RAM Tool 8: Discussion with market representatives or key informants template

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| **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)* | | | | | | | | | | | | | | | | | | | | |
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| 2. | | | | | | |  | | | | | | | | | | | | | | | | | | | | |
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| 4. | | | | | | |  | | | | | | | | | | | | | | | | | | | | |
| Observations from travel to the marketplace *(Time needed, obstructions, trade flows observed etc.)* | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Contact details of interviewee(s)/ informant(s) | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Name and position *(Explain role if not clear from position*)** | | | | | | | | | | | | | | | | | | **Telephone** | | | | | | | | | |
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| **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*)** | | | | | |
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| Q2: Can you describe the type of damage and the effects this is having on the marketplace? *(Note the answers and explanations)* | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 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)* | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **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** | | | | | | | | | | | | | | |
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| 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** | | | | |
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| 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.)* | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 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** | | | | | | | | | | | | | | | | | |
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| **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** | | | | | |
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| 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** | | | | | |
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| 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** | |
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| 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** | | | | | | | |
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| 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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| **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** | | | | | | | | | | | | | | | | | | |
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| 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)* | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 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. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Q16: How could the supply of key commodities be supported to improve the current situation? *(Note what would be needed and for how long)* | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 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)* | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **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** | | | |
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| 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)* | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **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 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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