Initial Rapid Needs Assessment Tool

WHAT is it for?

This Initial Rapid Needs Assessment Tool is used to provide a general, multi-sectoral assessment in the initial phase of an emergency. The tool is designed to collect data at the household level. The amount of time needed to cover all questions is approximately 30–45 minutes.

The purpose of this tool is:

- To know more about the situation on the ground.
- To verify initial observations that may have been made by assessors using the Tool #1: Direct Observational Tool or Tool #2: Five Discussion Questions.
- To feed into Tearfund’s Humanitarian Review or Emergency Response Committee; and inform decisions about the most appropriate response to the emergency.

The tool is used to collect sectoral information at the household level. Each sector (page 2) has a series of key questions, which are designed in reference to Sphere standards where applicable.

WHEN is it for?

To be used within the first 24 hours to 7 days of a rapid-onset emergency.

WHO is this for?

For team/individuals required to conduct assessments where there is no UN- or UN Cluster-coordinated assessment.

HOW to use

When using this tool, consider the following things:

- Every context and community is unique and there will be underlying cultural norms and practices that may be unseen or unknown by you as an assessor.
- Certain questions will require cultural sensitivity and contextual knowledge (eg household sanitation practices, types of staple food) to modify how the question is asked and what multiple-choice answers to provide.
- It may be appropriate to identify community leaders and discuss the assessment with them before conducting household visits.
- Ensure your discussions are inclusive, recognising the need for men, women and children to share their reflections on the crisis.
- Consider the most appropriate time of day to conduct household visits, as there may be certain times of the day when part of the community is absent.
The main aim of this assessment is to gather information that is accurate, impartial and representative of the majority of the affected community.

You will need to:

- Introduce yourself and the purpose of the survey.
- Record basic information about the community you are assessing (i.e., location, population size) and household-level information from the informant (i.e., number of people in the household).
- Ask questions and record answers for each of the sectors.

This tool can be deployed in Kobo format. Contact the Humanitarian Support Team for the Excel document, which should be uploaded to: https://www.kobotoolbox.org/

Limitations of the tool

- This tool is only intended for the initial phase, and should be followed by more detailed or sector-specific assessments as time permits.

The following explains the rationale behind questions in each section of the Initial Rapid Needs Assessment, and how the data collected can be used to inform a response.

**STANDARD**

In this section, you will gather basic household information and find out about the informant’s perceived needs. The answers should help you pace the sectoral questions: spend more time on sectors highlighted as priority needs by the informant.

The questions under 2. Disability screening questions, based on the Washington Group questions on disability, aim to identify people at risk of restricted participation. If the informant or any of their household members express difficulty in any of the areas, you may need to rephrase later questions and record additional comments, in order to understand and record their specific needs.

**WASH**

When assessing WASH, we are looking at the following areas:

1. Water – assessing the nature and quality of water sources and water storage
2. Sanitation – assessing the use of latrines in terms of availability and access
3. Hygiene – assessing behaviour around handwashing, showers and personal hygiene, and waste disposal

The findings should identify priority WASH needs and the affected communities' level of awareness.

**Food security**

When assessing food security, we are assessing the following four main areas:

1. Availability – Is the food available locally, in the markets or in the area?
2. Accessibility – Do people have access to food? Do they have the means to safely get it?
3. Utilisation – How often are people eating? What type(s) of food are people eating?
4. Stability – How long will the food stocks last?

The first two are usually what we focus on in an emergency situation: availability and access. The third and fourth areas start to inform our understanding of nutritional needs.
**Shelter/Non-food items**
For Shelter, we are assessing households’ current shelter vulnerabilities and existing local resources. The findings should identify post-disaster risks, vulnerabilities and capacities, opportunities to address recovery from the outset, and the need for more detailed assessments including environmental impact assessment.

For Non-food items (NFIs), we are assessing households’ immediate needs and access to NFIs. The findings can inform whether an NFI distribution is needed and whether the distribution of NFIs or cash-based assistance would have the most impact.

**Livelihoods**
When assessing livelihoods, we are assessing: households’ livelihood patterns before and after the emergency, key livelihood timings and gaps in capacity for livelihood recovery.

The findings will uncover affected communities’ capacity to recover, any interventions needed and key timings (e.g. the next planting season).

**Protection**
When assessing protection issues, we are identifying vulnerable groups in the affected communities, and assessing their level of vulnerability with regards to protection needs.

The findings will identify which vulnerable groups require additional assessment and/or response, and what their potential protection needs are.

**Communication**
The answers to these questions will indicate 1) preferred beneficiary feedback mechanism(s) and 2) vulnerable groups’ communication needs.

Ensure the assessment team have appropriate translators.

**Annexes 1 & 2: Emergency Market Assessment**
Annex 1 contains questions for beneficiaries that make up Part A of Tearfund’s Emergency/Remote Market Assessment. The findings will give you an impression of access to markets, perceived availability of key commodities and preferred assistance modality. They are included here because you may choose to ask them at the end of your household surveys.

Annex 2 contains questions for traders that make up Part B of Tearfund’s Emergency/Remote Market Assessment. Unlike the Initial Rapid Needs Assessment and the questions in Annex 1, the people surveyed with these questions must be:

- Traders (retailers or wholesalers) in local marketplaces mentioned by beneficiaries in Annex 1.
- Try to speak to at least three retailers and two wholesalers (if wholesalers are present) in each marketplace.

The findings will give you an overall idea of the traders’ capacity to re-supply and meet an increased demand for goods.
Before you launch into the questions, remember to introduce yourself and the purpose of the survey.

- My name is [your name] and I am a staff member from Tearfund/[partner name] – an international relief and development organisation.
- We are here today to understand more about the situation on the ground, to help our organisation determine the most appropriate response to the [name Disaster].
- This survey is voluntary and you can choose not to participate.
- The questions will be on [Sectors]. If you are not comfortable answering any of the questions, just say ‘Do not know.’
- The information we are gathering will be confidential and used for a report without any link to the individuals who are speaking with us. We will return to share the results of this assessment and propose a way forward.
- Can I please take about 30 minutes of your time for the survey?
- (If you have gained their agreement) Thank you for your willingness to talk to us!

Initial Rapid Needs Assessment Tool

PART A – Standard

<table>
<thead>
<tr>
<th>1</th>
<th>ASSESSMENT AND INFORMANT DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>Name of assessor</td>
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<tr>
<td>2)</td>
<td>Date of assessment</td>
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<td>3)</td>
<td>Location (village/community level)</td>
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<td></td>
<td>Please also identify the context: urban, rural or IDP camp</td>
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<tr>
<td></td>
<td>□ Urban</td>
</tr>
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<td>4)</td>
<td>GPS coordinates</td>
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<td>5)</td>
<td>Gender of informant</td>
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<tr>
<td></td>
<td>□ Male</td>
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<table>
<thead>
<tr>
<th>2</th>
<th>DISABILITY SCREENING QUESTIONS</th>
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<tbody>
<tr>
<td>The next questions ask about difficulties you or anyone in your household may have doing certain activities because of a HEALTH PROBLEM.</td>
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<tr>
<td>1)</td>
<td>Do you or anyone in your household have difficulty seeing, even if wearing glasses?</td>
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<tr>
<td></td>
<td>□ No – no difficulty</td>
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<tr>
<td></td>
<td>□ Yes – some difficulty</td>
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<tr>
<td></td>
<td>□ Yes – a lot of difficulty</td>
</tr>
<tr>
<td></td>
<td>□ Cannot do at all</td>
</tr>
<tr>
<td></td>
<td>□ Do not know</td>
</tr>
</tbody>
</table>
### 2) Do you or anyone in your household have difficulty hearing, even if using a hearing aid?
- □ No – no difficulty
- □ Yes – some difficulty
- □ Yes – a lot of difficulty
- □ Cannot do at all
- □ Do not know

### 3) Do you or anyone in your household have difficulty walking or climbing steps?
- □ No – no difficulty
- □ Yes – some difficulty
- □ Yes – a lot of difficulty
- □ Cannot do at all
- □ Do not know

### 4) Do you or anyone in your household have difficulty remembering or concentrating?
- □ No – no difficulty
- □ Yes – some difficulty
- □ Yes – a lot of difficulty
- □ Cannot do at all
- □ Do not know

### 5) Do you or anyone in your household have difficulty (with self-care such as) washing all over or dressing?
- □ No – no difficulty
- □ Yes – some difficulty
- □ Yes – a lot of difficulty
- □ Cannot do at all
- □ Do not know

### 6) Using your usual (customary) language, do you or anyone in your household have difficulty communicating, for example understanding or being understood?
- □ No – no difficulty
- □ Yes – some difficulty
- □ Yes – a lot of difficulty
- □ Cannot do at all
- □ Do not know

### 7) Do you know of people in other households who have these difficulties? If ‘Yes’, how many?
- □ Yes _______________
- □ No
- □ Do not know

## 3 CRITICAL ISSUES

### 1) What are your top THREE priorities? Select three options only.
- □ Water, sanitation and hygiene
- □ Livelihood
- □ Shelter
- □ Personal safety
- □ Food
- □ Communication
- □ Other (please specify) ________________
- □ Do not know

### 2) What would be your preferred type of assistance, and why? See definitions below.
- □ Cash
- □ Vouchers
- □ In-kind
- □ Do not know

Why? ________________

### 3) Have you received assistance from any organisation yet, eg government, INGO, NNGO, civil society, churches? If yes, what assistance have you received or what assistance are they planning to extend?

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**Definitions of cash, vouchers and in-kind assistance**

- **Cash**: Provision of assistance in the form of money – either physical currency or e-cash
- **Vouchers**: Provision of assistance in the form of a paper, token or e-voucher that can be exchanged for a set quantity or value of goods
- **In-kind**: Provision of assistance in the form of physical goods
## PART B – Sectors

### 4 WASH

#### 4.1 Water supply

<p>| | | |</p>
<table>
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<tr>
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</table>
| 1) | Where do you collect your drinking water from? If 'Other', please specify. | □ Lake (untreated)  
□ River (untreated)  
□ Pond (untreated)  
□ Well (untreated)  
□ Another treated source with a tap  
□ From deliveries of water by truck  
□ Other __________________________________________  
□ Do not know |
| 2) | If you are using untreated water sources, do you treat the water yourself? | □ Yes  
□ No  
□ Do not know |
| 3) | How many litres of water do you collect a day? | □ Less than 10 litres  
□ 10–15 litres  
□ 15–20 litres  
□ Over 20 litres per day  
□ Do not know |
| 4) | Is this enough water to meet all your needs? | □ Yes  
□ No  
□ Do not know |
| 5) | What do you use the water for? Select all that apply. | □ Drinking and cooking  
□ Bathing  
□ Watering crops  
□ Watering livestock  
□ Cleaning  
□ Flushing latrine  
□ Other (please specify) _______________________________  
□ Do not know |
| 6) | Please could you show me where you store your water? | **DIRECT OBSERVATION**  
Which of the following do you observe? Select all that apply:  
□ Water containers are clean  
□ Water containers are covered with a lid  
□ The household has a container for collecting water and a separate container for storing it  
What volume of water storage do the household have?  
Approximately _________________ litres |
| 7) | How long does a round trip to collect water (including queuing) take? | □ 30 minutes or less  
□ More than 30 minutes  
□ The time varies  
□ Do not know |
### 4.2 Sanitation
*Please note that the following questions will require cultural sensitivity and adaptation.*

<table>
<thead>
<tr>
<th>Question</th>
<th>Options</th>
</tr>
</thead>
</table>
| 1) Does every member of your household, including those with health problems, have access to a latrine? If ‘No’, where do members go to relieve themselves? | □ Yes (Go to Q2)  
□ No _____________________________________ (Go to Q5)  
□ Do not know |
| 2) Is the latrine used by other households? If ‘Yes’, how many other households use the latrine? | □ Yes _____________________  
□ No  
□ Do not know |
| 3) Who cleans and maintains the latrine?                                  |                                                                         |
| 4) Do the women in your household feel safe using the latrine?           | □ Yes  □ No  □ Do not know                                             |
| 5) Are women in your household able to obtain menstrual hygiene materials? If ‘No’, please explain why. | □ Yes  □ No _____________________________________  
□ Do not know |

### 4.3 Hygiene

<table>
<thead>
<tr>
<th>Question</th>
<th>Options</th>
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</thead>
</table>
| 1) Can you name THREE occasions when it is particularly important to wash hands? | □ After defecation  
□ Before preparing food  
□ Before eating food  
□ After handling children’s faeces  
□ After coming in from the field (or outside)  
□ Could not list 3 from above |
| 2) Please could you show me where you wash your hands?                    | **DIRECT OBSERVATION**  
Is there sufficient running water at this handwashing station?  
□ Yes  □ No  
Can you see that there is soap (or ash) available at this handwashing station?  
□ Yes  □ No |
| 3) Does your household have access to shower facilities?                  | □ Yes  □ No  □ Do not know                                             |
| 4) What do you do with your household rubbish? If you dispose of it away from your home, where do you leave it? |                                                                         |

### 5 FOOD SECURITY

#### 5.1 Access and availability

<table>
<thead>
<tr>
<th>Question</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Is there food available in the household?</td>
<td>□ Yes (Go to Q2)  □ No (Go to Q3)  □ Do not know (Go to Q3)</td>
</tr>
<tr>
<td>2) If ‘Yes’, how long will the food supplies in your household last?</td>
<td>□ Less than 1 week  □ 1–2 weeks  □ More than 2 weeks  □ Do not know</td>
</tr>
</tbody>
</table>
3) What are your main THREE food concerns? Select three options only.

- No food, no market
- Not enough food
- Not good enough food
- No cooking facilities
- No utensils
- No cooking fuels
- Loss of agricultural land
- Loss of agricultural assets (e.g., tools, storage capacity, seeds)
- No physical access to markets
- No income, money, resources to purchase food
- Other (please specify) _______________________________
- Do not know

4) Is there food available to purchase in a local market? If ‘No’, please explain why.

- Yes  
- No _______________________________
- Do not know

5) Do you have the resources to buy or trade for the food items you need?

- Yes  
- No  
- Do not know

6) Who is the most affected by the current food situation? If ‘Other’, please specify.

- Children  
- Women  
- Lactating women  
- Elderly  
- People with disabilities  
- Sick/injured  
- Other _______________________________
- Do not know

5.2 Utilisation

1) How many meals a day did you have before the disaster?

- None  
- 1 meal  
- 2 meals  
- 3 meals  
- More than 3 meals  
- Do not know

2) How many meals a day do you have now (after the disaster)?

- None  
- 1 meal  
- 2 meals  
- 3 meals  
- More than 3 meals  
- Do not know

3) What types of food have you eaten in the last 7 days? (Select all that apply)

- Cereal  
- Meat  
- Vegetable  
- Fish  
- Fruit  
- Oil  
- Other (please specify) _______________________________
- Do not know

6 SHELTER/ NON-FOOD ITEMS (NFIs)

6.1 Shelter

1) What is the estimated number of houses in the community?

DIRECT OBSERVATION

2) What is the estimated number of houses NOT fit for living in?

DIRECT OBSERVATION

- Less than 20%
- 21%–50%
- 51%–70%
- More than 70%
3) What are the main types of shelter people from your community are living in now? (Select all that apply)
- House or flat
- Repaired partially damaged homes
- Improvised shelter (eg made from salvaged construction materials etc)
- Tents
- Planned temporary or transitional shelter other than tents (eg made from distributed items)
- Buildings used as collective accommodation
- Other (Please specify eg host family homes, rented accommodation) _____________________________________
- No shelter

4) What are your top THREE shelter concerns? Select three options only.
- There is no shelter.
- Shelters are overcrowded.
- Homes are so damaged that they are unfit for living in.
- Building materials to repair/build shelter are unavailable.
- Skills to repair/build shelter are unavailable.
- Disagreements over land usage/ownership.
- People are lacking basic household items.
- Other (please specify)________________________________________
- No shelter

5) What shelter materials can you find locally? Do people need to pay for these materials?
- Yes
- No
- Do not know

6.2 Non-food items

1) What are your top THREE priorities regarding non-food items? Select three options only.
- Clothing
- Blankets and bedding
- Cooking utensils
- Fuel (eg firewood, coal)
- Shelter materials
- Other (please specify)________________________________________
- No shelter

2) Are you able to find the priority items in the local market?
- Yes
- No
- Do not know

3) Do you have resources to buy or trade to get the priority items?
- Yes
- No
- Do not know

7 LIVELIHOODS

1) What were the main livelihood activities in this area before the disaster?

2) How have the livelihood activities been affected by the disaster?
### 3) What are your top THREE priorities regarding livelihoods?

### 4) Do you think you can continue, start or restart your livelihood now or within the next 2 months?

- [ ] Yes
- [ ] No
- [ ] Do not know

Any additional comment: __________________________________________________________

### 5) Are there any essential assets or inputs or activities that would help you to restart your livelihood activity? If ‘Yes’, please specify which assets/inputs/activities.

- [ ] Yes ________________________________
- [ ] No ________________________________
- [ ] Do not know

### 8 PROTECTION

#### 1) Are all members of the community, including the elderly and disabled, able to access humanitarian assistance being provided? If ‘No’, please explain.

- [ ] Yes
- [ ] No ________________________________
- [ ] Do not know

#### 2) Who enforces the law and provides security in areas affected (formal and informal)? If ‘Other’, please specify.

- Police
- National armed forces
- Community security groups
- Other ________________________________
- None
- Do not know

### 8.1 Child protection

#### 1) What are the main risks for children in this current location? (Select all that apply)

- Recruitment and use of children by armed forces and armed groups
- Being trafficked
- Child labour
- Child marriage
- Sexual violence
- Abductions
- Other (please specify) ________________________________
- Do not know

#### 2) Are there any children in this area who have been separated from their usual caregivers due to the emergency? If ‘Yes’, how many do you think there are?

- [ ] Yes
- [ ] No
- [ ] Do not know

- Less than 100
- More than 200
- Between 100 and 200
- Do not know

#### 3) Are there any children in this area who are not living with any adults at all, due to the emergency? If ‘Yes’, how many do you think there are?

- [ ] Yes
- [ ] No
- [ ] Do not know

- Less than 100
- More than 200
- Between 100 and 200
- Do not know

#### 4) What do you think are the most important needs that should be met to ensure that children are safe in this area?
### 8.2 Psychosocial support

1) Is there evidence of people in your community feeling distressed eg very upset, sad, worried, scared or angry? If ‘Yes’, please specify.

- Yes
- No
- Do not know

2) What strategies are people using in order to cope with stress?

3) Are you aware of any support that people under stress can access at this point?

### 8.3 Sexual violence and other forms of gender-based violence

(Note to assessor: due to the sensitive nature of these questions, check if the person is happy to answer these questions. Be aware of signs of distress and consider skipping this section or offering access to further support.)

1) Are there specific risks that women and children face when trying to access humanitarian assistance? If ‘Yes’, please specify.

- Yes
- No
- Do not know

2) If this interview is taking place in an IDP camp: Are there specific risks that women and children face while living in this camp? If ‘Yes’, please specify.

- Yes
- No
- Do not know

3) Do you think the number of incidents or offences against women or children have increased since the emergency?

- Yes (please specify)

- No
- Do not know

4) Do you know whom to report incidents or offences against women and children to?

- Yes (Please specify)

- No
- Do not know

### 9 COMMUNICATIONS

1) Are mobile phone networks available and working?

- Yes
- No
- Do not know

2) How do you prefer to receive information? (Select all that apply)

- Agency staff
- Community volunteers
- Community leaders
- Local government authorities
- Place of worship
- Public noticeboard
- Do not know

- Banners/posters
- Printed materials (eg leaflets)
- SMS
- Newspaper
- Radio
- Online (eg Facebook)

3) How do you prefer to share information and give feedback to us? (Select all that apply)

- Community meetings
- Community leaders
- Face-to-face discussion
- Paper feedback form
- Telephone
- Text messages
- Online (eg Facebook)
- Do not know
Annex 1

Emergency Market Assessment: QUESTIONS FOR BENEFICIARIES

This annex contains the questions for beneficiaries that make up Part A of Tearfund’s Emergency/Remote Market Assessment. They are included here because you may choose to ask them at the end of your household surveys.

Please note that this annex does not constitute a full market assessment. See Annex 2 for the remainder.

## 1 ASSESSMENT DETAILS

<table>
<thead>
<tr>
<th></th>
<th>Name of assessor</th>
<th>3) Location</th>
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</tr>
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<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Date of assessment</td>
<td></td>
<td>4) GPS coordinates</td>
</tr>
</tbody>
</table>

## 2 QUESTIONS FOR BENEFICIARIES

### 2.1 Accessibility of markets

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<tr>
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<th>Market location: ________________________</th>
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<tbody>
<tr>
<td>1</td>
<td></td>
<td>□ Yes □ No</td>
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<tr>
<td></td>
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<td>Market location: ________________________</td>
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<td>2</td>
<td></td>
<td>□ Yes □ No</td>
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<tr>
<td>3</td>
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<td>□ Yes □ No</td>
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<table>
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<tr>
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<th>Market location: ________________________</th>
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<td>1</td>
<td>□ Yes □ No</td>
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<tr>
<td>2</td>
<td>□ Yes □ No</td>
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<table>
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<tr>
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<th>Market location: ________________________</th>
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<tbody>
<tr>
<td>1</td>
<td>□ Yes □ No</td>
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<td>2</td>
<td>□ Yes □ No</td>
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<table>
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<tr>
<th></th>
<th>Market location: ________________________</th>
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<tbody>
<tr>
<td>1</td>
<td>□ Yes □ No</td>
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<tr>
<td>2</td>
<td>□ Yes □ No</td>
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</table>

### 2.2 How long does it take you to reach local marketplaces? Please answer for each marketplace named above and specify your mode of travel.

<table>
<thead>
<tr>
<th></th>
<th>Market location: ________________________</th>
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<tbody>
<tr>
<td>1</td>
<td>□ 30 minutes or less □ 30 minutes to 1 hour □ More than 1 hour</td>
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<tr>
<td>2</td>
<td>□ 30 minutes or less □ 30 minutes to 1 hour □ More than 1 hour</td>
</tr>
<tr>
<td></td>
<td>□ Walking □ Public transport □ Other</td>
</tr>
<tr>
<td>1</td>
<td>□ 30 minutes or less □ 30 minutes to 1 hour □ More than 1 hour</td>
</tr>
<tr>
<td>2</td>
<td>□ 30 minutes or less □ 30 minutes to 1 hour □ More than 1 hour</td>
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<tr>
<td></td>
<td>□ Walking □ Public transport □ Other</td>
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<tr>
<td>1</td>
<td>□ 30 minutes or less □ 30 minutes to 1 hour □ More than 1 hour</td>
</tr>
<tr>
<td>2</td>
<td>□ 30 minutes or less □ 30 minutes to 1 hour □ More than 1 hour</td>
</tr>
<tr>
<td></td>
<td>□ Walking □ Public transport □ Other</td>
</tr>
</tbody>
</table>
### 3) Do you feel safe when travelling to the local marketplaces named above?

- [ ] Yes
- [ ] No
- [ ] Do not know

### 2.2 Availability of commodities

#### 1) What three commodities (specific food or non-food items) are you most in need of for your household?

| Commodity 1: | __________________________ |
| Commodity 2: | __________________________ |
| Commodity 3: | __________________________ |

#### 2) Have you been able to purchase your top three commodities in local markets since the emergency? If ‘No’, explain why.

| Commodity 1: | [ ] Yes [ ] No |
| ________________ | [ ] Do not know |
| Commodity 2: | [ ] Yes [ ] No |
| ________________ | [ ] Do not know |
| Commodity 3: | [ ] Yes [ ] No |
| ________________ | [ ] Do not know |

#### 3) Are these three commodities available in sufficient quantity in the local markets?

- [ ] Yes
- [ ] No
- [ ] Do not know

#### 4) Are you satisfied with the quality of these three commodities as available in the local markets?

- [ ] Yes
- [ ] No
- [ ] Do not know

#### 5) Have you noticed any fluctuation in the price of these three commodities since the emergency?

- [ ] Yes
- [ ] No
- [ ] Do not know

### 2.3 Assistance modalities

#### 1) What mechanisms do people in this area use to transfer money? Select all that apply.

- [ ] Banks
- [ ] Remittance companies
- [ ] Mobile money
- [ ] Post office
- [ ] Only direct cash
- [ ] Other
- [ ] Do not know
Annex 2

Emergency Market Assessment: QUESTIONS FOR TRADERS

This annex contains the questions for traders that make up Part B of Tearfund’s Emergency/Remote Market Assessment. Unlike the Initial Rapid Needs Assessment and the questions in Annex 1, the people surveyed with these questions must be:

- Traders (retailers or wholesalers) in local marketplaces mentioned by beneficiaries in Annex 1.
- Try to speak to at least three retailers and two wholesalers (if wholesalers are present) in each marketplace. See definitions below.

Definitions – wholesaler and retailer

- A wholesaler sells the goods in bulk quantities to other businesses, who then sell it on
- A retailer sells the goods directly to the final consumer, usually in smaller quantities

<table>
<thead>
<tr>
<th>1</th>
<th>ASSESSMENT AND TRADER DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>Name of assessor</td>
</tr>
<tr>
<td>2)</td>
<td>Date of assessment</td>
</tr>
<tr>
<td>3)</td>
<td>Name/location of marketplace</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>2</th>
<th>MOST-NEEDED COMMODITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>From Annex 1, what are the three most important commodities people say they need?</td>
</tr>
<tr>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
## 3 QUESTIONS FOR TRADERS

### Commodity 1

<table>
<thead>
<tr>
<th>Question</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Name of Commodity 1</td>
<td>Copy from 'Most needed commodities' but make clear specifications about quantity, quality, origin and brand.</td>
</tr>
<tr>
<td></td>
<td>Name:</td>
</tr>
<tr>
<td></td>
<td>Specifications:</td>
</tr>
<tr>
<td>2) Approximately how many retailers supply this commodity, in this marketplace?</td>
<td>□ Between 1 and 5&lt;br&gt;□ Between 6 and 10&lt;br&gt;□ Between 11 and 15&lt;br&gt;□ Between 16 and 20&lt;br&gt;□ More than 20&lt;br&gt;□ None&lt;br&gt;□ Do not know</td>
</tr>
<tr>
<td>3) Approximately how many wholesalers supply this commodity, in this marketplace?</td>
<td>□ Between 1 and 5&lt;br&gt;□ Between 6 and 10&lt;br&gt;□ Between 11 and 15&lt;br&gt;□ Between 16 and 20&lt;br&gt;□ More than 20&lt;br&gt;□ None&lt;br&gt;□ Do not know</td>
</tr>
<tr>
<td>4) What are the main source marketplaces for this commodity? (Where do traders resupply?)</td>
<td></td>
</tr>
<tr>
<td>5) Have the usual external supply routes for the source marketplaces been affected since the emergency? If 'Yes', please specify which source marketplaces have been affected and how.</td>
<td>□ Yes – completely restricted&lt;br&gt;□ Yes – severely restricted&lt;br&gt;□ Yes – partly restricted&lt;br&gt;□ No – not affected&lt;br&gt;□ Do not know&lt;br&gt;Yes __________________________________________________________</td>
</tr>
<tr>
<td>6) If the demand for this commodity were to increase, what is the maximum amount of stock that you could bring in, within one week? Please specify units.</td>
<td></td>
</tr>
<tr>
<td>7) If the demand for this commodity were to increase, what is the maximum amount of stock that you could bring in, within 2 weeks? Please specify units.</td>
<td></td>
</tr>
<tr>
<td>8) If the demand for this commodity were to increase, what is the maximum amount of stock that you could bring in, within one month? Please specify units.</td>
<td></td>
</tr>
<tr>
<td>9) What are the key problems you might face if demand increased and you tried to re-supply? Note to assessor: Be careful. Traders might suggest that they can re-supply quickly and without problems if they think that you will purchase from them. Make sure that you probe their answer, asking whether they have a 'Plan B' for re-stocking the commodity.</td>
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<td></td>
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<td>---</td>
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</tr>
<tr>
<td>10)</td>
<td>Has the price of the commodity changed since the emergency? If ‘Yes’, by how much (as a percentage) has the price of the commodity changed since the emergency?</td>
</tr>
<tr>
<td>Yes – increase in price</td>
<td>%</td>
</tr>
<tr>
<td>Yes – decrease in price</td>
<td>%</td>
</tr>
<tr>
<td>No change in price</td>
<td></td>
</tr>
<tr>
<td>11)</td>
<td>What is the price at which the commodity is currently being sold in this marketplace?</td>
</tr>
<tr>
<td>Commodity 2</td>
<td></td>
</tr>
</tbody>
</table>
| 1) | Name of Commodity 2  
*Copy from ‘Most needed commodities’ but make clear specifications about quantity, quality, origin and brand.*  
Name:  
Specifications: |
| 2) | Approximately how many retailers supply this commodity, in this marketplace?  
▢ Between 1 and 5  
▢ Between 6 and 10  
▢ Between 11 and 15  
▢ Between 16 and 20  
▢ More than 20  
▢ None  
▢ Do not know |
| 3) | Approximately how many wholesalers supply this commodity, in this marketplace?  
▢ Between 1 and 5  
▢ Between 6 and 10  
▢ Between 11 and 15  
▢ Between 16 and 20  
▢ More than 20  
▢ None  
▢ Do not know |
| 4) | What are the main source marketplaces for this commodity? (Where do traders resupply?) |
| 5) | Have the usual external supply routes for the source marketplaces been affected since the emergency? If ‘Yes’, please specify which source marketplaces have been affected and how.  
▢ Yes – completely restricted  
▢ Yes – severely restricted  
▢ Yes – partly restricted  
▢ No – not affected  
▢ Do not know |
| 6) | If the demand for this commodity were to increase, what is the maximum amount of stock that you could bring in, **within one week**? Please specify units. |
| 7) | If the demand for this commodity were to increase, what is the maximum amount of stock that you could bring in, **within 2 weeks**? Please specify units. |
| 8) | If the demand for this commodity were to increase, what is the maximum amount of stock that you could bring in, **within one month**? Please specify units. |
9) **What are the key problems you might face if demand increased and you tried to re-supply?**

**Note to assessor:** Be careful. Traders might suggest that they can re-supply quickly and without problems if they think that you will purchase from them. Make sure that you probe their answer, asking whether they have a ‘Plan B’ for re-stocking the commodity.

10) **Has the price of the commodity changed since the emergency? If ‘Yes’, by how much (as a percentage) has the price of the commodity changed since the emergency?**

<table>
<thead>
<tr>
<th>Choice</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes – increase in price</td>
<td>__________________%</td>
</tr>
<tr>
<td>Yes – decrease in price</td>
<td>__________________%</td>
</tr>
<tr>
<td>No change in price</td>
<td></td>
</tr>
</tbody>
</table>

11) **What is the price at which the commodity is currently being sold in this marketplace?**

### Commodity 3

1) **Name of Commodity 3**

*Copy from ‘Most needed commodities’ but make clear specifications about quantity, quality, origin and brand.*

- **Name:**
- **Specifications:**

2) **Approximately how many retailers supply this commodity, in this marketplace?**

<table>
<thead>
<tr>
<th>Choice</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between 1 and 5</td>
<td></td>
</tr>
<tr>
<td>Between 6 and 10</td>
<td></td>
</tr>
<tr>
<td>Between 11 and 15</td>
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<tr>
<td>Between 16 and 20</td>
<td></td>
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<tr>
<td>More than 20</td>
<td></td>
</tr>
<tr>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Do not know</td>
<td></td>
</tr>
</tbody>
</table>

3) **Approximately how many wholesalers supply this commodity, in this marketplace?**

<table>
<thead>
<tr>
<th>Choice</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between 1 and 5</td>
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<td></td>
</tr>
<tr>
<td>Do not know</td>
<td></td>
</tr>
</tbody>
</table>

4) **What are the main source marketplaces for this commodity? (Where do traders resupply?)**

5) **Have the usual external supply routes for the source marketplaces been affected since the emergency? If ‘Yes’, please specify which source marketplaces have been affected and how.**

<table>
<thead>
<tr>
<th>Choice</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes – completely restricted</td>
<td></td>
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<tr>
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<tr>
<td>No – not affected</td>
<td></td>
</tr>
<tr>
<td>Do not know</td>
<td></td>
</tr>
</tbody>
</table>

6) **If the demand for this commodity were to increase, what is the maximum amount of stock that you could bring in, **within one week**? Please specify units.**

7) **If the demand for this commodity were to increase, what is the maximum amount of stock that you could bring in, **within 2 weeks**? Please specify units.**
8) If the demand for this commodity were to increase, what is the maximum amount of stock that you could bring in, **within one month?** Please specify units.

<table>
<thead>
<tr>
<th>8)</th>
<th>If the demand for this commodity were to increase, what is the maximum amount of stock that you could bring in, <strong>within one month?</strong> Please specify units.</th>
</tr>
</thead>
</table>

9) What are the key problems you might face if demand increased and you tried to re-supply?

**Note to assessor:** Be careful. Traders might suggest that they can re-supply quickly and without problems if they think that you will purchase from them. Make sure that you probe their answer, asking whether they have a ‘Plan B’ for re-stocking the commodity.

<table>
<thead>
<tr>
<th>9)</th>
<th>What are the key problems you might face if demand increased and you tried to re-supply? <strong>Note to assessor:</strong> Be careful. Traders might suggest that they can re-supply quickly and without problems if they think that you will purchase from them. Make sure that you probe their answer, asking whether they have a ‘Plan B’ for re-stocking the commodity.</th>
</tr>
</thead>
</table>

10) Has the price of the commodity changed since the emergency? If ‘Yes’, by how much (as a percentage) has the price of the commodity changed since the emergency?

- Yes – increase in price ________________%
- Yes – decrease in price ________________%
- No change in price

<table>
<thead>
<tr>
<th>10)</th>
<th>Has the price of the commodity changed since the emergency? If ‘Yes’, by how much (as a percentage) has the price of the commodity changed since the emergency?</th>
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</thead>
</table>

11) What is the price at which the commodity is currently being sold in this marketplace?

<table>
<thead>
<tr>
<th>11)</th>
<th>What is the price at which the commodity is currently being sold in this marketplace?</th>
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</table>