

Needs checklist

Yes/
In process /
No

1

Have we completed all necessary activities to get a better understanding of the need?

Activities may be focus group discussions, needs workshops, surveys, interviews, etc.

2

Have we defined who the users are? Do we have an understanding of the different user needs?

Users may be women, men and children affected by crises, humanitarian staff, etc.

3

Have we created a needs description?

Does the needs description emphasize the effects and results a new solution should contribute to, which functions it should have? The needs description should not describe solutions, however it may include possible traits.

4

Have we mapped out the various stakeholders of the solution?

A solution has more stakeholders than the end users. Other stakeholders can be budget owners, senior managers in the organisation, technical specialists, procurement staff, possible private sector partners, etc.

5

Have we conducted a market analysis of relevant existing solutions and solution providers?

Do we have an overview of the market: who are the relevant suppliers and what solutions do they offer? Are they big or small actors? Where are they based? Do they often deliver to the humanitarian sector, and are they used to responding to public tender competitions?

6

Have we inquired if other humanitarian organisations have procured a similar solution, or solutions addressing the same need?

Is it possible to piggyback on other organisations that have gone through a similar process?

7

Have we ensured that everyone involved in organising the market dialogue is familiar with the need?

Having a thorough presentation of the need with everyone involved in organising the market dialogue may be a good exercise to start the process.