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| **TOOL SUMMARY: NEEDS ASSESSMENT DOCUMENTATION** |
| Purpose | The purpose of this tool is to help the needs assessment team systematically document and triangulate the findings. * Thorough documentation of data collected makes triangulation of data easier.
* The purpose of triangulation is to use three different sources or methods to improve the reliability of information.
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| Information Sources | **Information the assessment team can collect to triangulate data:** * Primary data/information
	+ Results from the use of PRA tools
* Secondary data/information
	+ Government statistics
	+ Evaluation and Progress Reports from earlier phases
	+ Assessments conducted by other organizations
	+ Etc.

**Methods the assessment team can use to triangulate data:** * Guidance on PRA and RRA tools
	+ LWR Evaluation Methodology Overview
	+ CRS Rapid Rural Appraisal and Participatory Rural Appraisal Manual (http://www.crsprogramquality.org/storage/pubs/me/RRAPRA.pdf)
* Research of secondary sources
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| Who | One person should be in charge of gathering and documenting the data that is collected from all staff working on the needs assessment.  |
| When | Data collection and documentation happens throughout the needs assessment. Needs Assessment takes place to capture data before the Problem Analysis is finalized* The triangulation process should occur throughout the data collection process until answers to all the assessment questions have been triangulated.
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| Requirements | **Requirements*** Triangulated information that acts as evidence for the problem analysis is required.
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| **Recommendations*** Filling out the tables in this tool is NOT required, but it is recommended
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| Tips | * Use the CRS Guidance on Participatory Assessments and Learning for Gender Integration Manual (forthcoming) to help conduct the Needs Assessments for development projects.
	+ In 2016 the DMEL tools will be updated to incorporate emergency assessment guidance. In the meantime contact your relevant M&E representative for assistance in emergency contexts.
	+ Visit <http://www.needsassessment.org/> for an abundance of resources on needs assessment.
* Research secondary sources before conducting primary data collection.
* Don’t forget to use and cite evaluations or project data from prior phases or previous LWR projects in the target area.
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| Gender Considerations | A project that meets the LGI standards for gender integration at this stage will undertake all of the following:* Consults secondary data sources on gender issues in the targeted area and/or sector including but not limited to:
	+ National statistics;
	+ Existing gender analyses from other projects, donors, etc.
	+ Other development literature on the social context.
* Conducts primary data collection in the target area from men and women, girls, and boys
* Organizes and triangulates primary and secondary data from men, women, girls and boys
* The needs assessment should provide evidence of:
	+ Women’s and men’s roles at different levels including the household, the community, and other groups or associations (what do people do);
	+ Women’s and men’s decision-making roles in households and communities;
	+ Women’s and men’s access to resources and services;
	+ Women’s and men’s needs and interests;
	+ Beliefs and norms about men and women; and,
	+ How laws, policies, and institutions establish (or not) an equitable environment for men and women.
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| **NEEDS ASSESSMENT DOCUMENTATION AND TRIANGULATION TABLE**  |
| **Assessment Objective:** List the objectives from the Need Assessment Planning tables here.  |
| **Assessment Question**List the assessment questions from Needs Assessment Planning table here | **Respondent (Source) and Method**List the respondent to the question here. | **Date of Response**List the date of the response here. | **Answer**List the respondents answer here.  | **Triangulation?** Note whether the assessment question has been triangulated (Y/N) |
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| **Example:****Objective 1:**  To determine the capacity of the farmer cooperative. |
| **Example:** **Question 1.1:** Does the cooperative have functional leadership structure? | **Example:**Government extension worker Key Informant Interview | **Example:**4/2/2015 | **Example:** He had worked with the leadership and thought that the president was a strong leader, but that the additional leaders were not helping to implement the cooperatives policies.  | **Example:**Triangulated? Yes |
| Cooperative members participatory workshop | 3/27/2015 | 40% of men respondents said the cooperative leadership did not respond to their needs75% of women respondents said the cooperative leadership did not respond to their needs. |
| Provincial government agriculture department annual cooperative assessment | 4/5/2015 | The cooperative scored 2 out of 5 stars for the leadership assessment portion. |