

## Policy makers IN-DEPTH INTERVIEW TOPIC GUIDE

### *Using this topic guide*

This topic guide should only serve as a starting point for an in-depth interview with a policy maker. It is particularly difficult to script interviews of this nature because of the varied levels at which policy makers operate and the various departments and sectors they are likely to work within. Therefore in advance of the interview it is recommended that you spend time adapting these questions to the person you are speaking with and conducting some background research into the existing work their department has undertaken. Questions should be added where a participant mentions something of interest or touches on something that needs further clarification. Questions can be skipped where a participant answers the question in a previous response. It is not normally necessary to go through all questions.

### *Introduction*

Thank you for agreeing to take part in this interview. My name is ..... and I am a researcher from ..... I am part of a team conducting a research on disability and access to water, sanitation and hygiene. I am now going to ask you some questions regarding your role in either the water, sanitation and hygiene sector or the disability sector. As explained, you are free to stop the interview at any time.

This interview will be audio-recorded (tape recorded) and will take approximately 30 -40 minutes. Thank you for your time.

<b>District</b>			
<b>Village/settlement</b>			
<b>Area/Sub county/Parish</b>			
<b>Name of person interviewed</b>	FIRST NAME	SURNAME	
<b>Gender</b>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	<i>Tick as appropriate</i>
<b>Age</b>			
<b>Organisation</b>			
<b>Title</b>			
<b>Date of Interview</b>			
<b>Recording number</b>			
<b>Interviewer name</b>			
<b>Additional information</b>			

**1. Could you briefly describe your position and how what you do has some implications for water, sanitation and hygiene in this community?**

**2. What sort of work is being done by local officials (government), NGOs, local community groups to ensure this community has clean water, sanitation and hygiene?**

*Discuss:*

- Names of NGOs or specific programmes
- How do people living with disability normally find out about such programs.
- What WASH Policies and strategies are being implementing in the district?
- Are you incorporating any of the following into your WASH programming: Equity/ Pro poor/ Cost recovery/Community based maintenance/ Gender mainstreaming/ HIV/AIDS mainstreaming/Domestic rainwater harvesting/Integrated water resources management/Institutional sanitation and hygiene/Community led total sanitation/Sanitation marketing/Others) If they don't know, move on.

**3. Do you know whether there are many people in your community with disabilities that may limit their access to clean water, sanitation and hygiene?**

**4. To what extent do you consider persons who have difficulties accessing WASH facilities (disabled people, elderly, chronically ill) when you are setting up a WASH policy or programme?**

*Discuss -*

- Can you give any examples of this?
- How has this affected your programming or policies?

**5. Do you think wells, water pumps or other sources of water for public use in your community are accessible to persons with disabilities/ elderly, etc?**

*Discuss -*

- Were these facilities designed with people with limitations in mind – (paths that are not slippery, sides of wells that are not too high, pumping mechanisms that are easy to use even for people with difficulty standing/ little strength in hands/ back pain?
- Have and adjustments been made to these facilities so that they are more accessible to people with disabilities?
- Do you ever see persons with disabilities/ elderly using these water points?

**6. Are there public toilets in your community that are accessible to persons who may use wheelchairs, crutches or who otherwise have difficulty walking, seeing, etc.**

*Discuss -*

- Where are these ? a) marketplace/ shopping centre; b) school c) hospital/clinic d) town offices e) churches f) restaurants, bars g) sports facilities – other.
- If there are toilets/ water sources that are accessible in this community, have you ever seen a person with a difficulty (disabled/ elderly/ chronically ill) use them?
- Were the communities consulted in the location and design. How were they consulted?

**7. Do you think different approaches necessary to help people who are elderly/ disabled understand about hygiene?**

*Discuss -*

- Have you ever undertaken any special programmes to try to reach persons who are disabled/ elderly and their families?
- How was this done?

**8. Do you know of any local or national laws regarding equal access for persons with disabilities/elderly – for WASH facilities?**

*Discuss -*

- What do you know about these laws?
- How were you informed about this law?
- Were you involved in the development or localisation of these laws?
- Did you change anything at a local level as a result of these laws?

**9. Does your department have any funding specifically to address the needs of people living with disabilities in your community?**

**10. In some communities, there are traditional beliefs, especially about people with disabilities that make some members of the community avoid them, tease them or exclude them or show some uneasiness or prejudice against them. Have you ever heard this happening in your community?**

- If so, can you give any examples of this happening in your community.
- Have you or your agency/government body attempted to do anything to address these social stigmas?
- Have you noticed any changes in your community towards people with disabilities?

**11. Have you ever had a person with a disability/ representative of a disability group come to any public discussions/education/ planning sessions on WASH?**

**12. If you are not now in touch with individuals or organisations that may represent people with disabilities or the elderly would you be interested/ willing to meeting with such organisations?**

**Other topics to explore with policy makers (depending on area of operation):**

- What were the factors that contributed to action on this issue?
- Who are the individuals or people who are seen to be making all the decisions in this area?
- What have been some of the challenges in translating policy to practice? What are the bottle necks?
- What elements of policy making in this area are the most time consuming?
- Are finances available in this area? How is funding distributed (centralised vs de-centralised) and prioritised?
- What view of disability are they adopting? Curative vs Human Rights? Mainstreaming vs specific funding?
- Have they looked at the policies of other countries?
- Are they working with other stakeholders in this area?