

ANNEX B.2 - key informant interview guide for icma top management

General Instructions:

This instrument will be used for key informant interviews with ICMA top management and component leads. 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.

KII QUESTIONS

1. What activities/ interventions conducted by SURGE contributed significantly to achieving higher-level development goals (e.g., CDCS, CDI, PFG)? Please give at least five (5) and explain their relevance. (1.1) Were there opportunities to achieve this (1.1.4)
2. Based on your opinion, to what extent has SURGE contributed to achieving the development objectives of CDCS (previous and current), CDI, and PFG? Would you please give specific and concrete examples? (1.1.1) Were there opportunities for SURGE to achieve this? (1.1.4.1)
3. To what extent has SURGE contributed to the DOI (broad-based and inclusive growth accelerated and sustained) and DO2 (environmental resilience improved)? (1.1.1.1)
4. What specific international development commitments of the Philippines has SURGE been able to support? Please provide examples and discuss their relevance. 1.1.2 (for example, the Sustainable Development Goals and the Paris Agreement on Climate Change). Were there opportunities to achieve this? (1.1.4.2)
5. How would you describe the appropriateness, significance, and relevance of the SURGE design concerning the policy of USAID on urban resiliency and WASH? (1.1.3)
6. What activities do you think are relevant in achieving the development hypothesis of SURGE? Please cite at least five (5) specific and concrete examples. (1.2)
7. What activities do you think are relevant to the SURGE development hypothesis, i.e., resilient second-tier cities can serve as engines of growth and help equalize income distribution across the country? Cite at least five (5) outcomes and intermediate results generated by the project will continue after project completion without further assistance from SURGE? (3.1) What are the mechanisms or aspects that are put in place to sustain such gains? (3.1.1)
8. What is the likelihood that LGUs will take ownership of the interventions initiated by SURGE? (3.1.1.1)
9. Are local policies in place to ensure continuity of SURGE activities? Please cite examples. (3.1.2)
10. Were sustainability mechanisms integrated into the design and implementation of SURGE? What were the intended or unintended results? (3.2)
11. What were the exit strategies developed and implemented/conducted by the IPs? (3.2.1)

12. Which sustainability mechanisms worked or did not work? What were the facilitating and hindering factors? (3.2.2)
13. What gaps need to be addressed within the Mission and externally by the host government to ensure sustainability? (3.2.3)
14. What is the likelihood that the activities and benefits derived from SURGE/W-GDP will continue after project completion? Would you please cite the reasons? (3.3)
15. What is the likelihood that providing equal access to opportunities for economic empowerment to both men and women in the urban and rural areas will continue in CDI cities? Why? What are the factors that you can consider for this? (3.3.1)
16. What is the likelihood that the SURGE assistance package will continue to produce champions and leaders among target women entrepreneurs after project completion? (Learning Plan, W-GDP) (3.3.2)
17. Are there opportunities for replicating successful SURGE interventions in the future? What are these? Cite clear and concrete examples. (3.4)
18. Are there national or local government plans to replicate or expand any of the SURGE interventions in the future? What are these? (3.4.1)

MORE SPECIFIC QUESTIONS TO COMPONENT LEADS:

1. To what extent did SURGE improve local capacity in inclusive and resilient urban development (Component 1)? Kindly explain and cite examples. (2.1) What factors facilitated or hindered the achievement of Component 1 targets? (2.1.1.1) How were the hindering factors addressed? (2.1.1.2)
2. To what extent did SURGE contribute to the improvement of the environment for local economic development (Component 2)? Kindly explain and cite examples. (2.2) What factors facilitated or hindered the achievement of Component 2 targets? (2.2.1.1) How were the hindering factors addressed? (2.2.1.2)
3. To what extent did SURGE improve connectivity and access between urban and rural areas (Component 3)? Would you please explain and cite specific examples? (2.3) What factors facilitated or hindered the achievement of Component 3 targets? (2.3.1.1) How were the hindering factors addressed? (2.3.1.2)

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 about 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.

