**FORM 3: PRICE DATA COLLECTION**

**SUPPORT SHEET**

*For each data collection period, collect prices from 5 wholesalers and 5 retailers in each market (per commodity). If any of these traders are unavailable, interview another trader from the reserve pool who has provided you with the most price data so far.*

**Oral Consent Statement** [receive consent to proceed with the interview, prior to asking any questions]

Hello. My name is \_\_\_\_\_\_\_\_\_\_\_ and I am here on behalf of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I’m contacting you today to ask you some questions regarding the price of select commodities. The interview will take no more than 10 minutes. There is no direct benefit to you for participating in this survey. However, this survey can help us to understand how markets operate in this area.

You may ask questions now or anytime during the interview. All the information you give will be strictly anonymous and confidential. Your name will not be associated with any of your responses or given to anyone outside our project. Please answer questions honestly. If you do not know an answer, please tell us you do not know the answer. If you would rather not answer any questions, just say so. You may opt out of this interview at any time you wish. Your cooperation is greatly appreciated, as it will help us to understand the problems that face markets in this area. Do you have any questions for me? May we proceed with the interview? [If a person chooses not to participate, thank them for their time and move on to the next trader.]

**Instructions for eliciting prices for each commodity** [use with Table 3: Price Data Collection]:

Complete the table at the top of the page before conducting the interview. The first three lines should be consistent with the information provided by the trader during his/her registration. The “Times vendor has been interviewed” represents the number of times the trader has already been surveyed for prices. Prioritize those traders that have provided price data most frequently.

Be sure to clearly indicate whether prices collected are for WHOLESALE or RETAIL prices. If a trader sells both wholesale and retail, use a separate sheet for each.

**Column 1**

1. List the commodities for which you will solicit prices from this trader.

**Column 2**

1. Is this commodity currently available in this market? [If no, go to the following line for the next commodity; If yes, proceed with the next question]

**Column 3**

1. In this shop, do you currently have available stocks of this commodity for sale? Use the codes to respond Yes or No. [If trader responds yes and the enumerator is visiting the market, he/she should visually verify the stocks before proceeding with the next question. If no, go to the following line for the next commodity.]

**Columns 4**

1. Does the commodity you are currently selling have significantly different characteristics than the distributed commodity? [Enumerator: show a sample or a photo of the commodity with the characteristics that you will distribute.] . If yes (i.e. the commodity has different characteristics), write “1” (“yes”) and proceed to column 5. If no (i.e. the commodity is the same), write the local name of the commodity in column 4 and proceed to column 7.

**Columns 5**

1. If yes in column 4, write the local name of the commodity sold by the trader that is most similar to the sample commodity. [The local name of the commodity written in column 5 may be the same or different than the name that would be written in column 4.]

**Column 6**

1. If yes in column 4, identify how the commodity sold by the trader significantly differs from the project commodity (e.g., is it a different quality that results in a different price? A different condition or color? Answer all that apply].

**Column 7**

1. What is the standard unit of sale for this commodity (e.g., cup, can, kilogram, liter, etc.)? [Note the name or type of unit in column 7]. If a trader sells the commodity in different units, select the one that is used most frequently for that commodity.

*Country programs should tailor column 7 on Form 3 to reflect likely standard units of sale used in the country. Include at least one line for “Other local unit name: (specify).”*

**Columns 7a:** Verify local units of sale

1. [If this is not your first visit with this trader, ask the following] Has your standard unit of sale changed to a different type of unit since our last interview? [Note response in column 7a.]
2. If yes and a **retailer**, proceed to column 8.
3. If yes and a **wholesaler**, proceed to column 9 and write the weight or volume of the new unit (MT, kg or liters).
4. If no, proceed to column 10.

**NOTE**: If you are **collecting prices by phone** and not able to measure the new retail unit, skip to the next commodity. Interview another retail trader from the reserve pool about his or her prices for that commodity. Do not ask this retail trader about prices for this commodity until you are able to measure the new unit.

**Columns 8-9**

**It is necessary to weigh the local unit of measure for each retail trader. This only needs to be done ONE time for each trader, and again if the trader changes his/her unit of measure during the course of the project. It is not necessary to weigh the units for wholesalers; simply report the weight or volume in column 9. If you have previously weighed the local unit for this trader, skip to Column 10.**

1. [Ask the following to retailers] Can I measure the volume of your (new) container for this commodity?
2. [Check the scale’s calibration to zero out the scale when empty. The commodity should be measured without the standard unit container (e.g., loose or in a leak-proof plastic bag). Alternatively, have a clean, dry, pre-weighed container available into which you pour the commodity from the trader’s container. Weigh one unit of the commodity. **If one unit of this commodity weighs below two kilograms, ask the retailer for additional units until a minimum of two kilograms is reached**. Note the number of units required to reach at least two kilograms in column 8.
3. Weigh the commodity, subtract the weight of your container, then record the weight in column 9. Then return the commodity to the trader’s container and clean out your container before the next weighing.
4. For liquids, use the local unit to reach at least one liter. Note the number of units in column 8, and the precise number of liters in column 9. You do not need to measure packaged units that are already marked by liters; simply write the number of liters in column 9.

[You will likely need to purchase the liquid product so that you can open the container and measure it. It is recommended that you measure the liquid after you have left the market.]

**Column 10**

1. What is the current price for one standard unit of this commodity? [Note in column 10]