

Key Informant Interview

KEY INFORMANT INFORMATION PANEL	KIIP
KIIP1. Interviewer name and number: NAME _____ NUMBER _____	
KIIP2. Day / Month / Year of interview: ____ / ____ / <u>2</u> <u>0</u> <u>2</u> ____	
KIIP3. Key informant name: NAME _____	
KIIP4. Key informant organization: _____	
KIIP5. Key informant position or title: _____	
KIIP6. Key informant contact details: PHONE NUMBER: _____ EMAIL: (IF APPLICABLE): _____	

KEY INFORMANT INTERVIEW	KII
KII1. Hello, my name is (<i>your name</i>) and I am one of the interviewers working on a census to gather information about all facilities in the country where children live. We are from (<i>name of lead implementation agency</i>). All the information we obtain will remain strictly confidential and anonymous. Your name and personal information will not be linked to the information you provide. Also, the information you provide will not impact your employment. If you do not wish to answer a question or stop the interview at any time, please let me know.	
KII2. Do you agree to be interviewed?	YES..... 1 1 ⇒ CONTINUE NO 2 2 ⇒ END INTERVIEW
SHOW THE KEY INFORMANT LIST OF ALL FACILITIES	

KII3. Other than those listed here, are you aware of any other facilities where at least some children under the age of 18 live? Examples could include orphanages, institutions, children's homes or other group settings with paid or unpaid staff where children live and receive care.	YES	1	1 ⇒ <i>COMPLETE ONE FACILITY INFORMATION FORM FOR EACH FACILITY THE KEY INFORMANT MENTIONS</i> 2 ⇒ <i>KII4</i>
	NO.....	2	
KII4. Are you aware of any facilities where children with disabilities live?	YES	1	1 ⇒ <i>COMPLETE ONE FACILITY INFORMATION FORM FOR EACH FACILITY THE KEY INFORMANT MENTIONS</i> 2 ⇒ <i>END INTERVIEW</i>
	NO.....	2	

FACILITY INFORMATION FORM		FIF
FIF1. What is the name of the facility?	NAME	
FIF2. Where is the facility located?	ADDRESS: REGION: REGION 1 1 REGION 2 2 REGION 3 3 REGION 4 4 VILLAGE/COMMUNITY: LANDMARK:	
FIF3. Who is the main contact person at this facility? Please give me their full name and contact details. <i>RECORD AT LEAST ONE SOURCE OF CONTACT</i>	NAME: PHONE NUMBER: EMAIL:	
FIF4. What is his/her position at the facility?	DIRECTOR/HEAD 1 MANAGER 2 STAFF MEMBER 3 VOLUNTEER 4 COUNTRY-SPECIFIC 5 OTHER (<i>specify</i>) 6 DK 8	
Thank you for taking the time to speak with me today. I have asked all of my questions. As I mentioned before, the information you have shared with us today will be used to help us identify facilities in the country and gather information about them and the children living in them. Do you have any other questions that you would like to ask me today before we say goodbye?		

INTERVIEWER'S NOTES

