# CARE

# Rapid Gender Analysis on Power & Participation: Assessment Tools

**Key Informant Interview**

Civil Society Organizations & Registered Women’s Led /Rights Organizations

Leaders & Decision Makers

***Purpose:*** *To discover information about the respondent’s knowledge, opinions, beliefs and activities in relation to women’s leadership and participation in decision-making in the community.*

*Introduction:*

1. Thank the participant(s) for taking the time to meet and speak with you
2. Explain the objectives and expectations of the interview
3. Outline the amount of time interview will take (20-30 mins)
4. Obtain the informant’s consent (written or verbal) to take part in the discussion and to document the interview and/or take pictures
5. Explain that this discussion is confidential and no identifiable personal information will be taken
6. Clarify expectations on the result of participation, and & there are no goods or services in return
7. At the end of the discussion, thank the participant & see if they have any questions and re confirm participants informed consent based on the information they have given.

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| **Location** |  |
| **Name of note taker** |  |
| **Date** |  |
| **Translation for interview (Y/N)** |  |
| **Person’s role in organization or role in community** |  |
| **Organization name** |  |
| **Gender and age of person sharing story & other characteristics if relevant (religion, etc.)** |  |

**Discussion Questions**

1. We would like to ask you about women’s and men’s access to and participation in public decision-making in the community. **What are the main decision-making bodies (groups, orgs, departments) /spaces that have influence over women’s access to rights, services and resources in the community?**

1a Who are the members of these decision-making bodies (characteristics like gender, age, education level other factors) and how are they selected? Who makes the decisions? Are women part of these groups? And what influence do they have in these spaces?

1. What barriers to women face in participating in decision-making spaces? Are there different barriers for different types of women (age, disability education level, religion, etc)? What might increase their ability to participate & influence public decision-making?
2. Are there women-led or women’s rights organisations active in the communities? Please share names of organizations. Can you tell us more about these e.g. what they do, do they have influence in the community and in what way?
3. We would like to ask you about protection concerns and risks.Could women’s leadership and participation activities increase tensions within or between communities or between individuals (household/men and women in community)? What should we do to manage or mitigate these risks?