**Needs Assessment – *(enter name of association here)***

About this tool: The assessment is a way to validate assumptions made during the programme design. It is also an opportunity to learn more about the area and anything which may influence the implementation of the programme.

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| **G0** | State |  |
| **G1** | *(insert lower administrative unit) LGAer name of association here) neric?ort Manager.rve sit)n the supply chain with consequently may culminate to ked with investi* |  |
| **G2** | Number of Branches in *(lower administrative unit)* |  |
| **G3** | Date |  |
| **G4** | Interviewer |  |

* Ideally, meet with the chairman of association, the Secretary and the Finance officer.
* Please briefly introduce the ETS programme and its objectives and the purpose of your interview.
* Do not limit yourself to the questions in this questionnaire. If a new question is asked, please enter it as a sub-item (if the question is originated from a former question in the questionnaire) or a new item at the bottom of the questionnaire.
* Please inform the interviewee/s that you may follow up on some of their answers via telephone. Agree on the person who should be contacted for follow up.
* Please ask if it’s ok to take pictures (of vehicles, roads, etc.) and also if they have material (i.e. old logbooks or motivational items, please ask if you can collect a sample.

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| **General** | | |
| **N1** | Name, Job title and contact details of the people interviewed |  |
| **N2** | Description of their responsibilities  (*as an individual)* |  |
| **N3** | Organisational structure |  |
| **N4** | Contact details of key members  (*if different from the interviewees*) |  |
| **N5** | Number of *(insert name of association)* members in the *(insert lower administrative unit)*  *(if just one branch, state branch name)*  *(all members, including executives and others)* |  |
| **N6** | Of which, how many are drivers? |  |
| **Vehicles** | | |
| **N7** | Estimate % of vehicles owned by drivers |  |
| **N8** | Type of vehicles owned by drivers and their condition  *(detail condition in %, poor, average, good)* |  |
| **N9** | Type of vehicles **NOT** owned by drivers and their condition  *(Estimate %)* |  |
| **N10** | Vehicles driven by more than 1 driver and condition of the vehicles  (*Estimate %*) |  |
| **Motor-parks** | | |
| **N11** | Number of **official** motor parks  (*insert lower administration unit /branch/ward*) |  |
| **N12** | Location of **official** motor parks |  |
| **N13** | Average number of vehicles based at each motor park |  |
| **N14** | Organisational representation at motor parks |  |
| **N15** | Number of **unofficial** motor parks (e.g. gatherings of drivers at road junctions) |  |
| **N16** | Location of unofficial motor parks |  |
| **N17** | Average number of vehicles based at each unofficial motor park |  |
| **N18** | Percentage of drivers spending the night in the community with their vehicle |  |
| **N19** | Percentage of drivers **NOT** spending the night in the community with their vehicle (i.e. the vehicle is left at the motor park or returned to owner)  *Check assumption: N18 + N19 = 100%; if not ask for clarification* |  |
| **Mobile telephony** | | |
| **N20** | Estimate percentage of drivers carrying a mobile phone |  |
|  | | |
| **N21** | What do you think of ETS? |  |
| **Other** | | |
| **N22** | What is *(insert name of association)* relationship with other transport organisations in the state? |  |
| **N23** | How does *(insert name of association)* relate with vehicle inspection’s agencies in the state?  *(e.g. Vehicle Inspection Authority etc)* |  |
| **N24** | How does *(insert name of association)* relate to the police and the army in the state? |  |
| **END OF QUESTIONNAIRE – THANK YOU!** | | |

**Extra notes:**