

**Information Day for Darwin Applicants**

**7 November 2013**

13:00-16:30

ZSL

Zoological Society of London

Regent's Park

London NW1 4RY

| **Time** | **Agenda Item** |
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| 12:30 | **Arrivals and registration** |
| 13.00 | **Welcome and intro to the workshop**   * Purpose of the workshop * Introductions * How the afternoon will work |
| 13:10 | **Overview of Frequently Asked Questions (Rebecca/Eildh)**   * Collection of questions that have come in and responses * Administrative Queries * Technical Queries * ODA requirements |
| 13:30 | **Setting objectives: practical tips & jargon guide (Andy)**   * Introduction * Problem analysis * Tools you can use (Theory of change, participatory planning) * Hierarchal logic |
| 13:40 | **Measuring Impact vs. Activity (Rebecca)**   * Impacts * Outcomes * Activities * Indicators |
| 13.50 | **SMARTen your indicators (Paddy Abbot)**   * Specific * Measurable * Achievable * Realistic * Timebound |
| 14.00 | **Group work exercise (Andy)**   * Logframe puzzle * Assessment of SMARTness of Indicators * Theory of Change diagram drafting |
| 14.50 | **Report backs on group work** |
| 15.15 | **Presenting Evidence (Rebecca)**   * Means of Verification * Using evidence to promote success |
| 15:30 | **Individual action plan and evaluation of workshop** |
| 16.15 | **Q&A and Feedback** |
| 16.30 | **Workshop close** |