**Group Exercise: TOC Case Study & Facilitation Exercise**

**Instructions:**

1. Within your groups, review the case study, including the TOC narrative, visual, and indicator data
   * Utilize the TOC Review Tool to conduct your review
   * Identify the weaknesses of the TOC
2. Choose 1 weakness your group has identified
3. Design a 20 minute interactive session with the “project team” to discuss and strengthen your selected aspect of the TOC
   * The role of the “project team” will be played by the rest of the class
   * Choose a facilitation method to help you achieve the goal of the session
   * Ensure each member of your group has a role (facilitator(s), note-taker, observer, and other roles) in the session
4. As a group, facilitate the interactive session for 20 minutes

**TOC Session Facilitation TIPS**

1. Design a process that is interactive
   * Consider a mix of plenary discussion, small group work, and/or small group discussions
   * Consider creative exercises to help you achieve the goal of your session
   * Utilize exercises to get your audience to think more deeply about a question
2. Ensure all participants are clear on the goal of the 20 minute session
   * State the goal
   * Be clear on the end product of the session (What should people expect to see at the end of the session?)
3. Ensure everyone in the “project team” gets involved
4. AVOID M&E JARGON!
   * Translate questions into plain language
   * Example of Jargon-filled Questions- “Is Result 1 feasible? What causal gaps can you observe?”
   * Possible translation:
     + What has worked well under [name of result]?
     + Why do you think it has worked well?
     + What hasn’t worked well?
     + Have targets been met?
       - If no, why do you think they have not been met?
     + Why hasn’t it worked well?
     + What challenges have you encountered during implementation?
     + What successes have you seen?
5. Be positive and motivate the project team to improve and value the TOC
   * Avoid pointing out all the flaws and telling project staff what they have done was wrong.
     + The project team has put a lot of time and effort into implementation. As a facilitator, you do not want to alienate your participants or make them feel that they have done a poor job.
6. As questions around context, people, and change since the inception of the project