

## Annex 18

### Sample market details interview guide and data recording format

A format such as this may be used by market specialists (or economists) to guide discussions and record information during field visit interviews with traders, other main market actors, and trade and commerce officials in the main marketing hubs through which imports and exports flow and domestic production is traded. It may also be used in a sample of retail markets in the different affected zones. It is not intended to be used as a questionnaire. It should be adapted to local needs.

Specialists must also collect reports of price and trade statistics and reports of any recent market studies in the areas visited.

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### 1. Location

Region/district	Informant
Town/locality	Position
Name of market	Organization

### 2. Type of market or other institution

Primary wholesale <input type="checkbox"/>	Secondary wholesale <input type="checkbox"/>	Retail <input type="checkbox"/>
Port <input type="checkbox"/>	Border crossing <input type="checkbox"/>	Grain mill <input type="checkbox"/>

### 3. Range & origin of items traded [Origin: local; specified neighbouring areas; grain from last year's harvest or the current harvest or security stocks; specified other sources]

	Items	Origin	Changes compared with previous year
Staple foods			
Livestock			
Agricultural & other inputs			

### 4. Market integration, coverage and trade flows

	Markets	Scale of flow	Changes compared with previous year: reasons
Markets from which supplies come			
Markets to which produce is "exported"			
Zone served by this market			Localities with no functioning markets:

### 5. Number of traders at this location

	Present number	Changes compared with previous year
Number of traders selling staple food items		
Number of traders buying (i) crops; (ii) livestock		
Constraints on entry of new traders to this market		

### 6. Operations and capacities of trader(s)

Individual trader  / Group of traders at this location

How their operations have been affected:	(i) by the crisis:	(ii) by gov't policies and interventions:	
How transaction costs and trading margins have changed			
What "informal" taxes they have to pay			
	Current situation	Changes compared with previous year	
Storage capacity			
Type of storage			
Present stocks			
Expected losses			
Transport capacity (own or able to contract)			
Access to credit			
Current through-put (tons/month)			
Maximum through-put at present prices			
Main constraints on increasing through-put			
% price increase that would enable them to increase:	(i) by 20%		(ii) by 50%

**7. Traders' perceptions (views) of market conditions**

Individual trader  / Group of traders at this location

	Current situation	Changes compared with previous year
The staple foods in greatest demand		
Which social groups can afford to purchase		
	Prospects the new marketing year	Changes compared with previous year
Events that might affect those groups' purchasing power		
Expected overall level of effective demand		
Level of local/ domestic production		
Expected level of marketable surplus (compared normal)		
Expected prices in the coming months		
Expected level of private imports		
Views on total import requirements		
Own plans		

**8. Market Prices** [Adapt list to the country together with section 14 of the multidisciplinary format. Ask about and record the buying or selling price, as appropriate.]

	Current		3 months ago	One year ago	Anticipated trend (up/down)	Remarks
	Buy	Sell				
<b>Crops</b>						
Sorghum						
Maize						
Millet						
Wheat						
Rice						
Ground nuts						
Cotton						
Other (fruits, vegetables)						
<b>Livestock</b>						
Cattle:						
Heifer						
Breeding cow						
Reformed cow						
Steer						
Breeding Goat						
Male Goat						
Breeding ewe						
Ram/reformed ewe						
Other						