

Firm-level Adoption of Technology

The World Bank

2020

INTRODUCTION

This survey is being conducted by _____ on behalf of _____.

The goal of this survey is to gather information about technologies adopted by firms in **Kenya**. The information gathered here will help the World Bank to develop new policies and programs that enhance employment, economic growth and shared prosperity.

The information obtained here will be anonymized. Neither your name nor the name of your business will be used in any document based on this survey.

INTERVIEWER: WE DEFINE TECHNOLOGY AS MACHINERY, EQUIPMENT, SOFTWARE, OR PROCESS USED BY THE FIRM TO PRODUCE SOMETHING.

Structure of the questionnaire

- A. GENERAL INFORMATION AND FIRM CHARACTERISTICS
- B. GENERAL BUSINESS FUNCTIONS
- C. SECTOR SPECIFIC TECHNOLOGIES
- D. DRIVERS AND BARRIERS FOR ADOPTION
- E. BALANCE SHEET AND PERFORMANCE

QUESTIONS BEGIN HERE

A. CONTROL AND GENERAL INFORMATION

TO BE COMPLETED AT THE TIME OF THE INTERVIEW
 TO BE MERGED WITH THE SCREENING QUESTIONNAIRE

COVER [TO BE COMPLETED FROM SCREENER BEFORE INTERVIEW]

Screener Information	
Module	s5
Screener region	s2e
Name of City/town/village	s2d
Screener size	s7
Multi-establishment firm	s4

A.2 SCREENER

S.4	Is this establishment part of a multi-establishment firm? (that is, a firm with several establishments, each with its own location, management, activity, and financial statements).
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Yes	1	IF S.4=2, GO TO S.5
No	2	

s4

S.4a	How many establishments are part of the firm?
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Number of establishments	s4a
DON'T KNOW (SPONTANEOUS)	-9

CONDITION: **s4a variable must be larger than 1.**

S.4b	Is this establishment the headquarters location?
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Yes	1	IF S.4b=2, GO TO S.4f
No	2	

s4b

S.4c	Are the financial statements of the headquarters location separate from the rest of the other establishments?
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Questions

Yes	1	
No	2	

s4c

S.4d	Does this headquarters location engage in production or sales at this location?	
	Yes	1
	No	2
<i>IF S.4d=1, GO TO S.5</i>		
s4d		

CHECK IF SAMPLING FRAME IS ESTABLISHMENT WITH GEOSTAT

PLEASE ADD A REQUEST TO THE RESPONDENT PROVIDE THE INFORMATION ON THE ESTABLISHMENT FOR THE INTERVIEW.

S.4e	INTERVIEW THE ESTABLISHMENT THAT REPRESENTS THE LARGEST SHARE OF PRODUCTION OR SALES, WHICH ALSO MAINTAINS ITS OWN SALES, EMPLOYMENT, AND COST RECORDS.
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Address and name of the establishment	s4e1	Code according to regional strata s4e2
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S.4f	Are this establishment's financial statements prepared separately from headquarters' statements?
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Yes	1	<i>CONTACT HQ TO INTERVIEW THE ESTABLISHMENT THAT REPRESENTS THE LARGEST SHARE OF PRODUCTION OR SALES: GO BACK TO S.4e</i>
No	2	
s4f		

READ OUT THE FOLLOWING INTRODUCTORY SENTENCE ONLY IF s4= 1 (yes):
The first few questions apply to the firm which this establishment is part of.

A.3 Ownership

What percentage of this firm is owned by each of the following: SHOW CARD 1	Share	DON'T KNOW (SPONTANEOUS)
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Private foreign individuals, companies or organizations	a3b%	-9
Government or state	a3c%	-9

Question	Variable	Answer
Is this firm owned by the founder or someone of her/his family?	a4b	1 = Yes. By the founder. 2 = Yes. By the founder's family (2nd generation or more) 3 = No -9 = Don't know -7 = Not applicable
Amongst the owners of the firm, are there any females?	a4e	1 = Yes 2 = No -9 = Don't know

READ ONLY IF s4=1 (yes)
I want to proceed by asking you about this establishment only.

A5	Over the year [2019], please tell me what type of product or service represents this establishment's greatest share of annual sales? INTERVIEWER: PLEASE RECORD THE DESCRIPTION OF THE ACTIVITY AND PRODUCT IN DETAIL, FOR EXAMPLE, "RETAIL SALE OF WOMEN'S OUTDOOR CLOTHING" NOT JUST "CLOTHING".
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	a5a	DETAILED DESCRIPTION OF MAIN ACTIVITY AND PRODUCT	a5c What sector specific questionnaire should be used ? IF a5c IS DIFFERENT FROM s6b, PLEASE DOUBLE CHECK THE INFORMATION. CONDITION: IF a5c=0 SKIP SECTION C.
Agriculture (except Livestock)	1	a5b	1
Livestock	2		2
Food Processing	3		3
Wearing apparel	4		4
Motor vehicles	5		5
Pharmaceuticals	6		6
Wholesale or retail	7		7

Financial services	8		8
Land transport	9		9
Health services	10		10
Other manufacturing	101		0
Other Services or Construction	102		0

Question	Variable	Answer
In what year did this establishment begin operations?	a6	(year) Year the establishment began operations -9 = Don't know

INTERVIEWER: PROVIDE FOUR DIGITS FOR YEAR

Question	Variable	Answer
How many years of experience working in this sector does the Top Manager have?	a7a	(Number of years) 1 = If less than a year -9 = Don't know
Is the Top Manager female?	a7b	1 = Yes 2 = No -9 = Don't know
What is the highest level of education of the Top Manager? SHOW CARD 2	a7c	1 = Primary school 2 = Secondary school 3 = Complete high-school 4 = College degree 5 = Post-Graduation (MBA, Master or PhD) 6 = Vocational training -9 = Don't know
Did the Top Manager study abroad for more than a month?	a7d	1 = Yes 2 = No -9 = Don't know

B. GENERAL BUSINESS FUNCTIONS

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:

The next topic to be covered is about use of water, electricity, telecommunications, and internet for business purpose.

TECHNOLOGY ENABLERS

B.1 Use of electrical energy

Does this establishment have an electrical connection from the grid? [SKIP: IF b1a=2 OR b1a=-9 , GO TO b2a]	b1a 1 = Yes 2 = No -9 = Don't know
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In a typical month, over the year [2019], how many power outages did this establishment experience?	b1c (Number of power outages in a typical month) 1 = Less than one per month -9 = Don't know
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B.2 Use of generators

Over the year [2018], did this establishment own or share a generator? [SKIP: IF b2a=2 OR b2a=-9 , GO TO b2a]	b2a 1 = Yes 2 = No -9 = Don't know
What is the main source of energy used by this establishment owned or shared generator? SHOW CARDS 3	b2c 1 = Solar power 2 = Fuel 3 = Grid or Battery-stored backup 4 = Wind power 5 = Other

B.3 Mobile phone coverage

How many mobile phone lines does this establishment use for business purpose? INTERVIEWER: IT INCLUDES OWNED DEVICES AND COVERAGE PLANS PAID TO EMPLOYEES	b3b (number of cell phone lines) -9 = Don't know
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B.4 Computer coverage

How many desktop or laptop computers does this establishment use for business purpose? INTERVIEWER: IT INCLUDES OWNED OR RENTED COMPUTERS	b4a (number of computers) -9 = Don't know
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B.5 Internet service and coverage

Does this establishment have an Internet connection?	b5a YES = 1, NO = 2
What is the fastest type of Internet connection does this establishment has? SHOW CARDS 4	b5b 1 = Dial up 2 = DSL or Fiber 3 = Wireless or Satellite 4 = BPL 5 = Other
At the present time, does this establishment have its own website?	b5f YES = 1, NO = 2 -9 = Don't know
At the present time, does this establishment use an account on an online social media for business purpose?	b5g YES = 1, NO = 2 -9 = Don't know

Does this establishment use cloud computer services for business purpose?	b5h YES = 1, NO = 2 -9 = Don't know
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READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:
Now, we turn to questions about methods and procedures to perform general business functions

TECHNOLOGY ADOPTION

B.7 Self-evaluation on this establishment level of adoption

Question	Answer
In a scale from 1 to 10, where 10 means that the establishment is using the most advanced production processes available in its sector, where do you think this establishment stands with respect to:	
other firms in [ADD COUNTRY NAME]?	b7a score (1-10)
most advanced firms in the world?	b7b score (1-10)

B.8 Business administration

Question: Does this establishment use any of the following methods for managing finance, accounting, and HR processes?	Variable	Answer	
Handwritten processes	b8a1	1 = Yes 2 = No	-9 = Don't know
Computers with standard software such as Excel or equivalent	b8a2	1 = Yes 2 = No	-9 = Don't know
Mobile Apps or digital platforms	b8a3	1 = Yes 2 = No	-9 = Don't know
Computers with specialized software	b8a4	1 = Yes 2 = No	-9 = Don't know
Enterprise Resource Planning (ERP) or equivalent software integrated with other back office functions	b8a5	1 = Yes 2 = No	-9 = Don't know
Other	b8a6	1 = Yes 2 = No	-9 = Don't know

Question:	Variable	Answer
What is the method used more often by this establishment for managing finance, accounting, and HR processes?	b8b	1 = Handwritten processes 2 = Computers with standard software 3 = Mobile Apps or digital platforms 4 = Computers with specialized software 5 = Enterprise Resource Planning (ERP)

<p>[CONDITION: ASK ONLY IF THE ANSWER IS YES FOR MORE THAN ONE OF THE b8a VARIABLES]</p> <p>SHOW CARDS 5</p>		<p>6 = Other -9 = Don't know</p>
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Question	Variable	Answer
<p>For how many years has this establishment been using specialized or ERP software for managing HR processes, finance, and accounting?</p> <p>[CONDITION: ASK ONLY IF b8a4=1 OR b8a5=1]</p>	b8c	<p>(Number of years) 1= If less than a year -9 = Don't know</p>

B.9 Production or service operations planning

Question: Does this establishment use any of the following methods for production or service operations planning?	Variable	Answer
Handwritten processes	b9a1	<p>1 = Yes 2 = No</p> <p>-9 = Don't know</p>
Computers with standard software such as Excel or equivalent	b9a2	<p>1 = Yes 2 = No</p> <p>-9 = Don't know</p>
Mobile Apps or digital platforms	b9a3	<p>1 = Yes 2 = No</p> <p>-9 = Don't know</p>
Specialized software for production or service operations planning and demand forecast	b9a4	<p>1 = Yes 2 = No</p> <p>-9 = Don't know</p>
Enterprise Resource Planning (ERP) software integrated with other administrative functions	b9a5	<p>1 = Yes 2 = No</p> <p>-9 = Don't know</p>
Other	b9a6	<p>1 = Yes 2 = No</p> <p>-9 = Don't know</p>

Question:	Variable	Answer
<p>What is the method used more often by this establishment for production planning?</p> <p>[CONDITION: ASK ONLY IF THE ANSWER IS YES FOR MORE THAN ONE OF THE b9a VARIABLES]</p> <p>SHOW CARDS 7</p>	b9b	<p>1 = Handwritten production planning 2 = Computers with standard software such as Excel or equivalent 3 = Mobile Apps or digital platforms 4 = Specialized software for production planning and demand forecast 5 = Enterprise Resource Planning (ERP) integrated with other administrative functions 6 = Other -9 = Don't know</p>

B.10 Sourcing, Procurement, and Supply Chain Management

Question: Does this establishment use any of the following procedures to select and manage suppliers and purchase materials and services?	Variable	Answer	
Manual search of suppliers, including personal visit or phone calls	b10a1	1 = Yes 2 = No	-9 = Don't know
Management of supply chain information using PCs, manually updated (e.g. Microsoft Excel)	b10a2	1 = Yes 2 = No	-9 = Don't know
Online social media, specialized Apps or digital platforms	b10a3	1 = Yes 2 = No	-9 = Don't know
Supplier Relation Management (SRM) specialized software (not integrated with production planning)	b10a4	1 = Yes 2 = No	-9 = Don't know
Supplier Relation Management (SRM) specialized software (integrated with production planning)	b10a5	1 = Yes 2 = No	-9 = Don't know
Other	b10a6	1 = Yes 2 = No	-9 = Don't know

Question	Variable	Answer
<p>What is the procedure used more often by this establishment to select and manage suppliers and purchase materials and services?</p> <p>[CONDITION: ASK ONLY IF THE ANSWER IS YES FOR MORE THAN ONE OF THE b10a VARIABLES]</p> <p>SHOW CARDS 8</p>	b10a	<p>1 = Manual search of suppliers, including personal visit or phone calls.</p> <p>2= Management of supply chain information using PCs, manually updated (e.g. Microsoft Excel)</p> <p>3 = Online social media, specialized Apps or digital platforms</p> <p>4 = Supplier Relation Management (SRM) specialized software not integrated with production planning</p> <p>5 = Supplier Relation Management (SRM) specialized software integrated with production planning</p> <p>6 = Other</p> <p>-9 = Don't know</p>

B.11 Marketing and product development

Question: Does this establishment uses any of the following methods to collect and analyze information from customers for marketing purposes or product development?	Variable	Answer	
Face-to-face chat	b11a1	1 = Yes 2 = No	-9 = Don't know
Online chat (e.g. Whatsapp or Internet)	b11a2	1 = Yes 2 = No	-9 = Don't know
Structured surveys by phone, face-to-face, online, or focus groups	b11a3	1 = Yes 2 = No	-9 = Don't know
Customer Relationship Management software (CRM) or equivalent specialized software	b11a4	1 = Yes	-9 = Don't know

		2 = No	
Big data Analytics or Machine learning algorithms (Artificial Intelligence) with Big Data	b11a5	1 = Yes 2 = No	-9 = Don't know
Other	b11a6	1 = Yes 2 = No	-9 = Don't know

Question:	Variable	Answer
What is the method used more often by this establishment to collect and analyze information from customers? [CONDITION: ASK ONLY IF THE ANSWER IS YES FOR MORE THAN ONE OF THE b11a VARIABLES]	b11b	1= Face-to-face chat 2 = Online chat (e.g. Whatsapp or Internet) 3 = Structured customer surveys by phone, face-to-face, online, or focus groups 4 = Customer Relationship Management software (CRM) or other equivalent specialized software 5 = Big data Analytics or Machine learning algorithms (Artificial Intelligence) with Big Data 6 = Other -9 = Don't know

B.12 Fabrication [MANUFACTURING ONLY]

[CONDITION: ASK B.12 QUESTIONS ONLY IF **a5a =3 OR a5a =4 OR a5a =5 OR a5a =6 OR a5a =11 OR a5a = 101**]

Question: Does this establishemnt use any of the following processes for assembling and production? SHOW CARDS 10	Variable	Answer
Manual processes	b12a1	1 = Yes 2 = No -9 = Don't know
Machines controlled by operators without computers	b12a2	1 = Yes 2 = No -9 = Don't know
Computer numerical controlled machine or other machines controlled by computers	b12a3	1 = Yes 2 = No -9 = Don't know
Robots	b12a4	1 = Yes 2 = No -9 = Don't know
Additive manufacturing including rapid prototyping and 3D printers	b12a5	1 = Yes 2 = No -9 = Don't know
Other advanced manufacturing processes (e.g. as laser, plasma sputtering, high speed machine, E-beam, micromachining)	b12a6	1 = Yes 2 = No -9 = Don't know
Other	b12a7	1 = Yes 2 = No -9 = Don't know

Question:	Variable	Answer
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<p>What is the assembling and production process used more often by this establishment?</p> <p>[CONDITION: ASK ONLY IF THE ANSWER IS YES FOR MORE THAN ONE OF THE b12a VARIABLES]</p>	b12b	<p>1 = Manual processes 2 = Machines controlled by operators without computers 3 = Computer numerical controlled machine or other machines controlled by computers 4 = Robot(s) 5 = Additive manufacturing/3D printers 6 = Other advanced manufacturing 7 = Other -9 = Don't know</p>
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Question	Variable	Answer
<p>For how many years has this establishment been using computer numerical controlled machine, robots, 3D printers, or other advanced manufacturing?</p> <p>[CONDITION: ASK THIS QUESTION ONLY IF b12a3=1 OR b12a4=1 OR b12a5=1 OR b12a6=1]</p>	b12c	<p>(Number of years) 1 = If less than a year -9 = Don't know</p>

B.13 Sales methods

Question:	Variable	Answer	
Does this establishment sell some or all of its products directly to final consumers?	b13a	<p>1 = Yes 2 = No</p>	-9 = Don't know

Question: Does this establishment use any of the following sale methods?	Variable	Answer	
Sales at the establishment's premises	b13b1	<p>1 = Yes 2 = No</p>	-9 = Don't know
Sales by phone, email orders, or sales representatives	b13b2	<p>1 = Yes 2 = No</p>	-9 = Don't know
Sales through social media platforms or apps	b13b3	<p>1 = Yes 2 = No</p>	-9 = Don't know
Online sales using external digital platforms (ex. Amazon, eBay, Alibaba)	b13b4	<p>1 = Yes 2 = No</p>	-9 = Don't know
Online sales (e-commerce) using its own website	b13b5	<p>1 = Yes 2 = No</p>	-9 = Don't know
Electronic orders integrated to specialized supply chain management systems	b13b6	<p>1 = Yes 2 = No</p>	-9 = Don't know

Other	b13b7	1 = Yes 2 = No	-9 = Don't know
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Question:	Variable	Answer	
What is the sale method used more often by this establishment? [CONDITION: ASK ONLY IF THE ANSWER IS YES FOR MORE THAN ONE OF THE b13b VARIABLES]	b13c	1 = Direct sales at the establishment's premises 2 = Direct sales by phone, email orders, or sales representatives 3 = Sales through social media platforms or apps 4 = On line sales using external digital platforms 5 = On line sales using using its own website 6 = Electronic orders 7 = Other -9 = Don't know	

Question	Variable	Answer
For how many years has this establishment been using online sales or electronic orders? [CONDITION: ASK THIS QUESTION ONLY IF b13b4=1 OR b13b5=1 OR b13b6=1]	b13d	(Number of years) 1 = If less than a year -9 = Don't know

Question:	Variable	Answer
What is the share of online sales of this establishment by this method? [CONDITION: ASK THIS QUESTION ONLY IF b13b4=1 OR b13b5=1 OR b13b6=1]	b13e	(Share) -9 = Don't know

B.14 Payment methods

Question: Does this establishment use any of the following payment methods? SHOW CARDS 12	Variable	Answer	
Exchange of goods	b14a1	1 = Yes 2 = No	-9 = Don't know
Cash	b14a2	1 = Yes 2 = No	-9 = Don't know
Cheque, voucher, or bank wire at the branch	b14a3	1 = Yes 2 = No	-9 = Don't know
Prepaid card, Debit card, or Credit card	b14a4	1 = Yes 2 = No	-9 = Don't know
Online or electronic payment through a bank wire	b14a5	1 = Yes 2 = No	-9 = Don't know

Online payment through platform (including mobile money, mobile wallet, PayPal or similar App-based payment service)	b14a6	1 = Yes 2 = No	-9 = Don't know
Virtual or Cryptocurrency (e.g. Bitcoin, Ether, or others)	b14a7	1 = Yes 2 = No	-9 = Don't know
Other	b14a8	1 = Yes 2 = No	-9 = Don't know

Question:	Variable	Answer
What is the payment method used more often by this establishment? [CONDITION: ASK ONLY IF THE ANSWER IS YES FOR MORE THAN ONE OF THE b14a VARIABLES]	b14b	1 = Exchange of goods 2 = Cash 3 = Cheque, voucher, or bank wire at the branch 4 = Prepaid card, Debit card, or Credit card 5 = Online or electronic payment through a bank wire 6 = Online payment through platform 7 = Virtual or Cryptocurrency 8 = Other -9 = Don't know

Question	Variable	Answer
For how many years has this establishment been using online or electronic payment methods? [CONDITION: ASK THIS QUESTION ONLY IF b14a5=1 OR b14a6=1 or b14a7=1]	b14c	(Number of years) 1 = If less than a year -9 = Don't know

B.15 Quality control inspection

Question: Does this establishment use any of the following quality control inspection methods? SHOW CARDS 13	Variable	Answer
Manual, visual, or written processes	b15a1	1 = Yes 2 = No -9 = Don't know
Human inspection with the support of computers or phones	b15a2	1 = Yes 2 = No -9 = Don't know
Statistical process control with software monitoring and data management	b15a3	1 = Yes 2 = No -9 = Don't know
Automated systems for inspection such as laser-based, sensor-based, voice-control	b15a4	1 = Yes 2 = No -9 = Don't know
Other	b15a5	1 = Yes 2 = No -9 = Don't know

Question:	Variable	Answer
<p>What is the quality control method used more often by this establishment?</p> <p>[CONDITION: ASK ONLY IF THE ANSWER IS YES FOR MORE THAN ONE OF THE b15a VARIABLES]</p>	<p>b15b</p>	<p>1 = Manual, visual, or written processes 2 = Human inspection with the support of computers or phones 3 = Statistical process control 4 = Automated systems for inspection 5 = Other -9 = Don't know</p>

C. SECTOR SPECIFIC TECHNOLOGIES

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:

Now, we turn to questions about methods and procedures to perform sector specific business functions

ADD SECTOR SPECIFIC QUESTIONNAIRE – SEPARATED DOCUMENT

INTERVIEWER: ASK THESE QUESTIONS ONLY FOR FIRMS THAT BELONG

TO THE SECTORS FOR WHICH SECTOR SPECIFIC QUESTIONS ARE AVAILABLE.

IF THE FIRM DO NOT BELONG TO THOSE, SKIP THIS SECTION AND GO TO SECTION D.

Agriculture (except Livestock)	C1
Livestock	C2
Food Processing	C3
Wearing apparel	C4
Pharmaceuticals	C5
Motor vehicles	C6
Wholesale or retail	C7
Financial services	C8
Land transport	C9
Health services	C10

D. DRIVERS OF TECHNOLOGY ADOPTION

INTERVIEWER: The next questions aim to understand the main drivers of technology adoption.

D.1 Acquisition of machines, equipments, and software

Question: Over the years [2017, 2018, and 2019], did this establishment: READ OUT	Answer
Purchase or lease new or second-hand equipment or machines?	d1a 1 = Yes, new 2 = Yes, second hand 3 = Yes, both (new and second hand) 4 = No -9 = Don't know
Purchase or lease licence for software?	d1b 1 = Yes 2 = No -9 = Don't know
Develop, customize, or significantly modify any equipment, machine, or software?	d1c 1 = Yes 2 = No -9 = Don't know

D.2 Awareness and information

What was the source of information more often used by this establishment to make decisions about the acquisition of new machines, equipments, or software? SHOW CARDS 15	d2a 1 = Other firms 4 = Industrial or trade associations 5 = Public technology extension services 6 = Private consultants 7 = Fairs, events, and missions 8 = Other -9 = Don't know
Over the years [2017, 2018, and 2019], did this establishment have business, as a supplier or a buyer, with a multinational firm?	d2d 1 = Yes 2 = No -9 = Don't know
Does the CEO or top manager of this establishment have previous experience working in a multinational or a national firm with more than 50 employees in the same sector?	d2e 1 = Yes 2 = No -9 = Don't know

D.3 Access to finance

Over the years [2017, 2018, and 2019], has this establishment got a loan for purchasing machines, equipment, or licensing software or processes?	d3a 1 = Yes 2 = No -9 = Don't know
Over the years [2017, 2018, and 2019], how many times this establishment needed to borrow money to expand production, but could not get it?	d3c Number of times

D.4 Management

Question	Answers
Does this establishment provide formal incentives for workers in the form of money, gift, or recognition to suggest and/or use better ways to produce goods or provide services?	d4a 1 = Yes 2 = No -9 = Don't know
In the year [2019], how many key performance indicators were monitored at this establishment? Examples: Metrics on production, cost, waste, quality, inventory, energy, absenteeism and deliveries on time (mark one option):	d4b 1 = 1-2 key performance indicators 2 = 3-9 key performance indicators 3 = 10 or more key performance indicators 4 = No key performance indicators

D.6 Trade barriers and uncertainty of demand

Question	Answers
Over the years [2017, 2018, and 2019], did this establishment export?	d6a 1 = Yes 2 = No -9 = Don't know
In the year 2019, what percentage of this establishment's sales were direct exports? [CONDITION: ASK THIS QUESTION ONLY IF d6a=1]	d6b (Percent)
Over the years [2017, 2018, and 2019], has this establishment imported material inputs, machines, or equipment directly?	d6c 1 = Yes 2 = No -9 = Don't know

D.7 Government support

Are you aware of any government support program or subsidy in relation to the adoption of a new machines, equipment or software that could benefit this establishment?	d7a 1= Yes 2= No -9 = Don't know
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<p>Has this establishment benefited from any government support program or subsidy in relation to the adoption of a new machine, equipment, or software?</p>	<p style="text-align: right;">d7b</p> <p>1 = Yes 2 = No -9 = Don't know</p>
<p>Which kind of government support in the adoption of a new technology has this establishment received?</p> <p>[CONDITION: ASK ONLY IF d7b=1]</p> <p>SHOW CARD 21</p>	<p style="text-align: right;">d7c</p> <p>1 = Information 2 = Technical assistance 3 = Tax incentive 4 = Grant 5 = Loan 6 = Other</p>

D.8 Obstacles and Drivers - ranking

<p>Please select three of the major obstacles faced by this establishment to adopt new equipment, machine, software, or process to improve its performance?</p> <p>SHOW CARDS 22</p> <p>CONDITION: SAME OPTION CANNOT BE REPEATED ACROSS VARIABLES</p>	<p style="text-align: center;">d8a</p> <p style="text-align: center;">1st obstacle</p>	<p style="text-align: center;">d8b</p> <p style="text-align: center;">2nd obstacle</p>	<p style="text-align: center;">d8c</p> <p style="text-align: center;">3rd obstacle</p>
<p>1 = Lack of information, knowledge, or technical capacity 2 = Lack or uncertainty of demand 3 = Cost 4 = Lack of finance 5 = Government regulations 6 = Lack of infrastrucutre 7 = Other -9 = Don't know -7 = not applicable</p>			

<p>Please select three of the major reasons for the acquisition of new equipment, machine, or software by this establishment to improve its performance?</p> <p>SHOW CARDS 23</p> <p>CONDITION: SAME OPTION CANNOT BE REPEATED ACROSS VARIABLES</p>	<p style="text-align: center;">d8d</p> <p style="text-align: center;">1st reason</p>	<p style="text-align: center;">d8e</p> <p style="text-align: center;">2nd reason</p>	<p style="text-align: center;">d8f</p> <p style="text-align: center;">3rd reason</p>
<p>1 = Depreciation or replacement 2 = Competition 3 = Other firms adopted 4 = Produce new products 5 = Access new markets 6 = Reduce costs 7 = Adjust to regulations 8 = Other -9 = Don't know -7 = not applicable</p>			

E. LABOR, BALANCE SHEET AND PERFORMANCE

LABOR

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:

Now I would like to ask you a few questions about this establishment's labor force and performance

E.1 At the end of the year [2018], how many permanent full-time, permanent part-time, temporary (or seasonal) full-time, and temporary (or seasonal) part-time individuals worked in this establishment? Please include all employees and managers.

(Permanent full-time employees are defined as all paid employees that are contracted for a term of one or more fiscal years and/or have a guaranteed renewal of their employment contract and that work a full shift)

(Permanent part-time employees are defined as all paid employees that are contracted for a term of one or more fiscal years and/or have a guaranteed renewal of their employment contract and that work in part-time shift, usually less than 20 hours per week)

(Temporary or seasonal, full-time workers are all short-term, that is for less than a year, workers with no guarantee of renewal of employment and work full-time.)

(Temporary or seasonal, part-time workers are all short-term, that is for less than a year, workers with no guarantee of renewal of employment and work usually less than 20 hours per week.)

(INTERVIEWER: INCLUDE INTERVIEWEE IF APPLICABLE).

	Number
Permanent workers, full-time, at the end of the year [2018]	e1a
Total number of workers by the end of the year [2019]	e1
Total number of workers by the end of the year [2017]	e2
DON'T KNOW (SPONTANEOUS)	-9

What was the total share of female workers by the end of the year [2018]?	e1f (share) -9 = Don't know
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E.3	<p>At the end of the year [2018], how many individuals were working in this establishment according to their main occupation?</p> <p>(INTERVIEWER: READ EACH CATEGORY)</p> <p>Professionnals are highly skilled workers with university degree working on their field, such as science and engineering, architecture, finance, IT, and law.</p> <p>Technicians are skilled workers with technical training working on their filed asspcoated with professionals, such as science and engineering or financial technicians.</p> <p>Other production employees are workrers directly involved in the production process, excluding professionals and technicians.</p>
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	Number	DON'T KNOW
CEOs and Managers	e3a	-9
Clerical support workers [e.g. administrative support]	e3d	-9
Production workers (directly involved in the production process)	e3e	-9
Service or sales workers	e3f	-9

E.4	<p>At the end of the year [2017], how many individuals were working in this establishment according to their main occupation: (INTERVIEWER: READ EACH CATEGORY)</p> <p>[SKIP: IF e2a = -7 GO TO e5a]</p>
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	Number	DON'T KNOW
CEOs and Managers	e4a	-9
Clerical support workers [e.g. administrative support]	e4d	-9
Production workers (directly involved in the production process)	e4e	-9
Service or sales workers	e4f	-9

E.5 What is the percentage of workers who completed the following degrees as maximum level of schooling achievement?

	Share (%)	DON'T KNOW
Completed secondary school (about 12 years of education)	e5b	-9
Vocational training (about 12 years of education)	e5c	-9
Completed college degree or more (15+ years of education)	e5d	-9

<p>How many workers are exclusively dedicated to Research and Development activities in this establishment?</p> <p>[CONDITION: ASK ONLY IF e3g=1]</p>	<p>e3h</p> <p>Numbers</p> <p>-9 = Don't know</p>
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BALANCE SHEET

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:

Now, we would like to ask you a few questions about the financial results of this establishment. It is important that this information be as accurate as possible. The individual data are treated as confidential. The identity of this establishment will not be revealed at any point.

E.6 What were this establishment's total annual sales for **ALL** products and services?

	LCUs
Complete year [2018] total sales	e6a
Complete year [2016] total sales	e6b
DON'T KNOW (SPONTANEOUS)	-9

E.7 From this establishment's Income Statement or book records for the year [2018], please provide the following information:

	LCUs	DON'T KNOW
Total annual cost of labor including wages, salaries, bonuses, social security payments	e7a	-9
Total annual cost of raw materials and intermediate goods used in production or materials purchased to resell	e7b	-9
Total annual cost of electricity	e7c	-9
TOTAL COST OF OF PRODUCTION SHOULD INCLUDE ALL ABOVE COSTS AND OTHER COSTS NOT LISTED ABOVE		
Total cost of production or service operations (it also includes costs of marketing, distribution, and others not listed above)	e7d	-9
e. Is the information on annual cost based on calendar year 2019 or fiscal year	e7e_bd	1 = Calendar Year 2 = Fiscal Year -9 = Don't know

E.8 Hypothetically, if this establishment were to purchase all the machinery, vehicles, equipment, and buildings it **uses now**, in their current condition and regardless of whether the establishment owns them or not, how much would they cost, independently of whether they are owned, rented or leased?

	LCUs	DON'T KNOW
Machinery, vehicles, and equipment	e8a	-9
Buildings	e8b	-9

CONTROL QUESTIONS

INTERVIEWER READ AT THE END OF THE INTERVIEW:

The survey ends here. I would like to gather a few final details. Thank you for your time and cooperation.

A.8 Interviewer code a8

A.10 Please indicate which option best describes the main respondents position:

Owner	1
President, Executive Director, or CEO	2
Chief Financial, Chief Operational Officer (CFO/COO)	3
Operational or plant manager	4
Sales or marketing manager	5
Accountant	6
Lawyer	7
Other Administrative	8
Other Management	9
Other (Specify) - a10b	10

a10a

A.11 Please complete the following information about the interviewee(s)

	Years with the establishment	Gender	Email
Main respondent	a11a	a11b	a11c

A.12 The responses to the questions regarding figures (productivity and employment numbers)

Taken directly from establishment records	1
Estimates computed with some precision	2
Arbitrary and unreliable numbers	3
In some case taken from books and in some case estimates	4

a12

ADD IF INFORMATION IS AVAIABLE

	Degrees North (Latitude)	lat
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GPS COORDINATES	Degrees East (Longitude)	lon
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ADD QUESTION ON THE PERCEPTION

INTERVIEWER COMMENTS: (IF DONE BY PHONE)

a13

(Problems occurred/extraordinary circumstances which could influence results)

A.14	This questionnaire was completed in:
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One call interview with one person	1	STOP HERE
One call interview with different managers/staff	2	
Several calls	3	

a14

A.15	If option 2 or 3 in A.14 , estimate duration of the whole interview
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Hour	Minutes
a15h	a15m