

RESEARCH/INTERVIEW GUIDE

The report preparation process should include desk-top analysis, interviews, on-site assessments, and review of relevant media coverage. Researchers should consult with their local advisory group on which studies and reports should be reviewed and which persons and organizations should be interviewed for the report.

Desk-top analysis: Library research, which includes all relevant country studies conducted by the government, national NGOs, community organizations, academic institutions, health associations, etc., as well as by international organizations such as the World Health Organization, United Nations and international NGOs. The researcher should consult with government officials and the staff of principal NGOs and donors organizations to obtain all available reports and assessments on the national HIV/AIDS program.

PHW will provide a bibliography of library research that we have conducted in US-based libraries, and highlight articles and studies that might be of particular relevance/interest to the researchers. PHW will also assist researchers as much as possible in locating and providing copies of specific reports, studies, newspaper and journal articles, and other resources.

All direct references to specific articles or studies in the report must be cited. If a source provides background information but is not directly referred to in the report, it should be included in the bibliography section of the report.

Interviews: Researchers should conduct interviews and on-site assessments to complement desk-top research. Interviews can be with a focus group or one-on-one with a key informant. A focus group (group of individuals who share a common experience or come from similar backgrounds, e.g. injecting drug users, migrant workers, sex workers, etc.) may allow the researcher to identify and explore individual and shared beliefs, perceptions, experiences or attitudes, and can be useful for producing a lot of information quickly. On the other hand, group settings may not allow for individual expression and it may be difficult to guarantee confidentiality. A focus group interview should be well facilitated to ensure even participation and to avoid unexpected diversions and conflicts.

Interviews with key informants assume that the interviewees have some knowledge or experience the researcher wants to explore. Once individuals and organizations to interview have been identified and the interview list prioritized, preparing for interviews by identifying appropriate topics, deciding on the level of detail, and drafting and ordering the questions will help the researcher get the most out of them. Before the interview begins, interviewers should identify themselves and explain clearly the nature of interview and how the information will be used. Interviewers must respect the individual's right to privacy and dignity, and remember not to express their own beliefs and opinions during the interview.

PLEASE NOTE: Complete footnoting and bibliographic references for articles, reports, studies, interviews, media sources, and any other sources consulted by the researcher must be provided (see "Guidelines for Researchers").

Possible interviewees include government officials involved with the national HIV/AIDS program; doctors and nurses; community health workers; private health care providers; organizations of people living with HIV/AIDS (PLWHA); PLWHA and families of PLWHA; journalists covering health issues and other media representatives; staff of international organizations working in the country (particularly the in-country UNAIDS program officer); representatives of pharmaceutical companies and large companies with special employee healthcare programs; staff of NGOs (including domestic NGOs, international NGOs, faith-based organizations, service-delivery organizations, advocacy organizations) working on HIV/AIDS; and persons who are otherwise involved in, or affected by, HIV/AIDS policy implementation. Interviewing more than one source to confirm information or to show divergence of perspectives will add credibility to the final report. **As an appendix to the report, please attach a list of persons interviewed.**

Special efforts should be made to speak with personnel at government HIV/AIDS treatment centers, hospitals and private clinics at the regional and local level, in addition to health facilities in the capital.

Wherever possible, please provide detailed testimony from interviews – particularly to indicate the perspective/point of view/experience of PLWHA and those seeking to access HIV/AIDS prevention, treatment and care services – to support general statements and assessments in the body of the report. Recording the interview may help to get accurate first-person accounts and safeguard against misrepresentation. All direct quotes must be cited. Please provide the interviewee’s name (**only if they agree to be quoted**), their function/title, the place and the date.

Media Coverage: Researchers should draw upon media coverage (newspaper, radio and TV) and include references to public discussion and debate around HIV/AIDS and related issues whenever possible to ensure that the full range of perspectives on governmental efforts to prevent and provide treatment for HIV/AIDS is reflected in the report. PHW staff will forward any relevant articles to researchers during the report preparation process.

Civil Society Participation: Wherever possible, researchers should assess the quality and impact of civil society organizations’ involvement in designing, implementing, and evaluating national HIV/AIDS policies, drawing upon interviews with local and international NGOs, PLWHA organizations, academic researchers, health care providers, etc.. Where participation of civil society organizations is low or ineffective, researchers should address the possible reasons for this (e.g. lack of capacity or lack of encouragement from the government).

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SUGGESTED RESOURCES BY REPORT SECTION

Below are some **suggested** sources of information for the different sections of the report. The reporter should modify/add to this list as appropriate.

1. Executive Summary

Not applicable (reporter analysis)

2. Background

2.1 Baseline statistics

Desktop research: official national statistics; reports published by UNAIDS, WHO, etc.; articles/ studies (with assistance of PHW staff)

Interviewees: government officials (to check accuracy of statistics); health care workers; UNAIDS program officer and other international officials; PLWHA organizations; advocates for rights of vulnerable populations

2.2 Political commitment

Desktop research: official government HIV/AIDS program (original and any revised/updated versions); national legislation on or related to HIV/AIDS; newspaper articles, government press releases; broader government development policies (if they exist); poverty reduction strategy paper (PRSP); Sector-wide approach to health (SWAP); government health sector policies and policy reviews

Interviewees: national, regional and local government officials responsible for the HIV/AIDS program; communications officers for HIV/AIDS program/health ministry; NGO representatives; journalists covering health issues; PLWHA organizations

2.3 Public mobilization

Desktop research: newspaper articles/archives; public opinion surveys; independent academic/NGO studies of public attitudes (e.g. Demographic and Health Survey country surveys, available at: www.measuredhs.com)

Interviewees: doctors, nurses, and other health care practitioners; community health workers; organizations of PLWHA (and PLWHA and their families); domestic NGO representatives/employees.

3. National HIV/AIDS Policy

3.1 Policy administration and financing

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Desktop research: official government HIV/AIDS program (original and any revised/updated versions); government budget; health ministry budget; HIV/AIDS program budget; financial reports detailing annual expenditures; official government report to UNAIDS; government guidelines on national program implementation (if any exist)

Interviewees: national, regional and local government officials responsible for the HIV/AIDS program; government officials from other ministries (e.g. finance; foreign affairs); domestic NGOs engaged in service delivery and/or budget monitoring; private sector organizations involved in HIV/AIDS-related work; in-country reps of international NGOs/organizations, including the World Bank

3.2 Prevention

Desktop research: official government HIV/AIDS program and program guidelines; official government monitoring and evaluation reports; international and domestic NGO monitoring reports; academic articles (with assistance from PHW); workplace policy manuals

Interviewees: national, regional and local government officials responsible for the HIV/AIDS program; TB program officials; doctors/nurses; community health workers; representatives of principal international donors; domestic and international NGOs engaged in prevention service delivery, research or advocacy; journalists covering health issues; members of vulnerable populations with high or increasing rates of HIV infection; PLWHA; employers of PLWHA

3.3. Treatment

Desktop research: official government HIV/AIDS program and program guidelines; national legislation related to HIV/AIDS; official government monitoring and evaluation reports; international and domestic NGO monitoring reports; academic articles (with assistance from PHW)

Interviewees: national, regional and local government officials responsible for the HIV/AIDS program; TB program officials; doctors/nurses; community health workers; police officers and other law enforcement officials; representatives of principal international donors; domestic and international NGO representatives working in provision of HIV/AIDS treatment services or in healthcare in general; PLWHA and representatives of organizations of PLWHA; PLWHA who are also members of vulnerable populations

3.4. Support and care

Desktop research: official government HIV/AIDS program and program guidelines; health ministry budget on health care personnel maintenance and training; official government monitoring and evaluation reports; international and domestic NGO monitoring reports; academic articles (with assistance from PHW)

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Interviewees: national, regional and local government officials responsible for the HIV/AIDS program; doctors/nurses; community health workers; informal sector care givers; PLWHA, families of PLWHA and representatives of organizations of PLWHA; members of communities affected by HIV/AIDS; domestic and international NGO representatives working in provision of HIV/AIDS support and care services

4. Monitoring and Evaluation

Desktop research: official government HIV/AIDS program; official government monitoring and evaluation reports; UNAIDS surveillance reports; official government report to UNAIDS; international and domestic NGO monitoring reports; academic articles (with assistance from PHW)

Interviewees: national, regional and local government officials responsible for the HIV/AIDS program; members of Global Fund CCM (if there is one); NGO reps serving on CCM; representatives of international NGOs based in the country; PLWHA and representatives of organizations of PLWHA; members of vulnerable populations

5. Recommendations

Not applicable (reporter analysis)

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