

Cohort Livelihoods and Risk Analysis (CLARA) Tools





Research. Rethink. Resolve.

The Women's Refugee Commission improves the lives and protects the rights of women, children and youth displaced by conflict and crisis. We research their needs, identify solutions and advocate for programs and policies to strengthen their resilience and drive change in humanitarian practice.

Acknowledgments

This toolkit complements the Cohort Livelihoods and Risk Analysis (CLARA)* Guidance on designing safer, gender-sensitive livelihoods programs.

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* For additional information on CLARA and other livelihoods resources please see www.womensrefugeecommission.org/empower/resources

Cover photo: CLARA focus group discussion with IDP women in northeast Nigeria. © Hajara Mohammed/Mercy Corps

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Preface

Gender risk analysis is a critical gap in humanitarian practice. To implement safe, gender-sensitive livelihoods programming in emergencies, agencies and practitioners must conduct gender risk analysis across the program cycle.

Gender risk analysis is the identification of risks faced by cohorts with respect to gender relations and identities, which indicates specific risks and informs targeting actions.

The Cohort Livelihoods and Risk Analysis (CLARA) should be used across emergency settings and across all phases of the emergency. The CLARA can inform program design, be used to monitor implementation and outcomes, ensuring that there are no negative unintended consequences from programmatic interventions, and highlight needed program correction.

Specific attention to how programs may expose women, men, adolescent girls, adolescent boys, persons with disabilities, sexual and gender minorities to risks is needed across the program cycle to ensure safer, gendersensitive livelihoods interventions. Livelihood practitioners can mitigate cohort and sub-population-specific risks by understanding how programs may increase exposure to risks and ensuring protective program design.

Audience

The primary audience of the CLARA guidance and tools are field-level livelihood practitioners engaged in emergency and early recovery interventions who can use CLARA to assess, design and monitor safe, gender-sensitive livelihoods interventions.

The secondary audience includes: (1) humanitarian staff at agency headquarters who are responsible for institutionalizing and enforcing gender risk analysis through organizational policies, procedures and practice; and (2) donors who can incentivize gender risk analysis by requiring integrated livelihoods, gender and protection analysis when supporting livelihood interventions in emergencies.

* For additional information on CLARA and other livelihoods resources please see www.womensrefugeecommission.org/empower/resources

Introduction/Verbal Consent/Closing Script for CLARA Focus Group Discussions & Interviews

Introduction

- Hello.
- I am [name] and I will be facilitating. [Name] will be taking notes.
- We represent [Organization].
- [Organization] is a humanitarian organization working in [location] to provide services to communities affected by crisis.
- Do you understand this language or is there a different language we should be speaking together?

=> Speak in the language everyone understands.

- We will be talking about livelihoods activities and risks that [women, men, girls, boys, persons with disabilities, LGBTI individuals] face daily/regularly in [location].
- We will also be talking about strategies that [women, men, adolescent girls, adolescent boys, persons with disabilities, LGBTI individuals] use to feel safer doing livelihoods activities.
- [Organization] wants to understand how risks related to livelihoods can be prevented and reduced so livelihoods can be safer and stronger in [location].

SELECTION & VOLUNTARY PARTICIPATION

- We have invited you to participate because you are [women, men, adolescent girls, adolescent boys, persons with disabilities, LGBTI individuals] living in [location].
- This is a voluntary activity. You can decide to participate or not participate.
- [Organization] is not giving anything in exchange for your participation.
- If you decide to not participate or stop participating at any time during the activity, this will not change your access to humanitarian services.

PROCESS & USE OF INFORMATION

=> Only say the appropriate messages below.

Focus Group Discussion	Interview		
=> First tell them	=> First tell them		
• This focus discussion group will take 1-2 hours.	This interview will take 20 - 30 minutes.		
• We will ask you questions about your livelihoods and related risks.	• We will ask you questions about your livelihood and related risks.		
• The group will discuss the answers that best represent [women, men, adolescent boys, and adolescent girls] in [location].	=> Then tell them		
=> Then tell them			
Both			
 You can choose to respond or not respond to any of the questions. 			
These questions should not be upsetting to you.			
[Insert information about referral pathways].			
• Your answers will help [Organization] better unders in [location] and to design appropriate and safe pro	stand the livelihoods, needs and risks of the community ograms.		
Please share common experiences in [location].			
You do not have to speak specifically about your family, but you can if you want to.			
• We will take notes but we will not write down your names.			
• All of you are important in this discussion and all of your voices are of equal value here.			
 Do you all agree that everyone is important and all voices are of equal value here? 			
=> Continue when everyone agrees.			
Your participation and your comments are anonymous and confidential.			
Do all of you agree to keep others' participation and	d answers confidential?		
=> Continue when everyone agrees.			
Do you have any questions?			
=> Answer any questions.			

Verbal Consent

• You are free to participate or not participate.

=> Only say the appropriate messages below.

Focus Group Discussion	Interview
• Does everyone understand the purpose of the	• Do you understand the purpose of the interview?
discussion?	• The purpose is to learn about livelihoods and
• The purpose is to learn about livelihoods and	related risks.
related risks.	Do you agree to participate?
Do you all agree to participate?	=> If yes, continue. If no, do not proceed.
=> If everyone agrees, continue. If someone does not agree, politely invite them to leave and continue the activity with everyone who agrees.	

SHARING RESULTS

=> Only say the appropriate messages below.

Fo	cus Group Discussion	Inte	erview
•	[Organization] will organize a meeting in a few days to share the findings from the focus group discussions and interviews in [location].	•	[Organization] will share findings from the focus group discussions and interviews in [location] with members of the community in a few days.
•	[Organization] and one (1) representative from each focus group will be at the meeting.		
•	This group's representative will be responsible for sharing information from that meeting with the other members of this discussion group.		
•	Who is willing to be a representative for this group?		
 Is everyone happy for this person to be your repre- sentative? 			
me is nu nu	If everyone agrees, continue. If there is disagree- ent, ask for an alternate representative everyone comfortable with to be selected. Record phone mber of representative for future contact. If no mber, ask the representative to show you where ey live after the discussion.		

=> Only say the appropriate messages below.

WC	MEN	ADOLESCENT GIRLS
•	Gender-based violence (GBV) is violence that happens because of the different roles that society expects of women, men, girls and boys.	=> First tell themGirls and boys may be safe of
•	GBV can be physical, verbal, psychological or economic violence.	vulnerable in different place
•	Physical violence might include domestic violence, groping, rape and intimate partner violence.	doing different activities, wit different people, at differen times of day, or because the
•	Verbal violence might be sexual harassment, intimidation and insults.	are girls and boys.
•	Psychological violence might be making someone feel less important because of their gender.	=> Then tell girls the sam messages for WOMEN.
•	Economic violence might be discrimination, like denying a person a job, wage theft, access to credit or access to the marketplace.	
•	GBV can happen anywhere - at work, at home, in the street, in the market, anywhere!	
•	GBV can happen between family members, with neighbors, or with strangers.	
•	Everyone has the right to a life free of violence.	
ME	N*	ADOLESCENT BOYS
•	Most violence happens against women and girls but violence can also happen to men and boys.	First tell themMen and boys might exper
•	Violence can be physical, verbal, psychological or economic.	ence violence because they d
•	Physical violence might include an attack on the way to or back from work.	not fit into ideas of what a 're
•	Verbal violence might be intimidation or insults.	man' or what a 'real boy' are.
•	Psychological violence might be making someone feel less important.	 Girls and boys may be safe of vulnerable in different place
•	Men and boys might experience violence because they don't fit into ideas of what a 'real man' or what a 'real boy' are.	doing different activities, wit different people, or at differen
•	Economic violence might be discrimination, like denying a person a job, wage theft, access to credit or the marketplace.	times of day, because they ar girls and boys.
•	Violence can happen anywhere – at work, at home, in the street, in the market, anywhere!	=> Then tell girls the same messages for WOMEN. **
•	Violence can happen between family members, with neighbors, or with strangers.	
•	Everyone has the right to a life free of violence.	

^{*} Messages for men differ from the messages for women, adolescent girls, adolescent boys and LGBTI individuals. Discussing GBV directly with men during data collection can sometimes shut down discussion, as men may be defensive. Engaging men and boys in GBV prevention and response is critical and should be incorporated into program design and take place during implementation.

^{**} Share the same messages for women with adolescent boys, instead of sharing messages for men. Adolescent boys may be less defensive than men when discussing GBV directly during data collection.

LGBTI Individuals

- Gender-based violence (GBV) is violence that happens because of the different roles that society expects of women, men, girls and boys.
- Sexual and gender minorities might experience violence because they do not fit into ideas of what 'a real' women, man, girl or boy are.
- [Lesbian, gay, bisexual, transgender, intersex] individuals may be safe or unsafe in different places, doing different activities, with different people, or at different times of day, because they are [lesbian, gay, bisexual, transgender, intersex].
- GBV can be physical, verbal, psychological or economic violence.
- Physical violence might include domestic violence, groping, rape and intimate partner violence.
- Verbal violence might be sexual harassment, intimidation and insults.
- Psychological violence might be making someone feel less important because of their gender.
- Economic violence might be discrimination, like denying a person a job, wage theft, access to credit or access to the marketplace.
- GBV can happen anywhere at work, at home, in the street, in the market, anywhere!
- GBV can happen between family members, with neighbors, or with strangers.
- Everyone has the right to a life free of violence.

=> Continue with CLARA tools.

Closing

• Thank you the information you have shared.

=> Give a summary of notes taken for feedback.

- Is there anything you would like to correct?
- Is there anything you would like to add?
- Do you have any questions?
- [Organization] will analyze all of the information that we have learned here and in the other focus group discussions and interviews.
- If you have questions later, please [insert instructions for relevant feedback mechanisms].
- Good bye.

Cover Sheet for CLARA FGDs

Facilitator:	or:			Noi	Note taker:				_ Language:	ige:						
Location:				Live	Livelihood gro	up/activity	 v -if specifi 	group/activity -if specifically sampling (e.g. farming, labor, sex work):	ing (e.g. t	farming, la	bor, sex w	ork):				
	=> Mark	=> Mark ALL the boxes that apply	boxes the	it apply												
	0	Refu	Refugee	Host		Rural		Urban		Camp		Settl	Settlement			
	# AGE	MEN	WOMEN	AEN	<u> </u>	ADOLESCE	ADOLESCENT GIRLS		A	ADOLESCENT BOYS	INT BOYS		PERSO DISAE	PERSONS WITH DISABILITIES	SEXUAL & GENDER MINORITIES (L, G, B, T, I)	
			Head of House- hold	NOT Head of House- hold	In School	Out of School	Married with Children	Married without Children	In School ONLY	Working ONLY	BOTH School and Working	Married	Self	# Of family members other than self	Lesbian, Gay, Bisexual, Transgender, Intersex	
-																
2																
ო																
4																
5																
6																
7																
8																
6																
10																
TOTAL	#															
PERSO	NS WITH	PERSONS WITH DISABILITIES Person experiences moderate to severe difficulty	TIES ate to sev	ere difficu	ultv	.,	Self #	Ш	amily me	FAMILY MEMBERS other than self in the household (#)	other thar	n self in th	ne house	(#) plode		
Seeing, Hearing, Walking Rememk Caring fo	Seeing, even if wearing gla Hearing, even if using a he Walking or climbing steps Remembering or concentr Caring for themselves, suc	Seeing, even if wearing glasses Hearing, even if using a hearing aid Walking or climbing steps Remembering or concentrating Caring for themselves, such as bathing or getting dressed	ses ing aid as bathing	or getting	dressed											
	IICauriy, er	ווופו פעליופי	salııy uran	1261762 01	COMMUNICAMING, ENTIRE EXPRESSING UNEMISEIVES OF DEMIS UNDERSUOD]	J]							

Contact #:

Group representative: Name:

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Cover Sheet for CLARA Interviews

			 SEXUAL & GENDER MINORITIES (L, G, B, T, I) 	ily Lesbian, Gay, s Bisexual, an Transgender, Intersex
I		ent	PERSONS WITH DISABILITIES	# of family members other than self
		Settlement	PERSC DISA	Self
sex work)				Married
na. labor.	ō	Camp	ADOLESCENT BOYS	BOTH School and Working
Language: _	0		ADOLESC	Working ONLY
sampling	-	Urban		In School ONLY
becifically a				Married without Children
Note taker:Language:Language:Livelihood aroup/activity -if specifically sampling (e.g. farming. labor. sex work):		Rural	ADOLESCENT GIRLS	Married with Children
er:d aroup/ac	-		ADOLESCE	Out of School
Note taker: Livelihood c	yly	Host	4	In School
	=> Mark ALL the boxes that apply		WOMEN	Head of NOT Head Household of Household
	LL the box	Refugee	OM	Head of Household
	> Mark A		MEN	
Facilitator: Location:			# AGE	

PERSONS WITH DISABILITIES

Person experiences moderate to severe difficulty
Seeing, even if wearing glasses
Hearing, even if using a hearing aid
Walking or climbing steps
Remembering or concentrating
Caring for themselves, such as bathing or getting dressed
Communicating, either expressing themselves or being understood



FAMILY MEMBERS other than self in the household (#)

CLARA Adult FGD/Interview Tool

These questions are guidelines; you should adapt wording and probes as appropriate.

Notes should be recorded verbatim as much as possible, capturing the words of participants as spoken. Write legibly.

See CLARA Guidance for tips on data analysis.

NOW (AFTER THE CRISIS)*:	BEFORE THE CRISIS*:
1. What activities are you doing now to meet you family's basic needs and earn a living? (Probes: Trading, farming, fishing, animal rearing, hunting labor, domestic work, crafts, rag-picking, hawking door-to door, begging, sex work, receiving support from relatives o host community, etc.)	 What activities did you do before "the crisis" to meet your family's basic needs and earn a living? (Probes: Trading, farming, fishing, animal rearing, hunting,

* Name the specific shock/crisis, e.g. "Before Boko Haram/ISIS/the earthquake/the flood."

NOW (AFTER THE CRISIS):	BEFORE THE CRISIS:
3. A. Are there any livelihoods activities you do	4. A. Are there any livelihood activities that made
now that make you feel vulnerable/unsafe/	you feel vulnerable/unsafe/less safe?
less safe?	(Probe: Refer to activities mentioned in answer to question
(Probe: Refer to activities mentioned in answer to question #1, including day-to-day activities and occasional activities.)	#2, including day-to-day activities and occasional activities.)
3. B. If yes, what are the reasons you feel vulner- able/unsafe/less safe?	 B. If yes, what are the reasons you feel vulner- able/unsafe/less safe?
(Probes: What are the risks/threats? Who makes you feel less safe? Where do you feel less safe? When do you feel less safe?)	(Probes: What were the risks/threats? Who made you feel less safe? Where did you feel less safe? When did you feel less safe?)

NOW (AFTER THE CRISIS):	BEFORE THE CRISIS:
5. What are the strategies you are using to feel safer now when doing these activities?	6. What were the strategies you used to feel safer before "the crisis" when doing these activities?
safer now when doing these activities? (Probes: Avoiding certain activities, places, traveling a certain way or at certain times? Going places in groups? Avoiding X, Y or Z? Making sure to do A, B, C?)	before "the crisis" when doing these activities? (Probes: Avoided certain activities, places, traveled a certain way or at certain times? Went places in groups? Avoided X, Y or Z? Made sure to do A, B, C?)

7. Have there been any positive or negative changes to your livelihood since "the crisis"?

(Probes: Has your activity been interrupted/weakened in any way? Has it been strengthened in any way? How has your family tried to adjust – by selling assets, using savings, changing business plan, separation of family members, marriage of family members?)

NOW (AFTER THE CRISIS):	BEFORE THE CRISIS:
8. A. How would you get back to generating income/improve your livelihood?	8. B. What support/inputs do you need to make this happen?

Skip to Question #10 for host community members.

NOW (AFTER THE CRISIS):	BEFORE THE CRISIS:
9. A. What information do you need to be better oriented in this market?	9. C . Where did you usually get these support/inputs before "the crisis"?
(Probes: Where to get credit? Where to buy in bulk? Where are there storage facilities for rent? What informal and formal job opportunities are available?)	(Probes: Where did you get loans? Where did you get stock? Where did you get agricultural inputs? Livestock? Labor opportunities? Training?)
9. B. Where do you get these support/inputs from now? (Probes: Where do you get loans? Where do you get stock? Where do you get agricultural inputs? Livestock? Labor opportunities? Training?)	

10. What risks/threats might you face receiving this support?

(Probes: Would there be risks/tension within your family, with other relatives? Would there be risks/tension between hosts and IDPs/refugees? Would there be risks/tension between refugees and refugees/IDPs and IDPs? Would there be risks/tension between relatives? Risk of theft?)

11. How could these risks/threats be managed?

(Probes: How could distributions be safe for beneficiaries? How would savings be kept safe? How could tensions between hosts and refugees/IDPs be prevented? How could tensions between refugees and refugees/IDPs and IDPs be prevented? How could tensions between husbands and wives be prevented? How could tensions with relatives be prevented?)

12. What kinds of livelihoods activities can be done by women?

(Probes: Farming, fish processing, dairy processing, nuts processing, wild food collection and processing, trading, crafts?)

13. What might be threats to women while doing these activities?

(Consider language: the threats, risk, and violence. Probes: Would women be exposed to GBV (sexual harassment, rape, intimidation, domestic violence, etc.) doing these activities? Why?)

14. How could these risks for women be managed?

(Probes: How could women protect themselves while doing these activities? Are there safe places where women can do these activities? Are there activities that can be done in groups? Advocating with local leaders? Avoid X, Y, Z? Make sure to do A, B, C?)

Do you have children? If no, skip to Question #18.

NOW (AFTER THE CRISIS):	BEFORE THE CRISIS:
 15. A. Does participating in livelihoods activities now impact your children's education? (Probes: Are children working to help afford food, health, rent, school fees? Are more or fewer children working now?) 	 16. A. Did participating in livelihoods activities before "the crisis" impact your children's education? (Probes: Were children working to help afford food, health, rent, school fees? Were more or fewer children working before?)
15. B. Different for girls and boys? If yes, why?	16. B. Different for girls and boys? If yes, why?
NOW (AFTER THE CRISIS):	
17. A. Has access to education changed since "the	crisis"? If yes, how?
(Probes: Ability to afford fees/materials? Change in school fa	cilities? Distance to school? Quality of teaching?)
17. B. Differently for girls and boys? If yes, why? Gir (Probes: Are more or fewer boys or girls working now? What	

18.A. What kinds of livelihoods activities can be done by older adolescent girls?

(Probes: Farming, trading, crafts, dairy processing?)

18. B. What support is needed?

19. What might be threats to girls while doing these activities?

(Consider language: threats, risk, and violence. Probes: Would girls be exposed to GBV (sexual harassment, rape, intimidation, domestic violence etc.) doing these activities? Why?)

20. How could these risks for girls be managed?

(Probes: How could girls protect themselves while doing these activities? Are there safe places where girls can do these activities? Are there activities that can be done in groups? Advocacy with parents? Avoid X, Y, Z? Make sure to do A, B, C?)

21.A. What kinds of livelihoods activities can be done by older adolescent boys?

(Probes: Farming, animal rearing, trading, hunting, fishing, labor?))

21. B. What support is needed?

22. What might be threats to boys while doing these activities?

(Consider language: threats, risk, and violence. Probes: Would boys be exposed to violence, including GBV (sexual harassment, rape, intimidation, etc.) doing these activities? Why?)

23. How could these risks for boys be managed?

(Probes: How could boys protect themselves while doing these activities? Are there safe places where boys can do these activities? Are there activities that can be done in groups? Advocacy with parents? Avoid X, Y, Z? Make sure to do A, B, C?)

24. This next question is sensitive, and is something we are asking very generally, not about specific individuals. We are not asking this linked to religion or other values, but in general.
24. A. To your knowledge, do refugees in your community ever engage in sex work* or commercial sex or sell sex, as a means of livelihood?
If yes:
24. B. Would you be willing to answer more questions about this so that [Organization] can understand more about risks people face, whether their rights are respected and whether they have access to appropriate services?
If yes, continue FGD/interview with Refugees Engaged in Sex Work from WRC's Urban Gender-based Violence Risk Assessment Guidance: Identifying Risk Factors for Urban Refugees (2016).** Then, refer to the closing script.
=> If no, refer to the closing script.
* "Sex Work" is defined here as consensual sex between adults. "Sex workers" are female, male and transgender adults

* "Sex Work" is defined here as consensual sex between adults. "Sex workers" are female, male and transgender adults and young people (over 18 years of age who receive money or goods in exchange for sexual services, either regularly or occasionally," World Health Organization, et. al. Implementing Comprehensive HIV/STI Programs with Sex Workers (2013) (internal citation omitted), available at: www.who.int/hiv/pub/sti/sex_worker implementation/en/

**WRC is currently piloting this tool, which is intended to serve two purposes:

1. To inform individual case management and service provision, including referrals, and generate discussions about individual risk mitigation; and

2. To identify trends in GBV risks that are unique to a particular refugee or IDP cohort or sub-population. Answers can then be used to develop short- and long-term risk mitigation strategies that are tailored to that sub-population, and designed in consultation with them, and which can then be implemented on a programmatic or community-wide level.

CLARA Adolescent FGD/Interview Tool

These questions are guidelines; you should adapt wording and probes as appropriate.

Notes should be recorded verbatim as much as possible, capturing the words of participants as spoken. Write legibly.

See CLARA Guidance for tips on data analysis.

^{*} Name the specific shock/crisis, e.g. "Before Boko Haram/ISIS/the earthquake/the flood."

NOW (AFTER THE CRISIS):	BEFORE THE CRISIS:
3. A. Are there any livelihoods activities you do that make you feel vulnerable/unsafe/less safe?	4. A. Did any of these activities that you did make you feel vulnerable/unsafe/less safe?
(Probe: Refer to activities mentioned in answer to question #1, including day-to-day activities and occasional activities.)	(Probe: Refer to activities mentioned in answer to question #2, including day-to-day activities and occasional activities.)
3. B. If yes, what are the reasons you feel vulner- able/unsafe/less safe?	B. If yes, what were the reasons you felt vulner- able/unsafe/less safe?
(Probes: What are the risks/threats? Who makes you feel less safe? Where do you feel less safe? When do you feel less safe?)	(Probes: What were the risks/threats? Who made you feel less safe? Where did you feel less safe? When did you feel less safe?)

NOW (AFTER THE CRISIS): BEFORE THE CRISIS:		
5. What are some of the things you are doing to feel safer now when doing these activities?	6. What were some of the things you did before "the crisis" to feel safer when doing these activities?	
(Probes: Avoiding certain activities, places, traveling a certain way or at certain times? Going places in groups? Avoiding X, Y or Z? Making sure to do A, B, C?)	(Probes: Avoided certain activities, places, traveled a certain way or at certain times? Went places in groups? Avoided X, Y or Z? Made sure to do A, B, C?)	
7. A. Have there been any positive changes to your	r family's livelihood since "the crisis"?	
(Probes: Is your family doing different activities now? Are their activities more successful now? Change in activities?)		
7. B. Have there been any negative changes to your family's livelihood since "the crisis"? (Probes: Is your family doing different activities now? Are their activities less successful now? Change in activities? Have		
family members gotten married?)		

NOW (AFTER THE CRISIS):	BEFORE THE CRISIS:
8. A. What are the livelihoods activities your family would like to do but can not? Why not?	9. A. Where did you usually get support/inputs before "the crisis"?
(Probes: Farming, trading, animal rearing, etc.?)	(Probes: Where did your family get loans? Where did your family get stock? Where did your family get agricultural inputs?)
8. B. What support does your family need to do these activities? (Probes: Tools, seeds, stock, animals?)	9. B. Where do you get support/inputs from now? (Probes: Where does your family get loans? Where does your family get stock? Where does your family get agricul- tural inputs?)

10. Would your family be safe receiving this support?

(Probes: Would there be risks/tension within your family, with other relatives? Would there be risks/tension between hosts and refugees/IDPs? Would there be risks/tension between fathers and mothers? Risk of theft?)

23

11. What are some of the things your family could do to feel safer receiving this support?

(Probes: How could distributions be safe for beneficiaries? How would savings be kept safe? How could tensions between hosts and refugees/IDPs be prevented? How could tensions between husbands and wives be prevented? How could tensions with relatives be prevented?

NOW (AFTER THE CRISIS):	BEFORE THE CRISIS:
12. A. Does participating in livelihoods activities now impact your education?	13. A. Did participating in livelihoods activities before "the crisis" impact your education?
(Probes: Are you working to help afford food, health, rent, school fees? Are more or fewer children working now?)	(Probes: Were you working to help afford food, health, rent, school fees? Were more or fewer children working before?)
12. B. Different for girls and boys? If yes, why?	13. B. Different for girls and boys? If yes, why?
(Probes: Do girls and boys have the same experiences and opportunities?)	(Probes: Did girls and boys have the same experiences and opportunities?)
14. A. How has access to education changed since "the crisis"? Different for girls and boys? If yes, why?	
(Probes: Ability to pay for fees, books, uniforms? Change in	the school facilities? Distance to school? Teachers?)

14. B. Girls and boys of different ages? If yes, why?

(Probes: Are more or fewer boys or girls working now? What ages? Has the age of marriage changed?)

15. A. What kinds of livelihoods activities can be done by older adolescent girls?

(Probes: Farming, fish processing, dairy processing, trading, crafts?)

15. B. What support is needed for girls to do these activities?

16. What might be threats to girls while doing these activities?

(Consider language: threats, risk, and violence. Probes: Would girls be exposed to GBV (sexual harassment, rape, intimidation, etc.) doing these activities? Why?)

17. How could these risks for girls be managed?

(Probes: How could girls protect themselves while doing these activities? Are there safe places where girls can do these activities? Are there activities that can be done in groups? Avoid X, Y, Z? Make sure to do A, B, C?)

Skip to Question #21 for Girls

18. A. What kinds of livelihoods activities can be done by older adolescent boys?

(Probes: Farming, fishing, hunting, animal rearing, trading, crafts?)

18. B. What support is needed for boys to do these activities?

19. What might be threats to boys while doing these activities?

(Consider language: threats, risk, and violence. Probes: Would boys be exposed to violence, including GBV (sexual harassment, rape, intimidation, etc.) doing these activities? Why?)

20. How could these risks for boys be managed?

(Probes: How could boys protect themselves while doing these activities? Are there safe places where boys can do these activities? Are there activities that can be done in groups? Avoid X, Y, Z? Make sure to do A, B, C?)

21. What kinds of livelihoods activities can be done by women?

(Probes: Farming, fish processing, dairy processing, nuts processing, wild food collection and processing, trading, crafts?)

22. Would women be safe doing these activities? If not, why?

(Probes: Would women be exposed to GBV (sexual harassment, rape, intimidation, etc.) doing these activities? Why?)

23. How could women be safer doing these activities?

(Probes: How could women protect themselves while doing these activities? Are there safe places where women can do these activities? Are there activities that can be done in groups? Avoid X, Y, Z? Make sure to do A, B, C?)

- 24. This next question is sensitive, and is something we are asking very generally, not about specific individuals. We are not asking this linked to religion or other values, but in general.
- 24. A. To your knowledge, do refugees or IDPs in your community ever engage in sex work* or commercial sex or sell sex, as a means of livelihood?

If yes:

24. B. Would you be willing to answer more questions about this so that [Organization] can understand more about risks people face, whether their rights are respected and whether they have access to appropriate services?

=> If yes, continue FGD/interview with Refugees Engaged in Sex Work from WRC's Urban Gender-based Violence Risk Assessment Guidance: Identifying Risk Factors for Urban Refugees (2016).** Then, refer to the closing script.

 \Rightarrow If no, refer to the closing script.

**WRC is currently piloting this tool, which is intended to serve two purposes:

^{* &}quot;Sex Work" is defined here as consensual sex between adults. "Sex workers" are female, male and transgender adults and young people (over 18 years of age_ who receive money or goods in exchange for sexual services, either regularly or occasionally," World Health Organization, et. al. Implementing Comprehensive HIV/STI Programs with Sex Workers (2013) (internal citation omitted), available at: www.who.int/hiv/pub/sti/sex_worker_implementation/en/

^{1.} To inform individual case management and service provision, including referrals, and generate discussions about individual risk mitigation; and

^{2.} To identify trends in GBV risks that are unique to a particular refugee or IDP cohort or sub-population. Answers can then be used to develop short- and long-term risk mitigation strategies that are tailored to that sub-population, and designed in consultation with them, and which can then be implemented on a programmatic or community-wide level.

IDPs and Refugees Engaged in Sex Work

(from WRC's Urban Gender-based Violence Risk Assessment Guidance: Identifying Risk Factors for Urban Refugees* (2016)).

Use this tool with FGD and Interview participants who answer "Yes" to Question #24 B in the CLARA FGD/ Interview Tool.

See CLARA Guidance for tips on data analysis.

IDPs and Refugees	Engaged in Sex Work**
Tailored Questions	Notes
Stigma and discrimination	
What are attitudes within the community about people engaged in selling sex to make money and in exchange for goods and services?	
Is this something that is talked about within the community or by service providers?	
<i>Is there a stigma around sex work – are there mostly negative attitudes around it?</i>	
How might these attitudes affect a sex worker's safety? How might these attitudes affect their willingness to access services or access information, including about health or GBV?	
What types of peer support exist for IDPs/refugees doing this work?	
What could [Organization] do to make programs and services more welcoming and less stigma- tizing for IDPs/refugees engaged in this work?	
Access to information	
Are there any programs, trainings (health or protection trainings), or local services for individuals involved in selling sex? Are IDPs /refugees able to access them?	

^{*} This tool is from WRC's Urban Gender-based Violence Risk Assessment Guidance: Identifying Risk Factors for Urban Refugees (2016). https://www.womensrefugeecommission.org/gbv/resources/1353-urban-gbv-tools

^{** &}quot;Sex Work" is defined here as consensual sex between adults. "Sex workers" are "Female, male, and transgender adults and young people (over 18 years of age) who receive money or goods in exchange for sexual services, either regularly or occasionally," World Health Organization, et al. Implementing Comprehensive HIV/STI Programmes with Sex Workers (2013) (internal citation omitted), available at www.who.int/hiv/pub/sti/sex_worker_implementation/en/

Tailored Questions (continued)	Notes
What information do sex workers have about their legal rights, or about what the laws here say about selling sex?	
Would someone who got arrested or detained by the police for selling sex know what to say, or have anyone they could contact for help?	
What information do sex workers have about GBV?	
What information do they have about sexual and reproductive health? Do they know where they can get tested for STIs, including HIV, and where they can get resources for safe sex, such as free condoms?	
GBV risks	
What are some of the risks of violence sex workers experience when working? Risks from clients? Risks from police?	
Would a sex worker ever report an incident of GBV or seek GBV services if the violence was related to their work? Why or why not?	
What could we do to ensure that IDPs/ refugees engaged in sex work have access to information on GBV, safety, peer support, and sexual and reproductive health?	
What kinds of outreach might be effective?	

CLARA FGD PRM Tools

CLARA FGDs may be conducted using Participative Ranking Methodology (PRM), a mixed methods approach developed by Columbia University.* Adult and adolescent CLARA PRM tools are available. Additional CLARA questions may be added or substituted from the CLARA modules as needed.

Using PRM, FGD participants are guided through key questions and responses are listed and ranked. See instructions below, describing the role of the facilitator and the note-taker.

Responses can be compared across cohorts (women, men, girls, boys, LGBTI) or within sub-groups (e.g., between adolescent girls who are unmarried and married, between lesbians, gay, bisexual, transgender or intersex individuals, or between livelihood groups e.g. traders, laborers, farmers and shepherds) to conduct gender risk analysis.

Step	Facilitator	Note-taker
LIST	Ask one question at a time.	Record one question at a
	 As themes are mentioned by participants, designate an object (e.g., bottle caps, pens, rocks, beans, etc.) to represent each theme once a minimum of two people corroborate a theme. Pay attention to both the verbal affirmation and body language of participants for 	List the themes verbatim as mentioned by participants.Note which objects are
	consensus.	designated as themes in order to help with which
	• Facilitate discussion until a maximum of 10 themes are elicited and 10 corresponding objects are designated.	recall.
	• Remind participants of the significance of the objects throughout the discussion to ensure recall—best as a game with adolescents.	
RANK	• Draw a line in the sand representing a continuum.	As participants discuss the
	 Indicating high and low on the continuum, facilitate discussion among participants to rank the themes. 	ranking process, record verbatim the justifications
	• Rank the designated objects along the continuum one at a time. Inquire why there is agreement or disagreement	
	among participants on each ranking.	 List the ranked themes as prioritized by participants
	• Once a minimum of 50% of participants agree on the ranking, set the object down along the continuum.	once objects are set on the continuum.
REPEAT	Repeat until all questions have been asked and all response	ses listed and ranked.

See CLARA Guidance for tips on data analysis.

^{*} See Participative Ranking Methodology: A Brief Guide: Version 1.1 (2010): http://www.alnap.org/resource/8070

CLARA Adult FGD PRM Tool

These questions are guidelines, you should adapt wording as appropriate.

Use this tool with adults, and meet with cohorts and sub-groups separately. Notes should be recorded verbatim, capturing the words of participants as spoken. Write legibly.

See CLARA Guidance for tips on data analysis.

1. What activities are you doing now to meet your family's basic needs and earn a living?

LIST	
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2.	
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9.	
10.	

RANK

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2.	
3.	
4.	
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6.	
7.	
8.	
9.	
10.	

NOTES:

LIST 1. 2. З. 4. 5. 6. 7. 8. 9. 10. RANK 1. 2. З. 4. 5. 6. 7. 8. 9. 10.

2. What things make you feel unsafe when doing these activities? What do you fear?

NOTES:

LIST	
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10.	
10.	
RANK	
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2.	

3. What are the strategies you are using to feel safer when doing these activities?

NOTES:

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 10.

CLARA Adolescent FGD PRM Tool

Use this tool with adolescents and meet with cohorts and sub-groups separately. Notes should be recorded verbatim, capturing the words of participants as spoken. Write legibly.

See CLARA Guidance for tips on data analysis.

1. What activities do adolescent [girls, boys] like yourselves do to help their families generate income?

LIST	
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10.	
RANK	
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NOTES:

8. 9. 10.

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NOTES:

LIST	
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RANK	
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2. What are the fears* that adolescent [girls, boys] like yourselves feel when participating in these activities?

^{*} Discuss with local staff the best word to use that closely captures the sentiment/meaning of the term risks.

LIST 1. 2. З. 4. 5. 6. 7. 8. 9. 10. RANK 1. 2. З. 4. 5. 6. 7. 8. 9. 10.

3. What steps do adolescent [girls, boys] like yourselves take to feel safer?*

NOTES:

^{*} Based on conversations with local staff choose the wording that best addressed risk mitigation strategies.

CLARA – Logic Tool for Training Facilitators

Adjust examples for context

Tool: CLARA Focus Group Discussion and Interview Guides – Adults and Adolescents

SPECIF	SPECIFIC DETAILS ARE NEEDED TO DESIGN AN EFFECTIVE AND SAFE LIVELIHOODS PROGRAM.		
It is important that when you ask the questions, you PROBE to get SPECIFIC details.			
? #*	? #*		
Adult Tool	Adolescent Tool	WE ARE ASKING TO UNDERSTAND	
1	1	The common livelihood activities people are currently doing to earn income and meet their basic needs (e.g., trading, farming, fishing, rearing animals, labor, domestic work, ragpicking, hawking goods door-to-door, sex work, begging, etc.).	
2	2	What were common livelihood activities before displacement/the crisis, if there has been a change and why (e.g., loss of assets, loss of store-front or warehouse, absence of the right to work, lack of job opportunities – discrimination in seeking employment, language barriers, etc.).	
ЗА	ЗА	What risks people currently experience doing livelihood activities (e.g., GBV, wage theft, sexual coercion, insecurity). <i>Focus is on livelihood activities, not other types of risk.</i>	
3B	3B	What/who/where/when is the risk.	
4A	4A	What risks people experienced doing livelihood activities before displacement/the crisis, if there has been a change and why. <i>Focus is on livelihood activities, not other types of risk.</i>	
4B	4B	What/who/where/when was the risk.	
5	5	People's current strategies for protecting themselves (e.g., traveling or working in groups or at certain times of day, home-based businesses). <i>Focus is on risks when doing their livelihoods activities, not other activities.</i>	
6	6	People's strategies for protecting themselves before displacement/the crisis, if there has been a change and why. <i>Focus is on risks when they did their livelihoods activities, not other activities.</i>	
7	7A & 7B	The impact of displacement/the crisis on people's livelihoods. <i>There might be both negative impacts</i> (e.g., competition and tension between host and IDP or refugee traders) <i>and positive impacts</i> (e.g., a host trader might have a more successful business with more customers).	
8A	8A	What people SPECIFICALLY need to earn income/improve their livelihood (e.g., replace stock or equipment, certification, job placement, etc.).	
8B	8B	What support people need (e.g., opportunities to work in groups, grants to re-stock, grants or loans to replace assets, a liaison with employers to deter exploitation/negotiate decent work).	

^{*} Note: Numbers correspond to numbers in the FGD and Interview guides.

Adult	Adolescent	
Tool	Tool	
9A	9A	How the market was working before displacement/the crisis. Where people usually got
		support from (e.g., loans from family members, a money-lender or the bank, accessed X
		market for agricultural inputs, etc.).
9B	9B	How the market is currently working or not working. Where people are getting inputs/
		support from and if there has been a change since displacement/the crisis.
9C*		What livelihoods information refugees or IDPs need to be more familiar with their new
		market environment (e.g., where to access credit, buy stock in bulk, where there are storage facilities, where to find job opportunities – informal and formal, etc.).
10	10	Whether people perceive they will be safe if [Organization] can provide X support they
		asked for in response to question 8 A & B (e.g., would there be a risk of violence from rela-
		tives if a cash grant is received, would support result in tension between IDPs or refugees
		and hosts, or within the IDP or refugee community, etc.).
11	11	How people would protect themselves from these potential risks.
12	21	What livelihoods opportunities for women are "accepted" and "allowed" (by husbands/
		fathers, families and communities). For example, trading (in the market or home-based),
		milling, domestic work, dairy processing. Current opportunities and attitudes are a starting point for male and community engagement and gender-transformative programming.
13	22	What the current and potential risks are for women doing these activities (e.g., GBV, inse-
	~~~	curity, wage theft).
14	23	How women can protect themselves when doing these activities (e.g., doing activities in
		groups, alternating or avoiding travel – routes and certain times of day, etc.).
15A	12A	If children are working instead of going to school and what activities they are doing/contrib- uting to.
15B	12B	If the situation is the same or different for girls and boys (older and younger).
16A	13A	If children were working instead of going to school before displacement/the crisis and what activities they were doing/contributing to.
16B	13B	If the situation is the same or a different for girls and boys (older and younger) and why.
17A	14A	If there has been a change in access to education since displacement/the crisis and if so,
		why (e.g., no access to school facilities, not enough income for school fees/books/uniform,
		death of a household provider, family separation, etc.).
17B	14B	If the situation is the same or different for girls and boys (older and younger) and why.
18A	15A	What livelihoods opportunities for girls are "accepted" and "allowed" (by husbands/fathers,
		families and communities). For example, trading (in the market or home-based), milling,
		domestic work, hawking goods door-to-door. Current opportunities and attitudes are a
		starting point for male and community engagement and gender transformative programming.
18B	15B	What support adolescent girls need.

^{*} Adult versions only.

19	16	What the current and potential risks are for adolescent girls doing these activities (e.g., GBV, insecurity, injury, etc.).
20	17	How adolescent girls can protect themselves when doing these activities (e.g., doing activities in groups, alternating or avoiding travel -routes and certain times of day, etc.).
21A	18A	What livelihoods activities are opportunities for boys which are <u>"accepted" and "allowed"</u> (by husbands/fathers, families and communities). For example, farming, animal rearing, fishing, labor, trading. <i>Current opportunities and attitudes are a starting point for male and community engagement and gender transformative programming.</i>
21B	18B	What support adolescent boys need.
22	19	What the current and potential risks are for adolescent boys doing these activities (e.g., physical assault, injury, wage theft, harassment at checkpoints, etc.).
23	20	How adolescent boys can protect themselves when doing these activities (e.g., doing activities in groups, alternating or avoiding travel – routes and certain times of day, etc.).
24A	24A	If people are engaging in sex work or commercial sex or sell sex to meet their basic needs (e.g., income, rent, food, etc.) and related risks.
24B	24B	Protection needs of refugees, IDPs or host community members who sell sex and how [Organization] can respond to their needs with specific information, services and referral options.

### Tool: PRM FGD Tools - Adult and Adolescents

SPECIFIC DETAILS ARE NEEDED TO DESIGN AN EFFECTIVE AND SAFE LIVELIHOODS PROGRAM.		
It is imp	It is important that when you ask the questions, YOU PROBE UNTIL YOU GET SPECIFIC DETAILS.	
? #	WE ARE ASKING TO UNDERSTAND	
1	The common livelihood activities people are currently doing to earn income and meet their basic needs.	
2	What risks people experience doing livelihood activities. Focus is on livelihood activities, not other types of risk.	
	What/who/where/when is the risk.	
3	People's current strategies for protecting themselves. <i>Focus is on risks when doing their livelihoods activities, not other activities.</i>	









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