



ANNEX V

FOCUS GROUP

DISCUSSION GUIDE

UNICEF Unconditional Child Cash Grant Programme for Syrian Families in Jordan

Bi-Monthly Post-Distribution Monitoring (PDM) Qualitative Data Collection Tool – ROUND (1)

Focus Group Discussion Guide

General Information

Focus Group Session ()				
1.	Date and time	Date :		
		Time:		
2.	Region	1. Amman 2. Irbid 3. Mafraq 4. Jerash	5. Ajlun 6. Balqa 7. Zarqa 8. Karak	9. Ma'an 10. Tafileh 11. Aqabah 12. Madaba
3.	Number of Participants	<input type="text"/>		
4.	Gender	Male [.....], Female [.....]		
5.	Category of Participants for this FGD	1. Under Abject Poverty 2. Under Absolute Poverty 3. HH Hosting Unaccompanied and Separated Children 4. HH with special Protection Needs		
6.	Moderator name			
7.	Assistant(s)			

Research Purpose

Focus Group Discussions (FGD) will be conducted to better understand the perceptions of the Syrian refugees towards the monthly Child Cash Grant that they receive from UNICEF, alongside gathering information on grant use, expenditure patterns and adoption of coping mechanisms. The results will elicit qualitative information that will be used for Post Distribution Monitoring (PDM) and the design of the Monitoring and Evaluation Framework for the Child Cash Grant. Short to medium term outcomes of the UNICEF Child Cash Grant will be analysed through FGD.

Focus Groups Selection

The selection of focus group participants will be purposive and stratified, in that individuals will be invited to participate in each discussion based on their vulnerability status determined by their family's level of poverty, gender, number of children and need for protection. Focus group discussions will be held in groups of 10 maximum, allowing all participants the chance to have their opinions heard. Each focus group will last a maximum of 60 to 90 minutes. The UNHCR has provided a sample of families according to the selection criteria above and within the provided overall sample for the UNICEF PDM.

Discussion Guide

Introduction

I would like to thank you all for coming,

My name is from To –Excel Consulting Associates; we are here today to discuss the benefits and effects of the Child Cash Grant of JD 20 per month per child that you receive from the UNICEF. Your input will help us in designing a demand driven cash programme that will satisfy your emergency needs while providing social protection to your children. You are kindly requested to provide answers about the topic based on your current experience and personal opinion of this grant. Do not worry about giving your opinion with full transparency; all names will be kept anonymous. There are no right or wrong answers, and you are free to ask for clarification at any time if you do not understand the question. Also, please be assured that the answers you give today will not have any implications for receiving the cash grant.

Our discussion will take about 60 to 90 minutes at the most. We want this to be a group discussion, so feel free to participate without waiting to be called on. However, we would appreciate it if only one person speaks at a time. Be assured that all of you will have equal opportunity to express your opinions and please be respectful to opposing attitudes/statements expressed by another participant. There is a lot we want to discuss, so at times I may move the discussion along a bit.

The discussion taking place will be kept confidential, and your names will be kept anonymous. You can withdraw from the discussion at any time.

1. Ask all participants to turn their phones on silent – indicating that they are allowed to leave temporarily if there is an urgent call.
2. If audio recorded please inform the participants.
3. Ask participants to introduce themselves before you start

Questions

The moderator will use four types of questions as needed; open-ended, follow-up, probing and prompted questions. In some cases, the moderator will follow a sequence that consists typically of four parts.

1. Starting with the main question and listening for its answer.
2. Then s/he will follow up and inquire about the answer.
3. And probe to clarify.
4. If necessary, they prompt (cue or aide) the probing questions.

The moderator has to keep in mind while listening to the answers that the Inter - agency Vulnerability Assessment Framework (VAF) defines vulnerability as:

the risk of exposure of Syrian refugee households to harm, primarily in relation to protection threats, inability to meet basic needs, limited access to basic services, and food insecurity, and the ability of the population to cope with the consequences of this harm.

Activity/ Subject of Discussion	Question	Tool	Allocated Time (minutes)	Notes to the Moderator
Registration	Ask them to fill their names and information upon their arrival	Registration Form (annex A)	5	
Introduction	<ul style="list-style-type: none"> Ice breaker Participants introduce themselves Outline purpose of the meeting 	<ul style="list-style-type: none"> Ask them to give an example of one good thing that happened to their children because of receiving the child cash grant, then to introduce themselves Explain the objective of the meeting. 	10	Note down the examples they give. These will be useful for identifying Case Studies and evidence of benefits
Purpose and Satisfaction of Delivery Mechanism	<ul style="list-style-type: none"> Do you understand the purpose of the child cash grant and why you are receiving it? Are you happy with the way the child cash grant is delivered? Any interruptions? Why? Is the time given to you to withdraw the money sufficient? Do you know how to make a complaint if you need to? Have you ever had to make a complaint? 		5	Probe further into questions about regularity of grant – would a different time frame be preferable and why?
Level of Assistance (Amount)	<ul style="list-style-type: none"> Baring in mind that the child cash grant is intended only to meet the basic needs of your children; do you feel the amount is sufficient? If not, what do you think would be a sufficient amount to meet their basic needs? 		5	Stress that the intention is to cover basic needs only, not every possible need of the child Explanation of basic needs: the minimum amount of resources your children need to maintain their health and well-being.
Eligibility	<ul style="list-style-type: none"> Do you think that the grant is reaching the most vulnerable families with children? If not, why? 		5	Take specific examples if possible. Probe for information as to why they think families they mention might not be getting the grant – not registered with UNHCR, in poor economic situation but not as bad as them, etc.
Did child cash grant achieve intended results	<ul style="list-style-type: none"> How do you feel that receiving the cash grant has affected your children in specific, and the family overall? Please explain. Were you able to satisfy any needs/requirements for your children that you would not have been able to afford without the child cash grant? e.g. education, stop children working, provision of health services, quality healthy food, clothes, recreation, shoes, etc. Please explain. Have you faced any difficulties or challenges resulting from the receipt of the grant? From community members, government, additional costs, etc. Was there anything you wanted to buy for your children but could not due to scarcity or unavailability of resources? 		15	REMEMBER: We are talking about child cash grant. Remind participants to relate their answers to this if necessary. Note - changes on children/ families situation due to the additional child cash grant. Note - how additional child cash grant is used by the families and if any pattern is observed. Note – do they feel their situation has improved or not? Dig deeper into their answers.
Coping mechanisms	<ul style="list-style-type: none"> Since receiving the child cash grant, how has your family adapted to manage your financial hardship? Is your situation, including that of your children, improving since receiving the grant or not? Please give examples, either positive or negative. If the CG were stopped, in what ways would it affect your children's situation, if any? How would you cope? Please explain – would it impact on food/education/health/ other. 		15	Explanation of negative coping strategies: 'The following questions are about your coping mechanisms – the choices you have had to make that might impact the family positively or negatively due to changes in your financial means, such as reducing meal size or number, moving children into or out of school of school due to changing financial means, etc.' Reassure that last question is hypothetical.
Intra-Family Decision Making	<ul style="list-style-type: none"> In your family, who decides how the money can best be used and allocates the spending of the grant? This may not necessarily be the person who collects the money 		5	Note if decision maker is different person to the one who collects the grant. Notice gender of collector/decision maker.

Concluding/ Ending Question	<ul style="list-style-type: none"> To what extent do you feel the child grant was helpful in improving your children's standard of living? What have you been able to do with the money that otherwise you might not have been able to afford? Things that were not a priority before but are affordable as a result of the grant. 	5	Draw on positive examples – ask participants to expand on the positive benefits they experienced or things they have been able to do due to the cash grant.
Recommendations/ Way Forward	<ul style="list-style-type: none"> Do you have any recommendation for how the child grant could work better for Syrian Refugee families? 	5	Ask in terms of amount, cash/ kind, duration, criteria for eligibility, delivery mechanism etc.

Thank the participants for their participation– end with a positive note

Time at the end of the discussion	
Comments:	
Attitudes of the participants during the focus group :	
.....	
.....	
Quotes :	
.....	
.....	
.....	
.....	
Interruptions during the discussion: no/yes (frequency)	

Annex (A) Registration Form

Important Note for the Moderator: If the participant doesn't want to give the below information then please ask them to fill their names and signature.

Focus Group Category												
Location		Date			Time							
Name	UNHCR File No.	Mobile No.	Gender (M/F)	Relation to the Family	Number of Family members	Number of boys < 18	Number of girls < 18	Number of Disable children < 18	Number of Boys at school or informal classes	Number of Girls at school or informal classes	Received since (month)	Signature