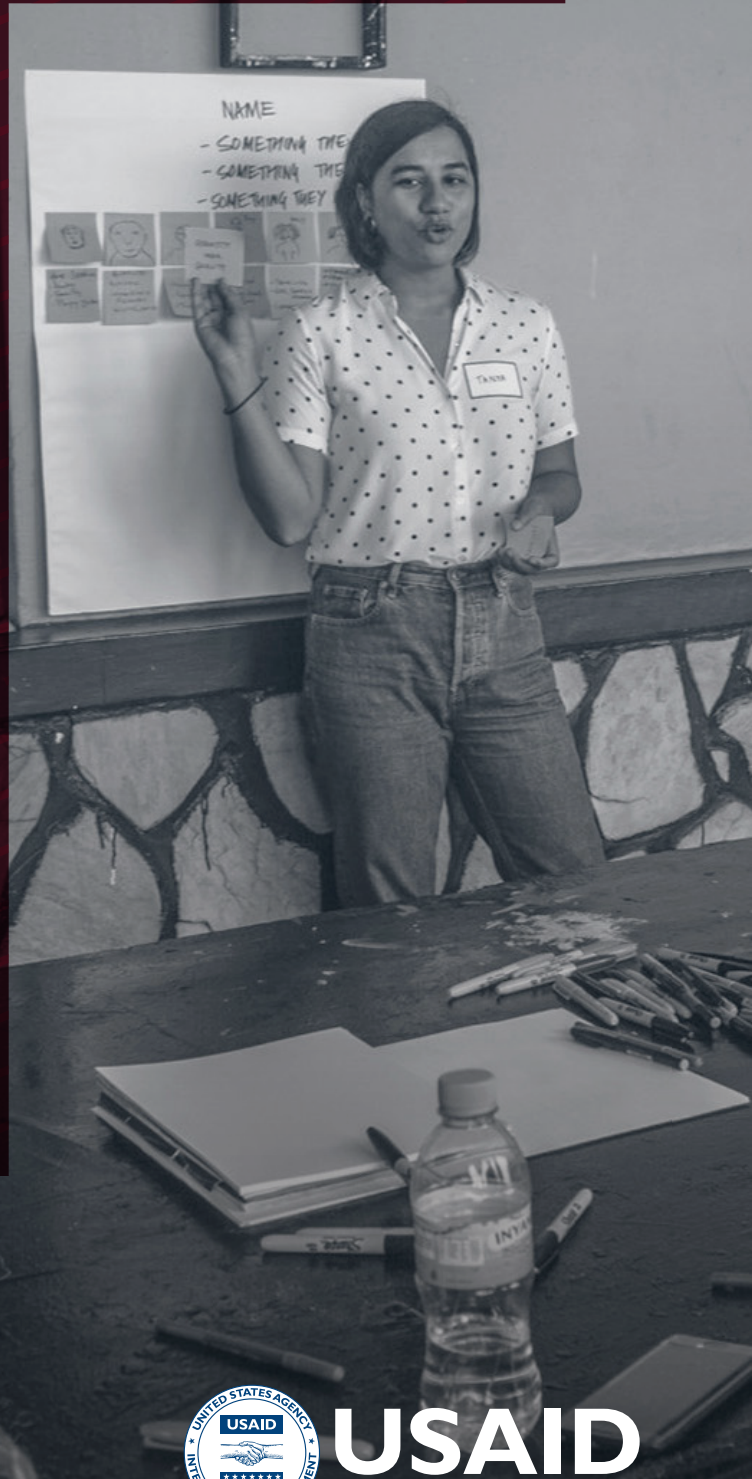




TOOLBOX:  
PART VI

# INTERVIEW GUIDE TEMPLATE





The interview guide template can be used as a guide for the design of key informant interview (KII) protocols (for individuals and groups).

Note the importance of disclosure and information sharing up front, and make sure to have the interviewee's written or oral permission to record the discussion. Offer to share the draft report with them (with USAID's permission) so they can validate or correct the interpretation and analysis. This step also promotes a more balanced relationship between researchers and participants and gives participants more power over how their information and experiences are used by others. Finally, respect the privacy of interviewees by following guidance in [ADS 508](#) on protecting participant data.

Nisha Mossidey/USAID



# Administrative and Demographic Information

## Interviewer:

Date:	City:	Duration:
<hr/>		<hr/>
		Start Time:
		<hr/>
		Stop Time:
		<hr/>

## Participant Information

First Name:		Last Name:
Year of Birth:	Sex:	Occupation:
Title:		Organization:

## Participant Contact Details

Email:	Phone:
--------	--------

# Introductions and Consent Script

Hello, my name is \_\_\_\_\_. I am a researcher with the United States Agency for International Development (USAID), and we are working to understand how best to promote women’s economic empowerment and gender equality (WEEGE) in [sector] through a commissioned gender analysis. In the context of this work, I am interested in finding out more about \_\_\_\_\_. This discussion will help USAID [summarize how analysis fits into larger objective].

Your participation in this interview is completely voluntary. You can choose not to respond to a question at any time, and we will move on. There are no right or wrong answers. Feel free to give your honest opinion and experiences. Everything you share with us will remain anonymous but not confidential, which means that we may share quotes or stories, but your name and personal information will not be tied to them.

The interview should take no more than \_\_\_\_\_.

Do you have any questions for me before we start?

If you agree, I would like to record our conversation for my notes, so I don't miss any important points. The audio file (or notes transcribed) will remain in my possession and will not be shared beyond the research team.

**Do I have your permission to record our interview?**

[If yes]: Thank you.

[If no]: Thank you. That is not a problem. We will proceed without recording.

Thank you very much for your participation. Let's begin.

**TOPIC #1:**

minutes

Purpose:

**Questions:**



## TOPIC #2:

minutes

Purpose:

## Questions:

Thank you for your time. I have finished my questions. Do you have any remaining questions for me?

Would you like to receive a copy of the draft report, so you can comment on the interpretation and analysis before it's finalized? **[Make sure USAID has approved this step beforehand.]**

YES

NO

Here is my card/contact information, please feel free to contact me if you have further questions or concerns.

Thank you for participating!

## Primary Researchers

Any questions or concerns about this gender analysis with a WEEGE lens can be directed to:

## Data File-Naming Protocol

Researchers, please catalog your notes, recordings and photos using the following file-naming protocol:

*For example: Honduras CDCS Gender Analysis with a WEEGE Lens, Tegucigalpa, Interview #3, Recording, 2019.08.17*

