

Module 2: Baseline Assessment

**SESSION 13: HOUSEHOLD REPRESENTATIVE INTERVIEWS**

**FACILITATOR NOTES**

<b>Presentation</b>	<i>Dos and don'ts.ppt</i>
<b>Handouts</b>	<ul style="list-style-type: none"> <li>• <i>H2.13 Handout 1 - Interview Form 4</i></li> <li>• <i>H2.13 Handout 2 – Mock Interview Answers</i></li> <li>• <i>H2.13 Handout 3 – Kilocalorie Table</i></li> <li>• <i>H2.13 Handout 4 – Interviewing Dos and Don'ts</i></li> </ul>
<b>Extras</b>	Calculators Livelihood Field Handbook
<b>Practitioners Guide Reference</b>	<b>Chapter 3</b> HOW TO GATHER BASELINE INFORMATION: <u>Activity 5. Conduct Interviews with Household Representatives</u>
<b>Time</b>	About 7 hours (this doesn't include break time)

**Purpose and content**

To enable participants to practise using the interview form and techniques they will use in the field, and the cross-check calculations, and to reinforce the concept of common food groups.

**Objectives**

By the end of this session, participants should be able to:

- Carry out an interview with household representatives in the field
- Feel more confident about the cross check calculations to be done while interviewing

**When to run this session**

This is session 13 in the Baseline Assessment Training Module.

**Handouts**

- *H2.13 Handout 1 - Interview Form 4*  
This is the form used for interviewing household representatives of different wealth groups.
- *H2.13 Handout 2 – Mock Interview Answers*  
This provides the answers to the mock interview. It should be given out to participants who are playing the role of interviewees during the mock interviews.
- *H2.13 Handout 3 – Kilocalorie Table*  
This is a table showing the caloric values of different foods. This table can also be found on page 11 of the Livelihoods Field Handbook, so participants may use this if they have a copy with them.

- **H2.13 Handout 4 – Interviewing Dos and Don'ts**  
This is a short handout to remind participants of useful interviewing tips. They were covered in SESSION 2 – ENSURING HIGH QUALITY FIELD INFORMATION and are provided again in this session as a reminder.

### Key learning points

- Interviews with household representatives can be quite long, and to start with, can be quite difficult in terms of the continual cross checking you have to do at the same time as trying to make the interview flow naturally
- Don't be disheartened; your informants will usually be quite happy to tell you what you need to know (and often even seem to enjoy it!), and it gets much easier with experience
- Keep in mind that what you will end up with in the field is an almost unique account of how households get by; try and see it as putting together the pieces of a puzzle which in the end will tell an interesting story about how people live.

### Session plan

Session plan summary		
Activity	Methodology	Timing
1. Review of <u>Interview Form 4</u>	Small group work	2 hours
2. Practice interview with household representatives	Mock interview in pairs or threes	4 hours
3. Review of mock interviews and discussion of problems	Discussion in plenary	1 hour
4. Review of dos and don'ts of semi-structured interviewing	Presentation in plenary	10 minutes
Total		Around 7 hours*

\* This does not include break time

#### ACTIVITY 1: REVIEW OF INTERVIEW FORM 4 (2 HOURS)

First of all, split up into groups to review Interview Form 4 (*H2.13 Handout 1 - Interview Form 4*). Each group should have a facilitator who knows the form well, who can then take the group through the form section by section and line by line. This can be quite boring and will take at least two hours - but it is important in order to ensure that everyone understands why each section is there and exactly what information is needed.

The form should also be tailored at this point to the local circumstances in the area to be studied.

#### ACTIVITY 2: PRACTICE INTERVIEW (4 HOURS)

After this group work, split people into pairs or threes. Each pair or threesome will conduct a practice interview, with one or two people asking the questions and one person giving the answers as provided on the handout *H2.13 Handout 2 – Mock Interview Answers*. The ‘interviewers’ will also need the kilocalorie table in the Livelihoods Field Handbook or in *H2.13 Handout 3 – Kilocalorie Table*, and a calculator.

Make sure those conducting the interview try to do the calculations as they go. Be prepared for this to take some time – about four hours.

**ACTIVITY 3: REVIEW OF MOCK INTERVIEWS** (1 HOUR)

After they have finished the mock interviews, come back together and review the whole process. Ask participants how they felt about the interviews and clear up any concerns or areas of confusion.

**ACTIVITY 4: REVIEW OF DO’S AND DON’TS OF SEMI-STRUCTURED INTERVIEWING** (10 MINUTES)

Finally, go through the presentation to review the dos and don’ts of semi-structured interviewing. These have already been outlined in SESSION 2 – ENSURING HIGH QUALITY FIELD INFORMATION but it is worth going through them again in the light of participants’ own attempts to conduct an interview. A list of dos and don’ts is reproduced in *H2.13 Handout 4 – Interviewing Dos and Don’ts*.