Focus Group Discussion Guide

1. Introductions of participants and facilitators

2. Review of gender self-assessment: aims, objectives and procedures

3. Introduction to the focus group discussion:
   - Everyone should participate and have a voice in the discussion
   - Participants should feel free to share their opinions; these don’t need to be in line with other people’s, and will not be used to place judgment
   - Results will be anonymized, and participants should refrain from sharing discussion points with others outside of the focus group discussion

4. Share preliminary results from the self-assessment questionnaire

<table>
<thead>
<tr>
<th>Assessment Area</th>
<th>Summary results to Share</th>
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| Organizational Structure             | o Are organizational structures in place to support gender equality objectives and initiatives?  
|                                      | o Do all units support the implementation of gender initiatives?                          |
| Program Mainstreaming                | o Is gender considered in organizational programs? If so, to what extent?                
|                                      | o Is gender considered important by all members of the organization?                     
|                                      | o Are women and men’s needs assessed and considered in a participatory way? What is the depth and scope for consideration of women’s needs? |
|                                      | o Is program implementation done in a gender sensitive way (gender-related tools are consistently applied in the field, women are effectively targeted)? |
| Monitoring and Evaluation            | o Is M&E data sex-disaggregated in all areas?                                             
|                                      | o Is M&E and evaluation data used to advance gender equality in organizational activities? |
| Communication and Research           | o Is internal communication, to learn from programmatic activities on gender, effective?  
|                                      | o Is internal communication to build gender capacity effective?                          
|                                      | o Are partnerships with other organizations, including women’s rights organization, in place? |
| Human Resources                      | o Is female staff presence adequate across organizational areas? Is gender parity achieved? 
|                                      | o Is training on gender-related topics conducted?                                         
|                                      | o Does staff possess substantial knowledge on gender issues? If so, which staff?          |

5. Engage focus group participants in a discussion on the results, steering the discussion as you think is necessary towards topics of interest.

Suggested prompt questions:
   - Do you mainly agree with [use specific results from the questionnaire]? Why/why not?
   - In your experience have you found [use specific result] to hold true?
   - Do you think different people in the organization have different experiences? Why/why not?
   - The questionnaire showed us that [use a pattern in results; for example: management staff thinks that are sufficient female field agents, but field agents do not think so]. Why do you think that is?
What do you see as your main difficulties in promoting gender equality in your work? How do you think the organization could better help you respond to these?