

TOOL



KEY INFORMANTS AND FOCUS GROUP PARTICIPANTS MATRIX

AT A GLANCE

- A template matrix to be completed by the RERA Team, in consultation with key partners, including the USAID Mission and Ministry of Education, that includes names of persons who can (1) offer the RERA Team suggestions for reports and information, including citations, and (2) serve as respondents in data collection activities (both for key informant interviews and focus group discussions)

TEMPLATES INCLUDED

- Key Informants and Focus Group Participants Matrix

HOW TO USE THIS TOOL

- Download, adapt, and complete.

TOOL 6: KEY INFORMANTS AND FOCUS GROUP PARTICIPANTS MATRIX

Stakeholders					
Name	Organization	Phone	Email	For FGD or KII? Why?	Documents Informant Can Share
Juan Salcedo (example)	MOE-District Education Official	234-4567	Jsalcedo@MOE.org	KII <ul style="list-style-type: none"> • Pre-crisis education situation • Map of schools • Impact of crisis on education and vice versa • Education gaps/needs • Conflict dynamics • Disaster risk mapping 	<ul style="list-style-type: none"> • 2013 Education Management Information System Report • 2013 Education Policy and Plan • Map of schools in the affected area • Names of additional informants
Consider:					
Children					
Civil service organizations					
Community education committees					
Donors					
Education cluster leads (Save the Children, UNICEF)					
Government partners					
International NGOs					
Local NGOs					
Ministry of Education					
Ministry of Emergency (local and national levels)					
Education sector working group or task force					
Education and disaster risk reduction coordinating body					
National disaster management agency					
Private sector/companies/associations					
Parents					
Specific identity groups					

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Stakeholders					
Name	Organization	Phone	Email	For FGD or KII? Why?	Documents Informant Can Share
Teachers					
UNESCO					
UNICEF					
Youth and youth organizations					
UN peacekeeping, political, or peacebuilding missions (if present)					
UNDP					
Women and women's organizations					
World Bank					
Private sector					
Other					