

## D3.3 – Annex 9

### Bio4HUMAN FGD Guide for Humanitarian SWM Needs Assessment (WP3, T3.3)

**Scope:** The assessment has the aim of gathering information on the types of waste in DRC and South Sudan, traditional and current methods of SWM, identification of humanitarian supply chains and leaders, and identification of needs of the humanitarian sector in SWM.

**Note:** This FGD guide should be used for discussions separately with groups of community health volunteers living in rural, urban, and refugee or IDP camp areas. The FGD participants are preferably direct beneficiaries of humanitarian interventions or at least living in communities benefitting from humanitarian interventions. All relevant questions in the KII have to be discussed, but this doesn't mean that they have to be all posed as such. Information should emerge from the discussion and through the tools. Additional questions might need to be posed to gather all relevant information.

#### Focus group discussions with Community health volunteers (CHVs or RECOs)

##### Quality Checklist<sup>1</sup>

Use the following checklist when conducting the Focus Group Discussions (FGDs).

		FGD
1	Do you have the recommended number of people in the FGD? (6-10 participants but can be fewer if not available at one place)	
2	Does the FGD include only participants that meet the pre-defined criteria?	
3	Have you selected a quiet and neutral place where no one else can hear what the participants say and where the participants feel comfortable?	
4	Have you selected a place that is safe, easy to reach, and accessible for all participants? (consider women, persons with disabilities, limited mobility, older persons, etc.)?	
5	Have you and the note taker introduced yourselves, and the Organization, and greeted the participants in a friendly manner?	
6	Have you asked the participants to introduce themselves?	
7	Have you explained the purpose of the FGD in a simple and easy-to-understand way?	

<sup>1</sup> From PIN (2017) Quality Improvement & Verification Checklist For Focus Group Discussions, <https://resources.peopleinneed.net/files-search?q=focus#qualitative-data-collection-pin-2017-quality-improvement-verification-checklist-for-focus-group-discussions-154-98>



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<b>8</b>	Have you assured the participants that their responses will be confidential and checked for everyone's consent to participate and/or for the discussion to be recorded?					
<b>9</b>	Have you explained to the participants that there are no consequences should they refuse to participate or should they decide to withdraw from the discussion at any point?					
<b>10</b>	Managing expectations: Have you explained to the participants that participation in the FGD will not automatically grant any benefits (current and future interventions)?					
<b>11</b>	Have you set the ground rules or asked the group to define their own rules?					
<b>12</b>	Gender and Inclusion: Have you ensured diversity in assessment activities and teams? <i>For example, ensure that the assessment team is gender balanced to facilitate contact and communication with women and girls; ensure that the language skills of the assessment team reflect languages used in the areas we are planning assessments.</i>					
<b>13</b>	Context-specific – Wherever possible and appropriate, have separate focus group discussion spaces been considered for specific groups (gender, age, ethnicity, disability, etc.) as necessary?					
<b>14</b>	Did you manage to ask all the questions in the FGD Guide?					
<b>15</b>	Have you thanked the participants for their time and participation?					
<b>16</b>	Did you make sure to ask the participants if they had any questions for us?					
<b>Date:</b>						
<b>Location:</b> <input type="checkbox"/> Rural <input type="checkbox"/> Urban <b>Country:</b> <input type="checkbox"/> DRC <input type="checkbox"/> South Sudan <b>Region, village:</b> <input type="checkbox"/> Camp						
<b>Interviewer:</b>						
<b>Note taker(s):</b>						
<b>Participants (include the disaggregated figures)</b>						
Number of Participants	Female		Male		Total	
Persons with disability (physical)	Female		Male		Total	

Persons with disability (intellectual)	Female		Male		Total	
Elderly (60 and plus years)	Female		Male		Total	



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Key Area	Key question	Probes (what we need to understand)	Tool (how we can gather the information)
<b>1. INFORMATION ON HUMANITARIAN ACTIVITY</b> <i>(15 min)</i>	<b>Which humanitarian organisations are active in your community and what do they do?</b>	a. Which humanitarian organizations have been active in your community in the past two years? b. What types of interventions and projects have they carried out in your community in the past two years? ○ Has there been any support provided in terms of agriculture, food security, nutrition, shelter, WASH, health, or any other? ○ Have there been any distributions? What was distributed? ○ Have there been any rehabilitations and constructions? What has been rehabilitated/constructed? ○ Have there been any capacity-building activities? What topics were covered? Were any items distributed as a part of these capacity-building sessions? c. How many distributions took place in the last 2 years in your community? Do you know how many community members benefitted from different distributions?	<b>A. HUMANITARIAN ACTIVITY MATRIX</b> ○ Use and fill in the Humanitarian Activity Matrix below ( <b>Qa, Qb</b> ). • Draw a table and include in the first column the main sectors identified by participants (e.g. agriculture, nutrition, WASH, shelter etc.). • In the 2 <sup>nd</sup> , 5 <sup>th</sup> and 6 <sup>th</sup> columns include the different activities of humanitarian organizations under each sector – a) distributions, b) rehabilitations, and c) capacity building. For each activity indicate who are the actors (NGOs) and provide details on the specific activities.
<b>2. TYPES OF HUMANITARIAN WASTE</b> <i>(20 min)</i>	<b>What type of waste generated by humanitarian interventions can you see in your community?</b>	a. What types of solid waste do you encounter in your community? Is any of it hazardous? Can you rank these types of waste from the most common to the least common? ○ Probe for plastic, paper, cardboard, glass, organic waste, hygienic waste (e.g. <i>diapers, pads</i> ), textile, metal, construction waste, and hazardous waste. <i>Use the pictures of different types of waste.</i> b. Where do these types of solid waste come from? (E.g. <i>market, agriculture, construction, NGO, etc.</i> ) Are you able to recognize which type of waste is from activities of humanitarian organizations? c. What types of materials are most commonly distributed by NGOs in your community (e.g. <i>NFI kits, seeds, shelter kits...</i> )? ○ If it is kits (WASH, shelter), probe for specific items in the kits.	<b>A. HUMANITARIAN ACTIVITY MATRIX</b> ○ Continue using and filling in the Humanitarian Activity Matrix below • In the 3 <sup>rd</sup> column indicate which types of materials are most commonly distributed ( <b>Qc</b> ) and in the 4 <sup>th</sup> column indicate how these materials are packaged ( <b>Qd</b> ). <b>D. WASTE PICTURES / RANKING EXERCISE</b> ○ Use pictures of different types of waste, including a) plastic, b) paper and cardboard, c) glass, d) organic waste, e) hygienic waste, f) textile, g) metal, h) construction waste, and i) hazardous waste. Bring blank papers to use in case the community identifies another type of waste.

		<p>d. How are these materials packaged when they are distributed? What different types of packaging materials do NGOs bring? (probe for different types of packaging)</p> <p>e. What humanitarian interventions bring the most waste into your community? (<i>Show pictures of different types of waste.</i>)</p> <p>f. What type of waste is most often brought into your community by humanitarian organizations? (<i>Show pictures of different types of waste.</i>)</p>	<p>Write this type on the paper and use it together with the other pictures.</p> <ul style="list-style-type: none"> <li>• First, ask the group to organize the pictures from the most common type of waste to the least common type of waste in their community (<b>Qa</b>).</li> <li>• Second, use it to help participants think about what humanitarian interventions bring the most waste (<b>Qe</b>).</li> <li>• Third, ask the group to organize the pictures from the most common type of waste to the least common type of waste brought by NGOs into their community (<b>Qf</b>).</li> </ul>
<p><b>3. LOCATION OF WASTE AND HUMANITARIAN WASTE</b> <i>(25 min)</i></p>	<p><b>Where can we usually find solid waste in your community and where is the waste from humanitarian interventions usually located?</b></p>	<p>a. Where do distributions usually take place? Can you please show me the location after our discussion? (<i>use Kobo</i>)</p> <p>b. Do you/distribution recipients usually unpack the distributed materials at the site of the distribution, on the road, at home or somewhere else?</p> <p>c. When was the last distribution?</p> <p>d. Can some of you after our group discussion practically show me what you or your community do with</p> <ul style="list-style-type: none"> <li>○ the distributed items once they cannot be used anymore and where they are now?</li> <li>○ the packaging from the last distribution and where it is now?</li> <li>○ the construction waste from rehabilitations (if any)? (<i>use Kobo</i>)</li> </ul> <p>e. Does most of the distribution of a) items, b) packaging, and c) construction waste end up in the community, outside of the community, designated community dump, or is it being collected by a waste management service or transported to a waste recycling company?</p> <ul style="list-style-type: none"> <li>○ Is it any different from other non-humanitarian waste?</li> </ul>	<p><b>E. KOBO OBSERVATION TOOL</b></p> <ul style="list-style-type: none"> <li>○ Use the Kobo Observation tool to observe the state/quality of waste, take photos of the distribution and rehabilitation sites as well as any dump sites, and GPS location after the FGD finishes (<b>Qa, Qd, Qf</b>).</li> </ul>

		f. Can some of you after our group discussion show me the location(s) where most of the waste is now, including any official and unofficial dump sites? <i>(use Kobo)</i>	
<b>4. QUANTITY, QUALITY AND APPEARANCE OF WASTE AND HUMANITARIAN WASTE</b>  <i>(20 min)</i>	<b>When does waste usually appear in your community and how is it protected? What is the quantity and quality of waste generated in your community and of waste brought by NGOs?</b>	a. Does <u>waste in general</u> appear in your community/dump sites continually or are there periods when there is more waste and less waste? If yes, when and why? b. Does <u>humanitarian waste</u> appear in your community/dump sites continually or are there periods when there is more waste and less waste? If yes, when and why? c. Do you know someone who knows or can estimate the amount of waste produced in your community? o If there is no such person, why? d. Does your community/municipality have any institutions that take measures to protect your waste from destruction (e.g. weather) or being taken by someone or is the waste left without any supervision and protection? e. Is there any waste that harms the environment (air, soil, water) or causes health problems to people? How?	
<b>5. WASTE IN HEALTH FACILITIES</b>  <i>(15 min)</i>	<b>What are the types of waste produced by HFs and obtained by HFs from NGOs?</b>	a. What types of solid waste does your health facility produce? What hazardous solid waste is produced there? b. What type of materials does your HF receive from NGOs during distributions (e.g. Plumpynut, F75, F100, medication, sanitation materials, WASH materials)? What type of rehabilitation (if any) were received? c. In the past 2 years, have there been other materials distributed to the community through your HF? If yes, which ones? d. What is the packaging material usually used by NGOs during distributions in/to your HF? Can you show me? e. Do the distributed items and packaging materials from distributions done in your HF usually stay in the HF? Does the packaging material from distributions to the community done through your HF usually stay at the HF premises or is it taken home by the beneficiaries?	<b>A. HUMANITARIAN ACTIVITY MATRIX</b> o You can use the Humanitarian Activity Matrix below to record some of the answers in this section ( <b>Qb, Qc, Qd</b> ).  <b>E. KOBO OBSERVATION TOOL</b> Use the Kobo Observation tool to observe materials distributed by NGOs that are in the health facility, take photos, and GPS location after the FGD finishes ( <b>Qd</b> ).

<b>6. HOUSEHOLD WASTE MANAGEMENT PRACTICES</b>  <i>(30 min)</i>	<b>What do households do with their solid waste and who decides? Are the current practices different from the past?</b>	<ol style="list-style-type: none"> <li>a. Who in your <u>household</u> usually decides what to do with a) used distribution items, b) packaging from distributions, and c) other waste?</li> <li>b. Who in your <u>community</u> usually decides what to do with a) used distribution items, b) packaging from distributions, and c) other waste?</li> <li>c. What do households in your community do with a) used distribution items, b) packaging from distributions, and c) other waste? Do your community households re-use it, recycle it, compost it, throw it away, or burn it?             <ul style="list-style-type: none"> <li>○ If your community re-uses it, how, and for what? Can you show me after the discussion?</li> <li>○ If your community recycles it, where, and how? Can you show me after the discussion?</li> <li>○ If your community composts it, where, and how? Can you show me after the discussion?</li> <li>○ If your community throws it away, where? Can you show me after the discussion?</li> <li>○ If your community burns it, where, and how often? Which type of packaging do you/your community burn?</li> </ul> </li> <li>d. Do your current practices of handling solid waste differ from your tradition in the past? If yes, what are the differences?</li> <li>e. Is there any <u>solid waste</u> that your community <u>likes</u> to have? Why?</li> <li>f. Is there any <u>solid waste</u> that your community <u>doesn't like</u> to have? Why?</li> <li>g. Are there any distribution items and packaging that you find useful for other purposes?             <ul style="list-style-type: none"> <li>○ Which materials are useful for which purposes? How long can you reuse it? What do you do when it is not useful anymore?</li> </ul> </li> <li>h. Are there any distribution items and packaging that you do not like to receive during distributions? Why?</li> </ol>	<b>B. HOUSEHOLD WASTE MANAGEMENT MATRIX</b> <ul style="list-style-type: none"> <li>○ Use and fill in the Household Waste Management Matrix below. Use the waste pictures from the ranking exercise.             <ul style="list-style-type: none"> <li>● First, ask the group how the households in their community manage their waste (re-use, recycle, compost, throw away, burn). Afterward, ask clarifying questions: How? For what? Where? How often?</li> </ul> </li> </ul> <b>E. KOBO OBSERVATION TOOL</b> <ul style="list-style-type: none"> <li>○ Use the Kobo Observation tool to observe how the community re-uses, recycles and composts solid waste, and take photos of the process and GPS location after the FGD finishes (<b>Qc</b>).</li> </ul>
<b>7. WASTE MANAGEMENT</b>	<b>What are the waste</b>	<ol style="list-style-type: none"> <li>a. Are there any community rules for solid waste management? What are they?</li> </ol>	<b>C. WASTE MANAGEMENT INSTITUTIONS MATRIX</b>



<p><b>T INSTITUTIONS IN COMMUNITIES</b> (30 min)</p>	<p><b>management institutions and individuals active in communities, how do they function and what are their responsibilities?</b></p>	<p>b. Are there any community institutions/offices/NGOs/individuals (e.g. <i>informal waste pickers</i>) that are responsible for solid waste collection and management in your community?</p> <ul style="list-style-type: none"> <li>○ What are they? What are their responsibilities? Which waste do they manage? How do they function?</li> </ul> <p>c. Does your community have an official or unofficial dump site? Do you/your community use it? Can I see it after the discussion?</p> <ul style="list-style-type: none"> <li>○ Who manages it? Who manages the transportation of waste to the dump site? If there is a fee for waste collection, how much does it cost and who pays it? How do they keep records of who paid?</li> <li>○ How does it look like? Is it an unprotected open space or is the waste storage space hardened, fenced, and illuminated? Is there water, sewage system, electricity, and emission and pollution monitoring systems available?</li> </ul> <p>d. Are there any waste recycling or composting businesses in or near your community?</p> <ul style="list-style-type: none"> <li>○ If yes, what businesses are these and what types of solid waste do they recycle or compost?</li> </ul> <p>e. Are there any informal recyclers or re-users in your community?</p> <ul style="list-style-type: none"> <li>○ Who are they and how many? How do they work? Where, how often, and what type of waste do they collect?</li> <li>○ What do they do with the waste? Do they re-use or recycle it by themselves or do they hand it over to a third party? Which one? What happens next?</li> <li>○ What is the general perception of these informal recyclers?</li> </ul> <p>f. Is it possible for your community to limit the amount of solid waste it produces? If yes, what would be the possible solutions?</p> <p>g. What is the biggest challenge in terms of solid waste management for you (e.g. <i>inability to pay fees, community</i></p>	<ul style="list-style-type: none"> <li>○ Use and fill in the Institutions Waste Management Institutions Matrix below. <ul style="list-style-type: none"> <li>• First, ask the group if there are any community institutions/offices/NGOs/individuals responsible for solid waste collection and management. Afterwards, ask about their responsibilities, which type of waste, and from where they manage, and how they function (<b>Qb, Qc, Qd, Qe</b>).</li> </ul> </li> </ul> <p><b>E. KOBO OBSERVATION TOOL</b></p> <ul style="list-style-type: none"> <li>○ Use the Kobo Observation tool to observe the community official or unofficial dump site, take photos, and GPS location after the FGD finishes (<b>Qc</b>).</li> </ul>
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		<i>behavior</i> )? If possible, distinguish between waste from NGOs and other waste.	
<b>8. WASTE IN HEALTH FACILITIES</b>  <b>(30 min)</b>	<b>How is solid waste managed in your health facilities, what are the main practices and who are the key actors?</b>	<p>a. What does your health facility and community do with a) the waste produced by the health facility and b) obtained from NGOs (including distributions and rehabilitations)?</p> <ul style="list-style-type: none"> <li>○ Are there any specific solid waste management standards that are applied to the health facility? What are they?</li> <li>○ Does the HF have an incinerator? Which type of SW is incinerated? How often?</li> <li>○ Which type of solid waste is burned? Where? How often?</li> <li>○ Which type of solid waste is thrown away? Where?</li> <li>○ Are there placenta tips or any other type of traditional waste disposal practices?</li> <li>○ Are there informal community solid waste recyclers/re-users that handpick/collect the HF waste and reuse/recycle/resell the waste? If yes, who are these recyclers/re-users and what type of waste and how often do they pick/collect?</li> </ul> <p>b. Is there a community waste management service that collects the waste the HF produces? What is the name of this service? How often does it collect the waste? Does it collect all types of waste (incl. hazardous waste) or only a specific type?</p> <p>c. Is any type of solid waste handed over to an official recycling business?</p> <ul style="list-style-type: none"> <li>○ If yes, which type of solid waste is handed to this business? What is the name of this business? Are there any fees applied? Who is responsible for the transport of the waste?</li> </ul> <p>d. Is your current way of handling the solid waste you produce and receive from NGOs different from the traditional practices in the past? If yes, how?</p> <p>e. Is it possible that your HF limits the solid waste that you produce? What would be the solutions?</p>	<p><b>C. WASTE MANAGEMENT INSTITUTIONS MATRIX</b></p> <ul style="list-style-type: none"> <li>○ Some of this information can be collected through the Institutions Waste Management Institutions Matrix below.             <ul style="list-style-type: none"> <li>• First, ask the group if there are any community institutions/offices/NGOs/individuals responsible for solid waste collection and management. Afterwards, ask about their responsibilities, which type of waste, and from where they manage, and how they function (<b>Qa, Qb, Qc</b>). If possible, distinguish between humanitarian and other waste.</li> </ul> </li> </ul> <p><b>E. KOBO OBSERVATION TOOL</b></p> <p>Use the Kobo Observation tool to observe health facility waste management, take photos, and GPS location after the FGD finishes (<b>Qa</b>).</p>

<p><b>9. HUMANITARIAN WASTE SOLUTIONS</b> <i>(30 min)</i></p>	<p><b>What are the challenges and opportunities of humanitarian waste management in your community?</b></p>	<ul style="list-style-type: none"> <li>a. What is the biggest challenge in terms of solid waste management for you (e.g. <i>inability to pay fees, community behavior</i>)? If possible, distinguish between waste from NGOs and other waste.</li> <li>b. How can the current way of handling a) used items distributed by NGOs (when these items become waste after being used), b) packaging from items distributed by NGOs, and c) other waste (e.g. construction) from NGOs be improved within a) your community and b) your health facility?</li> <li>c. What would you need to improve the current handling of a) used items, b) packaging, and c) other waste (e.g. from construction) from NGOs in a) your community and b) your health facility?</li> <li>d. Are there any local actors/institutions/businesses that could contribute and provide solutions?</li> <li>e. Are there any opportunities for improving solid waste management that NGOs are not making use of?</li> <li>h. Do you know of any examples of reusing or recycling of solid waste generated by NGOs practiced in your community?</li> </ul>	
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## A. Humanitarian Activity Matrix

**Note:** Start by asking in which humanitarian organizations are active in the community and what types of interventions and projects they have carried out in the community in the past two years. Add additional rows if needed.

<b>Type of humanitarian support:</b>	<b>If there were any <u>distributions</u> in this sector, specify (E.g. seeds; WASH kits; ready-to-use therapeutic food, etc.). Note the name of the humanitarian organization.</b>	<b>Indicate how common this type of distribution is (very common, medium common, little common).</b>	<b>Indicate all the types of packaging the specific distributed items are wrapped in.</b>	<b>If there were any <u>rehabilitation or constructions</u> in this sector, specify (E.g. latrine construction, school rehabilitation, etc.). Note the name of the humanitarian organization.</b>	<b>If there were any <u>capacity-building sessions</u> in this sector, specify (E.g. IYCF and cooking sessions, agriculture-related training, GBV training, etc.). Note the name of the humanitarian organization.</b>
Agriculture and food security					
Nutrition					
Health					
WASH					
Shelter					




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## B. Household Waste Management Matrix

Note: Start by asking what households in the community do with different types of waste; whether they re-use, recycle, compost, burn or throw it away. Afterward, ask clarifying questions: How? For what? Where? How often? **Specify if the waste is a) used items from distributions, b) packaging from distributions, and c) other waste.**

	<b>Re-use</b> - How? For what?	<b>Recycle</b> - Where? How?	<b>Compost</b> - Where? How?	<b>Burn</b> - Where? How often?	<b>Throw away</b> - Where?
Plastic waste					
Paper and cardboard					
Glass					
Organic waste					
Hygienic waste					
Textile					
Metal waste					
Construction waste					

Hazardous waste					
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## C. Waste Management Institutions Matrix

Note: Start by asking if there are any community institutions/offices/NGOs/individuals responsible for solid waste collection and management. Afterward, ask about their responsibilities, which type of waste they manage, and how they function.

<b>Institution type</b> (e.g. NGO, government, business, individual – e.g. informal recyclers)	<b>Institution name</b>	<b>What type of waste they manage and from where</b> (e.g. from health facilities, households, etc.) (use the photos of different types of waste)	<b>Responsibilities</b> (e.g. if they collect waste, sort & grade waste, recycle waste, re-use waste, compost, manage dump site, etc.)	<b>How they function</b> (e.g. if they collect fees, how often they do specific activities, if they hand over waste to someone else etc.)




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