|  |
| --- |
| Purpose:* Capture details of time allocation
* Financial outlays (if any)
 |

INSTRUCTIONS

This should be used as a key informant interview guide for <project name> staff at the district level. Directions are noted in the guide and should not be read out loud to the respondents. Please do your best to probe for detailed answers and accurate estimates, particularly of costs and time spent in activities related to *<project name>.*

|  |  |
| --- | --- |
| **Date of KII** \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_  | **KII Location:** |
| **District:** |
| **Respondent’s Name:** |
| **Sex:** | **Position:** |
| **Moderator:** | **Note-taker:** |
| **Start time:** | **Stop time:** |
| **Duration (in mins):** |

 **Overall comments about the KII:**

INTRODUCTION

**Direction: Introduce the note taker and colleagues who will be listening in on the interview.**

Today we will be asking about your experiences leading, supervising, organizing, or participating in activities related to ***<project name****>.*. We would like to know about how much time you spend on different ***<project name>.*** activities. Try to recall accurately the amount of time you spend on these activities. There is no right answer to these questions, but it is important to us that you do not over or underestimate those amounts.

1. How long have you been working with ***<project name>***? How long have you been in your current role? **Please list your roles and the years worked in each role (e.g., WASH Officer, 2017-2019):**
2. During a normal, non-holiday month, how many days do you work? How many hours per day do you work? What about during a quiet month, or a particularly busy month?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Quiet | Normal | Busy |
| Days/Month |  |  |  |
| Hours/Day |  |  |  |

1. Do you work for <project name> in other districts, or at the provincial or national level?
	1. **If YES**: On average, what proportion of your time is spent supporting <project name> activities **in this district**? What proportion of your time is spent supporting <project name> activities **in other districts**, or at the provincial or national level? **Direction: write names of this district and other districts/province/national-level as necessary.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | This District: | Other : | Other: | Other: | Province: | National: | Total |
| % |  |  |  |  |  |  | 100% |

1. What are your primary duties as staff?
2. Are these activities daily, weekly, monthly, yearly, or once-off? Did any activities occur only during the start-up period for <project name>?

|  |  |
| --- | --- |
| Frequency | Specific Activity |
| Daily |  |
| Weekly |  |
| Monthly |  |
| Yearly |  |
| Once-Off/Start-Up |  |

1. We would like to understand how you divide your time across your different core activities, and how your activities have changed over time. We have listed several core activities on the next page. If we have missed any of your core activities, we can add them as well.
	1. **For the current financial year of <project name>,** probe for:
		1. Time spent working for PROJECT vs. other projects
		2. Planning (meetings, stakeholder meetings, assessments, situation analysis, program design)
		3. Management (e.g., recurrent project team monthly meetings, financial oversight)
		4. Reporting (e.g., annual or monthly reports to funder or national office)
		5. Materials development (e.g. training materials, behaviour change communication)
		6. Trainings (e.g., attending or coordinating formal trainings of <project name> front-line workers)
		7. Monitoring and evaluation (e.g., collecting or collating data for DHIS II system, including household checklist and annual survey)
		8. Coordination (e.g., regular planning/coordination/feedback meetings with nutrition/food security-related government partners and other NGOs)
		9. Field supervision/technical assistance (e.g., supervision of front-line workers, attending community events and meetings)
		10. Other core activities not captured above
		11. Research (studies that are not part of routine M&E, defined as any study whose results will not be used to guide ongoing <project name> implementation)
	2. **Probe for differences, by year, since beginning of <project name>.**

|  |  |  |  |
| --- | --- | --- | --- |
| **District** |   | **<Project name> Activities** | Total |
| **Position** |   | Non-Research Activities | Research |
| **Period** | **PROJECT** | **Non-PROJECT** | Total | *Planning* | *Management (including Financial)* | *Reporting* | *Materials Development* | *Training* | *Field Supervision/Technical Assistance* | *Coordination (e.g., Government)* | *M&E* | *Other:* | *Other:* | *Other:* | *Planning* |
| *Year 1* |   |   | 100% |   |   |   |   |   |   |   |   |   |   |   |   | 100% |
| *Year 2* |   |   | 100% |   |   |   |   |   |   |   |   |   |   |   |   | 100% |
| *Year 3* |   |   | 100% |   |   |   |   |   |   |   |   |   |   |   |   | 100% |
| *Year 4* |   |   | 100% |   |   |   |   |   |   |   |   |   |   |   |   | 100% |
| *Year 5* |   |   | 100% |   |   |   |   |   |   |   |   |   |   |   |   | 100% |

1. On average, what proportion of your time working is spent on each of these thematic areas?

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Nutrition | Agriculture | Health | WASH | GESI | Governance | Integrated | Other | Total |
| % |  |  |  |  |  |  |  |  | 100% |

1. Do you plan your activities in advance?
	1. How far in advance? One week in advance? One month in advance? One year in advance?
	2. How closely do your actual activities match your planned activities?
	3. May we see your annual/monthly/weekly activity plans? **Direction: copy with permission.**

<PROJECT NAME> TRAININGS

**Direction**: complete section if participant indicates that he/she coordinates, supervises, facilitates as trainer, or attends <project name>-supported trainings.

1. During a normal, non-holiday month, approximately how many <project name> trainings do you attend, supervise, coordinate, or facilitate? How about quarterly or annually?
	1. Where are the trainings usually held? (e.g., <project name> office, rental hall, other location)
2. How do you travel to <project name> trainings? Mark all that apply.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Walking | Bicycle | Public Transport | Project Vehicle | Private Car | Private Motorbike | Air | Other |
| X |  |  |  |  |  |  |  |  |

1. Do you pay out of pocket (not reimbursed by <project name>) to travel to <project name> trainings?
2. If you do pay, much do you pay to travel to <project name> trainings? If it varies, include a range. (e.g., 0 LCU, 50-100 LCU, 0-10000 LCU)

|  |  |  |
| --- | --- | --- |
|  | Average | Range |
| LCU |  |  |

1. What other resources do you use to attend <project name> trainings (not covered by <project name>)?
	1. Probe for food/snacks for group
	2. Probe for childcare
	3. Probe for other expenses

FIELD SUPERVISION/TECHNICAL ASSISTANCE/HOUSEHOLD AND COMMUNITY VISITS

**Direction**: complete section if participant indicates that he/she conducts field travel to supervise front-line workers, provide technical assistance, or participate in <project name>-related household visits/extension work.

1. During a normal, non-holiday month, approximately how many times do you travel to the field to supervise frontline workers, provide technical assistance, or participate in household and community visits? How about quarterly?
2. How do you travel to the field? Mark all that apply.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Walking | Bicycle | Public Transport | Project Vehicle | Private Car | Private Motorbike | Air | Other |
| X |  |  |  |  |  |  |  |  |

1. How long does it take you to reach the field? If it varies, include a range. (e.g., 0 minutes, 30-45 minutes, 10-12 hours)

|  |  |  |
| --- | --- | --- |
|  | Average | Range |
| Minutes/Hours |  |  |

1. Do you pay out of pocket to travel to the field (not reimbursed by <project name>)?
2. If you do pay, much do you pay to travel to the field? If it varies, include a range. (e.g., 0 LCU, 50-100 LCU, 0-10000 LCU)

|  |  |  |
| --- | --- | --- |
|  | Average | Range |
| LCU\* |  |  |

\*LCU refers to local currency unit, i.e. rupees.

1. What other resources do you use to travel for the field (not covered by <project name>)?
	1. Probe for food/snacks for group
	2. Probe for childcare
	3. Probe for other expenses

COORDINATION WITH GOVERNMENT AND OTHER PARTNERS

**Direction**: complete section if participant indicates that he/she participates in government- or other partner-sponsored coordination meetings related to nutrition/food security/MSNP at national, district, municipality, or ward level.

1. During a normal, non-holiday month, approximately how many government/other partner/MSNP coordination meetings do you attend and/or coordinate? How about quarterly?
	1. Where are the meetings held? (e.g., <project name> office, government office, other location)
2. How do you travel to government/other partner/MSNP coordination meetings? Mark all that apply.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Walking | Bicycle | Public Transport | Project Vehicle | Private Car | Private Motorbike | Air | Other |
| X |  |  |  |  |  |  |  |  |

1. Do you pay out of pocket (not reimbursed by <project name>) to travel to government/other partner/MSNP coordination meetings?
2. If you do pay, much do you pay to travel to government/other partner/MSNP coordination meetings? If it varies, include a range. (e.g., 0 LCU, 50-100 LCU, 0-10000 LCU)

|  |  |  |
| --- | --- | --- |
|  | Average | Range |
| LCU\* |  |  |

\*LCU refers to local currency unit, i.e. rupees.

1. What other resources do you use to participate in government/other partner/MSNP coordination meetings (not covered by <project name>)?
	1. Probe for food/snacks for group
	2. Probe for childcare
	3. Probe for other expenses

MONITORING AND EVALUATION

**Direction**: complete section if participant indicates that he/she conducts field travel in support of monitoring and evaluation activities.

1. During a normal, non-holiday month, how many field visits do you make for the purpose of monitoring and evaluation? How about quarterly or annually?
2. How do you travel to M&E activities? Mark all that apply.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Walking | Bicycle | Public Transport | Project Vehicle | Private Car | Private Motorbike | Air | Other |
| X |  |  |  |  |  |  |  |  |

1. Do you pay out of pocket (not reimbursed by <project name>) to travel to M&E activities?
2. If you do pay, much do you pay to travel to M&E activities? If it varies, include a range. (e.g., 0 LCU, 50-100 LCU, 0-10000 LCU)

|  |  |  |
| --- | --- | --- |
|  | Average | Range |
| LCU\* |  |  |

\*LCU refers to local currency unit, i.e. rupees.

1. What other resources do you use to travel for M&E activities (not covered by <project name>)?
	1. Probe for food/snacks for group
	2. Probe for childcare
	3. Probe for other expenses

OTHER OUT OF POCKET EXPENSES

**Direction:** this can be an open-ended discussion to solicit expenses not identified previously.

1. What are out of pocket expenses (not reimbursed by <project name>) do you have in order to participate in <project name> related activities that we have not already discussed? What other resources do you use?

WRAP-UP

1. What else you would like to share with us?

**THANK YOU FOR TAKING TIME TO ANSWER THESE QUESTIONS!**