

Annex I – Checklists

In order to see whether or not the minimum requirements have been met, the following checklist should be referred to at each stage of the process. Space is provided to explain issues that have arisen which may have prevented the MRs from being met. Organisations may wish to use this checklist on a regular basis and compare one assessment to the next to see the changes in the number of MRs being achieved. This may also allow for the identification of gaps if specific MRs are continually not being met.

I – SCOPE OF THE ASSESSMENT CHECKLIST

Minimum Requirement 1: The scope and depth of the market assessment enable appropriate programme decisions and are based on identified information needs.		
Key action point	Was the key action point followed ✓ or ✗	Outline of challenges faced in trying to ensure the key action point was followed
KAP 1	Choose the relevant market system(s) you wish to assess and identify programme-related decisions that need to be supported.	
KAP 2	Identify key markets and their linkages within the broader market system.	
KAP 3	Identify which critical market linkages and market actors have been affected by the emergency.	
KAP 4	Delineate the geographical scope of the assessment in order to include the area and the market actors directly affected by the emergency as well as those that will be critical for the recovery.	
KAP 5	Determine the analytical scope of the assessment on the basis of the key questions or issues that could influence programme-related decisions.	
KAP 6	Adjust the level of analysis on the basis of information quality, time constraints and the riskiness of the potential intervention.	

II – ANALYSIS CHECKLIST

Minimum Requirement 2: Market analysis data answers key programme-related decisions and contributes to the selection of appropriate modalities to achieve programme objectives whilst doing no harm.		
Key action point	Was the MR fulfilled ✓ or ✗	Outline of challenges faced in trying to ensure the key action point was followed
KAP 7	Estimate the risk that an intervention may pose of doing harm to market systems that people rely upon.	
KAP 8	When analysing data focus on firsthand accounts from key market actors as well as variations in prices, volumes, the number of key market actors, policies and regulations.	
KAP 9	Analyse trends rather than individual data points and take into account seasonal effects.	
KAP 10	When drawing conclusions, clearly state the assumptions, the type of data on which they are based, and any risks that may be linked to the assumptions and data.	
KAP 11	KAP 11: Clearly show the link between the analysis and conclusions and the ultimate response recommendations.	



PHOTO: GLENN EDWARDS/OXFAM

III – DATA COLLECTION CHECKLIST

Minimum Requirement 3: Collection of data is undertaken by competent and knowledgeable teams.			
Minimum Requirement 4: Data collection systems and information sources utilised in the market assessment are appropriate and of sufficient quality to allow for the capturing of the dynamic nature of markets.			
Key action point		Was the MR fulfilled ✓ or ✗	Outline of challenges faced in trying to meet the MR
KAP 12	Field teams must have sufficient local and technical knowledge to understand and contextualise the responses of market actors.		
KAP 13	Focus on the key market actors, linkages and relationships that are directly and indirectly crucial to the target group's needs.		
KAP 14	Ensure that fieldwork extends to all relevant geographical locations in the market system.		
KAP 15	Make sure that the data collected allows you to identify changes in trends that are due to the emergency or the response.		
KAP 16	Test the validity of the data as you collect it.		
KAP 17	Coordinate data collection to avoid duplication and leverage existing market expertise.		
KAP 18	Ensure that there is sufficient time for analysis and writing up		



PHOTO: ABBIE TRAYLER-SMITH/OXFAM

IV – MONITORING AND ENSURING VALIDITY OF DATA CHECKLIST

Minimum Requirement 5: Monitoring activities provide a check against initial assessment findings and enable decision-making for potential adaptation of intervention.		
Key action point	Was the MR fulfilled ✓ or ×	Outline of challenges faced in trying to meet the MR
KAP 19		
KAP 20		
KAP 21		
KAP 22		
KAP 23		



PHOTO: ADRIAN MCINTYRE/OXFAM