular enterprise, by prior arrangement or contract with that enterprise, but whose place of work is not within any of the establishments which make up that enterprise. Outworkers may either constitute production units on their own (self-employed outworkers) or form part of the enterprise which employs them (employee outworkers). Self-employed and employee outworkers should be distinguished from each other by using the criteria recommended in the SNA. Outworkers should be included in the informal sector, or in the population employed in the informal sector, if the production units which they constitute as self-employed persons or for which they work as employees, are informal.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqItjp . Website accessed on 30.3.2015
Own-account production of goods	Own-account production of goods includes, for example, production of agricultural products and their subsequent storage; production of other primary products such as mining of salt, cutting of peat, supply of water; processing of agricultural products (the preparation of meals for own consumption is excluded); and other kinds of processing, such as weaving of cloth, dressmaking and tailoring; production of footwear, pottery, utensils or durables; making of furniture or furnishings; and major renovations, extensions to dwellings, replastering of walls or re-roofing by owners of owner-occupied dwellings.	United Nations Statistics Division (2008b). Available from: http://unstats.un.org/unsd Website accessed on 30.3.2015
Own-account worker	An own-account worker is a person who, working on his own account or with one or a few partners, holds a self-employment job, and has not engaged on a continuous basis any employees. Note, however, that during the reference period an own-account worker may have engaged one or more employees on a short-term and non-continuous basis without being thereby classifiable as an employer.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqItjp . Website accessed on 30.3.2015
Owner-manager	Owner-managers of incorporated enterprises are workers who hold a job in an	ILO (2007): "Gender, Employment and the

of an incorporated enterprise	incorporated enterprise, in which they (a) alone, or together with other members of their families or one or a few partners, hold controlling ownership of the enterprise, and (b) have the authority to act on its behalf as regards contracts with other organizations and the hiring and dismissal of employees, subject only to national legislation regulating such matters and the rules established by the board of the enterprise.	Informal Economy". Available from: http://goo.gl/sqjtjp . Website accessed on 30.3.2015
Paid employment job	Paid employment jobs are those jobs where the incumbents hold explicit (written or oral) or implicit employment contracts, which give them a basic remuneration and which is not directly dependent upon the revenue of the unit for which they work (this unit can be a corporation, a non-profit institution, a government unit or a household).	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqjtjp . Website accessed on 30.3.2015
Part-time worker	A part-time worker is an employed person whose normal hours of work are less than those of comparable full-time workers, which may be calculated weekly or on average over a given period of employment. The term 'comparable full-time worker' refers to a full-time worker who: (a) has the same type of employment relationship; (b) is engaged in the same or a similar type of work or occupation; and (c) is employed in the same establishment or, when there is no comparable full-time worker in that establishment, in the same enterprise, or, when there is no comparable full-time worker in that enterprise, in the same branch of activity, as the part-time worker concerned; Full-time workers affected by partial unemployment, that is by a collective and temporary reduction in their normal hours of work for economic, technical or structural reasons, are not considered to be part-time workers.	ILO - Part-Time Work Convention, 1994 (No. 175). Available from: http://goo.gl/DRuHJk Website accessed on 30.3.2015
Pay equity	See: Equal remuneration	
Pension	A pension is a periodic benefit that is payable to retired persons after the prescribed age, which should not be more than 65 years. In many cases, this term is used to refer to periodic long-term benefits. All workers, irrespective of sex or other personal attributes, should be protected by a pension system financed by the contributions of active workers and employers. The benefit is secured after the person has completed a prescribed period of contributions (normally 30 years of contributions or employment). A reduced benefit may be secured after at least 15 years of contributions or employment. A reduced benefit can also be paid under certain conditions to a person who has not fulfilled the contribution period or the employment conditions required. This benefit may be suspended or reduced if the person undertakes any gainful activity. In countries where there is the opportunity for women to take earlier retirement, it should be possible for them to choose to remain in work up to the same age as is set for men.	Commission of the European Communities et al. (1993). System of National Accounts 1993 (Brussels/Luxembourg, New York, Paris, Washington, D.C.). ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqjtjp . Website accessed on 30.3.2015
Person not classifiable	Persons not classifiable by status include those economically active persons for whom	United Nations Statistics Division (2008b)

by status	insufficient information is available, and/or who cannot be included in any of the other status-in-employment categories.	Available from: http://unstats.un.org/unsd Website accessed on 30.3.2015
Population employed in informal sector	The population employed in the informal sector comprises all persons who, during a given reference period, were employed in at least one informal sector unit, irrespective of their status in employment and whether it is their main or a secondary job.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqjtjp . Website accessed on 30.3.2015
Private unincorporated enterprises	Private unincorporated enterprises are enterprises owned by individuals or households that are not constituted as separate legal entities independently of their owners, and for which no complete accounts are available that would permit a financial separation of the production activities of the enterprise from the other activities of its owner(s).	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqjtjp . Website accessed on 30.3.2015
Production unit	Production units are classified into three groups: formal sector enterprises, informal sector enterprises, and households.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqjtjp . Website accessed on 30.3.2015
Provident fund programme	Provident fund programmes are compulsory savings programmes usually developed as an old age programme. A lump sum is usually provided based on contributions and interests from there. In some cases, there is a possibility of conversion of the lump sum into an annuity.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqjtjp . Website accessed on 30.3.2015
Regular employee	Regular employees are those employees with stable contracts for whom the employing organization is responsible for payment of relevant taxes and social security contributions and/or where the contractual relationship is subject to national labour legislation.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqjtjp . Website accessed on 30.3.2015
Remuneration	Remuneration includes the ordinary, basic or minimum wage or salary and any additional emoluments whatsoever payable directly or indirectly, whether in cash or in kind, by the employer to the worker and arising out of the worker's employment. 'Equal remuneration for women and men workers for work of equal value' refers to rates of remuneration established without discrimination based on sex.	Equal Remuneration Convention, 1951 (No. 100). Available from: http://goo.gl/1w58cX Website accessed on 30.3.2015
Scheme (social security scheme)	A scheme is a distinct body of rules, supported by one or more institutional units governing the provision of social protection benefits and their financing. Schemes are not themselves institutional units, one institution may administer more than one scheme.	EUROSTAT. 1996. ESSPROS Manual 1996 (Luxembourg). Available from : http://goo.gl/P1lp9Z Website accessed on 30.3.2015
Self-employment job	A self-employment job is a job where the remuneration is directly dependent upon the profits (or the potential for profits) derived from the goods and services produced (where own consumption is considered to be part of the profits). The incumbents make the operational decisions affecting the enterprise, or delegate such decisions while retaining responsibility for the welfare of the enterprise. In this context, enterprise includes one-person operations.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqjtjp . Website accessed on 30.3.2015
Sex discrimination	Sex discrimination entails the differential treatment of women and men, such as in employment, education and access to resources and benefits, on the basis of their sex.	ILO (2007): "Gender, Employment and the Informal Economy".

	Sex discrimination may be direct or indirect. Direct sex discrimination exists when unequal treatment between women and men stems directly from laws, rules or practices making an explicit difference between women and men (e.g. laws which do not allow women to sign contracts). Indirect discrimination is when rules and practices that appear gender neutral in practice lead to disadvantages primarily suffered by persons of one sex. Requirements which are irrelevant for a job and which typically only men can meet, such as certain height and weight levels, constitute indirect discrimination. The intention to discriminate is not required.	Available from: http://goo.gl/sqltjp . Website accessed on 30.3.2015
Sex-disaggregated data	Collection and use of quantitative and qualitative data by sex (that is, not gender) is critical as a basis for gender-responsive research, analysis, strategic planning, implementation, monitoring and evaluation of programmes and projects. The use of these data reveals and clarifies gender-related issues in areas such as access to and control over resources, division of labour, violence, mobility and decision-making.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqltjp . Website accessed on 30.3.2015
Short-term benefit	Short-term benefits are aimed at replacing earned income in case of a temporary loss of earnings resulting from sickness, maternity or unemployment.	See also: Long-term benefits. ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqltjp . Website accessed on 30.3.2015
Sickness programme	Sickness programmes provide short-term cash benefits in case of illness, which result in incapacity to work (usually up to one year, afterwards the case is considered under disability programmes). Cash benefits are paid out to compensate for the loss of earnings (part or all).	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqltjp . Website accessed on 30.3.2015
Social assistance benefit	Social assistance benefits are intended to meet the same kinds of needs as social insurance benefits but are provided outside of an organized social insurance scheme and are not conditional on previous payments of contributions.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqltjp . Website accessed on 30.3.2015
Social assistance programme	Social assistance benefits are provided by programmes usually designed for the poorest to cover their basic needs. Usually, a means-test is used to determine whether individuals or households qualify for the benefits. These programmes are commonly tax financed.	See also: Social assistance benefit. ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqltjp . Website accessed on 30.3.2015
Social benefit	Social benefits are current transfers received by households intended to provide for the needs that arise from certain events or circumstances, for example, sickness, unemployment, retirement, housing, education or family circumstances. There are two kinds of social benefits: social insurance benefits and social assistance benefits.	Commission of the European Communities et al. (1993). ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqltjp . Website accessed on 30.3.2015
Social contribution	Social contributions are actual or imputed payments to social insurance schemes to make provision for social insurance benefits to be paid. They may be made by employers on behalf of their employees or by employees, self-employed or non-employed persons on their own behalf.	Commission of the European Communities et al. (1993). ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqltjp . Website accessed on 30.3.2015

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Social dialogue	Social dialogue includes all types of negotiation, consultation or simply exchange of information between, or among, representatives of governments, employers and workers, on issues of common interest relating to economic and social policy.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqltjp . Website accessed on 30.3.2015
Social fund	A social fund is an organization which channels resources into mostly small-scale projects for eligible poor and vulnerable groups. It covers various programmes designed to play both a distributive role to reduce the impact of poverty, and a risk reduction role, to protect individuals, households and communities against unexpected and uninsured income and consumption risks. Since the first social fund was set up in Bolivia in 1987, they have become a popular and high-profile instrument of social policy. They are introduced into a variety of situations and in countries with diverse socio economic backgrounds. Originally designed and implemented as a short-term emergency response to alleviate the negative social consequences of economic reform and structural adjustment policies, particularly in Latin America and Africa, over time their focus has shifted towards achieving the longer-term objectives of poverty reduction and the delivery of social services on a permanent basis.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqltjp . Website accessed on 30.3.2015
Social insurance benefit	To qualify as social insurance benefits, the transfers must be provided under organized social insurance schemes. Social insurance benefits may be provided under general social security schemes, under private funded social insurance schemes or by unfunded schemes managed by employers for the benefit of their existing or former employees without involving third parties in the form of insurance enterprises or pension funds. Payments by insurance enterprises under policies arranged individually and on the individual's own initiative and not under an organized social insurance scheme are excluded even when the same risks and conditions are concerned.	See also: Social insurance scheme. Commission of the European Communities et al. (1993). ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqltjp . Website accessed on 30.3.2015
Social insurance scheme	Social insurance schemes are schemes in which social contributions are paid by employees or others, or by employers on behalf of their employees, in order to secure entitlement to social insurance benefits, in the current or subsequent periods, for the employees or other contributors, their dependants or survivors. They may be organized privately or by government units. Social insurance benefits may be provided in cash or in kind. They become payable when certain events occur, or certain circumstances exist that may adversely affect the welfare of the households concerned either by imposing additional demands on their resources or reducing their incomes. The contingencies covered are liable to vary from scheme to scheme. However, the identification of certain receivables as social insurance benefits depends not just on the contingencies covered but also the way in which coverage is provided.	Commission of the European Communities et al. (1993). ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqltjp . Website accessed on 30.3.2015
Social protection	Social protection includes public social security schemes as well as private or non-statutory schemes with a similar objective, such as mutual benefit societies and occupational pension schemes. Social protection includes all sorts of non-statutory schemes, formal and informal, provided	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqltjp . Website accessed on 30.3.2015

	that, if the scheme is contributory, contributions are not wholly determined by market forces. These schemes may feature for example group solidarity, or an employer subsidy, or perhaps a government subsidy.	
Social inclusion	<p>The World Bank defines social inclusion as the process of improving the terms for individuals and groups to take part in society.</p> <p>Poverty alone is not a comprehensive marker of deprivation. Race, ethnicity, gender, religion, place of residence, disability status, age, HIV/AIDS status, sexual orientation or other stigmatized markers, confer disadvantage that excludes people from a range of processes and opportunities.</p> <p>Social inclusion aims to empower poor and marginalized people to take advantage of burgeoning global opportunities. It ensures that people have a voice in decisions which affect their lives and that they enjoy equal access to markets, services and political, social and physical spaces. Social inclusion is also strategic for development of those groups of people dependent on informal economy activities.</p>	<p>http://www.worldbank.org/en/topic/socialdevelopment/brief/social-inclusion</p> <p>http://www.worldbank.org/projects/P130444/philippines-social-inclusion-alternative-livelihood-informal-waste-sector?lang=en</p> <p>Website accessed: 13.04.15</p>
Social security	Social security is a basic human right. It covers health care and family benefits and provides income security in the event of such contingencies as sickness, unemployment, old age, invalidity, employment injury, maternity or loss of a breadwinner. Social security schemes include are social assistance schemes, universal schemes, social insurance, and public or private provisions.	<p>See also: Social Security (Minimum Standards) Convention, 1952 (No. 102).</p> <p>ILO (2007): "Gender, Employment and the Informal Economy".</p> <p>Available from: http://goo.gl/sqltjp.</p> <p>Website accessed on 30.3.2015</p>
Status in employment	The status in employment refers to the type of explicit or implicit contract of employment that the incumbent of a job has with other persons or organizations. The basic criteria for classification are the type of economic risk, including the strength of attachment between the incumbent and the job, and the type of authority that the job incumbents have over enterprises and other workers. The 1993 ICSE distinguishes six groups: employees; employers; own-account workers; members of producers' cooperatives; contributing family workers; and workers not classifiable by status.	<p>United Nations Statistics Division (2008b).</p> <p>Available from: http://unstats.un.org/unsd</p> <p>Website accessed on 30.3.2015</p>
Structural change	Structural change is long-term and substantial change taking the form of shifts in demand, of the emergence of new sources of supply, national or foreign (including supplies of goods from countries with lower costs of production) or of new techniques of production, or of changes in the size of the labour force.	<p>ILO - Recommendation concerning Employment Policy, 1964 (No. 122).</p> <p>Available from: http://goo.gl/JPxRJ8</p> <p>Website accessed on 30.3.2015</p>
Survivors' programme	Survivors' programmes are usually part of old age and employment injury pension programmes. Survivors' benefits are paid to eligible family members upon death of the insured person.	<p>ILO (2007): "Gender, Employment and the Informal Economy".</p> <p>Available from: http://goo.gl/sqltjp.</p> <p>Website accessed on 30.3.2015</p>
Time-use survey	Time-use surveys present advantages for capturing detailed information on time spent on all types of productive activities performed in employment and/or in unpaid non-market services, within a short reference period. When all activities are recorded they can provide a solid basis for obtaining information on hours actually worked, as well as on some aspects of working time arrangements, and are best suited to provide good	<p>ILO (2007): "Gender, Employment and the Informal Economy".</p> <p>Available from: http://goo.gl/sqltjp.</p> <p>Website accessed on 30.3.2015</p>

	<p>quality measures of absence from work hours. For individuals and the economy as a whole, time-use collection methods give fewer measurement errors for hours actually worked. This is particularly important for some self-employment jobs (often done by women) that risk being omitted from the conventional employment count due to their working hours being considered atypical, irregular, less regulated or interchangeable with activities performed close to home.</p> <p>The use of time-use surveys as the single source for working time statistics may be constrained by their generally non-annual or irregular frequency, small sample size and high response burden and cost of data compilation. They can be important for comparing and assessing the data quality of hours actually worked, improving questionnaires, as well as for adjusting data for certain population groups from other household surveys.</p>	
Transfer	<p>A transfer is defined as a transaction in which one institutional unit provides a good, service or asset to another unit without receiving from the latter any good, service or asset in return as counterpart. A cash transfer consists of the payment of currency or transferable deposit by one unit to another without any counterpart. A transfer in kind consists either of the transfer of ownership of a good or asset, other than cash, or the provision of a service, again without any counterpart.</p>	<p>Commission of the European Communities et al. 1993. System of National Accounts 1993 (Brussels/Luxembourg, New York, Paris, Washington, D.C.). Available from: http://ccss.jhu.edu/wp-content/uploads/downloads/2011/08/UNHB_English.pdf - Access: 30.03.2015</p>
Tripartism	<p>Tripartism is the process of cooperation between governments, employers' organizations and workers' organizations – the constituents of the ILO – in decision-making in the sphere of competence of the ILO. The tripartite constituents are the primary agents for promoting equality at work.</p>	<p>ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqjtjp. Website accessed on 30.3.2015</p>
Underground Activities	<p>Those activities that are productive and legal but are deliberately concealed from public authorities to avoid:</p> <ul style="list-style-type: none"> ◦ payment of income, value added or other taxes; ◦ payment of social security contributions; ◦ having to meet certain legal standards such as minimum wages, maximum hours, safety or health standards, etc.; ◦ complying with certain administrative procedures, such as completing statistical questionnaires or other administrative forms. 	<p>http://ec.europa.eu/eurostat/statistics-explained/index.php/Building_the_System_of_National_Accounts_-_non-observed_sector Website accessed: 13.04.15</p>
Underemployment	<p>Underemployment reflects underutilization of the productive capacity of the employed population, including those which arise from a deficient national or local economic system. It relates to an alternative employment situation in which persons are willing and available to engage. Persons in time-related underemployment comprise all persons in employment, who satisfy the following three criteria during the reference period used to define employment: (a) willing to work additional hours, in other words, wanted another job (or jobs) in addition to their current job (or jobs) to increase their total hours of work; to replace any of their current jobs with another job (or jobs) with increased hours of work; to increase the hours of work in</p>	<p>ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqjtjp. Website accessed on 30.3.2015</p>

	<p>any of their current jobs; or a combination of the above;</p> <p>(b) available to work additional hours, in other words, are ready, within a specified subsequent period, to work additional hours, given opportunities for additional work;</p> <p>(c) worked less than a threshold relating to working time, in other words, persons whose hours actually worked in all jobs during the reference period were below a threshold.</p> <p>Among time-related underemployed persons, the following two groups can be identified:</p> <p>(a) persons who usually work part-time schedules and want to work additional hours;</p> <p>(b) persons who during the reference period worked less than their normal hours of work.</p>	
Unemployed population	<p>The unemployed population comprises all persons above a specified age who during the reference period were:</p> <p>(a) without work, in other words, were not in paid employment or self-employment;</p> <p>(b) currently available for work, in other words, were available for paid employment or self-employment during the reference period; and</p> <p>(c) seeking work, in other words, had taken specific steps in a specified recent period to seek paid employment or self-employment. The specific steps may include registration at a public or private employment exchange; application to employers; checking at worksites, farms, factory gates, market or other assembly places; placing or answering newspaper advertisements; seeking assistance of friends or relatives; looking for land, building, machinery or equipment to establish own enterprise; arranging for financial resources; applying for permits and licenses.</p> <p>In situations where the conventional means of seeking work are of limited relevance, where the labour market is largely unorganized or of limited scope, where labour absorption is, at the time, inadequate or where the labour force is largely self-employed, the standard definition of unemployment given above may be applied by relaxing the criterion of seeking work.</p>	<p>ILO (2007): "Gender, Employment and the Informal Economy".</p> <p>Available from: http://goo.gl/sqltjp.</p> <p>Website accessed on 30.3.2015</p>
Unemployment benefit	<p>Unemployment benefits are usually paid only to the involuntarily unemployed, who are capable and available for work. Unemployment programmes are usually provided to compensate after a lay off. However, some unemployment programmes may not be related to a previous activity, such as unemployment assistance programmes.</p>	<p>ILO (2007): "Gender, Employment and the Informal Economy".</p> <p>Available from: http://goo.gl/sqltjp.</p> <p>Website accessed on 30.3.2015</p>
Universal programme	<p>Universal programmes are tax-financed programmes providing flat-rate cash benefits, usually based on a condition of residence and without means-test.</p>	<p>ILO (2007): "Gender, Employment and the Informal Economy".</p> <p>Available from: http://goo.gl/sqltjp.</p> <p>Website accessed on 30.3.2015</p>
Unorganized worker	<p>Unorganized workers are workers who are not members of a trade union.</p>	<p>ILO (2007): "Gender, Employment and the Informal Economy".</p> <p>Available from: http://goo.gl/sqltjp.</p> <p>Website accessed on 30.3.2015</p>

		Also used: Non-unionized worker.
Unpaid care work	<p>Unpaid care work refers to the provision of services within households for other household and community members. It avoids the ambiguities of other terms, including 'domestic labour', which can refer both to unpaid care work and to the work of paid domestic workers; 'unpaid labour', which can also refer to unpaid care work as well as unpaid work in the family business; 'reproductive work', which can refer to unpaid care work as well as giving birth and breastfeeding; and 'home work', which can also refer to paid work done in the home on subcontract from an employer.</p> <p>Each word in the term 'unpaid care work' is important:</p> <p>(a) unpaid: meaning that the person doing the activity does not receive a wage for it;</p> <p>(b) care: meaning that the activity serves people and their well-being;</p> <p>(c) work: meaning that the activity has a cost in terms of time and energy and arises out of a social or contractual obligation, such as marriage or less formal social relationships.</p>	<p>Chen et al. (2005). Progress of the World's Women 2005: Women, Work, and Poverty (United Nations, New York) http://www.un-ngls.org/orf/women-2005.pdf Accessed: 30.3.2015</p>
Unprotected employment	Unprotected employment is employment without a written work contract or without the legally established social security coverage.	<p>ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqjtjp. Website accessed on 30.3.2015</p>
Usually active population	The usually active population comprises all persons above a specified age, whose main activity status as determined in terms of number of weeks or days during a long specified period (such as the preceding 12 months or the preceding calendar year), was either employed or unemployed.	<p>ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqjtjp. Website accessed on 30.3.2015</p>
Vocational training	Vocational training comprises activities intended to provide the skills, knowledge, competencies, and attitudes required for employment in a particular occupation, or a group of related occupations, in any field of economic activity. By equipping groups that are discriminated against with the skills needed to improve their employability, productivity, and income, vocational training can play an important role in promoting equality of opportunities for all workers to obtain decent work.	<p>ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqjtjp. Website accessed on 30.3.2015</p>
Vulnerable worker	Vulnerable workers comprise own-account workers and contributing family workers.	<p>ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqjtjp. Website accessed on 30.3.2015</p>
Woman-headed household	Women-headed households are households where either no adult men are present, owing to divorce, separation, migration, non-marriage, or widowhood; or where the men, although present, do not contribute to the household income, because of illness or disability, old age, alcoholism or similar incapacity (but not because of unemployment). Household headship has 'real' (de facto) and 'perceived' (de jure) dimensions. The de facto head is the main decision-maker responsible for financial support and welfare of the household. The de jure head, traditionally associated with the man 'breadwinner', is a person who usually lives with the household and is recognized as head of household	<p>ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqjtjp. Website accessed on 30.3.2015</p>

	by its other members. Often implicit in woman's headship is the perceived problematic of the de facto status running counter to the established de jure norm, that is, man's headship.	
Women's empowerment	<p>Women's empowerment is the process by which women become aware of gender-based unequal power relationships and acquire a greater voice in which to speak out against the inequality found in the home, workplace, and community. It involves women taking control over their lives: setting their own agendas, gaining skills, solving problems, and developing self-reliance. Women's empowerment perspective, within the ILO context, is to promote the equal position of women in the world of work, and to further that aim at one or more levels by:</p> <ul style="list-style-type: none"> (a) Promoting capacity building of women to enable them to participate equally in all societal activities and decision-making at all levels; (b) Promoting equal access to and control over resources and the benefits of productive, reproductive, and community activities by affirmative action for women; (c) Working to achieve equality and safe and respectful working conditions; (d) Promoting and strengthening the capacity of women's/ development organizations to act in favor of women's empowerment and gender equality; (e) Promoting changes in the socio-economic conditions in society that often subordinate women to men such as laws, educational systems, political participation, violence against women and women's human rights; (f) Making men aware of the significance of gender equality. 	<p>ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqjtjp. Website accessed on 30.3.2015</p>
Work	Work means engagement in economic activities.	<p>ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqjtjp. Website accessed on 30.3.2015</p>
Work-family balance	<p>Motherhood and the gender division of labour that places primary responsibility for maintaining the home and family on women are important determinants of gender inequality as well as inequality among women in the world of work. Conflict between family responsibilities and the demands of work contributes significantly to women's disadvantage in the labour market and the sluggish progress towards equal opportunity and treatment for women and men in employment. While women are forced, or choose, to accept poorly-paid, insecure, part-time, home-based, or informal work to combine their family responsibilities with their paid employment, difficulties in reconciling the demands of work and family contribute to men's disadvantage in the family and limit their ability to be involved in family matters. Workplace schedules that do not take into account workers' family responsibilities can constitute indirect discrimination in that they force such workers to "under-perform" in terms of participation in workplace activities and thus potentially damage their career development prospects. In particular, women's career advancement may suffer when they take a "career break" longer than the statutory maternity leave for the purposes</p>	<p>ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqjtjp. Website accessed on 30.3.2015</p>

	of family care or take up parental leave provisions immediately after maternity leave.	
Work injury programme	A work injury programme provides compensation for work-connected injuries and occupational illnesses. Work injury is probably the most widely covered social security risk in the world. Benefits can be in the form of short-term benefits or long-term benefits (disability or survivor pensions).	Also used: Employment injury programme. ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqjtjp . Website accessed on 30.3.2015
Work-life balance	Work-life balance necessitates adjusting working patterns in ways which allow people to combine work with their other responsibilities or aspirations.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqjtjp . Website accessed on 30.3.2015
Worker	The term workers, covers all employed persons, including public employees.	Occupational Safety and Health Convention, 1981 (No. 155).
Worker in precarious employment	Workers in precarious employment can be either: (a) workers whose contract of employment leads to the classification of the incumbent as belonging to the groups of casual workers, short-term workers or seasonal workers; or (b) workers whose contract of employment will allow the employing enterprise or person to terminate the contract at short notice and/or at will, the specific circumstances to be determined by national legislation and custom.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqjtjp . Website accessed on 30.3.2015
Worker in seasonal employment	Workers in seasonal employment are workers who hold explicit or implicit contracts of employment, where the timing and duration of the contract is significantly influenced by seasonal factors, such as the climatic cycle, public holidays and/or agricultural harvests. These workers may be classified as employees or own-account workers according to the specific characteristics of the employment contract.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqjtjp . Website accessed on 30.3.2015
Worker in short-term employment	Workers in short-term employment are workers who hold explicit or implicit contracts of employment, which are expected to last longer than the period used to define casual workers, but shorter than the one used to define regular employees. These workers may be classified as employees or own-account workers according to the specific characteristics of the employment contract.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqjtjp . Website accessed on 30.3.2015
Worker not classifiable by status	Workers not classifiable by status include those for whom insufficient relevant information is available, and/or who cannot be included in any of the other categories.	ILO (2007): "Gender, Employment and the Informal Economy". Available from: http://goo.gl/sqjtjp . Website accessed on 30.3.2015
Worker with family responsibilities	Workers with family responsibilities are women and men workers with responsibilities in relation to their dependent children, or other members of their immediate family, who clearly need their care or support, where such responsibilities restrict their possibilities of preparing for, entering, participating in or advancing in an economic activity (or economic activities).	ILO - Workers with Family Responsibilities Convention, 1981 (No. 156). Available from: http://goo.gl/4zDXs1 . Website accessed on 30.3.2015

Workplace	The term workplace covers all places where workers need to be or to go by reason of their work and which are under the direct or indirect control of the employer.	ILO - Occupational Safety and Health Convention, 1981 (No. 155). Available from: http://goo.gl/7W2tZ1 Website accessed on 30.3.2015
Youth employment	The United Nations General Assembly defined youth as those persons falling between the ages of 15 and 24 years inclusive. This definition was made for International Youth Year, held around the world in 1985. In the framework of reporting progress towards the achievement of the Millennium Development Goals, the ILO takes the lead in reporting on trends concerning the youth employment rate.	United Nations, International Youth Year 1985. Available from: http://www.un.org/documents/ga/res/40/a40r014.htm . Website accessed on 30.3.2015

LOGICAL FRAMEWORK AND THE THEORY OF CHANGE – GLOSSARY

TERM	DEFINITION	SOURCE
Accountability	Obligation of government, public services or funding agencies to demonstrate to citizens that contracted work has been conducted in compliance with agreed rules and standards or to report fairly and accurately on performance results vis-à-vis mandated roles and/or plans. This may require a careful, even legally defensible, demonstration that the work is consistent with the contract terms. Projects commonly focus on upward accountability to the funding agency, while downward accountability involves making accounts and plans transparent to the primary stakeholders. Ensuring accountability is one part of the function of monitoring and evaluation (learning and management are the other two).	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Activity	Actions taken or work performed in a project to produce specific outputs by using inputs, such as funds, technical assistance and other types of resources.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm - Accessed 24.03.2015
Annual work plan and budget (AWPB)	The annual commitment of the project towards the communities, the Government and IFAD, and of which implementation progress will be measured. It details the operational aspects of a project, based on the strategic plan and the situation on the ground. It is the basis for the detailed scheduling of activities and specific assignments in monthly management meetings. It is also the foundation for monitoring progress at the activity level and regarding resource use/allocation. Importantly, in the more demand-driven projects, the AWPB is also the formal (and legal) expression of the consolidated set of projects and initiatives of the primary stakeholders that will be supported over the coming year.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Appraisal	Assessment, in accordance with established decision criteria, of the feasibility and acceptability of a project or programme prior to a funding	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available

	commitment. Criteria commonly include relevance and sustainability. An appraisal may also relate to the examination of opinions as part of the process for selecting which project to fund.	from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Assumption	Conditions or resources that your group believes are needed for the success of your program, and that you believe already exist and will not be problematic. An assumption like a precondition is a condition that is necessary for your program's success. Unlike a precondition, it already is in place and does not need to be brought about. When your group states your assumptions, it is a good time to take into account the various conditions that your program's success will rely on. Assumptions are crucial because if they are incorrect it can completely alter how your program works.	Center for Theory of Change. Available from: http://www.theoryofchange.org/what-is-theory-of-change/how-does-theory-of-change-work/glossary . Accessed: 30/03/2015
Attribution	The causal link of one thing to another; e.g. the extent to which observed (or expected to be observed) changes can be linked to a specific intervention in view of the effects of other interventions or confounding factors.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Backwards Mapping	The process of beginning with your long-term goal and working "backwards" toward the earliest changes that need to occur. This is the opposite of how we usually think about planning, because it starts with asking "what preconditions must exist for the long-term outcome to be reached?" rather than starting with the question: "What can we do to bring the outcome about?" a questions that comes later.	Center for Theory of Change. Available from: http://www.theoryofchange.org/what-is-theory-of-change/how-does-theory-of-change-work/glossary . Accessed: 30/03/2015
Baseline information	Information – usually consisting of facts and figures collected at the initial stages of a project – that provides a basis for measuring progress in achieving project objectives and outputs.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Baseline survey/study	An analysis describing the situation in a project area – including data on individual primary stakeholders – prior to a development intervention. Progress (results and accomplishments) can be assessed and comparisons made against it. It also serves as an important reference for the completion evaluation.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Benchmark	Reference point or standard against which performance or achievements can be compared. A benchmark might refer to what has been achieved in the past, by other comparable organizations, or what could reasonably have been achieved under the circumstances.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015)
Beneficiaries	The individuals, groups or organizations who, in their own view and whether targeted or not, benefit directly or indirectly from the development intervention. In this Guide, they are referred to as the primary stakeholders of a project.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Best practice	Best examples of practices: which methods, tools, or approaches have been shown to be the "best" in a specific situation. As is the case of good	FAO (2013). Good practices at FAO: Experience capitalization for continuous learning. Rome: FAO Available from:

	practices, best practices should also imply ease of transfer to other situations with similar goals. As “best practice” may imply that no further improvements are possible, the term “good practice” may be more appropriate.	www.fao.org/knowledge/goodpractices/en/ Accessed 2.04.2015
Budget plan schedule	Plan assigning the quarterly cost to be incurred by the different activities as well as subdividing these costs on the basis of the source of finance.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Budget plan summary	Summary of the budget information according to output, project component, district and facilitation units, and national and overall project level.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Capacity	The ability of individuals and organisations to perform functions effectively, efficiently and in a sustainable manner.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Capacity -building	The processes through which capacity is created. This is an increasingly key crosscutting issue in poverty alleviation projects.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Causal relationship	A logical connection or cause-and-effect linkage existing in the achievement of related, interdependent results. Generally the term refers to plausible linkages, not statistically accurate relationships.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Causality analysis	The study of cause-and-effect relations that link an intervention to its impacts.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Change Framework	The illustration of your theory. This is a graphic representation of your outcomes and pathways, with interventions, assumptions and justifications keyed to the diagram.	Center for Theory of Change. Available from: http://www.theoryofchange.org/what-is-theory-of-change/how-does-theory-of-change-work/glossary . Accessed: 30/03/2015
Community participation	Generally considered to be the active participation of community members in local development activities. In practice, however, the term refers to a wide range of degrees of local involvement in external development interventions, from token and passive involvement to more empowerment-oriented forms of local decision-making.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015

Completion	The final phase in the project cycle, when a project completion report is produced. "Lessons learned" are identified and the various project completion activities take place. It can include an end-of-project evaluation.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Conceptual model	A diagram of a set of relationships between factors that are believed to impact or lead to a target condition. It is the foundation of project design, management and monitoring; and it is the first part of a complete project plan.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Control group	A specially selected subgroup of people who purposefully do not receive the same treatment, input or training, etc. as the target group. Thus, differences between the control group and the target group can be measured and evaluated.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Core Planning Group	The team of stakeholders who will be responsible for development of the theory. This group should know development of the theory. This group should know the process, plan and facilitate meetings, summarize and represent the information produced at the meetings so it can be brought back to the larger group, and ensure that all the components of the theory are completed and solid. This is too much work for one person, so we recommend that a team of 2-4 people who act as "guardians" of the process.	Center for Theory of Change. Available from: http://www.theoryofchange.org/what-is-theory-of-change/how-does-theory-of-change-work/glossary . Accessed: 30/03/2015
Cost-benefit analysis (CBA)	The comparison of investment and operating costs with the direct benefits or impact generated by the investment in a given intervention. It uses a variety of methods and means of expressing results.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Cost effectiveness	Comparison of the relative costs of achieving a given result or output by different means (employed where benefits are difficult to determine).	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Country program evaluation	Evaluation of one or more donors' or agencies' portfolio of development interventions in a partner country and the assistance strategy behind the interventions.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Critical assumption	An important factor, outside of aid itself, that influences the success of the activity, but over which the manager has no influence. Initial assumptions constitute perceived conditions for the success of a project.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Critical reflection	Questioning and analysing experiences, observations, theories, beliefs and/or assumptions	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015

Effectiveness	The extent to which the development intervention's objectives were achieved, or are expected to be achieved, taking into account their relative importance. Note: Also used as an aggregate measure of (or judgment about) the merit or worth of an activity, i.e. the extent to which an intervention has attained, or is expected to attain, its major relevant objectives efficiently in a sustainable fashion and with a positive institutional development impact.	OECD – “Glossary of key terms in evaluation and results based management” (2010). Available from: http://www.oecd.org/development/peer-reviews/2754804.pdf Accessed: 30.3.2015
Efficiency	A measure of how economically resources/inputs (funds, expertise, time, etc.) are converted to results.	OECD – “Glossary of key terms in evaluation and results based management” (2010). Available from: http://www.oecd.org/development/peer-reviews/2754804.pdf Accessed: 30.3.2015
Evaluability	The extent to which an activity or project can be evaluated in a reliable and credible fashion.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
External evaluation	Evaluation of a project carried out by IFAD's Office of Evaluation and Studies and implementing partners.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Facilitator	The person who runs the meetings. We strongly recommend at least two facilitators at each meeting, since a lot has to be taken down. The facilitator(s) is responsible for asking the right questions to make sure that all the pieces of the theory are articulated.	Center for Theory of Change. Available from: http://www.theoryofchange.org/what-is-theory-of-change/how-does-theory-of-change-work/glossary . Accessed: 30/03/2015
Formative evaluation	Evaluation conducted during implementation to improve performance. It is intended for managers and direct supporters of a project.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Goal	The higher-order programme or sector objective to which a development intervention, such as a project, is intended to contribute. Thus it is a statement of intent.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Good practice	A good practice is not only a practice that is good, but a practice that has been proven to work well and produce good results, and is therefore recommended as a model. It is a successful experience, which has been tested and validated, in the broad sense, which has been repeated and deserves to be shared so that a greater number of people can adopt it. A validated and successful experience which deserves to be disseminated for better adoption by a larger number of beneficiaries. A beneficial experience which can be replicated elsewhere. An experience, which has been tested,	FAO (2013). Good practices at FAO: Experience capitalization for continuous learning. Rome: FAO Available from: www.fao.org/knowledge/goodpractices/en/ Accessed 2.04.2015

	accepted and adopted by those who implemented it.	
Impacts	Positive and negative, primary and secondary long-term effects produced by a development intervention, directly or indirectly, intended or unintended.	OECD – “Glossary of key terms in evaluation and results based management” (2010). Available from: http://www.oecd.org/development/peer-reviews/2754804.pdf - Accessed: 30.3.2015
Impact assessment	The process of assessing the impact of a programme in an intervention area.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Implementing partners	Those organisations either sub-contracted by the Project Management Unit or those organisations officially identified in the loan agreement as responsible for implementing a defined aspect of the project. Also known as "co-implementing partners".	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Independent evaluation	See "External evaluation". An evaluation carried out by entities and persons free of control by those responsible for the design and implementation of the development intervention.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Indicator	Quantitative or qualitative factor or variable that provides a simple and reliable basis for assessing achievement, change or performance. A unit of information measured over time that can help show changes in a specific condition. A given goal or objective can have multiple indicators.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Indirect effects	The unplanned changes brought about as a result of the intervention.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Information management system	A system of inputting, collating and organising data that should provide selective data and reports to the management, to assist in monitoring and controlling the project organisation, resources, activities and results.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Input	The financial, human and material resources necessary to produce the intended outputs of a project.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Intervention logic	See "Objective hierarchy".	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm

		Accessed 24.03.2015
Indicator	Measurable evidence of meeting a goal. Indicators are visible signs, (e.g. reading scores, attendance) that demonstrate that the outcomes are achieved. Often, indicators can be counted (quantitative), but sometimes evidence will be something more descriptive (qualitative). Each indicator needs to have four components: population, target, threshold and timeline. These answer the questions: Who or what is to reach this goal? (population) How many of that group do we need to have reach the goal? (target) What level needs to be reached — how good is good enough?) (threshold) By when does this goal need to be reached? (timeline)	Center for Theory of Change. Available from: http://www.theoryofchange.org/what-is-theory-of-change/how-does-theory-of-change-work/glossary . Accessed: 30/03/2015
Interaction	Sometimes the achievement of two (or more) outcomes at the same level will have an impact on each other. For example, if parents being motivated to read to their children and parents being literate are both preconditions required for parents to read to their children more, there may also be an interaction in that as parents become more motivated to read they may also undertake to become more literate, or as parents take literacy classes, they may see the value of reading and become more motivated. In the theory, we represent this graphically with a sideways arrow.	Center for Theory of Change. Available from: http://www.theoryofchange.org/what-is-theory-of-change/how-does-theory-of-change-work/glossary . Accessed: 30/03/2015
Intervention	The things your program or group of stakeholders will undertake to bring about outcomes. Sometimes people use the term strategy or activity. We use strategy to describe the overall focus of the initiative, and activity to describe all the specific actions that make up an intervention. So, for example, an intervention might be “hold literacy classes” and the various activities needed to make that happen would be things like identifying space and teachers, choosing a curriculum, screening students, etc. We indicate where an intervention is needed to bring about an outcome with a dashed arrow leading from one outcome to another.	Center for Theory of Change. Available from: http://www.theoryofchange.org/what-is-theory-of-change/how-does-theory-of-change-work/glossary . Accessed: 30/03/2015
Joint evaluation	An evaluation to which different institutions and/or partners contribute.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Justification	Statements about why we expect one set of outcomes to lead to another. Why are the preconditions necessary for the outcome to be achieved? Justifications are often based on research, but may also come from past experience, common sense, or knowledge of the specific context.	Center for Theory of Change. Available from: http://www.theoryofchange.org/what-is-theory-of-change/how-does-theory-of-change-work/glossary . Accessed: 30/03/2015

Lessons learned	<p>‘Lessons learned’ from evaluations translate past experience into relevant information / knowledge for better decision-making and thus contribute to improved program or project performance, outcome, or impact.</p> <p>Lessons learned highlight the strengths and the weaknesses of interventions to improve quality of delivery; contribute to sharing innovative responses to potential challenges; and/or allow practitioners to reuse lessons from previous experience into the design of future projects. They also contribute to learning and knowledge sharing among stakeholders by helping them to better understand the design, monitoring and evaluation of a given intervention, and to identify where collaboration and coordination need to be strengthened.”</p>	<p>Maurer, Ralph (2012), Lessons Learned, Utilising lessons learned from project evaluations in policy decision making. I-evaluation Think Piece, No. 1. Geneva: ILO</p> <p>ILO, Evaluation Unit (2012). Policy Guidelines for Results-Based Evaluation Principles, Rationale, Planning and Managing for Evaluations. p. 45.</p>
Logical framework approach (LFA)	<p>An analytical, presentational and management tool that involves problem analysis, stakeholder analysis, developing a hierarchy of objectives and selecting a preferred implementation strategy. It helps to identify strategic elements (inputs, outputs, purpose, goal) and their causal relationships, as well as the external assumptions (risks) that may influence success and failure. It thus facilitates planning, execution and evaluation of a project.</p>	<p>International Fund for Agricultural Development.</p> <p>IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm</p> <p>Accessed 24.03.2015</p>
Logical framework matrix	<p>Also known as "logframe" or "logframe matrix". A table, usually consisting of four rows and four columns, that summarises what the project intends to do and how (necessary inputs, outputs, purpose, objectives), what the key assumptions are, and how outputs and outcomes will be monitored and evaluated.</p>	<p>International Fund for Agricultural Development.</p> <p>IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm</p> <p>Accessed 24.03.2015</p>
Long-Term Outcome	<p>The goal you want to reach which is the purpose of your program; for example, academic achievement for youth, or employment for a certain group. All other outcomes on your framework are preconditions to this outcome.</p>	<p>Center for Theory of Change. Available from: http://www.theoryofchange.org/what-is-theory-of-change/how-does-theory-of-change-work/glossary.</p> <p>Accessed: 30/03/2015</p>
Means of verification	<p>The expected source(s) of information that can help answer the performance question or indicators. This is found in the third column of the standard logframe. It is detailed further in the M&E Matrix</p>	<p>International Fund for Agricultural Development.</p> <p>IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm</p> <p>Accessed 24.03.2015</p>
Mid-term evaluation	<p>An external evaluation performed towards the middle of the period of implementation of the project, whose principal goal is to draw conclusions for reorienting the project strategy.</p>	<p>International Fund for Agricultural Development.</p> <p>IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm</p> <p>Accessed 24.03.2015</p>
Mid-term review (MTR)	<p>An elaborate version of a supervision mission, with the same actors, that sometimes questions the design of the project. There is no standardised format and so can range from a supervision mission to a full-scale mid-term evaluation-like exercise.</p>	<p>International Fund for Agricultural Development.</p> <p>IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm</p> <p>Accessed 24.03.2015</p>
Monitoring	<p>The regular collection and analysis of information to assist timely decision making, ensure accountability and provide the basis for evaluation and</p>	<p>International Fund for Agricultural Development.</p> <p>IFAD (2015), A guide for project M&E. Available from:</p>

	learning. It is a continuing function that uses methodical collection of data to provide management and the main stakeholders of an ongoing project or programme with early indications of progress and achievement of objectives.	http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Monitoring and evaluation (M&E)	The combination of monitoring and evaluation which together provide the knowledge required for: a) effective project management and b) reporting and accountability responsibilities.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
M&E framework	An overview of the M&E system developed during the design phase of a project and included in the project appraisal report.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
M&E matrix	A table describing the performance questions, information gathering requirements (including indicators), reflection and review events with stakeholders, and resources and activities required to implement a functional M&E system. This matrix lists how data will be collected, when, by whom and where.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Narrative	A summary of your theory that explains the pathways of change, highlights some of your major assumptions, justifications and interventions, and presents a compelling case as to how and why your initiative expects to make a difference. The narrative may also contain some information that is additional to what is in your theory, such as your overall vision, the history of how your initiative came to be, and some community context. The purpose of the narrative is twofold: (1) to convey the major elements of your theory easily and quickly to others; (2) to better understand how the elements of the theory work as a whole. We usually recommend that narrative shouldn't be more than one or two pages.	Center for Theory of Change. Available from: http://www.theoryofchange.org/what-is-theory-of-change/how-does-theory-of-change-work/glossary . Accessed: 30/03/2015
Narrative summary	The first column of the logframe matrix in which the inputs, outputs, purpose and goal are formulated.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Objective	A specific statement detailing the desired accomplishments or outcomes of a project at different levels (short to long term). A good objective meets the criteria of being impact oriented, measurable, time limited, specific and practical. Objectives can be arranged in a hierarchy of two or more levels (see "Objective hierarchy").	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Objective hierarchy	The different levels of objectives, from activities up to goal, as specified in the first column of the logframe. If the project is designed well, realisation of each level of objectives in the hierarchy should lead to fulfilment of the project goal.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015

Objectively verifiable indicators	A group of criteria (not necessarily measurable) used to verify the degree of accomplishment (foreseen or actual) of the sectoral purpose, the objective, and the inputs and outputs of a project. They can be quantitative, and therefore both verifiable and measurable, or qualitative, and therefore only verifiable.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Outcome	An outcome is a state, or condition, that must exist for your initiative to work and does not currently exist. An outcome may represent a change in a group of people, organizations, or places. Outcomes are the building blocks of your Theory of Change. Except for the long-term outcome, all outcomes on your change framework are also preconditions which are necessary for other outcomes.	Center for Theory of Change. Available from: http://www.theoryofchange.org/what-is-theory-of-change/how-does-theory-of-change-work/glossary . Accessed: 30/03/2015
Outcome Framework	The visual depiction of the pathway of outcomes, in which they are placed in sequence showing which outcomes are preconditions of other outcomes. This is the first component you will complete in developing your theory	Center for Theory of Change. Available from: http://www.theoryofchange.org/what-is-theory-of-change/how-does-theory-of-change-work/glossary . Accessed: 30/03/2015
Outputs	The tangible (easily measurable, practical), immediate and intended results to be produced through sound management of the agreed inputs. Examples of outputs include goods, services or infrastructure produced by a project and meant to help realise its purpose. These may also include changes, resulting from the intervention, that are needed to achieve the outcomes at the purpose level.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Output indicators	Indicator at the output level of the objective hierarchy, usually the quantity and quality of outputs and the timing of their delivery.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Participation	One or more processes in which an individual (or group) takes part in specific decision-making and action, and over which s/he may exercise specific controls. It is often used to refer specifically to processes in which primary stakeholders take an active part in planning and decision-making, implementation, learning and evaluation. This often has the intention of sharing control over the resources generated and responsibility for their future use.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Participatory evaluation	A broad term for the involvement of primary and other stakeholders in evaluation. The primary focus may be the information needs of stakeholders rather than the donor.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Participatory impact monitoring	A continual immediate assessment of the impact, used to control and steer purposes. It is characterised by the way actors at various levels attempt to collaborate in order to reflect on the impacts.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015

Partner	The organisation in the project country with which the funding agency collaborates to achieve mutually agreed upon objectives. Partners may include host country governments, local and international NGOs, universities, professional and business associations, private businesses, etc.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Pathway	The sequence outcomes must occur in order to reach your long-term goal. Most initiatives have multiple pathways which lead to the long-term goal.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Performance	The degree to which a development intervention or a development partner operates according to specific criteria/standards/guidelines or achieves results in accordance with stated goals or plans.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Population	The entity (some common examples are groups of people, organizations or places) your initiative seeks to have an impact on, e.g. students in a certain school, parents, residents of a certain neighborhood. This is one component of an indicator.	Center for Theory of Change. Available from: http://www.theoryofchange.org/what-is-theory-of-change/how-does-theory-of-change-work/glossary . Accessed: 30/03/2015
Precondition	All outcomes, except the long-term outcome, are also preconditions. They are called preconditions because they are conditions that must exist in order for the next outcome in the pathway to be achieved. You can think of them as precursors because they must be achieved before the next outcome in the pathway, and as requirements for the accomplishment of the next outcome.	Center for Theory of Change. Available from: http://www.theoryofchange.org/what-is-theory-of-change/how-does-theory-of-change-work/glossary . Accessed: 30/03/2015
Primary stakeholders	The main intended beneficiaries of a project.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Process monitoring	The activities of consciously selecting processes, selectively and systematically observing them to compare them with others, and communicating about what has been observed to learn how to steer and shape the processes.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Project	An intervention that consists of a set of planned, interrelated activities designed to achieve defined objectives within a given budget and a specified period of time.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Project cycle management	A tool for understanding the tasks and management functions to be performed in the course of a project or programme's lifetime. This commonly includes the stages of identification, preparation, appraisal, implementation/supervision, evaluation, completion and lesson learning.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Project impacts	The changes in a situation that arise from the combined effects of project activities, or the extent to which the goal or highest-level project objectives	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from:

	are achieved. Impact also refers to any unintended positive or negative changes that result from a project. Impact sometimes means anything achieved by the project beyond direct outputs.	http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Proxy indicator	An appropriate indicator that is used to represent a less easily measurable one.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Qualitative	Something that is not summarised in numerical form, such as minutes from community meetings and general notes from observations. Qualitative data normally describe people's knowledge, attitudes or behaviors.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Quantitative	Something measured or measurable by, or concerned with, quantity and expressed in numbers or quantities.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Reach	The beneficiaries and other stakeholders of a development intervention, whether sectors, groups of people or geographic areas of the country or region.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Relevance	The extent to which the objectives of a development intervention are consistent with beneficiaries' requirements, country needs, global priorities and partners' and donors' policies. Note: Retrospectively, the question of relevance often becomes a question as to whether the objectives of an intervention or its design are still appropriate given changed circumstances.	OECD – "Glossary of key terms in evaluation and results based management" (2010). Available from: http://www.oecd.org/development/peer-reviews/2754804.pdf - Accessed: 30.3.2015
Reliability	Consistency or dependability of data and evaluation judgements, with reference to the quality of the instruments, procedures and analyses used to collect and interpret evaluation data. Information is reliable when repeated observations using the same instrument under identical conditions produce similar results.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Resources	Items that a project has or needs in order to operate, such as staff time, managerial time, local knowledge, money, equipment, trained personnel and socio-political opportunities.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015)
Result	The measurable output, outcome or impact (intended or unintended, positive or negative) of a development intervention.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Review	An assessment of the performance of a project or programme, periodically or on an as-needed basis. A review is more extensive than monitoring, but less so than evaluation.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm

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Risk	Possible negative external factors, i.e. events, conditions or decisions, which are expected to seriously delay or prevent the achievement of the project objectives and outputs (and which are normally largely or completely beyond the control of the project management).	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Sample	The selection of a representative part of a population in order to determine parameters or characteristics of the whole population.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Scope	The extent to which your theory attempts to account for all the factors necessary to reach your long-term outcome. Different scopes are appropriate for different purposes. In general, each group must decide the “breadth” of its scope — how many of all the possible pathways for change will you identify, and the “depth” of its scope — how many levels of preconditions will your pathway have which shows all the steps to reach the goal.	Center for Theory of Change. Available from: http://www.theoryofchange.org/what-is-theory-of-change/how-does-theory-of-change-work/glossary . Accessed: 30/03/2015
Self- evaluation	An evaluation by those who are administering or participating in a programme or project in the field and/or by those who are entrusted with the design and delivery of (part of) a development intervention. As with any evaluation, a self-evaluation focuses on overall impact and performance, or specific aspects thereof.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Situation analysis	The process of understanding the status, condition, trends and key issues affecting people, ecosystems and institutions in a given geographic context at any level (local, national, regional, international).	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Stakeholders	An agency, organisation, group or individual who has a direct or indirect interest in the project/programme, or who affects or is affected positively or negatively by the implementation and outcome of it. In this Guide, primary stakeholders is the term used for the main intended beneficiaries of a project.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Stakeholder participation	Active involvement by stakeholders in the design, management and monitoring of the project. Full participation means all representatives of key stakeholder groups at the project site become involved in mutually agreed, appropriate ways.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Strategic planning	A broad description of the activities that would normally be carried out as part of project development, from start to finish, and the milestones that would generally be achieved along the way, such as implementation agreements, registration, etc. The plan should also explain the different aspects that need to be addressed as part of project development, and illustrate basic principles that are to be followed. The sequence of and	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015

	relationship between main activities and milestones should also be described. The appraisal report should be used as a starting point for refinement of the strategic plan as well as detailed operational planning.	
Supervision	A process in which the legally responsible organisation (cooperating institution or IFAD itself) administers the loan, periodically reviews progress towards objectives, identifies key obstacles, helps find workable solutions and makes strategic changes, as required.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Sustainability	The continuation of benefits from a development intervention after major development assistance has been completed. The probability of continued long-term benefits. The resilience to risk of the net benefit flows over time.	OECD – “Glossary of key terms in evaluation and results based management” (2010). Available from: http://www.oecd.org/development/peer-reviews/2754804.pdf Accessed: 30.3.2015
Target	How many of your population you expect will change based on your initiative. For example, do you expect 80% of students in a school to improve in some way? Or do you expect to find jobs for 100 residents? As with all components of indicators, your target for your long-term outcome should be set by combining your vision for change with a realistic assessment of your resources. Targets for all other outcomes should be based on how many people need to change in order for it to be enough for the next outcome in the pathway to occur. For example, if only 20 people take a literacy class, would you be able to raise overall literacy rates in your community by the amount you want?	Center for Theory of Change. Available from: http://www.theoryofchange.org/what-is-theory-of-change/how-does-theory-of-change-work/glossary . Accessed: 30/03/2015
Target group	The specific group for whose benefit the project or programme is undertaken, closely related to impact and relevance.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Theory of Change	A theory of change defines all building blocks required to bring about a given long-term goal. This set of connected building blocks — interchangeably referred to as outcomes, results, accomplishments, or preconditions — is depicted on a map known as a pathway of change/change framework, which is a graphic representation of the change process.	Center for Theory of Change. Available from: http://www.theoryofchange.org/what-is-theory-of-change/how-does-theory-of-change-work/glossary . Accessed: 30/03/2015
Threshold	How much does your target group need to change? Simply put, “how good is good enough”? For example, if students improve reading scores by one grade, is that sufficient? Or how many sessions must participants attend of a class or workshop to attain the skill being taught? Again, as with the target and timeline, how much change is determined by how much you believe is needed to reach the next outcome.	Center for Theory of Change. Available from: http://www.theoryofchange.org/what-is-theory-of-change/how-does-theory-of-change-work/glossary . Accessed: 30/03/2015
Timeline	By when does the outcome need to be reached at the level (threshold) and for the number of people you have specified? The timeline for reaching any	Center for Theory of Change. Available from: http://www.theoryofchange.org/what-is-theory-of-

	given outcome depends on the timeline for reaching the outcomes above and below it on the pathway. So, for example, if residents will not have completed a literacy class until the end of the year, it is unrealistic to expect to see an increase in literacy rates in a shorter timeline. Likewise, if the long-term outcome is that parents read to their children within three years, you can work backwards to determine by when they need to have increased literacy and motivation.	change/how-does-theory-of-change-work/glossary. Accessed: 30/03/2015
Triangulation	Use of a variety of sources, methods or field team members to cross check and validate data and information to limit biases.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Ultimate Outcome	Often, a group has a vision of change which is beyond, or grander, than they can achieve through the initiative, but they believe the initiative contributes to this vision. When that is the case, we put a dotted line above the long-term outcome (e.g. stable employment) and have an ultimate goal (e.g. end of poverty in the community). Your group will not hold itself accountable for this goal, but may like to keep it visible as a reminder of your vision for the community and what you hope your project contributes to, beyond the concrete goal you will hold yourself accountable for.	Center for Theory of Change. Available from: http://www.theoryofchange.org/what-is-theory-of-change/how-does-theory-of-change-work/glossary . Accessed: 30/03/2015
Validity	The extent to which something is reliable and actually measures up to or makes a correct claim. This includes data collection strategies and instruments.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Validation	The process of cross-checking to ensure that the data obtained from one monitoring method are confirmed by the data obtained from a different method.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Vertical logic	A summary of the project that spells out the causal relationships between, on the one hand, each level of the objective hierarchy (inputs-outputs, outputs-purpose, purpose-goal) and, on the other, the critical assumptions and uncertainties that affect these linkages and lie outside the project manager's control.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015
Work plan	A detailed document stating which activities are going to be carried out in a given time period, how the activities will be carried out and how the activities relate to the common objectives and vision. The work plan is designed according to the logical framework and contains a description in each cell of the work plan table of each activity and output, its verifiable indicators, the means of verification and its assumptions.	International Fund for Agricultural Development. IFAD (2015), A guide for project M&E. Available from: http://www.ifad.org/evaluation/guide/annexa/a.htm Accessed 24.03.2015

