Key Informant Interviews (KII) with:(a) Head of the National Research Center, (b) Head of the Extension Service, (c) Heads of Subject Matter Specialists at both institutions

I. **Goal and Mission of the institutions – similarities, differences, including mandates (geographical, and technical), targeted beneficiaries (eg. small scale farmers, large scale farmers, etc.)**

1.1. What is the goal of the institution?

1.2. Clientele Served (targeted): Please specify the primary group or groups that your organization serves (targets) and indicate the relative importance of each group. If more than one group, please indicate the approximate amount of time and effort (as a percentage) that your organization devotes to each group.

Client Groups	% of Time	Importance (1 not important and 5 very important)				
		1	2	3	4	5
Large commercial farmers						
Small/medium-scale commercial farmers						
Small-scale subsistence farmers						
Women farmers						
Young (adult) farmers						
Landless farmers						
Rural youth: Ages through years						
Rural women (nutrition, health, hygiene)						
Others						
Total	100%					

1.3. Primary source of funding for fiscal year 2015 (please indicate the approximately the percentage of funding received from each source)

Source	%
National government (MoA,..)	
State government (Department of agriculture)	
District level government	
Fee for service financing (cost recovery from farmers)	
Private sector financing	
Donor financing	
Other (specify)	
Total sources of funding	100%

1.4. Institutional linkages and partnerships (Please characterize your organization's linkages with the organizations listed below) – Check only one box for each type of institution

Institutions	Strength of Linkages				
	No Linkage	Weak	Moderate	Strong	Very Strong
Agricultural Research Organizations					
Agricultural Universities					
Agricultural Schools (Diploma level)					
Private Sector (input supply firms)					
Private Sector (markets and exporters)					
NGOS's involved in extension activities					
District or local government agencies					
Cooperatives/consumers organizations					
Banks and credit and financial institutions					
Other extension/advisory service providers					

1.5. Allocation of Time by Field Extension or Advisory Staff: In the following table, please indicate how the field extension staff utilize their time between three major categories.

Extension Activities	Percentage of Time Allocated to Activity
Extension Planning and Support Activities: including conducting needs assessment, program planning, preparing performance reports, in-service training, program evaluation and related activities	
Educational and Advisory Service Activities: including implementing educational programs, such as farm visits, conducting on-farm demonstrations, training courses, workshops, field days, etc.	
Non-educational Activities: including carrying out Non-educational activities such as regulatory work, data collection (e.g., agricultural census, crop forecasting), working on other government programs (e.g., subsidies, credit, input supply), and assisting local government	
TOTAL	**100%**

II. Organizational Structure – how is it set up, staffing, male/female, specializations/Departments, decision making processing, budget issues, linkage with MoA, etc.

2.1. Basic contact information for the organization/institution
- Name of the organization / institution………………………………………………………………………………….
- Year established……..
- Name and title of the Director…………………………………………………………………………………………..
- Postal address
  - P.O.Box. ………   Street name and number……..City……………………State/province………………Postal code………………….Country……………………
  - Telephone number…………………Fax number…………………..URL for the organization's/institution website (if available)…………………………………………………..E-mail……………….Address for contact person……………………………………..

2.2. Legal status of the Organization(check only one option)_____
1. Governmental or ministry-based extension organization
2. Public research institution with extension unit
3. Semi-autonomous governmental extension organization
4. University based
5. Nongovernmental organization (NGO)
6. Farmer based organization (FBO)
7. Private sector organization or firm

2.3. Primary management authority for this extension organization
1. National level
2. State / provincial level
3. District level
4. Sub district / community level
5. Other (please specify)………………………..

2.4. Organizational Structure (understand the decision making process)–*Please secure a copy of the organizational chart if possible.*

2.5. Human Resources

2.5.1. Number of professional and technical extension personnel for the last 5 years

	Senior management staff		Subject matter specialists (SMS)		Field extension staff	
	Male	Female	Male	Female	Male	Female
2010						
2011						
2012						
2013						
2014						
2015						

2.5.2. Total number of extension staff by category of position and level of education

Major categories of extension staff	Secondary Scientific Diploma		2-3 years Agricultural Diploma		B.Sc degree		MSc-Engineer Agriculture degree		PhD degree	
Sex	F	M	F	M	F	M	F	M	F	M
Senior management staff										
Subject matter specialists (SMS)										
Field level extension staff										
Information technology and communications support staff										
In service training staff										
Total number of extension staff										

2.5.3. Number of subject matter specialists (SMSs) in your organization that are providing technical, management and other information in different subject matter areas:

SMSs Primary Subject Area	No.	SMSs Primary Subject Area	No.
Major cereal crops		Promoting other associations/cooperatives	
Horticultural crops		Rural development	
Livestock		Organizing cooperatives	
Agricultural marketing		Land, soil, water and forestry management	
Farm Management		**Others please list below**	
Environmental and climate change		……………………………………	
Organizing farmer/women's groups		…………………………………..	
Organic agriculture			

2.5.4. Performance of Field Extension Staff

Do you recognize and/or remunerate high levels of performance on the part of the extension field staff?
 1=Yes   2=No

If yes, how?_____

[For example: number of farmers reached, number of field days conducted, number of extension staff mobilized, etc.]

III. Nature of collaboration/relationship with the pluralistic extension system if any including NGOs, CBOs, University extension systems, private sector, etc.
a. Challenges in, and opportunities for collaboration

3.1. **Organization of the Research-Extension (R-E) interface**

(a) Where do the innovations that extension propagates come from?

Sources	% of source
Eg. Universities	
Eg. National Research Centers	
Eg. Ministry of Agriculture	
Other (specify)	
Total	100%

- How are extension contents determined?

  _____

- Who is involved and who has the decision making power?

  _____

- What mechanisms (formal structures of systems in place) are used to develop extension contents?

  _____

- How do extension experiences get back to research and to policymakers? What does the feedback loop look like?

_____

• To what extent is the interface deliberate?
_____

• Are activities at the interface explicitly planned and budgeted for?

_____

- What do you consider the strengths and weaknesses regarding currentorganization of the R-E interface in your program?

  _____

- What in sightsand learning have you gained?

_____

(b) **Importance of the Research Extension(R-E) interface**

- What share of the program resources are allocated to linkages with research (in a mainly extension program) or extension (in a mainly research program)?
  - (a) Less than 5%   (b) Between 6-10%   (c) between 11 and 20%   (d) more than 20%

- Who is the driving force at the interface?

  _____

- What do you consider the strengths and weaknesses regarding the importance of the R-E interface in your program?

  _____

- What do you consider the strengths and weaknesses regarding collaborationin setting the research and extension agenda in your program?

  _____

Transformation of research knowledge

- In which form are research results commonly documented?

  1= publications; 2= research reports; 3=posters; 4= blogs; 5= policy briefs; 6= videos; 7= others (specify)

- In which form do you (as an extension organization) access research results?
  1= publications; 2= research reports; 3=posters; 4= blogs; 5= policy briefs; 6= videos; 7= others (specify)

- Are there formal or informal processes to transform research results to the level of extensionists?

  1= yes; 2= No (% for each formal vs informal)

- Who is involved in such processes?

  _____

- How effective do you think is the process involved in transforming research results to the level of extensionists?
  1= Very Poor   2=Poor   3=Fair   4=Good   5=Very Good

- How does the extension system identify new technologies that are appropriate for its constituencies?

  _____

- Are there formal or informal processes to transform research results to the level of farmers?

  1= yes; 2= No (% for each formal vs informal)

- Which office/department/unit/individual is responsible to devise appropriate mechanisms to ensure delivery of this information/new technology to the farmers?

  _____

- How effective do you think is the process involved in transforming research results to the level of farmers?

  1= Very Poor   2=Poor   3=Fair   4=Good   5=Very Good

- What kinds of extension dissemination methods are commonly used to deliver new information/technology to farmers and how would you gauge their level of effectiveness?

	Very Poor	Poor	Fair	Good	Very Good
Through lead/pioneer farmer					
Field Days					
Farmer Field Schools (FFS)					
Demonstration fields					
Others (specify)					

- What partners do you consider important for your organization to accelerate the transfer of new information/technology?

	Very Important	Important	Moderately important	Of little Importance	Unimportant
Farmers organ					
Cooperatives					
Private Sectors					
Others (specify)					

- What do you consider the strengths and weaknesses regarding transformation of knowledge (research results) in your program?

_____

Access to inputs

• How are producers getting access to inputs and other materials thatare necessary for the adoption of research results?

1= subsidized support from national government
2= through cooperatives
3= through the extension system
4= through the private sector
5= others, please specify _____

- What is undertaken to ensure this access?

• How is collaboration with the relevant partners, particularly the private sector, organized?

_____

- What are the main three strengths and three weaknesses regarding ensuring access to inputs and materials necessary for the adoption of research knowledge in your program?

Strengths	Weaknesses
1.	1.
2.	2.
3.	3.

Assessment of outcome sand impact

• What kind of assessments of outcome and impact of research or extension activities have been undertaken?

_____

• How effective do you think is the process involved in assessing outcomes and impacts of research or extension activities undertaken?

    1= Very Poor   2=Poor   3=Fair   4=Good   5=Very Good

- Who is involved in the assessment?

_____

• How are the results communicated back to extension and research?

_____

• How widely are research results/extension messages adopted by different client groups?

_____

• What do you consider the strengths and weaknesses regarding assessment of outcomes and impact in your program?

_____

IV. Key constraints/Opportunities to rolling out proven technologies

Please identify the three key constraints and three opportunities you face to rolling out proven technologies.

        Opportunities   **Challenges**