Annex 4: Data collection tools

Suggested Questions for Key Informant and Structured Interviews

Targets:

- UNDP Programme team

- Donors

- Implementing partners

- Key stakeholders: (MoL, MoH, MoE, MoPW, MoEHE, Palestinian Land Authority, MoA), and municipalities.
- Key job creation providers: UNRWA JCP, CWG, World Bank JCP

- Programme donors

Note: Skip items not relevant to the particular target interview.

Identifying information:

Name (s)	
Organization	
Title/position(s)	
Gender	
Location of interview	

	Relevance
1.1	- What are the linkages with: The national Development priorities? and the SDGs? - Explain how and which aspects are covered for each strategy?
1.2	- What are the selection criteria of programme beneficiaries? Please explain? - Did the programme respond to the real needs and priorities of the beneficiaries/Palestinian citizens?
1.3	- How you assess the programme in terms of response to cover the needs of your organization and the sector at large through job creation component? Explain
1.4	- What are the main problems facing youth for decent job opportunities? How programme will response to these needs and priorities? Explain

Coherence: Complementary and coordination with other programmes	
2.1	- During the design phase of the programme, has been involvement of other job creation programmes to share experience and lessons learned? Please specify which, and how these lessons learned were integrated into UNDP programme.?
2.2	- Is UNDP intervention complementing other actions? How you assess complementariness between UNDP programme and other projects in same context? Please explain how and with which actor/s? *Note: Complementariness are here understood as able to be linked and/or combined with other interventions within the same development challenge in such a way that the two different interventions are able to enhance or contribute to the result of each other.* - What measure you take to avoid duplication of efforts or service provided by other actors? - What is the added value of the UNDP programme? Please explain?
Achieving results	
3..3	- Have you participated in the identification and implementation of the programme interventions? Please explain how? - *How do assess the programme effectiveness in addressing needs and priorities in the response to the COVID-19 pandemic? What are the gaps this programme has filled in provision of basic services?*
4.1	- From your point of view, which areas the programme have the greatest achievements so far? please explain? - *From you point of view, are the programme's objectives, practical, and feasible within its frame in Gaza Strip context?*
5.1	- From your point of view, which areas does the programme have the fewest achievements? What measures you suggest to overcome this? Please explain?
Programme approach and management	
6.1	- Did you participate with UNDP team in the planning / implementation of programme interventions? Please explain - *How do you assess UNDP's support during the implementations of programme activities? How this contributing towards achievement of the programme's objectives?*
6.4	- Do you feel your participation has positively influenced the programme to achieve its results? - *How do you assess the UNDP partnership strategy with you as appropriate and effective to achieve the objectives of the programme?*

	- *How you select the implementing partners as most relevant to achieve the objectives of the programme? What are the selection criteria?*
7.1	- How you assess the performance of beneficiaries during the job creation period? What was the value added for your organization? Please explain? - Would you provide preference to employ the beneficiaries after completion the programme? Please explain - *What are the main challenges to link short-term temporary employments (track A) with savings generation, skill building, and business development (track B) to have greater access to decent productive jobs? How to overcome these challenges? Please explain*
	Efficiency
8.1	- How you assess the progress of the programme to date? Are there any challenges/obstacles during the implementation of activities in the programme? Specify which activities and why? What measure have you taken to response to these challenges? - From your point of view, how you assess the structure and performance of the programme management team to provide necessary expertise and efforts to achieve programme objectives?
9	- How you monitor the programme interventions? How frequently you apply the M&E to monitor and evaluate the progress of the programme and ensure efficient management?
Impact	
10	- Is the programme contributed to improve the socioeconomic conditions of the target beneficiaries? Please explain how?
11	- Are there any unintended (positive or negative) effects on recipients and non-recipients of job creation opportunity? Please explain
Sustainability	
12	- Have your organization improved capacity to lead and implement job creation interventions? Please specify in which areas were your organization improved capacity? - What are the main areas for improvement to enhance your capacity to deliver future job creation interventions? Please explain
13	- What is the UNDP approach to obtain stakeholders support and commitments for the programme long term objective for decent employment? -

	- Are your organization ready and committed to support implementation of the programme interventions at short and long term? please explain *Note: Support is understood as stakeholders' commitment to host the targeted beneficiaries and provide needed resources and infrastructure for them during the job creation period* - What do you think your organization can do in the future to support the programme to achieve programme objectives?
Cross cutting issues	
14.1	- Are gender equity tools and implementation practices are clear and well-integrated in the programme. - *How the programme addressed gender equity and the empowerment of women in the design, implementation and monitoring in the various activities of the programme? please explain*
14.2	- From your point of view, to what extent women improved capacity as men to work in the sector at high quality according to the job requirements.
15.1	- How inclusion of PwDs was addressed in the design and implementation of programme interventions? Please explain - How you assess the inclusion and integration of PwDs are addressed in the programme? How you assess the support they receive during the programme?
15.2	- Are you ready to employ PwDs in the targeted sectors if the meet the job requirements? Please explain
16.1	- How the environmental issues were addressed in the design and implementation of the programme interventions? please explain?

Focus Group Discussion (FGD) protocol - Beneficiaries

Evaluation Team Note: the FGDs seek to qualitative data and context that will help us better understand, interpret and situate the data from the large survey instrument. Illustrative quotes and differing viewpoints may be particularly valuable. Time may not permit addressing all prompts at each FGD.

Ground Rules: First, here are a few "ground rules" to help us enjoy a productive discussion:

- Only one person should speak at a time;

- Please no side conversations with those sitting near you;

- Let's avoid having one or two people dominate the conversation; and

- Be sure to hear from everyone; we want to hear as many different voices, stories and perspectives as possible.

Opening Prompt: (optional, as a way of encouraging discussion): To get started, we will go around the room asking everyone to briefly respond to the following question:

o   What one key fact should we know about your experience during the job creation programme that is important in understanding the challenges facing people in finding employment?

Group No.	
Target Group	
Date of Focus Group	
Place/geographical location	
Number of participants	

1. If any of you felt you received additional support beyond the job creation, how useful did you feel this was for you to achieve your goals?

2. How optimistic are you about being able to keep your new quality of life? If not optimistic, why?

3. Can you please elaborate how the programme have/ have not help you achieving new knowledge and skills?

4. Can you please elaborate what kind of challenges you have faced during your employment under the programme?

5. If you have been exposed to threats or pressure to spend the money earned in an undesirable way for you, can you please elaborate on these threats or pressure?

6. In your point of view, have female beneficiaries faced specific challenges/ obstacles during the programme? And in case yes, can you please elaborate?

7. Can you please share in which ways you feel that your life has changed as a result of participating in this job creation programme? Both positive and negative factors.

8. In your point of view, what have been the positive and/or negative aspects of the support provided by your employer during your participation in the programme?

9. **9.** In your experience, are there any areas in which you would have liked to have additional advice and/ or support?

Concluding Statement: Thank you so much for participating in this focus group discussion. Your contributions have been quite helpful to our evaluation work.

E-Survey for Cash for Work Beneficiaries

	A. General Information
☐	1. Gender: 1. Male 2. Female
☐	2. Age: 1. Under 20 2. 20-29 3. 30-39 4. 40-49 5. 50-59 6. Over 60
☐	3. Competency Level: 1. Unskilled worker 2. Skilled worker 3. Skilled graduate 4. Professional skilled graduate
☐	4. Sector: 1. MoH 2. MoE 3. MoL 4. MoPW 5. MoA 6. Municipalities
☐	5. Governorate: 1. North Gaza 2. Gaza 3. Middle area 4. Khan Younis 5. Rafah
☐	6. Marital Status: 1. Married 2. Single 3. Engaged 4. Divorced 5. Widowed
☐	7. Are you with "special needs-disabled": 1. Yes 2. No
☐	8. The programme selection criteria and mechanism were clear: 1. Strongly Agree 2. Agree 3. Neutral 4. Disagree 5. Strongly disagree
☐	9. The programme selection criteria are fair: 1. Strongly Agree 2. Agree 3. Neutral 4. Disagree 5. Strongly disagree

	B. Work Experience
☐	1. How did you know about the Program? 1. Friends and relatives 2. Implementing partners 3. Local Government 4. Previous Beneficiaries 5. Advertisements Other
☐	2. Did you have any work opportunity before the programme? 1. Yes 2. No
☐	3. The job you were assigned matches your intellectual and physical abilities? 1. Strongly Agree 2. Agree 3. Neutral 4. Disagree 5. Strongly disagree
☐	4. The work conditions at the site/location where you worked are good and suitable for women and PwDs: 1. Strongly Agree 2. Agree 3. Neutral 4. Disagree 5. Strongly disagree
☐	5. The programme reflected your priorities and met your needs at least to some extent? 1. Strongly Agree 2. Agree 3. Neutral 4. Disagree 5. Strongly disagree
☐	6. You have received full support and giving clear instructions related to your work: 1. Strongly Agree 2. Agree 3. Neutral 4. Disagree 5. Strongly disagree
☐	7. You are better prepared to continue working and find job opportunities after the program: 1. Strongly Agree 2. Agree 3. Neutral 4. Disagree 5. Strongly disagree
☐	8. How do you evaluate the workload during the contracted period? 1. Low 2. Adequate 3. Overload
☐	9. The programme has been able to fill out certain gaps within the target sector? 1. Strongly Agree 2. Agree 3. Neutral 4. Disagree 5. Strongly disagree
☐	10. Did you receive training during work? 1. Yes 2. No
☐	11. If the answer was yes, was the training useful? 1. Yes 2. No

	C. Managing and Monitoring the Program
☐	1. **How did you receive payment?** 1. Bank Transfer 2. Cash 3. Check
☐	2. **Did you receive payment on time?** 1. Yes 2. No
☐	3. **Have you previously benefited from this programme or other CfW programmes in last 2 years?** 1. Yes 2. No
☐	4. **All forms and procedures related to the program were clarified by the programme team (contracts, advertisements, working sheets, checks)?** 1. Yes 2. No
☐	5. **Were you visited by programme staff/IPs during work?** 1. Yes 2. No
☐	6. **If the answer was *yes*, then how many times did they visit you?** 1. once 2. 2-3 times 3. 4 or more
☐	7. **Were programme staff able to answer your questions and concerns and provide you with the needed support during the visit?** 1. Yes, they provided detailed answers 2. No, they did not answer my questions
☐	8. **Are you aware of the compliance mechanism and procedures during the programme?** 1. Yes 2. No
	D. Impact on the lives of beneficiaries
☐	1. **The program helped me acquire a new knowledge and skills** 1. Strongly Agree 2. Agree 3. Neutral 4. Disagree 5. Strongly disagree
☐	2. **The program helped me find other job opportunities in the future** 1. Strongly Agree 2. Agree 3. Neutral 4. Disagree 5. Strongly disagree
☐	3. **The programme supported me to change my life quality to the better** 1. Strongly Agree 2. Agree 3. Neutral 4. Disagree 5. Strongly disagree
☐	4. **The programme helped me to change many aspects in my life beyond the assistance** 1. Strongly Agree 2. Agree 3. Neutral 4. Disagree 5. Strongly disagree
☐	5. **After your work contract is over, the positive effects will continue:** 1. Strongly Agree 2. Agree 3. Neutral 4. Disagree 5. Strongly disagree
☐	6. **The cash you received during the programme is/was sufficient to meet your's/your family's basic needs** 1. Strongly Agree 2. Agree 3. Neutral 4. Disagree 5. Strongly disagree
☐	7. **The duration of your contract was enough** 1. Strongly Agree 2. Agree 3. Neutral 4. Disagree 5. Strongly disagree
☐	8. **The program has significant positive effect on you and your family** 1. Strongly Agree 2. Agree 3. Neutral 4. Disagree 5. Strongly disagree
☐	9. **You have been exposed to threats or pressure to spend the money in an undesirable way** 1. Strongly Agree 2. Agree 3. Neutral 4. Disagree 5. Strongly disagree
	10. **If you were given the chance to provide three recommendations for the programme, what would they be?** **Text box:** 1) 2) 3)