

## Evaluation

**Accountability:** The obligation of humanitarian actors to take responsibility for their actions and ensure that they are transparent, responsive, and answerable to the people they serve, as well as to donors, governments, and other stakeholders. Related terms include transparency, responsibility, and responsiveness. Accountability in humanitarian monitoring, evaluation, and learning involves ensuring that evaluations are used to hold organizations and individuals accountable for their actions and that the findings and recommendations of evaluations are shared with relevant stakeholders.

**Baseline survey:** A survey or study conducted at the beginning of a humanitarian intervention to establish a baseline understanding of the context, needs, and vulnerabilities of the affected population. Related terms include situational analysis, needs assessment, and context analysis. A baseline survey provides a point of reference against which the progress and impact of the intervention can be measured and evaluated.

**Data quality:** The degree to which data is accurate, reliable, and relevant for the purpose for which it is collected and used. Related terms include data accuracy, data reliability, and data relevance. Ensuring data quality is essential for making informed decisions and for ensuring the credibility and usefulness of evaluations.

**Evaluation:** The systematic and objective assessment of the relevance, effectiveness, efficiency, impact, and sustainability of a humanitarian intervention. Related terms include monitoring, learning, and accountability. Evaluations provide insights and evidence that can be used to improve the design, implementation, and management of humanitarian interventions, as well as to hold organizations and individuals accountable for their actions.

**Evaluation matrix:** A tool used to plan and organize an evaluation, including the evaluation questions, data sources, data collection methods, and analysis methods. Related terms include evaluation design, data collection plan, and data analysis plan. An evaluation matrix provides a clear and structured framework for conducting an evaluation and ensures that all relevant aspects of the intervention are covered.

**Evaluation question:** A specific and focused question that guides the evaluation and helps to ensure that the evaluation addresses the key issues and concerns of the stakeholders. Related terms include evaluation objective, evaluation purpose, and evaluation criteria. Evaluation questions should be clear, concise, and relevant to the intervention being evaluated.

**Evaluative thinking:** A reflective and systematic approach to decision-making that involves using evidence and analysis to assess the merits and limitations of different options and to make informed judgments about what works and what does not. Related terms include critical thinking, reflective practice, and evidence-based decision-making. Evaluative thinking is essential for effective humanitarian monitoring, evaluation, and learning.

**Focus group discussion:** A qualitative research method that involves bringing together a small group of people to discuss a specific topic or issue. Related terms include in-depth interview, key informant interview, and participatory observation. Focus group discussions provide insights into the perceptions, attitudes, and experiences of the participants and can be used to gather rich and nuanced data about the intervention being evaluated.

**Gender analysis:** An analytical approach that seeks to understand the different experiences, needs, and opportunities of women, men, girls, and boys in a given context. Related terms include gender equality, gender mainstreaming, and gender sensitivity. Gender analysis is essential for ensuring that humanitarian interventions are inclusive and responsive to the needs and priorities of all members of the affected population.

**Humanitarian action:** The provision of assistance and protection to people affected by conflict, natural disasters, or other crises. Related terms include humanitarian aid, humanitarian assistance, and humanitarian response. Humanitarian action is guided by the principles of humanity, impartiality, neutrality, and independence and is aimed at saving lives, alleviating suffering, and protecting the dignity of affected populations.

**Humanitarian monitoring:** The continuous and systematic collection, analysis, and reporting of information about the context, implementation, and impact of a humanitarian intervention. Related terms include monitoring and evaluation, real-time monitoring, and remote monitoring. Humanitarian monitoring helps to ensure that interventions are on track, that problems are identified and addressed in a timely manner, and that lessons are learned and applied for future interventions.

**Impact evaluation:** An evaluation that seeks to assess the long-term and sustained effects of a humanitarian intervention on the lives and well-being of the affected population. Related terms include outcome evaluation, process evaluation, and summative evaluation. Impact evaluations provide evidence about the effectiveness and value for money of the intervention and can be used to inform decisions about future interventions.

**Indicator:** A measurable and observable characteristic or feature that can be used to assess the progress and impact of a humanitarian intervention. Related terms include output, outcome, and impact. Indicators should be specific, measurable, achievable, relevant, and time-bound (SMART) and should be aligned with the evaluation questions and objectives.

**Key informant interview:** A qualitative research method that involves conducting in-depth interviews with individuals who have specific knowledge or expertise about the intervention being evaluated. Related terms include focus group discussion, in-depth interview, and participatory observation. Key informant interviews provide insights into the perspectives, experiences, and opinions of the interviewees and can be used to gather detailed and nuanced data about the intervention.

**Logical framework:** A planning and management tool that outlines the theory of change, objectives, outputs, outcomes, and impacts of a humanitarian intervention. Related terms include results framework, theory of change, and program logic. A logical framework provides a clear and structured framework for

planning, implementing, and monitoring a humanitarian intervention and helps to ensure that the intervention is relevant, effective, and efficient.

**Monitoring and evaluation:** The ongoing and systematic collection, analysis, and reporting of information about the context, implementation, and impact of a humanitarian intervention. Related terms include humanitarian monitoring, evaluation, and learning, and real-time monitoring. Monitoring and evaluation helps to ensure that interventions are on track, that problems are identified and addressed in a timely manner, and that lessons are learned and applied for future interventions.

**Most significant change:** A participatory and qualitative evaluation method that involves collecting stories of change from the beneficiaries and other stakeholders and using a systematic and transparent process to identify and analyze the most significant changes. Related terms include participatory evaluation, qualitative evaluation, and storytelling. Most significant change provides insights into the perceptions, experiences, and opinions of the beneficiaries and other stakeholders and can be used to assess the relevance, effectiveness, and impact of the intervention.

**Outcome evaluation:** An evaluation that seeks to assess the short-term and intermediate effects of a humanitarian intervention on the lives and well-being of the affected population. Related terms include impact evaluation, process evaluation, and summative evaluation. Outcome evaluations provide evidence about the progress and achievements of the intervention and can be used to inform decisions about future interventions.

**Participatory evaluation:** An evaluation approach that involves engaging the beneficiaries and other stakeholders in the evaluation process and using their knowledge, experience, and perspectives to inform the evaluation questions, data collection, and analysis. Related terms include most significant change, qualitative evaluation, and storytelling. Participatory evaluation helps to ensure that the evaluation is relevant, credible, and useful to the stakeholders and that the findings and recommendations are accepted and acted upon.

**Performance indicator:** A measurable and observable characteristic or feature that can be used to assess the performance of a humanitarian organization or intervention. Related terms include key performance indicator, performance standard, and performance target. Performance indicators should be specific, measurable, achievable, relevant, and time-bound (SMART) and should be aligned with the organization's mission, vision, and values.

**Process evaluation:** An evaluation that seeks to assess the implementation and management of a humanitarian intervention, including the activities, outputs, and outcomes. Related terms include impact evaluation, outcome evaluation, and summative evaluation. Process evaluations provide insights into the efficiency, effectiveness, and quality of the intervention and can be used to inform decisions about future interventions.

**Qualitative data:** Data that is collected through non-numerical methods, such as interviews, focus group discussions, and observations, and that provides insights into the perceptions, experiences, and opinions of the participants. Related terms include quantitative data, mixed methods, and triangulation. Qualitative data

is essential for understanding the context, culture, and complexity of a humanitarian intervention and for ensuring that the evaluation is relevant, credible, and useful to the stakeholders.

**Quantitative data:** Data that is collected through numerical methods, such as surveys, questionnaires, and monitoring systems, and that provides information about the frequency, magnitude, and distribution of the variables being measured. Related terms include qualitative data, mixed methods, and triangulation.

Quantitative data is essential for measuring the progress,