

Tool 8: Discussion with market representatives or key informants

| A. Assessment details | | | |
|--|------------------|--|------------------------|
| Name of interviewer | | | |
| Date of interview | | | |
| Name of market | | | |
| GPS coordinates of the marketplace | | | |
| Type of marketplace (e.g. local/district/regional/urban centre) | | | |
| Frequency of market days (e.g. daily/weekly/monthly) | | | |
| Key commodities of interest in the assessment <i>(Note the key commodities to be assessed)</i> | | Quantities of the commodity needed in the area <i>(Note the respective quantities you determined in Step 1)</i> | |
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| Observations from travel to the marketplace <i>(Time needed, obstructions, trade flows observed, etc.)</i> | | | |
| | | | |
| Contact details of interviewee(s) / informant(s) | | | |
| Name and position <i>(explain role if not clear from position)</i> | | Telephone | |
| | | | |
| B. Physical impact of the shock on the market | | | |
| Q1: How significantly has the market infrastructure been affected? <i>(Infrastructure includes buildings (stands or stalls, shops, store rooms, etc), and roads or pathways (to, from or through the marketplace) (Tick the respective box)</i> | | | |
| Completely damaged | Severely damaged | Slightly damaged | Not damaged (go to Q3) |
| | | | |

Guidelines for an initial emergency market assessment

Q2: Can you describe the type of damage and the effect this is having on the marketplace?

(Note the answers and explanations)

Q3: Are the traders able to continue their business as usual?

(Note the answer and if it is 'no' ask why traders are not able to operate as usual)

C. Market demand

Q4: Where do the people who come to the marketplace come from?

(i.e. from which communities, villages, towns, etc.)

Before the shock

Since the shock

Q5: How has the number of people coming to the marketplace changed since the shock?

(If number has changed, try to estimate the percentage change)

Decreased by

No change

Increased by

Q6: Can you explain why more / fewer people are accessing the market place since the shock?

(Note the explanation. Possible prompts: physical access, other markets destroyed, security, etc.)

Q7: Has the demand for the key commodities changed since the shock?

(Note the answer for each of the key commodities selected in section (A), and – if applicable – ask why demand has changed)

Commodity name

Change in demand?
(yes/no)

Explanation

Annexes

D. Market Supply

Q8: How has the number of wholesalers supplying the key commodities in the marketplace changed since the shock?

(Note how the number has changed for each of the key commodities selected in section (A))

| Commodity name | Number before shock | Number after shock |
|----------------|---------------------|--------------------|
| | | |

Q9: Has the number of retailers supplying the key commodities in the marketplace changed since the shock?

(Note how the number has changed for each of the key commodities selected in section (A))

| Commodity name | Number before shock | Number after shock |
|----------------|---------------------|--------------------|
| | | |

Q10: Is the market supplying the same amount, more, or less of the key commodities since before the shock?

(Note the commodity names and determine the change for each of the commodities assessed and tick the respective box)

| Commodity name | Current supply compared to pre-shock supply | | | | |
|----------------|---|------------------------------------|---------------------------|------------------------------------|----------------|
| | Same as pre-shock supply | More than half of pre-shock supply | Half the pre-shock supply | Less than half of pre-shock supply | No more supply |
| | | | | | |

Q11: Where did the key commodities come from before the shock, and where do they come from since the shock?

(Note where each of the key commodities selected in section (A) came from before the shock, and after if it has changed)

| Commodity name | Source(s) before shock | Source(s) after shock |
|----------------|------------------------|-----------------------|
| | | |

Q12: How has the shock affected the traders in the marketplace?

(Note the answers. Possibilities include: reduced demand, no supplies, damaged infrastructure, price increases, transport problems, security problems. Ask for an explanation of the answer.)

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Guidelines for an initial emergency market assessment

E. Market constraints and market response capacity

Q13: If households were given money, could traders supply them with the key commodities?

(State yes, mostly, hardly, no, or don't know for each commodity according to answer given, and ask why. Note the explanation for each commodity.)

| Commodity name | Can traders supply? (Mostly, hardly, no, don't know) | Explanation |
|----------------|---|-------------|
| | | |

Q14: What are the 3 main factors which make it difficult for wholesalers to continue their business as normal at the moment?

(Note the answers in order of importance. Distinguish between the size of wholesalers if necessary.)

1.

2.

3.

Q15: What are the 3 main factors which make it difficult for traders to continue their business as normal at the moment?

(Note the answers in order of importance. Distinguish between the size of retailers if necessary.)

1.

2.

3.

Q16: How could the supply of key commodities be supported to improve the current situation?

(Note what would be needed and for how long)

Q17: Have there been similar shocks in the past, and if so, how has the marketplace been affected by them?

(Note the event, when it took place, how it compares to the current shock, and how long it took markets to recover)

Annexes

F. Mapping commodity flows and supply chains (Do only if you have a good informant and sufficient time)

Q18: Can you help us to draw a map which shows where the commodities in your marketplace have come from?

(Use the copy of the geographic map to indicate the respective commodity flows)

Q19: Can you help us to verify and complete market system maps for each of the key commodities?

(Use Tool 4, and separate pieces of paper per commodity. Try to get estimates for number of traders, trade volumes and prices.)

G. Price information

Q20: How does the price for each key commodity normally change during the year (as the seasons change)?

(Note for each commodity and month whether prices are typically high (H), normal (N) or low (L))

| Commodity name | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|----------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| | | | | | | | | | | | | |

Q21: What has happened to the prices of the key commodities since the shock?

(Note the answer for each commodity. If your informant can indicate the actual price change, note it.)

| Commodity name | Price went up | Price | Price went down | Do not know |
|----------------|---------------|-------|-----------------|-------------|
| | | | | |

Q22: Are there key commodities that experienced particularly large price changes? Why do you think this is?

(Note the commodities, ask how much the price changed, and ask why. Note that this may be for a commodity not selected in section A.)

H. Contact, comments, and observations

Q23: Can you think of any people that can help us to get a better understanding of the market?

(Ask for names, contact details, and help to arrange meetings.)

Retailers:

Wholesalers *(do not have to be present in the marketplace itself):*

Authorities, associations, etc.:

Others:

Q24: Any additional comments and observations