

## ADROIT SNAPSOLUTIONS SERVICE PACKAGE

### *Focus Group Discussions (Moderated Community/Stakeholder Sessions)*

NGOs, researchers, and donors seeking community insights for program learning, behavior change, or conflict analysis rely on participatory, in-person discussions to gather rich perspectives.

#### What You Gain

- Rich, contextualized insights directly from communities and stakeholders.
- Culturally sensitive facilitation using local languages and participatory tools.
- High-quality thematic summaries and direct quotes to enhance reports or proposals.
- Logistics-managed sessions including recruitment, venue, and recording.
- Optional audio transcripts and visual documentation for archiving and review.

<b>Service Category</b>	Monitoring, Evaluation, and Learning (MEL)
<b>Delivery Format</b>	On-site (Field-based, In-person Discussions)
<b>Ideal Use Cases</b>	<ul style="list-style-type: none"> <li>• Social behavior and community feedback loops</li> <li>• Conflict or gender-based assessments</li> <li>• Cash/in-kind assistance impact analysis</li> <li>• Project feedback &amp; perception tracking</li> <li>• Exploratory qualitative assessments</li> </ul>
<b>Scope of Work</b>	<ul style="list-style-type: none"> <li>• Develop FGD guides tailored to project goals and participant context.</li> <li>• Brief facilitators and notetakers; conduct dry runs to ensure readiness.</li> <li>• Recruit participants and arrange venues with informed consent.</li> <li>• Record audio and take detailed notes during each session.</li> <li>• Transcribe and translate discussions into the target language.</li> <li>• Code transcripts and summarize key themes and insights.</li> <li>• Supervisors spot-check and debrief teams post-session for quality.</li> <li>• Thematic coding and summary reporting</li> </ul>
<b>Tools Used</b>	<ul style="list-style-type: none"> <li>• MS Word</li> <li>• MS Excel</li> <li>• NVivo</li> <li>• Atlas.ti (optional)</li> </ul>

<b>Delivery Process</b>	<ol style="list-style-type: none"> <li>1. Tool development</li> <li>2. Logistics coordination and FGD execution</li> <li>3. Participatory techniques (e.g., proportional piling, problem tree, Venn diagram) are integrated into FGD sessions where applicable, based on research objectives</li> <li>4. Transcription and thematic analysis</li> <li>5. Final reporting with quotes</li> </ol>
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Raw &amp; translated transcripts (MS Word)</li> <li>• Audio files (if recorded)</li> <li>• Coded quote matrix by theme/demographic (Optional)</li> <li>• Thematic report highlighting participant narratives (10–14 pages)</li> </ul>
<b>Add-On Services</b>	<ul style="list-style-type: none"> <li>• Visual documentation (photo consent permitting)</li> <li>• Quote banks for proposal use</li> <li>• Debrief memos for internal learning</li> </ul>
<b>Sample Size</b>	Each FGD with 8–12 participants
<b>Duration</b>	Varies by number of FGDs (typically 2 per day)
<b>Staff Time</b>	~3 hours per FGD (prep + facilitation + debrief)
<b>Geographic Coverage</b>	<ul style="list-style-type: none"> <li>• Local</li> <li>• Sub-national</li> <li>• National (based on community selection)</li> </ul>
<b>Pricing Structure (Individual)</b>	<b>Range Cost:</b> \$72–108 per FGD
<b>Pricing Structure (Organization)</b>	<b>Range Cost:</b> \$88–132 per FGD
<b>Pricing Logic</b>	Price variation is driven by geographic location, language needs, number of sessions per day, and translation requirements.
<b>Team Composition</b>	<ul style="list-style-type: none"> <li>• Facilitator</li> <li>• Notetaker</li> <li>• Qualitative Analyst</li> </ul>

<b>Key Considerations</b>	<ul style="list-style-type: none"> <li>• Can be bundled with KIIs or surveys</li> <li>• Requires informed consent for recording</li> <li>• FGDs are planned in accordance with do-no-harm principles</li> <li>• Sessions are gender-segregated or supported with gender-matched facilitation.</li> <li>• Best for projects needing direct voices and quotes</li> </ul>
<b>Lead Consultant Profile</b>	<p>Led by a Senior Qualitative Researcher with experience conducting FGDs in humanitarian and post-conflict settings across Afghanistan. Skilled in community facilitation, gender-sensitive approaches, and thematic analysis.</p>

## Past Experience

<b>FAO's Cash &amp; Voucher Assistance (CVA) Assessment</b>	<p>Conducted 12 FGDs across Badakhshan and Samangan, exploring the effects of cash assistance on household resilience. Delivered audio transcripts, translated summaries, and thematic insights for donor reporting.</p> <p><a href="#">Learn More</a></p>
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## Contact

<b>Email</b>	<p>snapsolutions@adroitassociates.org; info@adroitassociates.org; centralasia@adroitassociates.org; sfeleke@adroitassociates.org</p>
<b>Phone</b>	<p>+1 314 885 2555; +1 647 562 2441; +93 78 784 8998; +25 192 2590 728</p>