

## Data collection methodology planning template

FGD and KII

### Objectives

To understand xxx

### Research guiding questions.

i.e.

- *Optional: to understand the perceived worst year for that hazard (useful with scarce historical impact data)*
- What early warning information is available and understood?
- What are the main impacts of that are caused by the hazard in question?
- Who and what are most exposed and vulnerable to the hazard?
- Which harmful impacts can FbF reduce?
- What early actions will best reduce these impacts?
- Which of these early actions are currently feasible given the existing context and capacities and when should action be taken?

### Research period /dates

Date	Areas	

### Research team

The team is lead by xx who will xxxx

Organisation/Branch	Name	Title
(National society)/I HQ	xxx	FbF Project Coordinator
(National society)/I HQ		i.e. MEAL, WASH, CEA, Cash
(National society)/I Branch		i.e. Branch xxx, volunteer xxx
RCCC / ICRC /GRC / xxx	xxx	

### Research approach

- i.e. mixed methods secondary data plus in-country assessments
- Semi-structured interviews
  - o FGD
  - o KII
- In-depth household case studies
- In each FGD a note-taker is planned
- Daily debriefings
- Community feedback at the end of the week
- **!!** Market assessment including transportation, services, to understand how to implement the EAs!!

### Research area and number of interviews

Area	District 1 or Village xxx	District 2	District 3	District 4	District 5	District 6

Population #						
Livelihood zone						
# days district-level						
# days community-level						
# FGD						
# KII						
# HH/individual						

### Pre-identified focus groups (FGD)

For example:

Pre-identified Focus Groups	
1	Community groups incl. subsistence farmers. Then divide into sub-groups:
1.2	Women (35-59, public gathering)
1.3	Men (35-59, public gathering)
1.4	Youth (ages 18-35), male/female
1.5	Elderly (> 60 Years)
1.6	Heads of families with 5 or more dependents
1.7	PwD (if possible)
1.8	IDPs /refugees
1.9	Livelihood groups i.e. livestock, street vendors

### Pre-identified key informant interviews (KII)

For example:

Key Informant Interviews	Interviewee Name	Interviewer Name 1	Interviewer Name 2		
Government National					
DMA					
Ministry xxx		i.e. SG			
<i>Government District</i>					
<i>i.e. Ministry of xx, Chief medical officer,</i>					
<i>UN, (I)NGOs, CSO (g)</i>					
WFP					

UNICEF					
FAO					
Financial Service Providers (FSP)					
<i>i.e. bank, post office, mobile money provider, agents, security firms delivering hard cash</i>					
Market traders / service providers					
<i>i.e. transportation services, food traders</i>					
Donors					
Community/village level					
Researchers (2)					

### Outputs

1. Longlist of main impacts and priority impacts for the KII and FGD – same long list for exposure, vulnerability and early actions
2. Hazard and early action timeline (participatory) – indicating WHEN KII and FGD think which early actions should take place

### Assessment tools

For instance:

- RCRCM FbF Practitioners Manual Chapter xxx
- RCRCM Cash Preparedness Toolkit
- RCRM PER Toolkit
- Xx

### Deliverables and next steps

For instance:

1. Before: Training volunteers and staff on data collection methods
2. After:
  - a. Workshop to analyse data and draft EAP
  - b. Validation workshops:
    - Internal TWG
    - External TWG + communities
  - c. Blog post?
  - d. Report?