

Appendix G:

Focus Group Moderator's Guide: Project Staff

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Introduction – Thank you for coming here today/this evening. My name is [Moderator's Name] and I will be leading the discussion. My colleague [Name of notetaker] will be taking notes during the discussion. I work for [Westat/Georgetown University] and we are doing a study for the Office of Child Labor, Forced Labor and Human Trafficking (OCFT) of the United States Department of Labor to find out more about the situation of child labor in this area as well as your views of [Name of Project].

We are asking you to participate in a focus group, which is basically a group discussion about your experiences with [Name of Project.] This focus group is part of an evaluation of OCFT's Child Labor Technical Cooperation Program. As part of the evaluation we conducted a survey of project directors, conducted six site visits, and interviewed representatives of U.S. Government agencies involved in combating child labor.

The Department of Labor will combine the information collected from the focus groups with information collected from other sources to find out how the technical cooperation program is doing to combat child labor by providing educational opportunities to children in your area.

The focus group discussion will take approximately 1.5 hours. Participation is voluntary and you may choose to skip any question asked during the discussion.

Your information will be kept confidential. Only a few researchers will see the notes/transcriptions of the focus group. The information from the focus group will be combined with information from other sources in the evaluation final report. We will not attribute any statements to you or to any individual that provides information in any reports or documents.

The most important thing to remember is that we are here to learn from you. You are the experts; there are not right or wrong answers. Please feel free to speak your mind. I also want to assure you that your answers will be kept confidential. The researchers working on this project are the only people who will know who said what. The report that will be written will bring together the views expressed by all the people participating in these discussions and no one will be identified by name. We will be tape recording the session so we can be sure to get the most accurate information. Are there any further questions about the study before I explain the procedures for (today's/tonight's) session?

Has anyone participated in a focus group before? The procedures are simple. Everyone has a name card in front of you, so I can call on you by name. First, we will go around the table and everyone will introduce himself or herself. Then I will start by asking a question. Whoever wants to can be first to answer. The first few times you answer please give your name before you talk. Once one person has finished, someone else can speak. If you have something to say, but someone else is still talking, please raise your hand, and wait until I call on you. Everyone will have a turn

We would like to audiotape the discussion in case the notetaker needs to verify her notes. Please tell me if you agree to have the session audiotaped. **[IF ANY PERSON IN THE GROUP DECLINES, THE SESSION WILL NOT BE RECORDED.]**

LET'S FIRST GO AROUND THE TABLE. CAN EACH PERSON GIVE HIS OR HER NAME, JOB, AND HOW LONG YOU HAVE WORKED IN THIS POSITION?

I I'D LIKE TO START BY ASKING YOU A FEW QUESTIONS ABOUT THE CHILD LABOR SITUATION IN THIS AREA (*Define or name the geographic area*)

1. What would you say is the most common type of child labor in this area? (*Probe on definition of child labor/exploitation*) Are certain types of children more likely to become targets for exploitation? (*Probe on sex, age, ethnic group, religion, other characteristics*).
2. Why/how do children get involved with child labor? How do they get out of these situations? What help is available to them if they try to do so?

II NOW I'D LIKE TO FOLLOW UP WITH SOME QUESTIONS ABOUT THE (insert NAME OF PROJECT)

1. What are the long-term goals of the (name of project)? (*If respondents don't know the criteria, please briefly state them*)
2. Are there other programs in the area with similar purposes and goals? What are they? (*Probe on number, sponsorship, nature of activities*) How do you interact with people who are involved in these other efforts? (*Probe on frequency of contact, whether there are disagreements or jurisdictional squabbles, similarities or differences of mission and approach*)

Overall, would you say having these other programs has aided your efforts to help children involved in child labor? How so? (**If no other programs**) Do you think you would find it helpful to your efforts if there were other programs like the (name of project) in the area?

3. To what extent do you think the (name of project) has made progress in achieving its long-term goals in-
 - Raising awareness of the problem(s) of child labor;
 - Building the capacity of local organizations to confront the problem(s) of child labor;
 - Carrying out research on the problem;
 - Engaging in direct action to confront the problem
 - Increasing commitment of government to address the issue.

Why? What things have helped the (name of project) to meet its goals in these areas? What things have stood in the way—and what has been done to try to overcome these obstacles?

4. How do you set yearly targets for the project?
5. How do you collect and record data on persons served and the options to which targets are reached?

III FINALLY, I'D LIKE TO CLOSE BY ASKING YOU TO SUM UP YOUR OPINIONS
On THE EFFECTIVENESS OF THE (NAME OF PROJECT)

1. Which parts/features of the (name of project) do you think have been most effective in reducing child labor in this area, and why? What other strategies do you think could be effective in doing away with the worst forms of child labor (*define*)? If you could change one thing about the (name of project) that could make it a lot more effective in confronting the problem of child labor, what would it be—and why?

THANKS SO MUCH FOR YOUR TIME AND THOUGHTS.