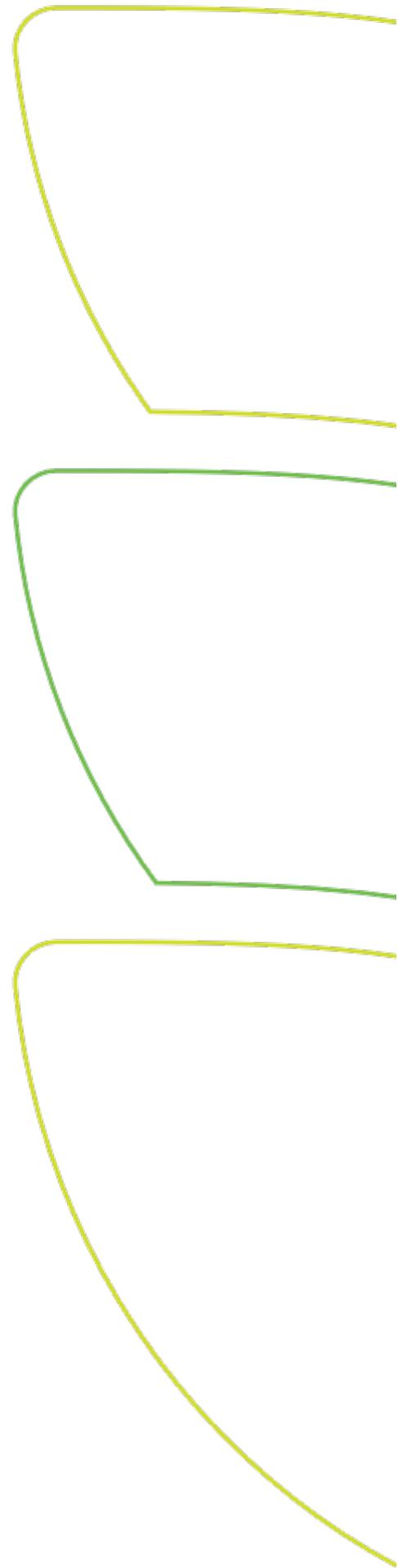


STARTING WITH WOMEN TOOL FIVE

# **SAMPLE FOCUS GROUP GUIDE: WOMEN'S NEEDS ASSESSMENT**

August 2019





# Sample Focus Group Discussion Guide: Women's Need Assessment

## Instructions

Before the project begins, a needs assessment should be conducted with each group. This will form the basis for curriculum development and other ongoing engagement. These questions are illustrative; interviewers should be sure to probe answers. The discussion should be based around the goals for the project. In this example, the focus was on understanding the land and resource tenure situation in the area and women's experiences of tenure.

## Instructions to interviewer/facilitator

1. Please make sure you have an attendance list and all those present sign it if they agree to, or you note the numbers if people don't want to sign.
2. Please administer the consent form before proceeding with questions.
3. Make sure that your notes have a date and place where the discussion is taking place.
4. These questions are divided into questions for a Key Informant Interview (KII) and for a Field Guide Discussion (FGD). Please refer to the heading for the correct set of questions.
5. For FGDs, please limit to a maximum of 20 people per group. Limit groups to one gender as possible.
6. If possible, please bring a voice recorder and check to make sure that the batteries are working before the discussion. Arrange the interviewees in a manner that will help with voice recording.
7. If you do not have a voice recorder, you will need to have at least two people to manage the focus group discussion. One of you will moderate and the other will take notes.
8. Moderation of this FGD should aim to have as many participate in information giving. Please do not allow any one person to dominate. Groups may need to be divided by age or other characteristics to encourage everyone to speak.
9. If you are using an interpreter, ensure that all terms are clear and understood before the interview begins.

**Objectives:**

- a) To establish the context of land and resource tenure in the mining community in terms of secure tenure aspirations and ongoing insecure tenure situations and how these impact access and operation of mining claims, disaggregated by gender.
- b) To learn where there are gaps in knowledge and understanding, and what the people themselves identify as issues they want more information or training about. These issues should be related to their capacity to operate their mining claims with beneficial outcomes. This information should be disaggregated by gender.
- c) To learn the best modalities of engaging with them in order to deliver the capacity development identified as necessary, with information disaggregated by gender.

**Note to Interviewer/facilitator:**

You will need to introduce the project generally. This background is important to the discussion.



# Focus Group Discussion Or Key Informant Interview

## Consent Form

### Consent Form (FGD or KII)

Welcome and thank you for coming to this focus group discussion.

My name is \_\_\_\_\_. Assisting me is \_\_\_\_\_ who will be taking notes on the discussion. We are from \_\_\_\_\_. We are here to learn about women's and men's rights to land and resources (name the type of mineral). The information we are gathering will help us to better understand what your situation is and how we can help support you.

For the next one to two hours, we will discuss: land, mineral extraction, the rights of men and women, and activities people do to help themselves when confronted by various situations regarding land and minerals. If some of the topics are difficult for you to discuss you have the right not to participate or to skip any questions that you do not want to discuss without any negative consequences. Your participation is voluntary and there is no penalty for refusing to take part.

All information shared here is confidential. Please do not share any of the information you hear today from each other with anyone outside this group. When you are talking about specific events or people in your community, it is important that you do not say their name. We want to be very careful to protect everyone's privacy. We will use each other's first names during the session, but no names will be used in any of the reports we write using the information we discuss today. No one will be able to link your name back to what you said.

We hope that this discussion will be a regular conversation where people agree and disagree. Only one person should speak at a time. Try to speak up so that you are heard and we don't miss any of your comments. When responding to questions please leave enough time for the other group members to also share their thoughts. Please feel free to speak openly, your opinions are very important. There are no wrong answers to my questions. Please respect everyone's opinion, even if you hear something you don't agree with.

With your permission, we would like to record our session because we don't want to miss any of your comments. Although our note takers will do their best to record all of your opinions on paper, it is likely that they will miss a few of your comments. Having a chance to talk with you is a unique opportunity, and we want to make sure we represent your opinions and thoughts accurately and correctly. We assure you that these recordings and all notes taken will only be used for our research purposes. They will be kept in a secure location that is only accessible to project staff. No information will be shared with the authorities.

***Do you agree to let us tape record this session for accuracy and completeness?***

Entire group does not agree → Continue without tape recording

Entire group agrees → Continue with tape recording

***Does anyone have any questions?***

***Do you agree to participate in the discussion?***

**Consent**

**I, the undersigned, certify that I have read and discussed the consent procedures with the group and continued only on consent by all participants.**

Name of interviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of interviewer: \_\_\_\_\_



# Questions for KII

## Questions for Key Informant Interview

Note that these questions are illustrative, and it is important to get the general information needed for each section, rather than to answer each question in order.

### A: Background/Current Situation

1. What is your name? Age? Marital status?
2. What is your role regarding the mining claim or mining association?
3. Are you from this area?
4. If not, when did you move here?

### B: Mining claim information

Goal: Determine whether interviewee has rights to mine, what those rights are, whether there are any conflicts, and how conflicts are resolved.

1. Do you have a mining claim?
2. How long have you had a mining claim?
3. How did you gain access to your current mining claim?
4. Did you buy or lease the claim?
5. Are there any conditions on your access?
6. If you do not have a mining claim, are your rights to mine formally recognized by anyone? By whom?
7. Can you describe how you made your claim or got your rights to be recognized?
8. Have you had any conflict over your claim?
9. If so, who was involved and how was it resolved? What kind of support did you have? What kind of support would you have liked?
10. Who owns or has rights to the land where your claim is? Probe for if he or she would like support to learn more.

### **C: Land tenure information**

Goal: Determine whether interviewee has land rights specifically where mining occurs, what those rights are and whether they are held individually, as a family, and/or as a community, and whether those rights are secure and documented, and whether the interviewee has any other rights to land and if those are secure.

1. Do you own or have rights (formal or customary) to the land where you have your claim? What are those rights? If not, who has those rights?
2. Who holds those rights? E.g. you as an individual, as part of a family, land used by the community as a whole, etc.
3. Has the government taken any land for the purpose of mining? What is the process? E.g. notice, compensation, opportunity to say no.
4. Do you have any other land? What type of land? (agricultural, house, etc.)
5. Do you feel those rights are secure? What does that mean? How could they be improved? Are they documented?
6. Can someone own the land but not the minerals on or in it? How is such a situation resolved?

### **D: Mining operations**

Goal: To determine how to support participants in making use of the mining claim.

1. What are your plans or hopes for your mining claim? Do you hope to expand? Add new locations?
2. What are you doing to realize your plans? Do you plan to take any loans?
3. What are the advantages and disadvantages of operating a mining claim as an individual? As a member of an association?
4. What support or training would help you operate your mining claim?

### **E: Mining association**

Goal: To determine how the project can support the mining association, how it treats women and men, and to determine what the association does.

1. Are you a member of the mining association? Describe the process of learning about and joining the association.
2. Was the association closed to any group of people (women, strangers, etc.)?
3. Are there new members joining the association, or is it a fixed group?
4. Are there both young people and elders? Are the young people both men and women?
5. Do both men and women play active roles? Are the female members heads of household or within a household? Do both husband and wife participate in the association if they both participate in mining?
6. What does the association do? Probe for:
  - Does the association provide ongoing new information? For example, legal information/changes; info re: better practices, marketing info? If not, how do you receive that kind of information? Would you like to?
  - Does the association help provide tools or other services?
  - Does the association help with marketing?
  - Does the association provide protection? If yes, from what?
  - Does the association get involved with disputes?
7. Are there miners who are not part of the association? Why not?
8. What institutions or structures have an influence on your land or mining claims? How can the project support you to take advantage of these?
9. What improvements would you make to the association?

## **F: Participation and engagement**

Goal: To understand how to engage participants in the project and learn what they hope to gain.

1. Do you have any questions about the project? Probe for hopes, fears, expectations.
2. How can the project help you make use of your mining claims?

***Interviewer: Thank the individual for his or her participation and close the session.***



# Questions for FGD

## Women

### Questions for Field Guide Discussion (Women)

#### A: Background/Current Situation

1. Is everyone here from this area? Who here is married? Widowed? Unmarried?
2. What kind of work do people do in this area? What do women do? Men?
  - a. What responsibilities do women have in the home? Outside the home?

#### B: Mining association

Goal: To determine how the project can support the mining association, how it treats women and men, and to determine what the association does.

1. Is everyone here a member of the mining association? If not, why not? Why might someone not join the association?
2. If yes, when did you become a member? How did you hear about the opportunity to join?
3. If yes, what are your roles in the association?
  - a. Do men and women have different roles? Probe for what those are.
3. Is the association open to all or closed to any group of people (women, strangers, etc.)?
  - o Probe for barriers for women joining
4. Are there new members joining the association, or is it a fixed group?
5. Are there both young people and elders? Are the young people both men and women?
6. Do both men and women play active roles? Probe for barriers to participation.
  - o Are the female members heads of household or within a household?
  - o Do both husband and wife participate in the association if they both participate in mining?
7. What does the association do? Probe for:
  - o Does the association provide ongoing new information? For example, legal information/changes; info re: better practices, marketing info? If not, how do you receive that kind of information? Would you like to?

- Does the association help provide tools or other services (e.g. marketing, protection, protection from what)?
  - Does the association get involved with disputes? If so, in what capacity? If not, how are disputes resolved? Is this different for men and women? Do women need someone to accompany them?
  - Does the association ever help with negotiations?
8. How is leadership chosen? How often? Is it chosen fairly? Is it usually a certain type of person (e.g. elder, youth, educated, well-connected, man)? Do the leaders need or want leadership training or information?
  9. Are men or women more likely to have conflicts over their claims?
  10. What does the association need help with?
  11. Are there miners who are not part of the association? Why would someone choose not to join?
  12. What institutions or structures have an influence on your land or mining claims? How can the project support you to take advantage of these?
  13. What improvements would you make to the association?

### **C: Mining operations**

Goal: To determine gender differences in use of and decisions about claims and how the project can support participants in operating their claims.

1. Who makes decisions about mining within a family? Can a woman ever make decisions alone?
2. Are there any differences in how men and women use their claims? Expand them?
3. How do women in this area access loans? How do men?
4. What are the advantages and disadvantages of operating a mining claim as an individual? As a member of an association?
5. What support or training would help you operate your mining claim?

### **D: Participation and engagement**

Goal: To understand how to engage participants in the project and learn what they hope to gain.

1. How do women in this community get information? (E.g. radio, meetings, church, etc.)
2. Is there any support you would like to know more about your claim, or about resolving disputes about it?
3. Do you have any questions about the project? Probe for hopes, fears, expectations.
4. How can the project help you make use of your mining claims?

***Interviewer: Thank them for their participation and close the session.***



# Questions for FGD

## Men

### Questions for Field Guide Discussion (Men)

#### A: Background/Current Situation

1. Is everyone here from this area?
2. What kind of work do people do in this area?

#### B: Mining association

Goal: To determine how the project can support the mining association, how it treats women and men, and to determine what the association does.

1. Is everyone here a member of the mining association? If not, why not? Why might someone not join the association?
2. If yes, when did you become a member? How did you hear about the opportunity to join?
4. If yes, what are your roles in the association?
  - a. Do men and women have different roles? Probe for what those are.
3. Is the association open to all or closed to any group of people (women, strangers, etc.)?
  - Probe for barriers for women joining
4. Are there new members joining the association, or is it a fixed group?
5. Are there both young people and elders? Are the young people both men and women?
6. Do both men and women play active roles? Probe for barriers to participation.
  - Are the female members heads of household or within a household?
  - Do both husband and wife participate in the association if they both participate in mining?
7. What does the association do? Probe for:
  - Does the association provide ongoing new information? For example, legal information/changes; info re: better practices, marketing info? If not, how do you receive that kind of information? Would you like to?

- Does the association help provide tools or other services (e.g., marketing, protection, protection from what)?
  - Does the association get involved with disputes? If so, in what capacity? If not, how are disputes resolved? Is this different for men and women? Do women need someone to accompany them?
  - Does the association ever help with negotiations?
8. How is leadership chosen? How often? Is it chosen fairly? Is it usually a certain type of person (e.g., elder, youth, educated, well-connected, man)? Do the leaders need or want leadership training or information?
  9. Are men or women more likely to have conflicts over their claims?
  10. What does the association need help with?
  11. Are there miners who are not part of the association? Why would someone choose not to join?
  12. What institutions or structures have an influence on your land or mining claims? How can the project support you to take advantage of these?
  13. What improvements would you make to the association?

### **C: Mining operations**

Goal: To determine how claims are used and how the project can support participants in operating their claims.

1. Who makes decisions about mining within a family?
2. How do people access loans?
3. What are the advantages and disadvantages of operating a mining claim as an individual? As a member of an association?
4. What support or training would help you operate your mining claim?

### **D: Participation and engagement**

Goal: To understand how to engage participants in the project and learn what they hope to gain.

1. Is there any support you would like to know more about your claim, or about resolving disputes about it?
2. Do you have any questions about the project? Probe for hopes, fears, expectations.
3. How can the project help you make use of your mining claims?

***Interviewer: Thank them for their participation and close the session.***