Questionnaire ID: E |___|___|___|___|___|___|

Firm Survey in Cotonou
(April 30, 2016)

A. Firm Identification

	Survey ID	|E|__|__|__|__|__|

B. Survey Information

	B1. Surveyor Name	B2. Surveyor ID
1st Visit		
2nd Visit		
3rd Visit		
4th Visit		

	B3. Number of attempts made before this visit	B4. Survey Date (Day/Month)
1st Visit		|__|__| / |__|__| / **2016**
2nd Visit		|__|__| / |__|__| / **2016**
3rd Visit		|__|__| / |__|__| / **2016**
4th Visit		|__|__| / |__|__| / **2016**

	B5. Starting time	B6. Survey status
1st Visit	|__|__| **h** |__|__|**min**	1. [ ] Agreed to participate and still operating→ **D** 2. [ ] Firm to be revisited → **Plan another visit** 3. [ ] Abandoned
2nd Visit	|__|__| **h** |__|__|**min**	1. [ ] Agreed to participate and still operating→ **D** 2. [ ] Firm to be revisited → **Plan another visit** 1. [ ] Abandoned
3rd Visit	|__|__| **h** |__|__|**min**	1. [ ] Agreed to participate and still operating→ **D** 2. [ ] Firm to be revisited → **Plan another visit** 3. [ ] Abandoned
4th Visit	|__|__| **h** |__|__|**min**	1. [ ] Agreed to participate and still operating→ **D** 2. [ ] Firm to be revisited → **Plan another visit** 3. [ ] Abandoned

GPS coordinates		
1st Visit		
2nd Visit		
3rd Visit		
4th Visit		

Comments:_____

C.   Survey not completed (no more attempt to be done)

C.1	Reason why the survey needs to be dropped out? *[IF THE BUSINESS IS CLOSED AND THE RESPONDENT REFUSE TO ANSWER TO QUESTIONS C5-C14, RECORD C1=1 (REFUSAL)]*	1. [ ] Refused --------> **Skip to C3** 2. [ ] Moved outside of Cotonou (and business still operating) 3. [ ] Respondent not found and no information available **--> P.3** 4. [ ] Business closed permanently---> **C.5** 5. [ ] Owner not available after multiple attempts (and business still operating) 6. [ ] Firm owner deceased ----> **P.3** 7. [ ] Other ------>**Specify in C.1.a**
C.1.a	If Other specify	
	Try to find someone who has some information about the firm	
C.2	Is there anyone who can provide any information about the business?	1. [ ] Yes 2. [ ] No -------->**P.3**
C.3	Who are these people? **[MULTIPLE ANSWERS ARE POSSIBLES]**	1. □ Business employees 2. □ Friends or relatives of the owner 3. □ Neighbors of the business 4. □ Yourself (surveyor) or your controller 5. □ The business owner 6. □ Other -------->**Specify in C.3.a**
C.3.a	If Other specify	
C.3.b	Is the business still operating?	1. [ ] Yes 2. [ ] No --------> **P.3**
C.4	How many employees are currently working for the business? (do not count the owner) *[Approximate if necessary]*	|__|__|__| ------------->P.3 -99 if don't know

Firms permanently closed

C.5	When did your business permanently close (month and year)?	|__|__| month |__|__|__|__| year
C.6	What was the main reason why your business closed permanently?	1. [ ] The business was making losses or not enough profit 2. [ ] Sickness of health related reason 3. [ ] I wanted to get a salary job 4. [ ] I wanted to focus on a better opportunity with another business / I found another job 5. [ ] I had to take care of my family (spouse, child, parents) 6. [ ] I wanted to move abroad 7. [ ] I become married 8. [ ] Someone took my business from me 9. [ ] Tax officials shut down my business 10.[ ] Another administration shut down my business (City office, Interior affairs…) 11.[ ] Because of a disaster such as a fire, a flood or a theft 12.[ ] Other : specify_____

Comments:_____

C.7	What is your current activity? *[READ THE OPTIONS]*	1. [ ] I'm working (as a business owner (self-employment) or for someone else (private sector, public sector, NGO…) (Include all types of **paid work**) 2. [ ] I'm helping in a family business and I'm **not paid** → **C.9** 3. [ ] I take care of my family (spouse, child, parents…) or household chores (housewife) →**C.13** 4. [ ] I'm unemployed →**C.13**
C.8	For what type of organization are you working? *[READ THE OPTIONS]*	1. [ ] I manage a micro business (less than 5 employees) 2. [ ] I manage a bigger company (more than 5 employees) 3. [ ] Employee in a micro business (less than 5 employees) 4. [ ] Employee in a bigger business (more than 5 employees) 5. [ ] Public sector employee (public administration, city office…) →**C.10** 6. [ ] Employee in a NGO or association→**C.10** 7. [ ] Other specify _____

C.9	What is your sector of activity?	1. [ ] Trade (private) 2. [ ] Craft 3. [ ] Industry and manufacture 4. [ ] Services 5. [ ] Construction 6. [ ] farming/livestock/ fishery [ ] Other specify_____

C.10	How many hours have your worked in this company or organization in the last week?	|__|__|__| hours in the last week
C.11	In the last week, how much did you earn for this work? Or how much profit did you make if you are a business owner? *[INCLUDE ALL TYPE OF REVENUES INCLUDING IN KIND REVENUES]* *(IF C7=2 SKIP THIS QUESTION)*	|__|__|__|·|__|__|__|. |__|__|__| CFAF

SKIP: IF C.8=1 or C.8=2 ----> C.15		
C.12	**[IF C.8 dif 1 and 2 (does not manage a business)]** What is the main reason why you are not managing a business anymore and instead working for someone else?	1. [ ] Higher salary ---->**C.14** 2. [ ] More stable environment ----> **C.14** 3. [ ] less stress----> **C.14** 4. [ ] My business was making losses ----> **C.14** 5. [ ] In order to work less hours----> **C.14** 6. [ ] In order to earn more in the future ----> **C.14** 7. [ ] Because I got married----> **C.14** 8. [ ] I was needed in a family business ---> **C.14** 9. [ ] Other specify _____----> **C.14**

C.13	Are you currently looking for a job or for an opportunity to create a new business? *[READ THE OPTIONS]*	1. [ ] I'm looking for a paid job 2. [ ] I'm looking for an opportunity to create a business 3. [ ] I'm not looking for a job or for an opportunity to create a business

As I told you, in order to thank you we will register you in a lottery with 50 cash prizes of CFAF 40,000 and a jackpot worth CFAF 400,000. If you are randomly selected, you will be contacted by phone so you can pick up your prize.

C.14	If you win, what phone number should we use to contact you? *[Record - 888 if the respondent doesn't want to participate to the lottery]*	|__|__|__|__|__|__|__|__|

C.15	Was the survey filled in-person or over the phone? *[DO NOT ASK THE QUESTION]*	1. [ ] Over the phone --> P.3 2. [ ] In person --> P.3

3

Comments:_____

D.   Information on business owner

Now I'm going to ask you some questions on your personal situation. All the information collected are confidential and will only be used by the research team.

D.1	What is your position in this business? *[UNLESS OTHERWISE VALIDATED BY THE SUPERVISOR, ALL SURVEY MUST BE COMPLETED WITH A BUSINESS OWNER.]*	1. [ ] The business owner 2. [ ] A co-owner of the business 3. [ ] Other -------> **Specify in D.1.a**
D.1.a	If Other specify	
D.2	Is it the same person who was recorded as the owner during the last survey (in 2015)? **[USE THE IDENTIFICATION FORM]**	1. [ ] Yes --------> **Skip to D.5** 2. [ ] No
D.3	What is your last name?	
D.4	What is your first name? *[START WITH THE MAIN FIRST NAME]*	
D.5	What is the type of ownership for the firm? **[READ THE OPTIONS]**	1. [ ] Only one owner -----> **Skip to D.7** 2. [ ] Family business 3. [ ] More than one owner (outside family) 4. [ ] Other :**Specify _____**
D.6	How many business co-owners are there?	|__|__|

We are now going to talk about your personal situation (of the owner):

D.7	How old are you? *[IF NECESSARY APPROXIMATE]*	|__|__|
D.8	Gender of the owner? *[DO NOT ASK THE QUESTION]*	1. [ ] Man 2. [ ] Woman
D.9	What is your level in French? *[READ THE OPTIONS]*	1. [ ] Very good level 2. [ ] Average level 3. [ ] Poor level 4. [ ] Don't speak French *[Do not read]*
D.10	Do you know how to read and write? *[IN ANY LANGUAGE]*	1. [ ] Yes 2. [ ] No
D.11	Among the following reasons, which one describes the best the reason why you manage this business? *[READ THE OPTIONS]*	1. [ ] I manage this business because the revenues are higher 2. [ ] I manage this business because I need to make money, but I would prefer to be a salary worker of to work as a public servant 3. [ ] I manage this business because I prefer to be my own boss 4. [ ] I manage this business because it is the tradition in my family or because I inherited this company 5. [ ] I manage this business because it is the type of activity that I want to do

Comments:_____

Questionnaire ID: E |___|___|___|___|___|___|

E.   Information on the business

Now, I would like to ask you some questions about your firm in order to understand its history, its activity, and the main challenge you are facing.

E.1	What is the exact firm activity?	_____
E.2	Is the sector of activity recorded on the identification form correct? [*DO NOT ASK THE QUESTION*]	1. [ ] Yes --------> **Skip to E.3** 2. [ ] No
E.2.2	Is it due to a mistake made last year or did the activity change since last year?	1. [ ] Mistake done last year 2. [ ] The firm activity changed since last year
E.2.3	Correction of activity code [*SEE CODEBOOK*]	|__|__|__|__|
E.3	In total how many hours did you worked in your business last week? **[HELP THE RESPONDENT FOR THE CALCULATION]**	|__|__|__|
E.4	During a normal week, how many hours do you usually work in your business? **[HELP THE RESPONDENT FOR THE CALCULATION]**	|__|__|__|
E.5	Do you have any employee or apprentice working for the business? *[INCLURE AUSSI LES AIDES FAMILIALES NON-REMUNERES]*	1. [ ] Yes 2. [ ] No --------------> **Skip to F.1**

	For all these types of employee, can you tell me how many are currently working in your business? And how many are women? [*DO NOT COUNT THE OWNER OR THE OWNERS*]	A. Total number	B. Number of women
E.6	Apprentices	|__|__|	|__|__|
E.7	Permanent employees	|__|__|	|__|__|
E.8	Temporary employees	|__|__|	|__|__|
E.9	Not paid employees/ Family help/ Interns	|__|__|	|__|__|

E.10	In total among all your employees and apprentices, how many belongs to your family?	|__|__|
E.11	In the last 6 month did you hire any employee or apprentice?	1. [ ] Yes 2. [ ] No

F.   Informations sur les finances et crédits

F.1	In your view, how many CFAF have you invested in total in your business until today? (using today's prices) [*NOTER -99 SI « DON'T KNOW» ET -77 SI « NE VEUT PAS REPONDRE»*]	|__||__|__|__||__|__|__||__|__|__| CFAF
F.1.a	[*IF THE RESPONDENT DOES NOT WANT TO ANSWER A PRECISE NUMBER, ASK HIM TO CHOOSE FROM THIS LIST OF INTERVALS :*]	1. [ ] Less than CFAF 5,000 2. [ ] Between CFAF 5,001 and 10,000 3. [ ] Between CFAF 10,001 and 15,000 4. [ ] Between CFAF 15,001 and 20,000 5. [ ] Between CFAF 20,001 and 30,000

Comments:_____

		6. [ ] Between CFAF 30,001 and 50,000
		7. [ ] Between CFAF 50,001 and 70,000
		8. [ ] Between CFAF 70,001 and 100,000
		9. [ ] Between CFAF 100,001 and 150,000
		10.[ ] Between CFAF 150,001 and 250,000
		11.[ ] Between CFAF 250,001 and 400,000
		12.[ ] Between CFAF 400,001 and 600,000
		13.[ ] Between CFAF 600,001 and 800,000
		14.[ ] Between CFAF 800,001 and 1,000,000
		15.[ ] Between CFAF 1,000,001 and 2,000,000
		16.[ ] Between CFAF 2,000,001 and 5,000,000
		17.[ ] Between CFAF5,000,001 and 10,000,000
		18.[ ] Between CFAF10,000,001 and 15,000,000
		19.[ ]Between CFAF15,000,001 and 20,000,000
		20.[ ] Between CFAF 20,000,001 and 40,000,000
		21.[ ] Between CFAF 40,000,001 and 60,000,000
		22.[ ]Between CFAF60,000,001 and 100,000,000
		23.[ ] More than CFAF 100,000,000
		-99 [ ] Don't know
F.2	Did any member of your family contribute to investments for your business?	1. [ ] Yes 2. [ ] No --------------> **Skip to F.5**
F.3	Which member(s) of your family did invest in your business? [MULTIPLE ANWERS ARE POSSIBLE]	1. □ Spouse 2. □ Parents (Mother/Father) 3. □ Children 4. □ Parents in-law 5. □ Brother and sister 6. □ Other family member
F.4	What percentage of total investment in your business was made by members of your family? [DO NOT COUNT THE OWNER HIM SELF]	|__|__|__| % (Max 100%)
F.5	Do you have a bank account in a commercial bank or in a financial institution that you are using for the business?	1. [ ] Yes 2. [ ] No --------------> **Skip to F.13**
F.6	Under what name is registered this bank account? [IF MORE THAN ONE ACCOUNT, USE ONLY THE MAIN ONE]	1. [ ] In owner's name (or co-owner's name) 2. [ ] In the business name 3. [ ] Other --------------> **Specify inF.6.a**
F.6.a	Specify	

F.7	What type of account is it?	1. [ ] Check account 2. [ ] Saving account 3. [ ] Both saving and check account
F.8	When did you open this bank account?	1. [ ] Less than one year ago 2. [ ] between 1 and 5 years ago 3. [ ] more than five years ago -99 [ ] Don't know
F.9	How much do you pay monthly for the bank account fees?	|__|__|__| |__|__|__| CFAF / per Month

Comments:_____

F.10	In which bank or financial institution is this bank account?	1. [ ] Orabank / Financial Bank 2. [ ] BOA 3. [ ] BHB 4. [ ] BRS 5. [ ] La Poste ou CNE 6. [ ] BSIC 7. [ ] EcoBank 8. [ ] Société Générale (SGBBE) 9. [ ] Diamond Bank 10. [ ] BIBE 11. [ ] BGFI 12. [ ] UBA 13. [ ] Banque Atlantique 14. [ ] CLCAM (FECECAM) 15. [ ] PADME 16. [ ] Other -----------> **Specify in F.10.a**
F.10.a	Specify	
F.11	On your account, can you overdraw?	1. [ ] Yes 2. [ ] No --------------> **Skip to F.13**
F.12	Have you ever overdrawn on your bank account?	1. [ ] Yes 2. [ ] No

Now I would like to ask you some questions about the loan made for your business with different types of institutions. Remember that all your answers are confidential.

	Types of loan	a. Have you ever borrowed money from this type of institution?	b. Do you still have an active loan?	c. when did you contracted this type of loan for the first time? (date)		d. when did you contracted this type of loan for the last time? (date)	
				month	year	month	year
F.13	From a commercial bank (OraBank, BOA,...)	1. [ ] Yes 2. [ ] No--> **Next row**	1. [ ] Yes 2. [ ] No	|__|__|	|__|__|__|__|	|__|__|	|__|__|__|__|
F.14	From an microfinance institution (PADME, etc.)	1. [ ] Yes 2. [ ] No--> **Next row**	1. [ ] Yes 2. [ ] No	|__|__|	|__|__|__|__|	|__|__|	|__|__|__|__|
F.15	From the GMEC (for craftsmen)	1. [ ] Yes 2. [ ] No--> **Next row**	1. [ ] Yes 2. [ ] No	|__|__|	|__|__|__|__|	|__|__|	|__|__|__|__|
F.16	From an informal moneylender	1. [ ] Yes 2. [ ] No--> **Next row**	1. [ ] Yes 2. [ ] No	|__|__|	|__|__|__|__|	|__|__|	|__|__|__|__|
F.17	From Family or friends	1. [ ] Yes 2. [ ] No--> **Next row**	1. [ ] Yes 2. [ ] No	|__|__|	|__|__|__|__|	|__|__|	|__|__|__|__|
F.18	Other type -----> **specify in F.18.a**	1. [ ] Yes 2. [ ] No--> **F.19**	1. [ ] Yes 2. [ ] No	|__|__|	|__|__|__|__|	|__|__|	|__|__|__|__|
F.18.a	If Other, specify the type of loan						

Comments:_____

F.19	Are you member of a ROSCA group?	1. [ ] Yes 2. [ ] No --------------> **Skip to F.22**	
F.20	How often do you contribute? *[If more than one ROSCA group consider the most important]* *READ THE OPTIONS*	1. [ ] Every day 2. [ ] Every week 3. [ ] Every two weeks 4. [ ] Every month 5. [ ] Other -----------> **Specify in F.20.a**	
F.20.a	Specify		
F.21	How much do you contribute these days?	|__|__|__||__|__|__||__|__|__| CFAF	
F.22	Imagine that a commercial bank agreed to give you a loan, would you be interested?	1. [ ] Yes 2. [ ] No	
F.23	Are you in favor of the idea that someone could invest in your business to increase its size, which means that your revenue from this business will increase, but also that you would not be alone any more to take decisions?	1. [ ] Yes 2. [ ] No	

G.   Capital, revenues, expenses and profit of the business

Now I'm going to ask you about the actual value of the tools, machines, vehicles and other assets use by your business. [If necessary, ask the respondent to choose in the list in the CODEBOOK]

	Type of asset	**value in CFAF**
G.1	Furniture	|__|__|__||__|__|__||__|__|__| CFAF
G.2	Machines, equipment and tools	|__|__|__||__|__|__||__|__|__| CFAF
G.3	Vehicles *(cars, motorbikes or Other)* used for the business *DO NOT COUNT PERSONAL VEHICLES OF THE RESPONDENT OR EMPLOYEES*	|__|__|__||__|__|__||__|__|__| CFAF
G.4	Building, house and business location *RECORD 0 IF THE LOCAL IS RENTED*	|__|__|__||__|__|__||__|__|__| CFAF
G.5	Other equipment *DO NOT COUNT STOCKS*	|__|__|__||__|__|__||__|__|__| CFAF
G.6	Do you currently have stocks, row materials, goods to sell, spare parts or any such material stored in your business?	1. [ ] Yes 2. [ ] No -----------> **Skip to G.8**
G.7	At current price, what is the total value of all these stocks, raw materials or spare parts?	|__|__|__||__|__|__||__|__|__| CFAF

Firm expenses in the last month:

 Now I'm going to ask you how much did your firm spend for all these types of expenses in the last month:
[Include all the expenses even if not everything was consumed].
[Do not include personal or family expenses]. [Record « 0 » if no expenses or not applicable]
[If necessary, ask the respondent to choose in the list in the CODEBOOK]

G.8	Goods or merchandise to be sold	|__|__|__||__|__|__||__|__|__| CFAF
G.9	Raw material	|__|__|__||__|__|__||__|__|__| CFAF

Comments:_____

G.10	Electricity, water, gas and fuel		__	__	__		__	__	__		__	__	__	CFAF
G.11	Interest paid for a loan		__	__	__		__	__	__		__	__	__	CFAF
G.12	Salary of employees and apprentices *DO NOT INCLUDE THE MONEY THAT THE OWNER IS TAKING FOR HIMSELF*		__	__	__		__	__	__		__	__	__	CFAF
G.13	Rent for other premises than the main business premises.		__	__	__		__	__	__		__	__	__	CFAF
G.14	Others expenses: include machine and equipment rent, phone, transportation, reparation…		__	__	__		__	__	__		__	__	__	CFAF

Sales/Revenue of the business:
Now we are going to talk of sales made by your business including all sources. I can help you for the calculation if necessary.

G.15	What is the total amount of sales or revenue made by your firm YESTERDAY? *If necessary help the respondent with the calculation Record « 0 » if the business was closed*	|__|__|__||__|__|__||__|__|__| CFAF
G.16	What is the total amount of sales or revenue made by your firm IN THE LAST WEEK? *If necessary help the respondent with the calculation Record « 0 » if the business was closed*	|__|__|__||__|__|__||__|__|__| CFAF
G.16.a	**[IF THE RESPONDENT DOES NOT WANT TO ANSWER A PRECISE NUMBER, ASK HIM TO CHOOSE FROM THIS LIST OF INTERVALS :]**	1. [ ] Zero 2. [ ] Less than CFAF 5,000 3. [ ] Between CFAF 5,001 and 10,000 4. [ ] Between CFAF 10,001 and 15,000 5. [ ] Between CFAF 15,001 and 20,000 6. [ ] Between CFAF 20,001 and 30,000 7. [ ] Between CFAF 30,001 and 50,000 8. [ ] Between CFAF 50,001 and 70,000 9. [ ] Between CFAF 70,001 and 100,000 10. [ ] Between CFAF 100,001 and 150,000 11. [ ] Between CFAF 150,001 and 250,000 12. [ ] Between CFAF 250,001 and 400,000 13. [ ] Between CFAF 400,001 and 600,000 14. [ ] Between CFAF 600,001 and 800,000 15. [ ] Between CFAF 800,001 and 1,000,000 16. [ ] Between CFAF 1,000,001 and 2,000,000 17. [ ] Between CFAF 2,000,001 and 5,000,000 18. [ ] Between CFAF5,000,001 and 10,000,000 19. [ ] Between CFAF10,000,001 and 15,000,000 20. [ ]Between CFAF15,000,001 and 20,000,000 21. [ ] Between CFAF20,000,001 and 40,000,000 22. [ ] Between CFAF40,000,001 and 60,000,000 23. [ ]Between CFAF60,000,001 and 100,000,000 24. [ ] More than CFAF 100,000,000 -99 [ ] Don't know

Comments:_____

Business profit:

G.17	In the last month, what was the total profit made by your firm? This is the difference between all revenue and all expenses (wages, raw material, taxes, rent…)	|__|__|__||__|__|__||__|__|__| CFAF **in the last month**
G.17.a	[*IF THE RESPONDENT DOES NOT WANT TO ANSWER A PRECISE NUMBER, ASK HIM TO CHOOSE FROM THIS LIST OF INTERVALS :*]	1. [ ] Zero 2. [ ] Less than CFAF 5,000 3. [ ] Between CFAF 5,001 and 10,000 4. [ ] Between CFAF 10,001 and 15,000 5. [ ] Between CFAF 15,001 and 20,000 6. [ ] Between CFAF 20,001 and 30,000 7. [ ] Between CFAF 30,001 and 50,000 8. [ ] Between CFAF 50,001 and 70,000 9. [ ] Between CFAF 70,001 and 100,000 10. [ ] Between CFAF 100,001 and 150,000 11. [ ] Between CFAF 150,001 and 250,000 12. [ ] Between CFAF 250,001 and 400,000 13. [ ] Between CFAF 400,001 and 600,000 14. [ ] Between CFAF 600,001 and 800,000 15. [ ] Between CFAF 800,001 and 1,000,000 16. [ ] Between CFAF 1,000,001 and 2,000,000 17. [ ] Between CFAF 2,000,001 and 5,000,000 18. [ ] Between CFAF5,000,001 and 10,000,000 19. [ ] Between CFAF10,000,001 and 15,000,000 20. [ ]Between CFAF15,000,001 and 20,000,000 21. [ ] Between CFAF20,000,001 and 40,000,000 22. [ ] Between CFAF40,000,001 and 60,000,000 23. [ ]Between CFAF60,000,001 and 100,000,000 24. [ ] More than CFAF 100,000,000 -99 [ ] Don't know
G.18	In the last 12 months, think about the worst month for your business. What was the profit made by your firm during this worst month?	|__|__|__||__|__|__||__|__|__| **CFAF worst month in the last 12 month**
G.19	Do you pay a rent for the main premises of your business?	1. [ ] Yes 2. [ ] No --------------->Skip to G.21
G.20	How much do you pay monthly for the main business premises?	|__|__|__||__|__|__||__|__|__| CFAF **per month** -------------->Skip to G.22
G.21	Imagine that you would have to pay a rent for your business premises. How much would you have to pay at market price?	|__|__|__||__|__|__||__|__|__| CFAF **per month**
G.22	Do you separate the business money from your personal money?	1. [ ] Yes 2. [ ] No
G.23	Do you ever save money without necessarily knowing what you will do with it, but to offset any unforeseen events? [*MONEY SAVED AT HOME OR SOMEWHERE ELSE*]	1. [ ] Yes 2. [ ] No -----> **Skip to G.25**
G.24	In general, how often do you save money? [*DURING THE LAST YEAR*]	1. [ ] More than once a week 2. [ ] Every week 3. [ ] At least once a month 4. [ ] Every 2-3 months

Comments:_____

		5. [ ] Every 6 months 6. [ ] Less regularly
	Can you tell me if you totally disagree, disagree, agree, or totally agree with the following statements:	
G.25	When I have cash in hand, my spouse or other family members always ask me for some of it.	1. [ ] Totally disagree 2. [ ] Disagree 3. [ ] Agree 4. [ ] Totally agree
G.26	When someone has a business that works well, she is very likely to receive additional requests from her family or relatives to help them one way or another.	1. [ ] Totally disagree 2. [ ] Disagree 3. [ ] Agree 4. [ ] Totally agree

H.　Business training

H.1	On top of the formal education that you may have received, have you ever attended to a training to improve your business management skills? *DO NOT INCLUDE APPRENTICESHIP*	1. [ ] Yes 2. [ ] No --------->**Skip to I**

Let's talk first about the last training you attended.

H.2	Who was organizing the training? *LAST TRAINING ATTENDED*	1. [ ] A program from a NGO 2. [ ] A private company (Afrique Conseil…) 3. [ ] An International institution (USAID, SNV…) 4. [ ] a "club service" (rotary, Jeune chambre…) 5. [ ] A government program (CCIB…) 6. [ ] the CGA ("*centres de gestions agréés*") 7. [ ] A technical SHS (As a special course and not in the context of a diploma) 8. [ ] A University (As a special course and not in the context of a diploma) 9. A microfinance institution 10.[ ] Other ------------> **Specify in H.2.a**
H.2.a	Specify	
H.3	When was the training?	1. [ ] Less than 6 month ago 2. [ ] Between 6 months and 1 year ago 3. [ ] Between 1 and 5 years ago 4. [ ] More than 5 years ago
H.4	Was the training organized in your premises or in another location?	1. [ ] In the business premises 2. [ ] In another location
H.5	What was the duration (in hours) of this training? **[IF > 1 DAY ADD UP HOURS OF ALL DAYS]**	|__|__|__| hours
H.6	What aspects of business management were covered by this training? **[READ THE OPTIONS]** **[MULTIPLE ANSWERS ARE POSSIBLES]**	1. [ ] Accounting 2. [ ] How to interact with customers and suppliers 3. [ ] Marketing and advertising 4. [ ] Human resources 5. [ ] Organization of the production 6. [ ] Communication and negotiation skills 7. [ ] Taxes 8. [ ] Stock management 9. [ ] Other ----------------> **Specify in H.6.a** -99 [ ] Don't know/ Don't remember
H.6.a	Specify	

11

Comments:_____

H.7	Following this training, have you implemented any significant change in the way you manage your business?	1. [ ] Yes 2. [ ] No --------------> **Skip to H.10**
H.8	What have you implemented?	_____
H.9	**Surveyor**: did the respondent mention any example of a significant change? [*DO NOT ASK THE QUESTION*]	1. [ ] Yes 2. [ ] No
H.10	Did you pay to attend this training?	1. [ ] Yes 2. [ ] No -99 [ ] Don't remember / don't know
H.11	Before this training, did you attend another business training?	1. [ ] Yes 2. [ ] No --------------> **Skip to I**
H.12	Who was organizing the training? *LAST BUT ONE TRAINING ATTENDED*	1. [ ] A program from a NGO 2. [ ] A private company (Afrique Conseil…) 3. [ ] An International institution (USAID, SNV…) 4. [ ] a "club service" (rotary, Jeune chambre…) 5. [ ] A government program (CCIB…) 6. [ ] the CGA ("*centres de gestions agréés*") 7. [ ] A technical SHS (As a special course and not in the context of a diploma) 8. [ ] A University (As a special course and not in the context of a diploma) 9. [ ] A microfinance institution 10. [ ] Other ------------> **Specify in H.12.a**
H.12.a	Specify	
H.13	When was the training?	1. [ ] Less than 6 month ago 2. [ ] Between 6 months and 1 year ago 3. [ ] Between 1 and 5 years ago 1. [ ] More than 5 years ago
H.14	Was the training organized in your premises or in another location?	1. [ ] In the business premises 1. [ ] In another location
H.15	What was the duration (in hours) of this training? [IF >1 DAY ADD UP HOURS OF ALL DAYS]	|__|__|__| hours
H.16	What aspects of business management were covered by this training? [READ THE OPTIONS] [MULTIPLE ANSWERS ARE POSSIBLE]	1. [ ] Accounting 2. [ ] How to interact with customers and suppliers 3. [ ] Marketing and advertising 4. [ ] Human resources 5. [ ] Organization of the production 6. [ ] Communication and negotiation skills 7. [ ] Taxes 8. [ ] Stock management 9. [ ] Other ----------------> **Specify in H.16.a** -99 [ ] Don't know/ Don't remember
H.16.a	Specify	
H.17	Following this training, have you implemented any significant change in the way you manage your business?	1. [ ] Yes 2. [ ] No --------------> **Skip to H.20**
H.18	What have you implemented?	_____

Comments:_____

H.19	**Surveyor**: did the respondent mention any example of a significant change? **[DO NOT ASK THE QUESTION]**	1. [ ] Yes 2. [ ] No
H.20	Did you pay to attend this training?	1. [ ] Yes 2. [ ] No -99 [ ] Don't know / don't remember

I. Taxes

In this section we will talk about taxes. All your answers are strictly confidential.

I.1	In the last 12 months, how many times did a tax inspector or tax agent from the city hall visited your company to ask you to pay taxes?	1. [ ] No visit in the last 6 months 2. [ ] Only once 3. [ ] Twice 4. [ ] From 3 to 5 times 5. [ ] More than 5 times -99 [ ] Don't know
I.2	In the last 12 months, did any tax agent ask you to make an unofficial payment?	1. [ ] Yes 2. [ ] No ------------> **Skip to I.4** -99. [ ] Don't know ------------> **Skip to I.4**
I.3	How much did you pay in total in the last 6 months?	|__|__|__|__|__|__| CFAF
I.4	In the last 12 months, did any tax official Exerted any pressure on you or made an indecent sexual proposition?	1. [ ] Yes 2. [ ] No -99. [ ] Don't know
I.5	In the last 12 months, did any tax official threaten you to close your business?	1. [ ] Yes 2. [ ] No -99. [ ] Don't know
I.6	Do you think that tax officials override their duty and ask you to pay too much tax?	1. [ ] Yes 2. [ ] No -99. [ ] Don't know
I.7	In the last 12 months, have you ever had any problem with a tax official?	1. [ ] Yes 2. [ ] No ---->**I.11**
I.8	When you had this problem, did you ask anyone for any help or any advice?	1. [ ] Yes 2. [ ] No (Issue solved by myself) ---> **I.10**
I.9	Who did you ask for help or advices? **[MULTIPLE ANWERS ARE POSSIBLE]**	1. □ Spouse 2. □ Another household member 3. □ Another relative (family, friend, coworker...) 4. □ A CGA advisor 5. □ Other Specify_____
I.10	Which of the following situation best fits the way the problem was solved? **[READ THE OPTIONS]**	1. [ ] The problem has not been solved yet 2. [ ] The compromise was fully satisfactory for me 3. [ ] The compromise was partially satisfactory for me 4. [ ] The decision was unsatisfactory
I.11	Imagine that in the future you experience a problem with a tax official. Would you ask anyone for some help or advices?	1. [ ] Yes 2. [ ] No ---> **I.13**
I.12	Who would you ask for help or advices? **[MULTIPLE ANWERS ARE POSSIBLE]**	1. □ Spouse 2. □ Another household member 3. □ Another relative (family, friend, coworker...)

Comments:_____

		4. □ A CGA advisor
		5. □ Other Specify_____
I.13	Since your business was created, have you ever paid any tax? **[CONSIDER ALL TYPES OF TAX INCLUDING TAXES FOR THE CITY HALL]**	1. [ ] Yes ---------> **Skip to I.15** 2. [ ] No -99. [ ] Don't know
I.14	Why did your business never pay any tax?	1. [ ] No tax official ever came to my business ---> **Skip to I.34** 2. [ ] The business was close on the day tax officials came ---> **Skip to I.34** 3. [ ] My business is too small --> **Skip to I.34** 4. [ ] I'm not making enough profit---> **Skip to I.34** 5. [ ] I have a tax exemption because I just become formal / I registered to the CGA ---> **Skip to I.34** 6. [ ] I refused to pay/ don't have enough money -----> **Skip to I.34** 7. [ ] Other : **Specify in I.14.a** -99. [ ] Don't know---> **Skip to I.34**
I.14.a	Specify	---> **Skip to I.34**
I.15	Did your business pay any tax in the last year (2005)?	1. [ ] Yes -------------> **Skip to I.17** 2. [ ] No
I.16	Why your business did not pay any tax in the last year?	1. [ ] No tax official came to my business ---> **Skip to I.34** 2. [ ] The business was close on the day tax officials came ---> **Skip to I.34** 3. [ ] My business is too small --> **Skip to I.34** 4. [ ] I'm not making enough profit---> **Skip to I.34** 5. [ ] I have a tax exemption because I just become formal / I registered to the CGA ---> **Skip to I.34** 6. [ ] I refused to pay/ don't have enough money -----> **Skip to I.34** 7. [ ] Other : ---> **specify in I.16.a** -99. [ ] Don't know---> **Skip to I.34**
I.16.a	Specify	---> **Skip to I.34**
I.17	Do you have the feeling that you paid more taxes than what you should have paid according to the law?	1. [ ] Yes 2. [ ] No -99. [ ] Don't know
I.18	Is your business paying the TPU?	1. [ ] Yes 2. [ ] No --------------> **Skip to I.20** 3. [ ] Don't know that tax ----> **Skip to I.20** -99. [ ] Don't know --------------> **Skip to I.20**
I.19	How much did your business pay for the TPU in the last year?	|__||__|__|__||__|__|__| CFAF
I.20	Have you ever heard of the TPS (*Taxe Professionnelle Synthétique*)?	1. [ ] Yes 2. [ ] No --------------> **Skip to I.22** -99. [ ] Don't know --------------> **Skip to I.22**

Comments:_____

I.21	Do you think that your business will have to pay the TPS for the current year?	1. [ ] Yes 2. [ ] No -99. [ ] Don't know
I.22	Is your business paying the patente? *(DIFFERENT FROM "PATENTE FORAINE")*	1. [ ] Yes 2. [ ] No --------------> **Skip to I.24** 3. [ ] Don't know that tax -----> **Skip to I.24** -99. [ ] Don't know --------------> **Skip to I.24**
I.23	How much did your business pay for the patente in the last year?	|__||__|__|__||__|__|__| CFAF
I.24	Is your business paying the patente foraine?	1. [ ] Yes 2. [ ] No --------------> **Skip to I.26** 3. [ ] Don't know that tax ----> **Skip to I.26** -99. [ ] Don't know --------------> **Skip to I.26**
I.25	How much did your business pay for the patente foraine in the last year?	|__||__|__|__||__|__|__| CFAF
I.26	Is your business paying the tax for public space usage? *THIS TAX IS PAID TO THE CITY HALL*	1. [ ] Yes 2. [ ] No --------------> **Skip to I.28** 3. [ ] Don't know that tax -----> **Skip to I.28** -99. [ ] Don't know --------------> **Skip to I.28**
I.27	How much did your business pay for the tax for public space usage in the last year?	|__|·|__|__|__|·|__|__|__| CFAF
I.28	Is your business paying the tax "forfait des revendeurs de tissus et divers (RTD) » ?	1. [ ] Yes 2. [ ] No --------------> **Skip to I.30** 3. [ ] Don't know that tax ---> **Skip to I.30** -99. [ ] Don't know --------------> **Skip to I.30**
I.29	How much did your business pay for "forfait des revendeurs de tissus et divers (RTD)" in the last year?	|__|·|__|__|__|·|__|__|__| CFAF
I.30	Is your business paying any other tax?	1. [ ] Yes 2. [ ] No --------------> **Skip to I.33** -99. [ ] Don't know --------------> **Skip to I.33**
I.31	What tax is it?	
I.32	How much did your business pay for this other tax in the last year?	|__|·|__|__|__|·|__|__|__|CFAF
I.33	How much tax did you pay in total during the last year (**2015**)? *[THIS AMOUNT MUST BE THE SAME AS THE TOTAL OF ALL TAXES]*	|__|·|__|__|__|·|__|__|__| CFAF
I.34	Do you think that you will have to pay any tax for the current year? *[IF DON'T KNOW ASK WHAT IS THE MORE LIKELY]*	1. [ ] Yes 2. [ ] No --->**Skip to J**
I.35	Which of the following propositions best describes your situation? *[READ THE OPTIONS]*	1. [ ] I can anticipate the period when the tax official will come to my business 2. [ ] I cannot anticipate the period when the tax official will come to my business
I.36	Which of the following propositions best describes your situation? *[READ THE OPTIONS]*	1. [ ] I can anticipate the amount of taxes I'll have to pay 2. [ ] I cannot anticipate the amount of taxes I'll have to pay

Comments:_____

J.   Business Situation

Now we are going to talk about formalization in general and about the situation of your company in particular.

J.1	Have you ever heard of the *Entreprenant* status?	1. [ ] Yes 2. [ ] No ------> **Skip to J.3**
J.2	How? ***RECORD THE FIRST ANSWER***	1. [ ] From a CGA advisor 2. [ ] From a family member 3. [ ] From another person (Neighbor, Other firm…) 4. [ ] On the radio or TV 5. [ ] In a newspaper 6. [ ] Other ----------------> **Specify in J.2.a**
J.2.a	Specify	
J2_2	Could you describe what is the Entreprenant status?	1. [ ] The respondent spoke about a new formal status for small businesses 2. [ ] The respondent spoke about something else -99 [ ] Don't know

J.3	Is your business registered in the chamber of commerce (or RCCM or "one-stop-shop" or "GUFE")?		1. [ ] Yes 2. [ ] No
J.4	What is the legal status of your business?	1. [ ] Informal/ no formal status -->**Skip to J.11** 2. [ ] Individual enterprise 3. [ ] Limited liability company (SARL) 4. [ ] Entreprenant status 5. [ ] Anonymous company 6. [ ] "Société civile immobilière" 7. [ ] "Société unipersonnelle à responsabilité limitée" 8. [ ] "Groupement d'intérêt économique" 9. [ ] "Société en Nom Collectif (SNC) » 10.[ ] "Société en Commandite Simple (SCS)" 11.[ ] "Société en participation" 12.[ ] "Société de fait" 13.[ ] Other statut formel---> **Specify in J.4.a** -99 [ ] Don't know	
J.4.a	Other specify		
J.5	Can you show me your registry certificate from the chamber of commerce or the card showing your formal status?	1. [ ] Yes 2. [ ] No	
J.6	Is the name recorded on the document or card is the same as the name recorded on the firm identification form? **[SHOW THE IDENTIFICATION FORM]**	1. [ ] Yes ------> **Skip to J.8** 2. [ ] No	
J.7	What last name and first name(s) are recorded on the document or card? ***COPY DIRECTLY FROM THE CARD IF AVAILABLE***	_____	
J.8	When did your business become formal (month and year)? **[IF NECESSARY APPROXIMATE]**	|__|__| / |__|__|__|__| (month/year)	
J.9	How many days did it take for your business to become formal from the day you submitted your application until the day you get the card?	|__|__|__| days	
J.10	How much did you have to pay to get your formal status/card?	|__|·|__|__|__|·|__|__|__|CFAF	

Comments:_____

J.11	Does the firm owner have a "trader card" for this company?	1. [ ] Yes 2. [ ] No --------------> **Skip to J.13** -99. [ ] Don't know -------------->**Skip to J.13**
J.12	Can you show me the "trader card" of this company?	1. [ ] Yes 2. [ ] No
J.13	Does the firm owner have a "craftsman card" for this company?	1. [ ] Yes 2. [ ] No --------------> **Skip to J.15** -99. [ ] Don't know -------------->**Skip to J.15**
J.14	Can you show me the "craftsman card" of this company?	1. [ ] Yes 2. [ ] No
J.15	Does the firm owner have an importation card for this company?	1. [ ] Yes 2. [ ] No
J.16	Does the firm owner have a "temporary trader card" for this company?	1. [ ] Yes 2. [ ] No --------------> **Skip to J.18** -99. [ ] Don't know --------------> **Skip to J.18**
J.17	Can you show me the "temporary trader card" of this company?	1. [ ] Yes 2. [ ] No
J.18	Do you have an IFU number (Unique Fiscal Identifier)? *[ALL BUSINESS PAYING TAX SHOULD HAVE ONE]*	1. [ ] Yes 2. [ ] No -----------> **Skip to J.20** -99. [ ] Don't know --------------> **Skip to J.20**
J.19	Can you give me your IFU number? *[ASK TO SEE ANY DOCUMENT FROM THE TAX AUTHORITY] [RECORD 9999999999999 IF DON'T KNOW AND 7777777777777 IF DON'T WANT TO ANSWER]*	|__|__|__|__|__|__|__|__|__|__|__|__|

J.20	Could you cite all the things you consider as a <u>benefit or advantage</u> of becoming formal? (by registering at the chamber of commerce (or GUFE)) *[DO NOT READ THE ANSWERS] [MULTIPLE ANSWERS ARE POSSIBLES]*	1. □ Being able to open a bank account. 2. □ it is easier to get a loan from a commercial bank 3. □ To conform with the law 4. □ Being able to answer to call for proposals from the public sector. 5. □ Being able to export or import goods 6. □ being able to sell to big companies 7. □ less chances to be fined. 8. □ Less chances to be asked for informal payments. 9. □ Better reputation for the business 10. □ the company will be more accepted socially 11. □ Being able to benefit from government program 12. □ Being able to make partnership with international NGO 13. □ Being more visible, at a large scale, without being afraid 14. □ You can use court and the legal system to enforce contracts 15. □ It is possible to do some advertising without attracting government's attention 16. □ Being able to benefit from **CGA** trainings 17. □ Being able to benefit from **CGA** support and advises. 18. □ Being able to benefit from **CGA** protection in case of problem with the tax authority 19. □ Other --------------> **Specify inJ.20.a** **OR** 20.□ Thinks that there is no benefit or advantage -99. □ Don't know

Comments:_____

J.20.a	Specify	
J.21	Could you cite all the things you consider as a <u>cost or inconvenient</u> of becoming formal? (by registering at the chamber of commerce (or GUFE)) **[DO NOT READ THE ANSWERS]** **[MULTIPLE ANSWERS ARE POSSIBLES]**	1. □ High registration costs 2. □ The registration takes too much time 3. □ The registration process is too complicated 4. □ You have to pay tax 5. □ It increases the amount of tax to pay 6. □ You have to pay a fee to the chamber of commerce. 7. □ It increases the risks of visit from labor or hygiene inspectors. 8. □ It require more paper work/you have to do accounting 9. □ It forces you to be confronted with corruption 10.□ Other -------------> **Specify inJ.21.a** **OR** 11.□ Thinks that there is no cost or inconvenient
J.21.a	Specify	
	SKIP : is the business formal?	1. [ ] Yes formal business 2. [ ] No, informal business-------------->**Skip to J.23**
J.22	What are the 2 main reasons that convinced you to become formal? **[02 RESPONSES MAXIMUM]**	1. □ Being able to open a bank account. ---> **J.24** 2. □ it is easier to get a loan from a commercial bank---> **J.24** 3. □ To conform with the law---> **J.24** 4. □ Being able to answer to call for proposals from the public sector---> **J.24** 5. □ Being able to export or import goods---> **J.24** 6. □ being able to sell to big companies ---> **J.24** 7. □ less chances to be fined. ---> **J.24** 8. □ Less chances to be asked for informal payments. ---> **J.24** 9. □ Better reputation for the business---> **J.24** 10. □ the company will be more accepted socially---> **J.24** 11. □ Being able to benefit from government program---> **J.24** 12. □ Being able to make partnership with international NGO---> **J.24** 13. □ Being more visible, at a large scale, without being afraid---> **J.24** 14. □ You can use court and the legal system to enforce contracts---> **J.24** 15. □ It is possible to do advertising without attracting government's attention---> **J.24** 16. □ Being able to benefit from **CGA** trainings---> **J.24** 17. □ Being able to benefit from **CGA** support and advises. ---> **J.24** 18. □ Being able to benefit from **CGA** protection in case of problem with the tax authority ---> **J.24** 19. □ Other -------------> **Specify in J.22.a**
J.22.a	Specify	---> **J.24**
J.23	Quelles sont les deux raisons principales pour lesquelles votre entreprise est informelle ? **[02 REPONSES MAXIMUM]**	1. □ I'm going to become formal soon 2. □ High registration costs 3. □ The registration takes too much time 4. □ The registration process is too complicated 5. □ You have to pay tax 6. □ It increases the amount of tax to pay 7. □ You have to pay a fee to the chamber of commerce. 8. □ It increases the risks of visit from labor or hygiene inspectors. 9. □ It require more paper work/you have to do accounting 10. □ It forces you to be confronted with corruption 11. □ Other -------------> **Specify inJ.23.a**
J.23.a	Specify	

Comments:_____

J.24	How many times was your business inspected by a work inspector or a hygiene inspector?	|__|__| visits
J.25	Are you or your business member of an association or group of person doing the same type of activity?	1. [ ] Yes 2. [ ] No

K.   Firm characteristics and practices

We are going to talk about the marketing techniques used by your business

K.1	In average, how many different customers do you have during a usual week? *APPROXIMATE IF NECESSARY*	|__|__|__| different customers per week in average
K.2	In the **last 3 months**, did you attract any new regular customer? *WHO WAS NOT ALREADY A CUSTOMER*	1. [ ] Yes 2. [ ] No -99 [ ] Don't know
K.3	In the **last 3 months**, did you sell goods or services to a public administration?	1. [ ] Yes 2. [ ] No -99 [ ] Don't know
K.4	In the **last 3 months**, did you sell goods or services to a large company with more than 50 employees?	1. [ ] Yes 2. [ ] No -99 [ ] Don't know
K.5	In the **last month**, did any of your customers ask for a receipt or invoice after buying something from your business?	1. [ ] Yes 2. [ ] No -99. [ ] Don't know

	In the following list of actions, which one have you done in the **last 3 months**?	
K.6	Visiting a competitor to see the prices it practices?	1. [ ] Yes 2. [ ] No -88 [ ] There is no competitor -99 [ ] Don't know
K.7	Visiting a competitor to see the product it sells?	1. [ ] Yes 2. [ ] No -88 [ ] There is no competitor -99 [ ] Don't know
K.8	Ask your customers if there are other goods or services that they would like you to sell or to produce?	1. [ ] Yes 2. [ ] No -99 [ ] Don't know
K.9	Ask a former customer why she stopped to buy from your business?	1. [ ] Yes 2. [ ] No -88 [ ] No former customers -99 [ ] Don't know
K.10	Ask a supplier what are the goods or services that the market wants in your sector of activity?	1. [ ] Yes 2. [ ] No -88 [ ] No supplier -99 [ ] Don't know
K.11	Make a special offer to attract a customer?	1. [ ] Yes 2. [ ] No -99 [ ] Don't know
K.12	In the last 6 months, have you done any type of advertising for your business?	1. [ ] Yes 2. [ ] No

19

Comments:_____

K.13	In the last <u>12 months</u>, have you introduced any new product or service that is now sold by your business?	1. [ ] Yes 2. [ ] No -------------> **Skip to K.15**
K.14	What is this new product or service?	_____
K.15	To what extend would you say that you are willing to take risks for your business? *[READ THE OPTIONS]*	1. [ ] I'm willing to take lot of risks 2. [ ] I'm willing to take moderate risks 3. [ ] I'm willing to take only a small amount of risks 4. [ ] I'm not willing to take any risk
K.15.2	Usually, when you are not available for a short period of time like if you are sick or traveling, is your business operating normally as if you were present?	1. [ ] Yes 2. [ ] No

Now we are going to talk about how your business manages its purchases and its stock.

K.16	In the <u>last 3 months</u>, have you tried to negotiate smaller prices with a supplier?	1. [ ] Yes 2. [ ] No -88 [ ] No supplier
K.17	In the <u>last 3 months</u>, have you ever compared the quality or prices offered by one of your suppliers with those of another similar supplier?	1. [ ] Yes 2. [ ] No -88 [ ] No supplier
K.18	In general, does your business have stocks of goods to sale or raw materials?	1. [ ] Yes 2. [ ] No -------------> **Skip to K.27**
K.19	Do you ever run out of goods or row materials so you are not able to sell or to work during more than a day?	1. [ ] Never, always have enough stocks → **K.22** 2. [ ] Rarely, once every 6 months 3. [ ] Every 3 months 4. [ ] Monthly or more frequently
K.20	In the last month, have you ever missed a sale because the product that the customer wanted was out of stock?	1. [ ] Yes 2. [ ] No
K.21	In general, how much time do you need to get goods or raw materials when you are out of stocks?	1. [ ] One day or less 2. [ ] More than one day but less than a week 3. [ ] One week. 4. [ ] Between one week and one month. 5. [ ] One month or more.
K.22	*Is the business selling retail goods?*	1. [ ] Yes 2. [ ] No -------------> **Skip to K.27**
K.23	Do you have a system to know how much goods you have in stock? **[WRITTEN OR NOT]**	1. [ ] Yes 2. [ ] No -------------> **Skip to K.25**
K.24	Is this system written?	1. [ ] Yes 2. [ ] No
K.25	How often to you check the level of your stocks?	1. [ ] Every day 2. [ ] Every week 3. [ ] Every month 4. [ ] Less than once a month 5. [ ] Never check stock level
K.26	Do you know at what unit price you are buying your main goods?	1. [ ] Yes 2. [ ] No

We are now going to speak about how you are recording information about your business.

K.27	Do you ever sell goods or services on credit?	1. [ ] Yes 2. [ ] No --> **Skip to K.29**

Comments:_____

K.28	Do you have a register or a book in which you record how much each client owe you?	1. [ ] Yes 2. [ ] No
K.29	Do you ever purchase goods or services to a supplier on credit?	1. [ ] Yes 2. [ ] No
K.30	Do you keep any type of written register for your business?	1. [ ] Yes 2. [ ] No ------> **Skip to L**
K.31	Do you record all purchases and/or sales made by your business?	1. [ ] Yes 2. [ ] No
K.32	Do you use your registers to know if for some products your sales are increasing or decreasing from one month to another?	1. [ ] Yes 2. [ ] No
K.33	Would it be possible for you to use your registers to know at any time how much money your business has?	1. [ ] Yes 2. [ ] No
K.34	Do you know the good or service for which your business make the highest profit per unit sold?	1. [ ] Yes 2. [ ] No
K.35	Do you have a budget on which is recorded the amount to be paid monthly for costs such as office rent, electricity, transportation costs or advertising?	1. [ ] Yes 2. [ ] No
K.36	Imagine that you wanted to apply to a loan from a commercial bank. Would your registers or accounting books allow you to show to the bank that you have enough money to reimburse the loan?	1. [ ] Yes 2. [ ] No -99 [ ] Don't know
K.37	Do you ever gather all your books and/or employees in order to think about the performances of your businesses and what could be improved?	1. [ ] Never 2. [ ] Once a year or less frequently 3. [ ] 2 or 3 times a year 4. [ ] Every month or more often
K.38	Do you set targets for your business in terms of sales or revenues?	1. [ ] Yes 2. [ ] No --------------> **Skip to K.40**
K.39	How often do you compare your sales target with the actual performance of your business?	1. [ ] Never or don't compare 2. [ ] Once a year or less frequently 3. [ ] 2 or 3 time a year 4. [ ] Every month or more often
K.40	Do you have a budget in which you record your costs during the following year? (Salaries, rent, electricity, raw materials…)	1. [ ] Yes 2. [ ] No
K.41	In the following list of documents, which one do you prepare at least once a year? *[READ THE OPTIONS] [MULTIPLE ANSWERS ARE POSSIBLES]*	1. [ ] Profit and loss account 2. [ ] Cash flow statement 3. [ ] Balance sheet 4. [ ] Cash book balance **OR** 5. [ ] Do not prepare any of these documents

L.   Cantril ladder

[SHOW THE LADDER TO THE RESPONDENT]

	Imagine for a minute that you are living the best life you can possibly imagine. Now imagine that your life is the worst it could possibly be. Imagine a ladder with 10 steps. Suppose we say that the top of the ladder (step 10) represents the best possible life for you and the bottom (step 0) represents the worst possible life for you. Which step on the ladder best represents where you personally stand at the present time?										
L1	0 [ ]	1 [ ]	2 [ ]	3 [ ]	4 [ ]	5 [ ]	6 [ ]	7 [ ]	8 [ ]	9 [ ]	10 [ ]

Comments:_____

	Worst possible situation										Best possible situation

	Think about your life **five years from today**. Which step best represents where you personally will be on the ladder five years from now?										
L2	0 [ ]	1 [ ]	2 [ ]	3 [ ]	4 [ ]	5 [ ]	6 [ ]	7 [ ]	8 [ ]	9 [ ]	10 [ ]
	Worst possible situation										Best possible situation

M.   Household of the business owner

Now we are going to talk about the relationship between your household and your business.

Can you please give me the composition of your household, and the number of people that financially rely on you in your household?

[HOUSEHOLD: HOUSEHOLD MEMBERS LIVE WITH THE RESPONDENT AND REGULARLY SHARE MEALS WITH HIM]

[A MEMBER IS FINANCIALLY DEPENDENT IF THE RESPONDENT IS PAYING FOR THE MAJORITY OF HER EXPENSES]

	Number of person in respondent's household [DO NOT INCLUDE THE RESPONDENT]	A. Nombre de membre du ménage **(hors répondant)**	B. Dont nombre dépendant financièrement de vous ?
M.1	Adults between 18 and 60 years old **[DO NOT COUNT THE REPONDANT]**	|__|__|	Including |__|__|
M.2	Adults more than 60 years old	|__|__|	Including |__|__|
M.3	Children between 5 and 17 years old	|__|__|	Including |__|__|
M.4	Children younger than 5 years old	|__|__|	Including |__|__|

M.5	What is your family situation?	1. [ ] Single / never married ➔ **M.14** 2. [ ] married (civil, religious or traditional) 3. [ ] Living with partner ➔ **M.9** 4. [ ] Widow➔**M.14** 5. [ ] Divorced / Separated ➔ **M.14**
M.6	Did you get married in the last two years?	1. [ ] Yes 2. [ ] No
M.7	**For men:** How many wives do you have? *[only if D.8=1]*	|__|__|
M.8	**For women:** how many wives does your husband have including you? *[only if D.8=2]*	|__|__|
M.9	Is your partner living with you in general? **[IF MORE THAN ONE PARTNER, AT LEAST ONE]**	1. [ ] Yes 2. [ ] No
M.10	What is your partner's current activity? *[READ THE OPTIONS]* *[IF MULTIPLE WIFE CONSIDER THE CLOSER WIFE ACCORDING TO THE RESPONDENT]*	1. [ ] He/she is working as a business owner (self-employment) or for someone else (private sector, public sector, NGO…) (Include all types of **paid work**) 2. [ ] he/she is helping in a family business and he/she is **not paid** ➔M.14 3. [ ] He/she take care of my family (spouse, child, parents…) or household chores (housewife)➔M.14 4. [ ] He/she is unemployed ➔M.14
M.11	For what type of organization is he/she working? *[READ THE OPTIONS]*	1. [ ] he/she manages a micro business (< 5 employees) 2. [ ] he/she manages a bigger company (>= 5 employees) 3. [ ] Employee in a micro business (less than 5 employees) 4. [ ] Employee in a bigger business (more than 5 employees)

Comments:_____

	[IF MULTIPLE WIVES CONSIDER THE CLOSER WIFE ACCORDING TO THE RESPONDENT]	5. [ ] Public sector employee (public administration, city office…) 6. [ ] Employee in a NGO or association 7. [ ] Other specify
M.11.a	Specify	
M.12	Overall in 2015, who make most money between you and your partner? *[IF MULTIPLE WIVES CONSIDER THE CLOSER WIFE ACCORDING TO THE RESPONDENT]*	1. [ ] Myself 2. [ ] My partner / spouse 3. [ ] We earned the same amount of money -99. [ ] Don't know
M.13	In the last 2 years, would you say that the income of your partner increased, stayed stable or decreased? *[IF MULTIPLE WIVES CONSIDER THE CLOSER WIFE ACCORDING TO THE RESPONDENT]*	1. [Increased 2. [ ] Stayed stable 3. [ ] Decreased -99 [ ] Don't know
M.14	Do you have any child?	1. [ ] Yes 2. [ ] No ---------> **Skip to M.17**
M.15	How many children do you have?	|__|__|
M.16	Do you have any child younger than 2 years old?	1. [ ] Yes 2. [ ] No
M.17	Do you have any brother and sister?	1. [ ] Yes 2. [ ] No ------>**Skip to M.21**
M.18	How many brothers and sisters do you have?	|__|__|
M.19	Among all your brothers and sisters how many manage (own) a business?	|__|__|
M.20	What is your birth rank among your brothers and sisters? *[RECORD 1 IF FIRST BORN]*	|__|__|
M.21	Is your father still alive?	1. [ ] Yes 2. [ ] No 3. [ ] Unknown father / don't know ---> **M.27**
M.22	What is the highest level of education attained by your father?	1. [ ] Never went to school 2. [ ] Primary school level(classes: CI to CM2) 3. [ ] Junior High school before BEPC (classes: 6 to 3) 4. [ ] Junior High school after BEPC (2nd to Terminale), or «CAP» 5. [ ] Higher level (après le Bac ou DTI, Université) -99. [ ] Don't know
M.23	Was your father polygamous?	1. [ ] Yes 2. [ ] No
M.24	What was your father's main activity? **[IF RESPONDENT'S ANSWER IS NOT AMONG THE FIRST 6 OPTIONS, ASK IF HIS JOB WAS IN THE PUBLIC OR PRIVATE SECTOR AND IF HE WAS AN ENTREPRENEUR AND SPECIFY IN M.24.a.]**	1. [ ] Craftsman 2. [ ] trader / retailer 3. [ ] Farmer 4. [ ] Teacher 5. [ ] Nurse/doctor 6. [ ] Housewife 7. [ ] Public servant -------> **Specify in M.24.a** 8. [ ] Employed in private sector----> **Specify in M.24.a** 9. [ ] business owner -> **Specify in M.24.a**
M.24.a	Specify	
M.25	Does your father owned or did own a business?	1. [ ] Yes 2. [ ] No ---> **Skip to M.27**

Comments:_____

M.26	In what sector of activity was this business?	1. [ ] Trade (private) 2. [ ] Craft 3. [ ] Industry and manufacture 4. [ ] Services 5. [ ] Construction 6. [ ] farming/livestock/ fishery 7. [ ] Other -------> **Specify in M.26.a**	
M.26.a	Specify		
M.27	Is your mother still alive?	4. [ ] Yes 5. [ ] No 1. [ ] Unknown mother / don't know ---> **M.27**	
M.28	What is the highest level of education attained by your mother?	6. [ ] Never went to school 7. [ ] Primary school level(classes: CI to CM2) 8. [ ] Junior High school before BEPC (classes: 6 to 3) 9. [ ] Junior High school after BEPC (2nd to Terminale), or «CAP» 10.[ ] Higher level (après le Bac ou DTI, Université) -99. [ ] Don't know	
M.29	What was your mother's main activity? **[IF RESPONDENT'S ANSWER IS NOT AMONG THE FIRST 6 OPTIONS, ASK IF HER JOB WAS IN THE PUBLIC OR PRIVATE SECTOR AND IF SHE WAS AN ENTREPRENEUR AND SPECIFY IN M.29.a.]**	1. [ ] Craftsman 2. [ ] trader / retailer 3. [ ] Farmer 4. [ ] Teacher 5. [ ] Nurse/doctor 6. [ ] Housewife 7. [ ] Public servant -------> **Specify in M.24.a** 8. [ ] Employed in private sector -------> **Specify in M.24.a** 9. [ ] business owner --> **Specify in M.24.a**	
M.29.a	Specify		
M.30	Does your mother owned or did own a business?	1. [ ] Yes 2. [ ] No ---> **Skip to M.32**	
M.31	In what sector of activity was this business?	1. [ ] Trade (private) 2. [ ] Craft 3. [ ] Industry and manufacture 4. [ ] Services 5. [ ] Construction 6. [ ] farming/livestock/ fishery 7. [ ] Other -------> **Specify in M.31.a**	
M.31.a	Specify		
M.32	When you were 8 to 18 years old, in which household did you spend most of your time?	1. [ ] Father/mother 2. [ ] Uncle 3. [ ] Aunt 4. [ ] Brother 5. [ ] Sister 6. [ ] Cousin 7. [ ] Grandparents 8. [ ] Other -------> **Specify in M.32.a**	
M.32.a	Specify		
M.33	When you will be retired, or if one day you are not able to work anymore, do you think that your business will continue to operate?	1. [ ] Yes 2. [ ] No --------> **Skip to M.36**	

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Comments:_____

M.34	Do you already know who will be managing your business?	1. [ ] Yes 2. [ ] No --------> **Skip to M.36**
M.35	Who will be chosen?	1. [ ] child 2. [ ] spouse 3. [ ] brother 4. [ ] Sister 5. [ ] Cousin 6. [ ] employee 7. [ ] Apprentice 8. [ ] Other **-> Specify in M.35.a** - 99. [ ] Don't know
M.35.a	Specify	

	SKIP :Do not ask if M1a = 0 and M2a=0 (No other Adult in the household) → Skip to M.53	
M.36	Are you the head of your household?	1. [ ] Yes **→ Skip to M.38** 2. [ ] No
M.37	What is your relationship with the household head? **[READ THE ANSWERS]**	1. [ ] Spouse of the HH head 2. [ ] father/mother of the HH head 3. [ ] father in law/mother in law 4. [ ] Son/daughter 5. [ ] In law 6. [ ] brother/sister 7. [ ] brother in law/sister in law 8. [ ] Cousin 9. [ ] Nephew /niece 10.[ ] great son/great daughter 11.[ ] Other **→ Specify in M.37.a**
M.37.a	specify	
M.38	In addition to you, is there any other household member who manages (own) a business? **[DO NOT COUNT RESPONDENT'S BUSINESS]**	1. [ ] Yes 2. [ ] No **→ Skip to M.41**
M.39	How many (other) businesses are managed by a member of your household? **[DO NOT COUNT RESPONDENT'S BUSINESS]**	|__|__|
M.40	Overall, among all the businesses managed by a member of your household, is your business the one making the biggest profit?	1. [ ] Yes 2. [ ] No -99 [ ] don't know

	Overall in 2015, can you tell me who contributed to each the following types of expense? And what share of the total?	*If no expense in 2015*	yourself	Your partner	Other household members	Persons not in your household
M.41	Food expenses		|__|__|__|%	|__|__|__|%	|__|__|__|%	|__|__|__|%
M.42	Share (%) of total expenses :					
M.43	Heath expenses for household members	-88 ☐	|__|__|__|%	|__|__|__|%	|__|__|__|%	|__|__|__|%
M.44	Share (%) of total expenses :					
M.45	Housing expense (rent, electricity, water)	-88 ☐	|__|__|__|%	|__|__|__|%	|__|__|__|%	|__|__|__|%
M.46	Share (%) of total expenses :					
M.47	Educational expenses for household children	-88 ☐	|__|__|__|%	|__|__|__|%	|__|__|__|%	|__|__|__|%
M.48	Share (%) of total expenses :					

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Comments:_____

M.49	Personal expenses of the respondent (clothes, jewelry, shoes…) *[DO NOT INCLUDE GIFTS]*	-88 ☐	|__|__|__|%	|__|__|__|%	|__|__|__|%	|__|__|__|%
M.50	Share (%) of total expenses :					
M.51	Personal expenses of respondent's partner (clothes, jewelry, shoes…) *[DO NOT INCLUDE GIFTS]*	-88 ☐	|__|__|__|%	|__|__|__|%	|__|__|__|%	|__|__|__|%
M.52	Share (%) of total expenses :					

	I'm going to read you a list of events. Can you let me know which one happened in your household in the last 2 years (since 2014)? *[EVEN IF THE HOUSEHOLD MEMBER LEFT THE HOUSEHOLD AFTERWARD]*	
M.53	A household member migrated to another country?	1. [ ] Yes 2. [ ] No
M.54	A household member lost her job?	1. [ ] Yes 2. [ ] No
M.55	A household member was seriously sick?	1. [ ] Yes 2. [ ] No
M.56	A household member died?	1. [ ] Yes 2. [ ] No
M.57	A disaster such as a fire or a flood seriously damaged the household house?	1. [ ] Yes 2. [ ] No
M.58	An important household asset (vehicle, fridge…) was destruct, which implied important replacement or reparation cost for the household?	1. [ ] Yes 2. [ ] No

I'm going to ask you some questions about some members of your household

M.59	Do you have any close relative who lives less than 15 minutes from where you live and that you are seeing regularly? (or less than CFAF 100 in moto taxi)	1. [ ] Yes 2. [ ] No

M.60	Do you regularly give money to someone outside your household? *[DO NOT COUNT CEREMONY, WEDDINGS, HORS CEREMONIES, MARIAGES, FUNERALS AND GIFTS TO ASSOCIATIONS OR CHURCH/MOSQUE]*	1. [ ] Yes 2. [ ] No →**M.63**
M.61	To whom do you give money? *[OUTSIDE THE HOUSEHOLD]* *MULTIPLE ANWERS ARE POSSIBLE]*	1. ☐ Parents (outside household) 2. ☐ parents in law (outside household) 3. ☐ brothers or sisters (outside household) 4. ☐ children (outside household) 5. ☐ Nephew, niece (outside household) 6. ☐ Others family members (outside household) 7. ☐ Friends, coworkers … 8. ☐ Other specify : → **Specify in M.61.a**
M.61.a	Specify	
M.62	In total, how much did you give last month? *[OUTSIDE THE HOUSEHOLD]*	|__|·|__|__|__|·|__|__|__| CFAF
M.63	Do you regularly receive money to someone outside your household? *[DO NOT COUNT CEREMONY, WEDDINGS, HORS CEREMONIES, MARIAGES, FUNERALS AND GIFTS TO ASSOCIATIONS OR*	1. [ ] Yes 2. [ ] No →**N**

Comments:_____

	CHURCH/MOSQUE]	
M.64	From whom do you receive money? *[OUTSIDE THE HOUSEHOLD] MULTIPLE ANWERS ARE POSSIBLE]*	1. □ Parents (Hors ménage) 2. □ Beaux-parents (Hors ménage) 3. □ Frères ou sœurs (Hors ménage) 4. □ Enfants (Hors ménage) 5. □ Neveux, nièces (Hors ménage) 6. □ Others personnes de la famille (Hors ménage) 7. □ Amis, collègues … 8. □ Other specify :
M.64.a	Specify	
M.65	In total, how much did you receive last month? *[OUTSIDE THE HOUSEHOLD]*	|__|·|__|__|__|·|__|__|__|__| CFAF

N.   Gifts to thanks the respondent

[Things to detail to the respondent] :
- **We want to thank you for your collaboration during the last few years.**
- **However, we don't have enough resources to give a good present to all the firms which participated in this survey (3,600).**
- **So we decided to organize a lottery with important prizes so we can thank every firm with a chance to win and at least some firms receive an important gift.**
- **All respondent who agreed to answer completely to the survey receive a lottery ticket.**
- **There are 3 types of prizes to win: two types of medium prize worth FCFA 40,000 and the jackpot, a motorbike worth FCFA 400,000.**
- **There are 1 jackpot and 50 medium prizes.**
- **Note that the total number of participant to the survey (around 3600) is not very high and so chances of winning are sizable.**
- **The random draw will be conducted by a child or a student in front of a bailiff.**

	Is the respondent okay to participate to the lottery?	1. [ ] Yes 2. [ ] No →O
N.0	If you are randomly selected, we will call you to let you know and give you your prize. What phone number should we use to reach you ?	|__|__|__|__|__|__|__|
	SKIP: IF NO SPOUSE OR PARTNER (M5 Dif 2 and 3)	
	Give the lottery ticket to the respondent and ------> Skip to O	

- **We leave you some choices on how you would receive your prize if you win.**
- **BE CAREFUL: your answers are important because i twill determine how you will receive your prizes if you are randomly selected. It will not be possible to change your answers later if you win.**

Prize N°1 :
The first type of prize is FCFA 40,000 in cash. The winners will be randomly selected and the FCFA 40,000 will be given
Le premier type de lot est un montant de <u>40 000 CFAF EN LIQUIDE</u>. Les gagnants sont tirés au sort, et les 40 000 CFAF en liquide leur sont remis <u>in front of their spouse / partner.</u>

Comments:_____

N.1	If you are randomly selected, would you prefer to receive the money in front of your spouse or partner or would you prefer to receive it anonymously?	1. [ ] F40,000 in front of my spouse/partner → **Skip to N.6** 2. [ ] F40,000 alone and anonymously

BE CAREFUL, remember that your answers are important since all your choices will be implemented if you are randomly selected and win the lottery.

The lottery is organized such that winners will receive their prize in front of their spouse or partner. If you win, would you like to receive slightly less money if you can receive it anonymously (ie. secretly without your spouse been informed) instead or receiving it in front of your spouse?

N.2	For example, would you like to receive F 38,000 anonymously instead of F 40,000 in front of your spouse/partner?	1. [ ] F 40,000 in front of my spouse/partner → **N.6** 2. [ ] F 38,000 alone and anonymously
N.3	Also, would you like to receive F 35,000 anonymously instead of F 40,000 in front of your spouse/partner?	1. [ ] F 40,000 in front of my spouse/partner → **N.6** 2. [ ] F 35,000 alone and anonymously
N.4	Would you like to receive F30,000 anonymously instead of F40,000 in front of your spouse/partner?	1. [ ] F 40,000 in front of my spouse/partner → **N.6** 2. [ ] F 30,000 alone and anonymously
N.5	Finally, would you like to receive F 20,000 anonymously instead of F40,000 in front of your spouse/partner?	1. [ ] F 40,000 in front of my spouse/partner 2. [ ] F 20,000 alone and anonymously

Prize N°2 :

Now I'm going to present you the type 2 prizes. These prize are independent from the previous type 1 prizes. The amount is also <u>FCFA 40,000 in cash</u>, and the winners are also randomly selected. However, the CFAF 40,000 in cash are split between the respondent and his/her spouses/partners. So if you win this prize, the F 40,000 will be spited in F 20,000 for yourself and F 20,000 for your spouse/partner. The money will be handed to each spouse/partner.

N.6	If you win, would you prefer to receive all the F 40,000 alone (and 0 for your spouse/partner)?	1. [ ] No, F 20,000 for each spouse is okay for me → **N.11** 2. [ ] I would prefer F 40,000 only for me

BE CAREFUL, remember that your answers are important since all your choices will be implemented if you are randomly selected and win the lottery.

This lottery is organized such that the F 40,000 prize will be split between the spouses or partners.

If you win, would you like to receive slightly less money if you can receive all the money (ie. without sharing with your spouse /partner) instead of sharing the prize with your spouse/partner?

N.7	For example, would you prefer to receive F 38,000 yourself instead of F 40,000 split between you and your spouse/partner?	1. [ ] 40,000 divided in 20 000 and 20000→ **N.11** 2. [ ] 38 000F only for me
N.8	Also, would you prefer to receive F 35,000 yourself instead of F 40,000 split between you and your spouse/partner?	1. [ ] 40,000 divided in 20 000 and 20000→ **N.11** 2. [ ] 35 000F only for me

Comments:_____

N.9	Would you prefer to receive F 30,000 yourself instead of F 40,000 split between you and your spouse/partner?	1. [ ] 40,000 divided in 20 000 and 20000➔ **N.11** 2. [ ] 30 000F only for me
N.10	Finally, would you prefer to receive F 22,000 yourself instead of F 40,000 split between you and your spouse/partner?	1. [ ] 40,000 divided in 20 000 and 20000 2. [ ] 22 000F only for me ➔ **give the lottery ticket to the respondent**

N.11	What are the first and last names of your partner/spouse?	
N.12	What is her/his phone number?	|__|__|__|__|__|__|__|__|

➔ **Give the lottery ticket to the respondent**

O.   Surveyor observations about the business

[Surveyor: for this section, YOU DO NOT ASK ANY QUESTION TO THE RESPONDENT, Only look at business premises]

O.0	Does the business have any sign visible from the outside indicating the name or the type of business?	1. [ ] Yes 2. [ ] No ----------> **Skip to O.2**
O.1	Is this sign looking rather new and in good shape or old and in bad shape?	1. [ ] Plutôt récente and/ou en bon état 2. [ ] Plutôt vieille and/ou abimée
O.2	How many owners, employees or apprentices in total are present in the business at the time of the survey? *[INCLUDING THE RESPONDENT]*	|__|__| (minimum 1 since it includes the respondent)
O.3	Overall, would you say that the business premises are well organized?	1. [ ] Yes 2. [ ] No
O.4	Overall, would you say that the business premises are clean and in good shape?	1. [ ] Yes 2. [ ] No
O.5	Are there any posters or sign advertising particular products or services?	1. [ ] Yes 2. [ ] No
O.6	Is this business doing any retail sales? (trader)	1. [ ] Yes 2. [ ] No -----------------> **Skip to P.0**
O.7	Can you see the prices of most products?	1. [ ] Yes 2. [ ] No
O.8	Are the product sold grouped by type?	1. [ ] Yes 2. [ ] No
O.9	Are the goods and products clean without any dust?	1. [ ] Yes 2. [ ] No

P.   Surveyor feedback

[FOR THIS SECTION, YOU DON'T NEED TO ASK ANY QUESTION TO THE RESPONDENT]

P.0	What is your feeling about the seriousness of the respondent's answers?	1. [ ] Very good 2. [ ] Good 3. [ ] Bad 4. [ ] Very bad

Comments:_____

Questionnaire ID: E |__|__|__|__|__|__|

P.1	In what language was the survey conducted? *[IF MORE THAN ONE RECORD THE MOST USED]*	1. [ ] Fon 2. [ ] Adja 3. [ ] Goun 4. [ ] Mina 5. [ ] Français 6. [ ] Anglais 7. [ ] Yoruba 8. [ ] Other-----------------> **Specify in P.1.a**
P.1.a	Specify	
P.2	Where did the survey take place?	1. [ ] In respondent's premises 2. [ ] In respondent's house 3. [ ] Other lieu -----------------> **Specify in P.2.a**
P.2.a	Specify	

		1st visit	2nd visit	3rd visit
P.3	Ending time	|__|__| h |__|__| min	|__|__| h |__|__| min	|__|__| h |__|__| min
P.4	Final survey result	1. [ ] survey completed 2. [ ] Survey partially completed ----> **explain in P.4.a** 3. [ ] Survey dropped out ---> **explain in P.4.a**		
P.4.a	explain	_____		
P.5	Others comments on the survey	_____		
P6_2	Was the controller present during the survey?	1. [ ] Yes during all the survey 2. [ ] Yes during part of the survey (at least 2 sections) 3. [ ] No (or less than 2 sections)		
	SKIP: only ask P6_3 if « BROCHURE =1»			
	Give the leaflets of the entreprenant program to the respondent and use the script in the CODEBOOK.			
P6_3	Have you distributed the leaflets of the entreprenant program?	1. [ ] Yes and the respondent took them 2. [ ] Yes and the respondent refused to took them 3. [ ] No I forgot		

Survey certification:

P.6	I certify that all the information gathered in this survey from the respondent are as true and precise as possible and that I asked the questions following the instructions I received.
	   1- [ ] Yes
	   2- [ ] No

Comments:_____