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# Collect secondary data/desk review

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# Consider if any primary data need to collected

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# Coordinate and liaise with other stakeholders/agencies on data collection

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# Consider time frame

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# Decide on methodologies to collect the data

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# Design your questionnaire/ discussion guide

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# Identify data collectors

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# Train data collectors

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# Pilot test of data collection tool

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# Identify sites

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# Coordinate and liaise with the communities and local authorities

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# Map available services and referral mechanisms

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# Make practical and logistical arrangements for data collection

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# Identify informants

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# Get informed consent

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# Collect data

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# Analyze data

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# Write assessment report

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# Dissemination of results

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# Design intervention/plan for activities