

## Five Tips for Successful Fieldwork

1. **Get everyone on the same page.** Everyone—the team, the donor and other key stakeholders—should agree on the goals, focus, and scope of the assessment. Manage expectations; information gleaned during field work may reveal that the scope needs to be refined.
2. **Secure local consultants.** Insights into the local context and access to key stakeholders are critical. A local expert who is knowledgeable about the private health sector can explain protocols and facilitate access to key informants. Scheduling interviews and site visits is one of the most stressful tasks of the assessment a good local logistics consultant can make a world of difference.
3. **Encourage high-level thinking BEFORE the team begins the field work.** Once the desk review is complete, gather the team to synthesize the learning to date, establish field work goals, and develop a field guide. What has the desk review revealed? What are the key themes? What are the information gaps and how can these be addressed? Don't wait until you're on the plane to read background documents!
4. **Prepare for your interviews.** Brush up on interview fundamentals (e.g., learning to listen, not asking leading questions). Learn about the person you're interviewing ahead of time—if you go into the interview "cold" you may be forced to gather biographical information, leaving less time to probe for significant issues or concerns. Study informant bios, understand relevant laws and regulations, have a sense of how they fit into the bigger picture, and be ready to verify information collected during the desk review: *"I read fact x in document y, do you think that's true?"*
5. **Type notes and share every evening.** Create a two-page summary of each interview you conducted—highlighting pertinent, new information—and share with other team members. Include any related photos.