# LIvelihood thematic Assessment: Question Route *12.01.2017*

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| **Moderator Name:**  | **Assistant Moderator Name:** |
| **Focus Group Name/Code:**  | **Started at:** **Completed at:**  |

## Facilitator’s welcome, introduction and instructions to participants [5 minutes]

**Introductory note [2 minutes]**

* Welcome and thank you for volunteering to take part in this focus group discussion about livelihoods and access to employment, as well as how the current conflict has (or has not) had an impact.
* **Please note that this meeting does not have any impact on whether you or your family receives assistance. These discussions are only meant to better understanding how you, your household, and the community perceive the situation in the place you currently live**
* **Anonymity:** I would like to assure you that the discussion will be anonymous. I and the other focus group participants would appreciate it if you would refrain from discussing the comments of other group members outside the focus group. If there are any questions or discussions that you do not wish to answer or participate in, you do not have to do so; however please try to answer and be as involved as possible.
* The discussion will take no more than 90 minutes
* We are asking for your phone number because we might want to contact you again to know how things have changed in your home communities several weeks of months after this focus group discussion.

**Ground rules [2 minutes]**

1. The most important rule is that only one person speaks at a time. There may be a temptation to jump in when someone is talking but please wait until they have finished.
2. There are no right or wrong answers
3. You do not have to speak in any particular order
4. When you do have something to say, please do so. There are many of you in the group and it is important that I obtain the views of each of you
5. You do not have to agree with the views of other people in the group you can say that.
6. Does anyone have any questions? (answers).
7. OK, let’s begin

# Instructions to moderators

1. **Questions to participants**: these are the questions that should be read and communicated to the participants. If there are some specific vocabulary which may be unclear, do not hesitate to provide a definition for the purpose of the exercise.
2. **Probing questions**: Probes and clarifying questions are an important part of interviewing and have two main purposes: **1)** To help clarify what an interview respondent has said and **2)** To help get more detailed information on topics of interest. Probes allow the interview respondent to provide more than just a one-sentence answer to the questions you ask. **Do not read probing questions together with the questions to participants**. Use or adapt them if necessary
3. **Gender dynamics:** With all questions, it is critically important that we understand the experiences of female headed households as well as females in general. While we are having female only focus groups, which should create a safe space for frank discussion, you must ensure that the women are speaking about their experiences. Please note response coming from female head of households and try to focus the discussions around those responses.

# Questioning Route

## STAGE 1: INTRODUCTION – 3 to 4 MINUTES

**Questions to Participants:**

Let us begin with a quick round of introduction.

Please state your name, age, and where you come from.

Please, introduce your household and whether you have IDPs in it.

Please, provide information of employability of your HHs members

How many members work, how many of them employable age?

## STAGE 2: Influence of the economic disruption caused by the conflict to the working age population – 15 minutes

1. Did conflict or economic disruption caused by the conflict influenced in any way on the occupation of members of your HH?
* ***Probe:*** *Was it positive or negative influence? Why?*
1. Do you have unemployed members in your HH? Are there any persons in your HH who lost, changed, or find a job due to the conflict?
* ***Probe:*** *What are the reasons for this?*
1. Did somebody from your HH migrated elsewhere for employment? Where?
2. Did you or members of your HH faced discrimination during employment? Which ones?
3. Does income from SALARIES cover all yours HHs essential needs? (essential: food, cloth, medicines, transport costs)
4. What coping strategies does your HH use to overcome lack of money? (**list examples of coping strategies)**
* ***Probe:*** *Do you have debts? What are approximate size of it (specify currency)? Will it be difficult for you to pay it back?*
* ***Probe:*** *Do you receive remittances from your relatives? What is the size (specify currency)?*
1. What is minimum salary required for 1 person to cover all essential needs of HH? What minimum salary, that members of your HH agreed to work?

## STAGE 3: Employment and Unemployment – 15-20 minutes

***Now I will ask questions about you, not your household.***

**Questions for those who employed**

1. Where do you work?
2. Do you receive payment for your work? Money/ barter? Do you have salaries debt?
3. Are you officially employed and receive an official salary? What is the level of your salary? (RUB)
4. Does your enterprise do social payments to Ukraine?
5. Are there any changes in your employment since the conflict has started? (give a few examples as per survey)
* **Probe:** Do you work full time? Did it change since the conflict? Better/worse working conditions?
* **Probe** Are there any changes in the salary since the beginning of the conflict?
1. Does income from your SALARY cover all yours OWN essential needs? (essential: food, cloth, medicines, transport costs)
2. Are you satisfied with your job?
* **Probe**: Did you try to find new job since the conflict**?**

**For those, who are unemployed.**

1. Did you lose your job as a result of the conflict?
2. How long are you unemployed for today? (please, specify in month) Are you looking for a new job?
3. Did you face any barriers finding recruitment?
* ***Probe:***  *What kind of barriers? Any discrimination?*
1. Does labor center operate? Are you registered in labor center? Do you consider labour center services useful? Is it difficult to access unemployment benefits?
2. Do you receive unemployment benefits? How much is that? What is the level of unemployment benefit enough to cover your needs? Which % of your needs can be covered by unemployment benefits?
3. Would you be interested in vocational training? If yes, paid, unpaid?

**For everybody**

1. If you were looking for a new job, what would be the main criteria for it?
2. What is an average level of salary proposed in the area?
3. What sources do you use to look for work propositions?
4. In your opinion, what are the main job-in-demand in the area? What are the main skills required for the jobs in demand?
5. What are locally available professional development opportunities? Who provides these services? Would you consider them helpful if you had access? Would it be able positively influence on your employment opportunities?
6. Would you consider employment in other areas?

## STAGE 4: Preconditions to open a business – 5 minutes

1. Would you like to start your own business? Why yes/ why not?
2. What kind of business would you like to start?
3. What would be potential investments in your business? What would be minimum number of staff needed to run your business?
* **Probe**: *Do you have a business plan?*
* **Probe**: *Do you have a set of skills required to open this kind of business?*
* **Probe:** *What sources of investment would you use? Are there any credits accessible in local banks? What kind of assistance would you be interested to receive from third parties?*
1. Are there available any networks for support in entrepreneurship? Who provides this support

## STAGE 5: Role of Institutions – 5 minutes

1. Does labor center operate?
2. Did labor centers help you or somebody from your HH in finding employment? If yes how?
3. Do members of your HH feel protected by existing employment laws? Why yes, why not?
4. Is there any legal restriction or requirements for members of your households in employment?
5. Are there any trade unions? Do you find trade unions useful? Why yes, why not?

***Thank you all for taking out the time to share your thoughts with us.***