Consultations with host communities on the targeting exercise:

*Focus group discussion guide*

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| **General information (to be filled by the facilitator)** |
| **Nr** | **Facilitator’s name:** | **Facilitator’s organisation:** | **Role in the FGD:** |
| **1** |  |  | Facilitator |
| **2** |  |  | Note taker |
| **Date of discussion (dd/mm/yy):** |  | **Location/site name:** |  |
| **Demographics of the group (to be collected if feasible):** |
| **1** | **Total number of people in group:** |  |
| **2** | **Type of group (e.g. host community leaders):** |  |
| **3** | **Number of male participants (including age range):** | **18-24:** |  | **25-59:** |  | **60+:** |  |
| **4** | **Number of female participants (including age range):** | **18-24:** |  | **25-59:** |  | **60+:** |  |
| **5** | **Number of people with disabilities (including age range):** | **18-24:** |  | **25-59:** |  | **60+:** |  |
| **6** | **Any other relevant information:** |  |
| **Informed consent:** |
| Good morning/afternoon, my name is \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_, I work for \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ (name of organisation), and I’m accompanied by my colleague \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ who works for \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ (name of organisation).We are consulting host communities living close to refugees from [country] in the [departments/regions] of [country] on how upcoming changes to which refugees receive how much [cash and in-kind food] assistance might affect host communities.As part of the planned changes, the eligibility criteria for refugees to receive [cash and in-kind food] assistance will be updated, which means that there will be changes to how much assistance different refugee households will get in the future. The changes aim to make sure that the most vulnerable refugee groups receive the assistance they need, while those who are less vulnerable will either receive less assistance or stop receiving assistance.We’re consulting you to discuss your relations with the refugees and to ensure we’re taking your observations and feedback into account regarding the upcoming changes to the [cash and in-kind food] assistance that is being provided to [country] refugees.Please rest assured that your answers are confidential and will not be shared with other members of the community, the refugees or the government. Anonymised summary findings may be shared with the government.We have limited the discussion to this small number of people as a Covid-19 safety measure and also to ensure that the discussion is in-depth and we are able to manage time effectively. We will make sure that everyone can participate actively and give each of you adequate time to provide your insights on the discussion topics.To ensure everyone has a chance to speak and that the discussion is fruitful, I kindly ask you to be respectful of others’ opinions and give each other time to speak. Kindly minimise interrupting the person speaking. We will make sure that if you have something to say, we will give you a chance to do so. The discussion will take around 1 hour. In case you have any questions related to the topic of discussion, please ask at any point during the discussion. If there are questions that are not related to this discussion, please ask those questions after the group discussion has finished. In case there are any questions or concerns that you would like to share with us in private, you can approach us individually right after the group discussion.Your participation is voluntary.Do you agree to proceed to the discussion?Yes [ ] / No [ ] – if no, can we visit you at a later date/time? |

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| **FGD questions**[*Please note that the* ***bold*** *questions are the* ***main questions*** *to be asked, while the non-bold questions are follow-up questions that can be used to drive the discussion forward and probe for more detailed answers*] |
| 1. **How would you describe your community’s relationship with the [country] refugees?** What do you think about the assistance that our organisations are providing to the refugees in your area? Is there anything that you think humanitarians need to know?
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| *As a result of the planned changes, more vulnerable refugees will receive more assistance than refugees who are less vulnerable, and some less vulnerable refugees will stop receiving assistance.*1. **Do you think that these changes might affect your community?** If yes, in what way? Do you think that the members of your community will be significantly affected by these changes?
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| 1. **Do you think that the relationship between your community and the refugees will stay the same or it will change if some refugees receive less assistance or stop receiving assistance?** Why?
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| 1. **Do the members of your community know how to share questions, feedback, concerns or complaints with UNHCR and WFP, e.g. in case they have any questions or concerns regarding the upcoming changes?** Which feedback channels do community members prefer the most?
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| 1. **Is the existing community feedback mechanism accessible and trusted by all community members (also considering gender, age and disability concerns), and is it responsive?** What makes you say that? How could it be improved?
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| 1. **Do you have any other questions, feedback or concerns that you would like to share with us?**
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