

ANNEX B.6 - KEY INFORMANT INTERVIEW GUIDE FOR BUSINESS GROUP EXECUTIVES

General Instructions:

This instrument will be used for Key Informant Interviews with business group/local chamber executives. The evaluation team will conduct the KII via ZOOM.

Before starting the KII, facilitators are requested to send a copy of the INFORMED CONSENT FORM (Refer to Annex C) to the participants and verbally seek the respondents' consent. Upon confirmation of intent to participate, ask the participants to attach their electronic signature and send back the completed form. Do not start without the completed form.

Except when internet connectivity is a problem, please request participants to turn on their cameras for recording purposes. At the minimum, the cameras should be turned on: at the beginning, end, and when the participants speak. Turning cameras on will verify the speaker.

As a reminder, participants should mute themselves while someone is talking.

OPENING

Good morning/afternoon. Thank you for joining us today. Your participation is essential to determine the extent of achievement on the outputs and outcomes of SURGE.

I am Dr. Nic Agustin. We are external evaluators supporting the Panagora Group in the conduct of the evaluation on SURGE. Dr. Ginny Santiago, Mr. Nick Baoy, and Mr. Senen Dizon will be joining us.

We will be recording our session. You will need to accept the recording before you are allowed to continue. We will now begin recording.

May I clarify at this point if you have submitted a signed Informed Consent Form and retained a signed copy? If not, may I request you to exit the session and e-mail us your signed consent form? You may re-enter once we receive the form.

I wish to reiterate that your participation in this KII is voluntary, and you may opt out. You do not have to answer all the questions if you do not wish to. Should you opt-out, we will strike from our records all statements made by you.

For those who will continue with us, we wish to assure you that our conversation will remain confidential and will be discussed only within the research team led by Ramon Noriel Sicad of the CLAIMDev team. Should we use any of the statements you made in our report, we will seek prior approval to do so. You may then inform us whether you would like the information stricken or included in the report and whether or not you would like the information to be attributed to you.

Our KII for today should last no more than 90 minutes. Should our conversations be animated, we will interject with time checks.

We ask that you keep your cameras on for documentation purposes. Should you experience connectivity problems, we request that the cameras be turned on at the beginning and end of the session, at least when you speak.

Do you have any questions?

Now that we have addressed all questions, we will now start our session.

Basic Information

Name of Interviewee:

Current organization:

Position/Designation:

Role/participation in the SURGE activity:

KII QUESTIONS:

Awareness and perceptions about SURGE (40 minutes)

1. Are you familiar with the SURGE activity of the USAID? How did you come to know about it? Are you familiar with International City/County Management Association (ICMA)? How did you come to know of it?
2. Do you think that the SURGE was able to improve conditions in your city? Can you elaborate?
3. Let us move to the theme of resiliency. What are your perceptions about how SURGE has helped improve local capacity in inclusive and resilient urban management and processes? Were the interventions suited to your cities' needs? Can you be more specific?
4. Let us move to the theme of economic development. What are our perceptions about how SURGE has helped the environment for local economic development? Were the interventions suited to your cities' needs? Can you be more specific?
5. Let us move to the theme of urban-rural connectivity. What are your perceptions about how SURGE has helped connectivity and access between urban and rural areas? Were the interventions suited to your cities' needs? Can you be more specific?
6. Let us move to the theme of inclusivity. What are your perceptions about how SURGE has been inclusive in its interventions? Were the interventions suited to your cities' needs? Please use your definition of inclusivity.

Involvement or lack of participation in the process (30 minutes)

7. Was the business group consulted in the selection and design of interventions in your city?
8. What role did the business group have in the selection, design, and implementation of the intervention?

9. How satisfied are you in the involvement of the business group in the selection, design, and implementation of the intervention?
10. Were there any hurdles the business group encountered during collaborative efforts with ICMA?

Recommendations for improvement (20 minutes)

11. Were any of the interventions covered by other donors and therefore rendered the SURGE intervention superfluous?
12. Are there other interventions you would have wanted to see implemented in your city?
13. Do you think the city still needs assistance from donors to improve the cities competitiveness? What could you suggest as improvements to aid extended to your city?

Sustainability

14. Do you think that the city will be able to continue the projects without SURGE/ICMA?
15. Are there any other items you wish to discuss?

CLOSING

We wish to thank you for your active participation in this KII. We appreciate the time you have taken to be with us today to contribute to an honest evaluation of the interventions concerning the SURGE activity. We have learned a lot from our session.

We wish to remind you that our session today will be held in the strictest confidence. We will contact you in the future should we use any of the statements you made in our report.

Continue to keep safe. Mabuhay ang Pilipinas.

We will now end the recording.