

- mandate and objectives
- activities and priorities
- organization and resources
- outputs
- perceived effects
- existing evaluation mechanisms.*

Interviews with responsible managers will be conducted at three levels: Deputy or Assistant Under Secretary; Director General; and Director. At this time, it is unlikely that we will have to interview other program staff. A common, semi-structured interview guide will be employed in each case although not all questions will be asked of all individuals; judgement will dictate the appropriate emphasis. Furthermore, questions of clarification and resolution, and questions pertaining to additional issues or concerns will almost certainly arise during discussion.

Three different purposes can and must be served during these interviews. First, sufficient information must be obtained to complete a program component description and evaluability profile. Second, an attempt must be made to obtain the cooperation (and assistance) of the responsible manager in conducting the actual evaluation. Finally, his/her assistance should be solicited in identifying the

*It is to be expected that in many cases the available documentation will be inadequate.