

## ANNEX D2: Most Significant Change interviews - Interview format

While conducting interviews and trying to gather information of the Most Significant Change, make sure to follow the following guidelines:

1. Explain clearly to the stakeholder the area of change under review, e.g. the evaluation of PPD in a locality.

2. Explain clearly the period under investigation. This should preferably be more than a year, to give time for consequences of change to have emerged.

3. Ask a few open questions. Examples include:

- Since the start-up of PPD in your locality/region/country, what, in your opinion, has been the most important change (positive or negative) in relation to the interaction/co-operation between public, private and civil organizations? Please give only one example.
- What, in your opinion, has been the most important change in the social-economic situation of your family/enterprise/organization during the past year(s)? Please give only one example
- What, in your opinion, has been the most important change in strategies and activities of your organization since you participated in the PPD? Please give only one example

Examples given by the respondent do not need to be directly related to the PPD.

4. Ask follow-up questions on each example, as appropriate. For instance:

- What happened?
- Who was involved?
- Where did it happen?
- When did it happen?
- How did it happen?
- Why is this example you give more important than others?
- Who should know about this change?
- Should something happen to follow up on this change, and if so, what should happen and who should be involved?

5. Ask for proof or references that can be consulted to verify the change described by the participation, if appropriate.

6. Give your own assessment of the importance and coherence of the change described, and give an order of priority to the examples for further use in the evaluation process.