**Session 5.1-Instructions for small group work**

Designate group members to fill the following roles:

* + One Chief of Party- to make a final decision when the group comes to an impasse.
	+ One graphic guru to number outcomes in the TOC model.
	+ One logframe developer to transfer TOC outcomes the project will address into the logframe and enter assumptions in the logframe.
	+ M&E team to identify indicators for at least one Purpose pathway.

**Numbering TOC and Transferring to Logframe (2 person team)**

**Numbering**

**Tools for this exercise:**

* Tool 5.1 logframe on USB
1. Save a copy of the TOC and label it TOC\_with\_logframe#.
2. Start with one Purpose and number only the outcomes that directly feed into that purpose.
3. Then move to the sub-purpose level. Number only the outcomes that directly feed into one sub-purpose.
4. Do not number outcomes produced by other actors.
5. Repeat the process for each sub-purpose until all outcomes that the project will produce in the Purpose 1 pathway of change are numbered.
6. If time, repeat steps 1-3 for each Purpose.
7. When one outcome contributes to multiple levels above it, try to reach consensus among your team about which outcome stream it *primarily* contributes to and number it accordingly. If all things are equal, pick one path or the other. You will have the opportunity to note the multiple pathway contributions in logframe notes.

**Transferring**

1. Open Tool 5.1\_logframe on your USB.
2. Begin to enter the TOC components into the logframe in the same hierarchy as they are displayed in the TOC. Use the exact same wording.
3. When the entire pathway that explains Purpose 1 has been entered, then move on to Purpose 2, following that pathway all the way down from Purpose to Output.
4. Enter assumptions in the last column of the logframe. In the TOC model, assumptions are positioned between a precondition and an outcome above it. Enter an assumption on the same logframe row as the precondition it is linked to.
5. Enter outcomes produced by other actors as assumptions in the logframe.
6. For outcomes that contribute to multiple levels above, make a small note in the Narrative column. For example,

*1.1.2. Gender-equitable access to entrepreneurial & technical training increased* ***(also contributes to 1.1.1.1)***

**Selecting indicators (3-4 person team)**

**Handouts for this exercise:**

* Handout 5.1a Indicators

On USB

* Handout 5.1b What are Indicators?
* Handout 5.1c USAID TIPS performance indicators
* Handout 5.1d USAID FFP baseline final indicators
* Handout 5.1e USAID FFP annual monitoring indicators
1. Choose one pathway and determine how success will be measured for each step.
2. Reference Handouts 5.1d and 5.1e to first select existing FFP indicators that apply to outcomes in the TOC.
3. Use Handouts 5.1a, 5.1b, and 5.1c as guides to crafting strong indicators for outcomes that do not have an appropriate FFP indicator. Make sure to identify the target population for the indicator if they differ from the impact population.
4. Coordinate with the logframe team to get indicators entered in the last column of the logframe.