

**Project Evaluation Series**

**Terminal evaluation of  
the project “Improving forest and  
protected area management in  
Trinidad and Tobago”**

**Project code: GCP/TRI/003/GFF  
GEF ID: 4750**

**Annex 3. Interview protocol**

## Introduction

- i. Thank interviewee for his/her time
- ii. Present team members
- iii. Present goal of evaluation
- iv. Explain principles of interviews (informed, voluntary, can be stopped at any time) and information management (transparent, confidential, normally anonymous – if not specific permission will be asked)
- v. Explain modality of interview (open conversation around guiding questions, time, language, please ask if anything is unclear)
- vi. Ask for consent to participate and to record interview

## Background

Name, organization and any introductory comment the person wishes to make before starting:

Criteria/questions	Response
<b>Introduction</b>	
<ul style="list-style-type: none"> <li>• What is your position? Since when do you have this position?</li> <li>• How is your position linked to the project?</li> <li>• What is the history of your relationship with the project? (What happened, who invited you, how did it start?)</li> </ul>	
<b>Effectiveness</b>	
<ul style="list-style-type: none"> <li>• How successful has the project been in generating its products, in quantity, quality and opportunity?</li> <li>• What did you think was the most positive achievement of the project so far?</li> <li>• Do you think the project is on track to achieve its objectives? Yes? No? In what sense? Why?</li> <li>• Is the project generating quality products? Which? How? Why?</li> <li>• What have you learned? (i.e. was the training effective?)</li> <li>• Are there benefits for the forests? The communities? Which?</li> </ul>	
<ul style="list-style-type: none"> <li>• What were the factors that caused problems for project implementation? (lack of information, resources, transparency, technical assistance, social context, public order, etc.)</li> </ul>	
<b>Relevance</b>	
<ul style="list-style-type: none"> <li>• How was the project designed? Who contributed ideas?</li> <li>• Does the project focus on the most important things for the conservation and sustainable development of forests/protected areas?</li> <li>• Does the project do what the local communities want?</li> <li>• Is the project aligned with state /local government/community policies, plans and strategies? Which one? How was the process?</li> </ul>	
<ul style="list-style-type: none"> <li>• How was the alignment/correspondence to the priority lines of FAO and GEF decided?</li> </ul>	
<ul style="list-style-type: none"> <li>• What has changed in the current context of the project? What did the project have to do in response to it? Has it done it?</li> </ul>	
<b>Efficiency</b>	
<ul style="list-style-type: none"> <li>• Do you think the project is well managed or not? Why? (management, supervision, enforcement agencies, technical staff, local processes, inclusion of actors, etc.)</li> </ul>	
<ul style="list-style-type: none"> <li>• Is the project running on its proposed timeline? What is missing? Why?</li> </ul>	
<ul style="list-style-type: none"> <li>• Do the governance committees meet frequently? Are adequate decisions made? Do they get to be implemented?</li> </ul>	

Criteria/questions	Response
<b>Other factors</b>	
• Do you know of other projects in the same field (current or past) with whom the project is collaborating or should collaborate? How?	
• Do you think that the way of managing/supervising the project by the other agencies (FAO, Ministries) was good? Are there points for improvement? Which?	
• How does the administrative system work? What problems/challenges do you identify? What are the success factors?	
• What is the status of co-financing? What changed?	
• Monitoring and reporting: who does it, how is it done, who controls it?	
<b>Participation and gender</b>	
• Do the people/groups that should participate with the project actually participate?	
• Does everyone participate equally? (locals vs. outsiders; technicians vs locals, men vs women, youth, etc.)	
• How are decisions made? Do they listen to you?	
• Have you participated directly with activities, workshops, etc.? How would you rate these activities? Were they good or did they do things that made no sense?	
• Have you seen the results of the project? Reports?	
• In general, is the project well known? Do you have access to everything you need to know about the project? Do you know what the project does in other areas? On other topics?	
• Is there a greater participation of women in project activities than with other projects?	
• Has there been a change in the perception, participation or action of women compared to the previous moment of or with other projects? Why did this happen/did this not happen? (also income, food security, adoption of practices)	
• Are there examples of how the project has improved the position of women in decision-making? Access to funds? Inclusion in local policies?	
<b>Sustainability</b>	
• Is the project well included in the daily practice of your institution/community? How do you think this would go on without external support? What would it take to continue?	
<b>Lessons learned</b>	
• If you could start again with the project, what would change? What would you do exactly the same?	
• What did you learn from this project that can be applied in other projects or initiatives?	

## Finalizing:

- i. Do you want to come back to anything we have discussed? Emphasize?
- ii. Do you want to mention any issue we did not cover during this interview?
- iii. Do you have any documentation/information that sustains your responses?
- iv. Can you recommend reviewing specific documents or other information sources?
- v. Can you recommend speaking to any person in particular for follow-up?

Thanks for your collaboration; exchange contact details.