**Key Informant Interview Standard Tool**

 : Represents questions that address highly sensitive issues that should only be asked by well-trained interviewers. If assessors do not have a background in relevant areas, the assessment lead/coordinator may decide to exclude these sections. [Please seek assistance from experts on GBV and Children and Armed Forces & Groups for the adaptation of the two respective sections.]

[…]: Signifies an instruction that should either be deleted or replaced by context appropriate text before printing the questionnaire]

[…]: Shows parts that are only meant for the assessor and should not be read out to the interviewee.

: read all answer options

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| **General Information [to be filled by the assessor]** | | | | | |
| **Identification** | | | | | |
| Assessors’ name or code: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ | | | Organization: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ | | |
| Date of assessment (dd/mm/yy): \_ \_ \_/\_ \_ \_/\_ \_ \_ | Site code (from the list of sites): \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ | | | | |
| KII number at the site: \_ \_ \_ \_ [to be determined based on the sequence of KIIs done at each site] | | | | | |
| **Location of the site** [to be filled by the team leader/supervisor] | | | | | |
| Site name: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ Area: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ | | | | G.P.S/P code: \_ \_ \_ - \_ \_ \_ \_ | |
| District: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ Province /State: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ | | | |
| Type of site: urban rural official camp makeshift camp  [add more context specific options ex: displaced community, non-displaced community; directly affected area, indirectly affected area. This is especially important if we are looking for possible differential treatment of parts of the population] | | | | Population estimate of the site: \_ \_ \_ \_ \_ \_ \_ \_ \_ | |
| Comments: [If ethnicity, tribal affiliation or any other distinctive attribute is relevant, they should be mentioned in this space]  \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ | | | | | |
| **Source of information (key informant)**  [if key informant prefers not to reveal his/her identity, it should be respected]  [if insecurity is an issue, name and position of the KI may be replaced with a code that is linked to another form for future references] | | | | | |
| Name / code of the key informant: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ | | Role in the community: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ | | | |
| Age group: 18-25 25-35  35- 60  >60  [age categores may be revised based on the context] | | | | | Male Female |
| Contact details: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ | | | | | |
| **Informed Consent form:** [this text can be modified based on the context]  My name is \_\_\_[say interviewer’s name] and I am working with \_\_\_\_[say the name of the org./group]\_\_\_\_.  We are conducting an assessment on the situation of children affected by [mention the emergency: e.g. earthquake or recent attack]. While this interview should not be considered a guarantee for any direct or indirect support to you or your community, the information you provide will help us define child protection priorities and programmes. We would like to ask you some questions about the situation of children in this [site/community/camp, ...]. The interview should only take [-----] minutes. Your identity will be kept strictly confidential and will not be shown to others unless your written agreement is received to do so. Your participation is voluntary and you can choose not to answer any or all of the questions.  *[After asking each of the following questions, look at the KI and get implicit approval that s/he understood]*  All the information you give us will remain confidential.  Your participation in this interview is voluntary.  You can stop answering to questions at any time.  Do you have any questions? | | | | | |
| ***For supervisor’s use only:***  **Verification done by:** \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ **Date:** \_ \_ \_/\_ \_ \_/\_ \_ \_ **Signature:** | | | | | |

[consider including a list of key terms and their definitions in the local language here. Terms such as separated children, unaccompanied children, usual caregivers, violence, sexual violence, armed groups and forces, etc. should be included in such list.]

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| **[start by saying: “I will start by asking you some questions about …”]**   1. **Separation from Usual Caregivers** | | | | | | |
| 1.1 Are there children in this \_ \_ [site/village/camp/…]\_ \_ who have been separated from their usual caregivers since the \_ \_ [earthquake/attack/…] \_ \_?  Yes  No  [don’t know] [if NO or Don’t know, skip to 1.5] | | | | | | |
| 1.1.1 [If YES to 1.1] What do you think are the main causes of separations that occurred since the \_ \_ [earthquake/attack/…] \_ \_? [tick all that apply]  1. losing parents/children due to medical evacuation;  2. losing parents/children during relocation;  3. caregivers voluntarily sending their children to institutional care;  4. caregivers voluntarily sending their children to extended family/friends;  5. caregivers voluntarily sending their children to work far from parents/usual caregivers;  6. disappearance of children/caregivers in the immediate aftermath of the \_ \_ [earthquake/attack/…] \_ ; [this only applies to rapid-onset emergencies]  7. continued disappearance of children/caregivers (i.e. more recent disappearance);  [add more context specific options]  [Other (specify) \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_] | | | | | | |
| 1.1.2 [If YES to 1.1] How many children do you think have been separated from their usual caregivers in this \_ \_ [site/village/camp/…] \_ since the \_ [earthquake/attack/…] \_? [read out the options if necessary]  1-10  11-20  21-50  50-100  >100 (specify \_ \_ \_ \_ \_ \_ \_ \_ \_ )  [Don’t know]  [if “don’t know”, skip to 1.2] | | How do you know this?  personal observation  government data  camp management  word of mouth  Other (specify) \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ | | | | |
| 1.2[If yes to 1.1 ] Regarding children who have been separated from their usual caregivers since the \_ [earthquake/attack/…] \_, do you think that … . [read out each block separately and allow the KI to respond block by block. Do **not** read out “do not know”] | | | | | | |
| there are more girls than boys who have been separated [**or**]  there are more boys than girls who have been separated [**or**]  1.2.1  no clear difference  [do not know] | | | | | | |
| separated children are mainly under 5 [**or**]  separated children are mainly between 5 and 14 [**or**]  1.2.2  sparated children are mainly older than 14 [**or**]  no clear difference  [do not know] | | | | | | |
| 1.3 Do you know if there are any infants or young children under the age of [you can define a specific age group here, e.g. under 2] who have been separated from their usual caregivers since the \_ [earthquake/attack/…] \_?  Yes  No  [do not know] [if NO, skip to 1.4] | | | | | | |
| 1.4 Are there children in this \_ [community/village/camp/…]\_ who do not live with any adults (unaccompanied minors)?  Yes  No  [don’t know] [if NO or Don’t know, s kip to 1.5.1] | | | | | | |
| 1.4.1 [If YES to 1.4] How many unaccompanied children do you think there are? [read out the options if necessary]  1-5  6-10  11-20  21 – 50  >50 (specify \_ \_ \_ )  [Don’t know]  [if “don’t know”, skip to 1.5.1] | | How do you know this?  personal observation  government data  camp management  word of mouth  Other (specify) \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ | | | | |
| 1.4.2[If yes to 1.4] Do you think that … . [read out each block separately and allow the KI to respond block by block. Do **not** read out “do not know”] | | | | | | |
| there are more unaccompanied girls than boys [**or**]  there are more unaccompanied boys than girls [**or**]  1.4.2.1  no clear difference  [do not know] | | | | | | |
| unaccompanied children are mainly under 5 [**or**]  unaccompanied children are mainly between 5 and 14 [**or**]  1.4.2.2  unaccompanied children are mainly 14 and older [**or**]  no clear difference  [do not know] | | | | | | |
| 1.5.1 Are there persons unknown to the community who have offered to take children away from this \_ \_ [community/camp/village/town/…] \_ \_ in order to provide them with jobs or better care (e.g. foreigners who want to provide care for children in another country)?  Yes  No [if NO, skip to 1.5.2] | | | | | | |
| [if YES to 1.5.1] Tell us what happened: Who came? What did they want? What happened? Were children taken away? If so, how many girls and how many boys were taken away? What is the age group of removed children?  \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ | | | | | | |
| 1.5.2 Are there members of the community who have taken or want to take children away from this community to provide them with assistance, jobs or better living conditions?  Yes  No [if NO, skip to 1.6.1] | | | | | | |
| [if YES to 1.5.2] Can you describe who this person is and what s/he promises? Has s/he taken some children already? If so, how many girls and how many boys were taken away? What is the age group of removed children? [collect contact information if possible] \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ | | | | | | |
| 1.6.1 Do you know if there is a list of children who are separated from their usual caregivers (including their names and other details)?  Yes  no  don’t know | | | | | | [If YES to 1.6.1 or 1.6.2] Who has the lists?  (contact info if available)  \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ |
| 1.6.2 Do you know if there is a list of parents who don’t know where their children are?  Yes  no  don’t know | | | | | |
| **[thank the KI for answering the questions to the previous section and continue to the new section]**  **2. Care for Separated and Unaccompanied Children** | | | | | | |
| 2.1 I want you to think about the children who are no longer with their usual caregivers, where do they live now? [Write down the response on the left side and code it based on the category codes. The supervisors are responsible to review the coding] | | | | | | |
| I. \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ [category code: \_ \_ \_ \_ \_ \_ ]  II. \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ [category code: \_ \_ \_ \_ \_ \_ ]  III. \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ [category code: \_ \_ \_ \_ \_ \_ ]  IV. \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ [Other ]  V. \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ [Other ] | | | | [Categories and codes]:  - FCO: foster care arrangement outside the community;  - IFC: informal foster care in the community;  - FFC: formal/ governmental foster care in the community;  - CHH: live on their own;  - CLS: live on the street;  [add more context specific options] | | |
| 2.2 If you come across a child who does not have anyone who can care for him/her, what would you do?  1. Care for the child myself  2. temporarily keep the child while I find a long term solution  3. Find someone in the community to care for the child  4. Inform the police about the child’s situation  5. Inform others (specify \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_)  6. Find someone outside the community for adoption  7. Take the child to an agency/NGO that deals with children (specify \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_)  8. Do nothing (ask why \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_)  Other (specify \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ )  don’t know | | | | | | |
| 2.3 Are there institutions/children homes in this area that provide care for orphans or separated children?  Yes  No  [Don’t know] [If NO, skip to 3] | 2.3.1 [If YES to 2.3] What kind of services do they provide? [tick all that apply]  Day care  Residential care  Recreational activities  Other (specify) \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ | | | | | |
| Collect contact info if appropriate and possible: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ | | | | | | |
| **[thank the KI for answering the questions to the previous section and continue to the new section]**  **8. Children and Armed Forces and Groups** | | | | | | |
| 8.1 Do you know of children working with or being used by armed forces or groups around this -[camp/village/…]-? E.g. children with guns, operating checkpoints, cooking or cleaning for military, etc.  Yes  No  [don’t know] [if NO or don’t know, go to 9.1] | | | | | | |
| 8.1.1 [If YES to 8.1] During the past \_ \_[define a period]\_ \_ how many of these children have you seen around this -[camp/village/area]- ?  1-5  6-10  11-20  21-50  >50 (specify) \_ \_ \_ \_ \_  don’t know | | | 8.1.2 [If YES to 8.1] Are these children, [read out the options]  mostly boys?  mostly girls ?  only boys?  only girls ?  no difference?  [don’t know] | | | |
| 8.2 [If YES to 8.1] Has the number of children associated with armed groups increased since the \_ \_ [earthquake/attack/…] \_ \_?  Yes  No  [don’t know] [if NO or don’t know, skip to 8.3] | | | | | | |
| 8.2.1 [If YES to 8.2] How do you know this? [Read out the options as examples. Tick all that apply]  1. there are more recruitment events;  2. many children have disappeared and are thought to have joined;  3. you see more children working with armed forces & groups;  4. you personally know children who joined the armed groups or forces during the past \_ \_[define a period]\_ \_;  [don’t know]  Other (specify) \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ [add more context specific options] | | | | | | |
| 8.3 [If YES to 8.1 or 8.2] Where do you think most recruitments happen? [Write down the responses on the left side and code it based on the category codes. The supervisors are responsible to review the codlings at the end of each day] | | | | | | |
| I. \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ [category code: \_ \_ \_ \_ \_ \_ \_ ]  II. \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ [category code: \_ \_ \_ \_ \_ \_ \_ ]  III. \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ [category code: \_ \_ \_ \_ \_ \_ \_ ]  IV. \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ [Other ]  V. \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ [Other ]   * [don’t know] | | | | | [Categories and codes]:  - CCI: child care institutions  - CMP: in camps  - SCH: schools  - ORD: on the road (e.g. to school or to collecting wood)  - SPT: service points (e.g. health center or food/water distribution)  [revise/add context specific options] | |