

TEMPLATE: INDIVIDUAL IN-DEPTH INTERVIEW SCENARIO

The interview conducted with _____

I. Introduction - information on the purpose of the research, duration of the interview, recording method, and the use of the findings that are obtained

II. Preliminary questions - e.g. regarding the role played in the project, tasks performed, experience related to the implementation of similar projects.

III. Main questions - regarding the implementation of the project, e.g. project management, recruitment process, competencies of the project staff, the relevance of the actions taken to the needs of the beneficiaries, the number of hours and the form of the activities carried out, difficulties encountered, missing elements / resources, project modifications, promotional activities.

IV. Closing questions - regarding risks to the successful implementation of the project, evaluation of effects up to now, elements facilitating / hindering the implementation of the project, changes that could contribute to improving it.

V. Conclusions - summary, e.g. strengths / weaknesses of the actions / project being implemented, request for additional comments, recommendations formulated by interviewees.

