



## CITY REGION FOOD SYSTEM TOOLKIT

Assessing and planning resilient and sustainable city region food systems

### Template: Stakeholder interview guide and profile sheet

<b>Brief description</b>	This document sets out some suggested questions for stakeholder interviews, and provides a template stakeholder profile sheet for collating responses. The profile sheet includes space for interviewee analysis of responses.
<b>Expected outcome</b>	The project team has in-depth information on selected stakeholders, which they can use to identify which stakeholders would be most helpful as members of the SAG (or for involvement in other groups later in the process).
<b>Expected output</b>	A set of stakeholder profile sheets
<b>Scale of application</b>	City region
<b>Expertise required</b>	Interview skills; analysis skills
<b>Examples of application</b>	
<b>Year of development</b>	2015
<b>Author(s)</b>	Marielle Dubbeling
<b>Relevant CRFS Handbook modules; related tools, examples and activities</b>	Define the CRFS module; Rapid scan module.

### Full description and justification

This document sets out 12 suggested questions for stakeholder interviews, and provides a template stakeholder profile sheet for collating responses. The profile sheet includes space for interviewee analysis of responses.

The questions allow the interviewer to obtain both key factual information and to give the interviewees the opportunity to share perceptions and views. The information will enable them to select stakeholders to invite to join the SAG, and provide a database for later identification of stakeholders and organizations to involve in other groups and tasks.



## Interview guide

Each interview should last between 30 and 45 minutes and is semi-structured, to obtain both key factual information and to give the interviewees the opportunity to share perceptions and views (questions 11 and 12).

Suggested questions:

- 1) What is the role, purpose or institutional mandate of the organisation?
- 2) What are the organizations' main policies?
- 3) What are the organization's resources?  
  
E.g. What is the annual budget, and how is it organised?  
How many staff are there?  
What other resources or assets could be made available to the CRFS project on an in-kind basis?
- 4) What expertise do you have / do other members of the organization have (that could be available for the CRFS project)?
- 5) What are the main target groups for the organization's interventions?
- 6) What are the main areas of intervention?
- 7) What past, on-going and planned projects are related to CRFS?
- 8) Which other stakeholders in the CRFS does the organisation have relationships with? What is the basis of those relationships (e.g. supplier, client, advisor/consultant, etc)?
- 9) What networks do you participate in?
- 10) What specific information or data do you or the organization hold on (specific aspects of) the CRFS?
- 11) What is your perception or view of the current functioning of the CRFS? What problems, bottlenecks, or vulnerabilities of the CRFS are you aware of?
- 12) What is your perception or view of current trends within the CRFS? In particular, to what extent is there desire to develop a more sustainable and resilient CRFS

The collected information is added to the stakeholder table which will result in a short *stakeholder profiles per organisation* (see below). Based on this information, the interviewer adds their own assessment of the organization's potential participation in the SAG, and any specific roles or contributions they might make to the project.





## Stakeholder profile table

Stakeholder organisation: .....

Representative name and position: .....

Contact details: .....

Prepared by: .....

On the basis of:

a) documents .....

b) interview with .....

Elements	Profile
Role, purpose or institutional mandate	
Main current policies	
Available resources (financial, human, in-kind)	
Expertise	
Main target groups	
Main areas of intervention	
Past, on-going and planned projects related to CRFS	
Main relations with other stakeholders	
Networks they participate in	
Information/data they hold on (specific aspect of) the CRFS	
Perceptions / views on current functioning and key vulnerabilities of the CRFS	
Perceptions / views on current trends and desired development for more sustainable and resilient CRFS	
<b>Own analysis</b>	
Observations on eventual participation in SAG	
Specific roles or contributions they can make to the project	
Other observations	

