

## ACRONYMS

<b>AA</b>	=	Access Africa (Signature Program)
<b>ACD</b>	=	Assistant Country Director
<b>ACVFA</b>	=	Advisory Committee on Voluntary Foreign Aid
<b>ADRA</b>	=	Adventist Development and Relief Assistance (relief arm of the Seventh Day Adventist Church)
<b>AID</b>	=	(US) Agency for International Development
<b>AIDS</b>	=	Acquired Immunodeficiency Syndrome
<b>AIP</b>	=	Annual Implementation Plan
<b>ANR</b>	=	Agriculture and Natural Resources
<b>AOP</b>	=	Annual Operating Plan
<b>APA</b>	=	Annual Performance Appraisal
<b>APAA</b>	=	Annual Performance, Agreement & Assessment
<b>API</b>	=	Annual Portfolio Information
<b>ARMU</b>	=	Asia Regional Management Unit; a Regional Management Group Unit
<b>ASEAN</b>	=	Association of South East Asian Nations (Brunei, Indonesia, Malaysia, the Philippines, Singapore and Thailand)
<b>AUSAID</b>	=	Government of Australia development agency (formerly AIDAB)

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**BGE** = Basic and Girls Education

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<b>CAN</b>	=	CARE Action Network (Advocacy Volunteers)
<b>CARE</b>	=	Cooperative for Assistance and Relief Everywhere
<b>CAT</b>	=	Crisis Action Team
<b>CB</b>	=	Constituency Building
<b>CBICS</b>	=	Competitive Bids, Information and Cost Support
<b>CD</b>	=	country director
<b>CEG</b>	=	CARE International Agency Group
<b>CEO</b>	=	Chief Executive Officer
<b>CFW</b>	=	cash-for-work
<b>CHQ</b>	=	CARE Headquarters
<b>CI</b>	=	CARE International
<b>CI ERD</b>	=	CARE International Development Agency
<b>CIDA</b>	=	Canadian International Development Agency
<b>CIK</b>	=	contribution-in-kind
<b>CIS</b>	=	Commonwealth of Independent States
<b>CO</b>	=	Country Office
<b>COP</b>	=	Chief of Party
<b>COO</b>	=	Chief Operating Officer
<b>COMWG</b>	=	Communications Working Group within CARE International
<b>CRS</b>	=	Catholic Relief Services
<b>CSO</b>	=	Civil Society Organization
<b>CSU</b>	=	CARE Security Unit

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<b>DAP</b>	=	Development Assistance Programs (related to United States food aid)
<b>DANIDA</b>	=	Danish International Development Agency
<b>DCAU</b>	=	Donor Compliance Assurance Unit
<b>DFID</b>	=	Department for International Development, formerly the British ODA
<b>DM</b>	=	Direct Marketing
<b>DME</b>	=	design, monitoring and evaluation
<b>DRD</b>	=	Deputy Regional Director
<b>DRR</b>	=	Disaster Risk Reduction
<b>DS</b>	=	Donor Services

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<b>EAR</b>	=	expenditure analysis report
<b>EC</b>	=	European Commission (EU executive body)
<b>ECB</b>	=	Emergency Capacity Building (Project)
<b>ECARMU</b>	=	East and Central Africa Regional Management Unit
<b>ECB</b>	=	Emergency Capacity Building Project
<b>ECHO</b>	=	European Community Humanitarian Office
<b>EDU</b>	=	Economic Development Unit
<b>EES</b>	=	Employee Engagement Survey
<b>EHAU</b>	=	Emergency and Humanitarian Unit (CARE USA)
<b>EM</b>	=	electronic mail
<b>EMT</b>	=	Executive Management Team (formerly ET)
<b>EOF</b>	=	Economic Opportunity Fund
<b>EPP</b>	=	Emergency Preparedness Plan
<b>ERP</b>	=	Emergency Response Plan
<b>ERR</b>	=	Expense to Revenue Ratio, a measure of fundraising efficiency
<b>ERWG</b>	=	Emergency Response Working Group (CI)
<b>ERIS</b>	=	external relations information system
<b>ERF</b>	=	Emergency Response Fund
<b>ESS</b>	=	Employee Self Service
<b>EU</b>	=	European Union

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<b>FAO</b>	=	Food and Agricultural Organization
<b>FAQ</b>	=	Frequently Asked Questions
<b>FBO</b>	=	Faith Based Organization
<b>FC</b>	=	Fund Code
<b>FFP</b>	=	Food for Peace
<b>FFW</b>	=	Food-for-work
<b>FP</b>	=	Family Planning
<b>FY</b>	=	Fiscal Year (July 1 - June 30)
<b>FYI</b>	=	For Your Information

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<b>GAAP</b>	=	Generally Accepted Accounting Principles
<b>GAER</b>	=	Global Advocacy & External Relations
<b>GAO</b>	=	General Accounting Office (USAID)
<b>GBV</b>	=	Gender Based Violence
<b>GED</b>	=	Gender Equity and Diversity
<b>GF</b>	=	Global Fund

<b>GO</b>	=	Government of (GOE -- Government of Egypt; GOG -- Government of Guatemala, etc.)
<b>GSS</b>	=	Global Support Services
<b>GLOPS</b>	=	Global Operations

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<b>HACI</b>	=	Hope for African Children Initiative
<b>HDI</b>	=	Human Development Index
<b>HEAT</b>	=	Headquarters Emergency Action Team
<b>HLS</b>	=	Household Livelihood Security
<b>HIV</b>	=	Human Immunodeficiency Virus
<b>HR</b>	=	Human Resources
<b>HRIS</b>	=	Human Resources Information System

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<b>IAD</b>	=	Internal Audit Department
<b>IADB</b>	=	Inter-American Development Bank
<b>IBRD</b>	=	International Bank for Reconstruction and Development (the World Bank)
<b>ICDS</b>	=	Integrated Child Development Services (Government of India program)
<b>ICRC</b>	=	International Committee of the Red Cross
<b>ICVA</b>	=	International Council of Voluntary Agencies
<b>IDB</b>	=	Inter-American Development Bank (also known by acronym IADB)
<b>IDP</b>	=	Internally Displaced Person
<b>IEC</b>	=	Information, Education, Communication
<b>IFAD</b>	=	International Fund for Agricultural Development
<b>IFPRI</b>	=	International Food Policy Research Institute
<b>ILO</b>	=	International Labour Organization
<b>IMF</b>	=	International Monetary Fund
<b>INCAP</b>	=	Nutrition Institute of Central America and Panama
<b>INGO</b>	=	Indigenous Non-governmental Organization
<b>IOM</b>	=	International Organization for Migration
<b>IPPF</b>	=	International Planned Parenthood Federation
<b>IQC</b>	=	Indefinite Quantities Contract
<b>IRC</b>	=	International Rescue Committee
<b>IT</b>	=	Information Technology
<b>IWG</b>	=	Inter-Agency Working Group

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<b>JICA</b>	=	Japan International Cooperation Agency
<b>KM</b>	=	Knowledge Management

<b>LACRMU</b>	=	Latin America and Caribbean Regional Management Unit
<b>LRSP</b>	=	Long-Range Strategic Plan

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<b>M&amp;E</b>	=	Monitoring & Evaluation
<b>MCC</b>	=	Millennium Challenge Corporation
<b>MCH</b>	=	Maternal Child Health

<b>MCT</b>	=	Mother-to-Child Transmission
<b>MDG</b>	=	UN Millennium Development Goals
<b>MERMU</b>	=	Middle East and Eastern Europe Regional Management Unit
<b>MIS</b>	=	Management Information System
<b>MM</b>	=	Mothers Matter (Signature Program)
<b>MOU</b>	=	Memorandum of Understanding
<b>MSF</b>	=	Medecins sans Frontieres, (Doctors without Borders)

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<b>NCC</b>	=	National Conference and Celebration
<b>NDC</b>	=	National Directors Committee
<b>NFI</b>	=	Non-Food Items
<b>NGO</b>	=	Non-Governmental Organization; variations include indigenous NGOs (INGOs) and local NGOs
<b>NICRA</b>	=	Negotiated Indirect Cost Rate Agreement (or ICR)
<b>NORAD</b>	=	Government of Norway Development Agency

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<b>OAS</b>	=	Organization of American States
<b>OCHA</b>	=	Office for the Coordination of Humanitarian Affairs (UN)
<b>OECD</b>	=	Organization for Economic Cooperation and Development
<b>OFDA</b>	=	Office of Foreign Disaster Assistance (US)
<b>OIG</b>	=	Office of Inspector General (USAID)
<b>OMB</b>	=	Office of Management and Budget
<b>ORS</b>	=	Oral Rehydration Solution
<b>OVC</b>	=	Orphans and vulnerable children

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<b>PAU</b>	=	Policy and Advocacy Unit
<b>PAMODZI</b>	=	Global Financial management Program, Chewa for “Together”
<b>PARS</b>	=	Personnel Activity Reporting System
<b>PEPFAR</b>	=	President’s Emergency Plan for AIDS Relief
<b>PG</b>	=	Planned Giving, a department of the External Relations division
<b>PHC</b>	=	Primary Health Care
<b>PL-480</b>	=	U.S. Public Law #480
<b>PLWHA</b>	=	People Living With HIV/AIDS
<b>PN</b>	=	Project Number
<b>PQI</b>	=	Program Quality & Impact
<b>PRSP</b>	=	Poverty Reduction Strategy Papers (IMF)
<b>PVC</b>	=	Office of Private & Voluntary Cooperation (USAID)
<b>PVO</b>	=	Private Voluntary Organization
<b>PW</b>	=	Power Within (Signature Program)

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<b>RBA</b>	=	Rights Based Approach
<b>RD</b>	=	Resource Development
<b>RD</b>	=	Regional Director
<b>RFA</b>	=	Request for Application
<b>RFP</b>	=	Request for Proposal
<b>RHTF</b>	=	Reproductive Health Trust Fund

**RMU** = Regional Management Unit

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**SARMU** = Southern Africa Regional Management Unit  
**SCF** = Save the Children Federation  
**SCHR** = Steering Committee for Humanitarian Response  
**SCM** = Supply Chain Management  
**SII** = Sustainable Impacts Program (Grant)  
**SITREP** = Situation Report  
**SLT** = Senior Leadership Team  
**SMT** = Senior Management team  
**SPC** = Shared Project Costs  
**SOW** = Scope of Work  
**STAP** = Senior Talent Advisory & Planning Committee  
**STD** = Sexually Transmitted Disease  
**STI** = Sexually Transmitted Infection

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**TA** = Technical Assistance  
**TDY** = Temporary Duty  
**TER** = Travel Expense Report  
**TOC** = Theory of Change  
**TOR** = Terms of Reference

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**UBORA** = Organizational Performance Management System, Swahili for “Excellence”  
**UCP** = Underlying Causes of Poverty  
**UNDP** = United Nations Development Programme  
**UNFPA** = United Nations Fund for Population Activities  
**UNESCO** = United Nations Educational, Scientific and Cultural Organization  
**UNHCR** = United Nations High Commissioner for Refugees  
**UNICEF** = United Nations Children's Fund  
**USAID** = United States Agency for International Development (see also AID)  
**USD** = US Dollars  
**USG** = United States Government  
**UXO** = Unexploded Explosive Device  
**VOIP** = Voice Over Internet Protocol

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**WARMU** = West Africa Regional Management Unit  
**WASH** = Water and Sanitation for Health  
**WEF** = World Economic Forum  
**WFP** = World Food Programme  
**WHO** = World Health Organization  
**WTO** = World Trade Organization  
**WV** = World Vision  
**WWF** = World Wildlife Fund

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## Glossary of Terms

**Benefit-Harm Analysis:** is a *tool* that helps programmers identify opportunities to help people exercise their rights, while lessening unintended negative impacts on people's rights.

**Constituency Building:** helps people better understand their role in the social, economic and political structures that sustain poverty and injustice; builds solidarity among them; and equips and supports them in their efforts to create a more just and equitable world. Constituency building helps increase public awareness of CARE, raise funds and advocate for pro-poor policies.

**Enabling Environment:** is the structural environment composed of public, private, civic and social institutions that foster—or do not—just and equitable societies. Just and equitable societies include such conditions as: good governance; strong civil society participation (freedom of expression, association and movement); sound legal, regulatory and political environment; pro-poor policies; and freedom from conflict.

**Empowerment:** is the capability of people to engage with, influence and hold accountable the people and institutions that affect their lives. It is about a person feeling that he or she can create change. Empowerment is one of our six programming principles.

*CARE defines women's empowerment as the sum total of changes needed for a woman to realize her full human rights - the interplay of changes in:*

- **Agency:** her own aspirations and capabilities,
- **Structure:** the environment that surrounds and conditions her choices,
- **Relations:** the power relations through which she negotiates her path.

**Facilitation:** is an approach to development that helps various actors, civil society organizations and government institutions to work together toward a common goal. Components of facilitation are promoting dialogue, resolving conflicts, identifying common goals, creating win-win situations, etc.

**Gender Equity and Diversity:** Gender equity is when women and men enjoy equal status, opportunities and rights. Diversity is the inclusion of people and perspectives without regard to race, gender, religion, age or ethnicity. Gender equity and diversity provide a *lens* for our work to ensure we address discrimination and marginalization.

**Household Livelihood Security (HLS):** is adequate and sustainable access to income and resources to meet basic needs, such as food, potable water, health care, education and housing, as well as the time for participation in community life. It is CARE's programming *framework*, that is, a way to view and understand the world in which we work.

**Human Conditions:** are the necessary material conditions for a good and healthy life, including secure and adequate income and assets, enough food and clean water at all times, secure health care, educational opportunities, physical security, shelter, etc.

**Immediate Causes of Poverty:** are directly related to life and death situations, such as famine, disease, conflict, natural disasters, etc.

**Intermediate Causes of Poverty:** are related to improving human conditions. They generally focus on: lack of access to basic services, lack of skills, lack of productivity, etc. *The intermediate level is where the majority of current development interventions are targeted.*

**Partnership:** is a relationship of trust and mutual accountability. Partnerships are based on shared vision, values, objectives, risks, benefits, joint contribution of resources, shared control and learning. It is one of our six programming principles.

**Policy Advocacy:** is a deliberate process of influencing those who make and implement policy decisions. It is a programming tool that CARE uses to complement other programming efforts.

**Poverty Alleviation:** is a term associated with anti-poverty campaigns that have focused on addressing the symptoms of poverty and not its underlying causes.

**Poverty Reduction:** is a term associated with the “needs-based” international development era. The focus is on *reducing* poverty, and not on eliminating it.

**Poverty Eradication:** is an approach to international development that focuses on addressing the structural causes of poverty, not merely the symptoms. It aims to empower the poor so they can determine how best to eradicate poverty.

**Power:** is the ability to know, articulate, pursue and achieve one’s interest, even when others are opposed because of their own interests. It can be *multidimensional*, that is, interactive across economic, political, psychological and legal domains.

**Rights-Based Approaches (RBA):** deliberately and explicitly focus on people achieving the minimum conditions for living with dignity; that is, achieving their human rights. These rights are validated by international law. RBA empowers people to claim and exercise their rights and fulfill their responsibilities.

**Social Advocacy:** seeks to change people’s attitudes, beliefs and behaviors and thereby create an environment in which work on in policy advocacy, good governance, civil society building, gender equity and diversity can be more effective.

**Social/Citizen Empowerment:** Is a process of learning and action that strengthens people’s self-esteem, analytical and organizational skills, and political consciousness so they can gain a sense of their rights and join together to develop more democratic societies.

**Social Justice:** is the ability for each of us to develop and exercise our capabilities and express our experience, and to participate in determining our actions and the conditions of our actions. Where some groups are privileged and other oppressed, social justice requires explicitly acknowledging and attending to those group differences.

**Social Positions:** are people’s positions in society and their ability to live in dignity. To improve social positions, one must focus on eliminating the barrier that underpin exclusion, inequality and powerlessness.

**Underlying Causes of Poverty:** are combinations of political, social, economic and environmental factors that are at the heart of underdevelopment. They can exist at the national level and are often at the global level. They can include such things as corruption, unfair trade practices, environmental degradation, and marginalization based on gender, class or ethnicity.