Prepared for USAID's LGAP activity by

A local vendor's market assessment Data Collection tool

Instruction: For Every Question, Tick a box that corresponds with every response provided by the respondent. If its the response is a text, write the response in the space provided.

1. Interviewer ID_____

2.District ID_____

3. Market ID_____

4. Name of Respondent_____

5. Position of the respondent_____

6. Name of the Market_____ **3.** Date of Visit_____

7. Another Name of the Market_____

8.Region

1. Centre ☐ **2. North** ☐ **3. South** ☐

9. District

1. Lilongwe ☐ 3. Kasungu ☐ 5. Machinga ☐ 7. Blantyre ☐

2. Mzimba ☐ 4. Balaka ☐ 6. Zomba ☐ 8. Mulanje ☐

10. Traditional Authority_____

11. In which ward is this market located?_____

12. Who is the District Councilor for this ward ?_____

13. In which constituency is this market located?_____

14. Who is the MP who represents this area?_____

15. Who is the market manager for this market?

12a. Full Name_____

12b. Contact information (Phone)_____

16. Who is the zone manager / market supervisor for this market?

17. Type of Market

1. Main Market	
2. Sub Market	
3. Satelite Market	

18.During the dry season, how many vendors typically sell in this market on…

18.a.Monday	
18.b.Tuesday	
18.c.Wednsday	
18.d.Thursday	
18.e.Friday	
18.f.Saturday	
18.g.Sunday	

19. Do seasonal changes affect number of vendors in the market?

1. Yes	
2. No	

If answer is No Skip to Question 18

	Seasons	Less vendors	More Vendors
19.a.	Dry Season		
19.b.	Rainy Season		

If the answer is more for rainy season skip to Question 21

20.If Rainy season has few vendors please indicate which months_____

21.On **typical Marke**t day, how many vendors do you have in total in this market?

22. Of these vendors on a typical **Market day**, how many pay tax?

23. In **dry** Season How many vendors do you have in total on a **typical market day**?

24. Of these vendors on **a typical Market day** in **Dry** season, how many of them pay tax?

25. In **Rainy** Season How many vendors do you have in total **on a typical market day**?

26. Of these vendors on **a typical Market day** in **Rainy** season, how many of them pay tax?

27. During the rainy season, how many vendors typically sell in this market on…

27.a.Monday	

27.b.Tuesday	
27.a.Wednsday	
27.a.Thursday	
27.c.Friday	
27.d.Saturday	
27.e.Sunday	

28.Busiest Day of the week (Market Day)

28.a.Daily	1. Yes		2. No	
28.b.Monday	1. Yes		2. No	
28.c.Tuesday	1. Yes		2. No	
28.d.Wednsday	1. Yes		2. No	
28.e.Thursday	1. Yes		2. No	
28.f.Friday	1. Yes		2. No	
28.g.Saturday	1. Yes		2. No	
28.h.Sunday	1. Yes		2. No	

29. Now I am going to ask you about different goods and services market vendors may provide. For each, please tell me first whether it is sold at least one day a week in the market, and then whether it is sold every day the market is open.

	Daily	Market Day	Not Sold Here	Other	Specify
29a.Vegetables					
29b. Fruits					
29c.Fresh Fish					
29d.Dry Fish					
29e.Butcher					
29f.Chicken					
29g.Agricultural Produce					
29h.Timber					
29i.Clothings					
29k.Kitchen Items/Appliances					
29l.Hardware					
29m.Restuarant					
29n.Grocery/Tuckshop					
29o.Saloon					
29p.Barbershops					
29q.Car hire					
29r.Bi-cycle Taxi					

30. You said that the market was largest on [Market Day]. Thinking about that day/those days, about how many people sell each of the following?

	Number of Vendors	**Not sold at this Market**
30a.Vegetables		
30b.Fruits		

30c.Fresh Fish		
30d.Dry Fish		
30e.Butcher		
30f.Chicken		
30.gAgricultural Produce		
30h.Timber		
30i.Clothings		
30j.Kitchen Items/Appliances		
30k.Hardware		
30l.Restaurant		
30m.Grocery/Tuckshop		
30n.Saloon		
30o.Barbershops		
30p.Car hire		
30q.Bi-cycle Taxi		
30r. Ox-CART		

31. Approximately how many years has this market been in operation? ☐

32.. Do vendors at this market also sell in other markets nearby?

1. Yes ☐
2. No ☐

32b. If yes: what are the names of those markets?_____

33. Does this market have toilets that vendors can use? ***(If No. Skip to Question 36)***

1. Yes ☐
2. No ☐

34. Who is responsible for managing the toilets?

1. Government ☐
2a. Private Company ☐
2b. specify the private company_____
3. Other ☐ Specify other_____

35.. Are they free or do vendors have to pay?

1. Free ☐
2. Pay ☐
3. Otther ☐ Specify_____

36. Are the toilets traditional or flush?

1. Traditional Pit Latrines ☐
2. Modern Pit Latrines ☐
3. Flush Toilets ☐

37. Does this market have a water source that vendors can use? ***(If No. Skip to Question 42)***

1. Yes ☐
2. No ☐

38. Who is responsible for managing water sources?

1. Government ☐
2. Private Firm ☐
3. Other. ☐ Specify_____

39. What kind of water source is it?_____

40. Do vendors have to pay to use it?

1. Free ☐
2. Pay ☐
3. Otther ☐ Specify_____

41. Does this market have a trash skip for vendors?

1. Yes ☐
2. No ☐

42. Who is responsible for managing Trash Skips?

1. Government ☐
2. Private Firm ☐
3. Other. ☐ Specify_____

43. Does this market hire people to clean and sweep? ***(If No. Skip to Question 46)***

1. Yes ☐
2. No ☐

44. Who is responsible for managing people who clean and sweep at this market?

1. Government ☐
2. Private Company ☐
3. Other ☐ Specify_____

45. How many people are there usually for sweeping and cleaning? ☐

46. How often do they Come per week? ☐

47. Does this market hire security guards at night? ***(If No. Skip to Question 50)***

1. Yes ☐
2. No ☐

48. who provides the security service ?

1. Government ☐
2. Private Company ☐

3. Other ☐ Specify_____

49 Do vendors have to pay for this service?

1. Free ☐
2. Pay ☐
3. Otther ☐ Specify_____

50. Are there Any other relevant interventions that are currently taking place in the market?

1. Yes ☐ 2. No ☐ **If the answer is No Skip to 53**

50a.Government Intervention 1. Yes ☐ 2. No ☐

50.b.Name of Intervention_____

50.c.Objective_____
_____

50.d.Type of intervention

1. Technical ☐
2. Financial ☐
3. Infrastructure ☐

50.e.Duration_____

50.f. Start Year

51a. Is there Intervention by Development Partner/CSO/Faith Baised Organisations

1. Yes ☐
2. No ☐ **If the answer is No Skip to 53**

51b.Name of Organisation_____

51c. Category of Organisation responsible for Intervention?

CSO ☐
FBO ☐
Development Partner ☐

51d.Name of Intervention_____

51e.Objective_____
_____

51f.Type of intervention

1. Technical ☐

2. Financial ☐
3. Infrastructure ☐

51.g. Duration_____

51.h. Start Year_____

52.a.Another Intervention by Development Partner/CSO/FBO

1. Yes ☐
2. No ☐

52.b.Name of organisation_____

52c. Category of Organisation responsible for Intervention?

CSO ☐
FBO ☐
Development Partner ☐

52.d.Objective_____
_____

52.e.Type of intervention

1. Technical ☐
2. Financial ☐
3. Infrastructure ☐

52.f. Duration_____

52.g. Start Year_____

53. Apart from rainy season, Are there any factors that affect number of vendors in this market?

1. Yes ☐
2. No ☐

54. If Yes what is it, and how does it affect this
Market_____
_____

55. For Each market visited, ask the respondent to list the whole team based on their positions and responsibilities on market's day to day operations. List all positions first. After listing all postions for, start filling out the rest of information holizontary for each row.Also for each position post ask if the position is currently filled up. indicate if the currentpost if vacant or occupied

Position	No. of personel on the position	Main responsibilities	Position Currently Filled	Renumeration mode? Salary or Commision

55.b. If fixed salary: have fee collectors ever received commission pay? If so, why did it stop?

56. Does the market have Market Management comitte?

1. Yes ☐
2. No ☐

56.a.if yes. Who chairs the committee? (Name and Occupation)

57. How is the Chair elected?_____

58. What aspects of the market are managed by this committee_____

59. Contact details for the Chair?_____

60. Do you have other market near by that the council don't collect tax . (Probably because they are not designated places for markets by Council)?

1. Yes ☐
2. No ☐

61. Could you please Mention their names?_____
_____

62. GPS Coordinates

North West		**Centre**		**North East**	
Latitude:		Latitude:		Latitude:	
Longtude:		Longtude		Longtude:	

South west		**South East**	
Latitude:		Latitude:	
Longtude:		Longtude:	