

FORTIFICATION ASSESSMENT COVERAGE TOOLKIT (FACT)

MARKET ASSESSMENT FORMS TEMPLATE

This document provides templates for the standard FACT market assessment forms.

The standard FACT survey market assessment uses three data collection forms.

| Form | Description |
|--|--|
| Marketplace and retail outlet registration | List of marketplaces and retail outlets visited within a market hub |
| Brand registration | List of all food vehicle brands that are found in the visited retail outlets and other information on the package (e.g., producer name and location of production site) |
| Sample registration | List of all samples collected for each food vehicle brand including the sample identification information (i.e., the information that links the registered sample in the form to the collected sample that will be sent to the laboratory) and information on the package from which the sample was taken (i.e., brand name; production and expiry date; producer name and location; and type, size and cost of package) |

The template forms must be adapted to the context in which the survey is being conducted where noted-e.g., the relevant response options must be inserted in all of the cells highlighted in yellow.

This document should be read in conjunction with the following accompanying tools:

• "FACT Fieldwork Manual for the Market Assessment Template," which provides a template for the fieldwork manual of a FACT market assessment and gives instructions on how the forms should be administered.

Instructions or questions for the interviewer are in blue italics.

Instructions or notes to the user (for adapting the template forms) are in red italics.

Version: 2019



| FORM 1: MARKETPLACE AND RETAIL OUTLET REGISTRATION | | | | | | | | |
|--|---|--------------------------------------|-----------------------------|--|--|--------------------------|---|---|
| Team number | | Inter- viewer number | | Date of market visit (dd/ mm/yy) | // | | | |
| Country code | Region code (See right) | Market hub code (See right) | | ality/village ame | Region code: (This could be region, state, province, etc., depending on the geographic or administrative divisions in the | | Market hub 11 Market hub 22 Market hub 33 Market hub 44 Market hub NN | Retail outlet type code: Retail outlet 11 Retail outlet 22 Retail outlet 44 Retail outlet NN |
| | | | | | divisions in the country of study and on the method in which market hubs were selected) Region 11 Region 22 Region 33 Region 44 Region NN | | Market Hub NN | netali ouuet iviv |
| Market- place visited | Marketplace name (If there is no marketplace, record "Not applicable") Neighborhood location | | Retail outlet visited | Retail outlet type code (See above) | Retail outlet name | Retail outlet address | | |
| 1 | | | | | 1 | | | |
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REPEAT FOR EACH ADDITIONAL MARKETPLACE

| FORM 2: BRAND REGISTRATION | | | | | | Date of market visit (dd/mm/yy) |
|----------------------------|---|----------------------------|--|---|--|--|
| Team number | Interviewer number | Region code (See codes) | Market hub code (See codes) | Retail outlet type code (See codes) | Food vehicle code (See codes) | Region code: (This could be region, state, province, etc., depending on the geographic or administrative divisions in the country of study and on the method in which market hubs were selected) |
| | | | | | | Region 1 |
| Brand no. | Food vehicle type (This applies only to food vehicles that have different types) (See codes on the right) | Brand name | Producer name (If unknown, record "Don't know") | Production site location (city, country) (If unknown, record "Don't know") | Supplier type (Enter if indicated; see codes) | Supplier name (If unknown, record "Don't know") |
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Form continues on page 5 (read pages 4–5 together from left to right)

| Market hub code: | Retail outlet type code: | Food vehicle code: | Food vehicle type code: | Supplier type code: |
|---|--|---|---|--|
| Market hub 11 Market hub 22 Market hub 33 Market hub 44 Market hub NN | Retail outlet 11 Retail outlet 22 Retail outlet 33 Retail outlet NN | Food vehicle 11 Food vehicle 22 Food vehicle 33 Food vehicle 44 Food vehicle NN | Food vehicle type 11 Food vehicle type 22 Food vehicle type 33 Food vehicle type 44 Food vehicle type NN Other (specify):96 | Importer/exporter1 Distributer2 Repacker3 Other (specify):96 |
| Supplier location | Local vs. imported | Packaging type | Label as fortified | |
| (city, country) (If unknown, record "Don't know") | Insert code: Local | Insert code: Packaged sealed1 Repackaged2 Open source3 | Insert code: Statement only | |
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| FORM 3 | : SAMPLE REGISTRATIC | ON | Team number | |
|--|--|--|---|---|
| | | Food vehicle code: | Food vehicle type code: | |
| Food vehicle (See codes on the right) | | Food vehicle 1 | Food vehicle type 11 Food vehicle type 22 Food vehicle type 33 Food vehicle type 44 Food vehicle type NN Other (specify):96 | |
| | | | | |
| Brand no. | Food vehicle type (This applies only to food vehicles that have different types) (See codes above) Food vehicle type (This applies only to Brand name | | Producer name (If unknown, record "Don't know") | Production site (country) (If unknown, record "Don't know") |
| | | | | |
| Sample number | Unique sample number (sample label) | Production date (dd/mm/yy) (If unavailable, record "XXIXXIXX") | Expiry date (dd/mm/yy) (If unavailable, record "XX/XX/XX") | Original packaging type (See codes above) |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| | | / / | | |
| 10 | | | | |
| Brand no. | Food vehicle type (This applies only to food vehicles that have different types) (See codes above) | Brand name | Producer name (If unknown, record "Don't know") | Production site (country) (If unknown, record "Don't know") |
| | | | | |
| Sample number | Unique sample number (sample label) | Production date (dd/mm/yy) (If unavailable, record "XX/XX/XX") | Expiry date (dd/mm/yy) (If unavailable, record "XX/XX/XX") | Original pack- aging type (See codes above) |
| 1 | | // | | |
| 2 | | // | // | |
| 3 | | // | // | |
| | | // | // | |
| 10 | | | | |

REPEAT FOR EACH ADDITIONAL BRAND

Form continues on page 7 (read pages 6–7 together from left to right)

| Interviewer number | | Date of market visit (dd/mm/yy) | | | 3 | |
|---|---|---|--|--|---|--|
| Original packaging type code: (Examples: plastic bottle, plastic bag, jerry can, tin can) Packaging type 1 | | (Examples: Unit 1 Unit 2 Unit 3 Unit 4 Unit N Other (specif | nging unit code: kg, g, l, ml) | Market hub code: Market hub 11 Market hub 22 Market hub 33 Market hub 44 Market hub NN | | |
| Production site (city) (If unknown, record "Don't know") | | | | | | |
| Original packaging size: Quantity (If don't know, record "9998" for quantity and "98" for unit) | Original packaging size: Unit (See codes above) | Labeled as fortified? Insert code: Statement only1 Logo only2 Statement and logo3 Not labeled4 Don't know8 | Cost of original package in [INSERT LOCAL CURRENCY] (If don't know, record "9998") | Batch number (Update number of digits based on local context) (If don't know, record "98", "998" or "9998" depending on number of digits) | Market hub code (See codes above) | |
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| Production site (city) (If unknown, record "Don't know") | | | | | | |
| Original packaging size: Quantity (If don't know, record "9998" for quantity and "98" for unit) | Original packaging size: Unit (See codes above) | Labeled as fortified? Insert code: Statement only1 Logo only2 Statement and logo3 Not labeled4 Don't know8 | Cost of original package in [INSERT LOCAL CURRENCY] (If don't know, record "9998") | Batch number (Update number of digits based on local context) (If don't know, record "98" "998" or "9998" depending on number of digits) | Market hub code (See codes above) | |
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REPEAT FOR EACH ADDITIONAL BRAND