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**THE WORLD BANK GROUP**  
**Central African Republic (CAR) INFORMAL SECTOR BUSINESS SURVEY QUESTIONNAIRE 2023**

GPS Coordinates (recorded automatically)

GPS

gps

Time (recorded automatically): sc4my

Day (dd)	Month (mm)	Year (yyyy)	Hour (00 to 23)	Minutes (00 to 59)

**SHORT-FORM QUESTIONNAIRE**

**INTERVIEWER: COMPLETE ONE SHORT FORM FOR EVERY FOUND BUSINESS IN THE BLOCK. IDENTIFY BUSINESSES BY OBSERVATION OR BY ASKING QUESTIONS. REMEMBER THAT BUSINESSES COULD BE CARRIED OUT INSIDE HOUSEHOLDS**

**C.1a INTERVIEWER: PLEASE INDICATE THE TYPE OF PREMISES WHERE BUSINESS TAKES PLACE**

1	Household
2	Non-household with permanent structure
3	Non-household with temporary structure, including stalls or stands
4	Non-fixed premises, including hawkers
-9	<b>DON'T KNOW (SPONTANEOUS)</b>

cla

A.4

**INTERVIEWER: WHAT IS THE MAIN OBSERVED BUSINESS ACTIVITY?**

**WHERE THE ACTIVITY IS NOT OBVIOUS BY OBSERVATION, PLEASE BRIEFLY TALK TO THE PERSON OPERATING THE BUSINESS TO LEARN MORE ABOUT THE TYPE OF ACTIVITY. IF THERE IS MORE THAN ONE BUSINESS OR ACTIVITY, SELECT THE BUSINESS OR ACTIVITY WITH THE HIGHEST VALUE OF SALES.**

		Main business	
<b>Making goods (Manufacturing)</b> a41a==1	Manufacturing of clothes or shoes	1	<b>a4m</b>
	Manufacturing of food (including bakers)	2	
	Manufacturing of coffee, sugar, oil, dry fruits and other processed foods (exclude restaurants, street food-sellers)	3	
	Manufacturing of handcrafts	4	
	Manufacturing of furniture	5	
	Manufacturing of metal products	6	
	Manufacturing of household items	7	
	Manufacturing of tools and instruments	8	
	Other manufacturing (specify a4x)	14	
<b>Reselling of goods</b>	Selling of agricultural products	151	

<b>(Services)</b> <b>a41a==2</b>	Selling of raw meat and animal	152	<b>a4r</b>
	Selling of food products for immediate consumption (street food seller, restaurants, catering)	153	
	Reselling of finished food products or groceries	154	
	Selling of clothes or household items	16	
	Selling of business/computer/phone services	17	
	Selling of other goods (specify <b>a4x</b> )	18	
<b>Provision of services</b> <b>a41a==3</b>	Transport services	19	<b>a4s</b>
	Cleaning and washing services	20	
	Hairdressers and barber shops	21	
	Professional services (including internet services)	22	
	Repair of motor vehicles and motorcycles	231	
	Repair of machinery and equipment	232	
	Repair of computers, personal and household goods	233	
	Construction	24	
	Other services (specify <b>a4x</b> )	30	

Good day: I'm conducting a study on behalf **[INSERT CONTRACTOR AND/OR THE WORLD BANK DEPENDING ON THE COUNTRY]** to measure how many businesses are located in this neighborhood. Can I please ask you a few questions?

<b>Sc.0</b>	<b>INTERVIEWER: IS THE RESPONDENT WILLING TO PARTICIPATE IN THE SURVEY?</b>
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<b>Yes</b>	<b>1</b>
<b>No</b>	<b>2</b>
<b>Respondent previously answered survey</b>	<b>3</b>

**GO TO SfR (at the end)**  
**Duplicate**

<b>Sc.2</b>	In <b>[insert last calendar month]</b> , how many people worked in this business? <b>INTERVIEWER: INCLUDE FAMILY MEMBERS, OWNER AND RESPONDENT IF APPLICABLE.</b>
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	<b>Number</b>	<b>DON'T KNOW (SPONTANEOUS)</b>
Number of people working in this business	<b>Sc2</b>	<b>-9</b>

Is this business currently registered with:

**Sc.3a**    **Guichet Unique de formalité des Entreprises (GUE)?**

Yes	1	<b>TERMINATE</b>
No	2	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	
<b>REFUSAL (SPONTANEOUS)</b>	<b>-8</b>	

**sc3a**

**Sc.3b**    **Local municipality?**

Yes	1	<b>TERMINATE</b>
No	2	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	
<b>REFUSAL (SPONTANEOUS)</b>	<b>-8</b>	

**sc3b**

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**Lf. LONG-FORM QUESTIONNAIRE**

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**INTERVIEWER: READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING.**

You have been randomly selected to participate in a survey that will help to develop policies for businesses like yours in **Central African Republic (CAR)**. This survey consists of questions on several topics and will take 15-20 minutes to complete.

**INTERVIEWER: IS THE RESPONDENT WILLING TO PARTICIPATE IN THE LONG-FORM QUESTIONNAIRE?**

1. YES
2. NO

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**B. GENERAL INFORMATION**

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**B.0** Are you the main owner of this business or activity?

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**b0**

**B.1** How many owners does this business or activity have?

Number of owners in this business	<b>b1</b>	<i>IF 1 GO TO B.2a</i>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	

**B.2** How many owners are female?

Number of female owners	<b>b2</b>	<i>GO TO B.3</i>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	

**THE TOTAL NUMBER OF FEMALE OWNERS SHOULD BE LESS THAN OR EQUAL TO B.1**

**B.2a** Is the owner a female?

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**b2a**

**owner** **VARIABLE: IF B0=1, owner TAKES THE VALUE OF "YOU", IF B0=2 owner TAKES THE VALUE OF "THE LARGEST OWNER"**

<b>you</b>
<b>the largest owner</b>

<b>B.3</b>	In which year did this business or activity originally start? <b>INTERVIEWER: PROVIDE FOUR DIGITS FOR YEAR</b>
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Year business activity started	<b>b3</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**ASK IF B3 >= 2020**

<b>COV.B.3a</b>	In which month did this business or activity start?
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Month	<b>COVb3a</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>CARB.1</b>	Currently, is this business or activity a member of or part of any organized association such as a market association, a professional association, Rotating Savings and Credit association (ROSCA), or industry association?
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Yes	1	<b>GO TO B.4</b>
No	2	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	
		<b>CARb1</b>

<b>CARB.2</b>	What is the main benefit that this business or activity gains from being a member of his association? <b>INTERVIEWER: READ OUT</b>
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Receive training	1	
Information on markets for the products/services, or inputs or supplies	2	
Better access to financing or loans	3	
The association negotiates better with national and local government authorities	4	
Other	5	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	
		<b>CARb2</b>

<b>B.4</b>	Did [owner] start this business or activity?
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Yes	1	<b>GO TO B.8</b>
No	2	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	
		<b>b4</b>

<b>B.6</b>	Please indicate if any of the following were reasons why <b>[owner]</b> started this business or activity: <b>INTERVIEWER: READ OUT</b>
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	Yes	No	<b>DON'T KNOW (SPONTANEOUS)</b>
Convenience of location and/or working hours <b>b6a</b>	1	2	<b>-9</b>
The opportunity to start and develop a profitable business <b>b6b</b>	1	2	<b>-9</b>
To have a secondary source of income <b>b6c</b>	1	2	<b>-9</b>
Unable to find another source of income <b>b6d</b>	1	2	<b>-9</b>

<b>B.8</b>	What was the <b>main</b> source of money to <b>[start]</b> this business or activity? <b>INTERVIEWER: READ OUT</b>
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Own funds	1
Friends or relatives	2
Moneylenders	3
Microfinance institutions	4
Banks	5
Remittances	6
Other sources	7
<b>DOES NOT APPLY (SPONTANEOUS) AS OWNER JOINED THE ACTIVITY</b>	<b>-7</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**b8**

<b>B.8a</b>	What was <b>[owner]</b> 's occupation prior to this business or activity? <b>INTERVIEWER: READ OUT</b>
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Worked for someone else in the same type of business or activity	1
Worked for someone else in a different type of business or activity	2
Self-employed in a different type of business or activity	3
Self-employed in the same type of business or activity	4
Unemployed	5
Other (e.g., housewife, student, etc.)	6
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**b8a**

<b>B.9</b>	What is the [owner]'s age?
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	Years
Age of main [owner]	<b>b9</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>B.10</b>	How many years of experience working in this activity does the [owner] have? <b>INTERVIEWER: IF LESS THAN ONE YEAR, RECORD 1</b>
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	Number of years
[owner]'s years of experience	<b>b10</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>B.11</b>	What is [owner]'s highest level of completed education? <b>INTERVIEWER: READ OUT</b>
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No schooling	1
Incomplete primary school	2
Complete primary school	3
Incomplete intermediate secondary school (intermediate baccalaureate)	4
Complete intermediate secondary school (intermediate baccalaureate)	5
Incomplete senior secondary school (secondary school certificate)	6
Complete senior secondary school (secondary school certificate)	7
Incomplete preparatory technical school (secondary school certificate/vocational baccalaureate from a technical secondary school)	8
Complete preparatory technical school (secondary school certificate/vocational baccalaureate from a technical secondary school)	9
Incomplete tertiary school (university bachelors or technical diploma)	10
Complete tertiary school (university bachelors or technical diploma)	11
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**b11**

<b>CARB.3</b>	What is highest level of completed education of the [owner]'s parents? <b>INTERVIEWER: READ OUT</b>
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No schooling	1
Incomplete primary school	2
Incomplete lower secondary school (intermediate baccalaureate)	3
Incomplete upper secondary school (secondary school certificate)	4
Complete upper secondary school (secondary school certificate)	5
Incomplete tertiary school (university bachelors or technical diploma)	6
Complete tertiary school (university bachelors or technical diploma)	7
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**CARB3**

**CARB.4** Did either of the [owner]'s parents own a business, or do they currently own a business?

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**CARB4**

**B.12** For how many years [has] the [owner] lived in this city?  
**INTERVIEWER: IF LESS THAN ONE YEAR, RECORD 1**

	Number of Years	
Number of years	<b>b12</b>	
<b>ENTIRE LIFE</b>	<b>-5</b>	<b>GO TO B.14</b>
<b>DOES NOT LIVE IN THIS CITY</b>	<b>-7</b>	<b>GO TO B.14</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>GO TO B.14</b>

**B.13a** Name of city, town, province or country [owner] lived before moving to this city?

	Name of city, province or country
Name of city, town, province or country	<b>b13ax</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**B.14** How many people live in [owner]'s household other than [owner]?  
**INTERVIEWER: INCLUDE RESPONDENT IF APPLICABLE**

	Number
Number of household members of the [owner]	<b>b14</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**B.15** How many of [owner]'s household members are less than 6 years old?

	Number
Household members who are less than 6 years old	<b>b15</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**B.16** [Is the]/ [Are] [owner] the primary income earner of the household?

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>
<b>EQUAL INCOME EARNER</b>	<b>-5</b>

**b16**



<b>B.17</b>	Does the [owner] currently have a job with either a temporary or permanent contract? <b>INTERVIEWER: INCLUDE EMPLOYMENT IN EITHER THE PRIVATE OR PUBLIC SECTOR</b>
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Yes	1	<b>GO TO B.22</b>
No	2	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	

<b>b17</b>
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<b>B.18</b>	[Has the] [owner] ever had a job with a temporary or permanent contract?
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Yes	1	<b>GO TO B.20</b>
No	2	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	

<b>GO TO B.20</b>
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<b>b18</b>
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<b>B.19</b>	When was the last year the [owner] had a job with a temporary or permanent contract?
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	<b>Year</b>
Year main owner had job with temporary or permanent contract	<b>b19</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**INTERVIEWER: PROVIDE FOUR DIGITS FOR YEAR**

<b>B.20</b>	In the past two years, did the [owner] actively look for a job with a temporary or permanent contract?
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Yes	1	<b>GO TO CARb5</b>
No	2	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	

<b>GO TO CARb5</b>
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<b>b20</b>
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<b>B.21</b>	Did the [owner] get the job?
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Yes	1	
No	2	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	

<b>b21</b>
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<b>CARB.5</b>	If offered full-time employment with a regular monthly wage that is comparable to the current monthly earning from this business or activity, and in this city, would [owner]'s be willing to leave the current business or activity and take the full-time employment with a regular wage?
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Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**CARB5**

<b>B.22</b>	How many of the [owner]'s household members, other than the [owner], have a job with a temporary or permanent contract?
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	Number
Main owner's household members with job with temporary or permanent contract	<b>b22</b>
<b>NONE</b>	<b>0</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**GO TO IR.4**

<b>B.23</b>	Have any of the [owner]'s household members ever had a job with a temporary or permanent contract?
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Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**GO TO IR.4**

**GO TO IR.4**

**b23**

<b>B.24</b>	When was the last year the [owner]'s household members had a job with a temporary or permanent contract? <b>INTERVIEWER: IF SEVERAL HOUSEHOLD MEMBERS HAD A JOB, CHOOSE THE MOST RECENT ONE</b>
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	Year
Year [owner]'s household members had job with temporary or permanent contract	<b>b24</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>IR.4</b>	Does this business or activity keep written business records?
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Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

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ir4
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<b>K.3</b>
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Are the accounts of the business or activity kept separately from the household expenses?
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Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

k3
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## C. LOCATION AND INFRASTRUCTURE

### READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:

We now turn to another topic

**INTERVIEWER: GO TO C.31 IF c1a=4 (business with no fixed premises, including hawkers)**

**INTERVIEWER: ASK THE FOLLOWING ONLY IF c1a=1 (business within household premises) otherwise go to c3**

<b>C.1a</b>	Which of the following are reasons the business or activity is located within household premises: <b>INTERVIEWER: READ OUT</b>
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	Yes	No	DON'T KNOW (SPONTANEOUS)
It costs less to run a business from home. <b>c1a1</b>	1	2	-9
It is easier to manage family responsibilities along with work. <b>c1a2</b>	1	2	-9
There is no benefit to working outside the household premises. <b>c1a3</b>	1	2	-9
It is safer and more secure. <b>c1a4</b>	1	2	-9
It minimizes the chance of being identified by tax authorities <b>c1a5</b>	1	2	-9

<b>C.3</b>	What is the main reason for the choice of location for this business or activity? <b>INTERVIEWER: READ OUT</b>
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Access to customers	1
Access to food and toilets	2
Access to water and electricity	3
Safety	4
Freedom from harassment	5
Other	6
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>C.4</b>	<b>[Does the] [owner]</b> own the location or space occupied by the business or activity?
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Yes	1	<b>GO TO C.31</b>
No	2	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	

**c4**

<b>C.5</b>	Does this business or activity pay any fee or rent for the location or space it occupies?
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Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**c5**

<b>C.31</b>	Does this business or activity require electricity to produce goods or provide services?
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Yes	1	<b>GO TO C.38</b>
No	2	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	
		<b>c31</b>

<b>C.31a</b>	Is the business or activity connected to the electricity grid?
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Yes	1	<b>GO TO C.32</b>
No	2	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	
		<b>c31a</b>

<b>C.31b</b>	How does this business or activity pay for electricity? <b>INTERVIEWER: READ OUT</b>
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Cash	1	
Check or bank transfer	2	
Another form of payment (by internet, etc.)	3	
No payment for electricity	4	
Included in the rent	5	
Mobile money	6	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	
		<b>c31b</b>

<b>C.32</b>	In <b>[insert last calendar month]</b> , did this business or activity experience power outages?
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Yes	1	
No	2	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	
		<b>c32</b>

<b>C.38</b>	Does this business or activity use water for its activity, aside from typical consumption and hygiene?
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Yes	1	<b>GO TO C.42</b>
No	2	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	
		<b>c38</b>

**C.39** In **[insert last calendar month]**, did this business or activity experience insufficient water supply?

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**c39**

**C.42** At the present time, does this business or activity use:  
**INTERVIEWER: READ OUT**

	Yes	No	<b>DON'T KNOW (SPONTANEOUS)</b>
Computers (laptop or desktop) or tablet <b>c42a</b>	1	2	<b>-9</b>
Cellphone or smartphone <b>c42c</b>	1	2	<b>-9</b>

**ASK IF B3 < 2020 OR (B3=2020 & COVb3a<=March)**

**COV.IR.1** Did this business or activity experience any of the following changes in response to the COVID-19 outbreak?  
**INTERVIEWER: READ OUT**

	Yes	No	<b>DON'T KNOW (SPONTANEOUS)</b>
Changed the location of the business <b>COVir1a</b>	1	2	<b>-9</b>
Changed products sold or services rendered <b>COVir1b</b>	1	2	<b>-9</b>
Adapted no-contact/contactless sales method <b>COVir1c</b>	1	2	<b>-9</b>

**CARC.1** Over the last **twelve months**, were this business or activity affected by crime or violence?

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**GO to D.4**

**GO to D.4**

**CARc1**

**CARC.2** Over the last **twelve months**, was this establishment forced to take any of the following decisions because of crime or violence affecting this business or activity?  
**INTERVIEWER: READ OUT**

	Yes	No	<b>DON'T KNOW (SPONTANEOUS)</b>
Change or reduce its operating hours <b>CARc2a</b>	1	2	<b>-9</b>
Relocate to another area <b>CARc2b</b>	1	2	<b>-9</b>
Increase spending on security compared to previous level. <b>CARc2</b>	1	2	<b>-9</b>

## D. SALES AND SUPPLIES

**READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:**  
The next topic to be covered is about this business or activity's sales and purchases.

**D.4** In **[insert last calendar month]**, what were the **total sales** of this business or activity?

	LCU
Last month's total sales	<b>d4</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**ASK IF B3 < 2020 OR (B3=2020 & COVb3a<=March)**

**COV.D.1** Since the outbreak of COVID-19, have the **total sales** in a regular month:

Increase	1
Remain the same	2
Decrease	3
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>
	<b>COVd1a</b>

**D.6** In a **regular month** last year, what were total sales for this business or activity?

	LCU
Regular month's total sales	<b>d6</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**D.7** In the month with the **lowest** sales last year, what were total sales for this business or activity?

	LCU
Slowest month's total sales	<b>d7</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**D.8** In the month with the **highest** sales last year, what were total sales for this business or activity?

	LCU
The highest total sales in a month	<b>d8</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**D.9** How many **months per year** does this business or activity normally operate?

	Months
Months of operation per year	<b>d9</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**D.10** How many **hours per week** does this business or activity normally operate?

	Hours
Hours of normal operation	<b>d10</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**INTERVIEWER: READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:**

**I would now like to ask about relations and interactions with suppliers and customers.**

**D.11a** Does this business or activity produce or provide services under a contractual or other agreement for another business or person?

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**d11a**

**D.13a** Does this business or activity purchase its inputs or supplies from suppliers under a contractual or other agreement?

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**d13a**

**CARD.1** At the present time, does this business or activity post or advertise its products or services on the Internet (e.g., post on social media platforms, smartphone apps)?

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**CARD1**

**CARD.2** At the present time, does this business or activity sell its products or services over the Internet (web-based platforms, social media platforms, smartphone apps)?

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**CARD2**



<b>CARD.3</b>	At the present, does this business or activity purchase material inputs, supplies, and finished goods over the Internet (web-based platforms, social media platforms, smartphone apps)?
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Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**CARD3**

<b>CARD.4</b>	Which of the following is the <b>main</b> customer for this business or activity? <b>INTERVIEWER: READ OUT</b>
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Final consumers (individual/people)	1
Businesses with fewer than 5 employees	2
Businesses with 5 or more employees	3
Others	4
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**GO to CARD6**  
**GO to CARD6**

**CARD4**

<b>CARD.5</b>	Does this business or activity sale to businesses?
---------------	----------------------------------------------------

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**CARD5**

<b>CARD.6</b>	Where does this business or activity <b>mainly</b> buy its inputs, goods or supplies for this business? <b>INTERVIEWER: READ OUT</b>
---------------	-----------------------------------------------------------------------------------------------------------------------------------------

Buy from one person business or individuals	1
Buy from business with 2 or more employees	2
I produce it by myself	3
Others	4
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**CARD6**

## IR. BUSINESS PRACTICES

**READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:**

**Now let's talk about how this business or activity is run.**

**IR.1** In the last three months, has this business or activity done any of the following:  
**INTERVIEWER: READ OUT**

	Yes	No	DON'T KNOW (SPONTANEOUS)
Visited one of its competitor businesses to see what products they have available for sale. <b>ir1a</b>	1	2	-9
Asked existing customers whether there are any other products this business or activity should sell or produce. <b>ir1b</b>	1	2	-9
Talked with former customers to find out why they have stopped buying from this business or activity. <b>ir1c</b>	1	2	-9
Used any special offer to attract customers. <b>ir1d</b>	1	2	-9
Asked suppliers which products are selling well. <b>ir1e</b>	1	2	-9

**IR.2** In the last **three months**, has this business or activity attempted to negotiate with a supplier for a lower price?

Yes	1
No	2
<b>DOES NOT APPLY (SPONTANEOUS)</b>	-7
<b>DON'T KNOW (SPONTANEOUS)</b>	-9

**ir2**

**IR.3** How frequently does this business or activity run out of stock of inventories or raw materials?  
**INTERVIEWER: READ OUT**

Never, it always has enough on hand	1
Rarely	2
Sometimes	3
Frequently, at least once every three months	4
<b>DON'T KNOW (SPONTANEOUS)</b>	-9

**ir3**

<b>IR.6</b>	Does this business or activity have a written budget for monthly costs, such as rent, electricity, maintenance, transport and other costs?
-------------	--------------------------------------------------------------------------------------------------------------------------------------------

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**ir6**

<b>IR.7</b>	Does this business or activity have a target for sales over the next year?
-------------	----------------------------------------------------------------------------

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**GO TO IR.9**

**GO TO IR.9**

**ir7**

<b>IR.8</b>	How frequently does this business or activity compare actual sales to target? <b>INTERVIEWER: READ OUT</b>
-------------	---------------------------------------------------------------------------------------------------------------

Never or do not compare	1
Once a year or less frequent	2
Two or three times a year	3
Monthly or more often	4
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**ir8**

<b>IR.9</b>	Has this business or activity made a budget of the costs it is likely to face next year?
-------------	------------------------------------------------------------------------------------------

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**ir9**

<b>IR.10</b>	Does this business or activity prepare a profit and loss statement at least once a year?
--------------	------------------------------------------------------------------------------------------

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**ir10**

<b>CARIR.1</b>	Which of the following is the most important type of skills to succeed in this business? <b>INTERVIEWER: READ OUT</b>
----------------	--------------------------------------------------------------------------------------------------------------------------

Interpersonal and communication skills	1
Problem solving or critical thinking	2
Foreign languages	3
Managerial and leadership skills	4
Record keeping skills	5
Computer or general IT skills	6
<b>OTHER (SPONTANEOUS-SPECIFY)</b> <b>CARir1x</b>	7
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**CARir1**

<b>CARIR.2</b>	How do you rate the <b>[piped in with the most important skill selected in the previous question]</b> skills of individuals working in this business or activity compared to the needs of the business or activity?
----------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	Below require d	As require d	Above require d	(SPONTANEOUS)	
				<b>DON'T KNOW</b>	<b>DOES NOT APPLY</b>
<b>piped in with the most important skill selected in the previous question CARir2</b>	0	1	2	<b>-9</b>	<b>-7</b>

## K. FINANCE

### READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:

I would like to ask you a few questions about how this business or activity finances its operations.

**K.4** In the last year, did this business or activity finance its day-to-day operations by using:  
**INTERVIEWER: READ OUT**

		Yes	No	DON'T KNOW (SPONTANEOUS)
Moneylenders	<b>k4b</b>	1	2	-9
Microfinance institutions	<b>k4c</b>	1	2	-9
Banks	<b>k4d</b>	1	2	-9
Friends or relatives	<b>k4e</b>	1	2	-9

**K.3b** In the last year, did this business or activity buy inputs, goods or supplies on credit?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

**k3b**

**K.3c** In the last year, did this business or activity receive advances from customers?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

**k3c**

**K.5** In the last year, did this business or activity sell goods or services on credit?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

**K5**

**K.6** **[Insert reference period]**, did this business or activity buy any new or used machinery or equipment, vehicles or other means of transport?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

**GO TO K.10**

**GO TO K.10**

**k6**

<b>K.8</b>	<b>[Insert reference period]</b> , has this business or activity financed the purchases of machinery or equipment, vehicles or other means of transport using: <b>INTERVIEWER: READ OUT</b>
------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

		<b>Yes</b>	<b>No</b>	<b>DON'T KNOW (SPONTANEOUS)</b>
Moneylenders	<b>k8b</b>	1	2	<b>-9</b>
Microfinance institutions	<b>k8c</b>	1	2	<b>-9</b>
Banks	<b>k8d</b>	1	2	<b>-9</b>
Friends or relatives	<b>k8e</b>	1	2	<b>-9</b>

<b>K.10</b>	Does the <b>[owner]</b> have a bank account to run this business or activity?
-------------	-------------------------------------------------------------------------------

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**k10**

<b>K.11</b>	Does the <b>[owner]</b> use a separate bank account for the household?
-------------	------------------------------------------------------------------------

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**k11**

<b>K.11a</b>	In its current operations, does this business or activity use <b>[mobile money]</b> ?
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Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**GO TO K.12**  
**GO TO K.12**

<b>K.11</b>	Does this business or activity use <b>[mobile money]</b> to do the following: <b>INTERVIEWER: READ OUT</b>
-------------	---------------------------------------------------------------------------------------------------------------

		<b>Yes</b>	<b>No</b>	<b>DON'T KNOW (SPONTANEOUS)</b>
Pay suppliers	<b>k11b</b>	1	2	<b>-9</b>
Save	<b>k11c</b>	1	2	<b>-9</b>
Pay utility bills	<b>k11d</b>	1	2	<b>-9</b>
Receive payments from customers	<b>k11e</b>	1	2	<b>-9</b>
Pay loans	<b>k11f</b>	1	2	<b>-9</b>
Pay its workers, including family members	<b>k11g</b>	1	2	<b>-9</b>

**K.12** At this time, does this business or activity or the **[owner]** have a loan for the business or activity?

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**GO TO K.17**

**GO TO K.17**

**k12**

**K.13** Referring to the most recently obtained loan, where did this business or activity get the loan from?  
**INTERVIEWER: READ OUT**

Banks	1
Money lenders	2
Microfinance institutions	3
Input suppliers or customers	4
Friends or relatives	5
Others	6
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>
	<b>k13</b>

**K.16** Referring only to the most recent loan, did the financing require a guarantee?

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**k16**

**K.17** In the last year, did this business or activity apply for any loans?

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**GO TO COV.K.1**

**GO TO COV.K.1**

**k17**

**K.18** What was the **main** reason why this business or activity did not apply for any loan?  
**INTERVIEWER: READ OUT**

No need for a loan	1
Application procedures are complex	2
Interest rates are too high	3
Did not have required guarantees	4
Did not think it would be obtained because I am not registered	5
<b>Other (SPONTANEOUS)</b>	<b>6</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**k18**

<b>COV.K.1</b>	Since the outbreak of COVID-19, has this business or activity received any national or local government support issued in response to the crisis?
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Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**COVk1**



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**L. LABOR**

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**READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:**

Now I would like to ask you a few questions about the individuals who work in this business or activity

<b>L.1</b>	In <b>[insert last calendar month]</b> , how many of the people worked in this business were: <b>INTERVIEWER: INCLUDE FAMILY MEMBERS, OWNER AND RESPONDENT IF APPLICABLE</b>
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	Number	DON'T KNOW (SPONTANEOUS)
Paid	<b>11a</b>	<b>-9</b>
Unpaid	<b>11b</b>	<b>-9</b>

<b>L.2</b>	In <b>[insert last calendar month]</b> , how many of the people who worked in this business or activity, including paid and unpaid workers were <b>[owner]'s family members?</b> <b>INTERVIEWER: EXCLUDE INTERVIEWEE</b>
------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	Number	DON'T KNOW (SPONTANEOUS)
Family members	<b>12</b>	<b>-9</b>

<b>L.6</b>	In <b>[insert last calendar month]</b> , how many females worked in this business or activity, including paid and unpaid workers? <b>INTERVIEWER: INCLUDE FAMILY MEMBERS, OWNER AND RESPONDENT IF APPLICABLE</b>
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	Number	DON'T KNOW (SPONTANEOUS )
Paid and unpaid female workers	<b>16</b>	<b>-9</b>

<b>L.3</b>	In a <b>regular month</b> last year, how many people worked in this business or activity, including paid and unpaid workers? <b>INTERVIEWER: INCLUDE FAMILY MEMBERS, OWNER AND RESPONDENT IF APPLICABLE</b>
------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	Number	DON'T KNOW (SPONTANEOUS)
Paid and unpaid workers	<b>13</b>	<b>-9</b>

**(INTERVIEWER: CHECK THAT THE SUM IS AT LEAST ONE)**

<b>L.4</b>	In the <b>month with the highest number of people working</b> last year, how many people worked in this business, including paid and unpaid workers? <b>INTERVIEWER: INCLUDE FAMILY MEMBERS, OWNER AND RESPONDENT IF APPLICABLE</b>
------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	Number	DON'T KNOW (SPONTANEOUS)
Paid and unpaid workers (highest)	<b>14</b>	<b>-9</b>

<b>L.5</b>	In the <b>month with the lowest number of people working</b> last year, how many people worked in this business or activity, including paid and unpaid workers? <b>INTERVIEWER: INCLUDE FAMILY MEMBERS, OWNER AND RESPONDENT IF APPLICABLE</b>
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	Number	DON'T KNOW (SPONTANEOUS)
Paid and unpaid workers (lowest)	<b>15</b>	<b>-9</b>

<b>COV.L.1a</b>	Since the outbreak of the COVID-19, in a <b>regular month</b> , has the number of people working in this business or activity: <b>INTERVIEWER: READ OUT</b>
-----------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------

Increased	1
Remained the same	2
Decreased	3
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>
<b>DOES NOT APPLY (SPONTANEOUS)</b>	<b>-7</b>

**COV11a**

<b>COV.L.1b</b>	Since the outbreak of the COVID-19, in a <b>regular month</b> , has the number of workers that are members of [owner]'s family: <b>INTERVIEWER: READ OUT</b>
-----------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------

Increased	1
Remained the same	2
Decreased	3
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>
<b>DOES NOT APPLY (SPONTANEOUS)</b>	<b>-7</b>

**COV11b**

<b>L.7</b>	How many of the people working in this business or activity (including <b>[owner]</b> ) have the following skills? <b>INTERVIEWER: READ OUT</b>
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	<b>Number</b>	<b>DON'T KNOW (SPONTANEOUS)</b>
Can read	<b>17a</b>	<b>-9</b>
Can write	<b>17b</b>	<b>-9</b>
Can use a computer	<b>17c</b>	<b>-9</b>

## R. REGISTRATION

**READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:**

**We now turn to another topic.**

**ASK IF owner="you"**

<b>R.13</b>	Are you aware of the <b>Guichet Unique de formalité des Entreprises (GUFÉ)</b> ?
-------------	----------------------------------------------------------------------------------

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**r13**

<b>R.2</b>	Please indicate if any of the following is a reason why this business or activity is not registered with the <b>Guichet Unique de formalité des Entreprises (GUFÉ)</b> : <b>INTERVIEWER: READ OUT</b>
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		<b>Yes</b>	<b>No</b>	<b>DON'T KNOW (SPONTANEOUS)</b>
Cost and time to register	<b>r2a</b>	1	2	<b>-9</b>
Lack information about where and how to register	<b>r2f</b>	1	2	<b>-9</b>
No benefit to being registered	<b>r2e</b>	1	2	<b>-9</b>
Taxes if registered	<b>r2b</b>	1	2	<b>-9</b>
Inspections and meetings with officials if registered	<b>r2c</b>	1	2	<b>-9</b>
Informal payments needed if registered	<b>r2d</b>	1	2	<b>-9</b>

<b>R.6</b>	As I read several options, please indicate if each one represents a benefit for your business or activity that could be obtained from being registered with the <b>[Insert the name of first level of registration that defines business as formal at the national (central), provincial, or district levels]</b> <b>INTERVIEWER: READ OUT</b>
------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	Yes	No	(SPONTANEOUS)	
			DON'T KNOW	DOES NOT APPLY
Better access to financing or loans <b>r6a</b>	1	2	-9	-7
Better access to raw materials, infrastructure services, and government services <b>r6b</b>	1	2	-9	-7
Lesser informal payments to pay <b>r6c</b>	1	2	-9	-7
Better access to potential customers <b>r6d</b>	1	2	-9	-7

<b>CARR.1</b>	Of the following reasons for not being registered with [Piped in], please tell me which one, if any, currently represents the main reason <b>INTERVIEWER: PLEASE READ OUT (SHOWCARD)</b>
---------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Because of time, fees, and paperwork required to complete registration	1
Because of the taxes that need to be paid if registered	2
Because of the inspections and meetings with government officials that would take place if registered	3
Because of the bribes registered businesses need to pay	4
Because there is no benefit for my business or activity from being registered	5
Because of lack of information about the process of registration, including where to register	6
Other reasons not mentioned above.	7

Main reason why business is not registered	<b>CARr1</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>R.10</b>	How do this business or activity's prices compare to the prices of similar products or services supplied by <b>registered</b> businesses? <b>INTERVIEWER: READ OUT</b>
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The prices are lower	1
The prices are roughly the same	2
The prices are higher	3
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>
<b>r10</b>	

<b>R.5</b>	Does this business or activity have to give gifts, informal payments or bribes to continue operating?
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Yes	1
No	2
<b>REFUSAL (SPONTANEOUS)</b>	<b>-8</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>
<b>r5</b>	

<b>CARR.2</b>	Does this business or activity have to give gifts, informal payments or bribes to remain unregistered?
---------------	--------------------------------------------------------------------------------------------------------

Yes	1
No	2
<b>REF (SPONTANEOUS)</b>	<b>-8</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>
<b>CARr2</b>	

## N. ASSETS

### READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:

Now, I would like to ask you a few questions about costs and related items. All information you provide will be anonymized, and neither your name nor the name of your establishment will be used in any document based on this survey.

**N.2** For [insert last calendar month], please provide the following information about this business or activity:

	LCU	DON'T KNOW (SPONTANEOUS)	DOESN'T APPLY (SPONTANEOUS)
Total cost of workers including salaries and any other form of payment	n2a	-9	-7
Total costs of electricity	n2c	-9	-7

**N.3** In its current operations, does this business or activity use any machinery or equipment (regardless of whether they are owned, borrowed, or shared)?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

n3

**N.4** In its current operations, does this business or activity use vehicles, cycles, carts, and other modes of transport (regardless of whether they are owned, borrowed, or shared)?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

n4

**N.7** In [insert last completed month], did this this business or activity make:  
**INTERVIEWR: READ OUT**

A profit	1
A loss	2
Zero profit	3
DON'T KNOW (SPONTANEOUS)	-9

GO TO A.15a

GO TO A.15a

n7

<b>N.7a</b>	In <b>[insert last completed month]</b> , what was the net <b>[profit or loss]</b> of this business or activity in LCU?
-------------	-------------------------------------------------------------------------------------------------------------------------

	<b>LCU</b>
The net <b>[profit or loss]</b> of this establishment in the last completed month	<b>n7a</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**A.15a Please complete the following information about the interviewee**

**Position of main respondent**

Largest owner	1
Employee related to largest owner	2
Employee NOT related to largest owner	3
Other	4

<b>a15a1a</b>
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	<b>Years with the business or activity</b>	<b>Gender</b>
<b>Main respondent</b>	<b>a15a2a</b>	<b>a15a3a</b>

**THE SURVEY ENDS HERE  
THANK YOU VERY MUCH FOR YOUR COOPERATION.**

**A.1 Interviewer code**

<b>a12</b>
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**A.2 Supervisor code**

<b>a2</b>
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**A.15b Name of City**

<b>a15b</b>
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**A.15c Name of neighborhood**

<b>a15c</b>
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**A.15 Time face-to-face interview ends:**

<b>Day (dd)</b>	<b>Month (mm)</b>	<b>Hour (00 to 23)</b>	<b>Minutes (00 to 59)</b>
<b>a15d</b>	<b>a15m</b>	<b>a15h</b>	<b>a15min</b>

**INTERVIEWER COMMENTS:**

<b>a17x</b>
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(Problems occurred/extraordinary circumstances which could influence results)



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**RF. INFORMATION ON REFUSALS TO SHORT FORM**

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**INFORMATION CODED BY ENUMERATOR IN THE CASE OF REFUSAL (A0 = 2)**

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<b>Rf.4</b>	<b>HOW MANY PEOPLE ARE OBSERVED WORKING IN THE BUSINESS ACTIVITY? INCLUDE ALL PEOPLE OBSERVED CURRENTLY WORKING (INCLUDING RESPONDENT)</b>
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	<b>Number</b>
Number of people observed working in the business	<b>rf4</b>

<b>Rf.5</b>	<b>DOES THE BUSINESS HAVE ANY VISIBLE SIGNAGE, INCLUDING DISPLAYED PERMITS?</b>
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Yes	1
No	2

<b>rf5</b>
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