

ADROIT SNAPSOLUTIONS SERVICE PACKAGE

Key Informant Interviews (In-depth Expert or Stakeholder Conversations)

Strategic one-on-one interviews with institutional actors and subject-matter experts that deliver strategic, context-rich insights, ideal for donors, INGOs, and researchers conducting assessments, governance reviews, or political economy analyses in complex settings.

What You Gain

- Targeted, high-value insights from experts, officials, or local leaders.
- Thematic summaries to inform evaluations, strategy, or policy design.
- Transcripts and matrices highlighting key themes and differences.
- Ideal for baselines, perception studies, or political economy analyses.
- Rapid turnaround for urgent assessments or donor reporting.

Service Category	Monitoring, Evaluation, and Learning (MEL)
Delivery Format	On-site (In-person or virtual, where applicable)
Ideal Use Cases	• Perception studies of program beneficiaries or community leaders • Capacity reviews or governance analysis • Political economy assessments • Rapid expert opinion for evaluations or design validation • Institutional stakeholder mapping
Scope of Work	• Finalize interview tools tailored to stakeholder type and research objectives. • Identify and schedule respondents based on sector, role, and influence. • Conduct interviews with consent, adapting tone to respondent profile. • Record or document responses with field notes on context and tone. • Transcribe and translate interviews with QC by transcription reviewers. • Code transcripts and build insight matrix with validation from a senior analyst. • Supervisors review samples; teams debrief post-interview for nuance capture.

Tools Used	• MS Word • MS Excel • Google Forms • NVivo/Atlas.ti (on request)
Delivery Process	1. Develop customized guides 2. Conduct a pilot interview and adjust the guide for clarity and tone. 3. Conduct interviews (~1hr each) 4. Transcribe and translate content 5. Analyze themes and code responses 6. Deliver synthesis report
Deliverables	• Verbatim transcripts (MS Word) • Translated summaries • Stakeholder-tagged quote banks and advocacy-oriented insight briefs (Optional) • Synthesis matrix of insights (Excel/Word)
Add-On Services	• Quote highlights for donor or advocacy use • Summary slides or debrief presentations • Stakeholder maps and KII tracking logs
Sample Size	10–50+ KIIs per assignment
Duration	Varies by travel and scheduling (4–6 KIIs/day)
Staff Time	~1 hour per KII + 30 mins prep/notes
Geographic Coverage	• Local • National • Global (includes diaspora-based respondents)
Pricing Structure (Individual)	Base Cost: Starts from \$36–72 per KII
Pricing Structure (Organization)	Base Cost: Starts from \$44–88 per KII
Pricing Logic	Price is influenced by stakeholder profile, location, interview length, and analysis depth.

Team Composition	• Interviewer/Facilitator • Notetaker • Transcriptionist • Qualitative Analyst
Key Considerations	• Can be paired with FGDs or surveys for triangulation • Consent and scheduling may affect the pace • All data is anonymized unless explicit permission is given • Useful for cross-country, sectoral, or institutional assessments
Lead Consultant Profile	Led by a seasoned Research Lead with 10+ years of experience conducting KIIs with donors, government actors, and civil society stakeholders across South and Central Asia. Skilled in qualitative facilitation, stakeholder engagement, and synthesis reporting.

Past Experience

FAO Land Degradation Mid-Term Review	Conducted 24 KIIs across Laghman, Khost, and Nuristan to explore institutional perspectives on rangeland governance. Delivered full transcripts, thematic summaries, and comparative insight matrices. Findings informed FAO's mid-term decision-making. Learn More
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Contact

Email	snapsolutions@adroitassociates.org; info@adroitassociates.org; centralasia@adroitassociates.org; sfeleke@adroitassociates.org
Phone	+1 314 885 2555; +1 647 562 2441; +93 78 784 8998; +25 192 2590 728