

Needs Assessment

Consent Form

Thank you for participating in this needs assessment to help design digital skills training for the public service.

This work supports the development of the Regional Centre for Competence, which is being established by the United Nations Development Programme (UNDP) in Kenya, in close collaboration with the Kenyan Government and Microsoft. The initiative is being piloted in Nairobi, Kenya and aims to put the infrastructure in place to help scale AI and emerging tech capabilities of government employees in the public sector across Africa.

Our overall purpose of this research is to gather information to guide our approach to **building the initial digital skilling training programmes aimed at enhancing the digital and AI capabilities within the public service.**

The purpose of this interview is to generate an understanding of the user needs and preferences regarding the digital skills training programmes.

The interview notes and recording will be shared only within the project team and used solely for the purposes of the project. **You will be kept anonymous in the interview notes.**

The final products of the research will be an internal report, and will be shared with the Kenya Government.

You will be kept anonymous in all research outputs, unless you state otherwise. Any personal information that you will provide during your session will be held in confidence.

Your participation is voluntary. If you need a break at any time, please inform the researcher. You may withdraw from the session at any time. You may also request for your information to be deleted and/or be forgotten at any time. Please contact pablo.fuentes@oxfordinsights.com or livia.martinescu@oxfordinsights.com to make this request.

Please read statements below and mark which ones you agree to and sign:

<input type="checkbox"/>	Written notes I grant the project team permission to take notes during my interview.
<input type="checkbox"/>	Audio/Video Recording, team sharing For analysis purposes, we would like to record the session, this recording may be shared with the project team. I grant the project team permission to record and watch my session.
<input type="checkbox"/>	Quotes Quotes are extremely powerful in communicating people's experiences and knowledge to cross-government project stakeholders. We would be grateful if you allow us to use quotes for presentations and report purposes. All quotes will be made anonymous.

By signing this form, you agree to the above.

Participant

Name:

Signature:

Date:

An electronic signature is sufficient - there is no need to print this document.