# Annex 1: Interview Guide

**WEE Rapid Qualitative Assessment Interview Guide**

**Opening the interview -** *Key points to include in the introduction:*

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|  | Introduction to the interviewer and translator |
|  | Purpose of the conversation: to understand the experiences of working women, and the changes they feel in their lives. |
|  | Description of the topics discussed: background, sources of income, decisions in the home, roles, and other changes. |
|  | Explanation that what the interviewee says will not have an effect on future funding |
|  | Explanation of anonymity (if it can be ensured). If it can’t be ensured, this should be communicated here. |
|  | Freedom for participant to not answer a given question, or to end the interview at any time.  |
|  | Requested permission to record (if the interview will be recorded). |
|  | Invitation for interviewee to ask any questions before beginning. |

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**A. SURVEY DETAILS**

**A1** Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **A2** Name of interviewer(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A3** Name of translator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **A4** Interview date & time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A5** Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **A6** City/Village: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B. BACKGROUND & DEMOGRAPHIC PROFILE**

**B1** Full name of respondent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **B2** Gender of respondent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B3** Address/village: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **B4** Phone number of respondent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B5** How old are you? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **B6** Are you married? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B7** If yes, at what age did you get married? \_\_\_\_\_\_\_\_\_\_\_\_\_

**B8** If yes, how old was your spouse when they married you? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B9** Who lives within your household (husband, children, parents, siblings, etc.)?

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 **B10** Do you have other children who don’t live with you?

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**B11** Employment status of spouse: What types of paid work does your spouse engage in? (wage work, self-employment, etc.)?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B12** What is the highest level of education that you have completed? That your spouse completed (if applicable)?

|  |  |  |
| --- | --- | --- |
| **Education Background** | **B12.1 You** | **B12.2Spouse** |
| No schooling |  |  |
| Islamic education |  |  |
| Elementary education |  |  |
| Vocational/Technical education |  |  |
| Secondary school |  |  |
| Bacheloriat degree  |  |  |
| College/University/Religious school |  |  |
| Master’s studies |  |  |
| Doctoral or post-doctoral studies |  |  |
| Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |

**C. CONTEXTUALIZING EMPOWERMENT[[1]](#footnote-1)**

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| **C1** When you hear the word empowerment, what words come to mind? |
| **C2** When you envision an empowered woman, what do you envision? |

**D. INCOME[[2]](#footnote-2)**

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| **D1** What are your sources of income?* Do you earn money from a business that is owned by you and/or your family members? Who pays you for this work?
* Do you earn money from work you do at home? What type of work? Who pays you for this work?
 |
| **D2** Has your household been able to save money over the past year?[[3]](#footnote-3)* Have you (personally) been able to save money over the past year?
* Have you (personally) saved more or less money this year than last year?
* If the amount of money you save has increased, how do you think the project led to the changes that you describe?
 |
| **D3** Are there things that you have bought over the past year that you would not have been able to buy previously (or before the start of the project)? |

**E. HOUSEHOLD DECISION MAKING**

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| **E1** Please name 4-5 ***important things***[[4]](#footnote-4) that your household has spent money on in the past several years. (Develop list of context-relevant household expenditures with the interviewee.[[5]](#footnote-5) Give examples as needed.) |
| **E2** Please name the people in your household or family who are involved in making decisions about whether to buy or sell each of the things listed. * Are there others in the house who also make decisions (i.e. mother-in-law, son, etc.)? ***If yes***: Can you please name these other people?
* Please put a dot on the scale showing how involved you are in the decision to spend money on each resource/asset.
* Please explain how the people in your family decide to spend money on each asset (ask for examples as needed.)
 |
| **E3** Has there been any change in your ability to make decisions about these expenditures in the last year?* If so, for which ones were there changes and why? Can you give me an example of this change?
 |
| **E4** Would you like to be more involved in decisions on any of the listed expenditures in the future? * If yes, is this something you are able to discuss with your family?
* If yes and you are not yet married, is this something that you will be able to discuss with your future husband? If not, why?

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***Decision-Making Matrix – Handout***

**You Joint Other decision maker**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Expenditures**(This can be restricted to assets – such as land, furniture, appliances, etc. – or also include non-tangibles – such as education and healthcare.) | **Husband or other decision-maker**(List who is involved in decision-making for each expenditure) | **Full decision of the woman** | **Mostly hers, but discusses with husband (or other)** | **Together** | **Mostly husband (or other), but with her input** | **Full decision of husband (or other decision maker)** |
| e.g. fridge | husband |  | X |  |  |  |
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**F. DIVISION OF LABOUR AND WORKLOAD**

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| **F1** Has there been a change in the total time you work each week compared with a year ago? Has it increased, decreased or stayed the same? |
| Increased | Decreased | Same |
| Why did it increase/decrease? How do you feel about this change?  |
| **F2** Paid work: Has there been a change in the ***type*** of paid work you engage in each week compared with a year ago?  |
| **F3** Has there been a change in the ***quantity*** of paid work you engage in each week compared with a year ago? Has it increased, decreased or stayed the same? |
| Increased | Decreased | Same |
| Why did it increase/decrease? How do you feel about this change?  |
| **F4** Unpaid work: Has there been a change in the unpaid care activities you do each week compared with a year ago? Have they increased or decreased? |
| Increased | Decreased | Same |
| Why did it increase/decrease? How do you feel about this change?  |
| **F5** If the workload has increased overall (at home and at work), do you feel it is manageable for you? (Yes/no)* Are there things that you wish you had time for, but that you can no longer do because of the increased work?
 |
| **F6** If the workload has decreased overall (at home and at work), how are you using your additional time that you are no longer spending working?  |

**G. GENDER PERCEPTIONS AND ATTITUDES**

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| **G1** When did you start working outside the home? |
| **G2** When you decided to work, was your family supportive? * ***If no:*** Are they now supportive? If they are now supportive, how did their attitude change?
* What do you think were the reasons for that change? (If respondent does not mention the project, then prompt with the following question: Do you think the project played a role in this change? If yes, how?)
 |
| **G3** Who has been the most supportive to you as you started your [new] work?  |
| **G4** Is anyone currently discouraging you from your work?[[6]](#footnote-6) Why?  |
| **G5** Are there some work activities that are more acceptable to your family and community than others? |

**H FREEDOM/RESTRICTION OF MOBILITY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **H1** List 3-4 places within the community where interviewees are likely go.[[7]](#footnote-7) (Examples can include their workplace, markets, fairs, workshops/trainings, community meetings, health clinics, homes of family/friends)  | Have you gone to this place in the past year? (Y/N) | If YES, when you go to this place, how do you get there?(1) On your own/independently(2) With friends or family members If with others, who? (list below) | How do you make the decision to go? (Give examples as needed.)(1) Yourself(2) Together with a family member(3) Another family member asks you to go | Has your ability to go to this place changed over the past year?If yes, why has it changed?  |
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**I. UNINTENDED CONSEQUENCES**

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| **I1** Do you think women who work[[8]](#footnote-8) have an increased risk of physical abuse from their husbands?* If yes, do you have any examples about this happening?
 |
| **I2** Do you think women who work outside the home are at risk of abuse from other people? |
| **I3** Have you made sacrifices in your life in order to [insert here the project attributed positive change – if any – they have described][[9]](#footnote-9)  |

**J. CONFIDENCE**

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| **J1** Do you feel like your confidence[[10]](#footnote-10) has changed in the past year? * If yes, in what ways?
* Why has your confidence change?
* Do you think the project led to the changes that you describe? If yes, how?
 |
| **J2** Can you tell me a story or give me an example about how your confidence has changed, and why? |
| **J3** Do you feel that you now have greater confidence in talking with superiors and coworkers[[11]](#footnote-11) than you did last year? |

\* The development of this questionnaire draws from several sources including research for the Donor Committee for Enterprise Development (DCED) on Measuring Women’s Economic Empowerment in Private Sector Development: Guidelines for Practitioners, working with Making Markets Work for the Chars, Bangladesh (M4C), Alliances Lesser Caucascus Programme. Mercy Corp Georgia. It also builds on research from International Center for Research on Women, Feed the Future, USAID, IFPRI, and OPHI. The Women’s Empowerment Agricultural Index, CARE Strategic Impact Inquiry on Women’s Empowerment, UNRISD Discussion Papers, and work with the Aga Khan Rural Support Programme, Aga Khan Development Network.

1. Translation of the word empowerment will be of critical importance. If there is not a directly translatable word, then it is better to use a description of the concept than a word. [↑](#footnote-ref-1)
2. Note: research shows that recall data on income and/or expenditures is highly inaccurate. Given that we will not have a baseline nor a counterfactual it is possible that this data will be less accurate than other sections. We have tried to counteract this by including more project specific questions. We will need to closely observe and validate these findings. [↑](#footnote-ref-2)
3. Determine ahead of time if it will be possible to ask in terms of a given timeframe that is associated with the project. While this may lead to less biased answers, it is difficult to do for projects that started or took place over 2 years previous. [↑](#footnote-ref-3)
4. Determine with the research team in advance whether to restrict this section to expenditures on assets, or if you would like it to be open to include expenditures on non-tangibles, such as education and healthcare. Adapt the following questions in this section accordingly. [↑](#footnote-ref-4)
5. This should be partially completed with examples by project staff ahead of time. Interviewees are then asked to name 4-5 key household assets. Ensure that the list includes a mix of large and small household items, and includes a mix of traditional and non-traditional assets that women might take part in making decisions about. [↑](#footnote-ref-5)
6. As possible, adapt this question in a way that distinguishes if they are facing negative reactions from family members relating to how their work has changed due to the project. [↑](#footnote-ref-6)
7. As much as possible, make relevant to the type of intervention women have been involved in. Either develop ahead of time with project staff and keep consistent across interviews, or ask interviewee to name relevant services to make it more participatory. [↑](#footnote-ref-7)
8. This can be modified to more closely reflect the nature of the program intervention. (i.e. “Do you think women who work *outside the home* have an increased risk of physical abuse from their husbands?” or “Do you think women who *travel to go to fairs* have an increased risk of abuse from their husbands?” [↑](#footnote-ref-8)
9. i.e. have more financial autonomy, have more power to make decisions, work outside the home, etc. If they described several positive changes, consider asking the question about each one separately. [↑](#footnote-ref-9)
10. Update with projects to use context-specific language. [↑](#footnote-ref-10)
11. Change the language to make it specific to the context of the project. i.e. it could be customers, clients, peers, strangers, etc. [↑](#footnote-ref-11)