

## ANNEX B.10 - FOCUS GROUP DISCUSSION GUIDE FOR THE ACADEME

### General Instructions:

This instrument will be used for focus group discussion with the academe. The evaluation team will conduct the FGD via ZOOM.

Before starting the FGD, facilitators are requested to send a copy of the INFORMED CONSENT FORM (Refer to Annex C) to the participants and verbally seek the respondents' consent. Upon confirmation of intent to participate, ask the participants to attach their electronic signature and send back the completed form. Do not start without the completed form.

Except when internet connectivity is a problem, please request participants to turn on their cameras for recording purposes. At the minimum, the cameras should be turned on: at the beginning, end, and when the participants speak. Turning cameras on will verify the speaker.

As a reminder, participants should mute themselves while someone is talking.

### OPENING

Good morning/afternoon. Thank you for joining us today. Your active participation is important to determine how effective the interventions introduced by ICMA have helped achieve the goals of SURGE.

I am Dr. Nic Agustin. We are external evaluators supporting the Panagora Group in the conduct of the evaluation on SURGE. Dr. Ginny Santiago, Mr. Nick Baoy, and Mr. Senen Dizon will be joining us.

We will be recording our session. You will need to accept the recording before you are allowed to continue. We will now begin recording.

May I clarify at this point that everyone has submitted a signed Informed Consent Form and retained a signed copy? If not, may I request you to exit the session and e-mail us your signed consent form? You may re-enter once we receive the form.

Has anyone of you participated in an FGD before? (If yes, proceed to the next paragraph. If no, continue as follows). Let me tell you what happens in an FGD. We will ask a general question, and anyone can take the lead to answer the question. Then, the next participant either agrees or disagrees with the statement, explaining the reasons for it. The conversations continue until we ask another question.

I wish to reiterate that your participation in this FGD is voluntary, and you may opt out. You do not have to answer all the questions if you do not wish to. Should you opt-out, we will strike from our records all statements made by you.

For those who will continue with us, we wish to assure you that our conversation will remain confidential and will be discussed only within the research team led by Ramon Noriel Sicad of the CLAIMDev team. Should we use any of the statements you made in our report, we will seek prior

approval to do so. You may then inform us whether you would like the information stricken or included in the report and whether or not you would like the statement to be attributed to you.

Our FGD for today should last no more than two (2) hours. Should our conversations be animated, we will interject with time checks. So that we remain organized, may we request you to raise your hand and wait to be acknowledged if you would like to speak? For others, you may want to use the chat box to share your views.

We ask that you keep your cameras on for documentation purposes. Should you experience connectivity problems, we request that the cameras be turned on at the beginning and end of the session, at least when you speak.

Do you have any questions?

Now that we have addressed all questions, we will now start our session. We ask that you kindly mute your audio and open only when you are acknowledged to speak. In our chat box, kindly indicate “okay” so that we can proceed. We will be recording our session. You will need to accept the recording before you are allowed to continue. We will now begin recording.

For the record, may we have one round of introductions? Please tell us your name, affiliation, and involvement/participation with the SURGE project.

## **FGD QUESTIONS**

1. Are you familiar with the SURGE activity of the USAID? How did you come to know about it? Are you familiar with International City/County Management Association (ICMA)? How did you come to know of it?
2. What was the role of the academe in ensuring that the SURGE activities are relevant in addressing the development priorities outlined in city/local development plans? (1.3.3)
3. What specific interventions have the Academe introduced that contributed to the success of the SURGE? How were these conceptualized? In what component of the SURGE are these applicable?
4. What are the prospects that the outcomes and intermediate results generated by the project in your institution will continue after project completion without further assistance from SURGE? (3.1)
5. Are technical, institutional, and financial capacities adequate to ensure continuity to project activities? (3.1.1) What is the likelihood that your institutions will take ownership of the interventions initiated by SURGE? (3.1.1.1)
6. With what SURGE introduced in your institution, are there opportunities for replicating such in the future? What are these opportunities, and why do you consider them as such? (3.4)
7. Are there plans by your institutions to replicate or expand any of the SURGE interventions in the future? (3.4.1)

## **CLOSING**

We wish to thank you for your active participation in this FGD. We appreciate the time you have taken to be with us today to contribute to an honest evaluation of the interventions concerning the SURGE activity. We have learned a lot from our session.

We wish to remind you that our session today will be held in the strictest confidence. We will contact you in the future should we use any of the statements you made in our report.

Continue to keep safe. Mabuhay ang Pilipinas. We will now end the recording.