Recruitment script
My name is [Name]. I am working with the Massachusetts Institute of Technology and the United States Agency for International Development to conduct research on the decision making processes behind the procurement of post-harvest storage technologies.

My colleague [Name] from [organization] suggested that you would be interested in sharing your experience with procurement. From you, we would like to learn about some of the steps involved in programming post-harvest storage technologies in Tanzania.

Your participation in this study is voluntary. So, if you are interested in sharing your experiences, please allow me to explain the project to you more and ask for your consent to participate in our study.

Consent script
This interview will last approximately [lower bound for time] minutes to [upper bound for time] hour. If you consent to this interview, any personal information that could identify you will be removed or changed before files are shared with other researchers or results are made public. Data will referenced as being reported by organizations loose roles (e.g., an organization focused on extension training). You can choose not answer any questions as you wish, and you can end your participation in this interview at any time. No compensation will be provided for participation in this interview.

Your experiences are important to us as we hope to understand how decisions to procure and scale certain post-harvest technologies are made.

At the end of the project, we hope to have a better understanding of the decision making processes that lie behind post-harvest storage programming in Tanzania.

If you have any questions or concerns please contact Mark Brennan at mbrenn@mit.edu

Do you consent to participate?

Consent to Participate (y/n): ______
Semi-structured interview

1. First, I want to get a sense of you and your organization, and where you and your office fit in within it and its post-harvest loss work.
   a. What org do you work for?
   b. How long have you been at [your organization]?
   c. Have you personally completed projects related to post-harvest extension and training before?
      i. Have you personally completed projects related to post-harvest storage before this?
      ii. Have you personally completed projects related to video extension training before this?
   d. How many people work in this office?
   e. To which other office in [your organization] do you travel to the most?
   f. From which other office in [your organization] do you receive staff from the most?
   g. Has your organization completed projects related to post-harvest loss before?
      i. Has [your organization] completed projects related to post-harvest storage before this?
      ii. Has [your organization] completed projects related to video extension training before this?
   h. How many times do you communicate with staff from [your organization’s] head quarters per week?
   i. How many times do you communicate with people from [your organization’s] field locations per week?
   j. Generally, who in your office makes key decisions related to products and processes used in programs?
   k. Generally, who in [your organization] makes key decisions related to products and processes used in programs?

2. I want to understand, generally, your role in identifying, evaluating, and selecting among options for solutions to post-harvest loss in Tanzania.
   a. Do you help make decisions in [your organization’s] programs related to post-harvest loss in Tanzania?
   b. Can you tell me about a recent technology product or process related to post-harvest loss that your organization used in a program?
   c. In you and your organization’s decision making, what were the steps in deciding on the technology product or process to use in the program?
      prompt for identifying, evaluating, selecting steps
      prompt for hold separate meetings for each step, do different people help with different steps
   d. How long did this process take? What step took the longest?
   e. Did you consider other products [processes]?
      i. If yes: What other product [or process] options did you consider?
      ii. If not: Why not?
f. How did you identify them?
   i. Was it a group effort to identify them?
      1. If so, who led the conversation?
   ii. Did you need to gather information from sources (e.g., people, internet) outside of your office to identify them?
   iii. What information did you gather?
   iv. Were there any barriers to gathering this information?
   v. Was there information you lacked?

g. How did you compare and select them?
   i. Was it a group effort to compare them?
      1. If so, who led the conversation?
   ii. What were some of the factors you used to compare them?
   iii. Was it a group effort to select them?
   iv. What were the factors that led you to eventually select what you did?

h. Do you feel like you made the right choice? What is one thing you did not know during their decision making process that they wish they did in retrospect?
Conclusion for any engagement option

-- Interview continues --

1. Is there anybody else we could talk to who has similar experience to you in using post-harvest products and processes in programs either in [your organization] or [the location]?
2. Do you have any questions for us?
3. Leave card.

-- Interview ends --