**COMMUNITY GROUP DISCUSSIONS**

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| **WHO** |
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The field team, comprised of five persons – at least two men and two women, will carry out the community group discussions (CGDs) and direct observations at each site. The teams should be diverse and include people from different organizations, with different sector knowledge, and local knowledge including the local language spoken at the site. Members of the field team will have been trained on CGDs as part of their orientation. The individuals who attend the orientation session must be the same individuals who carry out the CGDs.

The two women in the field team will lead the community group discussion with the women. Similarly, the two men in the field team will lead the community group discussion with the men.

In each site, there will be one male and one female community group discussion. As far as possible, each group should contain a mix of individuals from different backgrounds, responsibilities, genders, ages, and religious and/or ethnic minorities to ensure a full picture of the affected site. However, many sites will be homogeneous because of their displacement pattern. To ensure that children are protected, do not invite them to take part in the CGDs. Older youths, aged 15+ may be included where culturally appropriate.

Each group should ideally number between four and ten persons. However, this is NOT a focus group discussion and experience has shown it will be difficult to limit group size. Assessment team members need to be aware that the larger the group, the more difficult it will be to manage.

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| **WHERE** |
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The field teams will need to have separate locations for each CGD. In terms of time usage at the site. It is best if the male CGD and the female CGD can take place at the same time. If the space at the site does not allow for separate meeting places, then hold the CGDs one after another in the same location. Where possible, find a public building where the CGD participants can have privacy and where the CGD will not be inundated by curious on-lookers. It is important that the women’s CGD is not interrupted, or taken over, by male site residents.

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| **HOW** |
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The recommendations outlined in the KI and DO section above are also relevant for the CGDs, in addition, be sure to:

* Start the meeting with a brief introduction, including:
	+ Who the team members are
	+ What the purpose and objective of the CGD is
	+ Why participation by affected persons is important
	+ How the information will be used (be sure to emphasize that all response will be confidential)
	+ How participants may receive feedback later.
* Ask permission to take notes
* Inform participants that one person will take notes and another will ask the questions
* Invite the participants to introduce each other.
* Do not assume that all residents of the site know one another
* Share that the process will take no more than an hour
* If participants cannot stay for the whole hour, give the opportunity to leave
* Remind participants that contributing to the CGD will *not* give them preferential treatment or access to humanitarian services
* Ensure that everyone has the opportunity to speak
* Use the format as a guide, *do not read the lists of options*, but have participants give answers and mark the closest option (these have been included to assist in recording and analysing information, but NOT to be read one after the other to the community)
* Ask questions openly and see how the group response, if they are reluctant to say much, prompt them with probing questions.
* Use the *other* option when the group indicates a response not in the format and specifically write down what they said.
* Monitor participant input so that one person does not dominate the discussion.
* If one person tried to dominate, ask questions like, “what do other think?” and “do you all agree that X is the main priority here”.
* If you do not understand a response, ask for clarification
* Ensure there is sufficient time for participants to raise their own concerns at the end.
* Thank people for their time and input.