

Annex 4: Qualitative Topical Outlines

Focus Group Discussion Topical Outline Tool

The following topics provide general guidance for the semi-structured focus group discussion interviews, which will include both refugee and host community project participants. The corresponding evaluation question sub-area are indicated in the far-right column of the tool.

Interviewer name:

Notetaker name:

Date:

Names of interviewee(s):

Location of the interview:

Introduction/consent: Interviewers will introduce themselves and explain the purpose of the interview and how the information will be used. The interviewers will inform the FGD participants that their participation is strictly voluntary, that all information discussed is confidential, and that people will not be individually identified in the reporting of findings. Participants can refrain from answering any question and can stop the interview at any time, without providing a reason. The interviewer must gain verbal consent as per the Introductory Comments.

Introductory Note: Ensure you make eye contact with each individual participant to confirm their consent prior to beginning the interview.

Thank you for being willing to talk with our team. My name is _____. I am a researcher with Fate Consulting, working with international consultant firm TANGO International to conduct an evaluation of the UNHCR-supported Misizi project. This interview will be confidential, meaning the information discussed during this group discussion today will not be shared verbatim with UNHCR or any other entity, and you individually will not be identified alongside anything you share today. All the discussion today will be presented at a high-level, not specific to any one specific group interview. The information will be used to evaluate the results of the Misizi project create general learning about how UNHCR can improve its programming. I will be asking your role, experience and opinions about this project. The interview will take about 60 minutes. Your participation is completely voluntary, and you are free to choose not to respond to a specific question or leave the group at any time.

Do you all agree to participate in this group discussion? Do you have any questions about myself or the interview before we begin?

No.	Theme/Topic	Question	Probes	Evaluation RQ Addressed
1	Participation, Relevance	What activities have you (or your cooperative) participated in through the Misizi Marshland project?	Possible activities include: <ul style="list-style-type: none"> • Participation in cooperative/joint-farming activities • received farming inputs (seeds, fertilizers) • technical farming techniques trainings • access to agricultural extension services • linkage to financial services • irrigation system • utilization of drying/storage facility • Livestock activities 	
2		Were these activities relevant/appropriate to meet your livelihood needs?	<ul style="list-style-type: none"> • Why/why not? How so? • What were the specific needs being met or not met? Any remaining gaps of needs not met? • How does participation in these activities complement support received from other organizations/projects for health, education, food assistance and nutrition, etc? • Examples of participants who dropped out of activities and why they dropped out 	2.1, 2.2
3	Productivity, Effectiveness	How has your agricultural productivity changed since 2018 to now?	<ul style="list-style-type: none"> • Project-supported crops: tomato, onion, cabbage, maize, beans soybeans • Differences in Season A, B or C? • Increased/decreased, why? • Utilization of modern farming techniques promoted by the project/agricultural extension officers • Impact of inputs provided by the program. • Impact due to COVID-19 or any other shocks? • For refugees: how has access to land through this project impacted your household's agricultural productivity? 	1.3
4	Market Access, Effectiveness	How has your market access (for selling agricultural production) changed since 2018 to now?	<ul style="list-style-type: none"> • Project-supported crops: tomato, onion, cabbage, maize, beans soybeans • Increased/decreased, why? • Access to formal vs. informal markets • What new/additional markets do you have access to sell produce, that you didn't have before the project? • Market changes BEFORE and AFTER the onset of COVID-19 related market restrictions • Market changes due to any other shocks (besides COVID-19)? • Impact of Misizi project activities on market access • Describe and discuss your coop's market access or the ability to sell your goods and services 	1.2
5	Income, Effectiveness	How has your household income changed since 2018 to now?	<ul style="list-style-type: none"> • Increased/decreased, why? • How many/what income sources? • Is agricultural production through this project your primary income source? • What has been the impact of the change in income for the household? For the community? • Access to savings? • Access to financial services? • Impact due to COVID-19 or any other shocks? 	1.1

6	Cooperative Effectiveness, Sustainability	What kind of support do you receive from your cooperative? / What are the benefits of cooperative membership to you?	<ul style="list-style-type: none"> Access to financial services? Agriculture technique trainings? Inputs? Will this support continue after project closure? Why? Do the coop members find that the coop is a good use of their time? Do you feel women in this coop are supported to contribute in the same ways as the male members? (Why or why not?) What other supports or skills would women need to be able to participate more?) 	1.4, 4.1, 4.2
7		Describe and discuss your cooperative's income generation and the adequacy of income earned.	<ul style="list-style-type: none"> Has your cooperative been able to reinvest income into agricultural activities for the following season's production? Is there a business plan to show what you need to reach break-even? If so, do you know when that will be and what targets you need to hit? 	1.4, 4.1, 4.2
8		Has the management of your cooperative improved since 2018 to now?	<ul style="list-style-type: none"> How so? / In what ways? Why/why not? Impact of training/support provided by FAO Role of women coop members in coop leadership? 	1.4, 4.1, 4.2
9		Will you continue to participate in the cooperative after this project ends?	<ul style="list-style-type: none"> Why, why not? Will the cooperative continue to function after project closure? Why/why not? Do you believe the coops will last after the project ends? 	1.4, 4.1, 4.2, 4.3
10	Joint-Farming, Effectiveness	What has been the impact of joint-farming activities conducted through this project?	<ul style="list-style-type: none"> What joint-farming activities have there been? Have these been successful? Why/why not? Are joint-farming activities likely to continue after project closure? Why/why not? Did activities effectively include all groups? Men, women, youth, elderly, disabilities...? 	4.5
11	Relations between groups, Effectiveness	How has the relationship between host community members and refugees changed from 2018 to now?	<ul style="list-style-type: none"> Impact of project activities on relations between the two groups Increase/decrease in peaceful co-existence? Why/how? 	1.7
12	Impacts	Have there been any negative impacts on your household, community or cooperative as a result of this project/your participation in the project?	<ul style="list-style-type: none"> What, specifically? What was the impact on the refugee/host community members? How was this dealt with by the program? Gender differentiated impacts (i.e., mothers spending time in trainings/in fields, increased difficulty taking care of children) 	1.5
13		What has been the impact of COVID-19 on your households, and cooperatives? How have things changed because of COVID-19?	<ul style="list-style-type: none"> How have you (household level) been coping (actions taken in response to) with these impacts/changes? How has the cooperative coped (responded to) with these impacts? What has the project done in response to COVID-19? Has this helped? How so? 	5.1, 5.2
14	Sustainability	Do you feel you (and/or your cooperative/fellow cooperative members) have gained enough skills, access to finance, and resources to sustain the changes to market access, income, and agricultural productivity you mentioned earlier after the project ends?	<ul style="list-style-type: none"> Why/why not? What barriers remain? What skills/inputs have been most impactful? Have you been able to purchase all necessary inputs (seeds, fertilizers, etc) for your production, without project support? Does your cooperative have the ability to maintain infrastructure and equipment maintenance or replacement costs (drying sheds, irrigation)? 	4.3, 4.4

			<ul style="list-style-type: none"> Do you have access to finance/savings to invest in your agricultural production? What are the agricultural coops' greatest barriers to sustainability? 	
15	Closing	Is there anything else you feel would be important for us to know, that we haven't already discussed?		

Key Informant Interview Discussion Topical Outline Tools

The following topics provide general guidance for the semi-structured key informant interviews, which will be tailored to the different types of key informants/stakeholders as relevant, thus, not all questions included in the topical outline will be asked of all key informants. Only questions relevant to the specific key informant will be covered in that interview. The corresponding evaluation question sub-area are indicated in the far-right column of the tool.

Interviewer name:

Date:

Key informant(s) name:

Key Informant(s) position/title:

Location of interview:

Introduction/consent: Interviewers will introduce themselves and explain the purpose of the interview and how the information will be used. The interviewers will inform the KII participants that their participation is strictly **voluntary**, that all information discussed is **confidential**, and that people will not be individually identified in the reporting of findings. However, the final report will include a listing of the KIIs. Participants can refrain from answering any question and can stop the interview at any time, without providing a reason. The interviewer must gain verbal consent as per the Introductory Comments.

Introductory Comments: If notes are available, you can be specific as to why that individual was selected to be a Key Informant, for example "in your role as a field implementer working on irrigation installation..."

Thank you for being willing to talk with our team. My name is _____. I am a researcher with _____ [TANGO International OR FATE Consulting, working with international consultant firm TANGO International] to conduct an evaluation of the UNHCR-supported Misizi project. This interview will be confidential, meaning what you share with me will not be shared verbatim with anyone else or included in the report. Your responses will not be tied specifically to you individually, however, a list of all key informants will be included as an annex to the report. I will be asking your role, experience and opinions about this project. The information you share with us today will be used to evaluate the results of the Misizi project create general learning about how UNHCR can improve its programming. The interview will take about 45-60 minutes. Your participation in this interview is completely voluntary, and you can certainly refrain from answering any question and can stop the interview at any time, without providing a reason.

Do you agree to begin this interview? Do you have any questions about myself or the interview before we begin?

No.	Theme/Topic	Question	Probes	Evaluation RQ Addressed
1	Introduction	To start, can you please introduce yourself and give a bit of background on your specific role within the Misizi project?	<ul style="list-style-type: none"> Please describe your functions/responsibilities for the project Services provided or supported Ways in which your office/organization supports the project Timeline of when you first became engaged with the project (design, inception, implementation phase) 	
2	Relevance and Design	Were the activities of this project relevant to the needs of host community and refugee participants? How so?	<ul style="list-style-type: none"> How were the “needs” identified/what does that mean to you? What needs were being met by the project? What gaps remain? Were there specific activities that were the most needed/relevant? Which ones? How did the project design utilize existing assessments, or conducted assessments, to identify refugee and host communities needs and incorporate this information into development of the project objectives? 	2.1, 2.2
3		Describe the Theory of Change. Did implementation follow the TOC, how/how not?	<ul style="list-style-type: none"> Do you feel today is the TOC is still right for the project/in alignment with project outcomes? Appropriate for the context? Relevant to beneficiary needs and strengths? What would you change? 	2.3
4		How was UNHCR’s policy on age, gender, and diversity integrated into the project design?	<ul style="list-style-type: none"> How has this impacted results/been reflected in results? Which activities specifically were designed in alignment with the AGD policy? What would be done differently in future program design processes? 	1.6, 2.4
5	Partnership	Describe the coordination between project partners. Has this coordination been effective/efficient in achieving project results?	<ul style="list-style-type: none"> Partners include: UNHCR, WFP, FAO, MINEMA, District of Gisagara, GIZ, KCB Bank, Umurenge SACCO, MINAGRI, Africa Improved Foods What challenges have there been? What examples of success? How has communication / coordination between partners been? Are all partners able to collect accurate and timely data to measure the projects progress and/or for the requirements of IKEA Foundation? 	
6		Describe the joint-partnership between UNHCR and MINEMA. Was this partnership effective? Why/why not?	<ul style="list-style-type: none"> How was joint programming between UNHCR and MINEMA organized, did implementation follow the project design? How did the coordination between UNHCR and MINEMA help/hinder results? 	3.4
7	Effectiveness	Do you feel the project has achieved its expected outcomes? Which ones? Why/why not?	<ul style="list-style-type: none"> Four expected outcomes: (1) Improved household income among the beneficiaries (refugees and local farmers), (2) Improved access to formal markets for the beneficiaries 	1.1, 1.2, 1.3, 1.7, 4.3

			<p>(refugees and local farmers), (3) Increased agricultural productivity for the beneficiaries (refugees and local farmers), (4) Enhanced peaceful coexistence between refugees and local farmers.</p> <ul style="list-style-type: none"> • What was the most impactful activity(ies) for observed results? • What were the enabling/disabling factors for these results? • Will these outcomes be sustained after project closure? Why/why not? 	
8	Efficiency	Were allocated funds sufficient to achieve the project objectives? Why/why not?	<ul style="list-style-type: none"> • Did time and resource investments lead to expected results? • Were there areas of over/under expenditure? Which, why? 	3.1, 3.2
9		Were there enough human resources (staff) to achieve project objectives? Why/why not?	<ul style="list-style-type: none"> • Enough staff for each function: monitoring, implementation, management, donor relations/reporting • Were there enough staff capacity/skills for each function? • Staff turnover – were the same staff involved in the design of the project still involved at endline? 	3.1, 3.3
10	Challenges	Describe some of the key challenges that arose during this project and how those challenges were dealt with.	<ul style="list-style-type: none"> • What were the challenges faced by UNHCR programming team in the design, implementation, and monitoring of the project? • How were the challenges solved? How effective and efficient were the solutions? 	3.5
11		Were there any unintended impacts of the project?	<ul style="list-style-type: none"> • Were there any negative (unintended) effects of the project? How have these been mitigated? 	1.5
12		How has COVID 19 affected the project and its implementation?	<ul style="list-style-type: none"> • Were changes made to project implementation as a result of COVID-19? What were these changes? What impact did this have on implementation? • How did UNHCR and MINEMA respond to COVID? • What new mechanisms were developed in response to COVID-19? Have these proven to be effective? Why/why not? 	5.1, 5.2
13	Sustainability	Has the project established sustainability mechanisms with cooperatives? If so, what are these mechanisms?	<ul style="list-style-type: none"> • management of cooperative, training provided, linkage to financial services • What is UNHCR doing to ensure profitability of the coops and their sustainability once the project is over? • Do you believe the coops will last after the project ends? Why/why not? • Are there any lessons or good practices that are relevant or replicable for other UNHCR contexts? 	4.1
14		Do you feel the project participants have been equipped with the skills, access to finance, and resources needed to sustain the project results? Why/why not?	<ul style="list-style-type: none"> • To what extent? • What skills have participants gained as a result of participation? Which activities enabled this most? • What skills or activities are expected to be sustained? 	4.3, 4.4

			<ul style="list-style-type: none">Are there any known risks for skills or activities that aren't expected to sustain? Why is that?	
15	Closing	Is there anything else you feel would be important for us to know, that we haven't already discussed?		

