

## Question Guide Template for Qualitative Interviews

**Research topic:** [insert topic]

Information			
<i>Complete before the interview begins</i>			
Date:	dd/mm/yyyy		
Name of interviewer:			
Gender of the interviewer:			
Name of notetaker:			
Gender of the notetaker:			
Name of translator:			
Gender of the translator:			
Organisation:			
Province/district:			
Village/community:			
Respondent details			
Respondent gender	Female _____	Male _____	N/A _____
Respondent age:	_____ years		
Respondent profile:			

### INTRODUCTION [5 minutes]

Good morning/afternoon. Thank you for being with us today. We appreciate the time you are spending with us. Before we start, I would like to introduce myself.

My name is [insert name/names]. We are working on behalf of/or with World Food Programme, and we are here today to hear from you about your experiences, opinions, and ideas about the programmes you have participated in.

More specifically, we would like to know more about: [insert research topic/objectives/themes].

The interview will take around [\_\_\_\_\_] hours.

Before we go further, please introduce yourself.

## Informed consent

We would like to get your consent in taking part in this discussion. The role of informed consent is to ensure you are fully aware of the purpose and content of the research, the procedures to be followed, the risks and benefits of participating, and your rights.

- **Participation in the interview is voluntary**, and you can refuse to answer questions or take part in the discussion at any time. You may also choose to not answer some of the questions asked.
- Refusal to participate will not affect your support from WFP now or in the future. Note that the meeting does not have any impact on whether you or your family receives any assistance.
- The **information you provide is confidential**. This means that your names and identity details will be kept secret and not included when presenting the research findings.
- Confidentiality also applies to you. We kindly ask you to not share information that you hear today outside of this interview.
- We will use the information we gather today to produce reports, papers, presentations that will be shared widely. If there is anything that you do not want us to use in our reports, please let us know.
- I would also like to confirm that you understand that **you are not being paid for your participation**. [If cash reimbursement is provided, clarify that it is for reimbursement for transport or time.]
- **If applicable**: We will be taking an audio recording of this meeting. This is just in case we cannot take notes fast enough.

**Can you please confirm that you would still like to go ahead with participating in this interview?**

### **To the moderator**

*Here you can also add information on risks/benefits of participation, as well as the expected timeline for the data collection and when (if) they can expect to hear the results when published.*

*If any participant does not want to participate, please thank them for their time and proceed with group participants who have given consent. If you are planning to ask participants to sign the informed consent forms, now is the time.*

## Ground rules

Here are some ground rules to follow during the interview:

- In this discussion, there are no right or wrong answer. We want to understand your opinions and preferences and respect all input.
- Occasionally, I may repeat some of the things you say to make sure I understand them correctly. If what I summarize is wrong, please correct me.
- When you have something to say, please do so. We encourage you to share openly.

- Please put your cell phones mute before we begin.

Does it sound good to you? Do you have any questions before we begin?

**To the moderator**

*Every measure must be taken prior to and during the discussion to **Do No Harm** and maintain the safety and physical and emotional well-being of participants. If participants are uncomfortable answering any questions, ensure they are ok to process and move onto the next question.*

**I. ENGAGEMENT Section [10 minutes]**

**To the moderator**

*Open the discussion with light questions that are easy to answer without prematurely drawing participants into debate or detail. The aim of this section is to make participants relax and feel more comfortable with the situation. This helps to build rapport between the interview and the respondent.*

- 2-3 opening questions that are light and easy to answer.

**II. EXPLORATION section [1,5 - 2 hours]**

**To the moderator**

*Make sure you keep the respondent engaged. Keep a neutral body language and avoid showing signs of agreement or disagreement with what is being said by the respondent.*

3-5 key question per research theme. 1-2 probing question per key question.

**Theme 1: [insert theme] [45 minutes]**

- Question 1:
  - Probing question 1:
- Question 2:
  - Probing question 1:

Transition comment: *Thank you for sharing your opinions and preference on [insert theme]. We could discuss this more deeply, but for saving time we will move on now to discuss [insert topic]. It is okay for you?*

**Theme 2: [insert theme] [45 minutes]**

- Question 1:
  - Probing question 1:
- Question 2:
  - Probing question 1:

Transition comment: *It was very interesting to understanding [insert topic]. Now, let's move to discuss [insert theme].*

**Theme 3: [insert theme] [45 minutes]**

- Question 1:
  - Probing question 1:
- Question 2:
  - Probing question 1:

Transition comment: *thank you for sharing your experiences on [insert topic]. Due to timing, would it be okay to conclude the interview?*

### **III. EXIT Section [10 minutes]**

Thank you for sharing your experiences and opinions with us. You have been very helpful, and we appreciate you taking the time to speak with us. We hope you have found discussion interesting.

**Before we end the discussion, do you have any question for us?**

***To the moderator***

*At this point you can also provide participants with the contact details of the research team leader/ ethics focal point.*

*You may also want to address and emphasize the following points:*

- Highlight the value of the contributions and the participation of the respondent
- Ask the respondent how they are feeling after having shared above information (make sure they feel safe and secure)

