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CENTER FOR DIETARY ASSESSMENT

SURVEY GUIDANCE DOCUMENT

**Facilitated Group Discussions for
Dietary Pre-Survey Work in Low-
and Middle-Income Countries:
Guidance for the Design,
Implementation, and Use of the
Data Collected**

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JULY 2020

Recommended Citation

Moursi M, Vossenaar M, Arimond M, Hotz C, and Deitchler M. 2020. *Facilitated Group Discussions for Dietary Pre-Survey Work in Low- and Middle-Income Countries: Guidance for the Design, Implementation, and Use of Data Collected*. Washington, DC: *Intake* – Center for Dietary Assessment/FHI Solutions.

About *Intake*

Intake is a Center for Dietary Assessment that aims to strengthen policies and programs to improve nutritional status by increasing the availability, quality, comparability, and use of reliable dietary data in low- and middle-income countries (LMICs). We hope that the availability of valid, concise, effective diet-related metrics, along with *Intake* technical assistance for the planning, design, collection, analysis, and use of dietary data, can play an important role in helping actors in LMICs to develop evidence-based nutrition and agriculture policies and programs to ensure high-quality diets for all.

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At *Intake*, we aim to make our technical assistance tools, templates, and guidance materials as useful as possible. We therefore welcome input and feedback from users of our technical assistance documents, so that we can continue to improve the materials and the technical assistance we provide. If you have suggestions or feedback related to this document that you would like to share with *Intake*, please contact us via email at feedback@intake.org.

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Abbreviations

FCT	food composition table
FGD	facilitated group discussion
FRIL	food, recipe, and ingredient listing
IRB	Institutional Review Board
PSEM	portion size estimation method

Definition and Usage of Terms

Food	A <i>food</i> is a single food item that is not mixed with other foods (e.g., banana or ground nuts). In this document, we use the term <i>food</i> broadly to also include beverages.
Mixed dish (also called a “composite dish,” “multi-ingredient food,” “multiple ingredient food mixture,” “combination food,” or “food mixture”)	<p>A <i>mixed dish</i>, usually with a specific culinary name, is prepared using two or more ingredients mixed together.</p> <p>Exceptions are usually made for items where the second ingredient is a seasoning (e.g., salted nuts or fruit with sugar). Simple fried foods, such as fried potatoes, are sometimes considered as a single food item even though they constitute a mixture of two different foods. Simple boiled or steamed foods are not considered as mixed dishes. Long-established composite foods, such as bread and cakes, which are prepared with multiple ingredients, may also be treated as a single food item. These foods can be found in the food composition table (FCT) for many different countries, and their recipes are fairly standardized.</p>
Food, recipe, and ingredient listing (FRIL)	A comprehensive list of all foods, beverages, recipes, and ingredients likely to be encountered during the 24-hour dietary recall interview.
Facilitated group discussions (FGDs) (also known as “group interviews” or “group conversations”)	Organized group discussions moderated by a facilitator who uses an interview script (i.e., a set of predetermined, open-ended questions). The predefined questions and themes for FGDs that are carried out in the process of compiling a FRIL generally pertain to filling specific gaps in information in the FRIL.

1 Introduction

The food, recipe, and ingredient listing (FRIL) is one of the most important and fundamental building blocks at the early stages of planning and preparation for a quantitative 24-hour dietary recall survey. The FRIL is a comprehensive list of foods, mixed dishes, and ingredients—and their respective details—that are likely to be encountered during the survey. The FRIL must be compiled before data collection begins; it is the foundation for all other pre-survey tasks,¹ including the assignment of portion size estimation methods (PSEMs) to each food item included in the FRIL, the development of a probe list to provide enumerators with a set of questions that should be asked for each item reported during the 24-hour dietary recall interview, and the compilation of the food composition database for the survey. A comprehensive FRIL prepared in advance of a dietary survey is essential for ensuring the collection of high-quality dietary data.

Compiling a FRIL for a dietary survey is time intensive and can be challenging. Secondary data sources (e.g., existing dietary survey data, national or regional food composition tables [FCTs], national food registries, etc.) are usually used to inform the initial compilation of the FRIL for a dietary survey. But even when relevant, well-documented secondary data sources are available to guide the initial compilation of the FRIL, compiling all the foods, ingredients, and mixed dishes that the target population for the survey eat, with the level of detail required, remains a difficult and time-consuming task. This is because the same food item can be prepared in many different ways (e.g., baked, fried, boiled, etc.), all of which should be documented in the FRIL; a mixed dish can be prepared using different ingredients in different geographic areas; new commercial products are always coming on the market; and existing secondary data sources often lack detailed information about snack foods, as well as special foods for specific populations, such as young children. Unless a large-scale dietary survey was very recently carried out for the same target population, the initial FRIL compiled from secondary sources will often cover many commonly consumed foods and mixed dishes but will still have several important gaps that need to be addressed before beginning data collection. In many cases, primary data collection may be required to augment the initial FRIL compiled from secondary data sources.

Facilitated group discussions (FGDs) are one primary data collection approach that can help fill gaps that have been identified in an initial FRIL compiled for a dietary survey. An FGD—also known as a “group interview” or “group conversation”—involves a facilitator using a predefined set of questions to engage a group of people in a guided discussion on a specified topic. In the context of a dietary survey, FGDs are generally carried out with people who are knowledgeable about food preparation and food consumption in the survey area. The aim of the FGD is to obtain information about foods and mixed dishes commonly consumed by the target population and to obtain contextually relevant qualitative information about specific food consumption practices in the target geographic areas, such as details about shared-plate eating practices, how foods are consumed in urban areas, or specific food preparation practices related to feeding infants and young children.

The aim of this document is to provide guidance for the design and conduct of FGDs in the context of pre-survey work for a dietary survey in a low- or middle-income country. We describe when FGDs are an appropriate data collection approach and how to identify the pre-survey data that can be usefully collected

¹ For more information on the pre-survey tasks required for a quantitative 24-hour dietary recall survey, see Vossenaar M, Arimond M, Deitchler M, Lubowa A, Hotz C, and Moursi M. 2020. *An Overview of the Main Pre-Survey Tasks Required for Large-Scale Quantitative 24-Hour Recall Dietary Surveys in Low- and Middle-Income Countries*. Washington, D.C.: Intake – Center for Dietary Assessment/FHI Solutions. Available at [Intake.org](https://intake.org).

through FGDs. We also provide guidance for how to develop an FGD question guide, how to design and implement FGDs in a low- or middle-income country setting, and how to use the data collected.

Intake developed this guide because we believe that compiling a comprehensive FRIL is a prerequisite for the collection of high-quality dietary data and that FGDs—when designed and implemented properly—can be a useful approach to data collection designed to fill in identified gaps in a FRIL and to inform the development of contextually appropriate data collection tools for a dietary survey. However, we note that FGDs are not the only way to fill in gaps in a FRIL.² We also note that FGDs are not obligatory in the context of pre-survey work. When resources are limited or a dietary survey is being planned at large-scale, other pre-survey activities, such as standard recipe data collection or carrying out an extensive pilot to help inform the refinement of survey tools (including the FRIL), may be higher priorities than carrying out FGDs.

² Expert consultation meetings and market surveys can also be useful data collection approaches to use instead of or as a complement to FGDs, depending on what type of gaps need to be filled in the FRIL. For more details about these data collection approaches, see Vossenaar M, Arimond M, Deitchler M, Lubowa A, Hotz C, and Moursi M. 2020. *An Overview of the Main Pre-Survey Tasks Required for Large-Scale Quantitative 24-Hour Recall Dietary Surveys in Low- and Middle-Income Countries*. Washington, DC: *Intake* – Center for Dietary Assessment/FHI Solutions. Available at Intake.org.

2 When FGDs Are a Useful Data Collection Approach

FGDs are a useful primary data collection approach to inform the development of tools for a dietary survey when there are specific questions (e.g., pre-identified gaps in the FRIL) that are of interest and when it is believed that this information can be efficiently obtained through group discussions with community members in the survey area. When carried out as part of pre-survey work for a dietary survey, FGDs are most commonly designed to respond to one or both of the following aims:

1. To gather information about foods consumed and their forms, processing methods, and cooking methods, with a focus on specific gaps in the FRIL. For example, there may be a perceived need to collect more information about foods consumed by specific demographic groups, such as foods consumed exclusively by infants and young children, or to collect more information about new commercially packaged foods.
2. To gather information about mixed dishes and their ingredients, possible variations of mixed dishes, and different cooking methods. This information can help augment the FRIL by identifying region-specific mixed dishes and mixed dishes consumed by specific demographic groups (e.g., infants and young children).

3 Identifying What Data to Collect with FGDs

For FGDs to collect useful data, it is essential for survey planners to clearly define in advance the information that is of interest to collect.

If the aim of carrying out the FGDs is to augment the already compiled FRIL, the data to be collected in the FGDs should be guided by the specific gaps that have been identified in the FRIL. Identification of these gaps is an iterative process that takes place throughout the duration of compiling the FRIL. Throughout this iterative process, all gaps or information needs that are identified should be documented, as these should later guide the development of the FGD question guide.

Different approaches can be taken to try to identify gaps that may exist in the FRIL. Some of the primary ways in which gaps in the FRIL might be identified are outlined below.

1. **Review the FRIL by food group for any obvious omissions or gaps.** When compiling the FRIL, a classification scheme should be used to organize foods according to food groups (and possibly food sub-groups) and mixed dishes according to type or by main ingredient (e.g., rice-based mixed dish, millet-based mixed dish, etc.). An example of one such classification scheme is provided in Annex 1. When the FRIL is organized using a classification scheme such as the one given in Annex 1, each food group can be easily reviewed for any obvious gaps. It may become readily apparent, for example, that the types of meat that are listed are few in number, that a limited set of methods for meat preparation have been listed, or that rice-based or millet-based porridges are missing from the list of mixed dishes.
2. **Identify specific geographic areas or demographic groups to be targeted** for the survey, which are not covered by the secondary data sources used to compile the FRIL. Often secondary data for certain geographic areas or certain demographic groups do not exist or cannot be accessed when the initial FRIL is compiled. In such cases, there will be known gaps in the FRIL that relate to those specific geographic areas and/or demographic groups targeted by the planned dietary survey.
3. **Use a checklist to review the FRIL for completeness.** The guiding set of questions in Box 1 reflects common gaps and areas of omission in any FRIL. This set of questions can be used as a checklist to review the FRIL for completeness. These questions can be adapted and expanded, as needed, for any given survey context.

Box 1. Example of a Checklist to Identify Gaps in the FRIL

Data gaps related to specific survey areas and demographic groups

- Does the FRIL include information about possible regional differences within the country in the preparation of the most popular foods and mixed dishes?
- Does the FRIL include information on special foods and mixed dishes eaten by the demographic groups of interest in your survey (e.g., special foods for pregnant women, for the elderly, etc.)?
- If the survey will include young children, does the FRIL include detailed information on complementary foods specially prepared for children at home?
- Does the FRIL include detailed information about commercially available complementary foods for young children and about their specific preparation methods, which might differ from the instructions on the packaging (e.g., more diluted)?
- If staple foods, gruels, porridges, and soups are typically prepared according to different consistencies (or varying degrees of thickness) depending on the season, geography, or other factors, does the FRIL include information about this?

Data gaps related to food and mixed dishes prepared or consumed outside of the home

- If the survey will include school-age children, does the FRIL include information about foods and meals eaten at school, either brought from home, bought from vendors, or provided at school canteens?
- Does the FRIL include detailed descriptions of foods and mixed dishes typically prepared and eaten outside of home?

Data gaps related to specific food types/varieties

- Does the FRIL include detailed descriptions of the most popular snacks, both savory and sweet?
- Does the FRIL include detailed information on the most popular processed and packaged foods?
- Does the FRIL make the distinction between freshly squeezed fruit juices and canned fruit juices? Between natural and diluted juice?
- Does the FRIL include detailed information on the different varieties and colors of cereals and grains (e.g., maize); roots and tubers (e.g., sweet potato); legumes (e.g., beans); nuts and seeds; fruits and vegetables?
- For red meat, poultry, and fish, does the FRIL include detailed information about the type (e.g., beef, goat, chicken, rat, dog, tilapia, catfish, etc.) and about the cut (e.g., leg, breast, thigh, with or without bone and skin, whole fish, etc.)?
- Does the FRIL include information on gizzards, innards, intestines, livers, kidneys, or other parts of animals and fish that are eaten?
- Does the FRIL include information on insects, if eaten?
- Does the FRIL include information on wild foods gathered and/or hunted, if eaten?
- Does the FRIL include information about different types and processing methods for milk (e.g., cow milk, buffalo milk, powdered milk, etc.)?

Data gaps related to specific national nutrition programs

- If fortification, biofortification, or food aid programs are present in the country, does the FRIL include detailed information about the foods made available through these programs?
- If the survey population is targeted by micronutrient supplement programs or can buy supplements commercially, does the FRIL include information on these products?

4 Designing the FGD Question Guide

The topics identified for discussion should be presented as questions to participants during the FGD. The questions should generally be open ended and flexible, thereby encouraging people to reply at length. FGD sessions are not tightly structured; the pace and interaction are very much dependent on participant engagement, input, and interaction.

The way in which the topic areas are raised for discussion should be well suited to how the FGD participants might think about the topic area. For example, to fill the gaps previously identified in the FRIL, the facilitator should not read or display the FRIL to participants and ask participants to identify what is missing. This would not only be very boring for participants, but it is also not a very useful or effective way to get participants' input on the desired topic areas. Instead, the format of the FGD should keep participants interested and engaged.

Boxes 2 and 3 provide some examples of open-ended questions that would be appropriate to include in the FGD question guide. Box 3 presents sample questions grouped by topic area. These types of questions can be asked during an FGD to collect information to address the pre-identified gaps in the FRIL or to collect specific information about dietary practices to help inform other aspects of survey tool development.

Box 2. Sample Questions for the FGD Question Guide

- What does a typical breakfast/lunch/dinner consist of in your community?
- What are common snacks eaten in the area? What are common sweet snacks? What are common savory snacks? What types of snacks do children eat?
- Are processed or packaged foods eaten in the area? Which are most common?
- Are young children given special foods that the rest of the family usually does not eat? If so, what special foods are given and up to what age? Are foods for young children prepared differently? How so?
- Are sweet potatoes consumed on their own as a single food or are they also added in recipes? What color are the sweet potatoes? Which recipes are they added to?
- Do family members eat from shared plates or pots? Can you tell us who eats from shared plates and which foods are eaten like this?
- Do people in your community often eat outside of the home? What kinds of foods are usually eaten outside of the home?
- What kinds of meat are commonly consumed in this area? Do people eat goat meat in this area? What preservation methods are commonly in use?
- Is milk often consumed in this area? What kind of milk?
- Is fish easily available? What kind of fish? How is it preserved?
- Can you think of dishes that are prepared here differently from the way people prepare them elsewhere in the country? What ingredients differ? How does the preparation differ? Does your region have a dish it is famous for?
- Are there foods available now that are not available later during the year?
- What are porridges typically made of? What ingredients are usually added to porridges? Who eats porridges most often? What times of the day are porridges usually eaten?
- Can you give us examples of fruits that are hard to find or that are eaten by very few people?
- What are some commonly eaten vegetables? Are they typically included in recipes? Which recipes?
- What are the most popular commercially packaged foods in your area? Which brands are the most popular?
- Is the use of fortified oil common in this area? What about fortified bouillon cubes? What about iodized salt?

Box 3. Sample Questions for the FGD Question Guide by Type of Pre-identified Gap in the FRIL, or by Survey Objective

Objective/gap: More information on complementary foods for young children 1 to 2 years of age

- What type of special foods are given to young children 1 to 2 years of age?
- What types of special beverages are given to young children 1 to 2 years of age?
- What are the most popular savory or sweet snacks among young children 1 to 2 years of age?
- Who in the household typically prepares food for children 1 to 2 years of age? Who feeds them?
- Are there any foods for children 1 to 2 years of age that are specifically avoided?

Objective/gap: More information on school age children and adolescents

- What are the most popular savory or sweet snacks among school age children and adolescents? How frequently do school age children and adolescents eat them? What times of the day do they typically eat them?
- Are the school age children and adolescents getting meals at school? What is typically on the menu?
- Do school age children and adolescents bring food from home to school with them? What are the most commonly prepared foods for school age children and adolescents to take to school?
- Do school age children and adolescents buy food at school or from vendors near the school? What are the most popular foods bought from vendors?
- Are there differences between what boys and girls eat? Which foods are different?

Objective/gap: More information on diet patterns in urban contexts

- Do people often eat outside of the home? What kind of foods do people usually eat outside of the home?
- What foods are typically sold by street vendors?
- What are the most popular foods eaten outside of the home in places like restaurants?
- What are the most popular commercially packaged foods in your area? Which brands are the most popular?

5 Designing the FGD Data Collection Plan

Once the FGD question guide has been developed, a data collection plan should be drafted. The FGD data collection plan should clearly define the target participants for the FGDs and the procedures for selecting them. The data collection plan should also identify how many FGDs will be carried out and where, and it should specify details related to the conduct and organization of the FGDs, including the number of FGD data collection team members, their roles and responsibilities, the number of people who will be invited to participate in an FGD session, and the expected length of the sessions.

General guidance on these aspects of an FGD data collection plan is provided below. This guidance should be adapted as appropriate to the specific survey context where the FGDs will be carried out and with careful consideration of any resource or time constraints for FGD data collection.

Defining the Target FGD Participants

The individuals to be targeted for participating in the FGDs should be selected based on the information gaps that have been identified to be filled, and who would be best placed to provide information related to those gaps.

Individuals who are most likely to provide useful information for FGD data collection include people responsible for preparing meals in the household (most likely women), outside the home (street vendors, restaurant cooks, etc.), and at school (school canteen cooks), and caregivers (regardless of age or gender).

Depending on what information gaps are to be filled, participants chosen for the FGDs might need to be individuals of the same age and gender groups as those who are going to be included in the 24-hour dietary recall survey. For instance, if the survey is going to include adolescents, adult males, and adult females, and the information gaps that need to be filled pertain to each of those groups, the FGDs might ideally be conducted with each one of those groups separately (i.e., adolescents together, men together, and women together). However, doing so multiplies the number of FGDs that need to be carried out and, in the context of a large-scale survey, is likely to be resource prohibitive.

For a large-scale dietary survey, geographic variability in FGD data collection might be deemed more important to capture than any potential variability across demographic groups. In this case, it might be advisable to limit the FGDs to only a single demographic group. For example, an FGD might be restricted to caregivers who are knowledgeable about what other members of their household consume. While not ideal, it is also possible to carry out an FGD with participants across multiple demographic groups, provided the environment of the FGD can be protected to ensure that the FGD is carried out in a judgment-free space where anyone, regardless of age or gender, can feel free to speak out and to share information.

FGD Participant Selection Procedures

The individuals invited to participate in the FGDs are typically selected using purposive or convenience sampling within the geographic area where the FGD will be carried out. For the purpose of FGDs for pre-survey dietary work, random selection of participants is not feasible and in most cases is counterproductive. The time and resources that would be required for random selection of FGD participants are better used for other survey activities.

Number of FGDs to Conduct

The total number of FGDs to carry out in advance of a dietary survey should be carefully balanced against the importance and urgency of other pre-survey activities. Thus, the number of FGDs to conduct will often need to be guided by the availability of time and resources. For small-scale surveys, the principle that is often followed is that, once the FGDs cease to provide new information (this is often called information “saturation”), then there is no need to conduct more sessions. However, in the context of large-scale surveys, it is likely not feasible or realistic to aim for saturation. Doing so would also leave the data collection plan (in terms of number of FGDs to carry out) open-ended, which presents its own set of logistical and budgetary challenges.

In the context of a large-scale survey, *Intake* recommends carrying out a finite, pre-established number of FGDs. We recommend reviewing the information gaps to be addressed by FGD data collection and strategically identifying the geographic areas where this information could best be collected, as well as identifying the participants best suited to provide this information. The FGDs should be planned to allow some degree of corroboration of the data collected; each identified set of questions would ideally be posed to at least two groups of the same demographic and/or geographic grouping. Making these decisions purposively with a view toward maximizing the information that will be gained from any one FGD will help make the most efficient use of the resources available and should allow for strategically limiting the number of FGDs that need to be carried out.

FGD Data Collection Team

The data collection team for an FGD should consist of at least two people—a facilitator and a note taker. The facilitator is responsible for introducing each topic for discussion based on the set of questions specified in the FGD question guide. The note taker is responsible for taking notes of participants’ contributions during the FGD session. Unless the FGD will be audio recorded, it is generally advisable to assign at least two individuals to take notes in each FGD session. This will help to ensure that every participant’s contribution is accurately captured in the notes for the session.

To carry out an FGD effectively, the FGD data collection team should have knowledge about food preparation and consumption in the area. Team members should have some experience carrying out qualitative data collection methods such as focus groups or in-depth interviews, and they should speak the local language fluently.

FGD Setting, Participant Size, and Duration

The location for carrying out the FGD should be a place that lets people feel at ease, that is not too far away from where they live, and that provides an environment that allows people to hear one another without too many distractions and where privacy can be ensured.

To ensure a comfortable environment with broad participation, each FGD should ideally comprise five to eight participants. But FGDs can vary in size, with a maximum usually being 10 to 12 participants. The larger the group, the more challenging it will be to moderate and to ensure that all participants have an opportunity to contribute and be heard.

The range of topics to be addressed in the FGD should be able to be discussed within a 90-minute period. The quality of information provided by participants is likely to decrease the longer an FGD session continues. Resources are therefore maximized if the FGDs are kept to no more than 90 minutes. If the range of topics that are of interest is more expansive than can be discussed in 90 minutes, we advise separating the set of topics for data collection into multiple question guides and carrying out multiple FGDs rather than extending the time period for any one FGD beyond 90 minutes.

6 Obtaining Permission for Data Collection

Before beginning data collection for FGDs, the survey team should check what Institutional Review Board (IRB) approvals and local permissions are required for the data collection activities planned. When IRB approval is required, typically the data collection plan, FGD question guide, and consent form will provide most of the detail required for review by the IRB team. If the name of FGD participants will be collected anywhere other than on the consent form used for the FGD, details of how the participants' names will be recorded and used should also be described in the material submitted to the IRB committee. In addition, any plans to audio record the FGDs should be clearly specified, as data collection that is audio recorded is often subject to an additional set of review considerations.

7 Implementing the FGDs

Facilitating the Discussion

During the FGD, the facilitator should use the prepared question guide to move through the topic areas of focus. The objective of the FGD is to learn about foods and mixed dishes as they are usually consumed or about food consumption behaviors (e.g., shared-plate eating) as they are usually practiced. The facilitator should ask participants to try to respond to the questions put before the group in a way that represents the practices in the community, not just the practices that are typical of each individual FGD participant. It is not the intention for the FGDs described in this guide to seek and record a consensus answer from the group. Rather, participants may have different pieces of information about what represents the practices in the community, and everything should be recorded in detail.

An FGD is not a group interview where the facilitator asks a question and each participant provides an answer. The FGD relies on group discussion and is most successful when participants talk to each other and build off each other's answers. This is important as it allows the participants the opportunity to agree or disagree with each other, especially with regard to the different ways of eating single foods and preparing mixed dishes.

To help fill in a gap in the FRIL, the facilitator should remind participants to consider foods and mixed dishes from different sources (e.g., foods produced at household level, wild foods collected/hunted in the area, commercial foods, and locally processed foods, including baked goods, street foods, etc.) when answering the question. For example, the question guide might include, "What are common snacks eaten in the area?" After participants have provided a set of responses, the facilitator should probe further and ask if the foods mentioned included foods produced in the home as well as foods that are commercially produced and if street foods had also been considered. This approach is useful to help ensure that all types of commonly consumed foods or mixed dishes are being reported by the participants.

When participants respond to FRIL-oriented questions and mention a particular food or mixed dish as one that is commonly consumed, it is important that the FGD is used to not only collect information about the name of this food or mixed dish, but also that the facilitator asks probing questions to capture all the necessary details about the food item, such as color, brand, preparation method, and for mixed dishes, the main ingredients. The characteristics that the facilitator should probe for food items and mixed dishes mentioned by FGD participants are described in Annexes 2 and 3³.

Facilitating an FGD requires skill and acumen. Some general tips for effective FGD facilitation are provided in Annex 4.

Taking field notes

The primary goal of notetaking is to capture as accurately as possible what the participants said during the FGD, but a note taker is not meant to be a silent observer during the FGD session. The note taker can ask participants to slow down if they are talking too quickly or ask a participant to repeat or clarify what was said.

It is not unusual for the facilitator and the note taker to work together as equal members of the team. The facilitator should check in with the note taker during the FGD to ask if s/he needs clarification on anything.

³ Note that the same information provided for foods in Annex 2 is also provided in Annex 3, but the information in Annex 3 is provided in a tabular format for ease of use. Mixed dishes are not addressed in Annex 3.

Similarly, if the facilitator misses or skips a question, the note taker should speak up to make the facilitator aware of the omission.

The note taker should aim to take careful and detailed notes but should not aim to write out every word that is said by the participants. What is important during the FGD session is that the main information communicated is captured in the notes; shorthand can be used for this purpose. Using a data collection template for notetaking that is well adapted to the FGD question guide and probes is recommended; this will make the notetaking more efficient.

Immediately following the FGD session, the note taker should review the notes, and clarify or amend them as needed. The notes need to be legible, clear, and complete so that they can be understood by other team members. If the FGD session was audio recorded, the note taker should also listen to the recording and add any important information that may have been missed in the notes for the session. Note, however, the point of the audio recording is not to capture the FGD session verbatim; therefore, the note taker should not transcribe the audio recording but should only review the recording for any important point that might have been missed during the FGD session.

Debriefing

After each FGD session, the data collection team should take the opportunity to debrief. Usually, debriefing should not be done until the note taker has completed his/her review and write up of the notes from the FGD.

The debrief can be done at the FGD venue or some other place, provided the space is private and the debrief conversation will not be overheard. The debrief should, at a minimum, include the facilitator and note taker, but other team members can join if needed. During the debrief the facilitator and the note taker should discuss what worked and what didn't. This information can be used to improve future FGD data collection sessions.

All aspects of the FGD can be included in the debrief, including the venue, the process, the recording, and any other elements that are worth noting. Some example questions that could be discussed in the debrief session include:

- In general, what worked well?
- How was the venue?
- Could everyone see and hear each other?
- Was the question guide helpful?
- Did participants understand the questions and provide the type of answers that were of interest?
- Was there any confusion among participants about the questions or the process?
- Did all participants seem comfortable and participate throughout the session?
- Was the notetaking template well suited for taking notes during the FGD?
- Did the audio recording work?
- Was useful information obtained through the FGD?
- What could the team do differently to improve the FGD session?

8 Using the FGD Data Collected

The data collected during the FGDs sessions can be most easily used by applying the following steps.

1. Review the notes from each FGD session and compile a list of all foods and mixed dishes that were mentioned in each FGD session. Retain the details about each food and mixed dish, along with the information about the geographic area from which the data were collected.
2. Enter the list of foods and mixed dishes from the FGD sessions on a computer using an appropriate template.
3. Organize the foods and mixed dishes mentioned according to the grouping assigned in the FRIL (refer to Section 3; for examples, see Annexes 1, 5, and 6).
4. For each food group in the FRIL, compare the list of foods and mixed dishes compiled as a result of the FGD sessions with the list of foods and mixed dishes already listed in the FRIL.
5. Add any missing single foods to the FRIL, along with the necessary details about processing, cooking methods, and other relevant information for food composition.
6. Check if there are any mixed dishes mentioned during the FGD sessions that match the name of the mixed dishes already included in the FRIL. For any such mixed dishes, compare the FGD information about the ingredient composition of the dish to the one in the FRIL. If the ingredients and name of the mixed dishes match, there is nothing more to be done. However, if there are substantial differences between the mixed dishes in terms of ingredients, especially around nutrient dense foods that are either added or omitted from the preparation of the mixed dish, then the information for these variations of the mixed dish should be added as a new entry in the FRIL. Include information about the geographic area where this mixed dish was mentioned in the FGD, as this information may be important later, either for informing standard recipe data collection or for developing probes for 24-hour dietary recall data collection.
7. Any mixed dish named during the FGD session that is described by a new name should be included as a new entry in the FRIL, and the ingredients should be listed.
8. When in doubt about whether to add the mixed dish as a new entry, enter it. The FRIL can be cleaned further at a later stage.

FGDs can also be used to collect qualitative information about dietary practices. This information is typically used to better prepare for the dietary survey. To provide some examples, information about shared eating practices can be used to plan for how to collect information on individual portion sizes, and information about the typical time of day when children eat sweet or savory snacks can be used to better train enumerators to probe for these snacks in between meals. If such information is collected during the FGDs, the information should be carefully documented and retained for future use, when data collection instruments are being adapted for use in the survey context.

Annex 1. Examples of Food Groupings Used to Organize Foods and Mixed Dishes

Food group classification examples

1. Cereal grains and products
2. Starchy fruits, roots, and tubers
3. Legumes and products
4. Nuts and seeds
5. Vegetables
6. Fruits
7. Meat and poultry
8. Eggs and products
9. Fish, seafood, and products
10. Milk and dairy products
11. Edible insects and other small protein foods
12. Fats and oils
13. Beverages
14. Condiments and spices
15. Savory snacks
16. Sweet snacks and sweet desserts (may also include sweeteners)

Mixed dish classification examples

1. Staple-based recipes (in which a staple such as rice or maize flour is the main ingredient)
2. Soups and broths
3. Stews
4. Sauces
5. Gruels
6. Salads
7. Meat, poultry, and fish recipes

Unlike the list of food group classifications that can be used across different geographic and demographic contexts, it is almost impossible to categorize mixed dishes with a pre-established list of food groups. The mixed dish classification examples shown above illustrate how such groupings could work, however, mixed dish food groups will always be dependent on the geographic and demographic context.

Annex 2. Characteristics of Foods and Mixed Dishes That Influence Nutrient Content

Cereals, grains, and products

Variety/type/color	Variety, color, cultivated or wild (e.g., yellow maize or local wild rice); biofortified and/or marketed varieties when feasible and relevant
State	Fresh or dried
Mechanical processing	Whole or milled/refined/polished; if milled to flour, extraction level; grated
Other processing	Fermented
Cooking methods	Boiled not drained, boiled and drained, stewed, steamed, baked, shallow-fried, deep-fried, toasted, grilled
Commercial products	If relevant and known, indicate brands and if enriched, fortified, or made with fortified ingredients
Example descriptions	Maize, yellow, dried, whole kernel; bread, whole wheat; bread, white, fortified flour
Special notes for this group	For some items, depending on setting, it may make more sense to group items as “savory snacks” or “sweet snacks and desserts” (see categories at end of section)

Starchy fruits, roots, and tubers

Variety/type/color	Variety, color (e.g., green plantain); biofortified and/or marketed varieties when feasible and relevant
State	Fresh or dried
Maturity	Ripe or unripe
Part	Seed, flesh
Mechanical processing	Peeled, grated, chopped, sliced, pounded, or milled to flour
Other processing	Fermented
Cooking methods	Boiled not drained, boiled and drained, stewed, steamed, baked, shallow-fried, deep-fried, roasted, grilled
Commercial products	If relevant and known, indicate brands
Example descriptions	Plantain, unripe, peeled; cassava, white, grated, fermented
Special notes for this group	When the survey aims to capture data on consumption of biofortified varieties, consult with organizations involved in disseminating the varieties to ensure that the approach to capturing details aligns with details respondents will likely to be able to provide.

Legumes and products

Variety/type/color	Variety, color, in common names (e.g., black-eyed peas)
State	Fresh or dried
Maturity	Mature or immature
Mechanical processing	Dehulled or with hull, milled to flour
Other processing	Soaked, canned, fermented
Cooking methods	Boiled not drained, boiled and drained, stewed, steamed, baked, shallow-fried, deep-fried, roasted, grilled
Commercial products	If relevant and known, indicate brands
Example descriptions	Pigeon pea, mature seeds

Nuts and seeds

Variety/type/color	Variety, color (e.g., Bambara groundnut)
State	Fresh or dried
Part	Whole, seed, nut, kernel
Maturity	Mature or immature
Mechanical processing	Shelled or in shell, dehulled or with hull, milled to flour, chopped
Additions	Salted or unsalted, spices and/or sugar added
Cooking methods	Boiled not drained, boiled and drained, stewed, steamed, baked, shallow-fried, deep-fried, roasted, grilled
Commercial products	If relevant and known, indicate brands
Example description	Dikanut, kernel, not dehulled

Vegetables

Variety/type/color	Wild or cultivated, color
State	Fresh or dried
Part	Leaf, stem, flesh, seed, fruit, pod
Maturity	Ripe or unripe
Mechanical processing	Peeled or unpeeled, pounded or powdered, chopped, sliced, diced, grated
Other processing	Canned, frozen, pickled/brined, fermented
Cooking methods	Boiled not drained, boiled and drained, stewed, steamed, baked, shallow-fried, deep-fried, roasted, grilled
Commercial products	If relevant and known, indicate brands
Example description	Tomato, red, ripe, canned

Fruits

Variety/type/color	Wild or cultivated fruits, by color (e.g., green mango)
State	Fresh or dried
Part	Whole, flesh/pulp
Maturity	Ripe or unripe
Mechanical processing	Peeled or unpeeled (with or without skin), with or without pit, chopped, sliced, diced, grated
Other processing	Canned and in what type of liquid (e.g., heavy/light syrup); frozen
Additions	Sweetened or unsweetened
Cooking methods	Boiled not drained, boiled and drained, stewed, steamed, baked, shallow-fried, deep-fried, roasted, grilled
Commercial products	If relevant and known, indicate brands
Example description	Guava, whole, ripe

Meats and poultry

Variety/type/color	Type of animal or bird, wild or domesticated
State	Fresh or dried
Part	Whole or specific body part; list different parts on different rows; cut of meat
Maturity	If relevant, young or old animal (e.g., lamb versus mutton)
Mechanical processing	With or without bone, with or without skin, fat trimmed off, pounded, ground, diced
Other processing	Smoked, salted
Cooking methods	Boiled not drained, boiled and drained, stewed, steamed, baked, shallow-fried, deep-fried, roasted, grilled
Commercial products	If relevant and known, indicate brands
Example description	Turkey, whole, meat and skin
Notes for this group	Includes wild/game meat from mammals. For reptiles and amphibians (snakes, lizards, frogs, etc.) include here or with small protein foods below, depending on what will be most intuitive for respondents during the food listing data collection exercises. Other small protein foods such as snails could also be included here, if this is most intuitive.

Eggs and products

Variety/type/color	Type of bird or animal, domesticated or wild (e.g., snake)
State	Fresh or dried
Part	Whole, yolk, or white
Maturity	Ripe or unripe
Mechanical processing	With or without shell, beaten
Other processing	Pickled, smoked, salted; for commercial products, note any additions and note brands
Cooking methods	Boiled not drained, boiled and drained, stewed, steamed, baked, shallow-fried, deep-fried, roasted, grilled
Commercial products	If relevant and known, indicate brands and whether fortified with fatty acids
Example description	Egg, duck, whole, fresh

Fish, seafood, and products

Variety/type/color	Type of fish or seafood, wild or domesticated/farmed
State	Fresh or dried
Part	Whole or part; list part (head, fillet, etc.)
Maturity or size	For fish, may be useful to distinguish between small fish usually eaten whole and larger fish
Mechanical processing	For fish: with or without bone, with or without skin, fat trimmed off, pounded to fish powder; for seafood: with or without shell, chopped
Other processing	Smoked, salted, pickled/brined
Cooking methods	Boiled not drained, boiled and drained, stewed, steamed, baked, shallow-fried, deep-fried, roasted, grilled
Commercial products	If relevant and known, indicate brands
Example description	Tilapia, farmed, fresh
Notes for this group	Can include all types of animal seafood (snails, sea cucumber, etc.), or these foods can be included and probed with small protein foods (below), depending on what will be most intuitive for respondents during the food listing data collection exercises.

Milk and dairy products

Variety/type/color	Type of mammal; type of dairy product
State	Fresh or dried; fluid, semi-fluid, or solid; for cheese, soft/fresh, semi-soft, or hard/ripened
Fat content	Full fat, low-fat/semi-skimmed, or nonfat/skimmed; percentage of fat
Other processing	Fermented, canned, powdered, UHT (in shelf-stable box), evaporated, condensed, smoked (e.g., cheese)
Commercial products	If relevant and known, indicate brands; if fortified, list nutrients
Additions	Sweetened or unsweetened, with fruit, jam (e.g., commercial yogurt)
Cooking methods	Boiled not drained, boiled and drained, stewed, steamed, baked, shallow-fried, deep-fried, roasted, grilled
Commercial products	If relevant and known, indicate brands; if fortified, list nutrients
Example description	Cheese, goat, local, full-fat, soft; yogurt, Greek-style, plain, unsweetened

Edible insects and other small protein food

Variety/type/color	Type of insect or other small protein (e.g., snails), color
State	Fresh or dried
Part	Whole or part; list part
Maturity	Larval or adult
Mechanical processing	Pounded, ground, any part removed
Other processing	Smoked, salted
Additions	Salted or unsalted
Cooking methods	Boiled not drained, boiled and drained, stewed, steamed, baked, shallow-fried, deep-fried, roasted, grilled
Commercial products	If relevant and known, indicate brands
Example description	Winged termite, whole, fresh, raw

Fats and oils

Variety/type/color	List source plant or animal; "local" or commercial product; color (e.g., red palm oil)
State	Solid or liquid (if not obvious from type/name)
Processing	Pressed, refined, bleached, clarified, any other processing
Commercial products	If relevant and known, indicate brands; if fortified, list nutrients
Example description	Palm oil, refined/bleached, vitamin A-fortified

Beverages

Name/variety/type/color	Type of beverage or drink (e.g., juice, coffee, tea, fizzy drink/soda, malt drink, energy drink), whether alcohol-containing, color (e.g., black or green tea); for coffee, regular or decaffeinated, brewed or instant
State	Fresh (if not fresh, indicate processing)
Processing	Fermented, canned, bottled, frozen, powdered, filtered, UHT (in shelf-stable box)
Commercial products	If relevant and known, indicate brands; if fortified, list nutrients
Additions	Sweetened or unsweetened; if sweetened, list sweetener (sugar, honey, etc.); with salt; with milk (and type of milk); flavor (e.g., for soda)
Example description	Tea, green, unsweetened, brewed leaves

Condiments and spices

Variety/type/color	Name of condiment or spice, locally produced or commercial product, color (e.g., green chilis)
State or form	Fresh or dried, paste, cube
Mechanical processing	Pounded, ground, any part removed
Other processing	Fermented, smoked
Commercial products	If relevant and known, indicate brands; if fortified, list nutrients
Example description	Chili, scotch bonnet, whole, dried

Savory snacks

As noted, 'savory snacks' is a diverse category that includes items that may include very few ingredients (e.g., fried plantain) and that may be captured in the relevant food group above; it also includes prepared and processed products with multiple ingredients.

Categorization schemes for savory snacks have generally not been consistent across settings, and the items that will "fit" in this category vary from place to place.

Relevant details for savory snacks include:

Name	Examples: rice puffs, savory doughnuts
Main ingredients	List distinguishing "obligatory" and optional ingredients, as relevant
Type of snack	Single-ingredient fried item, savory fried dough, savory biscuits, other unfilled savory snacks or pastries, savory filled snacks or pies, crisps, puffs, etc.
Processing methods	As relevant for ingredients from food groups (e.g., potatoes, white, peeled)
Cooking methods	Baked or fried
Additions	Salted, coated (list coating ingredients), with sauce (list type)
Commercial products	If relevant and known, indicate brands; if fortified, list nutrients; in some settings, descriptors such as "reduced fat" or "reduced sodium" may be relevant

Sweet snacks and desserts (may also include sweeteners)

This is also a diverse category and includes items that may include very few ingredients, as well as prepared and processed products with multiple ingredients.

Similar to savory snacks, categorization schemes for sweets, particularly those with fruit as a main ingredient, have not been consistent across settings, and the items that will “fit” in this category vary from place to place. However, it is likely to be more intuitive for respondents to think about “sweets” as a food group and this will help ensure a complete FRIL.

Relevant details include:

Name	Examples: chocolate wafers, Marie biscuits, apple pie
Main ingredients	List distinguishing “obligatory” and optional ingredients, as relevant
Type of snack/dessert	Single ingredient (e.g., sugar cane), sweet buns, sweet biscuits, pastries, pies, cakes, candies, jellies, chocolates, frozen sweets, puddings, and a range of dairy desserts
Processing methods	As relevant for ingredients, from food groups above (e.g., for desserts made with fruit, peeled or not, etc.)
Cooking methods	Boiled, steamed, baked, fried, etc.
Additions	Coated (list ingredients), with sauce/topping (list type), with or without dairy (list type)
Source	Homemade, purchased from informal vendor, restaurant, grocery store, etc.
Commercial products	If relevant and known, indicate brands; if fortified, list nutrients; in some settings, descriptors such as “reduced fat” or “reduced sodium” may be relevant

Mixed dishes

Mixed dishes can vary wildly by context and, unlike foods, they rarely have a pre-established list of details that could influence the nutrient content of mixed dishes in many different settings. The examples of relevant details below are given to illustrate what type of details might be needed, but more than anything else, these details will be extremely dependent on the context.

Obligatory ingredients are defined as ingredients that are always present in the mixed dish of interest. Those are the ingredients that will be added systematically when any individual is asked to prepare the mixed dish of interest.

Optional ingredients are the types of ingredients that could be added to the mixed dish, depending on the individual’s culinary habits or preferences.

Relevant details for mixed dishes include:

Name	Examples: bean sauce, fish <i>atieke</i>
Main ingredients	List distinguishing “obligatory” and optional ingredients (e.g., grains, legumes, roots/tubers, vegetables, animal-source foods of all types)
Type of mixed dish	Descriptive terms vary widely by context. It is important to distinguish whether the final mixed dish is homogeneous or if items, such as pieces of meat or fish, are picked out separately when served.
Cooking methods	Boiled, roasted, fried, or other relevant methods
Additions	Flavor cubes, other condiments and spices; small dried fish, shrimp, etc.; other ingredients used to heighten flavor (e.g., lemon or lime juice, soy sauce, fish sauce or paste, oyster sauce, fish powder, sweeteners); toppings used after cooking (grated vegetables, sprouts, dried fish or shrimp, any other topping)
Commercial products	If relevant and known, indicate brands

Annex 3. Tables of Food Characteristics That Influence Nutrient Content⁴

Group	Example(s)	Variety/type/color	State or form	Part	Maturity or size	Mechanical processing	Other processing and additions	Cooking methods	Commercial products
Cereals, grains, and products ⁵	Maize, yellow, dried, whole kernel Bread, white, fortified flour	Variety, color, cultivated or wild; biofortified and/or marketed varieties when feasible and relevant	Fresh or dried			Whole or milled/refined/polished; if milled to flour, extraction level; grated	Fermented	Boiled not drained, boiled and drained, stewed, steamed, baked, shallow-fried, deep-fried, roasted, grilled	If relevant and known, indicate brands and if enriched, fortified, or made with fortified ingredients
Starchy fruits, roots, and tubers ⁶	Plantain, unripe, peeled Cassava, white, grated, fermented	Variety, color; biofortified and/or marketed varieties when feasible and relevant	Fresh or dried	Ripe or unripe	Seed, flesh	Peeled, grated, chopped, sliced, pounded, or milled to flour	Fermented		
Legumes and products	Pigeon pea, mature seeds	Variety, color, in common names	Fresh or dried		Mature or immature	Dehulled or with hull, milled to flour	Soaked, canned, fermented		
Nuts and seeds	Dikanut, kernel, not dehulled	Variety, color	Fresh or dried	Whole, seed, nut, kernel	Mature or immature	Shelled or in shell, dehulled or with hull, milled to flour, chopped	Additions: Salted or unsalted, spices and/ or sugar added		If relevant and known, indicate brands
Vegetables	Tomato, red, ripe, canned	Wild or cultivated, color	Fresh or dried	Leaf, stem, flesh, seed, fruit, pod	Ripe or unripe	Peeled or unpeeled, pounded or powdered, chopped, sliced, diced, grated	Canned, frozen, pickled/ brined, fermented		

⁴ The information provided in Annex 3 is the same as the information provided for foods in Annex 2, but provided in a tabular format here for ease of use. Mixed dishes are not addressed in Annex 3 but are addressed in Annex 2.

⁵ For some items, and depending on setting, it may make more sense to group items in the groups below for "savory snacks" or "sweet snacks and sweet desserts".

⁶ When the survey aims to capture data on consumption of biofortified varieties, consult with organizations involved in disseminating the varieties, to ensure that the approach to capturing details aligns with details respondents will be likely to be able to provide.

Group	Example(s)	Variety/type/color	State or form	Part	Maturity or size	Mechanical processing	Other processing and additions	Cooking methods	Commercial products
Fruits	Guava, whole, ripe	Wild or cultivated fruits, by color	Fresh or dried	Whole, flesh/pulp	Ripe or unripe	Peeled or unpeeled (with or without skin), with or without pit, chopped, sliced, diced, grated	Canned and in what type of liquid (e.g., heavy/ light syrup); frozen Additions: Sweetened or unsweetened	Boiled not drained, boiled and drained, stewed, steamed, baked, shallow-fried, deep-fried, roasted, grilled	If relevant and known, indicate brands
Meat and poultry ⁷	Turkey, whole, meat and skin	Type of animal or bird, wild or domesticated	Fresh or dried	Whole or specific body part; list different parts on different rows; cut of meat	If relevant, young or old animal (e.g., lamb versus mutton)	With or without bone, with or without skin, fat trimmed off, pounded, ground, diced	Smoked, salted		If relevant and known, indicate brands
Eggs and products	Egg, duck, whole, fresh	Type of bird or animal, domesticated or wild	Fresh or dried	Whole, yolk, or white	Ripe or unripe	With or without shell, beaten	Pickled, smoked, salted; for commercial products, note any additions and note brands		If relevant and known, indicate brands and whether fortified with fatty acids
Fish, seafood, and products ⁸	Tilapia, farmed, fresh	Type of fish or seafood, wild or domesticated/ farmed	Fresh or dried	Whole or part; list part (head, fillet, etc.)	For fish, may be useful to distinguish between small fish usually eaten whole and larger fish	For fish: with or without bone, with or without skin, fat trimmed off, pounded to fish powder; for seafood: with or without shell, chopped	Smoked, salted, pickled/ brined		If relevant and known, indicate brands

⁷ Includes wild/game meat from mammals. For reptiles and amphibians (snakes, lizards, frogs, etc.) include here or with small protein foods (below), depending on what will be most intuitive for respondents as you go through the food listing data collection exercises. Other small protein foods such as snails could also be included here, if this is most intuitive.

⁸ Can include all types of animal seafood (snails, sea cucumber, etc.) or these foods can be included and probed with small protein foods (below), depending on what will be most intuitive for respondents as you go through the food listing data collection exercises

Group	Example(s)	Variety/type/color	State or form	Part	Maturity or size	Mechanical processing	Other processing and additions	Cooking methods	Commercial products
Milk and dairy products	Cheese, goat, local, full-fat, soft	Type of mammal; type of dairy product	Fresh or dried; fluid, semi-fluid, or solid; for cheese, soft/fresh, semi-soft, or hard/ripened			Fat content: Full fat, low-fat/semi-skimmed, or nonfat/skimmed; percentage of fat	Fermented, canned, powdered, UHT (in shelf-stable box), evaporated, condensed, smoked (e.g., cheese) Additions: Sweetened or unsweetened, with fruit, jam (e.g., commercial yogurt)	Boiled not drained, boiled and drained, stewed, steamed, baked, shallow-fried, deep-fried, roasted, grilled	If relevant and known, indicate brands; if fortified, list nutrients
Edible insects and other small protein food	Winged termite, whole, fresh, raw	Type of insect or other small protein, color	Fresh or dried	Whole or part; list part	Larval or adult	Pounded, ground, any part removed	Smoked, salted Additions: salted or unsalted	Boiled not drained, boiled and drained, steamed, baked, shallow-fried, deep-fried, roasted, grilled	If relevant and known, indicate brands
Fats and oils	Palm oil, refined/bleached, vitamin A-fortified	List source plant or animal; "local" or commercial product; color	Solid or liquid (if not obvious from type/ name)			Pressed, refined, bleached, clarified, any other processing			If relevant and known, indicate brands; if fortified, list nutrients

Group	Example(s)	Name/variety/type/color	State or form	Mechanical processing	Other processing and additions	Commercial products
Beverages	Tea, green, unsweetened, brewed leaves	Type of beverage or drink (e.g., juice, coffee, tea, fizzy drink/soda, malt drink, energy drink), whether alcohol-containing, color (e.g., black or green tea); for coffee, regular or decaffeinated, brewed or instant	Fresh (if not fresh, indicate processing)	Fermented, canned, bottled, frozen, powdered, filtered, UHT (in shelf-stable box)	Additions: Sweetened or unsweetened; if sweetened, list sweetener (sugar, honey, etc.); with salt; with milk (and type of milk); flavor (e.g., for soda)	If relevant and known, indicate brands; if fortified, list nutrients
Condiments, spices, and sweeteners ⁹	Chili, scotch bonnet, whole, dried	Name of condiment or spice, locally produced or commercial product, color (e.g., green chilis)	Fresh or dried, paste, cube	Pounded, ground, any part removed	Fermented, smoked	

Group	Name (examples)	Type of snack or dessert	Main ingredients	Processing methods	Additions	Source	Cooking methods	Commercial products
Savory snacks ¹⁰	Rice puffs Savory doughnuts	Single-ingredient fried item, savory fried dough, savory biscuits, other unfilled savory snacks or pastries, savory filled snacks or pies, crisps, puffs, etc.	List distinguishing “obligatory” and optional ingredients, as relevant	As relevant for ingredients from food groups	Salted, coated (list coating ingredients), with sauce (list type)	Homemade, purchased from informal vendor, restaurant, grocery store, etc.	Baked or fried	If relevant and known, indicate brands; if fortified, list nutrients; in some settings, descriptors such as “reduced fat” or “reduced sodium” may be relevant
Sweet snacks and desserts (may also include sweeteners) ¹¹	chocolate wafers Marie biscuits	Single ingredient (e.g., sugar cane), sweet buns, sweet biscuits, pastries, pies, cakes, candies, jellies, chocolates, frozen sweets, puddings, and a range of dairy desserts		As relevant for ingredients, from food groups above (e.g., for desserts made with fruit, peeled or not, etc.)	Coated (list ingredients), with sauce/topping (list type), with or without dairy (list type)	Homemade, purchased from informal vendor, restaurant, grocery store, etc.	Boiled, steamed, baked, fried, etc.	

⁹ Sweeteners could also be captured in the “sweet snacks and desserts” group, below, depending on what seems most intuitive.

¹⁰ As noted ‘savory snacks’ is also a diverse category including items that may include very few ingredients (for example, fried plantain) and which may be captured in the relevant food group above, as well as prepared and processed products with multiple ingredients. Categorization schemes for savory snacks have generally not been consistent across settings, and the items that will “fit” in this category vary from place to place. The NOVA categorization scheme¹⁰ distinguishes “processed” from “ultra-processed” foods. At the same time, it is likely to be more intuitive for respondents to think about savory snacks as a group, and this will help ensure a complete listing.

¹¹ This is also a diverse category including items that may include very few ingredients, as well as prepared and processed products with multiple ingredients. Also similar to savory snacks, categorization schemes for sweets, particularly those with fruit as a main ingredient, have not been consistent across settings, and the items that will “fit” in this category vary from place to place. But as for savory snacks, it is likely to be more intuitive for respondents to think about “sweets” a group, and this will help ensure a complete listing.

Annex 4. FGD Facilitation Tips

Orient participants to the FGD session

Once participants have arrived at the FGD session, the facilitator and note taker should introduce themselves to participants. Then they should describe the objectives of the FGD, the criteria used to select the participants, outline the format that will be used, clarify the expectations of participants, and share information about the expected duration of the session.

Obtain written consent from participants

Before the FGD session formally begins, the facilitator should distribute copies of the FGD session consent form to participants and read the form aloud. Participants should be given the opportunity to ask questions about the FGD session and must be given the opportunity to decline or to stop participating at any time. The session should only formally begin once written consent is given by each individual who will participate in the session.

Make participants feel comfortable

The role of the facilitator is to listen to the participants and keep the discussion moving forward, while remaining completely neutral throughout the process. Remaining neutral does not mean being devoid of emotion. The facilitator should be pleasant and warm with participants to create an environment that is comfortable and welcoming.

Manage the time

It is the facilitator's job to ensure that the FGD session starts and ends on time and that there is enough time for each of the key discussion questions. The session should not continue beyond the duration that was indicated to the participants beforehand.

Keep participants focused

Sometimes participants may take the discussion in a direction that is not aligned with the question asked by the facilitator. It is the facilitator's job to keep participants focused on the questions of interest and limit the extent to which the discussion goes off-topic.

Ensure everyone has the opportunity to participate

Some participants may be more reserved, and others may try to dominate the conversation. The facilitator should try to create an environment where everyone has an opportunity to participate in the discussion and feels comfortable doing so.

Moderate disagreement

The objective of the FGD is not for everyone to agree. Rather the goal is to allow participants to exchange ideas in a candid, comfortable, and safe environment. If a participant declares that someone else's opinion is incorrect, the facilitator should remind the participant that there are no right or wrong answers in the discussion.

Check in with the note taker(s)

The facilitator should treat the note taker(s) as a full partner in the process and should check in periodically to ask if s/he needs clarification on anything.

Probe for further details about foods and mixed dishes

When participants respond to FRIL-related questions, the facilitator must probe for relevant details about the foods that are mentioned. Refer to Annexes 2 and 3 for the type of details that should be collected for each food or mixed dish that is mentioned during the FGD session.

Allow participants to leave when needed

Participants are not required to stay for the entire time. If someone wishes or needs to leave the FGD early, the facilitator should thank the individual for participating and graciously allow that individual to leave the session.

Conclude the FGD by thanking participants

Before concluding the FGD, the facilitator should double check that all questions have been asked and that all consent forms have been signed and gathered. In addition, the facilitator should remind participants that the FGD is meant to be confidential. The facilitator should then thank all participants for attending and contributing to the discussion.

Annex 5. Example of Foods Listing

_number	g_descr	g_food_code	g_food_descr
1	Cereals and cereal products	100	Biscuit,coconut,sweet,raw
1	Cereals and cereal products	101	Biscuit,glucose,raw
1	Cereals and cereal products	102	Biscuit,salty,raw
1	Cereals and cereal products	103	Biscuit,sweet and salty,raw
1	Cereals and cereal products	104	biscuits,butter,sweet,raw
1	Cereals and cereal products	105	Biscuits,suji,sweet,raw
1	Cereals and cereal products	106	Biscuits,withcream,sweet, raw
1	Cereals and cereal products	107	Biscuits,without cream,sweet, raw
1	Cereals and cereal products	108	Bread,refined flour,raw
1	Cereals and cereal products	109	Rice puffs,salty,raw
1	Cereals and cereal products	110	Kulche (bread bun)
1	Cereals and cereal products	111	Maize flour,whole,raw
1	Cereals and cereal products	112	Pinni
1	Cereals and cereal products	113	Rusk,wheat flour,raw
1	Cereals and cereal products	114	Rusk,semolina,raw
1	Cereals and cereal products	115	Chapati,maize flour,double flour,baked
1	Cereals and cereal products	116	Chapati,maize flour,single roller,baked
1	Cereals and cereal products	117	Chapati,maize flour,whole,baked
1	Cereals and cereal products	118	Chapati,wheat flour,double roller,baked
1	Cereals and cereal products	119	Chapati,wheat flour,single roller,baked
1	Cereals and cereal products	120	Chapati,wheat flour,whole,baked
1	Cereals and cereal products	121	* Maize flour,whole,raw *boiled*
1	Cereals and cereal products	122	Makki ki roti,maize four,double roller,baked
1	Cereals and cereal products	123	Makki ki roti,maize four,whole,fat,fried
1	Cereals and cereal products	124	Makki ki roti,maize four,whole,baked
1	Cereals and cereal products	125	Methi roti,maize flour,whole,raw,fenugreek leaves,fresh,baked
1	Cereals and cereal products	126	Methi roti,maize flour,whole,raw,fenugreek leaves,fresh,raw,hydrogenated fat,fried

Annex 6. Example of Mixed Dishes Listing

code	recipe_group	recipe_descr
90300	Staple-based recipes	MATOOKE, MASHED, BOILED
90301	Staple-based recipes	MATOOKE, MASHED, STEAMED
90400	Staple-based recipes	ATAP, CASSAVA FLOUR
90401	Staple-based recipes	ATAP, CASSAVA & MILLET FLOUR
90402	Staple-based recipes	ATAP, CASSAVA & SORGHUM FLOUR
90403	Staple-based recipes	ATAP, CASSAVA, MILLET & SORGHUM FLOUR
90500	Staple-based recipes	POSHO (MAIZE ATAP), WHITE, REFINED FLOUR
90501	Staple-based recipes	POSHO (MAIZE ATAP), WHITE, UNREFINED FLOUR
90502	Staple-based recipes	POSHO (MAIZE ATAP), YELLOW, REFINED FLOUR
90503	Staple-based recipes	POSHO (MAIZE ATAP), YELLOW, UNREFINED FLOUR
90504	Staple-based recipes	POSHO (MAIZE ATAP), MAIZE-SOY FLOUR - TASO
90601	Staple-based recipes	RICE, WHITE (POLISHED), W/WO TOMOTOES &/OR ONIONS
90602	Staple-based recipes	RICE, WHITE (POLISHED), W/WO TOMOTOES &/OR ONIONS, VEGETABLE OIL
90611	Staple-based recipes	RICE, BROWN (UNPOLISHED), W/WO TOMOTOES &/OR ONIONS
90612	Staple-based recipes	RICE, BROWN (UNPOLISHED), W/WO TOMOTOES &/OR ONIONS, VEGETABLE OIL
91001	Soups	BOILED TOMATO SOUP, W/WO ONIONS
91002	Soups	BOILED TOMATO SOUP, W/WO ONION, VEGETABLE OIL
94000	Sauces	BEAN SAUCE (K20/PINTO, DRIED), W/WO TOMATOES &/OR ONIONS
94001	Sauces	BEAN SAUCE (K20/PINTO, DRIED), W/WO TOMATOES &/OR ONIONS, VEGETABLE OIL
94080	Sauces	BEAN SAUCE (CRANBERRY/KANYEBWA, FRESH), W/WO TOMATOES &/OR ONIONS



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