

### III. Steps for conducting participatory assessment

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#### Overview

As outlined below, this Tool is composed of ten steps to assist the multifunctional team in preparing, conducting and following up on a participatory assessment in preparation for the participatory planning workshop with persons of concern, implementing partners and other key actors.<sup>14</sup>

Step 1: Reviewing existing information

Step 2: Mapping diversity

Step 3: Methods of enquiry

Step 4: Selecting themes

Step 5: Facilitating discussions

Step 6: Systematizing the information gathered

Step 7: Follow-up actions

Step 8: Comprehensive analysis and prioritization

Step 9: Recording meetings

Step 10: Participatory planning workshop