Theory of Change Annual Reviews: How they vary depending on year of activity

Year	What commonly takes place in annual TOC review	What you need to understand/ review (non-exhaustive) during the TOC review	Sample sources of data
Year 1	-Review and correct causal logic; -Review output to outcome linkage with a sustainability lens -Conduct context review (e.g. assumptions, external actor, general context, etc.); -Ensure there are sufficient means for annually monitoring whether change is occurring as you expect it to for all critical outcomes (indicators, qualitative data, secondary sources, etc.)	-Are critical assumptions expected to hold through life of activity? Why/ why not? -How will pathways be influenced if critical assumptions do not hold? If high risk, what is your risk mitigation plan? -Any new critical assumptions that are outside the influence of the activity? -Any new external actors whose efforts are critical to the success of your pathways? -Should any external actors be deleted from your TOC pathways? -Any new preconditions you believe to be necessary to achieve an outcome? These could be outputs, outcomes, assumptions, or the efforts of external actors. -Other changes to the context? -Any indicators need to be added or deleted? -Do indicator targets need to change based on results of context and logic review	-All: Findings from formative research and other studies, including secondary literature -Assumptions: websites; secondary literature; informal key informant (KI) interviews; -External Actors: shared reports; websites; informal KI interviews; staff observations
Year 2	-Conduct context review (e.g. assumptions, external actor, general context, etc.) -Continue to refine logic causal logic, especially cross-purpose linkages, and sustainability plan -Map output/ outcome achievement to TOC diagrams. -Analyze expected change -Analyze demonstrated change to extent possible.	-**Everything listed in Year 1 cell** -The extent to which external actors are producing outputs and achieving their outcomes? If progress is slower than expected, what is potential impact on your TOC pathway achievement? -To the extent possible with available Year 2 data, and in consideration of how long it takes to demonstrate change for various outcomes, discuss: -Which outcomes are expected to demonstrate change within the next year? What systems must be developed to track progress if not already in place? -Which outputs must be prioritized in order to stimulate change (layering, sequencing, integration!)? -Are all outputs still necessary to stimulate change?	-**Everything listed in Year 1 cell** -Staff observations, especially changes that may not be formally monitored -IPTT % of target achieved for outputs and outcomes in lower tiers of TOC -Annual monitoring data sources for tracking not reported in IPTT -DIP output status: in progress, completed, eliminated -Activity progress reports

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	-Ensure there are sufficient means for annually monitoring any new preconditions.	-How are various participant groups engaged in <u>all</u> activities thought to collectively stimulate change (layering, integration)? -Are there implications to the budget as a result of new activities thought necessary to stimulate change in the TOC? -	
-**Years 3-4**	-Conduct context review (e.g. assumptions, external actor, general context, etc.) -Review MTE recommendations and how they fit into the TOC -Map output/ outcome achievement to TOC diagrams. -Analyze expected change -Analyze demonstrated change. -Ensure there are sufficient means for annually monitoring any new preconditions.	-**Everything listed in Year 1 cell** -The extent to which external actors are producing outputs and achieving their outcomes? If progress is slower than expected, what is potential impact on your TOC pathway achievement? -Which outcomes are expected to demonstrate change within the next year? What systems must be developed to track progress, if not already in place? -Which outputs must be prioritized in order to stimulate change (layering, sequencing, integration!)? -Are all outputs still necessary to stimulate change? -How are various participant groups engaged in <u>all</u> activities thought to collectively stimulate change (layering, integration)? -Are there implications to the budget as a result of new activities thought necessary to stimulate change in the TOC	-**Everything listed in Year 1 and Year 2 cells** -Midterm findings and recommendations -IPTT % of target achieved for outcomes in all tiers of TOC -