

ANNEX B.8 - FOCUS GROUP DISCUSSION GUIDE FOR CITY PROGRAM COORDINATORS OF ICMA

General Instructions:

This instrument will be used for focus group discussion with City Program Coordinators (CPCs) of ICMA. The evaluation team will conduct the FGD via ZOOM.

There are four areas of questions in this instrument. These are:

- The CPCs role in the intervention process
- CPCs perceptions about interventions conducted and their effect on beneficiaries
- The challenges CPCs encountered and how these can be improved
- Sustainability of projects

Before starting the FGD, the facilitators will seek respondents' consent by sending a copy of the INFORMED CONSENT FORM to the participants. Upon confirmation of their intent to participate, the participants should send back the completed form with their electronic signature. The FGD will 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 participation is essential to determine the extent of achievement on the outputs and outcomes 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 if you have 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 the facilitator asks 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 information 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, your city of assignment, and the inclusive dates you were a CPC in that city?

FGD QUESTIONS

The CPCs role in the intervention process (30 minutes)

1. What was your role in the SURGE activity?
2. How aware are you of the goals of the SURGE activity? Where did you gain your knowledge?
3. How involved were you in the planning of the SURGE interventions?
4. How were you prepared for your role? Were there skill sets that helped you with your task?
5. What is the typical process you undertake with each intervention?
6. Were you able to introduce any innovations in accomplishing your task?

CPCs perceptions about interventions conducted, the process, and its effect on beneficiaries (40 minutes)

7. In your perception, were the interventions relevant to the beneficiaries?
8. In your opinion, did the beneficiaries gain from the interventions?
9. Were the interventions implemented correctly? Could it have been done better?
10. Were the intended beneficiaries reached?

The challenges CPCs encountered and how to get better (20 minutes)

11. What challenges did you experience in doing your task?
12. Are there aspects of the intervention that you could have done differently?
13. Are there other kinds of support you would have needed to make you more effective?
14. How could SURGE be more effective in the city you served?

Sustainability

15. Do you think the city will continue the projects without SURGE/ICMA/CPC?

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 through SURGE. We have learned a lot from our session. We hope that you have found this session as helpful and educational as we have.

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.

If you have additional information that you want to share with us but were unable to do so, please feel free to contact us to schedule an interview at a later date.

Continue to keep safe. Mabuhay ang Pilipinas.

We will now end the recording.