

Appendix D:

Interviews with USAID and Foreign Service Staff

**Interview Protocol for U. S. Department of State and
U.S. Agency for International Development (USAID) Staff Members**

Name of Interviewee: _____
Division: _____
Date: _____
Interviewer: _____

[INTERVIEWER NOTE: THE MAIN PURPOSE OF THESE INTERVIEWS IS TO DETERMINE WHAT OTHER FEDERAL PROGRAMS ARE FOCUSING ON THE SAME ISSUES THAT OCFT DOES. IT IS IMPORTANT TO FIND OUT WHERE THEY OVERLAP AND HOW THEY ARE UNIQUE. MANY OF THOSE TO BE INTERVIEWED ARE NOT FAMILIAR WITH THE WORK ON THE GROUND.]

Introduction and reason for the interview. Hello, my name is [Name of Interviewer] and I work for [Westat/Georgetown University]. We are conducting an evaluation of OCFT's child labor technical cooperation program. This is not an evaluation of your individual project, but an evaluation of the entire program.

This interview is one of the data collection activities that will inform and support the evaluation. Additional data collection activities include six site visits to OCFT child labor projects, and an email survey of current projects.

How the information will be used. The information you provide us will be combined with information from the other sources and will be used to enhance existing child labor projects and help in the design of new ones.

Estimate of average burden. We estimate that it will take you approximately 1 hour to respond to the questions.

Participation is voluntary. Participation in this interview is voluntary and you are not required to respond to the interview. You may skip any question.

Confidentiality: The information you provide during the interview will be kept confidential. The information will only be seen by the researchers involved in collecting and analyzing the data. The information obtained from this interview will be combined with information gathered by the other data collection activities associated with the evaluation. Your name will not be associated with any information included in reports of this research.

A. Background Information

1. Please describe briefly your general duties and your familiarity with DOL's international child labor technical cooperation program.

B. Program Design and Purpose

1. Is your agency supporting activities to eliminate exploitive child labor? If so, can you please elaborate? How are they similar and in what way do they differ? (please feel free to re-word these questions, but the main point is to find out what the interviewee knows about his/her agencies' programs and to gain his/her perspective on how the programs may be similar or differ)
2. Are you aware of other federal government programs supporting activities similar to those supported by OCFT? In what way are they similar and in what way are they different?

C. Strategic Planning

1. Is there any cross-agency/cross-department coordination (or information sharing, joint funding) about programs being funded or approaches being taken? What is the mechanism for that coordination? Does that coordination differ on the basis of which Tier that country is assigned? Are there instances where grants are provided to the same country (if not the same grantee) on child labor issues by both DOL and State? What are the protocols for working together to ensure efforts are complementary?
2. How would you describe the similarities and differences between the programs sponsored by the two agencies?
3. From your perspective, what types of NGOs should DOL projects be encouraged to partner (or collaborate) with? Would projects funded by your agency work with different NGOs?
4. Are there instances where grants are provided to the same country (if not the same grantee) on child labor issues by both DOL and State? What are the protocols for working together to ensure efforts are complementary?

D. Program Management

1. How do Foreign Service Officers work with DOL during the project planning stage? How about once projects are implemented?
2. In what ways can (or do) the embassy staff help support DOL efforts within country? Please provide examples.

E. Program Results

1. What types of NGOs should projects be encouraged to partner (or collaborate) with?
2. From your perspective, what are the largest or most typical obstacles faced by these programs? Do you have any examples of methods an individual country has taken to overcome these obstacles?

Please provide an example of a program success that you feel typifies OCFT program accomplishments. (Probe for whether this was an intended or unintended success, what was the environment in which this was achieved, has it been sustained.)

Interview Guide for U.S. Foreign Service Staff

Name of Interviewee: _____
Division: _____
Date: _____
Interviewer: _____

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Participation is voluntary. Participation in this interview is voluntary and you are not required to respond to the interview. You may skip any question.

Confidentiality: The information you provide during the interview will be kept confidential. The information will only be seen by the researchers involved in collecting and analyzing the data. The information obtained from this interview will be combined with information gathered by the other data collection activities associated with the evaluation. Your name will not be associated with any information included in reports of this research.

A. Background

1. What are your roles and responsibilities in your current position in the embassy?
2. How long have you worked in the embassy (in the specific country person is assigned to at the time of the interview?)
3. What is your experience with child labor? (Probe for current and past experience.)

B. Program Purpose and Design

1. When did people in <COUNTRY NAME> begin addressing the problem of child labor? What would you say is the most common form of child labor in the area? Has this changed in recent years? If so—how, since when? (*Probe on which groups/industries are perpetrators and whether this has changed*) Do you think the problem has grown more or less serious in the past several years? Why?
2. If there are programs sponsored by the State Department in your country, how would you describe the similarities and differences between the child labor and trafficking programs and other programs in the area sponsored by the two agencies?
3. What do people in this community seem most concerned about?
 - The sheer magnitude of the problem or recent increases?
 - The lack of alternatives to child labor?
 - Lack of data or MIS capability to track the problem?
 - Lack of supports or resources?
 - Lack of enforcement?

C. Program Management

1. What is your role in working with DOL and organizations that receive DOL funding on child labor? (*Interviewers: Please tailor question to location of site visit.*)
2. From your perspective, what are the largest or most typical obstacles faced by these programs? Do you have any examples of methods used in <COUNTRY NAME> to overcome these obstacles?

D. Strategic Planning

1. What NGOs should grantees be encouraged to partner (or collaborate) with in <COUNTY NAME>? Are there groups that get excluded when addressing child labor?
2. How would you describe the position of the national, regional, and local governments in addressing child labor? Have these positions changed in the last several years? In what way? What factors have influenced those changes?

E. Program Results

1. Please provide an example of a program success that you feel typifies OCFT program accomplishments. (*Probe for whether this was an intended or unintended success, what was the environment in which this was achieved, has it been sustained.*)
2. From your perspective, what has been the impact of the OCFT project(s) in your [county, region, location]? (*Interviewers: Please tailor question to location of the site visit.*)
3. What are the project(s)' top three best practices so far?

4. What additional project results have you observed? (Probe for increased awareness.)
5. What do you believe is the overall impact of the DOL-funded project?