Principles *for* Digital Development

TechChange

dial Digital Impact Alliance

PRINCIPLES FOR DIGITAL DEVELOPMENT

Facilitators Guide

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Guide Overview

This facilitators guide provides a step-by-step overview for a series of modular activities related to the Principles for Digital Development (the Principles).

The Principles provide a framework for members of the international development community to deploy more effective, sustainable, and transparent digital solutions across their programs at headquarters and field-level operations. The Principles were formed to galvanize the community around using digital technologies successfully across different sectors and organizations.

Workshop Objectives

The workshop curriculum features a series of practical activities, interactive discussions, multimedia presentations, and immersive simulations.

At the conclusion of this workshop, participants will be able to:

1. Understand how various stakeholders in a development project can best meet their specific objectives using the Principles as an overall framework and guide.
2. Analyze elements of successful and unsuccessful development projects based on the Principles.
3. Apply the Principles to improve a Request for Proposal (RFP).
4. Provide trainings to colleagues using similar materials and activities.
5. Advocate effectively for increased adoption of the Principles and digital development within their organizations.

Activities Overview

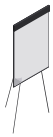
Session	Description	Time	Material
Warm Up: Technology Bingo	Participants engage in a series of one-on-one conversations and attempt to fill out a bingo card of tech-themed experiences with signatures from from other participants.	15-20 minutes	Handout
The Principles for Digital Development Presentation	Facilitator provides an overview of updates related to the Principles and shares a variety of relevant resources, including a maturity matrix for evaluating proposals and a guide that links the Sustainable Development Goals (SDGs) with the Principles.	20 minutes	PPT Deck
Human Likert Scale (Agree-Disagree)	Facilitator stages a human Likert scale activity by reading provocative statements and inviting participants to line up along a spectrum of agreement/disagreement. Facilitator leads debrief and asks participants to share their positions.	20-30 minutes	Signs Markers Tape

Paired Interviews	Participants engage in a paired interview activity with structured questions to learn more about how other organizations are applying the Principles and addressing challenges.	45-60 minutes	Handout
One Laptop Per Child (OLPC) Case Study Analysis	Participants read a one-page brief and watch a short video about OLPC. Each group explores relationships to specific Principles and presents their analysis to the larger group at the end of this session.	60 minutes	Readings Flipchart Stickers
Request For Proposals Simulation Exercise	Participants read an excerpt from a draft Request for Proposals (RFP) document. Then, they receive additional context and are invited to develop recommendations for improving the RFP.	60 minutes	Handout 1 Handout 2 Flipchart Stickers
SDGs Framework & Principles Exercise	Facilitator hands out playing cards for the Principles and the SDGs. Participants divide into groups and come up with project concepts, considerations, and questions based on selected card sequences.	45-60 minutes	Handout SDG Cards DP Cards

Activities Overview

Facilitator Checklist

Materials



Flipchart

Principles

Markers

Tape

Paper

Stickers

SDG Scenario Cards

Activity Handouts and Materials

- Principles bingo card sheet (PDF)
- Principles Deck (PPT) (Google Slides)
- Paired Interviews Worksheet (Google Doc)

- RFP Simulation Overview & RFP Roles (PDF)

Principles Cards

- One Laptop Per Child Exercise Readings (1) (2) (PDF)

- SDG Card Activity Overview (PDF)

Activities

Activities

Technology Bingo

Participants engage in a series of one-on-one conversations and attempt to fill out a bingo card of tech-themed experiences with signatures from other participants. Time: 15-20 minutes Materials:

- DP Bingo Card Sheet (Pdf)
- DP Bingo Card Sheet (Google Doc)

Instructions:

- Facilitator hands out bingo cards.
- Facilitator reads instructions and models a sample interaction.
- Instructions:
- Introduce yourself to one person at a time and ask if they are someone who fits the box description.
- If not, keep asking until you find a box that fits them. Once they say yes, get them to sign for that box. Afterwards, switch roles and let them ask you a question.
- The goal is to fill **all** 16 boxes with 16 different signatures.
- Note: If you find yourself in an interesting conversation about a particular box, please pursue that exchange. This isn't a contest, so there is no need to rush the conversation.
- After 10-15 minutes (or as participants finish filling out all boxes), facilitator ends the activity and invites participants to return to their seats.
- Facilitator leads a debrief discussion by reviewing each box (or a selection of boxes) and inviting participants to raise their hands if they signed for the box. Time permitting, facilitator invites participants to share stories related to boxes.

Notes:

- This is an effective way for the facilitator to learn participant names quickly and also ensure that the group knows and remembers each other's names.
- If you deliver this activity with a group that does not already know each other, then it may be useful to have participants introduce themselves to the large group during the debrief before they share their story.

The Principles for Digital Development Presentation

Facilitator provides an overview of each digital principle, historical evolution of the framework, and relevant updates. Facilitator also shares a variety of relevant resources, including a maturity matrix for evaluating proposals and a guide that links the Sustainable Development Goals (SDGs) with the Principles, the community forum, and the process for becoming an endorser.

Time: 20 minutes

Materials:

- PPT Deck (PPT) (Google Slides) Instructions:
- Notes included in slide deck.

Human Likert Scale (Agree-Disagree)

Facilitator stages a human Likert scale activity by reading provocative statements and inviting participants to line up along a spectrum of agreement/disagreement. Facilitator leads a debrief and asks participants to share their positions. Time: 20-30 minutes or 5 minutes per statement

Materials:

- Markers
- Tape
- Three signs: Agree, Disagree, Neutral

Instructions:

- Facilitator tapes “agree” and “disagree” signs on opposite ends of a wall and a “neutral” sign in the middle. Be sure to leave enough space for your group to stand along the wall, but also to hear you and to participate in the subsequent discussion.
- Facilitator reads a series of provocative statements and asks participants to line up along the spectrum from agree to disagree.
- Facilitator leads a brief discussion after each statement inviting participants to share why they chose to stand where they did.

Statement Bank (5 minutes per statement):

- Warm up: I got enough sleep last night.
- International development: International development projects are more effective at using technology because of The Principles for Digital Development.
- My organization: Colleagues across my organization have a strong understanding of the Principles and are integrating them into projects and decision-making.
- My role:
- My role (non-endorsers): I am confident that I know enough about the Principles and have sufficient resources to advocate for endorsement at my organization.
- My role (endorsers): Now that my organization has endorsed the Principles, I have total clarity about what I should be doing to promote them in my role.
- My role (both): I feel like I have sufficient clarity, materials, and resources to promote the Principles across my organization.
- SDGs and Principles: I have clarity on how the Principles relate to the UN Sustainable Development Goals.
- Project evaluation: I am confident in incorporating the Principles into my own evaluations of programs or projects at my organization.
- Principles (requires nine Principles placards placed along same wall or around room):
- The Principle I find hardest to communicate is ### .
- The Principle I find easiest to communicate is ### .
- The Principle I find the most counterintuitive/contradictory to my work is ### .

Game Variations:

- If you are delivering this activity during lunch (or while people are eating), consider having participants hold up paper signs or use props like party hats to illustrate agreement/ disagreement.
- Game can also be played with four corners of a room if you decide to have multivariable points (i.e., number of cups of coffee you drink each day from 0-4).

Notes:

- Have the statements printed out or accessible on your phone when you read them to the participants.
- Make sure you read the statements loudly and slowly and repeat them at least once.

- Encourage participants to move positions during the discussion if they are compelled by a colleague's argument.
- Thread arguments together and provoke disagreement where possible.
- Look for nodding heads and other visual cues to call on people to share (learn as many names as possible for this to work well).
- Have chairs handy for participants who may not be able to stand for a long duration of time.
- If participants feel the statement is too vague (which many of them are), invite them to create their own context in responding to the statement.

Paired Interviews

Participants engage in a paired interview activity with structured questions to learn more about how other organizations are applying the Principles and addressing challenges. This activity exemplifies a human-centered design process.

Time: 45-60 minutes (depending on number of interview questions)

Materials:

- Paired Interview Worksheet (PDF)
- Paired Interview Worksheet (Google Doc)

Instructions:

- Facilitator hands out worksheet and ensures that participants are paired with someone they do not work directly with.
- Facilitator reads instructions.
- In pairs, participants will take turns interviewing each other by asking a series of structured questions about the Principles and writing their partners' response in the spaces provided.
- Participants have three minutes per question to answer and reverse roles after 9-18 minutes (depending on how many questions the facilitator decides to include).
- As the interviewer, your role is to listen and document, not respond. Keep the focus on the interviewee.
- Facilitator leads debrief and invites groups to share their reflections on the activity and specific highlights that emerged.

Notes:

- Make sure that participants are documenting their interview responses on their worksheet. Consider collecting worksheets after the activity for additional insights.
- Consider having participants respond to fewer questions if pressed for time.

One Laptop Per Child Case Study Analysis

Participants read a one-page brief and watch a short video about One Laptop Per Child (OLPC). Each group explores relationships to specific Principles and presents their analysis to the larger group at the end of this session.

Time: 60 Minutes

Materials:

- OLPC Activity Instructions Handout
- OLPC Introduction Video
- Olpc Reading 1 (Pdf) (Google Doc)
- Olpc Reading 2 (Pdf) (Google Doc)
- Flipchart Paper (One per group of four)
- Principles Stickers

Instructions:

- Facilitator divides participants into groups of three to five people. Each group is responsible for researching and reporting on two to three Principles. (5 minutes)
- Facilitator assigns each group their Principles and hands out corresponding stickers.
- In groups, participants read through the general articles provided and explore additional material online, focusing attention on the Principles they have been assigned. Participants are invited to use Post-It Notes to document findings. (20 minutes)
- Facilitator instructs participants to give a sticker score for each Principle (e.g., how successful was the organization in designing with its users), where a score of one is unsatisfactory and a score of five is excellent. If the group cannot achieve consensus, they may want to take the average of team member assessments. (10 minutes)
- Facilitator instructs groups to come up with **three** recommendations they would implement if they were to redesign this project today. (10 minutes)
- Facilitator leads debrief discussion and invites each group to share their sticker scores and recommendations with the larger group.

Notes:

- The research phase can take some time so circulate to each group and make sure they move to sticker voting and recommendations after roughly 30 minutes.
- Make sure that each group designates a speaker to share sticker scores and recommendations in advance of the large group debrief.
- You may want to use the stopwatch feature on your phone to time the groups when they share their sticker votes and recommendations if you are concerned about time management.

Request for Proposals Simulation Exercise

Participants are each assigned a role and invited to read an excerpt from a draft Request for Proposals (RFP) document. After the roleplay, they are invited to make recommendations for improving the RFP.

Time: 60 minutes

Materials:

- RFP Simulation Instructions and Sample RFP
- Role Cards
- Principles Stickers

Instructions:

- Facilitator divides participants into groups of three to five people.
- Facilitator hands out instructions, RFP excerpt, and role descriptions. Facilitator ensures that each participant has a role.
- Facilitator instructs participants to read through their role cards and the RFP excerpt. (10 minutes)
- The program director leads a structured group conversation (three rounds) about the RFP. Participants play their respective roles. Note: Refer to the Principles two-pager to strengthen arguments. (15 minutes)
- After the group discussion, each participant writes two recommendations that they believe need to be addressed when the RFP is re-released and connects them to specific Principles. (15 minutes)
- Group members vote for the top recommendations with stickers. Note: Facilitator should remind participants to vote as themselves, not their characters. (5 minutes)
- Facilitator leads debrief discussion and invites participants to share their list of RFP recommendations with the larger group. (20 minutes) Notes:
- Remind participants to vote as themselves, not as their characters, when groups are ready to vote on recommendations.
- During the activity, circulate and check in with the program directors to make sure they have sufficient clarity and are able to keep the roleplay moving.

Sustainable Development Goals Framework & Principles Exercise

Facilitator hands out playing cards for the Principles and the Sustainable Development Goals (SDGs). Participants divide into groups and come up with project concepts, considerations, and questions based on selected card sequences.

Time: 60 minutes

Materials:

- SDG & Principles Card Game Handout
- Principles Cards
- Sdg Scenario Cards

Instructions:

- Facilitator divides participants into groups of four people.
- Each group consists of two teams of two people: a **project design** team and a **donor team**.

- Facilitator provides each group with:
- 12 SDG scenario cards
- 9 Principles cards

Sequence:

- The project design team draws an SDG scenario card and the donor team draws a Principles card. Both cards are placed in the center face-up for everyone to see.
- Following this, each team has five minutes (timed) to prepare for the Q&A round. The **project design team** prepares ideas for how it might address the Principle as it relates to the SDG scenario card. The **donor team** identifies two questions to ask about how the project will integrate the Principle.
- After five minutes of preparation, the Q&A round begins. The **donor team** asks its two questions and the **project design team** responds.
- After the exchange, the teams switch roles and complete the activity again.
- After both teams have played both roles, facilitator leads a debrief discussion on the activity.

Notes:

- Make sure each team has a clean, decluttered surface on which to place their cards.
- Use a timer to sequence the activity. In particular, make sure Q&A period doesn't take too long so each group has a chance to play both roles.