



### 3a Topic Guide: Focus group discussion with Strategic Partners

*Can also be used for individual interviews with stakeholders if a focus group discussion is not possible.*

*Remember the writing in **bold is the main questions to ask**. Additional Probes are in plain.*

*Writing in italics is instructions/reminders for you - not to read out loud!*

a) *Who is this discussion guide for?*

*The people to be interviewed are those identified in the Big Mapping/stakeholder mapping exercises. They are part of the CBR network and close collaborators with the CBR core team. For example, NGOs, INGOs, DPOs, faith based organisations, livelihoods & development projects, education, social, health services, etc*

b) *Planning and organising the focus groups:*

- *Invite 4 – 8 people to join the FGD (More than 8 can be difficult to handle)*
- *Find a quiet accessible place that is easy to get to. Arrange sign language interpreter if necessary*
- *Organise some refreshments (e.g. cold drinks and snacks)*
- *You need a facilitator (chairing) and a note-taker (who does not take part but takes detailed notes).*
- *You can record the discussion (eg on a phone) but only if participants agree to the recording.*
- *Have a flipchart or board where you can write some key points down; e.g. listing what the different organisations do. Remember to take this with you or take a photo of it at the end of the group discussion. If you have blind people in the group remember to describe what is on the flipchart.*

c) *Using this topic guide:*

- *Make sure you understand the purpose of these FGDs (see section d) below)*
- *Be FLEXIBLE! Remember you don't have to stick to the order of the topics for discussion. Follow the flow of the group discussion as long as it remains about the main topic of the discussion.*
- *Make sure you use probes to get participants to give examples and explain the points they make; e.g. using phrases such as "This is an interesting point. Tell us more about it?" "Can you give an example of what you mean about that point?" etc. Write down the examples in detail.*



d) *What information are you trying to get?*

*As strategic partners, these organisations play an important role in collaborating and supporting or being supported by the CBR core team. Through this tool you want to understand:*

- *how these SPs link up with the CBR core team and the CBR programme as a whole*
- *what impact these SPs have on people with disabilities; i.e. do the organisations change or make a difference in disabled people's lives and if yes, what is this?*

*The groups will be organised broadly according to the different components of the CBR matrix; e.g. health related group will mainly focus on the health component, etc. You as the evaluator need to be clear on this but you do not need to explain the CBR matrix to the group.*

e) *Running the focus group discussion:*

- *Introduce yourselves and explain why you have invited them to participate in this discussion. Invite everyone to introduce themselves (they may know each other or may not).*
- *Remind people of the 'rules': respect each other's opinion, have only one person talking at a time.*
- *Tell them how long the group will be, although this can vary..*
- *Make sure everyone has a turn to participate but don't force anyone to talk. You can encourage people to talk by asking others if they agree with what is said by one participant, etc.*
- *You can ask a quiet participant directly about what their organisation does but don't force them to have opinions or talk more than they want to.*

f) *Analysing the information:*

*Once you have completed the discussion and written up your notes, use form 5c to analyse the information*

**Introduction:** *Say who you are, and introduce the aims of the evaluation of the impact of CBR*

**You have been invited to take part in this discussion because you work closely with the CBR core team and form part of the CBR network; that is, you are a STRATEGIC PARTNER in the CBR network. We want to talk to you about two main areas of your work:**

- **What link do you/ your organisation have with the CBR core team and the CBR programme**
- **What impact your organisation's work has on the lives of people with disabilities; i.e. does your work change or make a difference in disabled people's lives and if yes, what is this?**



**We will address these two questions through a series of different topics. We are very interested in everyone's views, even if they differ from each other. Please feel free to share your ideas.**

**1. Let's start with what you/ your organisation do.**

**1a. First tell us what work you/your organisation(s) are doing in this area.**

Probe: disability specific or more mainstream work or both? Examples?

**1b. What aspects of your organisation's work are about disability and working with people with disabilities?**

**1c. Describe how people with disabilities and their families are included in your activities.**

**1d. What different groups/types of people with disabilities do you include in your work?**

Probe re people of different ages/genders/types of impairment/ rural vs urban

**1e. Are there any particular groups/types of PWDs that you feel are left out of your work?**

Probe: different ages/genders/types of impairment/rural vs urban. If yes, who? why is that?

**1e. Can you estimate what % of the people you work with have disabilities? (%)**

**2. Let's look at your links with the CBR programme/core team**

**2a. How is your work related to the work of the CBR Core team/programme?**

*(use the local name for the CBR programme)*

Probe: Can you give examples of how you collaborate together or link up in your activities?

**2b. Is the CBR core team/programme supporting the work you are doing with PWDs and their families? *(or the SP might be supporting the Core team – direction of support could be either way)***

**If yes, how does that work?**

Probe: e.g. providing training, finance, coaching/supportive monitoring?

What are they already doing well to support you and your work? What could be improved?

If nothing, what kind of link/support/relationship with them would you like ideally?



### **3. Links with other Strategic Partners in the network?**

#### **3a. Do you have links with other service providers/organisations (others in the network)?**

Probe: others in the same component or different components or types of activities?

#### **3b. How do you work together with other service providers/ organizations that support people with disabilities? (e.g. in the same or other components/sectors?)**

Probe: positive/negative aspects of working together and things that can be improved?

### **4. Now we want you to rate your work as an organisation/service provider**

(this is about your work with people with disabilities specifically not any other work you do)

#### **4a. How would you rate overall the IMPACT that your activities have on disabled people's lives? By impact we mean the changes that your organisation has made in the lives of people with disabilities.**

*(Use smileys to rate for each activity they are doing - go back to the flipchart list)*

**1= no impact, 2 very little impact 3 some impact 4 quite a lot of impact 5 big impact?**

Probe: After rating ask for examples of why they rated this way and examples of impacts

#### **4b. Where you identified some IMPACT can you describe what kinds of changes have happened? Probe: Think about this impact in terms of improving living conditions of disabled people, empowering them and or increasing their inclusion**

#### **4c. What helps you as an organisation/group to make positive changes in the lives of PWDs?**

Probe: things like knowledge, attitudes commitment, resources, access to information, skills.

#### **4d. What challenges do you face in trying to bring about change for disabled people?**

Probe: for examples

#### **4e. How ACCESSIBLE for PWDs and their families are you as an organisation/group?**

*Use smileys to rate the activities they have listed above*

**1=very inaccessible 2= a bit inaccessible 3 =Okay 4= rather good 5= excellently accessible**

Probe: Can you give examples - Accessibility can include affordability, physically/geographical/environmental access, and information/communication



## **5. Involvement of PWDs and their families in your organisation/group?**

### **5a. Do people with disabilities have any involvement in working in or influencing your organisation/group?**

Probe for examples e.g. participating, planning/managing/decision making, and implementing activities.

### **5b. Are there any barriers to including people with disabilities in your work?**

Probe for examples.

## **6. Capacity of your organization to support people with disabilities and families**

### **6a. Which needs of PWDs does your organization feel confident working on?**

Probe for examples; why is that? What makes you confident?

### **6b. Is there any kind of work with PWDs that you are not confident working on?**

Probe: Why is that? What would help? - specific examples? e.g. particular impairment groups /ages/severity?

### **6c. Are there ways in which your organisation could work with PWDs more?**

Probe: What would enable this to happen? Any other thoughts you would like to share?

## **7. Is there anything else you would like to tell us about how the CBR programme (core team and or network) and services for PWDs and families work around here?**

### **Close and thank everyone for their participation**

You will be invited to a feedback meeting in a few weeks' time and your contribution to this will be very welcome. This will help with making recommendations/plans for the future.