

QUALITY IMPROVEMENT & VERIFICATION CHECKLIST (QIVC) FOR FOCUS GROUP DISCUSSIONS¹

Supervisor: _____ FGD Facilitator: _____

FGD Recorder: _____ Community: _____ Date: ____/____/____

Use this form to observe and evaluate at least two focus groups discussions (FGD) done by each FGD facilitator and recorder in your team. While you are observing, do not talk to the facilitator/ recorder and do not correct their mistakes. Fill out this form only. When the FGD is over, find a private place, sit with the facilitator/ recorder and go over each point, appreciating the strong points and providing suggestions on the areas where the facilitator/ recorder needs to improve. Remember: the purpose of this form is not to judge your staff but to **help them to improve the quality of the work they are doing**.

YES NO

1	Did the facilitator ensure that the recommended number of people (6-10) participate in the FGD?	Y	N
2	Prior to the FGD's start, did the facilitator avoid telling its participants exactly what would be discussed?	Y	N
3	Did the facilitator ensure that only people who meet the pre-defined selection criteria participate?	Y	N
4	Did the facilitator ensure that people who might inhibit others from speaking freely do not participate?	Y	N
5	Did the facilitator select a quiet and neutral place where no one else can hear what the participants say?	Y	N
6	Did the facilitator and recorder greet the participants in a friendly manner and introduce themselves?	Y	N
7	Were the FGD participants asked to introduce themselves?	Y	N
8	Once the FGD started, was its purpose explained in a correct and easy-to-understand way?	Y	N
9	Did the facilitator assure participants of their responses' confidentiality and check for everyone's consent to participate and have the provided information recorded?	Y	N
10	Did the facilitator explain why it is important that the participants provide truthful answers?	Y	N
11	Did the facilitator introduce ground rules or ask the group to define their own rules? (such as, "one person talks at a time", "everyone gives space to the others to speak" or "anyone can leave at anytime")	Y	N
12	Did the facilitator ask all the prepared questions according to the FGD Guide?	Y	N
13	Did the facilitator encourage all the participants to share their opinions?	Y	N
14	Did the facilitator deal effectively with those who tried to dominate the discussion?	Y	N
15	Did the facilitator encourage those who were silent/ hesitant to participate in the discussion?	Y	N
16	Did the facilitator give the participants enough time to think before responding to her/his questions?	Y	N
17	Did the facilitator encourage the participants to explain things in greater detail/ provide more information?	Y	N
18	Did the facilitator investigate relevant, emerging themes even if they were not part of the original plan?	Y	N
19	Did the facilitator avoid lecturing the participants and sharing her/his own opinion?	Y	N
20	Did the facilitator avoid guiding the respondent to a particular response?	Y	N
21	Did the facilitator ask the participants to clarify any unclear responses?	Y	N
22	Did the recorder write down all relevant information?	Y	N
23	Was the recorder's writing legible?	Y	N
24	Did the facilitator ensure that no other people came and listened to what the participants say?	Y	N
25	Did the facilitator thank the participants for their time and participation?	Y	N

Number of YES: Score: % (give 4 % for each YES answer, for example: 21 YES x 4% = 84%)

After the FGD, did the Supervisor provide the Facilitator/ Recorder with feedback in private (with no people around), in a gentle manner, proposing improvements the Facilitator/ Recorder could make during the next FGD? **YES / NO**

> Do you want this checklist to be available in a different language? [Get in touch with us!](#)

> Help us to make this checklist even better – [send us your suggestions!](#)

¹ Developed based on Food for the Hungry's QIVC for Focus Group Facilitation.