**Rapid Needs Assessment, Summary, and Analysis Template**

Example Questions

 • Where do you get your news about the [insert one or more topics/focus of campaign]? (Facebook, WhatsApp, TV News Stations, Radio, Friends)

• What concerns do you have about the [insert topic]?

o A. [insert – example: price]

o B. [insert misinformation – example: side effects]

o C. [insert information – example: adverse reactions]

o D. Other – please explain

• Are you are going to get the COVID-19 vaccine when it’s available? Yes/No If not, why?

• Would you be able to tell me about how the COVID-19 vaccine works? (Optional)

**FORMAT OF QUESTIONS FOR RAPID NEEDS ASSESSMENT TO DO IN THE COMMUNITY**

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| --- | --- | --- | --- | --- |
| **Questions** | **Participant 1** | **Participant 2** | **Participant 3** | **Participant 4** |
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|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Gender** |  |  |  |  |
| **Age** |  |  |  |  |
| **Work** |  |  |  |  |

**SUMMARY AND ANALYSIS OF RAPID NEEDS ASSESSMENT**

Base the content and structure of your campaign on the summary and analysis of your Rapid Needs Assessment results.

During the process of summarizing and analyzing Rapid Needs Assessment results, data evaluators ask themselves questions about the data. Before, during, and after answering these questions, consider doing the following:

* Consider completing a separate set of answers for each group within your target community (broken up by age, gender, work, or other category that might seem to have different answers to the questions than other participants), if it is relevant or would provide a meaningful data set.
* Consider including all sides and all extremes of your community’s answers.
* Note trends with your target community’s answers.

**Question bank**

* Why do you think people in the community don't want to [insert activity]?
* What kinds of work does your target community participate in?
* Where does your target community get their news/information about [insert topics/focus of campaign]? (These are the channels they use)
* What specific concerns does your community have about the [insert topic], if any?
* Was any specific misinformation apparent about [insert topic] within the community?
* Does your target community plan on [insert action]? If yes, what were the reasons they mentioned? If not, what were the reasons they mentioned?
* Did specific groups stand out as having different concerns, or stand out as planning or not planning on [taking action]?
* What did your target community know, and not know, about [insert topic]?
* What are all the factors stopping people in the community from [insert activity]?