**Tool 2: Key markets and commodities needed by the shock-affected population**

|  |  |  |  |
| --- | --- | --- | --- |
| ***A. Geographic area & population size*** | | | |
| Q1: Describe the type(s) of shock (s)  *(Give a brief description)* | |  | |
| Q2: Name the area(s) affected by the shock(s)?  *(E.g. village, community, or area. Organize a map of the area)* | |  | |
| Q3: What is the population size in the affected area(s)?  *(Number of households and people)* | | Total population | Affected population |
|  |  |
| Q4: How has the size of the population in the affected area changed due to the shock?  *(If the total size of the population has changed as a consequence of the shock (e.g. due to displaced people coming to the area or leaving it) potential total demand may have changed. Therefore, try to establish the size of the population size before and after the shock and explain the change).* | | | |
|  | | | |
| Q5: List the communities affected by the shock, their population size, and the markets they normally frequent and alternative/ close markets.  *(Try and cluster the communities according to the markets they use)* | | | |
| Community name | Population size  *(households)* | Name of the marketplace used normally | Alternative/ closest market |
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|  |  |  |  |
| Q6: In Summary, what are the main, principle markets used by the majority of the affected population?  *(review data above in Q5 and consider the more popular markets)* | | Principal markets | Population size they serve  *(households)* |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***B. Key commodities for the shock-affected population listed in A (above)*** | | | | | |
| Q7: What are the four most important commodities needed by the affected population?  *(Note them in order of importance)* | | Q8: How much/many does a typical household need **PER DAY/ WEEK/ or MONTH**?  *(Note quantity per day, week, or month. Where possible use the same frequency)* | | Q9: When are the commodities needed? | Q10: For how long are the commodities needed? |
| 1. | |  | |  |  |
| 2. | |  | |  |  |
| 3. | |  | |  |  |
| 4. | |  | |  |  |
| Q8: Of the main markets listed in Section A, are these commodities normally available and have they been available since the shock?  *(List market names and locations – If a specific market is used for a particular commodity, please note this down)* | | | | | |
| Name of market place  *(From Section A)* | | Commodities available normally (i.e. before the shock)?  *(Specify: yes, no, not sure, only someti­mes, seasonally, only some commodities [specify which ones] etc.)* | | Commodities available since the shock in the same quanti­ties as before the shock?  *(Note which commodities are available. If commodities are not available explain WHY - i.e. are there supply problems (e.g. low supply and high prices) or demand problems (e.g. lack of money))* | |
| 1. | |  | |  | |
| 2. | |  | |  | |
| 3. | |  | |  | |
| 4. | |  | |  | |
| 5. | |  | |  | |
| Q9: Based on past experience (past shocks and responses), secondary data, and key informants, is it likely that these marketplaces will be able to supply sufficient quantities of the key commodities? | | | | | |
| Name of the marketplace  *(From Section A)* | | Likely or Unlikely to supply sufficient quantities  *(Mark if likely or unlikely)* | | Comments  *(Add comments that may need further investigation during trader inter­views)* | |
| 1. | |  | |  | |
| 2. | |  | |  | |
| 3. | |  | |  | |
| 4. | |  | |  | |
| 5. | |  | |  | |
| Q10: Are there baseline or post-shock assessments for any mentioned markets or marketplaces?  *(If YES, please note the markets and/or marketplaces as well as the respective assessment)* | | | | | |
|  | | | | | |
| Q11: Have the households been able to access these marketplaces since the shock?  *(Note YES or NO for every market and if the answer is NO, explain WHY)* | | | | | |
| Name of the marketplace  *(From Section A)* | Able to access?  *(Mark Yes or No)* | | If not able to access, why? | | |
| 1. |  | |  | | |
| 2. |  | |  | | |
| 3. |  | |  | | |
| 4. |  | |  | | |
| 5. |  | |  | | |
| Q12: Are there security, ethnic, gender or other social issues that can affect access to marketplaces?  *(Note YES or NO for every market and if the answer is YES, explain WHAT and WHY. Note that there can be social issues like old age and difficulties for certain wealth groups.)* | | | | | |
|  | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***C. Summary of potential markets to visit and commodity types, volumes and frequencies per market to assess*** | | | | | | |
| Based on all the above information of population size, access to markets, and commodity availability list and describe potential markets to assess in the RAM.  *(Note that this is a potential list, further discussions will take place using Tool 6)* | | | | | | |
| Name of the marketplace | Marketplace location | Frequency of operation | Distance to the marketplace | Means of transport to access | Time to get there | Cost to get there |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Based on all the above information of population size, commodities requested, and frequency and duration of need, **list commodities needed per marketplace to be assessed in the RAM**.  *(Note that this is required for application of the RAM)* | | | | | | |
| Name of the marketplace | Commodity requested by affected population | | Frequency | Duration | Number of households | Comment |
| Type | Quality |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |

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| --- |
| Additional comments: |
|  |

**Tool 3: What financial services are available and accessible?**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Q1: Where do people get cash?  *(Note the 4 most common sources in order of importance (e.g. include bank, post office, hawala representa­tive, mobile phone service, remittances offices etc.)* | | | | | | | | |
| 1. | | | | | | | | |
| 2. | | | | | | | | |
| 3. | | | | | | | | |
| 4. | | | | | | | | |
| Other services: | | | | | | | | |
| Q2: What percentage of shock-affected households has access to these services?  (Estimate and note the respective percentage for each financial service in the box to the right) | | 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| Q3: Overall, what percentage of shock-affected households can access at least one of the above (or other) financial services?  (I.e. what percentage has access to one of the mentioned identification systems) | | | | | | |  | |
| Q4: How do people identify themselves to access financial services?  (E.g. passport, identity card, with help of guarantor etc. Note the identification means that are most commonly used) | | | | | | | | |
|  | | | | | | | | |
| Q5: Describe the 4 key financial institutions households used before the shock in terms of accessibility. | | | | | | | | |
| Name of the institution | Location of the institution | | Distance | Means of transport to access | | Time to get there | | Cost to get there |
| 1.  2.  3.  4. |  | |  |  | |  | |  |
| Q6: Are households able to access the financial institutions since the shock?  (Note YES or NO for each of the 4 most common institutions and if the answer is NO, explain WHY) | | | | | | | | |
| Name of institution | | Able to access? (Yes/No) | | | If no, why not? | | | |
| 1 | |  | | |  | | | |
| 2 | |  | | |  | | | |
| 3 | |  | | |  | | | |
| 4 | |  | | |  | | | |
| Q7: In general, are there security, ethnic, gender, or social issues that affect access to the institutions?  (Note YES or NO for each of the 4 most common institutions and if the answer is YES, explain WHAT and WHY) | | | | | | | | |
| Name of institution | | | Able to access? (Yes/No) | | | If no, why not? | | |
| 1 | | |  | | |  | | |
| 2 | | |  | | |  | | |
| 3 | | |  | | |  | | |
| 4 | | |  | | |  | | |
| Q8: Have other organizations implemented cash transfer programmes in the past using the mention­ed financial institutions?  (Note YES or NO and if the answer is YES note which organisations have used what financial institutions) | | | | | | | | |
| Name of institution | | | | Name of organisation that has used it | | | | |
|  | | | |  | | | | |
|  | | | |  | | | | |
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**Tool 6: Key markets the assessment should focus on**

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| --- | --- | --- |
| 1. Decide on the number of markets that can feasibly be assessed  (Take into consideration logistics, time available, distances, RAM team numbers) | |  |
| 2. List the all marketplaces that are of importance for the shock-affected population.  (Use information from Tool 2 and Tool 4.) | | |
|  | | |
| 3. Select a number of representative marketplaces from the list above.  *(Account for factors such as size, ease of access, operating frequency, shock affectedness etc. and explain each choice)* | | |
|  | | |
| 4. List all marketplaces that are important suppliers of the marketplaces listed above.  (Conduct a brainstorming) | | |
|  | | |
| 5. Select a number of representative marketplaces from the list above.  *(Account for factors such as size, ease of access, operating frequency, shock affectedness etc. and explain each choice)* | | |
|  | | |
| 6. List the selected markets and the reason for their selection.  (Have a final discussion and make sure everybody agrees on the importance of the selected marketplaces) | | |
| Marketplace | Reason for selection | |
|  |  | |
| 7. If the team has the capacity to assess additional markets, it can look at some reference markets. That is, marketplaces that are similar to the marketplaces used by the shock-affected households or to those that supply the latter but that have not been affected by the shock.  (Note potential reference markets below and explain for which markets they can be a reference) | | |
|  | | |

## 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  *(Note the key commodities to be assessed)* | | | | | | | Quantities of the commodity needed in the area  (Note the respective quantities you determined in Step1) | | | | | | | | | | | | | | | | | | | |
| 1. | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| 2. | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| 3. | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| 4. | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| Observations from travel to the marketplace  *(Time needed, obstructions, trade flows observed etc.)* | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contact details of interviewee(s)/ informant(s) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name and position  (*explain role if not clear from position*) | | | | | | | | | | | | | | | | | Telephone | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |  | | | | | | | | | |
| **B. Physical impact of the shock on the market** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Q1: How significantly has the market infrastructure been affected?  (*Infrastructure includes buildings (stands or stalls, shops, store rooms, etc), and roads or pathways (to, from or through the market)* (Tick the respective box) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Completely damaged | Severely damaged | | | | | | Slightly damaged | | | | | | | | | | Not damaged (*go to Q3*) | | | | | | | | | |
|  |  | | | | | |  | | | | | | | | | |  | | | | | | | | | |
| Q2: Can you describe the type of damage and the effects 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 | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | |  | | | | | | | | | | | | | | | | | | | |
| **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.)* | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **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, do not 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 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 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 market place 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)* | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **F. Mapping commodity flows and supply chains** *(Do only if you face a good informant and have sufficient time)* | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Q18: Can you help us to draw a map which shows where the commodities in your market place 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 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 | | Mai | | | 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 unchanged | | | | 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, contacts 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 | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |

**Tool 9: Discussions with traders (wholesalers/retailers)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A. Assessment details** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of interviewer | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| Date of interview | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| Name of market | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| Type of marketplace  *(E.g. local/district/regional/urban centre)* | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| Frequency of market days  *(E.g. daily/weekly/monthly)* | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| Key commodities of interest  *(Note the key commodities to be assessed)* | | | | | | | | | | | | | | | Quantity and frequency of commodity needed  (Note the respective quantities you determined in Step1) | | | | | | | | | | | | | | | | | | | | | | | |
| 1. | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| 2. | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| 3. | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| 4. | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| Observations from travel to the market­place  *(Time needed, obstructions, trade flows observed etc.)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name and position of interviewee  (Note role in the business if this is not clear from position) | | | | Name of business | | | | | | | | | | Type of trader  *(Wholesaler/retailer)* | | | | | | Type of commodity or commodities traded | | | | | | | | | Telephone | | | | | | | Registered  (YES or NO) | | |
|  | | | |  | | | | | | | | | |  | | | | | |  | | | | | | | | |  | | | | | | |  | | |
| Where and how do traders register? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **B. Stocks** (Refer to market system maps, update/ renew if necessary) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Q1: Where do you normally buy the key commodities?  *(For each key commodity selected in Section A note the location, suppliers, and contact details. Note that the trader may not supply all of the key commodities being assessed)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Commodity name | | Location of supplier(s) | | | | | | | | | | | | | | | | Supplier name(s) | | | | | | | | | | | | | Contact details | | | | | | | |
|  | |  | | | | | | | | | | | | | | | |  | | | | | | | | | | | | |  | | | | | | | |
| Q2: Where do you typically store your stock?  *(Note the type(s) and location(s) of the storage)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Q3: Has your storage been affected by the recent shock, and if so, how?  *(Note the answer, ask how it has been affected and note the explanation)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Q4: What quantities of the key commodities do you presently have in stock and how does this com­pare to the quantity you would stock normally at this time of the year?  *(Note the answer for each key commodity; make sure you note the units, and note the reason for different stocks. Note that trader may not stock all 4 key commodities.)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Commodity name | | Quantity in stock now | | | | | | | | | | | | | | Quantity in stock normally | | | | | | | | | Reason for difference (if any) | | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | | |  | | | | | | | | |  | | | | | | | | | | | | | |
| Q5: Are you still able to get the key commodities from your usual sources after the recent shock?  *(Note Yes or No for each of the commodities and if the answer is NO, ask WHY and note the explanation)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Commodity name | | YES/NO | | | | | | | Explanation (if no) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Q6: How often did you re-stock the key commodities before the shock, and has this now changed? What quantities of the key commodities did you buy each time before the shock, and has this now changed?  *(Note the answers for every key commodity for the situation before and after the shock. For frequency note whether it is/was daily, weekly, monthly, etc; for quantity note unit – e.g. kilos, sacks, crates, etc.)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Commodity name | | Frequency of restocking | | | | | | | | | | | | | | | | | | | | | | | Quantity restocked each time | | | | | | | | | | | | | |
| Before Shock | | | | | | | | | | | | | | Now | | | | | | | | | Before shock | | | | | | | | | | Now | | | |
|  | |  | | | | | | | | | | | | | |  | | | | | | | | |  | | | | | | | | | |  | | | |
| Q7: Are there other reliable suppliers you can buy the key commodities from?  *(Note for each key commodity YES or NO, if the answer is YES, ask WHO and WHERE they are and note the answer)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Commodity name | | Yes/No | | | | | | | | | | | If yes, who *(note contact if available)* | | | | | | | | | | | | Where *(location)* | | | | | | | | | | | | | |
|  | |  | | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | | | |
| Q8: How many traders of your ‘size’ are supplying this marketplace?  *(Note the number of traders. If the trader seems knowledgeable ask him about the number of smaller/bigger traders)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **C. Expandability of Stock** (Refer to market system maps, update/ renew if necessary) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Q9: If demand for the key commodities were to increase, how long would it take you to get additional stocks to meet this demand?  *(Note the number of days, weeks, or months. Make sure you note the unit of measurement.)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Commodity names | | Time taken to respond | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| If demand increases by 50% | | | | | | | | | | | | | | | | | | | | | | | If demand increases by 100% | | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | |
| Q10: Could you use your existing suppliers to get the additional supplies of key commodities?  *(For each key commodity note the answer and if answer is no, ask why)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Commodity names | | Yes/No | | | | | | | | Explanation | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Q11: Could you use other suppliers to get the additional supplies of key commodities?  *(For each key commodity note the answer)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Commodity names | | | Yes/No | | | | | | | Details of alternative supplier (if known) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | |  | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Q12: What are the 3 main factors that may make it difficult for you to increase your supply of key commodities?  *(Note the 3 factors for each of the key commodity in order of importance)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Commodity name | | Factors making it difficult to increase supply | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Q13: How could these factors (mentioned in question 12, above) be addressed?  *(Note the answers for each factor which makes it difficult to increase supply)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Commodity name | | | | | | | | | | | | | | | | | | | Factors making it difficult to increase supply | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| Q14: How do you think the price you have to pay would change if you were to increase the quantity of the key commodities you order from your suppliers, and why?  *(For each of the key commodities note the answer (INCREASE, DECREASE, NO CHANGE) if possible specifying how big the change would be,and note the explanation)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Commodity name | Increase | | | | | | | | | | Decrease | | | | | | | | | | | | No change | | | | | | | | | | Explanation | | | | | |
|  |  | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | |  | | | | | |
| **D. Access to and provision of credit** (Refer to market system maps, update/ renew if necessary) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Q15: Before the shock, did you give your customers credit? How many and with what conditions?  *(Note the percentage of customers receiving credit, how long credit is given for, and the criteria they have to fulfil)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| % of customers receiving credit | | How long before credit must be repaid | | | | | | | | | | | | | Criteria for customers to obtain credit | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| Q16: Do you still give your customers credit now, after the shock? How many and with what conditions?  *(Note the percentage of customers who received credit, how long credit was given for, and the criteria they had to fulfil)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| % of customers receiving credit | | How long before credit must be repaid | | | | | | | | | | | | | | Criteria for customers to obtain credit | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| Q17: How much money do you estimate customers owe you today?  *(Note the answer and specify the currency)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | |
| Q18: Did your suppliers give you credit before the shock, and how much?  *(Note the amount and currency, for how long the credit is usually given, and what the criteria are to obtain a credit)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Number or percentage of suppliers giving credit | | How long before credit must be repaid | | | | | | | | | | | | | Criteria for traders to obtain credit | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| Q19: Do your suppliers still give you credit now, after the shock?  *(Note the amount and currency, for how long the credit was usually given, and what the criteria were to obtain a credit)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Number or percentage of suppliers giving credit | | How long before credit must be repaid | | | | | | | | | | | | | Criteria for traders to obtain credit | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| Q20: How much money do you owe your suppliers today?  *(Note the answer and specify the currency)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | |
| **E. Customer behaviour** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Q21: Are customers buying more or less of the key commodities since the shock? How much more or less?  *(For each key commodity, note how much more or less of the commodity is being purchased – include the unit, e.g. cups, kilos, etc.)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Commodity name | | Same | | | | | | | More | | | | | | | | | | | | | | | | | | | Less | | | | | | | | | | |
|  | |  | | | | | | |  | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |
| Q22: Why do think the demand of your customers has changed as described above?  *(For each key commodity, note the explanation)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Q23: Have your customers asked for other commodities since the shock? What are they? *(Note the answer and if it is YES, ask for what commodities demand has increased)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Q24: Why are they now asking for these commodities?  *(For each new commodity demanded, note the explanation)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Q25: Has demand for credit changed since the shock?  *(Find out whether more customers want credit now, and whether the value of the credit demanded by customers has changed; if possible, quantify the change as a number or percentage; cross-check with the answers in credit section)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Demand for credit | | | | | | Increased / decreased / stayed the same  *(if applicable, specify by how much it has changed)* | | | | | | | | | | | | | | | | | | | | Why? | | | | | | | | | | | | |
| Has the number of customers asking for credit changed? | | | | | |  | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | |
| Has the amount of credit that customers demand changed? | | | | | |  | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | |
| **F. Price changes** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Q26: How have the prices you pay to purchase the key commodities from your suppliers changed since the shock?  *(For each commodity note the current buying price, the price before the shock, and the price this time last year)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Commodity name | | Unit | | | | | | Current price | | | | | | | | | | | | | | Price before shock | | | | | | | | | | Price last year | | | | | | |
|  | |  | | | | | |  | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | | |
| Q27: If the prices you pay to purchase the key commodities from your suppliers has changed since the shock (Q26), why is this?  *(Note explanation for each key commodity that changed in price)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Commodity name | | | Explanation for purchase price change | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Q28: Have you changed the prices you charge for the key commodities since the shock?  *(For each commodity note the current selling price, the price before the shock, and the price this time last year)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Commodity name | | Unit | | | | | | Current price | | | | | | | | | | | | | | Price before shock | | | | | | | | | | Price last year | | | | | | |
|  | |  | | | | | |  | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | | |
| Q29: If you changed the prices you charge for the key commodities since the shock (Q28), why is this?  *(Note explanation for each key commodity that changed in price)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Q30: How does the selling price for each key commodity develop during a year (seasonality)?  *(Note for each commodity and month whether prices are typically high, normal or low)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Commodity name | | Jan | | | Feb | | Mar | | | | | Apr | | | | | Mai | | | | Jun | | | Jul | | | Aug | | | Sep | | | | Oct | | | Nov | Dec |
|  | |  | | |  | |  | | | | |  | | | | |  | | | |  | | |  | | |  | | |  | | | |  | | |  |  |
| **G. Was this a good informant/focus group?**  *(Note any observations after the interview)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

**Tool 10: Summary of findings per market** (to complete before leaving the market)

|  |  |
| --- | --- |
| **Name of the marketplace** |  |
| Are the traders in this marketplace able to supply the key commodities in sufficient quantities **within the timeframes required**?  *(Discuss the question in the RAM team and note the conclusion and justification)* | |
|  | |
| What specific assumptions did you make about this marketplace to get to your conclusion?  *(Note any assumptions you were required to make to come to the above conclusion)* | |
|  | |
| What aspects require immediate additional analysis?  *(Note questions that still need answering in order to finalise the assessment)* | |
|  | |
| What information should be gathered in addition to get a deeper understanding of the markets?  *(Note questions that may be interesting for further investigation at some later stage)* | |
|  | |
| What market aspects should be monitored to follow the evolution of the marketplace?  *(Note all aspects and how they can be monitored)* | |
|  | |
| What informants are worth contacting for additional information  *(Note subject, informant’s name, and contact information)* | |
|  | |
| Comments about the quality of the information: | |

**Tool 12: Reporting format**

**RAPID ASSESSMENT FOR MARKET REPORT**

***(INSERT DISTRICT, COUNTRY, SHOCK TYPE AND YEAR)***

**Report Author:**

**Position/ Job Title:**

**RAM team members and positions:**

**Report date:**

**Section 1: Shock and needs analysis summary**

|  |  |
| --- | --- |
| Type(s) of shock: |  |
| Date(s) of shock(s): |  |
| Date of RAM assessment: |  |
| Affected areas assessed: |  |
| Total population in affected area:  *(Number of households and people)* |  |
| Affected population within affected area:  *(Number of households and people)* |  |
| Average Household size:  *(Source of information)* |  |
| Location of affected population:  *(IDP/ stationary in homes etc…)* |  |
| Markets assessed: |  |
| Number of traders (wholesalers and retail­ers) and market representatives included in assessment: |  |
| Commodity type(s), volume(s) and duration requested by shock-affected population  *(quantity, frequency and duration and any quality specifications if necessary)* |  |

**Section 2: Market Mapping**

**2.1 Market maps, geographical location of markets to shock-affected population**

The diagram below illustrates the location of local and influential markets within, and close to the affected area, and their geographic proximity to the shock-affected population**.**

* *Insert a basic map that illustrates the GEOGRAPHICAL location of the markets. See Tool 4 for guidance on mapping.*
* *Highlight the locations of the shock-affected population and markets visited and include a key so that the user can easily identify the key markets, roads, location of the affected populations etc… Make sure to include information on the impact of the shock on the markets using the symbols suggested in Tool 4.*

**2.2 Commodity market maps**

The commodity market maps below illustrate the movements of key commodities to the markets near the affected populations – from wholesaler to trader and finally to consumer.

* *Insert the maps that illustrate the market chain. Advice on how to do this is available in the Tool 4. If you have one map that represents all the commodities, make sure this is clearly stated.*
* *If you can illustrate data on prices, volumes and number of traders, please illustrate this on the market maps or in a table.*
* *Include a key so that the user can easily identify the types of traders/ actors in the supply chain. Make sure to include information on the impact of the shock on the markets using the symbols suggested in Tool 4.*

**Section 3: Market maps and trader analysis**

After reviewing the maps (above) and information collected using the RAM tools, the following conclusions can be made:

1. The impact of the shock on physical access of the affected population to their markets.

*(Outline the impact of the* shock *on market access – what has changed in consumer and trader behaviour? Are such changes long term?)*

2. Affected household purchasing power/ demand and changes in consumer behaviour.

*(Does the shock-affected population have the financial means to purchase the food and non-food commodities they need? If so, what percentage/ proportion of their needs can they meet themselves? Relate to information collected in Step 1 of the RAM)*

3. The impact of the shock on the supply chain of food and non-food commodities required by the affected population.

*(Using data from Steps 1 and 2 of the RAM, outline in what way the supply chain has been affected by the shock. Outline any changes in consumer or trader behaviour as a consequence?)*

4. The capacity of retailers and wholesalers to increase their supply to meet increased demand for food and non-food commodities and related price implications (if any).

*(Reflecting on Step 2 of the RAM and the key commodities requested by the shock-affected population, reflect on whether or not traders in markets will be in a position to respond to a demand. If there are any implications for price changes, please outline what they are and what the consequences would be of such changes. Be mindful of wholesaler capacity, transport, warehousing and credit issues that may need addressing to enable this.)*

5. Changes in the types (quality) and quantities of commodities demanded by traders and households (if any).

*(If the shock has affected household and trader preference for certain commodities – in terms of quality, volume and frequency, outline this here.)*

6. The impact of the shock on prices of the food and non-food commodities.

*(Reviewing price data (secondary and primary), outline the impact of the shock on prices and the consequences of such changes.)*

7. Opportunities for market based interventions to support market rehabilitation.

*(Reflecting on the market mapping exercises and interviews with traders, what interventions could support trader capacity to increase supply, when they would be required and for how long?)*

8. Market related considerations that urgently require attention or further analysis (using the MAG or the RAM Monitoring Tool 13, 14 and 15) should any programming / advocacy take place.

*(This can include concerns regarding issues of trader or beneficiary security, diversion, government policy, high levels of beneficiary or trader debt, wholesaler monopoly etc…)*

9. Assumptions, difficulties and challenges faced in the assessment that users of RAM Report must be aware of.

*(This can include assumptions made in the data collection and analysis and reflections of data reliability.)*

10. Implementation experience in the area and related lessons learned, and activities planned or being implemented by other agencies.

*(Applying lessons learned from past emergency programmes can benefit future interventions and influence decisions. If any information is available from secondary data reviews etc., then this should be included here. Knowing what other agencies are planning on doing can also influence decision makers, especially when there cash programmes or market support interventions are planned.)*

**Section 4: Conclusions**

Table 1 (below) summarizes the markets analysed and the potential response options for consideration during response analysis.

**Table 1: Summarises all the markets analysed (by the RAM team and wider community of practice) and provides comments for use during response analysis.**

* *Additional markets can be added if more than 4 were assessed. In such an instance, transferring this table to excel may be useful if a large number of markets were assessed.*
* *Additional information can be added to the table; such as implementation timeframes, lag times, seasonal considerations etc. In such an instance, the transference of the table to excel may be more appropriate to facilitate use.*
* *Where possible, data from other agencies undertaking market analysis should be included; to reduce duplication of data collection and support coordination efforts.*
* *Reviewing the results of the application of Tool 11, the Conclusion Tree, state what potential response options are recommended.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Commodity required by the shock-affected population | Markets with potential for an increase in supply for each commodity including where additional trader support is required | | | | Market capacity to respond to increased demand | Potential response options for further discussion and analysis |
| *Insert market name* | *Insert market name* | *Insert market name* | *Insert market name* | *- Market supply unlikely to respond*  *- Supply chain may not respond*  *-Supply chain may respond with*  *support*  *- Supply chain may respond* | *- No/ Very limited immediate potential*  *for cash based responses*  *- Very Limited CTP potential*  *- Potential for market based support*  *interventions and CTP*  *- CTP Potential + monitor*  *- CTP potential BUT with more analysis* |
|  |  |  |  |  |  |  |

**Tool 13: Retail Price Collection Form**

|  |  |
| --- | --- |
| Market name: |  |
| Location: |  |
| Date/time of collection: |  |
| Currency used: |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Retailer 1 | | Retailer 2 | | Retailer 3 | | Retailer 4 | | Retailer 5 | |
|  | Name |  | |  | |  | |  | |  | |
|  | Telephone number |  | |  | |  | |  | |  | |
| Commodity | Specification | Unit | Price | Unit | Price | Unit | Price | Unit | Price | Unit | Price |
| 1) |  |  |  |  |  |  |  |  |  |  |  |
| 2) |  |  |  |  |  |  |  |  |  |  |  |
| 3) |  |  |  |  |  |  |  |  |  |  |  |
| 4) |  |  |  |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Retailer 6 | | Retailer 7 | | Retailer 8 | | Retailer 9 | | Retailer 10 | |
|  | Name |  | |  | |  | |  | |  | |
|  | Telephone number |  | |  | |  | |  | |  | |
| Commodity | Specification | Unit | Price | Unit | Price | Unit | Price | Unit | Price | Unit | Price |
| 1) |  |  |  |  |  |  |  |  |  |  |  |
| 2) |  |  |  |  |  |  |  |  |  |  |  |
| 3) |  |  |  |  |  |  |  |  |  |  |  |
| 4) |  |  |  |  |  |  |  |  |  |  |  |

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| Comments and observations: |

**Tool 14: Wholesale Price Collection Form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Market name: |  | | | |
| Location: |  | | | |
| Date/time of collection: |  | | | |
| Currency used: |  | | | |
|  |  | Wholesaler 1 | | Wholesaler 2 | | | Wholesaler 3 | | Wholesaler 4 | | Wholesaler 5 | |
|  | Name |  | |  | | |  | |  | |  | |
|  | Telephone number |  | |  | | |  | |  | |  | |
| Commodity | Specification | Unit | Price | Unit | | Price | Unit | Price | Unit | Price | Unit | Price |
| 1) |  |  |  |  | |  |  |  |  |  |  |  |
| 2) |  |  |  |  | |  |  |  |  |  |  |  |
| 3) |  |  |  |  | |  |  |  |  |  |  |  |
| 4) |  |  |  |  | |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Wholesaler 6 | | Wholesaler 7 | | Wholesaler 8 | | Wholesaler 9 | | Wholesaler 10 | |
|  | Name |  | |  | |  | |  | |  | |
|  | Telephone number |  | |  | |  | |  | |  | |
| Commodity | Specification | Unit | Price | Unit | Price | Unit | Price | Unit | Price | Unit | Price |
| 1) |  |  |  |  |  |  |  |  |  |  |  |
| 2) |  |  |  |  |  |  |  |  |  |  |  |
| 3) |  |  |  |  |  |  |  |  |  |  |  |
| 4) |  |  |  |  |  |  |  |  |  |  |  |

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| Comments and observations: |

**Tool 15: Secondary Price Data Information Form**

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| Commodity | Collecting entity | Name(s) of marketplaces | No. of sources | Unit | Retail or wholesale price | Description of commodity’s characteristics | Frequency of the data collection | Timing of the price collection | Are the prices averages (how are they calculated)? |
| ***Example:***  *Rice* | *Bureau of Agricultural Statistics* | *Davao City* | *N.A.* | *1 kg* | *Retail* | *Regular milled local rice* | *Monthly* | *Collected during entire month* | *Simple averages* |
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