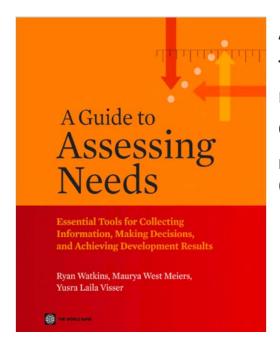


## Material 5.2.2m



## A guide to assessing needs: Essential tools for collecting information, making decisions, and achieving development results

R. Watkins, M. W. Meiers, & Y. Visser (2012; Washington: World Bank Publications)

assessments—strategic, tactical, and operational—in one interview, focus group, or survey, you can, for example, save time and money as well as reduce your stress.

Knowing why you are conducting the assessment and what decisions will be made based on its results are the essential foundations for success and are the ideal place to start.

## How Do You Conduct a Basic Needs Assessment?

As with any organizational activity, it is best to start your needs assessmer with a plan. Your plan will not only help guide the processes within you needs assessment but also help you manage the multiple steps and variou partners throughout the assessment.

Depending on the size and scope of your needs assessment (correspond ing to the decisions that your needs assessment will guide), you can create useful plan for identifying needs, and anyling needs, and deciding what to do next for at least making recommendations). By using this three-step process, you ensure that (a) your assessment focuses on results before solutions (b) your needs are stabilised before decisions are made, and (c) your decision

For an assessment that is small in scope, you can include in your plan ju the primary steps contined as follows. For an assessment that is larger it scope, add more substeps and details as outlined later in the next section. Your larger-scale assessments will also likely benefit from involving a specialist in needs assessment will also likely benefit from involving a specialist in needs assessment. After all, larger assessments will typically involvmore questions to be assessed, more and different types of stakeholdermore possible to grater information from, more information to be analyzed and more purtners in making informed choices. Adjusting the detailed processes within each step of your assessment gives you the facility to mate

In at leng said, it is important to recognize that atthough a tornal necessessment will generally follow the same basic steps, having ongoing info mal needs assessments can be a necessary tool for responding to changing situations. Even after you complete a formal needs assessment, you should either needs, are changing you should either update the finite power of the previous formal needs are changing you should either update the fining of the previous formal needs assessment or begin the process again tugdate recommendations.

A Guide to Assessing Needs

Section 2

**Need Assessment: Steps to Success** 

(pp. 46-55)