

Key to NGO Interview Data (“bangladesh\_public.dta”)

<b>Variable Name</b>	<b>Description</b>	<b>Variable Coding</b>
<b>id</b>	NGO identifier (individual branch)	
<b>Thana_Name</b>	THANA:	
<b>Thana_Code</b>	CODE:	
<b>NGO_Name</b>	NAME OF NGO:	
<b>NGO_Code</b>	NGO identifier (entire organization, not individual branch)	
<b>MNGO_Name</b>	NAME OF MOTHER NGO: (write “None” if this is the only branch)	
<b>MNGO_Code</b>	ID CODE of NGO:	
<b>Investigator_Name</b>	INTERVIEWER:	
<b>Investigator_Code</b>	CODE:	
<b>Supervisor_Name</b>	SUPERVISOR:	
<b>Supervisor_Code</b>	CODE:	
<b>Date1</b>	First visit Date	
<b>st1</b>	First visit Time started	
<b>et1</b>	First visit Time ended	
<b>R1</b>	First visit Result (see code)	Code result: 1. Completed 2. Not present 3. Postponed 4. Refused 5. Partly completed
<b>Date2</b>	Second visit Date	
<b>st2</b>	Second visit Time started	
<b>et2</b>	Second visit Time ended	
<b>R2</b>	Second visit Result (see code)	Code result: 1. Completed 2. Not present 3. Postponed 4. Refused 5. Partly completed
<b>Date3</b>	Third visit Date	
<b>st3</b>	Third visit Time started	
<b>et3</b>	Third visit Time ended	
<b>R3</b>	Third visit Result (see code)	
<b>InSignDate</b>	Signature of Interviewer (DATE)	
<b>SuSingDate</b>	Signature of Supervisor (DATE)	
<b>q1</b>	Q1. Name of NGO	
<b>q2</b>	Q2. Postal address	
<b>q3_1</b>	Q3. Physical Address [road and directions]:	
<b>q3_2</b>	Q3. Thana	
<b>q3_3</b>	Q3. District	
<b>q4_1</b>	Q4. Telephone/Mobile No	
<b>q4_2</b>	Q4. Telephone/Mobile No	
<b>q4_3</b>	Q4. Telephone/Mobile No	
<b>q4_4</b>	Q4. Telephone/Mobile No	
<b>q5</b>	Q5. Name of respondent	
<b>q6</b>	Q6. Gender of respondent	1. male 2. female
<b>q7</b>	Q7. Position in [NGO]	1) director/manager/head; 2) senior manager; 3) other: _____
<b>q7_1</b>	Q7. [if (3) on q7]: title	
<b>q8</b>	Q8. In what year were [NGO]’s operations in this area established?	
<b>q9</b>	Q9. Did [NGO] begin operating right away in this Area?	1. Yes 2. No
<b>q10</b>	Q10. <i>[If No]</i> In what year did [NGO]	

	actually begin operations?	
<b>q11</b>	Q11. Is [NGO]: [Circle what applies]	1) a stand alone NGO without any other branches <i>[go to Section B]</i> 2) main office of an indigenous (Bangladeshi) NGO with other branches <i>[go to Q.12]</i> 3) a branch office of an indigenous (Bangladeshi) NGO <i>[go to Q 14]</i> 4) a division or branch of an international NGO <i>[go to Q16]</i>
<b>q12</b>	Q12 How many branches does [NGO] have?	
<b>q13</b>	Q13 What is the average age of these branches?	[in years]
<b>q14_1</b>	Q14. Which decisions are made by this branch without consulting the supervising branch or headquarters? <i>(Circle all that are appropriate)</i> 1. Initiating an activity in a new program area	
<b>q14_2</b>	2. Hire new staff	
<b>q14_3</b>	3. Set staff salaries	
<b>q14_4</b>	4. Develop a partnerships with another other NGO	
<b>q14_5</b>	5. Contact local government authorities	
<b>q14_6</b>	6. Consult the community about an issue	
<b>q14_7</b>	7. Conduct a staff performance review	
<b>q15_1</b>	Q15 How often does the central office communicate with branch offices, on average: 1. By email	(times per month)
<b>q15_2</b>	2. By telephone	(times per month)
<b>q15_3</b>	3. Through personal visits <i>[Go to Section B].</i>	(times per month)
<b>q16</b>	<i>[If international NGO or division or branch of international NGO]</i> Q16. What is the name of the international NGO	
<b>q17</b>	Q17. In which country is the head office of the international NGO:	1) UK 2) USA 3) Other:
<b>q17_1</b>	[If (3) Other on Q17:]	
<b>q18</b>	Q18. Approximately in what year was the international NGO founded?	
<b>q19</b>	Q19. Is [NGO] actively involved in raising public awareness about particular issues?	1. Yes [go to next question]; 2.No.[go to the next subsection]
<b>q20_1</b>	Q20. Is [NGO] actively involved in raising public awareness about: <i>[Circle all that apply]</i>	

	1) road safety	
q20_2	2) HIV/AIDS	
q20_3	3) other health issues	
q20_4	4) pollution/latrines/ garbage/sewer issues (aside from arsenic)	
q20_5	5) nutrition issues	
q20_6	6) human rights issues	
q20_7	7) gender issues	
q20_8	8) protection of wildlife/forest/environment	
q20_9	9) arsenic	
q20_10	10) other issues	
q20_10_1	[if yes on q20_10]: 10) other issues: specify	
q21_1	Q21. Does [NGO] raise public awareness via: <i>[Circle all that apply]</i> 1) concert/fair/street band/drama	
q21_2	training and meetings (class/course/lectures/workshop) <i>[go to Q22]</i>	
q21_3	3) posters/leaflets/newsletter	
q21_4	4) newspaper/magazines/radio	
q21_5	5) open air speech/preaching/public address at march	
q21_6	6) during religious service	
q21_7	7) during religious service	
q21_8	8) door to door campaigns	
q21_9	9) other:	
q21_9_1	[if yes on q21_9—specify]	
q22	Q22. <i>[If mentioned training and meetings 2) in question Q21; else go to Q23]</i> Over the past 12 months, approximately how many people have participated in [NGO]’s training and meetings?	
q23	Q23. Over the last 12 months, has [NGO] been involved in advocacy or lobbying the government?	1. Yes <i>[go to next question]</i> 2.No. <i>[go to the next subsection]</i> .
q24_1	Q24. What form do [NGO]’s advocacy or lobbying activities take? <i>[Circle all that apply]</i> 1) petitions	
q24_2	meetings with national authorities (District, thana level govt. officials) <i>[go to Q25]</i>	
q24_3	meetings with local authorities Municipal authority, Up Office <i>[go to Q25]</i>	
q24_4	public statements to the press or radio/press release	
q24_5	march	
q24_6	other:	
q24_6_1	[if yes on q24_6, specify]	
q25	Q25. <i>[If answered Yes to 2 in Q24]</i> Over the past 12 months, at approximately how many meetings with <i>national</i>	

	authorities did [NGO] lobby the government?	
<b>q26</b>	Q26) Was the purpose of any of these meetings to change government policy?	1. Yes 2. No
<b>q27</b>	Q27) <i>[If yes]</i> Please state the policy	
<b>q28</b>	Q28) Was the policy changed subsequent to the meeting between [NGO] and the government agency?	1. Yes 2. No
<b>q29</b>	Q29) Was the purpose of any of these meetings to obtain a contract or other financial assistance for [NGO]?	1. Yes 2. No
<b>q30</b>	Q30) <i>[If yes]</i> Would you say that the meetings helped [NGO] obtain financial support?	1. Yes 2. No
<b>q31</b>	Q31) Was the purpose of any of these meetings to obtain a contract or other financial assistance for other local organizations, or [name of village]?	1. Yes 2. No
<b>q32</b>	Q32) <i>[If yes]</i> Would you say that the meetings helped these local organizations obtain financial support?	1. Yes 2. No
<b>q33</b>	Q33. <i>[If answered Yes to 3 in Q24; else go to Q41]</i> Over the past 12 months, at approximately how many meetings with <i>local</i> authorities did [NGO] lobby the government?	
<b>q34</b>	Q34) Was the purpose of any of these meetings to change government policy?	1. Yes 2. No
<b>q35</b>	Q35) <i>[If yes]</i> Please state the policy	
<b>q36</b>	Q36) Was the policy changed subsequent to the meeting between [NGO] and the government agency?	1. Yes 2. No
<b>q37</b>	Q37) Was the purpose of any of these meetings to obtain a contract or other financial assistance for [NGO]?	1. Yes 2. No
<b>q38</b>	Q38) <i>[If yes]</i> Would you say that the meetings helped [NGO] obtain financial support?	1. Yes 2. No
<b>q39</b>	Q39) Was the purpose of any of these meetings to obtain a contract or other financial assistance for other local organizations?	1. Yes 2. No
<b>q40</b>	Q40) <i>[If yes]</i> Would you say that the meetings helped these organizations to obtain financial support?	1. Yes 2. No
<b>q41</b>	Q41. Is [NGO] a network or umbrella organization?	1. Yes 2. No
<b>q42_1</b>	Q42. <i>[If Yes]</i> Currently, how many NGOs and CBOs members does [NGO] have? _____ NGOs and ...	
<b>q42_2</b>	... _____ CBOs	
<b>q43</b>	Q43. Is [NGO] working in partnership with other NGOs or with CBOs ?	
<b>q44_1</b>	Q44. <i>[If Yes]</i> Over the last 12 months, with	

	how many NGOs and CBOs did [NGO] work? _____ NGOs and	
q44_2	_____ CBOs	
q45	Q45) Which activities did [NGO] work in partnership with these organizations?	1. In all works 2. In some (Please list) 3. None
q45_2a	(if yes on q45_2, specify)	
q45_2b	(if yes on q45_2, specify)	
q45_2c	(if yes on q45_2, specify)	
q45_2d	(if yes on q45_2, specify)	
q45_2e	(if yes on q45_2, specify)	
q46_1	Q46) Why did [NGO] choose to work with these organizations? ( <i>circle all that apply</i> ) 1. To obtain better information	
q46_2	2. To obtain better connection to the community	
q46_3	3. To obtain better connections to government	
q46_4	4. To obtain more financial resources	
q46_5	5. To obtain other (please list)	
q46_5_1	[if yes to q46_5, specify]	
q47	Q47. Does [NGO] give grants to other NGOs or to CBOs ?	1. NGOs 2. CBOs 3. NGOs and CBOs 4. None/does Not give grants
q48_1	Q48. [ <i>If answered 1, 2 or 3</i> ] Over the last 12 months, to how many NGOs and CBOs did [NGO] give grants? _____ to NGOs and	
q48_2	_____ to CBOs	
q49	Q49. Does [NGO] pay other NGOs or to CBOs for work they do on behalf of [NGO]?	1. NGOs 2. CBOs 3. NGOs and CBOs 4. None/does Not give grants
q50_1	Q50. [ <i>If answered 1, 2 or 3</i> ] 1) Over the last 12 months, how many NGOs and CBOs did [NGO] pay for work they do on the behalf of [NGO]? _____ NGOs and	
q50_2	_____ CBOs	
q51_1	Q51) Which were the activities that [NGO] paid to be implemented by NGOs and CBOs? (Please list)	
q51_2	(Please list)	
q51_3	(Please list)	
q51_4	(Please list)	
q51_5	(Please list)	
q51_6	(Please list)	
q51_7	(Please list)	
q51_8	(Please list)	
q52_1	Q52) Why did [NGO] choose to contract out this work? Because the NGO/CBO had: ( <i>circle all</i>	

	<i>that apply)</i> 1. better information	
q52_2	2 Better connection to the community	
q52_3	3 Better connections to government	
q52_4	4 Other (please list)	
q52_4_1	[if yes to q52_4, specify]	
q53	Q53. Does [NGO] offer micro finance/micro-loans?	1. Yes [go to Q54] 2. No. [go to Q63]
q54	Q54. Right now, how many people have money loaned to them by [NGO]?	
q55	Q55) Of these borrowers, how many are women?	
q56	Q56) Right now, what is the total value of outstanding loans (principal only, excluding non-performing loans)?	(Taka)
q57_1	Q57) Right now, what is the distribution of outstanding loans, based on the principal? 1. Up to 5000 Taka	
q57_2	2. 5001 – 10,000 Taka	
q57_3	3. 10,001 – 15,000 Taka	
q57_4	4. Greater than 15,000 Taka	
q58	Q58) What was the loan default rate during the last fiscal year?	(%)
q59	Q59) What percentage of current clients were newly added in the last 12 months?	
q60	Q60) Please rank the importance [NGO] attaches to these criteria when assessing the credit worthiness of first-time applicants? 1) Recommendations of other group members	(rank in importance, 1=most important, 2=second most important, etc)
q60_2	2) Regularity of deposits / weekly or monthly savings	
q60_3	3) Assessment of business activity	
q60_4	4) Other (specify)	
q60_4_1	[if yes to q60_4, specify]	
q61	Q61. Does [NGO] provide educational services?	1. Yes [go to Q62]; 2. No. [go to the next subsection]
q62_1	Q62. Right now, how many students are enrolled at the following level: 1. Primary Education	
q62_2	2. Non-formal primary education	
q62_3	3. Secondary Education	
q62_4	4. Adult education/ adult literacy	
q63_1	Q63. What services does [NGO] provide? (first circle all that apply, then ask if [NGO] did this from the beginning) 1) Safe drinking water	
q63_2	2) Good sanitation (waste disposal)	
q63_3	3) Health care	

q63_4	4)Non-formal Child Education	
q63_5	5)Non-Formal Adult Education	
q63_6	6)Agricultural training for adults	
q63_7	7)Roads Construction/repair	
q63_8	8)Transportation services	
q63_9	9)Electricity System	
q63_10	10)Telephones/ other communications	
q63_11	11)Access to credit	
q63_12	12) Land rights/tenure	
q63_13	13)Employment Generation	
q63_14	14) Other (specify)	
q63_14_a	[if yes to q63_14, specify]	
q63_15	15) Other (specify)	
q63_15_a	[if yes to q63_15, specify]	
q63_16	16) Other (specify)	
q63_16_a	[if yes to q63_16, specify]	
q63_1_1	Did NGO provide from the beginning: 1)Safe drinking water	
q63_2_1	2)Good sanitation (waste disposal)	
q63_3_1	3)Health care	
q63_4_1	4)Non-formal Child Education	
q63_5_1	5)Non-Formal Adult Education	
q63_6_1	6)Agricultural training for adults	
q63_7_1	7)Roads Construction/repair	
q63_8_1	8)Transportation services	
q63_9_1	9)Electricity System	
q63_10_1	10)Telephones/ other communications	
q63_11_1	11)Access to credit	
q63_12_1	12) Land rights/tenure	
q63_13_1	13)Employment Generation	
q63_14_1	14) Other (specify)	
q63_15_1	15) Other (specify)	
q63_16_1	16) Other (specify)	
q64	Q64. How many beneficiary households does [NGO] have for all of these services?	
q65_1 through q65_64	<p><i>If [NGO] is a branch of a larger NGO, go to question 69.( This is relevant only for main offices that provide direct services)</i></p> <p>Q65. Over the past 12 months, in which of the current 64 districts has [NGO] been working with its own staff and volunteers? [Include only those districts in which [NGO] has been working over the last 12 months. Circle all the districts that apply]</p> <ol style="list-style-type: none"> <li>1. Bagerhat</li> <li>2. Bandarban</li> <li>3. Barguna</li> <li>4. Barisal</li> <li>5. Bhola</li> <li>6. Bogra</li> <li>7. Brahmanbaria</li> <li>8. Chandpur</li> </ol>	

	9. Chittagong 10. Chuandanga 11. Comilla 12. Cox's Bazar 13. Dhaka 14. Dinajpur 15. Faridpur 16. Feni 17. Gaibandha 18. Gazipur 19. Gopalganj 20. Habiganj 21. Jamalpur 22. Jessore 23. Jhalokati 24. Jhenaidaha 25. Joypurhat 26. Khagrachhari 27. Khulna 28. Kishoreganj 29. Kurigram 30. Kushtia 31. Lakshmipur 32. Lalmonirhat 33. Madaripur 34. Magura 35. Manikganj 36. Meherpur 37. Moulvibazar 38. Munshiganj 39. Mymensingh 40. Naogaon 41. Narail 42. Narayanganj 43. Narsingdi 44. Natore 45. Nawabganj 46. Netrokona 47. Nilphamari 48. Noakhali 49. Pabna 50. Panchagarh 51. Patuakhali 52. Pirojpur 53. Rajbari 54. Rajshahi 55. Rangamati 56. Rangpur 57. Satkhira 58. Shariatpur 59. Sherpur 60. Sirajganj 61. Sunamganj 62. Sylhet 63. Tangail 64. Thakurgaon	
<b>q66_1 through q66_64</b>	Q66. In which of the current 64 districts does [NGO] currently have an office?  [see list of districts above]	



q67	Q67. In how many districts in total has [NGO] been working over the last 12 months?	
q68	Q68. In 2001, in how many of the then 64 districts was [NGO] working?	
q69_1 through q69_4	Q69. In the area where [NGO] is currently working, are similar services provided by: <i>[Circle all that apply. The question refers to the area around this branch only]</i> 1) national or local government 2) private firms/small businesses 3) mosques/ churches 4) other NGOs	
q69_4_1	[if yes to q69_4, specify]	
q69v	Write the number of villages in which (NGO) operates...	
q69v_1 through q69v_6	... and mention below the six villages or fewer where (NGO) is most active	
q70	Q70. Does [NGO] have a specific target group of people it seeks to help?	1. Yes 2. No specific target group <i>[Go to Q 72]</i>
q71_1 through q71_4	Q71. <i>[If Yes]</i> How would you describe [NGO]'s target group? (4 descriptives)	
q72a_1	Q72. Does [NGO] offer to help anyone irrespective of income or does [NGO] restrict its services to the poor? <i>[To be completed after the interview: circle all the codes that apply according to the categories that describe target group.]</i>	1. All Bangladeshis 2. The poor.
q72b_1_1 through q72b_1_4	1) by age: children [ 1 ] youth [ 2 ] adult [ 3 ] elderly [ 4 ]	
q72b_2_1 through q72b_2_2	2) by sex: male [ 1 ] female [ 2 ]	
q72b_3_1 through q72b_3_3	3) by profession: farmer [ 1 ] unemployed [ 2 ] other [ 3 ]	
q72b_3_3_1	[if yes to q72b_3_3, specify]	
q72b_4_1 through q72b_4_5	4) by health status: physically handicapped [ 1 ] mentally handicapped [ 2 ] HIV positive [ 3 ] HIV affected [ 4 ] pregnant women [ 5 ]	
q72b_5_1 through q72b_5_5	5) by family status: bachelor [ 1 ] married [ 2 ] widow/er [ 3 ] divorced [ 4 ] separated [ 5 ]	
q72b_6_1 through q72b_6_3	6) by parental status: father [ 1 ] mother [ 2 ] orphan [ 3 ]	

q72b_7_1 through q72b_7_4	7) by residential status: homeless [ 1 ] refugee/displaced [ 2 ] urban [ 3 ] rural [ 4 ]	
q72b_8_1 through q72b_8_8	8) by victim status: war [1 ] abducted [ 2 ] drought [ 3 ] flood [4 ] physical abuse/battered [5] women/children [ 6 ] human rights violation [ 7 ] other [ 8 ]	
q72b_8_8_1	[if yes to q72b_8_8, specify]	
q72b_9_1 through q72b_9_3	9) by income/wealth/education: poor [ 1 ] landless [ 2 ] illiterate [3 ]	
q72b_10_1 through q72b_10_2	10) target is Not people: buildings /institutions (Hospitals, schools) [ 1 ] wildlife [ 2 ]	
q72b_11	11) other	
q72b_11_1	[if yes to q72b_11, specify]	
q73_1 through q73_16	Q73. When you offer the services listed in Q 63, do beneficiaries pay or contribute anything to [NGO] for the services they receive/the activities in which they participate? 1) Safe drinking water 2) Good sanitation (waste disposal) 3) Health care 4) Non-formal Child Education 5) Non-Formal Adult Education 6) Agricultural training for adults 7) Roads Construction/repair 8) Transportation services 9) Electricity System 10) Telephones/ other communications 11) Access to credit 12) Land rights/tenure 13) Employment Generation 14) Other (specify) 15) Other (specify) 16) Other (specify)	
q73_14_1	{if yes to q73_14, specify}	
q73_15_1	{if yes to q73_15, specify}	
q73_16_1	{if yes to q73_16, specify}	
q74_1_1 through q74_1_4	For <b>Safe drinking water:</b> Q74. Do they pay to [NGO]: <i>[Circle all that apply]</i> 1) In cash 2) In kind (e.g., grain, clothes) 3) In labor (e.g., volunteer their time for [NGO] activities) 4) Other [specify]	
q74_1_4a	{if yes to q74_1_4, specify}	

<b>q74_2_1 through q74_2_4</b>	<b>For Good sanitation (waste disposal):</b> Q74. Do they pay to [NGO]: <i>[Circle all that apply]</i> 1) In cash 2) In kind (e.g., grain, clothes) 3) In labor (e.g., volunteer their time for [NGO] activities) 4) Other [specify]	
<b>q74_2_4a</b>	{if yes to q74_2_4, specify}	
<b>q74_3_1 through q74_3_4</b>	<b>For Health care:</b> Q74. Do they pay to [NGO]: <i>[Circle all that apply]</i> 1) In cash 2) In kind (e.g., grain, clothes) 3) In labor (e.g., volunteer their time for [NGO] activities) 4) Other [specify]	
<b>q74_3_4a</b>	{if yes to q74_3_4, specify}	
<b>q74_4_1 through q74_4_4</b>	<b>For Non-formal Child Education:</b> Q74. Do they pay to [NGO]: <i>[Circle all that apply]</i> 1) In cash 2) In kind (e.g., grain, clothes) 3) In labor (e.g., volunteer their time for [NGO] activities) 4) Other [specify]	
<b>q74_4_4a</b>	{if yes to q74_4_4, specify}	
<b>q74_5_1 through q74_5_4</b>	<b>For Non-formal Adult Education:</b> Q74. Do they pay to [NGO]: <i>[Circle all that apply]</i> 5) In cash 6) In kind (e.g., grain, clothes) 7) In labor (e.g., volunteer their time for [NGO] activities) 8) Other [specify]	
<b>q74_5_4a</b>	{if yes to q74_5_4, specify}	
<b>q74_6_1 through q74_6_4</b>	<b>For Agricultural training for adults:</b> Q74. Do they pay to [NGO]: <i>[Circle all that apply]</i> 1) In cash 2) In kind (e.g., grain, clothes) 3) In labor (e.g., volunteer their time for [NGO] activities) 4) Other [specify]	
<b>q74_6_4a</b>	{if yes to q74_6_4, specify}	
<b>q74_7_1 through q74_7_4</b>	<b>For Roads construction/repair:</b> Q74. Do they pay to [NGO]: <i>[Circle all that apply]</i> 1) In cash 2) In kind (e.g., grain, clothes) 3) In labor (e.g., volunteer their time for [NGO] activities) 4) Other [specify]	

q74_7_4a	{if yes to q74_7_4, specify}	
q74_8_1 through q74_8_4	<b>For Transportation services:</b> Q74. Do they pay to [NGO]: <i>[Circle all that apply]</i> 1) In cash 2) In kind (e.g., grain, clothes) 3) In labor (e.g., volunteer their time for [NGO] activities) 4) Other [specify]	
q74_8_4a	{if yes to q74_8_4, specify}	
q74_9_1 through q74_9_4	<b>For Electricity system:</b> Q74. Do they pay to [NGO]: <i>[Circle all that apply]</i> 1) In cash 2) In kind (e.g., grain, clothes) 3) In labor (e.g., volunteer their time for [NGO] activities) 4) Other [specify]	
q74_9_4a	{if yes to q74_9_4, specify}	
q74_10_1 through q74_10_4	<b>For Telephones/other communications:</b> Q74. Do they pay to [NGO]: <i>[Circle all that apply]</i> 1) In cash 2) In kind (e.g., grain, clothes) 3) In labor (e.g., volunteer their time for [NGO] activities) 4) Other [specify]	
q74_10_4a	{if yes to q74_10_4, specify}	
q74_11_1 through q74_11_4	<b>For Access to credit:</b> Q74. Do they pay to [NGO]: <i>[Circle all that apply]</i> 1) In cash 2) In kind (e.g., grain, clothes) 3) In labor (e.g., volunteer their time for [NGO] activities) 4) Other [specify]	
q74_11_4a	{if yes to q74_11_4, specify}	
q74_12_1 through q74_12_4	<b>For Land rights/tenure:</b> Q74. Do they pay to [NGO]: <i>[Circle all that apply]</i> 1) In cash 2) In kind (e.g., grain, clothes) 3) In labor (e.g., volunteer their time for [NGO] activities) 4) Other [specify]	
q74_12_4a	{if yes to q74_12_4, specify}	
q74_13_1 through q74_13_4	<b>For Employment generation:</b> Q74. Do they pay to [NGO]: <i>[Circle all that apply]</i> 1) In cash 2) In kind (e.g., grain, clothes) 3) In labor (e.g., volunteer their time	

	for [NGO] activities) 4) Other [specify]	
q74_13_4a	{if yes to q74_13_4, specify}	
q74_14a	(specify service)	
q74_14_1 through q74_14_4	For <b>Other [specify]:</b> Q74. Do they pay to [NGO]: <i>[Circle all that apply]</i> 1) In cash 2) In kind (e.g., grain, clothes) 3) In labor (e.g., volunteer their time for [NGO] activities) 4) Other [specify]	
q74_14_4a	{if yes to q74_14_4, specify}	
q74_15a	(specify service)	
q74_15_1 through q74_15_4	q74_15_1 through q74_15_4	For <b>Other [specify]:</b> Q74. Do they pay to [NGO]: <i>[Circle all that apply]</i> 1) In cash 2) In kind (e.g., grain, clothes) 3) In labor (e.g., volunteer their time for [NGO] activities) 4) Other [specify]
q74_15_4a	{if yes to q74_15_4, specify}	
q74_16a	(specify service)	
q74_16_1 through q74_16_4	q74_16_1 through q74_16_4	For <b>Other [specify]:</b> Q74. Do they pay to [NGO]: <i>[Circle all that apply]</i> 5) In cash 6) In kind (e.g., grain, clothes) 7) In labor (e.g., volunteer their time for [NGO] activities) 8) Other [specify]
q74_16_4a	{if yes to q74_16_4, specify}	
q75_1 through q75_5	Q75. Do all beneficiaries pay or contribute the same amount? <i>[Circle one]</i> 1) all beneficiaries contribute the same amount 2) payment/contribution is waived or reduced for target group 3) payment/contribution is waived or reduced for poorer people 4) payment is left to the beneficiary's discretion/payment is voluntary 5) other: specify	
q75_5_1	{if yes to q75_5, specify}	
q76	Q76. Do beneficiaries give tips or gifts to [NGO] staff for the services they	1. Always 2. Often 3. Sometimes 4. Never

	receive?	
<b>q77_1</b>	Q77. We would like to get an idea of the value of the services provided by [NGO]. Suppose that recipients of the service had to pay the market price of the services you offer (that is, the price charged by the private sector for similar services of similar quality). Abstract from advocacy, networking and raising awareness, whose value cannot be assessed. Further suppose that recipients had the means to pay the full market price. In your opinion, how much revenue would [NGO] derive from the sale of its services? <i>Total: _____(Thousand) Taka on average ...</i>	
<b>q77_2</b>	<i>... per _____ [time period]</i>	<i>[frequency code: 1. day 2. week 3. month 4. year]</i>
<b>q78</b>	Q78. On average, what share of the cost of these services is covered by payments and contributions from beneficiaries? _____ %.	
<b>q79</b>	Q79. Does [NGO] have a religious affiliation?	1. Yes <i>[go to Q 80]</i> 2.No <i>[go to next section.]</i>
<b>q80_1 through q80_5</b>	Q80. The [NGO]'s religious affiliation is: 1) Muslim faith 2) Hindu faith 3) Buddhist faith 4) Christian faith 5) other: _____	
<b>q80_5_1</b>	[if yes to q80_5, specify]	
<b>q81</b>	Q81. Does [NGO] organize religious worship (e.g., mass, prayer)?	1. Yes <i>[go to Q82]</i> 2. No <i>[go to Q83]</i>
<b>q82</b>	Q82. On an average week, how many people participate in these acts of worship? _____per week	
<b>q83_1 through q83_8</b>	Q83. Over last 12 months, has [NGO] spread its religious message via: <i>[Circle all that apply]</i> 1) during religious service 2) concert/fair/street band/drama 3) training and meetings (class/course/lectures/workshop) 4) posters/flyers/newsletter 5) newspaper/radio 6) open air speech/preaching/public address at march 7) visit to prisons and hospitals/door to door 8) other:	

<b>q83_8_1</b>	[if yes to q83_8, specify]	
<b>q84</b>	<p>Q84. You told us that this branch of [NGO] was founded in ..... year <i>[see Q8 in section A]</i>. Was this branch founded by: <i>[Circle one]</i></p> <ol style="list-style-type: none"> <li>1) representative of the mother NGO</li> <li>2) a local individual</li> <li>3) local individuals working together with the mother NGO</li> <li>4) foreign individual</li> <li>5) other: _____</li> </ol>	
<b>q84a</b>	{if [5] to q84, specify}	
<b>q85</b>	Q85. Did [NGO] receive a seed grant/initial donation when it was started?	1. Yes 2. No.
<b>q86_1 through q86_9</b>	<p>Q86. <i>[If Yes] From which source: [Circle all that apply]</i></p> <ol style="list-style-type: none"> <li>1) Mother NGO</li> <li>2) Some Other Bangladeshi NGO</li> <li>3) International NGO (e.g., Action Aid, World Vision, Oxfam)</li> <li>4) National Government</li> <li>5) Local Government</li> <li>6) United Nations agency (e.g., UNICEF, UNDP, World Bank)</li> <li>7) Bilateral donor (e.g., DfID, DANIDA, USAID, Noraid)</li> <li>8) Church/religious organization</li> <li>9) Other:</li> </ol>	
<b>q86_9_1</b>	{If yes to q86_9, specify}	
<b>q87</b>	Q87. What equipment and working capital did [NGO] start with?	Total: _____ (Thousand) Taka
<b>q88_1 through q88_9</b>	<p>Q88. Where did this equipment and working capital come from? <i>[In case the equipment and working capital came from different sources and the respondent cannot provide a response to the question on percentages, use beans as in the FGI interview.]</i></p> <ol style="list-style-type: none"> <li>1) personal contribution of the founder(s) _____ %</li> <li>2) donation from the mosque/church/religious org. _____ %</li> <li>3) grant(s) (from non-government sources) _____ %</li> <li>4) loan(s) (from non-government sources) _____ %</li> <li>5) grant(s) (from governments) _____ %</li> <li>6) loan(s) (from governments) _____ %</li> <li>7) carry-over from previous</li> </ol>	

	NGO/organization __ % 8) mother NGO ____ % 9) other: _____ %	
<b>q88_9_1</b>	{If yes to q88_9, specify}	
<b>q89_1_1 through q89_6_1</b>	<b>For Full-time Salaried:</b> Q89. Fill the table below [number of people in]: 1. Management 2. Programme/Professional 3. Finance 4. Clerical/Secretarial 5. Other 6. Total see NGO Questionnaire p. 12 for more info	
<b>q89_5a</b>	specify q89_5_1 “other”	
<b>q89_1_2 through q89_6_2</b>	<b>For Part-time salaried:</b> Q89. Fill the table below [number of people in]: 1. Management 2. Programme/Professional 3. Finance 4. Clerical/Secretarial 5. Other 6. Total see NGO Questionnaire p. 12 for more info	
<b>q89_1_3 through q89_6_3</b>	<b>For Full-time volunteers:</b> Q89. Fill the table below [number of people in]: 1. Management 2. Programme/Professional 3. Finance 4. Clerical/Secretarial 5. Other 6. Total see NGO Questionnaire p. 12 for more info	
<b>q89_1_4 through q89_6_4</b>	<b>For Part-time volunteers:</b> Q89. Fill the table below [number of people in]: 1. Management 2. Programme/Professional 3. Finance 4. Clerical/Secretarial 5. Other 6. Total see NGO Questionnaire p. 12 for more info	
<b>q89_1_5 through q89_6_5</b>	<b>For Religious staff:</b> Q89. Fill the table below [number of people in]: 1. Management 2. Programme/Professional 3. Finance 4. Clerical/Secretarial 5. Other 6. Total	



	see NGO Questionnaire p. 12 for more info	
<b>q89_1_6 through q89_6_6</b>	<p><b>For Total:</b> Q89. Fill the table below [number of people in]:</p> <ol style="list-style-type: none"> <li>1. Management</li> <li>2. Programme/Professional</li> <li>3. Finance</li> <li>4. Clerical/Secretarial</li> <li>5. Other</li> <li>6. Total</li> </ol>	
<b>q89_1_7 through q89_6_7</b>	<p><b>For Of which foreign:</b> Q89. Fill the table below [number of people in]:</p> <ol style="list-style-type: none"> <li>1. Management</li> <li>2. Programme/Professional</li> <li>3. Finance</li> <li>4. Clerical/Secretarial</li> <li>5. Other</li> <li>6. Total</li> </ol> <p>see NGO Questionnaire p. 12 for more info</p>	
<b>q89_1_8 through q89_6_8</b>	<p><b>For Staff on secondment:</b> Q89. Fill the table below [number of people in]:</p> <ol style="list-style-type: none"> <li>1. Management</li> <li>2. Programme/Professional</li> <li>3. Finance</li> <li>4. Clerical/Secretarial</li> <li>5. Other</li> <li>6. Total</li> </ol> <p>see NGO Questionnaire p. 12 for more info</p>	
<b>q90</b>	<p>90. How many staff and volunteers are involved in fund-raising/writing proposals?</p> <p>_____</p> <p><i>[Include salaried staff, volunteers, and religious staff]</i></p>	
<b>q91_1_1 through q91_7_1</b>	<p><b>For Number of Full-time:</b> Q91. How many staff and volunteers do you have with the following skills? <i>[Include salaried staff, volunteers, and religious staff]</i></p> <ol style="list-style-type: none"> <li>1. Fully trained nurses</li> <li>2. Fully trained medical doctors</li> <li>3. Fully trained teachers</li> <li>4. Fully trained lawyer</li> <li>5. Sociologist, anthropologist, economist, or political scientist</li> <li>6. Natural scientists/Engineers</li> <li>7. Holding another University degree.</li> </ol>	
<b>q91_1_2 through q91_7_2</b>	<p><b>For Number of part-time:</b> Q91. How many staff and volunteers do you have with the following skills? <i>[Include salaried staff, volunteers, and religious staff]</i></p> <ol style="list-style-type: none"> <li>1. Fully trained nurses</li> </ol>	

	<ul style="list-style-type: none"> <li>2. Fully trained medical doctors</li> <li>3. Fully trained teachers</li> <li>4. Fully trained lawyer</li> <li>5. Sociologist, anthropologist, economist, or political scientist</li> <li>6. Natural scientists/Engineers</li> <li>7. Holding another University degree.</li> </ul>	
q91_1_3 through q91_7_3	<p>For <b>Average salary, including per diems (full time equivalent):</b></p> <p>Q91. How many staff and volunteers do you have with the following skills? <i>[Include salaried staff, volunteers, and religious staff]</i></p> <ul style="list-style-type: none"> <li>1. Fully trained nurses</li> <li>2. Fully trained medical doctors</li> <li>3. Fully trained teachers</li> <li>4. Fully trained lawyer</li> <li>5. Sociologist, anthropologist, economist, or political scientist</li> <li>6. Natural scientists/Engineers</li> <li>7. Holding another University degree.</li> </ul>	
q91_1_4 through q91_7_4	?????	
q92_1_1 through q92_6_1	<p>For <b>Transport to and from workplace by [NGO] vehicles:</b></p> <p>Q92. Which of these categories of staff and volunteers are provided with? <i>[Include salaried staff, volunteers, and religious staff]</i></p> <ul style="list-style-type: none"> <li>1. Management</li> <li>2. Programme/Professional</li> <li>3. Finance</li> <li>4. Clerical/Secretarial</li> <li>5. Other</li> <li>6. Total</li> </ul> <p>see NGO Questionnaire p. 13 for more info</p>	1. All 2. Some 3. None
q92_5a	specify q92_5_1 "other"	
q92_1_1 through q92_6_1	<p>For <b>An [NGO] vehicle for personal use:</b></p> <p>Q92. Which of these categories of staff and volunteers are provided with? <i>[Include salaried staff, volunteers, and religious staff]</i></p> <ul style="list-style-type: none"> <li>1. Management</li> <li>2. Programme/Professional</li> <li>3. Finance</li> <li>4. Clerical/Secretarial</li> <li>5. Other</li> <li>6. Total</li> </ul> <p>see NGO Questionnaire p. 13 for more info</p>	1. All 2. Some 3. None
q93_1_1 through q93_6_1	For <b>Staff and volunteers who left the [NGO]:</b>	

	<p>Q93. Over the last 12 months, indicate the number of</p> <ol style="list-style-type: none"> <li>1. Management</li> <li>2. Programme/Professional</li> <li>3. Finance</li> <li>4. Clerical/Secretarial</li> <li>5. Other</li> <li>6. Total</li> </ol> <p>see NGO Questionnaire p. 13 for more info</p>	
<b>q93_5a</b>	specify q93_5_1 "other"	
<b>q93_1_2 through q93_6_2</b>	<p>For <b>Staff and volunteers who joined the [NGO]:</b></p> <p>Q93. Over the last 12 months, indicate the number of</p> <ol style="list-style-type: none"> <li>1. Management</li> <li>2. Programme/Professional</li> <li>3. Finance</li> <li>4. Clerical/Secretarial</li> <li>5. Other</li> <li>6. Total</li> </ol> <p>see NGO Questionnaire p. 13 for more info</p>	
<b>q93_1_3 through q93_6_3</b>	<p>For <b>Currently funded vacant positions:</b></p> <p>Q93. Over the last 12 months, indicate the number of</p> <ol style="list-style-type: none"> <li>1. Management</li> <li>2. Programme/Professional</li> <li>3. Finance</li> <li>4. Clerical/Secretarial</li> <li>5. Other</li> <li>6. Total</li> </ol> <p>see NGO Questionnaire p. 13 for more info</p>	
<b>q94_1 through q94_5</b>	<p>Q94. Which of the following evaluation mechanisms are used to evaluate individual staff? <i>[check all that apply]</i></p> <p>Review by:</p> <ol style="list-style-type: none"> <li>1. _____Peers</li> <li>2. _____Immediate superiors</li> <li>3. _____Head office of [NGO]</li> <li>4. _____Donors</li> <li>5. _____Program beneficiaries</li> </ol>	
<b>q95_1 through q95_5</b>	<p>Q95. How often are these reviews conducted for staff? <i>(number of times per year)</i></p> <ol style="list-style-type: none"> <li>1. Peers review</li> <li>2. Review by Immediate superiors</li> <li>3. Review by Head office of [NGO]</li> <li>4. Review by Donors</li> <li>5. Review Program beneficiaries</li> </ol>	
<b>q96</b>	Q96. Does [NGO] own land and/or buildings?	1. Yes 2. No <i>[go to 1c]</i>
<b>q97</b>	Q97. If [NGO] had to rent these land and buildings, how much rent in your opinion would [NGO] have to pay? <i>Taka ...</i>	

<b>q97_1</b>	... per ____ [time period]	[1. day 2. week 3. month 4. year]
<b>q98</b>	Q98. Does [NGO] rent out any of this land or buildings?	1. Yes 2. No [go to 1c]
<b>q99</b>	Q99. What is the rental income? _____ Taka...	
<b>q99_1</b>	... per ____ [time period]	[1. day 2. week 3. month 4. year]
<b>q100</b>	Q100. Does [NGO] rent (in) any land or buildings for its activities?	1. Yes 2. No [go to 1d]
<b>q101</b>	Q101. How much does [NGO] spend on rent? Taka...	
<b>q101_1</b>	... per ____ [time period]	[1. day 2. week 3. month 4. year]
<b>q102</b>	Q102. Does [NGO] use land and buildings that belong to other people (members or others) or organizations (e.g., mosque)?	1. Yes 2. No [go to 1e]
<b>q103</b>	Q103. If [NGO] had to rent these land and buildings, how much rent in your opinion would [NGO] have to pay? _____, Taka ...	
<b>q103_1</b>	... per ____ [time period]	[1. day 2. week 3. month 4. year]
<b>q104_1</b>	Q104.1. How many buildings are available to [NGO] on a long term basis?	
<b>q104_2_1 through q104_2_10</b>	Q104.2. how many are used as? 1) office buildings 2) places of worship 3) public meeting place/conference hall/theater 4) schools/vocational schools 9) workshops 10) hospitals 7) clinics/dispensaries 11) shelter/orphanage 12) staff accommodation buildings 13) warehouses/garages/farm buildings/other	
<b>q105_1 through q105_3</b>	Q105. Are these buildings equipped with the following? 1) electricity _____ 2) piped water _____ 3) telephone _____	codes: 1. none 2. some 3. most 4. all
<b>q106</b>	Q106. Does [NGO] own vehicles such as cars, trucks, motorbikes, or tractor?	1. Yes 2. No [go to 2b]
<b>q107_1</b>	Q107. In your opinion, what is the current combined value of these vehicles? Taka ...	
<b>q107_2</b>	... or _____ US\$	
<b>q108</b>	Q108. Does [NGO] use vehicles that belong to other people?	1. Yes 2. No [go to 2c]
<b>q109_1</b>	Q109. In your opinion, what is the current combined value of these vehicles?	

	_____ Taka ...	
<b>q109_2</b>	... or _____ US\$	
<b>q110_1 through q110_6</b>	Q110. Of all the vehicles that [NGO] uses (on a long-term basis), i.e., both the ones it owns and the ones it uses that belong to others, how many are there in each of the following categories? 1) car(s) 2) pick-up truck(s) 3) truck(s) (3 tons and above) 4) tractor(s) 5) motorcycle(s) 6) other vehicle: _____	
<b>q111</b>	Q111. Does [NGO] own equipment, such as computers, medical equipment, farm implements?	1. Yes 2. No <i>[go to 3b]</i>
<b>q112_1</b>	Q112. In your opinion, what is the current combined value of this equipment? _____ Taka...	
<b>q112_2</b>	... or _____ US\$	
<b>q113</b>	Q113. Does [NGO] use any equipment that belongs to other people (members, others) or organizations (e.g. religious organizations)?	1. Yes 2. No <i>[go to Inventories]</i>
<b>q114_1</b>	Q114. In your opinion, what is the current combined value of this equipment? _____ Taka ...	
<b>q114_2</b>	... or _____ US\$	
<b>q115</b>	Q115. Does [NGO] hold inventories (e.g., food for relief operations, drugs, petrol)?	1. Yes <i>[go to Q116]</i> 2. No <i>[go to next sub-section]</i>
<b>q116_1</b>	Q116. What is the current combined value of these inventories? _____ Taka ...	
<b>q116_2</b>	... or _____ US\$	
<b>q117_1</b>	Q117. What was the combined value of these inventories 12 months ago? _____ Taka ...	
<b>q117_2</b>	... or _____ US\$	
<b>q118</b>	Q118. Does [NGO] own a canteen or business to make money to support its activities?	1. Yes 2. No
<b>q119_1 through q119_6</b>	Q119. <i>[If Yes]</i> What are they and how many? 1) Farm 2) Canteen/restaurant: 3) Shop: 4) Hostel: 5) Farm processing/mill 6) Other:	
<b>q119_6_1</b>	{If yes to q119_6, specify}	
<b>q120</b>	Q120. Does [NGO] keep financial records?	. Yes <i>[go to Q121]</i> .No <i>[go to</i>

		Q122]
<b>q121</b>	Q121. When does [NGO]'s fiscal year begin? 1 <sup>st</sup> of _____ [month]	
<b>q122_1_1 through q122_1_30</b>	<p><b>For 2002 or last completed fiscal year:</b></p> <p>Q122. ... what have been [NGO]'s revenues?</p> <p>1 Grant from: International NGO Disbursed  2 Authorized  3 Mother NGO Disbursed  4 Authorized  5 Some other Bangladeshi NGO Disbursed  6 Authorized  7 National government Disbursed  8 Authorized  9 Local government Disbursed  10 Authorized  11 UN organization Disbursed  12 Authorized  13 Bilateral donor Disbursed  14 Authorized  15 Membership fees  16 Fees paid by recipients of services rendered by [NGO]  17 Income from services rendered to the government  18 Income from services rendered to another NGO/CBO  19 Income from business (shop, canteen, etc)  20 Profit on special events (e.g., fair, concert, paying dinner)  21 Voluntary donations from members  22 Voluntary donations from Non-members  23 Property income/endowment income  24 Tax refunds  25 Other: specify  26 Sale of land or buildings  27 Sale of vehicles  28 Sale of equipment or machinery (including computers)  29 Other: specify  30 Total</p>	<p>[This question refers to revenues for this facility only, whether a branch or stand alone NGO]</p> <p>All amounts in thousands of Taka</p>
<b>q122_25a</b>	{Specify 122_1_25: "other"}	
<b>q122_1_29a</b>	{Specify 122_1_29: "other"}	
<b>q122_2_1 through q122_2_30</b>	<p><b>For 2001 or preceding fiscal year:</b></p> <p>Q122. ... what have been [NGO]'s revenues?</p> <p>1 Grant from: International NGO Disbursed  2 Authorized  3 Mother NGO Disbursed  4 Authorized</p>	<p>[This question refers to revenues for this facility only, whether a branch or stand alone NGO]</p> <p>All amounts in thousands of Taka</p>

	5 Some other Bangladeshi NGO Disbursed 6 Authorized 7 National government Disbursed 8 Authorized 9 Local government Disbursed 10 Authorized 11 UN organization Disbursed 12 Authorized 13 Bilateral donor Disbursed 14 Authorized 15 Membership fees 16 Fees paid by recipients of services rendered by [NGO] 17 Income from services rendered to the government 18 Income from services rendered to another NGO/CBO 19 Income from business (shop, canteen, etc) 20 Profit on special events (e.g., fair, concert, paying dinner) 21 Voluntary donations from members 22 Voluntary donations from Non-members 23 Property income/endowment income 24 Tax refunds 25 Other: specify 26 Sale of land or buildings 27 Sale of vehicles 28 Sale of equipment or machinery (including computers) 29 Other: specify 30 Total	
<b>q123_1_1 through q123_1_22</b>	<b>For 2002 or last completed fiscal year:</b> Q123. Over the past 2 years, what have been [NGO]'s expenditures? 1 Program costs (what goes to the community: drugs, school books, etc) 2 Wages/salaries/honorarium or full package 3 Housing allowances 4 Transport allowances 5 Subsistence allowances and per diems to [NGO] staff and volunteers 6 Subsistence allowances and per diems to [NGO] beneficiaries 7 Utilities (electricity, water, etc.) 8 Petrol/fuel 9 Rent for land and buildings 10 Transfers to mother NGO 11 Payment to NGOs/CBOs for services rendered 12 Payment to someone else for services rendered 13 Grants/voluntary donation/contribution	[This question refers to expenditures for this facility only, whether a branch or stand alone NGO]  All amounts in thousands of Taka

	to another NGO/CBO/Church 14 Interest on debt and financial charges (including leasing) 15 Bribes 16 Other costs 17 Land and buildings 18 Vehicles 19 Equipment and machinery (including computers) 20 Other: specify 21 Other: specify 22 Total annual expenditures	
<b>q123_16a</b>	{Specify 123_1_16: "other"}	
<b>q123_20a</b>	{Specify 123_1_20: "other"}	
<b>q123_21a</b>	{Specify 123_1_21: "other"}	
<b>q123_2_1 through q123_2_22</b>	<b>For 2001 or preceding fiscal year:</b> Q123. Over the past 2 years, what have been [NGO]'s expenditures? 1 Program costs (what goes to the community: drugs, school books, etc) 2 Wages/salaries/honorarium or full package 3 Housing allowances 4 Transport allowances 5 Subsistence allowances and per diems to [NGO] staff and volunteers 6 Subsistence allowances and per diems to [NGO] beneficiaries 7 Utilities (electricity, water, etc.) 8 Petrol/fuel 9 Rent for land and buildings 10 Transfers to mother NGO 11 Payment to NGOs/CBOs for services rendered 12 Payment to someone else for services rendered 13 Grants/voluntary donation/contribution to another NGO/CBO/Church 14 Interest on debt and financial charges (including leasing) 15 Bribes 16 Other costs 17 Land and buildings 18 Vehicles 19 Equipment and machinery (including computers) 20 Other: specify 21 Other: specify 22 Total annual expenditures	[This question refers to expenditures for this facility only, whether a branch or stand alone NGO]  All amounts in thousands of Taka



<b>q123_3_1 through q123_3_22</b>	<p><b>For If data given per month:</b></p> <p>Q123. Over the past 2 years, what have been [NGO]'s expenditures?</p> <p>1 Program costs (what goes to the community: drugs, school books, etc)</p> <p>2 Wages/salaries/honorarium or full package</p> <p>3 Housing allowances</p> <p>4 Transport allowances</p> <p>5 Subsistence allowances and per diems to [NGO] staff and volunteers</p> <p>6 Subsistence allowances and per diems to [NGO] beneficiaries</p> <p>7 Utilities (electricity, water, etc.)</p> <p>8 Petrol/fuel</p> <p>9 Rent for land and buildings</p> <p>10 Transfers to mother NGO</p> <p>11 Payment to NGOs/CBOs for services rendered</p> <p>12 Payment to someone else for services rendered</p> <p>13 Grants/voluntary donation/contribution to another NGO/CBO/Church</p> <p>14 Interest on debt and financial charges (including leasing)</p> <p>15 Bribes</p> <p>16 Other costs</p> <p>17 Land and buildings</p> <p>18 Vehicles</p> <p>19 Equipment and machinery (including computers)</p> <p>20 Other: specify</p> <p>21 Other: specify</p> <p>22 Total annual expenditures</p>	<p>[This question refers to expenditures for this facility only, whether a branch or stand alone NGO]</p> <p>All amounts in thousands of Taka</p>
<b>q124_1</b>	<p>Q124. What is [NGO]'s average per diem rate for staff?</p> <p>_____ Taka/day ...</p>	
<b>q124_2</b>	<p>... or _____ US\$/day</p>	
<b>q124a</b>	<p>Actual amount? (q124)</p>	
<b>q125_1_1 through q125_12_1</b>	<p><b>For 2002 or last completed fiscal year:</b></p> <p>Q125. What is the borrowing situation of [NGO]?</p> <p>1 Bangladeshi/International NGO Borrowed</p> <p>2 Remaining (Unpaid Principal)</p> <p>3 Mother NGO Borrowed</p> <p>4 Remaining (Unpaid Principal)</p> <p>5 Local/national Government Borrowed</p> <p>6 Remaining (Unpaid Principal)</p> <p>7 UN agency/Bilateral donor Borrowed</p> <p>8 Remaining (Unpaid Principal)</p>	<p>(Thousand)</p>

	9 Bank/financial institution Borrowed 10 Remaining (Unpaid Principal) 11 Other 12 Remaining (Unpaid Principal)	
<b>q125_11a</b>	Specify q125_11_1: Other	
<b>q125_12a</b>	????	
<b>q125_1_2 through q125_12_2</b>	<p><b>For 2001 or preceding fiscal year:</b></p> <p>Q125. What is the borrowing situation of [NGO]?</p> <p>1 Bangladeshi/International NGO Borrowed 2 Remaining (Unpaid Principal) 3 Mother NGO Borrowed 4 Remaining (Unpaid Principal) 5 Local/national Government Borrowed 6 Remaining (Unpaid Principal) 7 UN agency/Bilateral donor Borrowed 8 Remaining (Unpaid Principal) 9 Bank/financial institution Borrowed 10 Remaining (Unpaid Principal) 11 Other 12 Remaining (Unpaid Principal)</p>	(Thousand)
<b>q125_1_3 through q125_12_3</b>	<p><b>For Interest rate:</b></p> <p>Q125. What is the borrowing situation of [NGO]?</p> <p>1 Bangladeshi/International NGO Borrowed 2 Remaining (Unpaid Principal) 3 Mother NGO Borrowed 4 Remaining (Unpaid Principal) 5 Local/national Government Borrowed 6 Remaining (Unpaid Principal) 7 UN agency/Bilateral donor Borrowed 8 Remaining (Unpaid Principal) 9 Bank/financial institution Borrowed 10 Remaining (Unpaid Principal) 11 Other 12 Remaining (Unpaid Principal)</p>	(Thousand)
<b>q126</b>	Q126. Does [NGO] have a bank account with a cheque book?	1. Yes 2. No
<b>q127</b>	Q127. Does [NGO] have a savings account?	1. Yes 2. No
<b>q128</b>	Q128. Does [NGO] have an overdraft facility?	1. Yes 2. No
<b>q129</b>	Q129. Has [NGO] <b>ever</b> borrowed money?	1. Yes [go to Q 130] 2.No[go to Q 131]

<b>q130_1 through q130_10</b>	<p>130. From whom has [NGO] <b>ever</b> borrowed money? <i>[Circle all that apply]</i></p> <ol style="list-style-type: none"> <li>1) Mother NGO</li> <li>2) Some Other Bangladeshi NGO</li> <li>3) International NGO (e.g., Action Aid, World Vision, Oxfam)</li> <li>4) National Government</li> <li>5) Local Government</li> <li>6) United Nations agency (e.g., UNICEF, UNDP, World Bank)</li> <li>7) Bilateral donor (e.g., DfID, DANIDA, USAID)</li> <li>8) Bank</li> <li>9) Another financial institution (e.g., micro-finance institution, building society)</li> <li>10) Other:</li> </ol>	
<b>q130_10_1</b>	{If yes to q130_10, specify}	
<b>q131</b>	Q131. In <b>last 12 months</b> , has [NGO] applied for a loan?	<p>1.Yes <i>[go to Q 133]</i></p> <p>2.No<i>[go to Q132]</i></p>
<b>q132_1 through q132_8</b>	<p><i>Q132. Why Not? [Circle one. After answering this question, go to <b>Hire purchase</b>]</i></p> <ol style="list-style-type: none"> <li>1) Banks/lenders do not lend to NGOs/Not-for-profit organizations</li> <li>2) [NGO]hasnowayof repaying</li> <li>3) No need for money</li> <li>4) Interest rate too high</li> <li>5) Loan application process too complicated/time-consuming</li> <li>6) No collateral</li> <li>7) Loan would have been opposed by government authority</li> <li>8) Other:</li> </ol>	
<b>q132_8_1</b>	{If yes to q132_8, specify}	
<b>q133</b>	Q133. Did you secure the loan?	<p>1.Yes <i>[go to <b>Hire purchase</b>]</i></p> <p>2.No<i>[go to Q 134]</i> 3. Don't know, still waiting to hear <i>[go to <b>Hire purchase</b>]</i>.</p>
<b>q134_1 through q134_5</b>	<p><i>Q134. Why Not? [Circle one]</i></p> <ol style="list-style-type: none"> <li>1) Banks/lenders do not lend to NGOs/not-for-profit organizations</li> <li>2) No collateral</li> <li>3) Project deemed insufficiently promising by lender</li> <li>4) Proposed loan was opposed by government authority</li> <li>5) Other:</li> </ol>	

<b>q134_5_1</b>	{If yes to q134_5, specify}	
<b>q135</b>	HIRE-PURCHASE:  135. Have you <b>ever</b> used hire-purchase/leasing to acquire vehicles or equipment?	1.Yes [go to Q136] 2.No[go to <b>Grants</b> ]
<b>q136</b>	136. Has [NGO] used hire-purchase/leasing in the <b>last 12 months</b> ?	1.Yes [go to Q137] 2.No[go to <b>Grants</b> ]
<b>q137_1_1 through q137_1_2</b>	137. Over the last 12 months, what were: 1) the amount of investment financed by hire-purchase ____ Taka or ____ US\$	
<b>q137_2_1 through q137_2_2</b>	137. Over the last 12 months, what were: 2) the amount remaining to pay ____ Taka or ____ US\$	
<b>q137_3</b>	137. Over the last 12 months, what was: 3) the interest rate _____ % per year	
<b>q138</b>	138. Has [NGO] <b>ever</b> received a grant?	1.Yes [go to Q139] 2.No[go to <b>NGOs without grant</b> ]
<b>q139_1 through q139_8</b>	139. From whom has [NGO] <b>ever</b> received a grant? [Circle all that apply] 1) Mother NGO 2) Some Other Bangladeshi NGO 3) International NGO (e.g., Action Aid, World Vision, Oxfam) 4) National Government 5) Local Government 6) United Nations agency (e.g., UNICEF, UNDP, World Bank) 7) Bilateral donor (e.g., DfID, DANIDA, USAID) 8) Other:	
<b>q139_8_1</b>	{If yes to q139_8, specify}	
<b>q140_1 through q140_9</b>	Q140. From whom has [NGO] received a grant in the <b>last 12 months</b> ? [Circle all that apply] 1) Mother NGO 2) Some Other Bangladeshi NGO 3) International NGO (e.g., Action Aid, World Vision, Oxfam) 4) National Government 5) Local Government 6) United Nations agency (e.g., UNICEF, UNDP, World Bank) 7) Bilateral doNor (e.g., DfID, DANIDA, USAID) 8) Other 9) No one	[If circled number from 1 to 8 go to <b>NGOs with a grant</b> ; if circled 9 go to <b>NGOS without grant</b> ]

q140_8_1	{If yes to q140_8, specify}	
q141	NGOS WITHOUT GRANT:  Q141. In the last 12 months, has [NGO] applied for a grant?	1. Yes [go to 4b] 2. No [go to 4a]
q142	<b>4a. Never applied</b> <i>Q142. Why Not? [Circle one]</i>	1) No need for money 2) grant application process too complicated/time consuming 3) would be turned down anyway 4) other: [Go to H. Sub-contracting].
q142_1	{If (4): "other" to q142, specify}	
q143_1 through q143_8	<b>4b. Applied but unsuccessful</b> Q143. To whom did [NGO] apply for a grant? [Circle all that apply] 1) Mother NGO 2) International NGO (Specify) ..... 3) Bangladesh NGO 4) National Government 5) Local Government 6) United Nations agency (e.g., UNICEF, UNDP, World Bank) 7) Bilateral Donor (e.g., DfID, DANIDA, USAID) 8) Other:	
q143_8_1	{If yes to q143_8, specify}	
q144_1 through q144_8	Q144. How did you first find out that the grants were available? [Circle one]  1) Someone at the granting agency 2) Someone in another NGO 3) Someone else 4) Letter/call for proposals 5) Newspaper/add/poster/radio/TV 6) Web/internet 7) Through the Church 8) Other:	
q144_8_1	{If yes to q144_8, specify}	
q145_1 through q145_2	Q145. When was the last grant application filed? _____ month _____ year	
q146_1 through q146_2	Q146. For how much was this last grant application? _____, Taka or _____ US\$	
q147	Q147. When [NGO] applied, did the granting agency say how long the process would take?	1. Yes 2. No
q148_1 through q148_2	Q148. [If Yes] How long did the granting agency say the process would take? From _____ months to _____ months	
q149_1 to q149_9	Q149. When [NGO] applied, what	

	documents did [NGO] submit? <i>[Circle all that apply]</i> 1) description of planned activities 2) budget 3) CV's 4) quotes for material inputs/equipment 5) timetable/working plan 6) [NGO]'s balance sheet and income statement 7) [NGO]'s cash flow projections 8) evidence of a beneficiaries' needs assessment 9) other	
<b>q149_9_1</b>	{If yes to q149_9, specify}	
<b>q150</b>	Q150. Was this grant application submitted in partnership with a line ministry?	1. Yes 2. No.
<b>q151</b>	Q151. <i>[If No]</i> Did you obtain written approval/letter of support from a line ministry?	1. Yes 2. No.
<b>q152</b>	Q152. Was this grant application submitted in partnership with local government?	1. Yes 2. No.
<b>q153</b>	Q153. <i>[If No]</i> Did you obtain written approval/letter of support from local government?	1. Yes 2. No.
<b>q154</b>	Q154. In your opinion, was the grant allocation process fair and objective?	1. Yes 2. No.
<b>q155</b>	Q155. Was the grant application turned down or are you still waiting to hear?	1. it was turned down <i>[go to Q156]</i> 2. still waiting to hear <i>[go to H. Sub-contracting]</i>
<b>q156_1 through q156_2</b>	Q156. When did you hear that the grant application turned down? _____ month _____ year	
<b>q157_1 through q157_6</b>	Q157. Why was [NGO]'s grant application turned down? <i>[Circle one]</i> 1) project deemed insufficiently promising by grant agency 2) [NGO] has insufficient experience 3) work plan opposed by local government authorities 4) budget too high/project too expensive 5) no reason given 6) other:	<i>[Go to H. Sub-contracting]</i>
<b>q157_6_1</b>	{If yes to q156_6, specify}	
<b>q158 through</b>	NGOS WITH A GRANT: <b>LATEST GRANT</b> Q158. Who was this grant from? <i>[Circle one. If more than one grant, use latest grant received.]</i>	1) Mother NGO 2) Some Other Bangladeshi NGO 3) International NGO (e.g., Action Aid, World Vision, Oxfam) 4) National Government 5) Local Government

		6) United Nations agency (e.g., UNICEF, UNDP, World Bank) 7) Bilateral donor (e.g., DfID, DANIDA, USAID) 8) Other:
<b>q158_1</b>	{If (8): "Other" to q158, specify}	
<b>q159_1 through q159_8</b>	Q159. How did you <b>first</b> hear about this grant? <i>[Circle all that apply]</i>  1) Someone at the granting agency told/approached [NGO] 2) Someone in another NGO told [NGO] 3) Someone else told [NGO] 4) Letter from granting agency/call for proposals 5) Newspaper/add/poster/radio/TV 6) Web/internet 7) Through a mosque/church/religious organization 8) Other	
<b>q159_8_1</b>	{If yes to q159_8, specify}	
<b>q160</b>	Q160. Did you apply for this grant or was it given to [NGO] without a formal application?	1. Applied formally <i>[Go to 5a]</i> 2. Did Not formally apply <i>[Go to 5b]</i>
<b>q161_1 through q161_2</b>	Q161. When was the grant application (first) filed? _____ month _____ year	
<b>q162_1 through q162_2</b>	Q162. When was the grant application approved? _____ month _____ year	
<b>q163</b>	Q163. When [NGO] applied, did the granting agency say how long the process would take?	1. Yes 2. No
<b>q164_1 through q164_2</b>	Q164. <i>[If Yes]</i> How long did the granting agency say the process would take? From ____ months to ____ months	
<b>q165_1 through q165_9</b>	Q165. When [NGO] applied, what documents did [NGO] submit? <i>[Circle all that apply]</i>  1) description of planned activities 2) budget 3) CV's 4) quotes for material inputs/equipment 5) timetable/working plan 6) [NGO]'s balance sheet and income statement 7) [NGO]'s cash flow projections 8) evidence of a beneficiaries' needs assessment 9) other	
<b>q165_9_1</b>	{If yes to q165_9, specify}	
<b>q166</b>	Q166. Was this grant application submitted in partnership with a line ministry?	1. Yes 2. No.
<b>q167</b>	Q167. <i>[If No]</i> Did you obtain written	1. Yes 2. No.

	approval/letter of support from a line ministry?	
<b>q168</b>	Q168. Was this grant application submitted in partnership with local government?	1. Yes 2. No.
<b>q169</b>	Q169. <i>[If No]</i> Did you obtain written approval/letter of support from local government?	1. Yes 2. No.
<b>q170</b>	Q170. In your opinion, was the grant allocation process fair and objective?	1. Yes 2. No.
<b>q171_1 through q171_2</b>	Q171. How much was the grant? _____, Taka or _____ US\$	
<b>q172_1 through q172_2</b>	Q172. When was the first money disbursed? _____ month _____ year	
<b>q173_1 through q173_2</b>	Q173. Until when does the grant run? _____ month _____ year	
<b>q174_1 through q174_2</b>	Q174 How much has been disbursed so far? _____, Taka or _____ US\$.	
<b>q175</b>	Q175. Is this grant renewable?	1. Yes 2. No.
<b>q176_1 through q176_5</b>	Q176. What are the reporting requirements for this grant? <i>[Circle all that apply and tick]</i> 1) Final report at end 2) Progress report: annually [ ] half-yearly [ ] quarterly [ ] monthly [ ] 3) Final accounts 4) Interim accounts: annually [ ] half-yearly [ ] quarterly [ ] monthly [ ] 5) Other, specify	
<b>q176_5_1</b>	{If yes to q156_5, specify}	
<b>q177</b>	Q177. Has the granting agency ever visited [NGO] or the site of your activities?	1. Yes 2. No.
<b>q178_1</b>	Q178. [If Yes] How many times? _____ ...	
<b>q178_2</b>	... per _____	[1. Day 2. Week 3. Month 4. Year 5. Ever]
<b>q179</b>	Q179. Has the granting agency ever conducted an assessment with target group or host community in regard to services provided under this grant?	1. Yes 2. No.
<b>q180_1</b>	Q180. [If Yes] How many times? _____ ...	
<b>q180_2</b>	... per _____	[1. Day 2. Week 3. Month 4. Year 5. Ever]
<b>q181</b>	Q181. Is the money from this grant channelled through local government?	1. Yes [go to Q 182] 2. No [go to <b>H. Subcontracting</b> ]
<b>q182</b>	Q182. Has [NGO] ever had problems getting the local government to disburse funds to [NGO]?	1. Yes 2. No.
<b>q183</b>	Q183. Have you ever paid bribes to get the funds released?	
<b>q184</b>	Q184. What percentage of the value of the grant did these bribes represent? _____ %	



<b>q185</b>	H. SUB-CONTRACTING: Q185. Has [NGO] ever been paid to provide a service on behalf of another organization?	1. Yes 2. No [If No, go to next section <b>I. Networks</b> ]
<b>q186</b>	Q186. With which organization was this arrangement?  [Circle one. If more than one arrangement, focus on the most recent]	
<b>q186_1</b>	(If "other" on q186, specify)	
<b>q187_1 through q187_2</b>	Q187. When did the arrangement begin? ____ month ____ year	
<b>q188_1 through q188_2</b>	Q188. When did you receive the first money under this arrangement? ____ month ____ year	
<b>q189</b>	Q189. Does the arrangement have a set ending date?	
<b>q190_1 through q190_2</b>	Q190. [If Yes] When does/did the arrangement end? ____ month ____ year	
<b>q191</b>	Q191. Is this contract renewable?	1. Yes 2. No
<b>q192_1 and q192_2</b>	Q192. In total, how much money do you expect to receive under this arrangement? _____, Taka or _____ US\$	
<b>q193_1 and q193_2</b>	Q193. In total, how much money has [NGO] received so far under this arrangement? _____, Taka or _____ US\$	
<b>q194_1 through q194_10</b>	Q194. When the arrangement was organized, what did [NGO] submit? [Circle all that apply] 1) description of planned activities 2) budget 3) CV's 4) quotes for material inputs/equipment 5) timetable/working plan 6) [NGO]'s balance sheet 7) [NGO]'s income statement 8) [NGO]'s cash flow projections 9) evidence of a beneficiaries' needs assessment 10) other	
<b>q194_10_1</b>	{If yes to q194_10, specify}	
<b>q195_1 through q195_5</b>	Q195. What are the reporting requirements for this arrangement? 1) Final report at end 2) Progress report: annually [ ] half-yearly [ ] quarterly [ ] monthly [ ] 3) Final accounts 4) Interim accounts: annually [ ] half-yearly [ ] quarterly [ ] monthly [ ] 5) Other	
<b>q195_5_1</b>	{If yes to q195_5, specify}	

<b>q196</b>	Q196. Has the paying agency ever visited [NGO] or the site of your activities?	1. Yes 2. No
<b>q197_1</b>	Q197. [If Yes] How many times? _____	
<b>q197_2</b>	...per _____	[1. Day 2. Week 3. Month 4. Year 5. Ever]
<b>q198</b>	Q198. Has the paying agency ever conducted an assessment with target group or host community in regard to services provided under this arrangement?	1. Yes 2. No
<b>q199_1</b>	Q199. [If Yes] How many times? _____	
<b>q199_2</b>	... per _____	[1. Day 2. Week 3. Month 4. Year 5. Ever]
<b>q200</b>	Q200. Is the money from this arrangement channelled through local government?	1. Yes 2. No [go to next section]
<b>q201</b>	Q201. Has [NGO] you ever had problems getting the local government to disburse funds to you?	1. Yes 2. No
<b>q202</b>	Q202. Have you ever paid bribes to get the funds released?	1. Yes 2. No
<b>q203</b>	Q203. What percentage of the value of the arrangement did these bribes represent? _____%	
<b>q204</b>	Q204. Is [NGO], a member NGO Forum, ADAB, FND, or any other NGO umbrella organization?	1. Yes 2. No [go to question 207]
<b>q205_1 through q205_4</b>	Q205. Which ones? [ <i>Circle all that apply</i> ] 1) NGO Forum 2) FND 3) ADAB 4) Other	
<b>q205_4_1</b>	{If yes to q205_4, specify}	
<b>q206_1 through q206_6</b>	Q206. Does the network or umbrella organization(s) provide any of the following services to [NGO] (Question refers to services received by this facility, whether a branch or stand alone NGO)?  [ <i>Circle all that apply</i> ] 1) organization of meetings and conferences 2) constitution of an information data base for the use of its members 3) mail, email, fax, and telephone services for [NGO] 4) complimentary use of buildings and offices for [NGO]'s own purposes 5) complimentary use of vehicles and/or equipment for [NGO]'s own purposes 6) other	
<b>q206_6_1</b>	{If yes to q206_6, specify}	
<b>q207</b>	Q207. Is [NGO] member of an international	1. Yes

	NGO network?	2. No [go to next section]
<b>q208</b>	Q208. Which?	
<b>q209_1 through q209_6</b>	<p>Q209. Does the international or regional NGO network(s) provide any of the following services?</p> <p><i>[Circle all that apply] (Question refers to services received by this facility, whether a branch or stand alone NGO)</i></p> <ol style="list-style-type: none"> <li>1) organization of meetings and conferences</li> <li>2) constitution of an information data base for the use of its members</li> <li>3) mail, email, fax, and telephone services for [NGO]</li> <li>4) complimentary use of buildings and offices for [NGO] own work</li> <li>5) complimentary use of vehicles and/or equipment by [NGO] for its own purposes.</li> <li>6) other</li> </ol>	
<b>q209_6_1</b>	{If yes to q209_6, specify}	
<b>q210_1 through q210_8</b>	<p>Q210. How does [NGO] find out the needs of the communities it helps? <i>[Circle all that apply]</i></p> <ol style="list-style-type: none"> <li>1) observation and experience of staff and volunteers</li> <li>2) learn from other NGOs</li> <li>3) learn from the local government</li> <li>4) learn from opinion leaders in host community(ies)</li> <li>5) from surveys run by [NGO]</li> <li>6) from surveys run by other organizations</li> <li>7) participatory workshops with community members</li> <li>8) other</li> </ol>	
<b>q210_8_1</b>	{If yes to q210_8, specify}	
<b>q211</b>	Q211. Does [NGO] involve host communities in the actual delivery of services or the execution of projects?	1. Yes 2. No
<b>q212</b>	Q212. <i>[If Yes]</i> Are involved community members paid?	1. Yes 2. No
<b>q213</b>	Q213. Who are the community members that [NGO] involves in service delivery or project execution? <i>(circle one)</i>	<ol style="list-style-type: none"> <li>1) Mostly community leaders</li> <li>2) Other people chosen by the community</li> <li>3) Other people chosen by [NGO]</li> </ol>
<b>q214_1 through</b>	Q214. In project execution, which decisions	

<b>q214_6</b>	are made primarily through community involvement?  <i>(circle all that apply)</i> 1) Which staff participate 2) Which community members benefit 3) What technologies are used 4) How much users pay 5) Responsibility for maintenance 6) Other	
<b>q214_6_1</b>	{If yes to q214_6, specify}	
<b>q215_1 through q215_9</b>	Q215. How does [NGO] evaluate how it fulfills the needs of the communities it assists?  <i>[Circle all that apply]</i> 1) evaluation by mother NGO representative 2) observation and experience of staff and volunteers 3) feedback from other NGOs 4) feedback from local Government 5) feedback from opinion leaders in host communities 6) from surveys run by [NGO] 7) from surveys run by other organizations 8) participatory review with community members 9) other	
<b>q215_9_1</b>	{If yes to q215_9, specify}	
<b>q216</b>	Q216. Are the results of these evaluations provided to the mother NGO?	1. Yes 2. No
<b>q217_1 through q217_11</b>	Q217. What constraints prevent [NGO] from doing an even better job? [Circle all that apply, then rank in order of importance; 1= most important, 2= second most important, etc] 1) lack of skilled staff ... ____ rank 2) lack of equipment... ____ rank 3) lack of vehicles ..... ____ rank 4) lack of funds ..... ____ rank 5) telephone ..... ____ rank 6) electricity/water distribution ..... ____ rank 7) restrictions on what [NGO] is allowed to do by mother [NGO]..... ____ rank 8) restrictions on what [NGO] is allowed to do by national government..... ____ rank. 9) restrictions on what [NGO] is allowed to do by local government..... ____ rank	

	10) insecurity.....__rank 11) other ..... __rank	
<b>q217_11_1</b>	{If yes to q217_11, specify}	
<b>q218</b>	Q218. Is there is a role for government in helping [NGO] address these constraints?	
<b>q219_1 through q219_11</b>	Q219. [If Yes] What could the government do to help [NGO]? [Circle all that apply, then rank according to the priority the government should place on them; 1 = highest priority, etc] 1) funding to [NGO] ..... __rank 2) training to [NGO] ..... __rank 3) financial assistance (e.g., land free of charge, import tax refund) ..... __rank 4) improve information sharing between government and NGOs ..... __rank 5) involve NGOs more in service delivery ..... __rank 6) involve NGOs more in decision making / planning ..... __rank 7) improve regulatory environment, reduce 'red tape' ..... __rank 8) improve telephones..... __rank 9) improve electricity/water distribution..... __rank 10) take over [NGO] projects when [NGO] funding runs out..... __rank 11) other .... __rank	
<b>q219_11_1</b>	{If yes to q219_11, specify}	
<b>q220</b>	Q220. In general, do you find the staff with whom you interact in the national government to be a help or a hindrance?	1.Help 2.Hindrane 3. Both 4. Neither
<b>q221</b>	Q221. In general, do you find the local government staff with whom you interact to be a help or a hindrance?	1.Help 2.Hindrane 3. Both 4. Neither
<b>q222</b>	Q222. Do you think that local government staff face their own constraints that make it difficult for them to help you?	1.Yes 2. No
<b>q223_1 through q223_8</b>	Q223. In your opinion, what sort of constraints do they face? <i>[Circle all that apply]</i> 1) too busy / short of time 2) turnover of elected officials/lack of follow-up 3) lack of training 4) underpaid 5) lack of equipment 6) lack of funds 7) constraints dictated by national	

	government/bureaucracy 8) other	
<b>q223_8_1</b>	{If yes to q223_8, specify}	
<b>q224</b>	Q224. Do you think that local government staff feel resentment towards NGOs in general?	1. Yes [go to Q225] 2. No [go to <b>K. Governance structure</b> ]
<b>q225_1 through q225_5</b>	Q225. Why? [Circle all that apply]  1) they get paid very little 2) they are often paid late 3) they do not have the resources they need to do their jobs well 4) they are in competition for community loyalty 5) other	
<b>q225_5_1</b>	{If yes to q225_5, specify}	
<b>q226</b>	Q226. Do you think that national government staff feel resentment towards NGOs in general?	1. Yes [go to Q227] 2. No [go to <b>K. Governance structure</b> ]
<b>q227_1 through q227_5</b>	Q227. Why? [Circle all that apply]  1) they get paid very little 2) they are often paid late 3) they do not have the resources they need to do their jobs well 4) they are in competition for community loyalty 5) other	
<b>q227_5_1</b>	{If yes to q227_5, specify}	
<b>q228</b>	Q228. Is [NGO] or its mother NGO registered with the NGO Affairs Bureau?	1. Yes 2. No
<b>q229</b>	Q229. Is [NGO] or its mother NGO registered with the Directorate of Social Welfare?	1. Yes 2. No
<b>q230</b>	Q230. Is [NGO] or its mother NGO registered with the Directorate of Women's Affairs?	1. Yes 2. No
<b>q231</b>	Q231. In what year was it first registered with the NGO Affairs Bureau? _____ year	
<b>q232</b>	Q232. When did [NGO] last renew its registration? _____ year	
<b>q233</b>	Q233. Is [NGO] registered under the Company's Act?	1. Yes 2. No
<b>q234_1 through q234_9</b>	Q234. Is [NGO] in partnership with any of the following agencies? [Circle all that apply]  Note: Please check these agencies  1) Ministry of Education 2) Ministry of Health and Family Planning	

	3) Ministry of Home Affairs 4) Ministry of Labor and Employment 5) Ministry of Ministry Planning 6) Ministry of Social Welfare 7) Ministry of Women's and Children's Affairs 8) Local government/thana officials 9) Other line Ministry	
<b>q234_9_1</b>	{If yes to q234_9, specify}	
<b>q235</b>	Q235 Does [NGO] have a memorandum of understanding with a government agency?	
<b>q236_1 through q236_9</b>	Q236. [If Yes] Which one(s)? [Circle all that apply] 1) Ministry of Education 2) Ministry of Health and Family Planning 3) Ministry of Home Affairs 4) Ministry of Labor and Employment 5) Ministry of Ministry Planning 6) Ministry of Social Welfare 7) Ministry of Women's and Children's Affairs 8) Local government/thana officials 9) Other line Ministry	
<b>q237_1 through q237_5</b>	Q237. Since its creation, has [NGO] ever been visited by: [Circle all that apply] 1) NGO Affairs Bureau 2) Thana/Local government representatives 3) Representative of Ministry: which _____ [use number code from Q235] 4) Other public body: _____ 5) Donors: which _____	( For answer 3, use of multiple codes for more than one Ministry is acceptable ; donor name if needed for answer 5)
<b>q237_4_1</b>	{If yes to q237_4, specify}	
<b>q237_5_1</b>	{If yes to q237_5, specify}	
<b>q238</b>	Q238. Does [NGO] produce an annual report?	1. Yes 2. No [go to 2b]
<b>q239_1 through q239_2</b>	Q239. When was the last annual report produced? _____ month _____ year	
<b>q240_1 through q240_4</b>	Q240. Was this annual report shown/given to any of the following: [Circle all that apply] 1) Members of [NGO] 2) Funding agency 3) Thana officials/local government 4) Other body	
<b>q240_4_1</b>	{If yes to q240_4, specify}	
<b>q241</b>	Q241. Is [NGO]'s annual report available to the public if they ask for it?	1. Yes 2. No
<b>q242</b>	Q242. Does [NGO] prepare a balance sheet	1. Yes 2. No [go to next sub-

	and income statement?	section]
<b>q243_1 through q243_2</b>	Q243. When were the last balance sheet and income statement prepared? ____ month ____year	
<b>q244</b>	Q244. Were these accounts externally audited?	1. Yes 2.No
<b>q245_1 through q245_4</b>	Q245. Were these accounts shown/given to any of the following: <i>[Circle all that apply]</i> 1) Members of [NGO] 2) Funding agency 3) Thana officials/local government 4) Other body	
<b>q245_4_1</b>	{If yes to q245_4, specify}	
<b>q246</b>	Q246. Are [NGO]'s annual accounts available to the public if they ask for it?	1. Yes 2. No
<b>q247</b>	Q247.1 Is [NGO] exempt from paying tax/VAT on any of its supplies?	1. Yes 2. No
<b>q247_1_1 through q247_1_3</b>	Q247.2 <i>[If yes]</i> Which supplies? [List]	
<b>q248</b>	Q248. Is [NGO] exempt from import tariffs on the vehicles and equipment it imports?	
<b>q249</b>	Q249. Did a line ministry ever pay for or refund an import tax for equipment/goods imported by [NGO]?	1. Yes 2.No
<b>q250</b>	Q250. Does [NGO] pay taxes on the grant(s) it receives?	1. Yes 2.No
<b>q251</b>	Q251. Does [NGO] have a committee that oversees its activities?	1. Yes 2.No
<b>q251_1</b>	Q251.1. Do any relatives of the manager sit on this committee?	1. Yes 2.No
<b>q252</b>	Q252. Does [NGO] have an Executive Committee?	1. Yes 2.No
<b>q253</b>	Q253. Do any relatives of the manager sit on the Executive Committee?	1. Yes 2.No
<b>q254</b>	Q254. <i>[If Yes]</i> How many trustees does [NGO] currently have?	
<b>q255</b>	Q255. Does [NGO] have a Board of Directors?	
<b>q256</b>	Q256. Do any relatives of the manager sit on the Board of Directors?	
<b>q257</b>	Q257. <i>[If Yes]</i> How many people are on the board of directors?	
<b>q258</b>	Q258. How was the current director/head/manager of [NGO] appointed? <i>[Circle one]</i> 1) self-appointed 2) elected by oversight committee/board of trustees 3) elected by members 4) appointed by mother [NGO] (in case	



	<p>respondent NGO is a subsidiary of another NGO)</p> <p>5) appointed by government</p> <p>6) other</p>	
<b>q258_1</b>	[if (6): "other" to q258, specify]	
<b>q259</b>	Q259. Does [NGO] have members/a membership system?	<p>1. Yes [Go to Q260]</p> <p>2. No [Go to next subsection]</p>
<b>q260_1 through q260_5</b>	<p>Q260. What kind of members does [NGO] have? <i>[Circle all that apply]</i></p> <p>1) Men</p> <p>2) Women</p> <p>3) NGOs</p> <p>4) CBOs</p> <p>5) Other</p>	
<b>q260_5_1</b>	[If yes to q260_5, specify]	
<b>q261_1 through q261_3</b>	<p>Q261. Approximately how many members:</p> <p>1) does [NGO] have now?</p> <p>_____</p> <p>2) did [NGO] have at end of 2000?</p> <p>_____</p> <p>3) did [NGO] have at end of 1995?</p> <p>_____</p>	
<b>q262</b>	Q262. Does [NGO] provide services only to its members?	<p>1. Members only</p> <p>1. Members and non-members</p> <p>3. Non-members only</p>
<b>q263</b>	Q263. Does [NGO] accept new members?	1. Yes 2. No
<b>q264_1 through q264_6</b>	<p>Q264. <i>[If yes]</i> How does one become a new member? <i>[Circle all that apply]</i></p> <p>1) formal registration (i.e., they fill a form)</p> <p>2) payment of fee</p> <p>3) screening by [NGO] staff/volunteers/members</p> <p>4) recommendation by other members</p> <p>5) religious conversion/baptism/born again</p> <p>6) other</p>	
<b>q264_6_1</b>	{If yes to q264_6, specify}	
<b>q265_1_1 through q265_1_3</b>	<p>Q265. What is expected of members? <i>[Circle all that apply and fill whenever applicable. Specify range.]</i></p> <p>1) pay a membership fee:</p> <p>from _____ to _____ Taka/per _____ <i>[frequency code]</i></p>	For this question, amounts are entered in Taka, NOT in thousands of Taka
<b>q265_1_4</b>	Actual amount? (q265_1_1-q265_1_2)	
<b>q265_2_1 through q265_2_3</b>	2) make a donation: from _____ to _____ Taka/per _____ <i>[frequency code]</i>	
<b>q265_2_4</b>	Actual amount? (q265_1_1-q265_1_2)	
<b>q265_3_1 through q265_3_3</b>	3) volunteer their time for the [NGO]: from _____ to _____ Hours/ per _____	

	[frequency code]	
q265_4a	4) other	
q265_4_1 through q265_4_3	{If yes to q265_4a, specify}	
q266	Q266. Does [NGO] hold a general meeting?	1. Yes 2. No [if No, go to Q269]
q267_1 through q267_2	Q267. When was the last general meeting held? _____ month _____ year	
q268	Q268. How many members came to the last general meeting?	
q269_1 through q269_5	Q269. Is a vote of members required for [NGO] to undertake the following? [Circle all that apply]  1) Undertake new activities 2) Expand into another area 3) Purchase a building 4) Hire a new director 5) Hire or fire staff	
q270_1 through q270_4	Q270. Does an [NGO] oversight committee/board of trustees have to meet and agree before [NGO] can undertake the following? [Circle all cases that require such a meeting]  1) Expand into new activities 2) Expand into another area 3) Purchase a building 4) Hire or fire staff	
q271	???????	
q271_1_1	Q271. Does [NGO] need to obtain the authorization of an outside body before [NGO] can undertake the following: [Circle all cases that require such authorization. Then enter code of body needed to authorize. More than one code can be entered if needed.]  [Code: 1. Mosque /religious authority 2. NGO Affairs Bureau 3. Thana/Local Government authorities 4. Grant agency/donor 5. External Relations Division of Ministry of Finance 6. Other Ministry _____ 7. Other: _____]:	
q271_1_1_1	?	
q271_1_2	?	
q271_1_2_1	?	
q271_1_3	?	
q271_1_3_1	?	
q271_1_4	?	
q271_1_4_1	?	

q271_1_5	?	
q271_1_5_1	?	
q272	Q272. What is the name of the director/head/manager of [NGO]?	
q273	Q273. Gender of [manager]	1. Male 2. Female
q274	Q274. Approximately how old is [manager]? _____ years	
q275	Q275. Is [manager] a Bangladeshi national?	1. Yes 2. No
q276	Q276. How many local languages does [manager] speak?	
q277	Q277. What was the highest level of education achieved by the [manager]?	1: No formal education [ <i>go to 243</i> ] 2: primary 3: secondary 4: tertiary/ university
q278	Q278. And how many years did he/she complete at that level?	
q279	Q279. Is the [manager] a lay person or does he/she hold a religious title?	1.Lay person 2.Priest/minister/ mollah 3.Nun/monk/sister/ brother 4. Other
q279_1	{if (4): “other” to q279, specify}	
	Q280. Is the manager married?	1. Yes 2. No
q281	Q281. [ <i>If married</i> ] What is the main occupation of [manager]’s spouse? [ <i>Circle one</i> ] 1) Housewife 2) Farming 3) Trade 4) Own business 5) Employee of private enterprise 6) Civil servant 7) Retired 8) Student 9) Staff member/volunteer in [NGO] 10) Other	
q281_1	{if (10): “other” to q281, specify}	
q282	Q282. Does [manager] have close relatives living outside Bangladesh	1. Yes 2. No
q283	Q283. What is (was if deceased or retired) the main occupation of the father of [manager]? 1) Farming 2) Trade 3) Other business 4) Employee of private enterprise 5) Civil servant 6) Retired 7) Student 8) Staff member/volunteer in [NGO] 9) Other	
q283_1	{If (9): “other” to q283, specify}	

<b>q284</b>	Q284 [If [NGO] is a branch of a larger NGO]: Did the manager work for the headquarters office or for another branch prior to becoming manager of [NGO]?	1. Yes 2. No
<b>q285</b>	Q285. In your opinion, what would best characterize the social status of the [manager]'s parent? 1) One of the richest families of Bangladesh 2) A wealthy family 3) A middle-class family 4) A poor family	
<b>q286</b>	Q286. How long has [manager] been with [NGO]? _____ years	
<b>q287</b>	Q287. Did [manager] travel outside Bangladesh prior to joining [NGO]?	1. Yes 2. No.
<b>q288</b>	Q288. Did [manager] work in another NGO prior to joining [NGO]?	1. Yes [go to Q 289] 2. No [go to Q 290]
<b>q289</b>	Q289. For how many years? _____ years	
<b>q290</b>	Q290. Did [manager] work in government prior to joining [NGO]?	1. Yes [go to Q 291] 2. No [go to Q 292]
<b>q291</b>	Q291. For how many years? _____ years	
<b>q292</b>	Q292. How many civil servants in national government/line ministries did [manager] know before joining [NGO]?	
<b>q293</b>	Q293. How many civil servants in local government did [manager] know before joining [NGO]?	
<b>q294</b>	Q294. Is the [manager] involved in any other NGOs apart from [NGO]?	1. Yes 2. No
<b>q295</b>	Q295. [If Yes] How many other NGOs?	
<b>q296</b>	Q296. Does [manager] have an occupation other than managing [NGO]?	1. Yes 2. No
<b>q297</b>	Q297. [If Yes] What kind of occupation: [Circle one] 1) professional (doctor, lawyer, professor) 2) civil servant 3) trader/business 4) farming 5) other	
<b>q297_1</b>	{If (5): "other" to q297, specify}	

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