**(3,5 hr)**

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# SESSION OVERVIEW

|  |  |
| --- | --- |
| **Length** | 3.5 hours (with scenario exercise)  2 hours (without scenario exercise) |
| **When** | **CEA in CVA PRESENTATION** |
| **Learning outcomes** | * Understand principles of CEA and how they can be applied in CVA * Familiarity with relevant CEA tools and how to use them * Where to access additional support on CEA |
| **Methods** | * Presentation in plenary * Table activity * Scenario exercise * Group-to-group presentations |
| **Preparation and resources needed** | * CEA in CVA Powerpoint * CEA minimum actions cut out sheets (already cut out and in envelopes) for sorting exercise. * CEA in CVA Scenario activity – scenario sheets, flipcharts, pens etc. |
| **Facilitator roles & guidance** | * Use the notes below * Facilitator to present slides and facilitate sorting and scenario exercises. * Make sure groups stick to time in each section as time is tight. Will need at least two facilitators to support group-to-group presentations at the end. |

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# SESSION PLAN & TIMELINE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Agenda timing** | **Time** | **Group** | **Methodology** | **Facilitators** |
|  | 35’ | Table Group | Plenary presentation on fundamentals of CEA |  |
|  | 10’ | Table Group | Minimum Actions sorting exercise |  |
|  | 1,30 hours | Table Group | Plenary Presentation on CEA as it relates to CVA |  |
|  | 45’ | Activity Group | Scenario activity |  |
|  | 25’ | Activity Group | Group-to-Group presentations of scenario solutions |  |
|  | 5’ | Table Group | Wrap up in plenary |  |

# DETAILED ACTIVITY INSTRUCTIONS

## ACTIVITY 1: CEA INTRO PRESENTATION IN PLENARY

**Duration:** 30 minutes

**Preparation and resources needed:**

* PowerPoint Presentation – check videos are playing with sound.
* Sorting activity sheets already cut-up and prepared for next activity.

## ACTIVITY 2: MINIMUM ACTIONS SORTING EXERCISE

**Duration:** 15 minutes

**Preparation and resources needed:**

* Sorting activity sheets cut-up and in envelopes, one full set for each group.
* Flip chart sheets (one per group) divided into four + 1 with one of the four headings of the programme cycle in each quarter – Assessment, Planning, implementation and Monitoring, Evaluation + Plus a box for Institutionalisation.
* Glue Sticks

**Instructions:**

1. Distribute flip chart sheets with the programme cycle stages, and envelopes with cut up actions to each group.
2. Give groups ten minutes to match the actions to which stage they think they belong to.
3. After ten minutes, whether people have finished or not, end the exercise and go through each stage. Ask group one to say what they have in assessment and if other groups agree, then group two for planning, group three for implementation and so on until everyone has the right actions in the right stage of the programme cycle. They can then stick the actions down on the paper and stick it on the wall near their table for reference.

## ACTIVITY 3: CEA in CVA PRESENTATION

**Duration:** 25 minutes

**Preparation and resources needed:**

* CEA in CVA PowerPoint presentation - check videos are playing with sound.

## ACTIVITY 4: CEA in CVA SCENARIO ACTIVITY

**Duration:** 35 minutes

**Preparation and resources needed:**

* Enough scenario sheets for participants to have at least one between two
* Flip Charts and Pens for participants to write their presentations/ideas on

**Instructions:**

1. Share instructions for scenario – distribute scenario sheets, flag tools available (CEA in CVA checklist, CEA Guide etc) explain which groups will present to each other at end of the scenario session. See scenario facilitator sheet for full details on the session.
2. Circulate amongst the groups to check they understand the task, emphasise thinking about the fundamentals of CEA and how these principles would relate to the challenges being faced.

## ACTIVITY 5: SCENARIO GROUP-TO-GROUP PRESENTATIONS

**Duration:** 25 minutes

**Preparation and resources needed:**

* Two areas for groups to present to each other where they will not disturb each other too much.
* Two facilitators, one to support each of the group-to-group presentations.

**Instructions:**

1. Pair groups together (ideally this should be set up at the start of the scenario so each group knows where they will go and when).
2. Each group will have 5-10mins to present their findings to the other group, with the watching group playing the role of the Head of Operations. Ensure the watching group pays attention and remind them they are expected to have questions once the presentation is complete.
3. Facilitator to support questions at the end of each presentation. Are you convinced by the plan? What do you think is good about it? Do you think there are any gaps? What are they? Having seen the other groups presentation, is there anything you would do differently? Etc.

## ACTIVITY 6: SESSION WRAP UP

**Duration:** 5 minutes

**Preparation and resources needed:**

* Final slide of key learning points, take aways, tools and contacts for CEA in CVA.

**Instructions:**

1. Before revealing the wrap up slide, ask the group what they felt about the session – is there anything new they have learned? What?
2. Is there anything that surprised them (about CEA in CVA)?
3. What tools do they now know about that they can use for applying CEA in CVA?

Do they know who they could contact for more support on CEA?

1. Reveal wrap up slide, hopefully confirming points already mentioned.
2. Share link to CEA in CVA E-Learning on Learning Platform.
3. Any final questions?