Tool 5F: Key informant interview (KII) guide for local government

*Time required: 60-75 minutes*

*Note: This tool is a suggested starting point and should be adapted for each context.* *The interviewer should also adjust standard questions as needed depending on type of local government official.*

**Informed consent form**

Thank you for taking the time to meet with me today. My name is \_\_\_\_\_\_\_\_\_\_\_\_\_ and I work with \_\_\_\_\_\_\_\_\_\_\_\_\_[insert name of organization].We seek to better understand challenges as result of large displacements from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

We identified you as someone knowledgeable about the local government, and I hope you will share some of your knowledge with me to help inform our programming.

Your insights and opinions may be shared within our organisation and with other organisations working in the area. We will use the information to design and improve our services, but we will not use your name unless you consent to us attributing specific comments to you/your office. I expect this discussion to take approximately an hour.

Your participation is completely voluntary and you can choose not to answer any or all of the questions. You may also choose to leave this discussion at any time.

Do you agree to participate in this discussion and answer my questions? Do you have any questions before we start?

[*Note any questions from the participants in the space here*]

**Informed consent was obtained from participant:**

□ Yes □ No

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| --- | --- |
| **Interview details** | |
| Location: |  |
| Date: |  |
| Time spent: |  |
| Interviewer: |  |
| Notetaker: |  |
| Position of interviewee: |  |
| Gender of interviewee: |  |
| Name of interviewee (only if permission was granted): |  |

**Politics and governance theme**

**Module 1: Stakeholder analysis (15-20 minutes)**

|  |  |
| --- | --- |
| 1A. What are your roles/responsibilities in local government? |  |
| 1B. Are you elected, appointed, or a non-appointed?  *(Caution – potentially sensitive):* If you are elected what political party do you belong to? |  |
| 1C. What are your other roles in the community? |  |
| 1D. How have the presence of displaced people affected the availability of services you provide?  (*Relevant also for Theme: Service Delivery and Infrastructure)* |  |
| 1E. What does the state or local government planning/decision making process look like, especially national and municipal disaster preparedness or resilience plans?  Is the process typically followed? What are the challenges of implementing such plans? |  |

**Social and cultural theme**

**Module 2: Protection risks and social cohesion (15-20 minutes)**

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| --- | --- |
| 2A. What are the biggest issues your constituency faces? |  |
| 2B. What are the key issues affecting women? |  |
| 2C. What are the key issues affecting girls? |  |
| 2D. What has been the biggest impact of displacement on your community? |  |
| 2E. How are relations between displace people and the long-term residents? |  |
| 2F. What are the primary issues of common interest? |  |
| 2G. What are the primary sources of tension? |  |
| 2H. Do you see any long-term solutions? |  |

**Politics and governance theme**

**Module 3: Stakeholders analysis –– incentives/interests (15-20 min)** *Use the table below to fill in information related to the first four questions.*

3A. *(Caution –potentially sensitive):* Who are the most respected community actors and stakeholders (specific position/name) from government (at different levels), civil society, and the private sector to refugees? (at least 4-5 actors)

3B. How do they address the needs of affected populations?

3C. Who are the two most powerful and respected out of the list of stakeholders?

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| --- | --- | --- |
| 3A Key actor | Gov’t/civil Society/ private sector? | 3B How do they address the needs of affected populations? |
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| 3C. Designated 2 most powerful (X) | Why? | |
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**Space and settlement theme**

**Module 4: Urban plans, environmental risks, and access to public spaces (15-20 min)**

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| --- | --- |
| 4A. Is there an urban plan for your area of the city? If so, are there any major changes planned for this area? |  |
| 4B. Are there any big investments or industries in this area? Are there any planned or under discussion? |  |
| 4C. What are main environmental risks in this community? (floods? disease? sanitation? etc.). |  |
| 4D. What are the main public spaces in the area? How do different groups access public spaces for economic or social purposes (eg roads or parks)? Are there certain people excluded from these spaces? |  |
| 4E. Are people in both the host and displaced communities able to move freely about the city? Are there any restrictions or limits on their movement (eg gangs, police, safety, public transportation, etc.)? |  |
| 4F. Which areas of the city have high concentrations of people from the displaced community? |  |