TOOL: KII WITH MENTORS (PROFESSIONAL/CULTURAL/IMPACT COACH)

EVALUATION OF THE DOS TECHWOMEN PROGRAM-SI

CONSENT FORM FOR KEY INFORMANT INTERVIEW

Hello. We, the evaluation team, are writing on behalf of Social Impact, an independent evaluator, conducting an evaluation of the TechWomen program, funded by the U.S. Department of State (DoS) and implemented by the Institute of International Education (IIE). The information we collect will provide DoS with evidence about the strength and sustainability of professional networks created by the TechWomen program in order to inform the design and implementation of the program for future cohorts.

Social Impact has been contracted by DoS to conduct an independent evaluation of this project. We are not affiliated with and do not represent either DoS, IIE or TechWomen.

You have been invited to participate in an interview, lasting no more than one hour, to discuss the impact of the TechWomen program. You were selected given your involvement with the program or its alumnae.

Your participation in this study is completely voluntary, and you are under no obligation to participate. You may stop the interview at any time for any reason, or can decline to answer any of our questions, without penalty. There are no direct benefits or risks to participating, other than the time you could spend doing other things.

The information you share with us will be aggregated and analyzed along with information shared by others and will be presented in a report in consolidated format. The report will eventually be made public on DoS's website but no individual names or information that could identify you will be provided in the report. Anonymized transcripts will be provided to DoS, but will not be made public.

With your permission, we would like to record this interview strictly for note-taking purposes and making sure that they have captured the interview notes accurately. Only the evaluation team members will have access to it. After the notetaking and analysis is complete, the evaluation team will delete the recording. If you would not like to be recorded, we can proceed with the interview without the recorder.

If you have any questions or concerns about your rights as a participant, you may contact the Social Impact Institutional Review Board at irb@socialimpact.com or +1 703 465 1884. You may also save a copy of this form if you would like.

Please check the appropriate box below:

Do you agree to participate in this study? [ ] Yes   [ ] No

Agreed to recording? [ ] Yes   [ ] No

Please sign and date below:

_____   _____

Signature   Date

#	Question	Probes	EQ
	Circle one: Professional or Cultural or Impact Coach		B
1.	**Tell me about your experience as a Mentor with the TechWomen program.**	When did you first get involved? How many women have you mentored? (If mentored for several years), what keeps bringing you back to the program? Cultural Mentors and Impact Coaches: How many cohorts have you mentored? Cultural Mentors: Is there an interest group that you usually focus on (outdoors, professional enrichment, arts and culture, or culinary excursions)?	B
2.	**Have you ever been a co-mentor? (Professional Mentors)**	If yes, what works well about this model compared to one-on-one mentorships? What are some of the drawbacks?	P
3.	**To what extent have you maintained relationships with past Emerging Leaders (ELs)?**	How would you describe these relationships (Mostly personal? Some professional conversations but not in-depth? Exchange of professional information/advice?) About how often are you in touch? Through what medium (i.e. emails, WhatsApp, etc)?	3
4.	**What factors contributed to maintaining these relationships?**	When you intended on maintaining relationships but have not, what factors contributed to their dissolution?	3
5.	**What benefits have you or past ELs realized from these relationships, if any?**	Have you continued your role as a mentor (informally)? Has your relationship with past EL changed? If yes, how?	3
6.	**Have these relationships with past ELs led to any new or continued collaborations? (Professional Mentors)**	If yes, tell me more about these collaborations. What are you working on?	3
7.	**What, if anything, could be improved regarding the TechWomen program to better foster relationships between Mentors and ELs?**	Do you feel you and your mentees have been well matched, in terms of area of interest or otherwise? Is it difficult to find the time to continue the relationship after the program? What, if anything, do you think is working well to establish and maintain these relationships? What, if anything, could make these relationships stronger or more beneficial?	3
8.	**What role, if any, do you think the TechWomen networking activities play in establishing, maintaining or strengthening these relationships?**	Do the networking activities prepare ELs with the necessary networking skills? What aspects of these activities/training work well, and what could be improved?	3
9.	**To what extent have you maintained relationships with other Mentors or**	How would you describe these relationships (Mostly personal? Some professional conversations but not in-depth? Exchange of	P

	Coaches?	professional information/advice?) About how often are you in touch?	
10.	**Have these relationships with other mentors led to any new or continued collaborations? (Professional Mentors)**	If yes, tell me more about these collaborations. (Optional due to sensitivity: What are you working on?) If no, have you or the other mentors realized any other benefits from these relationships?	P
11.	**Regarding [company name they work for], have any connections been established between your company and any of the ELs' organizations? (Professional Mentors)**	If yes, tell me more about these connections. Are they formal or informal? Is there any support provided, monetary or otherwise?	3
12.	[*For Mentors who joined delegation trips*] **Tell me about the delegation trip to [country] in [year].**	What activities did you participate in? What, if anything, do you feel you learned on this trip? About the country and culture? Best practices in your field of work? Do you think the host communities benefitted, and if yes, how so?	3
13.	[*For Mentors who joined delegation trips*] **Did this trip have an effect on your connection to TechWomen Alumnae in [country]?**	If you had pre-existing connections, were they made stronger? Did you form new connections or collaborations as a result of the trip?	3
14.	[*For Mentors who joined delegation trips*] **What factors contributed to forming and maintaining these connections?**	When you intended on maintaining connections but have not, what factors contributed to their dissolution? What benefits have you realized from forming these relationships, if any?	3
15.	**Cultural Mentors: To what extent do you think the cultural activities contribute to ELs' external network development (i.e. networks outside participants in the TechWomen program)?** **Cultural Mentors: To what extent do you think the cultural activities contribute to network development between participating ELs?**		
16.	**Impact Coaches: To what extent do you think the action planning process contributes to ELs' external network development (i.e. networks outside participants in the TechWomen program)?** **Impact Coaches: To what extent do you think the action planning process contributes to network development between**		

	participating ELs?		
17.	**Have there been any other impacts in your place of employment or personally as a result of your TechWomen experience?**	For example, have you encouraged management changes or introduced new technologies in your place of employment? Or, have you mentored other women outside of the program? Any impact on your skills, perhaps through learning from the other mentors?	C