Research Terms of Reference
Rapid Price Monitoring – Northeast Nigeria
NGA2004
Nigeria

April 2020
Version 1

REACH Informing
more effective
humanitarian action

1. Executive Summary

Country of intervention	*Nigeria*				
Type of Emergency	□	Natural disaster	X	Conflict	
Type of Crisis	□	Sudden onset	□	Slow onset	x	Protracted
Mandating Body/ Agency	*FSS Working Group(FSSWG) Cash Working Group (CWG)*				
Project Code	*NGA2004*				
Overall Research Timeframe *(from research design to final outputs / M&E)*	27/04/2020 to 31/07/2020[1]				

Research Timeframe	1. Start collect data: 01/05/2020	4. Data sent for validation: 04/05/2020
	2. Data collected: 01/05/2020	5. Outputs sent for validation: 07/05/2020
	3. Data analysed: 05/05/2020	6. Outputs published: 08/05/2020

Number of assessments	□	Single assessment (one cycle)
	X	Multi assessment (more than one cycle) At least twelve cycles. Will be extended if the Covid19 restrictions continue beyond twelve weeks.

Humanitarian milestones *Specify **what** will the assessment inform and **when** e.g. The shelter cluster will use this data to draft its Revised Flash Appeal;*	**Milestone**		**Deadline**
	□	Donor plan/strategy	_ _/_ _/_ _ _ _
	□	Inter-cluster plan/strategy	_ _/_ _/_ _ _ _
	X	Cluster plan/strategy	08/05/2020 FSS(Food Security Sector) COVID-19 task force; weekly basis
	□	NGO platform plan/strategy	_ _/_ _/_ _ _ _
	□	Other (Specify):	_ _/_ _/_ _ _ _

Audience Type & Dissemination *Specify **who** will the assessment inform and **how** you will disseminate to inform the audience*	**Audience type**	**Dissemination**
	□ Strategic	X General Product Mailing
	X Programmatic	X Cluster Skype Groups/ Mailing List
	X Operational	Presentation of findings
	□ [Other, Specify]	X Website Dissemination (Relief Web & REACH Resource Centre)
		□ [Other, Specify]

Detailed dissemination plan required	X	Yes	□	No

General Objective	Provide the humanitarian community with the latest consumer prices of critical commodities and updated information on market functionality in Northeast Nigeria in light of the COVID-19 restrictions. To track Local Government Area (LGA) level price data over time in order to

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[1] This project is subject to extension depending on the duration that COVID-19 is affecting the region

	ensure that the calculated cost of the MEB (Minimum Expenditure Basket)[2] remains consistent with local price conditions and that interruptions or variability within markets and supply routes can be identified through the analysis of this data.
Specific Objective(s)	• To provide consumer prices of key commodities in assessed markets in Northeast Nigeria in light of COVID-19 restrictions • To provide information on the availability of key commodities and vendor conditions (i.e. difficulties with supplying, restocking and selling goods) in assessed markets across Northeast Nigeria in light of COVID-19 restrictions
Research Questions	1) Are key commodities available in assessed markets across Northeast Nigeria? 2) What are the prices of key commodities in assessed markets? a. How have key commodity prices in assessed communities in Northeast Nigeria changed since the previous Price Monitoring Exercise (Baseline)? 3) What are the conditions vendors face – difficulties with supplying, restocking and selling goods - for key commodities in assessed markets? 4) What are the changes in demands, consumer behavior and supply in light of COVID-19 restrictions
Geographic Coverage	At least 3 major markets within Maiduguri LGAs
Secondary data sources	• Monthly market price monitoring data from WFP VAM • FEWS NET • IP(Implementing Partner) Price Monitoring Exercise data for various LGAs

Population(s) *Select all that apply*	X	IDPs in camp		X	IDPs in informal sites	
	X	IDPs in host communities		□	IDPs [Other, Specify]	
	□	Refugees in camp		□	Refugees in informal sites	
	□	Refugees in host communities		□	Refugees [Other, Specify]	
	X	Non-displaced (hosting)		X	Non-displaced (not hosting)	
	X	Returnees		**X**	**Market vendors (as Key Informants)**	

Stratification *Select type(s) and enter number of strata*	X	Geographical #: **1 stratum per LGA** Population size per strata is known? □ Yes X No	□	Group #: _ _ _ Population size per strata is known? □ Yes □ No	□	[Other Specify] #: _ _ Population size per strata is known? □ Yes □ No

Data collection tool(s)	X	**Structured (Quantitative)**	□	Semi-structured (Qualitative)

	Sampling method	Data collection method
Structured data collection tool # 1 *Select sampling and data collection method and specify target # interviews*	**X Purposive** □ Probability / Simple random □ Probability / Stratified simple random □ Probability / Cluster sampling □ Probability / Stratified cluster sampling □ [Other, Specify]	**X Key informant interview (Target #): until minimum threshold of prices is met for each item[3]** □ Group discussion (Target #):_ _ _ _ _ □ Household interview (Target #):_ _ _ _ _ □ Individual interview (Target #):_ _ _ _ _ □ Direct observations (Target #):_ _ _ _ _ □ [Other, Specify] (Target #):_ _ _ _ _

Data management platform(s)	X	**IMPACT**	□	UNHCR

Expected ouput type(s)	□	Situation overview #: _ _	□	Report #: _ _	□	Profile #: _ _
	□	Presentation (Preliminary findings) #: _ _	□	Presentation (Final) #: _ _	X	**Factsheet #: 1[4]**
	□	Interactive dashboard #:_	□	Webmap #: _ _	□	Map #: _ _

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[2] Minimum expenditure basket (MEB) as defined by the Cash Working Group and/or Food Security Sector
[3] For each item in the commodity list, 4 prices are collected per assessed market
[4] One factsheet per LGA weekly. As of now there is only one LGA of interest. Will expand to other LGAs based on partner organizations' programming needs

	☐	[Other, Specify] **#:** _ _
Access	**X**	**Public (available on REACH resource centre and other humanitarian platforms)**
	☐	Restricted (bilateral dissemination only upon agreed dissemination list, no publication on REACH or other platforms)
Visibility *Specify which* **logos** *should be on outputs*		REACH, Food Security Sector working group (FSS), Cash working group (CWG)

2. Rationale

2.1. Rationale

The COVID-19 pandemic has continued to spread from country to country, the total number of confirmed case rising day by day with the total number standing at 1,273[5] as of 27th April. The BAY states[6] reported the first case on 20th April and the current number of confirmed cases stands at 31 as of 27th April. The Borno state government have opted to enforce strict social distancing measures, temporarily shut down venues for large public gatherings, and closure of borders to prevent the spread of the virus and internal movements are limited only to frontline health workers, essential service providers and security personnel. These measures, while necessary from a public health perspective, are already having strong negative effects on some of the market systems on which vulnerable populations in humanitarian contexts depend. Border closures, labor shortages, and restriction of cross-border cargo transport have disrupted supply chains in many states, causing sudden price spikes. The new restrictions are imposed on top of existing ones that came in to force at the peak of Boko Haram insurgency which has displaced significant amount population and pushed them into abject poverty.

Throughout the week since these lockdowns began across various parts of the country, there has been media reports of increased hoarding by consumers and fraud of essential goods like fake or poor quality PPEs (Personal Protective Equipment)[7]. Markets across Nigeria have been both directly and indirectly impacted due to lockdown of airspace, closure of international and state borders and movement restricted only to essential personnel. News agencies in Nigeria also have reported a spike in the price of major staple foods across the country[8]. Given the pace of events surrounding the COVID-19 pandemic, the limitations in movements and the urgency of the situation, any price monitoring assessment informing the response would require a rapid undertaking, ensuring a concise set of key commodities are prioritized for review and that data is collected more frequent than usual using remote data collection techniques. This will ensure findings are available to inform humanitarian planning as rapidly as possible.

Prior to the onset of the COVID-19 crisis, there was limited price monitoring and only by individual humanitarian organizations based on their programmatic needs and was solely focused on food items. The price monitoring approach for various humanitarian organizations were not harmonized, meaning the list of commodities tracked were not the same, there was no clear criterion or methodology in selecting the markets to track prices and how frequently the monitoring will be done etc. In light of the crisis, FSSWG and the CWG in consultation with other sector focal points addressed the need to track prices of key commodities in LGAs where CVA (Cash and Voucher Assistance) programs are most prevalent to have a unified approach in responding to COVID-19 humanitarian needs.

To inform humanitarian programming, REACH, in partnership with FSS COVID-19 taskforce[9] will conduct weekly price monitoring exercises in Maiduguri LGA to assess the availability and prices of basic commodities that are typically sold in markets and consumed by average Nigerian households. This information will assist in tweaking the transfer value for all CVA related interventions and provide humanitarian organizations with price change information, which will inform their operations in order to respond accordingly.

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[5] https://covid19.ncdc.gov.ng/

[6] The three Northeast Nigeria states namely Borno, Adamawa and Yobe

[7] https://www.premiumtimesng.com/news/headlines/388009-coronavirus-interpol-busts-1-5-million-euro-face-masks-fraud-traced-to-nigeria.html

[8] https://www.premiumtimesng.com/news/headlines/388973-nigeria-inflation-reaches-23-month-high-nbs.html

[9] The taskforce was setup by Food Security Sector along with Cash Working Group and other CVA implementing partners in the BAY states

3. **Methodology**

3.1. Methodology overview

The Rapid Price Monitoring exercise is a key informant (KI) assessment that targets purposively sampled vendors in markets of interest (see below for definition of 'market'). For the purposes of the Price Monitoring exercises, 'market' refers to communities where there is consumer commercial activity meeting the following criteria:

- The marketplace and volume of consumer commercial activities are medium or large compared to all other markets in the LGA
- There are enough shops located in the market to provide a minimum of four price quotations per product
- Populations from smaller villages/communities are coming to this market to get supplies
- The marketplace consists of permanent buildings. It is not a temporary gathering point where traders bring their stalls for one day
- There are different types of commodities available in this community such as cereals, fresh food, canned food, hygiene items, fuel, gas, etc.
- It is the most preferred market to go to for majority of the CVA beneficiaries in that area

The market selection process will be carried out in close collaboration with FSS COVID-19 taskforce at the LGA level, to ensure that localized contextual knowledge informs selection of the most viable markets. Following points about market selection has been agreed with the FSS COVID-19 taskforce:

- REACH in consultation with the FSS COVID-19 taskforce will identify at least three markets within a designated LGA, or area within a LGA

- For each assessed goods in the basket, 4 prices will be collected from each markets. Field team will keep surveying vendors until they have collected 4 prices each for assessed goods for every market identified. REACH assessment and field team will randomly select vendors with a preference towards those selling a higher quantity of assessed goods (general larger stores)

In qualifying markets, field team officers and field surveyors will reach out to shopkeepers or managers to collect data on basic commodity prices on a weekly basis. To the extent possible, traders should be located in different parts of the marketplace. Traders need to be retailers selling directly to consumers. Wholesalers should be avoided unless they commonly also sell directly to consumers. No restrictions are set for the size of the surveyed traders as consumers typically buy from small as well as large traders.

Data collection will start on the 1st of May and will be subsequently collected on Fridays' for the next 12 weeks. The weekly data collection cycle will be reviewed after 12 weeks and extended based on how the COVID-19 situation evolves. If weekly market day(s) exist, data collection days should be adjusted based on local knowledge of the particular LGA[10]. If there are specified times set by the government for market opening and closures due to the COVID-19 restrictions, the data collection days will be adjusted appropriately. The total number KIIs will be until minimum threshold of prices is met per each item, which is four per assessed market. It is essential that the data collection happens during the same agreed period of time and wherever practically possible with the same list of vendors' week over week. This will make the data analysis stronger and more reliable, and will ensure that data sets can be directly compared to each other.

3.2. Population of interest

This assessment cannot disaggregate its findings by population groups as the selected markets are accessed by all type of population groups namely host communities, IDPs (Internally Displaced Person) both living in host communities and camps. Thus, the findings will relate to the population of LGAs at large detailed above. As such, the unit of analysis will be the market and aggregated to an LGA level for reporting purposes. The primary unit of assessment will be done at a vendor level.

Coverage includes:

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[10] For the current LGA of interest i.e. Maiduguri, the market days are Mondays' and Thursdays'. If we expand other LGA, data collection days will be adjusted based on the market days for that particular market

LGA	Market	Number of Vendors	Data Collections Days of the Week
Maiduguri	Baga Road Market	As many as required too met minimum threshold of prices is met for each item	Friday
Maiduguri	Monday Market	As many as required too met minimum threshold of prices is met for each item	Friday
Maiduguri	Bullumkutu Market	As many as required too met minimum threshold of prices is met for each item	Friday

As of now the assessment is limited to Maiduguri LGA. As we collect more key informant contacts from WFP mVAM team and other CWG partners, the geographical coverage of the assessment will be expanded to other LGAs based on the prevalence of CVA beneficiaries.

3.3 Secondary Data

During analysis, the Rapid Price Monitoring will be compared with data from the latest monthly mVAM monitoring. In addition, if needed, Rapid Price Monitoring will draw on partner data, security and situation updates (FEWS NET, OCHA, REACH, ACTED, Humanitarian Access Team, INSO and others).

3.4 Primary Data Collection

Data collection will start on the 1st of May and will be subsequently collected on Fridays' for the next 12 weeks. The weekly data collection cycle will be reviewed after 12 weeks and extended based on how the COVID-19 situation evolves. Eligible vendors and their contact information were identified by CVA implementing partners doing price collection prior to the outbreak of COVID-19. Additional vendor will be identified using snowball sampling technique from the existing list of vendors. The Key Informant Interviews (KIIs) will be conducted remotely with eligible vendors via phone calls by a field officer using the Open Data Kit (ODK) mobile data collection tools in selected markets. Markets targeted for this assessment were based on recommendations by FSS COVID-19 task force, which prioritised the major markets supporting a large number of communities for key commodities. These are the markets where most of the CVA beneficiaries predominantly make their purchases as well.

Using the multisector list of household items, primarily from the MEB developed by CWG (Cash Working Group), FSS (Food Security Sector) and other relevant sectors in Table 1, only KI's selling food items such as: rice, beans, millet, maize, palm oil, groundnut oil, sugar, salt, onion, including those selling firewood and charcoal; menstrual hygiene materials (disposable sanitary pads) and WASH items (water, bathing soap and laundry soap, PPE masks, hand sanitizers or protective globes), will be selected as eligible vendors. Key informants for each week will be selected following these criteria:

- Field officer to list each eligible vendor with the Listing Form prior to data collection
- For the first week of data collection, field officer will number these vendor/key informants serially, then randomly sample the required number of surveys needed using random number generator app (RNG)
- For subsequent week, the field surveyors will try to conduct KIIs with same vendor they interviewed the prior week. If there is survey fatigue on the vendors' side or vendors are inflating the prices, new vendors will be randomly selected from the Listing Form by the field officer
- In each markets, prices are collected from 4 distinct vendors for each item
- If enough vendors are not available to meet required sample size, snowball sampling technique will be applied to get more vendor contact information

Table 1: Key essential commodities from the Minimum expenditure basket by sectors

Sector	Items
Food Security	- Rice - Millet - Maize - Beans

	• Palm Oil • Groundnut • Sugar • Groundnut oil or Vegetable oil • Salt • Onion
Energy for cooking	• Firewood • Charcoal
WASH	• Water • Bathing soap • Laundry soap
Menstrual Hygiene	• Disposable sanitary pads
Others	• Petrol • Diesel • PPE masks • Hand sanitizer

The vendor questionnaire will include sections on the following: location and vendor contact information, prices of basic household commodity and challenges faced with supply of household items. These questionnaires will be reviewed by the COVID-19 taskforce, and following the incorporation of the taskforce's feedback, will be converted into XLS form format, so that it can be deployed through the mobile data collection platform KoBo Collect. Field managers or Assessment officers from REACH will then remotely train field officers and field surveyors via Skype on the use of the questionnaires, highlighting definitions of terms and important points to bear in mind when asking certain questions in the survey. Field officers will also be trained in the standard operating procedure for remote data collection. Once training is complete, teams will conduct a pilot round of remote data collection in order to practice administering the questionnaire, highlight unaddressed challenges of remote data collection and using the Kobo form. This will allow identification of any additional required training or adjustments to the tool. Feedback from this process will be immediate, allowing issues to be addressed before the commencement of data collection and the tool to be amended if necessary.

Following this, data collection will commence, with field officer's supervising the collection of data by field surveyors and will assist in case of any questions. At the end of each day, the field officers will ensure that the data is uploaded from the smartphones used by the field surveyors to the Kobo Collect server[11]. The entries will then be checked and cleaned by the field manager, with any points for follow-up provided to the field officers.

Data will be triangulated by Assessment officer through follow-ups conducted between field teams, field manager and the FSS COVID-19 taskforce. Findings will be corroborated with the FSS Covid19 task force by comparing with data from previous price monitoring exercise done by other participating partners, FEWS NET and through discussions with partner organisation focal points (primarily the Food Security Sector and Cash Working Group).

3.5. Data Processing & Analysis

REACH will lead the efforts in processing and analysis of the data collected which includes summarising the data and highlighting key points and an executive summary from the week. Data processing and analysis will be done by Assessment staff using R-scripts (data processing, price aggregation, summarisation of categorical values) and Excel (data exploration and pivot tables). Visualisations for data exploration and presentation will be produced by Assessment and GIS staff using Excel, R, and ArcPro. The standard output will be a weekly factsheet highlighting the commodities with significant price changes and main reasons for the unavailability of some of the items. Anonymised datasets will also be published weekly.

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[11] Field manager are field officers will use the standard operation procedure (SOP) for remote data collection which details, the minimum number of attempts for a KI, phone conversation etiquettes etc.

MEB components will be calculated at the LGA levels. When aggregating, numerical variables will take the median: states will take the median of LGAs, which take medians of markets. Significant price changes (whether increase or decrease) of specific items will be compared at a LGA level to the previous Price Monitoring Exercise.

Categorical variables will be aggregated to the state, LGA level by taking the number of markets that answered a given answer option. For example, in the case of categorical variables with numerous answer options, whether multiple answer or single choice, this will be reported as the number of assessed communities in an aggregation-level that answered a given answer option.

See Data Analysis Plan below for how the analysis will be produced.

4. Roles and responsibilities

Table 2: Description of roles and responsibilities

Task Description	Responsible	Accountable	Consulted	Informed
Research design	REACH Assessment Officer (RAO)	REACH Assessment Manager (RAM)	FSS Covid19 Taskforce, IMPACT Reseach Design Unit	Nigeria Country Coordinator
Supervising data collection	RAO	RAM	REACH Field Manager	Nigeria Country Coordinator
Data processing (checking, cleaning)	RAO	Data Analysis Officer (DAO)	SrGIS, IMPACT Data unit	Nigeria Country Coordinator
Data analysis	RAO	RAM	DAM, IMPACT Data Unit	Nigeria Country Coordinator
Output production	RAO	RAM	DAM, IMPACT Reporting Unit	Nigeria Country Coordinator
Dissemination	RAO	RAM	DAM, FSS Covid19 Taskforce	Nigeria Country Coordinator
Monitoring & Evaluation	RAO	RAM	DAM, IMPACT Research Design Unit	Nigeria Country Coordinator
Lessons learned	RAO	RAM	DAM, IMPACT Reseach Design Unit	Nigeria Country Coordinator

Responsible: *the person(s) who executes the task*

Accountable: *the person who validates the completion of the task and is accountable of the final output or milestone*

Consulted: *the person(s) who must be consulted when the task is implemented*

Informed: *the person(s) who need to be informed when the task is completed*

Risks & Assumptions

Table 3: List of risks and mitigating actions

Risk	Mitigation Measure
Data collection • *Difficulty reaching participants on their mobile phones maybe due to lack of mobile connectivity or participant not answering.* • *Drop calls as a result of phone battery failures, or the need for the respondent to 'free' the mobile to receive other calls..*	• Schedule call for another time. Every number should be tried a minimum of 9 times. If, for example, a number does not respond to the first call attempt at 10 am, the number should be tried again 2 more times throughout the day, with at least 2 hours apart at each attempt, in this case, once at 12 pm and once at 2 pm. If there is still no

- *Response and participation rate*

response after 3 attempts on the first day, this exercise should be repeated twice more on non-consecutive days before the number is listed as inactive.

- The device used to log questionnaire responses is at least 50% charged before each call. The questionnaire is relatively short, aiming for a completion time of 20 to 30 minutes. Inform respondent of the importance and duration of the interview. Schedule a call based on availability of the respondent.
- The interview introduction/consent message will contain who we are, the purpose of the interview, why we're contacting them, the length of the interview, guarantee of anonymity, guarantee of reversal of consent midway during the interview and why we have switched to remote data collection.

- Data entry guidelines have been developed for field surveyors and field officers by REACH assessment officer in consultation with taskforce and translated into Hausa by Field Officers.

Data Entry (KoBo)
- *KoBo tool is not fully operational and/or contains mistakes.*
- *Questions are skipped and/or improperly answered.*

- Constraints fields have been programmed into all KoBo forms to minimize the opportunity for human error.
- REACH Field Officers to test the KoBo tools, both in English and Hausa, whenever any substantive changes are made.
- Assessment officer to brief field officers on the questionnaire before each round of data collection and ensure that any changes are well understood.

- **Key assumptions:** No security incidents will directly impede field surveyors mobility or ability to collect data in their assigned sub-districts, such as an increase in conflict intensity and/or a change in controlling faction which would put the surveyors at risk
- No other practical or logistical impediments at field level preventing field researchers from monitoring prices
- No major disriptions in communication network during the data collection period

5. Data Analysis Plan

Research questions	IN #	Data collection method	Indicator / Variable	Questionnaire Question	Questionnaire Responses	Data collection level
Demographics	A.1.1.		KII Code	What is the KII code (Enumerator observation)	text	Market
	A.1.2.	KI Interview	Enum Code	What is your enumerator code	text	Market
	A.1.4.	KI Interview	LGA	In which state is your shop?	Borno, Kano, Others	Market

	A.1.4.	KI Interview	LGA	In which LGA is your shop?	Maidguguri, Jere, Others	Market
	A.1.5.	KI Interview	Market	In which Market is your shop?	Baga Road, Bulmkutu, Monday Market	Market
	A.1.6.	KI Interview	Market	Are you a wholesaler?	Yes/No	Market
	A.1.7.	KI Interview	Market	If yes, do you commonly sell directly to consumers?	Yes/No	Market
Are key commodities available in assessed markets across Northeast Nigeria?	B.1.1.	KI Interview	Rice availability	Do you currently sell rice in your shop	Yes/No	Market
	B.1.2.	KI Interview	Rice availability	If no, is rice currently available from other shops in the market?	Yes/No	Market
	B.1.3.	KI Interview	Rice Price	Do you sell rice by Kilograms (Kg)?	Yes/No	Market
	B.1.4.	KI Interview	Rice Price	If no, what is the unit by which you most often sell rice?	List of various measurement type	Market
	B.1.5.	KI Interview	Rice Price	Write the current price for the quantity you entered in NGN.	(Integer)	Market
	B.1.6.	KI Interview	Rice Stock	How many days of stock do you estimate you currently have of rice before it runs out?	(Integer)	Market
What are the prices of key commodities in assessed markets?	B.1.7.	KI Interview	Rice Stock	If you were to restock today, how many days would it take your supplier to fully replenish your stock of rice?	(Integer)	Market
	B.2.1.	KI Interview	Maize availability	Do you currently sell Maize in your shop	Yes/No	Market
	B.2.2.	KI Interview	Maize availability	If no, is Maize currently available from other shops in the market?	Yes/No	Market
	B.2.3.	KI Interview	Maize Price	Do you sell Maize by Kilograms (Kg)?	Yes/No	Market
	B.2.4.	KI Interview	Maize Price	If no, what is the unit by which you most often sell Maize?	List of various measurement type	Market
	B.2.5.	KI Interview	Maize Price	Write the current price for the quantity you entered in NGN.	(Integer)	Market

B.2.6.	KI Interview	Maize Stock	How many days of stock do you estimate you currently have of Maize before it runs out?	(Integer)	Market
B.2.7.	KI Interview	Maize Stock	If you were to restock today, how many days would it take your supplier to fully replenish your stock of maize?	(Integer)	Market
B.3.1.	KI Interview	Beans availability	Do you currently sell Beans in your shop	Yes/No	Market
B.3.2.	KI Interview	Beans availability	If no, is Beans currently available from other shops in the market?	Yes/No	Market
B.3.3.	KI Interview	Beans Price	Do you sell Beans by Kilograms (Kg)?	Yes/No	Market
B.3.4.	KI Interview	Beans Price	If no, what is the unit by which you most often sell Beans?	List of various measurement type	Market
B.3.5.	KI Interview	Beans Price	Write the current price for the quantity you entered in NGN.	(Integer)	Market
B.3.6.	KI Interview	Beans Stock	How many days of stock do you estimate you currently have of beans before it runs out?	(Integer)	Market
B.3.7.	KI Interview	Beans Stock	If you were to restock today, how many days would it take your supplier to fully replenish your stock of beans?	(Integer)	Market
B.4.1.	KI Interview	Palm oil availability	Do you currently sell Palm oil in your shop	Yes/No	Market
B.4.2.	KI Interview	Palm oil availability	If no, is Palm oil currently available from other shops in the market?	Yes/No	Market
B.4.3.	KI Interview	Palm oil Price	Do you sell Palm oil by liters?	Yes/No	Market
B.4.4.	KI Interview	Palm oil Price	If no, what is the unit by which you most often sell Palm oil?	List of various measurement type	Market
B.4.5.	KI Interview	Palm oil Price	Write the current price for the quantity you entered in NGN.	(Integer)	Market

B.4.6.	KI Interview	Palm oil Stock	How many days of stock do you estimate you currently have of Palm oil before it runs out?	(Integer)	Market
B.4.7.	KI Interview	Palm oil Stock	If you were to restock today, how many days would it take your supplier to fully replenish your stock of Palm oil?	(Integer)	Market
B.5.1.	KI Interview	Groundnut availability	Do you currently sell Groundnut in your shop	Yes/No	Market
B.5.2.	KI Interview	Groundnut availability	If no, is Groundnut currently available from other shops in the market?	Yes/No	Market
B.5.3.	KI Interview	Groundnut Price	Do you sell Groundnut by Kilograms (Kg)?	Yes/No	Market
B.5.4.	KI Interview	Groundnut Price	If no, what is the unit by which you most often sell Groundnut?	List of various measurement type	Market
B.5.5.	KI Interview	Groundnut Price	Write the current price for the quantity you entered in NGN.	(Integer)	Market
B.5.6.	KI Interview	Groundnut Stock	How many days of stock do you estimate you currently have of Groundnut before it runs out?	(Integer)	Market
B.5.7.	KI Interview	Groundnut Stock	If you were to restock today, how many days would it take your supplier to fully replenish your stock of Groundnut?	(Integer)	Market
B.6.1.	KI Interview	Sugar availability	Do you currently sell Sugar in your shop	Yes/No	Market
B.6.2.	KI Interview	Sugar availability	If no, is Sugar currently available from other shops in the market?	Yes/No	Market
B.6.3.	KI Interview	Sugar Price	Do you sell Sugar by Kilograms (Kg)?	Yes/No	Market
B.6.4.	KI Interview	Sugar Price	If no, what is the unit by which you most often sell Sugar?	List of various measurement type	Market
B.6.5.	KI Interview	Sugar Price	Write the current price for the	(Integer)	Market

			quantity you entered in NGN.		
B.6.6.	KI Interview	Sugar Stock	How many days of stock do you estimate you currently have of Sugar before it runs out?	(Integer)	Market
B.6.7.	KI Interview	Sugar Stock	If you were to restock today, how many days would it take your supplier to fully replenish your stock of Sugar?	(Integer)	Market
B.7.1.	KI Interview	Vegetable oil availability	Do you currently sell Vegetable oil in your shop	Yes/No	Market
B.7.2.	KI Interview	Vegetable oil availability	If no, is Vegetable oil currently available from other shops in the market?	Yes/No	Market
B.7.3.	KI Interview	Vegetable oil Price	Do you sell Vegetable oil by liters?	Yes/No	Market
B.7.4.	KI Interview	Vegetable oil Price	If no, what is the unit by which you most often sell Vegetable oil?	List of various measurement type	Market
B.7.5.	KI Interview	Vegetable oil Price	Write the current price for the quantity you entered in NGN.	(Integer)	Market
B.7.6.	KI Interview	Vegetable oil Stock	How many days of stock do you estimate you currently have of Vegetable oil before it runs out?	(Integer)	Market
B.7.7.	KI Interview	Vegetable oil Stock	If you were to restock today, how many days would it take your supplier to fully replenish your stock of Vegetable oil?	(Integer)	Market
B.8.1.	KI Interview	Salt availability	Do you currently sell Salt in your shop	Yes/No	Market
B.8.2.	KI Interview	Salt availability	If no, is Salt currently available from other shops in the market?	Yes/No	Market
B.8.3.	KI Interview	Salt Price	Do you sell Salt by Kilograms (Kg)?	Yes/No	Market
B.8.4.	KI Interview	Salt Price	If no, what is the unit by which	List of various measurement type	Market

			you most often sell Salt?		
B.8.5.	KI Interview	Salt Price	Write the current price for the quantity you entered in NGN.	(Integer)	Market
B.8.6.	KI Interview	Salt Stock	How many days of stock do you estimate you currently have of Salt before it runs out?	(Integer)	Market
B.8.7.	KI Interview	Salt Stock	If you were to restock today, how many days would it take your supplier to fully replenish your stock of Salt?	(Integer)	Market
B.9.1.	KI Interview	Onion availability	Do you currently sell Onion in your shop	Yes/No	Market
B.9.2.	KI Interview	Onion availability	If no, is Onion currently available from other shops in the market?	Yes/No	Market
B.9.3.	KI Interview	Onion Price	Do you sell Onion by Kilograms (Kg)?	Yes/No	Market
B.9.4.	KI Interview	Onion Price	If no, what is the unit by which you most often sell Onion?	List of various measurement type	Market
B.9.5.	KI Interview	Onion Price	Write the current price for the quantity you entered in NGN.	(Integer)	Market
B.9.6.	KI Interview	Onion Stock	How many days of stock do you estimate you currently have of Onion before it runs out?	(Integer)	Market
B.9.7.	KI Interview	Onion Stock	If you were to restock today, how many days would it take your supplier to fully replenish your stock of Onion?	(Integer)	Market
B.10.1.	KI Interview	Firewood availability	Do you currently sell Firewood in your shop	Yes/No	Market
B.10.2.	KI Interview	Firewood availability	If no, is Firewood currently available from other shops in the market?	Yes/No	Market
B.10.3.	KI Interview	Firewood Price	Do you sell Firewood by Kilograms (Kg)?	Yes/No	Market

B.10.4.	KI Interview	Firewood Price	If no, what is the unit by which you most often sell Firewood?	List of various measurement type	Market
B.10.5.	KI Interview	Firewood Price	Write the current price for the quantity you entered in NGN.	(Integer)	Market
B.10.6.	KI Interview	Firewood Stock	How many days of stock do you estimate you currently have of Firewood before it runs out?	(Integer)	Market
B.10.7.	KI Interview	Firewood Stock	If you were to restock today, how many days would it take your supplier to fully replenish your stock of Firewood?	(Integer)	Market
B.11.1.	KI Interview	Charcoal availability	Do you currently sell Charcoal in your shop	Yes/No	Market
B.11.2.	KI Interview	Charcoal availability	If no, is Charcoal currently available from other shops in the market?	Yes/No	Market
B.11.3.	KI Interview	Charcoal Price	Do you sell Charcoal by Kilograms (Kg)?	Yes/No	Market
B.11.4.	KI Interview	Charcoal Price	If no, what is the unit by which you most often sell Charcoal?	List of various measurement type	Market
B.11.5.	KI Interview	Charcoal Price	Write the current price for the quantity you entered in NGN.	(Integer)	Market
B.11.6.	KI Interview	Charcoal Stock	How many days of stock do you estimate you currently have of Charcoal before it runs out?	(Integer)	Market
B.11.7.	KI Interview	Charcoal Stock	If you were to restock today, how many days would it take your supplier to fully replenish your stock of Charcoal?	(Integer)	Market
B.12.1.	KI Interview	Water availability	Do you currently sell Water in your shop	Yes/No	Market
B.12.2.	KI Interview	Water availability	If no, is Water currently available from other shops in the market?	Yes/No	Market
B.12.3.	KI Interview	Water Price	Do you sell Water by liter?	Yes/No	Market

B.12.4.	KI Interview	Water Price	If no, what is the unit by which you most often sell Water?	List of various measurement type	Market
B.12.5.	KI Interview	Water Price	Write the current price for the quantity you entered in NGN.	(Integer)	Market
B.12.6.	KI Interview	Water Stock	How many days of stock do you estimate you currently have of Water before it runs out?	(Integer)	Market
B.11.7.	KI Interview	Water Stock	If you were to restock today, how many days would it take your supplier to fully replenish your stock of Water?	(Integer)	Market
B.13.1.	KI Interview	Bathing soap availability	Do you currently sell Bathing soap in your shop	Yes/No	Market
B.13.2.	KI Interview	Bathing soap availability	If no, is Bathing soap currently available from other shops in the market?	Yes/No	Market
B.13.3.	KI Interview	Bathing soap Price	Do you sell Bathing soap by 100 grams?	Yes/No	Market
B.13.4.	KI Interview	Bathing soap Price	If no, what is the unit by which you most often sell Bathing soap?	List of various measurement type	Market
B.13.5.	KI Interview	Bathing soap `Price	Write the current price for the quantity you entered in NGN.	(Integer)	Market
B.13.6.	KI Interview	Bathing soap Stock	How many days of stock do you estimate you currently have of Bathing soap before it runs out?	(Integer)	Market
B.13.7.	KI Interview	Bathing soap Stock	If you were to restock today, how many days would it take your supplier to fully replenish your stock of Bathing soap?	(Integer)	Market
B.14.1.	KI Interview	Laundry soap availability	Do you currently sell Laundry soap in your shop	Yes/No	Market
B.14.2.	KI Interview	Laundry soap availability	If no, is Laundry soap currently available from other shops in the market?	Yes/No	Market

B.14.3.	KI Interview	Laundry soap Price	Do you sell Laundry soap by 100 grams?	Yes/No	Market
B.14.4.	KI Interview	Laundry soap Price	If no, what is the unit by which you most often sell Laundry soap?	List of various measurement type	Market
B.14.5.	KI Interview	Laundry soap Price	Write the current price for the quantity you entered in NGN.	(Integer)	Market
B.14.6.	KI Interview	Laundry soap Stock	How many days of stock do you estimate you currently have of Laundry soap before it runs out?	(Integer)	Market
B.14.7.	KI Interview	Laundry soap Stock	If you were to restock today, how many days would it take your supplier to fully replenish your stock of Laundry soap?	(Integer)	Market
B.15.1.	KI Interview	Sanitary pads availability	Do you currently sell Sanitary pads in your shop	Yes/No	Market
B.15.2.	KI Interview	Sanitary pads soap availability	If no, is Sanitary pads currently available from other shops in the market?	Yes/No	Market
B.15.3.	KI Interview	Sanitary pads Price	Do you sell Sanitary pads by a pack of 10?	Yes/No	Market
B.15.4.	KI Interview	Sanitary pads Price	If no, what is the unit by which you most often sell Sanitary pads?	List of various measurement type	Market
B.15.5.	KI Interview	Sanitary pads Price	Write the current price for the quantity you entered in NGN.	(Integer)	Market
B.15.6.	KI Interview	Sanitary pads Stock	How many days of stock do you estimate you currently have of Sanitary pads before it runs out?	(Integer)	Market
B.15.7.	KI Interview	Sanitary pads Stock	If you were to restock today, how many days would it take your supplier to fully replenish your stock of Sanitary pads?	(Integer)	Market
B.16.1.	KI Interview	Hand sanitizer availability	Do you currently sell Hand sanitizer in your shop	Yes/No	Market

B.16.2.	KI Interview	Hand sanitizer availability	If no, is Hand sanitizer currently available from other shops in the market?	Yes/No	Market
B.16.3.	KI Interview	Hand sanitizer Price	Do you sell Hand sanitizer by 500 ml bottle?	Yes/No	Market
B.16.4.	KI Interview	Hand sanitizer Price	If no, what is the unit by which you most often sell Hand sanitizer?	List of various measurement type	Market
B.16.5.	KI Interview	Hand sanitizer Price	Write the current price for the quantity you entered in NGN.	(Integer)	Market
B.16.6.	KI Interview	Hand sanitizer Stock	How many days of stock do you estimate you currently have of Hand sanitizer before it runs out?	(Integer)	Market
B.16.7.	KI Interview	Hand sanitizer Stock	If you were to restock today, how many days would it take your supplier to fully replenish your stock of Hand sanitizer?	(Integer)	Market
B.17.1.	KI Interview	PPE masks availability	Do you currently sell PPE masks in your shop	Yes/No	Market
B.17.2.	KI Interview	PPE masks availability	If no, is PPE masks currently available from other shops in the market?	Yes/No	Market
B.17.3.	KI Interview	PPE masks Price	Do you sell PPE masks by pack of 50?	Yes/No	Market
B.17.4.	KI Interview	PPE masks Price	If no, what is the unit by which you most often sell PPE masks?	List of various measurement type	Market
B.17.5.	KI Interview	PPE masks Price	Write the current price for the quantity you entered in NGN.	(Integer)	Market
B.17.6.	KI Interview	PPE masks Stock	How many days of stock do you estimate you currently have of PPE masks before it runs out?	(Integer)	Market
B.17.7.	KI Interview	PPE masks Stock	If you were to restock today, how many days would it take your supplier to fully replenish	(Integer)	Market

			your stock of PPE masks?		
B.18.1.	KI Interview	Petrol availability	Do you currently sell Petrol in your shop	Yes/No	Market
B.18.2.	KI Interview	Petrol availability	If no, is Petrol currently available from other shops in the market?	Yes/No	Market
B.18.3.	KI Interview	Petrol Price	Do you sell Petrol by liter?	Yes/No	Market
B.18.4.	KI Interview	Petrol Price	If no, what is the unit by which you most often sell Petrol?	List of various measurement type	Market
B.18.5.	KI Interview	Petrol Price	Write the current price for the quantity you entered in NGN.	(Integer)	Market
B.18.6.	KI Interview	Petrol Stock	How many days of stock do you estimate you currently have of Petrol before it runs out?	(Integer)	Market
B.18.7.	KI Interview	Petrol Stock	If you were to restock today, how many days would it take your supplier to fully replenish your stock of Petrol?	(Integer)	Market
B.19.1.	KI Interview	Diesel availability	Do you currently sell Diesel in your shop	Yes/No	Market
B.19.2.	KI Interview	Diesel availability	If no, is Diesel currently available from other shops in the market?	Yes/No	Market
B.19.3.	KI Interview	Diesel Price	Do you sell Diesel by liter?	Yes/No	Market
B.19.4.	KI Interview	Diesel Price	If no, what is the unit by which you most often sell Diesel?	List of various measurement type	Market
B.19.5.	KI Interview	Diesel Price	Write the current price for the quantity you entered in NGN.	(Integer)	Market
B.19.6.	KI Interview	Diesel Stock	How many days of stock do you estimate you currently have of Diesel before it runs out?	(Integer)	Market
B.19.7.	KI Interview	Diesel Stock	If you were to restock today, how many days would it take your supplier to fully replenish	(Integer)	Market

				your stock of Diesel?		
	B.20.1.	KI Interview	Millets availability	Do you currently sell Millets in your shop	Yes/No	Market
	B.20.2.	KI Interview	Millets availability	If no, is Millets currently available from other shops in the market?	Yes/No	Market
	B.20.3.	KI Interview	Millets Price	Do you sell Millets by liter?	Yes/No	Market
	B.20.4.	KI Interview	Millets Price	If no, what is the unit by which you most often sell Millets?	List of various measurement type	Market
	B.20.5.	KI Interview	Millets Price	Write the current price for the quantity you entered in NGN.	(Integer)	Market
	B.20.6.	KI Interview	Millets Stock	How many days of stock do you estimate you currently have of Millets before it runs out?	(Integer)	Market
	B.20.7.	KI Interview	Millets Stock	If you were to restock today, how many days would it take your supplier to fully replenish your stock of Millets?	(Integer)	Market
What are the conditions vendors face – difficulties with supplying, restocking and selling goods - for key commodities in assessed markets?	C.1.1.	Key informant interview	Barriers to food supply	What are the largest constraints for vendors supplying food items?	Price inflation Vendor/trader liquidity shortage Insecurity on transport route Supplier unwilling to sell Supplier/trader limited supply Supplier/trader no stock No suppliers No Issues Other, specify	Market
	C.1.2.	KI Interview	Barriers to NFI supply	What are the largest constraints for vendors supplying hygiene and Non-Food Items (NFI)?	Price inflation Vendor/trader liquidity shortage Insecurity on transport route Supplier unwilling to sell Supplier/trader limited supply Supplier/trader no stock No suppliers No Issues Other, specify	Market
What are the changes in demand and consumer behavior in light of COVID-19 restrictions	C.1.3.	KI Interview	Barriers to fuel supply	What are the largest constraints for vendors supplying fuel items?	Price inflation Vendor/trader liquidity shortage Insecurity on transport route Supplier unwilling to sell Supplier/trader limited supply Supplier/trader no stock No suppliers No Issues Other, specify	Market
	C.1.4.	KI Interview	Barriers to water supply	What are the largest constraints for vendors	Price inflation Vendor/trader liquidity shortage Insecurity on transport route Supplier unwilling to sell	Market

			supplying water?	Supplier/trader limited supply Supplier/trader no stock No suppliers No Issues Other, specify	
C.1.5.	KI Interview	Functionality of markets	Have any of the following shops closed as a result of COVID19 restriction?	Bulk food/fresh food/fuel/hygiene/water/pharmacies/butcher/not sure/other (specify)	Market
C.1.6.	KI Interview	Access to markets	Do community members face constraints in accessing markets due to the current COVID-19 situation?	Community members have no cash/low purchasing power/ Avoiding markets due to fear of COVID-19/Avoiding markets due to aggressive/hoarding behaviours taking place in markets/Avoiding markets due to increased military/police presence/Long waiting times/long queues at markets/ The road to get to the market is insecure (for example risk of theft/fear of checkpoints/member does not have proper authorization for movement etc.)/Community member does not have proper authorization/permission for movement/Challenges due to restricted opening hours/No issues/Not sure/Other (Specify)	Market
C.1.7.	KI Interview	Access to markets	Are some groups in the community experiencing more barriers than others when accessing your market/items due to the COVID-19 situation?	No, all have equal access/Men/Women/Children/Elderly/Persons with disabilities/Persons with medical conditions/IDPs/Returnees/Not sure/Other (Specify)	Market
C.1.8.	KI Interview	Functionality of and access to markets	Have authorities implemented any of the following on your shop?	Price ceiling of items/subsidizing items/limiting opening hours of shops/limited number of people in shop at a time/ Other (specify)/None	Market
C.1.9.	KI Interview	Change in community behavior due to COVID-19	Have you witnessed any stockpiling behaviors by community members in your shop? (stockpiling: buying in greater quantities than previous months in order to accumulate a large amount)	Yes/No/Not sure	Market
C.1.10.	KI Interview	Financing challenges for vendors	Are you currently facing any financing challenges? [select multiple]	Vendor has limited cash/low purchasing power/ Creditors are closed/ Creditors have limited cash/ Restrictions on movement for Creditors/Other(specify)/None	Market
C.1.11.	KI Interview	Items in high demand	Which items are in higher demand than	List of items relevant to specific shop type	Market

			before the COVID-19 restriction? [select all that apply]		
C.1.12.	KI Interview	Frequency of visits to shop in the last week	Has the number of customers visiting your shop daily changed compared to 1 week ago?	It increased/it decreased/it stayed the same/Don't know	Market
C.1.13.	KI Interview	Limit amount of items sold	Are you limiting the number of certain items sold per HH to prevent shortages?	Yes/no/not sure If yes, which items (specify)	Market
	KI Interview	Measures in shop to limit spread	Are you taking any measures in your shop to prevent the spread of COVID-19?	Use of antibacterial gel/ Use of gloves/ Use of facemasks/ Limiting the number of people in the premises at any one time/ Providing handwashing facilities for customers/ Social distancing in queues/Implement a fence or physical barrier through which orders are taken to prevent customers from entering the store/Priority care for older adults/ None/ Other (please specify)	Market

6. Monitoring & Evaluation Plan

IMPACT Objective	External M&E Indicator	Internal M&E Indicator	Focal point	Tool	Will indicator be tracked?
Humanitarian stakeholders are accessing IMPACT products	Number of humanitarian organisations accessing IMPACT services/products Number of individuals accessing IMPACT services/products	# of downloads of x product from Resource Center	Country request to HQ	User_log	x Yes
		# of downloads of x product from Relief Web	Country request to HQ		□ Yes
		# of downloads of x product from Country level platforms	Country team		□ Yes
		# of page clicks on x product from REACH global newsletter	Country request to HQ		□ Yes
		# of page clicks on x product from country newsletter, sendingBlue, bit.ly	Country team		x Yes
		# of visits to x webmap/x dashboard	Country request to HQ		□ Yes
IMPACT activities contribute to better program implementation and coordination of the humanitarian response	Number of humanitarian organisations utilizing IMPACT services/products	# references in HPC documents (HNO, SRP, Flash appeals, Cluster/sector strategies)	Country team	Reference_log	*FSS Covid-19 Task Force reports, CWG strategies, Covid-19 flash appeals*
		# references in single agency documents			
Humanitarian stakeholders are using IMPACT products	Humanitarian actors use IMPACT evidence/products as a basis for decision making, aid planning and delivery Number of humanitarian documents (HNO, HRP, cluster/agency strategic plans, etc.) directly informed by IMPACT products	Perceived relevance of IMPACT country-programs	Country team	Usage_Feedback *and* Usage_Survey template	*Usage survey to be conducted in December 2020*
		Perceived usefulness and influence of IMPACT outputs			
		Recommendations to strengthen IMPACT programs			
		Perceived capacity of IMPACT staff			
		Perceived quality of outputs/programs			
		Recommendations to strengthen IMPACT programs			
Humanitarian	Number and/or percentage of	# of organisations providing resources (i.e.staff, vehicles,	Country team		□ Yes

stakeholders are engaged in IMPACT programs throughout the research cycle	humanitarian organizations directly contributing to IMPACT programs *(providing resources, participating to presentations, etc.)*	meeting space, budget, etc.) for activity implementation		Engage ment_lo g	
		# of organisations/clusters inputting in research design and joint analysis			x Yes
		# of organisations/clusters attending briefings on findings;			x Yes