

## Key Informant Interview Questionnaire Template

- Name and location of the organization:
- What they do:
- Potential role they can play:
- Interviewee, Role:
- Interviewer:
- Date:

*Start with a brief introduction to the program “elevator pitch” and reinforce the primary objective of the call/meeting: 1. Introduction - the value/service we hope to add; 2. To learn - from them, given their local insights, to ensure the Challenge Design is grounded in local stakeholder needs and interests; and devised to support and harness abilities of actors like them; and, 3. Assess if and how they’d want to stay engaged and contribute over the discovery, design, and implementation phases, e.g. take on one of more of these roles:*

- *Key informant: knowledge-sharing through these one-on-one consultations and system sensing and future discovery workshops*
- *Champion the Challenge Competition: open their networks, inviting others to engage/participate through KIs/workshops.*
- *Applicant: once the ‘Call for innovation’ is open*
- *Serve as a resource, mentor, investors, judge, advisor or partners for other attendees/applicants.*

### Questions

*Interviewer to choose the most relevant 5-10 questions based on the interviewee and time provided.*

We want to strengthen the innovation ecosystem in [location]. In the following questions we will be exploring dynamics around the innovation ecosystem’s ability to support innovation for community resilience. Your answers will help us design a program that will better support actors like you that play a role in the innovation for resilience ecosystem.

- I. What hinders the innovation ecosystems (or its actors’) ability to support, catalyze or scale innovators/innovations for [Problem or Sector] // What are the biggest barriers to actors supporting, catalyzing or scaling innovation in this space? // If you/your organization are a part of this ecosystem, what’s making your work difficult? **(hurting forces)**

*Dive deeper on one or two individual factors to look both upstream and downstream from the factor: Why is [X] a major barrier?*

- i. What does this barrier lead to? Why?
  - ii. What other factors influence this barrier? Why?
  - iii. Which other organizations are most affected by this barrier?
  - iv. What opportunities do you see to reduce the negative impacts of this barrier?
2. What are the biggest enablers to actors supporting, catalyzing or scaling innovation for community response & resilience to disasters in [location]? // If you/your organization are a part of this ecosystem, what’s making your work easy? **(helping forces)**

*Dive deeper on one or two individual factors to look both upstream and downstream from the factor: Why is [X] a major helping force? //Why is [X] needed?*

- i. What does [X] lead to? // How is [X] helping you?
  - ii. What other factors influence [X]? Why?
  - iii. Which other organizations are most incentivized by this factor?
  - iv. What can be done to increase or amplify the positive impacts of this factor?
3. Are you or your organization directly or indirectly supporting innovation in this space? If not, would you like to be directly or indirectly supporting innovation in this space?
- a. In what ways are you directly or indirectly supporting innovation? // In what ways would you like to be directly or indirectly supporting innovation?
  - b. Who are you collaborating with and how? //Who would you like to be collaborating with and how?
  - c. What is the business case for your support for innovators that are addressing disaster response and community resilience?

What is going on and who is out there already?

4. What are the **existing initiatives** supporting/strengthening the innovation ecosystem in [location]?
5. What **support structures** do innovators/innovation need that are not being provided (or not adequately provided) by the innovation ecosystem currently?
6. Who are the **other organizations** we should connect with: Anyone you'd recommend we speak to next; and, would you be willing to introduce us– connecting us via email/whatsapp or any medium you'd prefer? (both private and public sector - to help us align the program with national priorities)
7. What might **motivate and incentivize** innovators to participate in our program? E.g. attend upcoming workshops to build shared understanding of key challenges and opportunities; and/or apply to our “call for ecosystem solutions”

*Inform/reinforce what the program is able to offer during the Challenge Competition and to assess if that resonates; and what might need to be adjusted*

Also, beyond the funding, what aspects and type of technical assistance or networking, might be of most-interest to you and other interested innovation system stakeholders?

8. As **next steps**/closing:  
*Include any information inviting this informant to participate in upcoming events or any data collection needed for MEL purposes*

*We recommend organizing your information and outputs from these interviews within our “Template to Gather Insights on the Innovation Ecosystem.” This will prime your next steps in sensing the system.*