

Key informants interview template to assess impact of Covid-19 on livelihoods and Food Security



Image: Afghan Red Crescent / IFRC. Khenj, Panjsher Province, Northwestern Afghanistan. Dec 2020.

HELP DESK LIVELIHOODS:

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1. Introduction

This document aims to support livelihoods practitioners with tools to assess the impacts of Covid-19 on people's sources of food and income. Tools could be applied in both rural and urban contexts. LRC has developed the following resources:

- **Tool 1:** Survey template for households
- **Tool 2:** Key informants interview template (local authorities and community leaders)
- **Tool 3:** FGD households (female/males)

2. Data collection tool: Key informants interview template

This document proposes a template for conducting a KII to gather **primary information** related to the impact of Covid-19 or other crisis/disaster on livelihoods and food security from *relevant stakeholders* in the affected communities.

Objective: To collect information related to the livelihoods and economic opportunities for vulnerable groups after Covid-19 crisis to identify their priorities, vulnerabilities and the support provided or planned from different stakeholders to explore and identify potential interventions by the NS.

It is important to remember that it is necessary to review and analyse secondary information about the impact of Covid-19 in FSL¹ to identify **relevant stakeholders**. Some of them will be selected as key informants.

- **Examples of stakeholders:** local authorities (*Bureau of Labour and Social Affairs, Agriculture and Livestock Office, Bureau of Women and Children Affairs, Bureau of Youth and Sports, etc.*), community leaders, religious leaders, health workers, seniors, water committees, farmers groups, cooperatives, private companies representatives or other humanitarian agencies or organization working in the area in livelihoods and Food Security, financial institutions, etc.

This tool 2* includes draft templates for a KII to:

- **Institutions or local authorities and**
- **Community leaders.**

Note: KII templates should be adapted to the context of the intervention (staff capacities, time, characteristics of the region, etc.), previous collected information (through secondary sources review and other tools) and selected key informant/interviewee (person, institution, etc.). Some questions could be removed, added or modified accordingly.

3. How to conduct a key informant interview

What is a key informant interview?

A key informant interview (KII) is a structured interview with an individual who can provide specialized information which might not be known to the general community, for example a local doctor or community leader. Questions are decided upon ahead of time. Outcomes of the KIIs will contribute to understanding the severity of the situation in a community by sector, compare the situation in a community across the communities assessed, and inform more detailed assessment for communities targeted for humanitarian programs.

Who can lead a key informant interview?

¹ Resources for secondary sources review: <https://www.livelihoodscentre.org>, [Useful websites \(page 130\)](#)

The facilitator should have some previous experience of interviewing, and he or she should also have skills in recording information in paper². It is important for the facilitator to ask appropriate and relevant questions according to the guidance provided in this document, as well as to keep the conversation focused on the issue.

How to conduct a key informant interview?

The following guidance consists of a series of questions. Seek out one or more individuals in the community who may be able to provide the answers.

After conducting the KII, use the analysis tool to input the data. Don't forget before conducting a KII, to revise secondary information, and only ask those questions that are not clear or pending. It is important not to overburden the key informants, as they usually give the time freely and there can be multiple agencies asking similar questions especially in a response scenario.

² Depending on the capacities of the facilitators and context, information of the KII could be collected using electronic devices (mobile phones, tablets, computer, etc.).

4. KII template for Institutions and Authorities Introduction

- Introduction to the team
- Introduction to the participants of the meeting
- Explain the aim of the assessment and areas of work
- Explain what we will do in this session and how long it will take
- Explain how results will be used (confidentiality: no names will appear in the final report)

*This survey is completely anonymous and is an informative exercise. It will take approximately 60-90 minutes. The objective of this interview is to obtain information from **relevant stakeholders** as your organization on the **impact of the crisis caused by the COVID-19 pandemic on the livelihoods or livelihoods and food security of families to analyse and explore responses** to cover the needs. The answer to all the questions is voluntary; if you prefer not to answer any of the questions go to the next. Continue only if you want to participate.*

Your personal data and your answers to questions will be kept confidential. No names will appear in the final report.

- Do you provide consent to document, use, store and share the information provided for reporting and communication purposes?


Yes No

(if no, say thanks and terminate the interview)


- Do you provide consent to take, use, store and share your photos for reporting and communication purposes?


Yes No

(If NO, do not take photos of the person/s at any time and ask if you can continue the interview)

 1. Introduction³		
1.1	Date of interview	Day __ __ Month __ __ Year __ __ __ __
1.2	Interviewer's name	
1.3	Organization	
1.4	Position	
1.5	Name of the interviewee	_____
1.6	Organization	

³ Note: choose final questions you will ask depending on the stakeholder you are interviewing and the context.


 1. Introduction³		
1.7	Job title	
1.8	Contact number	
1.9	Location (District, Region)	_____


 2. Livelihoods and economic opportunities for target groups. Priority needs.		
Current situation (after the Covid-19 crisis or other crisis⁴)		
2.1	<p>What main sectors have been affected by Covid-19 in this area?</p> <p>Why?</p>	<p>Record the information for each vulnerable group separately (women, men, youth, ethnic group, etc.).</p> <p>Select all that apply</p> <ul style="list-style-type: none"> • Agriculture⁵ • Livestock • Fishery • Formal paid work • Small business/IGA (trade): grocery shop/Mini-market (house, drinks, food items), Coffee shop, Clothing/Accessories shop, Electronics shop, miscellaneous items shop. • Small business/IGA (services): snack house/bar, restaurant, Transportation of people, Beauty parlor, hair salon, security, housework • Small business/IGA (technical work): maintenance of equipment, tailor/garment, construction, blacksmith, carpentry, painting, welding • Informal work sector • Other: _____
2.2	<p>Which sectors currently represent people's main livelihoods in this area? Which sector is employing more people currently?⁶</p>	<p>Record the information for each vulnerable group separately</p> <p>Select all that apply</p> <ul style="list-style-type: none"> • Agriculture • Livestock • Fishery • Formal paid work


⁴ Include month of the start of the crisis depending on the country of intervention

⁵ Sectors are only included as suggestion, please, adapt to the context or remove them for opened responses.

⁶ This information is also found in secondary review sources. Answers to these questions might help to compare.

 2. Livelihoods and economic opportunities for target groups. Priority needs.		
		<ul style="list-style-type: none"> • Small business/IGA (trade): grocery shop/Mini-market (house, drinks, food items), Coffee shop, Clothing/Accessories shop, Electronics shop, miscellaneous items shop. • Small business/IGA (services): snack house/bar, restaurant, Transportation of people, Beauty parlor, hair salon, security, housework • Small business/IGA (technical work): maintenance of equipment, tailor/garment, construction, blacksmith, carpentry, painting, welding • Informal work sector • Other: _____
2.3	<p>Which existing sectors show potential for improvements in productivity and income in the area? Why?</p> <p>For men, women and youth?</p>	<i>Record the information for each vulnerable group separately</i>
2.4	<p>What are the main challenges to develop these sectors (skills, resources, equipment, access to credit, access to markets, etc.) now (after Covid-19 crisis)?</p>	<i>Record the information for each vulnerable group separately</i>
2.5	<p>What skills or trainings do affected communities lack in order to access employment or to develop IGAs (income-generating activities)?</p>	<i>Record the information for each vulnerable group separately</i>
2.6	<p>What are the challenges that they face in acquiring new skills?</p>	<i>Record the information for each vulnerable group separately</i>
2.7	<p>Which existing vocational training programs could prepare people with the skills necessary to be competitive in mentioned sectors?</p> <p>Specify titles and organization</p>	<i>Record the information for each vulnerable group separately</i>
NEW SECTORS		

 2. Livelihoods and economic opportunities for target groups. Priority needs.		
2.8	What new opportunities for employment and self-employment do you see growing in this area (after Covid-19)? (if they are different than those mentioned above)	<i>Record the information for each vulnerable group separately</i>
2.9	And the most profitable and sustainable? (individual or collective) Why? Is it seasonal?	<i>Record the information for each vulnerable group separately</i>
OTHER INFORMATION RELATED TO LIVELIHOODS		
2.10	Do any cooperatives/ associations exist? Where? Are they working? Which are the main target groups of these cooperatives?	<i>Record the information for each vulnerable group separately</i>
2.11	What financial services are available / for IGA creation? Individual or collective? Are they accessible? Are they used? What are the challenges in accessing them if any? (I.e. people tend not to have ID cards, lack of financial literacy, etc.)	<i>Record the information for each vulnerable group separately</i>
2.12	Are saving groups common in the area? Are they working and used by the communities? What are their challenges if any? /Or if they are not working, why? Can you share any contact of people in charge for more information?	<i>Record the information for each vulnerable group separately</i>

 3. Markets⁷		
3.1	Do people in the affected areas have access to the markets now (after Covid-19 crisis)⁸?	<i>Record the information for each vulnerable group separately</i> <i>Select only one option</i> <ul style="list-style-type: none"> • Always available • Partially/sometimes available • Not available • Don't know
3.2	In case markets are not available or partially available, which are the reasons?	<i>Select all that apply</i> <ul style="list-style-type: none"> • Markets/stores are closed • Transport limitations • Movement restrictions (e.g. Curfew) • Security concerns • Concerned about leaving the house due to the outbreak • Adult members of the households are unwell • Members of the households are in self-quarantine • Other _____
3.3	In case markets are not available or partially available, select specific type of products that are not available	<i>Select all that apply⁹</i> <ul style="list-style-type: none"> • Fresh food items (eg. Eggs, meat, and vegetables) • Basic food items (e.g. bread, rice) • Hygiene items (e.g. soap, detergent) • Medicines • Livelihoods assets (livestock, tools, seeds)
3.4	Have there been any changes in the cost of food items and basic livelihoods items compared to the same period during the past years? Could you mention some food items or livelihoods assets which their prices have increased?	<i>Select a single option</i> <ul style="list-style-type: none"> • Prices have increased • Prices have decreased • No changes

⁷ Note: use the RAM in case you need to do a deeper market analysis (<https://reliefweb.int/report/world/rapid-assessment-markets-guidelines-enar>)

⁸ Record the information related to market access for each of vulnerable groups separately (women, men, youth, etc.).

⁹ Answers might be adapted to the local context.



4. Support from stakeholders

4.1	<p>Previous and current programmes of your Government Office in the zone related to livelihoods for the vulnerable population (IGAs, technical trainings, land access, saving groups...)?</p> <p><i>Include information about main activities, target groups, duration, main stakeholders.</i></p>	
4.2	<p>Do you have documents (evaluations, lessons learned, etc.) from similar experiences that you can share with us or contact person than could provide them?</p>	
4.3	<p>From the beginning of the Covid-19 crisis until now, are there any specific projects planned by private sector, NGO/INGO or government?</p> <p>If yes:</p>	<ul style="list-style-type: none"> • Yes • No
4.4	<p>A. Which organizations? (include contacts)</p>	
4.5	<p>B. What type of projects? What is the objective? Specify activities</p>	
4.6	<p>C. In what geographic area will the project take place? Which target groups?</p>	
4.7	<p>D. What will be the duration?</p>	
4.8	<p>Do you have an agreement with these other private or government actors (microcredit institutions, vocational training centers, other NGOs, etc.)? If "YES" with whom, and what type of collaboration?</p>	
4.9	<p>How do you think the Red Cross could support affected communities in terms of LLH and food security?</p>	<p><i>Suggested interventions</i></p> <ul style="list-style-type: none"> • In-kind support for food and other basic needs • Cash support for food and other basic needs • In kind support to start/restore the livelihoods (livelihood assets) of affected population • Cash to start/restore livelihoods • Technical assistance to start/restore livelihoods (trainings, technical advice) • Other _____
4.10	<p>Would your institution be able to collaborate with the Red Cross in future programmes? Which activities?</p>	



4. Support from stakeholders

GENERAL CONCLUSIONS

4.11	What are your recommendations for the improvement of livelihoods opportunities (employment and self-employment in the area?)	
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Closing

- Expression of gratitude.
- Repeat how results will be used.
- Ensure that documents requested for desk review (secondary information) are collected, or (if not directly available) agree on how these will be made available at a later stage.
- Ask for contact details for other key people you should talk to.

5. KII template for community leaders

- Introduction to the team
- Introduction to the participants of the meeting
- Explain the aim of the assessment and areas of work
- Explain what we will do in this session and how long it will take
- Explain how results will be used (confidentiality: no names will appear in the final report)

*This survey is completely anonymous and is an informative exercise. It will take approximately 60-90 minutes. The objective of KII is to obtain **information your community on the impact of the crisis caused by the COVID-19 pandemic on the livelihoods or livelihoods and food security** of families to analyze and **explore responses** to cover the needs. The answer to all the questions is voluntary; if you prefer not to answer any of the questions go to the next. Continue only if you want to participate.*

Your personal data and your answers to questions will be kept confidential. No names will appear in the final report.

- Do you provide consent to document, use, store and share the information provided for reporting and communication purposes?


Yes No


(if no, say thanks and terminate the interview)

- Do you provide consent to take, use, store and share your photos for reporting and communication purposes?


Yes No


(if NO, do not take photos of the person/s at any time and ask if you can continue the interview)


 1. Introduction¹⁰		
1.1	Date of interview	Day __ __ Month __ __ Year __ __ __ __
1.2	Interviewer's name	
1.3	Organization	
1.4	Position	
1.5	Name of the interviewee	
1.6	Role	<i>Community leader</i>
1.7	Contact number	
1.8	Name of the community	
1.9	Type of community (village, town, ...):	
1.10	Population	
1.11	Location (Village, District, Region))	
1.12	Major ethnic groups and population movements <i>Detail %</i>	
1.13	Which are the most vulnerable groups in the community? <i>Detail %</i>	

 2. Main services and systems of organization		
<i>Indicate number of services available</i>		
2.1	Water points and water management committee name and contact (if available)	

¹⁰ Note: choose which questions you will ask depending on the stakeholder you are interviewing and the context.

 2. Main services and systems of organization		
2.2	Health centre / post Community health focal point/ health officer contact	
2.3	Schools	
2.4	Community based organisations	
2.5	Committee of wise people and proportion of elderly people	
2.6	Main markets (names and location)	
2.7	Do affected communities in the selected area have access to the markets now (after Covid-19 crisis)? <i>Specify for youth, women, men, ethnic groups</i>	<p><i>Select only one option</i></p> <ul style="list-style-type: none"> • Always available • Partially/sometimes available • Not available <p>Don't know</p>
2.8	In case markets are not available or partially available, which are the reasons?	<p><i>Select all that apply</i></p> <ul style="list-style-type: none"> • Markets/stores are closed • Transport limitations • Movement restrictions (e.g. Curfew) • Security concerns • Concerned about leaving the house due to the outbreak • Adult members of the households are unwell • Members of the households are in self-quarantine • Other_____
2.9	In case markets are not available or partially available, select specific type of products that are not available <i>Specify for youth, women, men, ethnic groups</i>	<p><i>Select all that apply</i></p> <ul style="list-style-type: none"> • Fresh food items (eg. Eggs, meat, and vegetables) • Basic food items (e.g. bread, rice) • Hygiene items (e.g. soap, detergent) • Livelihoods items (seeds, tools, fertilizers, livestock or others) • Medicines

 2. Main services and systems of organization	
2.10	<p>Have there been any changes in the cost of food items compared to the same period during the past years?</p> <p>Could you mention some items which their prices have increased?</p>
	<p><i>Select a single option</i></p> <ul style="list-style-type: none"> • Food prices have increased • Food prices have decreased • No changes
2.11	<p>Have there been any changes in the cost of livelihoods items or assets compared to the same period during the past years? Could you mention some items which their prices have increased?</p>
	<p><i>Select a single option</i></p> <ul style="list-style-type: none"> • Prices have increased • Prices have decreased • No changes


 3. Livelihoods and economic opportunities	
3.1	<p>What are the current main needs of your community?</p>
	<p><i>Record the information for each of vulnerable groups separately (women, men, youth, ethnic groups, etc.).</i></p>
3.2	<p>What main sectors have been affected by Covid-19 in your community?</p> <p>Why?</p>
	<p><i>Record the information for each vulnerable group separately</i></p> <p><i>Select all that apply</i></p> <ul style="list-style-type: none"> • Agriculture¹¹ • Livestock • Fishery • Formal paid work • Small business/IGA (trade): grocery shop/Mini-market (house, drinks, food items), Coffee shop, Clothing/Accessories shop, Electronics shop, miscellaneous items shop. • Small business/IGA (services): snack house/bar, restaurant, Transportation of people, Beauty parlor, hair salon, security, housework • Small business/IGA (technical work): maintenance of equipment, tailor/garment, construction, blacksmith, carpentry, painting, welding • Informal paid work • Other: _____


¹¹ Sectors are only included as suggestion, please, adapt to the context or remove them for opened responses.



3. Livelihoods and economic opportunities

<p>3.3</p>	<p>Which sectors currently represent people's main livelihoods in your community? Which sector is employing more people currently?</p>	<p><i>Record the information for each vulnerable group separately</i></p> <p><i>Select all that apply</i></p> <ul style="list-style-type: none"> • Agriculture • Livestock • Fishery • Formal paid work • Small business/IGA (trade): grocery shop/Mini-market (house, drinks, food items), Coffee shop, Clothing/Accessories shop, Electronics shop, miscellaneous items shop. • Small business/IGA (services): snack house/bar, restaurant, Transportation of people, Beauty parlor, hair salon, security, housework • Small business/IGA (technical work): maintenance of equipment, tailor/garment, construction, blacksmith, carpentry, painting, welding <p>Other: _____</p>
<p>3.4</p>	<p>Could you specify which are the main food crops in the community?</p>	<p><i>Record the information for each vulnerable group separately</i></p>
<p>3.5</p>	<p>Could you specify which are the main cash crops in the community?</p>	<p><i>Record the information for each vulnerable group separately</i></p>
<p>3.6</p>	<p>Could you specify which are the Livestock and animal husbandry in the community?</p>	<p><i>Record the information for each vulnerable group separately</i></p>
<p>3.7</p>	<p>Other Small businesses/IGA</p>	<p><i>Record the information for each vulnerable group separately</i></p>
<p>3.8</p>	<p>What are the main challenges to develop these activities (skills, resources, equipment, access to credit) now (after Covid-19 crisis)?</p>	<p><i>Record the information for each vulnerable group separately</i></p>

 3. Livelihoods and economic opportunities		
3.9	<p>What skills or training do affected communities lack in order to access employment or to develop IGAs (income-generating activities)?</p>	Record the information for each vulnerable group separately
OTHER INFORMATION RELATED TO LIVELIHOODS		
3.10	<p>Do any cooperatives/ associations exist? Where? Are they working? Which are the main target groups of these cooperatives?</p>	Record the information for each vulnerable group separately
3.11	<p>What financial services are available / for IGA creation? Individual or collective? Are they accessible? Are they used?</p>	Record the information for each vulnerable group separately
3.12	<p>Is the creation of saving groups common in the community? What is your opinion about this system? Are they operating in your community? Which type of group?</p>	Record the information for each vulnerable group separately

 4. Support from stakeholders		
4.1	<p>From the beginning of the Covid-19 crisis until now, have any specific projects been planned in your community by private sector, NGO/INGO or government?</p> <p>If yes:, which support has been provided?</p>	<ul style="list-style-type: none"> • Yes • No
4.2	<p>How do you think the Red Cross could support affected communities in terms of LLH and food security?</p> <p><i>Note: make sure that we are not promising any kind of support, we are just exploring options.</i></p>	<p><i>Suggested interventions</i></p> <ul style="list-style-type: none"> • In-kind support for food and other basic needs • Cash support for food and other basic needs • In kind support to start/restore the livelihoods (livelihood assets) of affected population • Cash to start/restore/diversify livelihoods • Technical assistance to start/restore livelihoods (trainings, technical advice) • Other _____

GENERAL CONCLUSIONS	
4.3	What are your recommendations for the improvement of livelihoods opportunities (employment and self-employment in the community)?

Closing

- Expression of gratitude.
- Repeat how results will be used.
- Ensure that documents requested for desk review (secondary information) are collected, or (if not directly available) agree on how these will be made available at a later stage.
- Ask for contact details for other key people you should talk to.

This document provides some guidance to develop key informants interviews to assess the impact of Covid-19 on the Livelihoods of the vulnerable population. For further support do not hesitate to contact the LIVELIHOOD HELPDESK (covid19-livelihoods@cruzroja.es).

Livelihoods Centre site: www.livelihoodscentre.org/

Other tools for assessment and analysis, not directly focused on Covid-19 response, can be found in [*“Household Economic Security \(HES\). Technical Guidance for Assessment and Analysis”*](#).

The HES methodology provides an understanding of socio-economic profiles of households by describing how they meet their immediate essential food and other basic needs; and how they can protect and sustain their livelihoods in order to be self-sufficient and economically secure in the long term.