Forecast-based Financing (FbF)

**Key Informant Interview (KII) Questionnaire**

Resources needed:

* 1 interviewer
* Audio recorder (tape or digital; can be a smartphone)
* Notepad, pens to take notes during interview

Key informants:

In each community (FbF intervention and comparison), 3 key informants should be interviewed from these constituencies:

* Health center staff / community health committee
* Shopkeepers / merchants
* Boat men / transport agents
* If any of the above are not available in the community, they may be replaced with any of the following that is more relevant locally: disaster management committee; local agricultural office; livestock department; women’s group or other active civil society group

Interview setup:

The key informant should be contacted in advance to confirm availability.

Ideally the interview should take place in a quiet setting with only the interviewer and the key informant present. **Bystanders should not be present** because the key informant may not feel at ease to share their views freely.

**KEY INFORMANT INTERVIEW QUESTIONNAIRE**

***(Welcome)***

The interviewer introduces herself/himself to the interviewee.

* Name
* Background

***(Purpose)***

I am here to speak with you today to learn about your experiences during the recent flood, and how you saw this community experience the flood. This will help us and others to be better prepared to provide assistance in the future.

Your answers will not impact whether or not your community receives Red Crescent/Red Cross aid in the future, so it is important to be honest with us and tell us how you really feel and what is most important to you.

Our conversation today will last about 30 to 60 minutes (one hour).

***(Ground rules)***

My role will be to ask a number of questions and listen to your answers. I would like you to do the talking.

There are no right or wrong answers. I hope that you will share your views and tell me what you think.

If you have any questions while we are talking, please let me know.

***(Voluntary)***

It is important that you know you do not *have to* talk with me today. It is okay to choose not to talk with me. If you choose to talk with me today, you can decide not to answer every question. Also, you can stop talking when you want to.

***(Confidentiality)***

I will not share your specific answers with anybody. I will share the information in a way that does not let people know who I spoke to, or who said what. Your name will not be on any reports or presentations that I will produce.

***(Audio recording etiquette)***

You may see me writing things down; this is so I don’t forget anything we talked about. I am also tape recording our discussion today so that I will be able to remember exactly what you tell me.

Do you have any questions about what I just talked about? Let’s begin…

**KEY INFORMANT INTERVIEW PROTOCOL**

*Example from Bangladesh for flood-affected communities who received FbF cash*

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Community name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interviewer name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Key informant name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Key informant phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Key informant type:

❟ Health center staff / community health committee member

❟ Shopkeeper / merchant

❟ Boat man / transport agent

❟ Disaster management committee member

❟ Local agricultural office staff

❟ Livestock department staff

❟ Women’s group or other active civil society group leader / member

❟ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Key informant title / function: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Key informant age: \_\_\_\_\_\_

Key informant sex: ❟ Male ❟ Female

Interview start time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[Icebreaker question:]**

1. **To begin, can you briefly tell me about yourself? What do you mainly do?**
* [Depending on the occupation of the key informant, ask about their role in the committee / office.]
* [Shopkeepers: ask about their main products, and how their business is going.]
* [Boatmen / transport agents: ask about their peak business times, and how the business is going.]

**[Core questions:]**

1. **Now I would like to ask you about the most recent flooding: How were people impacted in this community?**

[Probe:]

1. What were the major impacts on people’s well-being?
2. What were the main physical damages?
3. What were the main health impacts?
4. [If in health center:] Which health conditions were community members mainly treated for?
5. How long did it take for life in the community to return to “normal”?
6. **In your view, was the community better or worse prepared for the this flooding, compared to similarly severe floods in the past?**

[Probe:]

1. Was an early warning received?
2. Was any other outside assistance received before the peak flooding? How effective was it?
3. Did people sell valuable assets to get cash? What did they sell, and for what purpose?
4. Did people borrow money from someone / take out loans? For what purpose?
5. What did beneficiaries spend their money on? [→ esp. for shopkeepers and boat men]
6. Which main preparatory actions were taken? How effective were they?
7. Did community members evacuate their homes? [IF YES:]
	* When did they evacuate?
	* Where did they go?
	* Were there any challenges to evacuate? [→ esp. for boat men]
8. **[Question only applicable in FbF-assisted communities:] A number of people in this community received cash assistance from the Red Crescent / Red Cross just before the flooding reached peak levels, to help them prepare for the impacts of the flood. Are you aware of this?**

[IF YES, probe:]

1. What do you remember about this cash distribution?
2. Do you know what the cash was used for?
3. What do other people in this community - who themselves didn’t receive cash from the Red Crescent - think about the cash distribution?
4. Did the cash help this community be better prepared for the flooding, or cope with it better, compared with similarly severe floods in the past?
5. Were there any problems related to the cash distribution? How could it be done better next time?
6. **If such severe flooding were to happen again in the future, what type of assistance would be most helpful for this community to avoid negative impacts?**

[Probe:]

1. Are early warnings relevant? How would they need to be communicated?
2. Is sash assistance useful?
3. Which type of goods / assets would be most useful?
4. Do people need help evacuating?

**[Closing question:]**

1. **Is there anything else you would like to share with me regarding your experiences with the recent flooding?**

***(Closing)***

Thank you for sharing your experiences and opinions with me. You have been very helpful and I appreciate you taking the time to speak with me.

**Interview end time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total duration: \_\_\_\_\_\_\_\_\_\_\_ minutes

[Immediately after the interview is concluded, the interviewer labels the recording and all notes with the date, time (if more than one group per day), and completes any gaps that were left in the notes during the interview.]