

Vendor Interview Guide

INSTRUCTIONS:

Read out the below Introduction and Consent statement script verbatim (word for word as written below).

Hello. My name is _____ and I am working with [CRS / Caritas branch].

You are being invited to participate in a study being conducted in disaster-prone districts in Uganda. The purpose of the interview is to help us to understand preferred distribution modalities for communities and whether additional awareness is required on the benefits of different market-based modalities (cash, vouchers). Talking with you will help our program to better understand your business sector and plan to work with you in the future if there is an opportunity. If you decide to participate, you will be asked to give your verbal consent which states that you understand the purpose of the study, that any questions you have about the study have been answered, and that you agree to participate. This interview will last approximately 15 to 25 minutes.

Your participation in this study is entirely voluntary. You can refuse to participate or can withdraw from the study at any time. Such a decision will not affect your relationship with us, either now or in the future. Nor will a refusal or withdrawal of participation result in the loss of any other benefits to which you are otherwise entitled. If you consent to participate, your personal information will be kept confidential. Your participation in this study involves no physical risk. We are maintaining strict control over all data and will not share your name or information with anyone outside of our project team.

If you have any questions, please ask, and we will do our best to answer them. If you have additional questions in the future, please contact [insert contact names].

Do you have any questions? Yes No

If yes, ask for details of the question and write down here _____

Consent for the interview: Yes (Proceed with interview) No (Drop the interview)

Interviewer name: [OPEN TEXT]	Date of Interview: [DATE]
Vendor Information	
A1: Region: 1 = Mt. Elgon region, 2 = Teso region, 3 = Rwenzori region	
A2: District: 1 = Bulambuli, 2 = Butaleja, 3 = Bududa, 4 = Mbale, 5 = Bukedea, 6 = Soroti, 7 = Kasese, 8 = Bundibugyo	
A3: Sex of respondent: 1 = Male or 2 = Female	
A4: Type of Vendor: 1 = medium scale retailer 2 = large scale retailer 3 = wholesaler 4 = distributor	
A5: Is your business registered? 1 = Yes or 2 = No	
A6: Do you have a TIN (Tax Identification Number)? 1 = Yes or 2 = No	
A7: Do you have a bank account for the business? 1 = Yes or 2 = No	
A8: Do you have a registered mobile money account for the business? 1 = Yes or 2 = No	
A9: Which payment options do you currently accept at your business? (tick all that apply) 1 = cash	

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- 2 = mobile money
- 3 = voucher
- 3 = credit/debit Cards
- 4 = cheque
- 5 = exchange in-kind/barter
- 6 = offering goods on credit (pay later)
- 96 = other (specify)

Cash and Voucher Based Approaches. (Humanitarian organizations provide assistance to communities in times of emergency in three (3) ways: through direct distributions of food and non-food items; direct payments of money to a recipients by cash, mobile money or banks; and through providing coupons or pieces of paper that can be exchanged for goods or services through market fairs, temporary shops.

B1: Have you had an opportunity to serve communities in emergency assistance with humanitarian agencies or government? 1 = Yes or 2 = No

- B2: If yes, what was the assistance modality used? *(tick all that apply)*
- 1 = in-kind distributions *(direct distributions of food and non-food items)*
 - 2 = cash transfers including e-transfers *(direct payments of money to a recipient)*
 - 3 = vouchers *(a coupon or piece of paper that can be exchanged for goods or services through market fairs, temporary shops)*
 - 96 = other (specify)

- B3: If you had an opportunity to make suggestions, what type of distribution assistance would you prefer to be engaged in to serve communities in times of emergencies **most**?
- 1 = in-kind distributions *(direct distributions of food and non-food items)*
 - 2 = cash transfers including e-transfers *(direct payments of money to a recipient)*
 - 3 = vouchers *(a coupon or piece of paper that can be exchanged for goods or services through market fairs, temporary shops)*

- B4: Why would you prefer this type of distribution assistance selected above **most**?
- 1 = items move very fast
 - 2 = able to get a good price
 - 3 = I understand this modality
 - 4 = easy to deal with participants
 - 5 = provides for choice for participants
 - 6 = able to sell a variety of items
 - 7 = avoids disincentive effects
 - 8 = fewer costs in terms of transport
 - 9 = maintains dignity of recipients
 - 10 = participants spend all their money within a specific time
 - 11 = safe and secure
 - 96 = other (specify)

- B5: If you had an opportunity to make suggestions, what type of distribution assistance would you prefer to be engaged in to serve communities in times of emergencies **least**?
- 1 = in-kind distributions *(direct distributions of food and non-food items)*
 - 2 = cash transfers including e-transfers *(direct payments of money to a recipient)*
 - 3 = vouchers *(a coupon or piece of paper that can be exchanged for goods or services through market fairs, temporary shops)*

- B6: Why do you prefer the voucher type selected above the least?
- 1 = items move very slowly

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- 2 = not able to get a good price
- 3 = I do not understand this modality
- 4 = difficult to deal with participants
- 5 = does not provides for choice for participants
- 6 = not able to sell a variety of items
- 7 = participants spend all their money over time
- 8 = anti-social use (cash can be used to buy anything)
- 9 = not safe and secure
- 96 = other (specify)

Vouchers distribution (Price or Commodity Vouchers through market fairs or temporary shops)

C1: Do you have experience using vouchers for communities to access goods and services in the past?

- 1 = Yes or 2 = No

C2: if yes, what type of vouchers have you used before? (tick all that apply)

- 1 = price or cash vouchers (where a recipient is given a voucher equivalent to a certain amount of cash, which s/he can spend at any pre-approved vendor)
- 2 = commodity vouchers (where recipients have access to pre-defined commodities or services that can be exchanged at any vendor participating in the program, or at specially arranged fair)
- 3 = combination of both price and commodity

C3: If you had an opportunity to make suggestions, what type of vouchers would you prefer to use most?

- 1 = price or cash vouchers (where a recipient is given a voucher equivalent to a certain amount of cash, which s/he can spend at any pre-approved vendor)
- 2 = commodity vouchers (where recipients have access to pre-defined commodities or services that can be exchanged at any vendor participating in the program, or at specially arranged fair)
- 3 = combination of both price and commodity

C4: If you had an opportunity to make suggestions, what type of vouchers would you prefer to use least?

- 1 = price or cash vouchers (where a recipient is given a voucher equivalent to a certain amount of cash, which s/he can spend at any pre-approved vendor)
- 2 = commodity vouchers (where recipients have access to pre-defined commodities or services that can be exchanged at any vendor participating in the program, or at specially arranged fair)
- 3 = combination of both price and commodity

C5: If you had an opportunity to make suggestions, how would you prefer the market area to be organized?

- 1 = market fairs (including seed fairs accessed with in specified limited time of a day)
- 2 = shops (specially arranged permanent or temporary shops accessed over a couple of days)
- 96 = other (specify)

Market information

D1: Where do your customers come from? (tick all that apply)

- 1 = from the village
- 2 = within the parish
- 3 = within the sub-county
- 4 = within the district
- 5 = all over the region
- 96 = Other (specify)

D2: What goods or services do sell to your customers? (tick all that apply)

- 1 = food items

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<p>2 = non-food items (NFIs) 3 = shelter materials 4 = Agric inputs and tools 5 = scholastic materials</p>
D3: Do you have enough supplies available to meet your customers immediate needs. 1 = Yes or 2 = No
D4: Number of traders in the market: <i>[NUMERIC]</i>
<p>D5: Where do you get your supplies from? 1 = within the district 2 = from the region 3 = from Kampala 4 = outside the country</p>
D6: Are these commodities normally and regularly available? 1 = Yes or 2 = No
D7: Can you increase your stock to satisfy any additional demand of at any point in time? 1 = Yes or 2 = No
<p>D8: If yes, how much more can you increase your stock to meet the increase in demand of your goods and services? 1 = more than 100% of my current stock 2 = between 50 and 100% of my current stock 3 = 50% of my current stock 4 = less than 50% of my current stock</p>
<p>D9: If yes, please tell us how: 1 = I have the financial capacity to increase 2 = I have links with a financial institution 3 = I have trade partners who supply me on credit 4 = I have adequate storage space 96 = Other (specify)</p>
<p>D10: If no, please tell us how: 1 = lack of capital 2 = lack of available supply in the market 3 = lack of storage space 96 = other (specify)</p>
<p>D11: What are the most common constraints you face in your business? 1 = government restrictions due covid-19 2 = lack of transport due to covid-19 restrictions 3 = increased transport costs 4 = poor road network due to floods 5 = lack of supplies or suppliers for my good and services 6 = increased prices for goods and services from suppliers 7 = low demand for goods and services 8 = lack of access to finance and credit 9 = labor challenges 10 = lack of storage or warehouse space 96 = others (specify)</p>
Safety and Security and Other Protection Risks
E1: Do communities have regular and safe access to markets? 1 = Yes or 2 = No
E2: If no, which people in the communities you serve have particularly experienced challenges accessing the markets? <i>(tick all that apply)</i>

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<p>1 = child head 2 = elderly 60 years 3 = disabled (including deaf, blind) 4 = chronic illness 5 = pregnant woman 6 = boys 7 = girls 8 = women 9 = men 96 = other (specify)</p>
<p>E3: If yes, how is their access restricted. <i>(tick all that apply)</i> 1 = poor road network due to floods 2 = increased transport costs 3 = government restrictions to covid-19 4 = illiteracy 5 = old age 96 = other (specify)</p>
<p>E4: Are there any security risks for communities en-route to/from and at the market? 1 = Yes or 2 = No</p>
<p>E5: if yes, what is the nature of the incidence? <i>(tick all that apply)</i> 1 = violence 2 = SGBV 3 = extortion at checkpoints 4 = thieves along the road 96 = other (specify)</p>
<p>E6: Are there certain times of the year when the markets become more difficult to access? 1 = Yes or 2 = No</p>
<p>E7: If yes, which times? [OPEN TEXT]</p>

END.