**Annex: Minimum Market Questions**

These three sets of questions cover all the minimum market information required across all three data sources. Be sure to:

* Select the three key goods for the trader questions, highlighted below as [INSERT ITEM]
* Contextualize your reference period, highlighted below as [INSERT SHOCK]
* See these as part of a wider needs/market assessment tool, where appropriate

|  |  |  |
| --- | --- | --- |
| **Stakeholder key informant interview questions** | | |
| Name of interviewer: | | |
| Date of interview: | | |
| Name of key informant: | | |
| Position: | | |
| Gender: ¨ Male / ¨ Female | | |
| Contact details: | | |
| **Market access for households** | | |
| **1** | Are markets still functioning since the [INSERT SHOCK]?  If yes, which ones? (name the markets)  If no, why are markets or shops not functioning? |  |
| **2** | Which markets are households using to buy basic food and household items at the moment? How far are they and do you think all people can access these markets safely? |  |
| **3** | What are the challenges community members face to access markets at the moment? |  |
| **4** | Since the [INSERT SHOCK], can people from all ethnic, religious and social groups access this market? If not, why not? |  |
| **5** | Since the [INSERT SHOCK], are there any tensions related to social, ethnic or religious affiliations in this marketplace? |  |
| **6** | Are there any security concerns related to the marketplace itself? If yes, what? |  |
| **Market functionality** | | |
| **7** | Do you think there are any particular challenges for traders in these markets at the moment? If so, what are the challenges? |  |
| **8** | Has the number of traders in these markets changed as a result of [INSERT SHOCK]? If so, in what way? |  |
| **9** | Do you think prices in these markets have changed since the [INSERT SHOCK]? If so, how? (increased/decreased) |  |
| **10** | Have prices of specific items changed? If so, indicate which items. |  |
| **11** | Are prices affordable to most people since the [INSERT SHOCK]? If not, specify who cannot afford which items. |  |
| **12** | Do you think there is a change in the quantity or quality of goods available in the local market at the moment? If so, how? |  |
| **13** | Do you think humanitarian actors should consider a particular type of assistance, e.g., **In‑kind support** (physical goods or services), **vouchers** (coupons which are only to be used for certain items at certain shops) or cash (money that can be spent on any items)? If so, why? |  |
| **Observations** | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| **Community focus group discussion questions** | | |
| Name of interviewer: | | |
| Date: | | |
| Location: | | |
| Number of attendees: | | |
| Male FGD group | | Female FGD group |
| Discussion with vulnerable groups (Specify) | | Other (Specify) |
| Welcome the group and introduce the facilitator, notetaker and participants.   * Explain, in the language understood by the participants, the purpose of the data collection effort and the discussion, how the participants were selected to be part of the discussion, and the future use of the data. * Explain the roles of facilitator, notetaker and participants; the expected duration of the discussion; the ground rules (e.g., mobile phones off); and the way the discussion will progress, emphasizing the importance of participants’ honest responses and interaction, and that there are no right or wrong answers. * Explain ethical considerations, including confidentiality and its limitations, voluntary participation, and the right to refuse or withdraw, emphasizing no consequences for either. * Give instructions for obtaining the participants’ written or oral consent. | | |
| **Market access** | | |
| **1** | At present, are there markets within an acceptable distance (on foot or by local transport) of your community? What is the name of the main market where households buy basic food, household items, and services?[[1]](#footnote-1) |  |
| **2** | Since the [INSERT SHOCK], are women and men of all ages safe in the market and would they be safe to visit at all hours? If not, why not? When would they be safe?  Are there any other groups who are not safe accessing the market? If yes, who and why? |  |
| **3** | Since the [INSERT SHOCK], what is the transportation cost to these local markets or shops for a return journey? Is this the same/higher/lower than before the shock? |  |
| **4** | Is there any particular group of people in this community that might have challenges physically accessing markets since the [INSERT SHOCK]? In particular, consider men, women, those with disabilities, and other vulnerable groups. |  |
| **5** | Is there any particular group of people in this community that might have challenges affording basic food, household items and services in this market since the [INSERT SHOCK]? Consider men, women, those with disabilities, and other vulnerable groups. |  |
| **6** | Since the [INSERT SHOCK], have there been reports about discrimination or do you think there is discrimination in this market? Who is discriminating against whom (Consider men, women, boys, girls, certain ethnic or religious groups, people with disabilities, older men, older women, younger men, younger women, other (specify). Is it common and systematic or are these only isolated incidents? |  |
| **Market functionality: Availability/quality of goods** | | |
| **7** | Are basic food, household items and services[[2]](#footnote-2) that households need available in enough quantity and quality in local markets as of today? Which items are not available or of poor quality? |  |
| **Market functionality: Prices and affordability** | | |
| **8** | Do people in this community have enough money to buy the basic food, household items and services they need in this market? |  |
| **9** | How are prices generally in the market (high/low/normal for time of year) compared to before the [INSERT SHOCK]. Which items are particularly expensive now? Why do you think this might be? |  |
| **Participant preferences and social relations**[[3]](#footnote-3) | | |
| **10** | Are there any tensions related to social, ethnic or religious affiliations in this marketplace? |  |
| **11** | If you were to receive humanitarian assistance at this time, please rank your preference for how you would like to receive this:   * **In‑kind support** (physical goods) * **Vouchers** (coupons that are only to be used for certain items at certain shops) * **Cash** (money that can be spent on anything)   Why have you ranked them in this way? | 1.  2.  3. |
| **12** | Do you think any particular modality (e.g., cash, vouchers or in‑kind) will cause problems in household dynamics or relations? (e.g., between men and women, younger and older household members, others)? Why? Do you think any particular modality could benefit household relations? Why? |  |
| ***If there is a preference for cash modalities, ask Q13*** | | |
| **13** | If you were to receive cash at this time, how would you prefer to receive it (in envelopes, through mobile money, through bank transfer, etc.) and why? How often is best to receive the transfer? Why? |  |
| **Observations** | | |
|  | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Trader questions** | | | | | | | |
| Name of interviewer: | | | | | | | |
| Date of interview: | | | | | | | |
| Name of market: | | | | | | | |
| Type of marketplace (e.g., local/district/regional/urban center): | | | | | | | |
| Name of trader’s shop: | | | | | | | |
| Type of trader (small retailer, medium retailer, wholesaler, etc.): | | | | | | | |
| Gender of trader: Male / Female | | | | | | | |
| Critical/key goods (variety/type/specifications):  (see Table 4 for logic on selection) | | | | 1. [INSERT ITEM] | | | |
| 2. [INSERT ITEM] | | | |
| 3. [INSERT ITEM] | | | |
| **Market access** | | | | | | | |
| **1** | | Since the [INSERT SHOCK], do you believe it is safe for your clients to travel to and from the local marketplace with cash and goods on their person? | | Yes / No / Don’t Know | | | |
| **1a** | | If not, why and for whom? | |  | | | |
| **2** | | Since the [INSERT SHOCK], do you think people from all ethnic, religious and social groups are accessing this marketplace? | | Yes / No / Don’t Know | | | |
| **2a** | | If not, why not? | |  | | | |
| **3** | | Are there any security concerns related to the marketplace itself? | | Yes / No / Don’t Know | | | |
| **3a** | | If yes, what? | |  | | | |
| **4** | | How has your number of daily customers changed since the [INSERT SHOCK]? | | Increased / Decreased / Stayed the same / Don’t know | | | |
| **Market functionality: General** | | | | | | | |
| **5** | | About how many other traders of your size are in the market, selling similar goods? | |  | | | |
| **6** | | What is the name of the market where most of your suppliers are located? | |  | | | |
| **7** | | Since the [INSERT SHOCK] how have your buying prices from your nearest suppliers in this market changed? | | (Increased / Decreased / Stayed same) | | | |
| **8** | | How are goods being transported from this large market to the market where you are since [INSERT SHOCK]? | | * By truck * By motorbike * By boat * By plane * Other (specify) | | | |
| **9** | | Is this transportation being impacted by any border, road or port closures? | | Yes / No / Don’t Know | | | |
| **9a** | | If yes, specify which border, road or port. | |  | | | |
| **10** | | Are you experiencing any challenges in conducting business since the [INSERT SHOCK]? | | Yes / No / Don’t Know | | | |
| **10a** | | If yes, what are your biggest challenges ? | | * Items not available in quantity or supplier cannot source * Items too expensive to buy from supplier * Item available of poor quality * Consumers do not have enough money (lack of demand) * Border closures * Lack of access to finance, capital or credit * Humanitarian assistance has impacted local markets * Government policies or market rules * Lack of information * Limited storage or warehouse space * Availability of fuel * Cost of fuel * Availability of rented transport * Cost of rented transport * Distance from wholesaler, producer or importer * Other (specify) | | | |
| **11** | | Do you import any goods? | | Yes / No / Don’t Know | | | |
| **11a** | | If yes, which goods and from which country? | |  | | | |
| **12** | | How many days ago did you last restock your shop? | |  | | | |
| **13** | | Generally, in normal times, how much time would it take for stock to arrive at your shop after you had made an order? | |  | | | |
| **14** | | Have there been any shortages of specific goods in this market since the [INSERT SHOCK]? | | Yes / No / Don’t Know | | | |
| **15** | | If you were to buy more stock now, would you be able to use your usual suppliers? | | Yes / No / Don’t Know | | | |
| Now I want to ask you about how [INSERT SHOCK] has affected your ability to sell some specific goods. These goods are [insert the three goods you are interested in]. Please refer to the cheapest available variety of the item you sell. | | | | | | | |
| **Critical goods information** | | | E.g. rice | | 1.  [INSERT ITEM] | 2.  [INSERT ITEM] | 3.  [INSERT ITEM] |
| **16** | Current selling price per unit | | 10 USD per kg | |  |  |  |
| **17** | Selling price before shock occurred per unit | | 5 USD per kg | |  |  |  |
| **18** | How do you anticipate today’s price will change over the next two weeks? (Increase/Decrease/Stay the same) | | Increase | |  |  |  |
| **19** | Approximately how much stock on hand do you have at present? | | 250kg | |  |  |  |
| **20** | Could you increase your stock of this item if demand doubled? (Yes/No/Not sure) | | Yes | |  |  |  |
| **21** | If yes, how long would this take | | 1 week | |  |  |  |
| **Goods information: Additional If traders have indicated an ability to respond to an increase in demand for any good** | | | | | | | |
| **22** | If there was an increase in demand generally, would you have sufficient capital or funds to respond to this yourself? | | Yes, I have my own capital or funds.  No  Don’t know | | | | |
| **23** | If no, can you easily access credit (either financial loans or by delaying payment to traders)? | | Yes / No / Don’t Know | | | | |
| **24** | With access to credit, could you increase your supply? | | Yes / No / Don’t Know | | | | |
| **Trader willingness** | | | | | | | |
| **25** | Would you be interested in working with NGOs to provide humanitarian assistance either through a voucher program\* or by supplying goods directly? If yes, how? If not, why not?  \*a voucher program is where affected households are provided with coupons with which they can only buy from selected shops | | Yes / No / Don’t Know | | | | |
| **Observations** | | | | | | | |
|  | | | | | | | |

1. . This question can be adapted to be more specific depending on priority needs identified (e.g., ‘ to buy shelter items’). [↑](#footnote-ref-1)
2. . This question can be adapted to be more specific depending on priority needs identified (e.g., ‘ to buy shelter items’) [↑](#footnote-ref-2)
3. . For additional FGD questions on risks and cash, see Tool 1.2 in IRC’s Safer Cash Toolkit. [↑](#footnote-ref-3)