

ERF

MSEs Research Programme

Idcode:

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ENTERPRISE-ENTREPRENEUR QUESTIONNAIRE

Information gathered is strictly confidential

**To be administered to the entrepreneur (principal owner/manager)
at the economic unit**

*Unless otherwise explicitly specified,
information refers to usual activity during the week preceding the interview*

Governorate:..... District:..... Village:.....

ENTERPRISE-ENTREPRENEUR QUESTIONNAIRE

**To be administered to the entrepreneur (principal owner/manager)
at the economic unit**

*Unless otherwise explicitly specified,
information refers to usual activity during the week preceding the interview*

Identification of enterprise:

1-Governorate:.....

District :.....

Village :.....

Urban / Rural :.....

Enterprise name :.....

Address :.....

2- Serial Number:.....

3-Household ID code:.....

Interview Result:

- Completed all questions.....1
- Entrepreneur not present at interview time.....2
- Refused to answer.....3
- Enterprise not found.....4
- Enterprise is temporarily closed.....5
- Enterprise is entirely closed.....6
- Sampling error.....7

Record of operations

Task	Interviewer	Supervisor	Office	Field checking	Data entry
Name					
Code	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
Signature					
Date	/ /2003	/ /2003	/ /2003	/ /2003	/ /2003

Part I: Identification of enterprise and entrepreneur

(Circle the numerical code of appropriate response(s) or write in responses in full)

Name of enterprise:

Address of enterprise (in detail):

Name of *principal* owner/manager:

(who takes main decisions in the affairs of the enterprise)

Serial	Question	Answers	Move to
4-	Main activity of enterprise in terms of contribution to turnover (in detail): <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
5-	Permanency of activity of enterprise:	Permanent.....1 Seasonal.....2 Temporary.....3	
	<u>The three most important (in terms of revenues) products:</u>	1-..... <input type="text"/> <input type="text"/> 2-..... <input type="text"/> <input type="text"/> 3-..... <input type="text"/> <input type="text"/>	
6-	Does enterprise engage in other (secondary) activities?	-No.....0 -Yes.....1	→ 8
7-	If yes Specify: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
8-	Is this the only location in which the enterprise operates?	-No.....0 -Yes.....1	→ 11
9-	[0] How many other locations?	<input type="text"/> <input type="text"/> subsidiary	

10- The three most important subsidiaries other than the present location:

	Address	(a) Number of workers	(b) Activity	(c) Link with enterprise ^(*)
1	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
2	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
3	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

- (*) Link with Enterprise: (1) branch
 (2) headquarters
 (3) sales outlet
 (4) storage area
 (5) production of intermediate goods
 (6) purchasing
 (7) other (specify)

Serial	Question	Answers	Move to
11-	Normal work time for the enterprise: Per day:	<input type="text"/> <input type="text"/> hours	
12-	Per week:	<input type="text"/> <input type="text"/> days	
13-	Per month:	<input type="text"/> <input type="text"/> weeks	
14-	Per year:	<input type="text"/> <input type="text"/> months	
15-	Sector of ownership:	co-operative.....1 private domestic.....2 private foreign.....3 private domestic-foreign partnership.....4	
16-	Sex of <i>principal</i> owner/manager:	Male.....1 Female.....2	

Part II: Characteristics of the entrepreneur and enterprise

II-a: Characteristics of the entrepreneur

17-	Owner or Manager?	owner1 manager2	
18-	Is this your sole economic activity?	-No.....0 -Yes.....1 → 20	
19-	[0] What other economic activity do you engage in? (specify the most important in terms of income): <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
20-	Age:	<input type="text"/> <input type="text"/> years	
21-	Age at starting first job:	<input type="text"/> <input type="text"/> years	
22-	Where born?	same governorate.....1 different governorate.....2 outside the country.....3 → 24	
23-	[in the country]	Urban.....1 Rural.....2	
24-	Nationality:	non national1 national2	
25-	Marital status:	never married.....1 → 27 married.....2 widowed.....3 divorced.....4	

Serial	Question	Answers	Move to
26-	[ever-married] Number of children (<i>less than 18 years of age</i>):	<input type="text"/> <input type="text"/> children	
27-	Educational attainment (number of grades completed in all types of formal education(<i>no formal education = 0</i>))	<input type="text"/> <input type="text"/> Years	
28-	Had formal technical or vocational education (related to present activity)?	No0 Yes.....1	→ 30
29-	If yes For how long:	<input type="text"/> <input type="text"/> years	
30-	Training-apprenticeship experience (related to present activity)?	No0 Yes.....1	→ 33
31-	If yes For how long:	<input type="text"/> <input type="text"/> months	
32-	In what type of enterprise was the training provided?	family enterpris.....1 domestic NGO.....2 foreign NGO.....3 co-operative.....4 private firm.....5 public firm.....6 training centre.....7 other (specify):8	

Employment characteristics *prior* to present position (last job)

33-	Last Labour force participation:	Employed.....1 unemployed2 out of labour force- full time student.....3 out of labour force- housewife4 out of labour force- did not desire to work ...5 out of labour force- disabled6 out of labour force- military service.....7	} 41
34-	[1] Status in last employment: (1)	Employee.....1 Employer.....2 own-account.....3 member of co-operative.....4 family worker.....5 other.....6	
35-	Last Occupation (in detail): <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

Serial	Question	Answers	Move to
36-	Last Sector of ownership:	Government.....1 Public.....2 domestic NGO.....3 foreign NGO.....4 co-operative.....5 private domestic.....6 private foreign.....7	
37-	Was it In establishment?	No0 Yes.....1	
38-	Last Economic activity: <input type="text"/>	
39-	Last Geographic location:	same as present.....1 different inside the country.....2 different outside the country.....3	
40-	Main reason for changing last job?	laid-off.....1 low earnings.....2 bad work conditions.....3 family reasons.....4 had to move out of previous location...5 other (specify):6	

Present activity

41-	Status in employment:	Employee.....1 Employer.....2 own- account.....3 family worker.....4	
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42-	Main reason for choosing present job?	suits qualifications.....1 has experience in business.....2 capital requirements reasonable.....3 family business.....4 desire to set up new enterprise.....5 to improve living conditions.....6 only option available.....7 other (specify):8	
43-	How long have been in present job?	<input type="text"/> <input type="text"/> years	

Place of work

Serial	Question	Answers	Move to
44-	Works at home?	No.....1 own home.....2 another home.....3	→ 46
45-	[1 or 3] Distance from home (travel time)?	<input type="text"/> <input type="text"/> minutes	
46-	Description of the place of work:	workshop/factory.....1 shop.....2 office.....3 room.....4 apartment.....5 separate building.....6 vehicle.....7 open space.....8 kiosk.....9 other (specify):10	
47-	Ownership of the place of work:	owned1 shared ownership2 rented.....3 shared rent.....4 squatter5 free6 other (specify):.....7	
48-	Does owner have partners?	No0 Yes.....1 Do not know.....2	→ 51 → 51
49-	[1] How many:	<input type="text"/> <input type="text"/> partners	
50-	Who are they? (<i>more than one response possible</i>)	family and relatives.....A birth place friends.....B other friends.....C neighbours.....D business colleagues.....E domestic firms.....F foreign firms.....G other (specify):X	

Serial	Question	Answers	Move to
51-	Belongs to a business association? <i>(more than one response possible)</i>	None.....Y chamber of commerce.....A specialised federation of industries.....B geographical federation.....C other (specify):X	55
[if more than one association answer Q52, else go to 53]			
52-	Which is the most important to your business?	chamber of commerce.....1 specialised federation of industries.....2 geographical federation.....3 other (specify):4	
53-	In which of the following areas is the most benefit derived from this association? <i>(more than one response possible)</i>	setting-up enterprise.....A communication services.....B information (know-how, technology)...C financial.....D management.....E training of workers.....F production.....G promoting inter-firm linkages.....H domestic marketing.....I importing.....J exporting.....K dispute settlement.....L other (specify):X	
54-	In which area do you most need support from the association?	None.....0 setting-up enterprise.....1 communication services.....2 information (know-how, technology)...3 financial.....4 management.....5 training of workers.....6 production.....7 promoting inter-firm linkages.....8 domestic marketing.....9 importing.....10 exporting.....11 dispute settlemen.....12 other (specify):13	

Serial	Question	Answers	Move to
55-	How do you normally settle business disputes?	no disputes.....0 direct settlement(personal communication)..1 court system.....2 business association arbitration.....3 senior business colleague- craft leader.....4 community leader.....5 other (specify):6	

II-b: Characteristics of the enterprise

56-	Legal form: (1)	sole proprietorship.....1 simple partnership.....2 limited liability.....3 limited liability by shares.....4 joint stock.....5 other (specify):6	
57-	Are there neighbouring enterprises engaged in activities related to your enterprise?	No0 Yes.....1	→ 63
58-	If yes Name of cluster or estate:	
59-	Type:	cluster.....1 industrial estate2	
60-	Do you find the presence in this cluster, estate, useful to business?	No0 Yes.....1	→ 63
61-	If yes In which of the following areas is the most important benefit derived From this cluster, estate? <i>(more than one response possible)</i>	setting-up enterprise.....A communication services.....B information (know-how, technology)...C financial.....D management.....E training of workers.....F production.....G promoting inter-firm linkages.....H domestic marketing.....I importing.....J exporting.....K dispute settlement.....L other (specify):X	

Serial	Question	Answers	Move to
62-	In which area do you most need support from the cluster, estate?	None.....0 setting-up enterprise.....1 communication services.....2 information (know-how, technology)...3 financial.....4 management.....5 training of workers.....6 production.....7 promoting inter-firm linkages.....8 domestic marketing.....9 importing.....10 exporting.....11 dispute settlement.....12 other (specify):13	
63-	When was enterprise set-up- in current location and same activity (year)?	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

AT START-UP TIME OF ENTERPRISE

64-	Was enterprise registered (industrial or commercial)?	No0 Yes.....1 → 66 Not required.....2 → 66	
65-	[0] Why not? (1)	too expensive.....1 tedious (time consuming/complicated).....2 useless (no perceived benefit).....3 other (specify):4.	
66-	Had you acquired an official business license?	No0 Yes.....1 → 68 Not required.....2 → 68	
67-	[0] Why not?	too expensive.....1 tedious (time consuming/complicated).....2 useless (no perceived benefit).....3 other (specify):4.	
68-	Had registered with tax department (acquired a tax card or a card number)? (To the interviewer check the tax card)	No0 Yes.....1 → 70	
69-	[0] Why not?	too expensive.....1 tedious (time consuming/complicated).....2 useless (no perceived benefit).....3 other (specify):4.	

70-	Had joined social insurance scheme?	No0 Yes.....1 → 72	
Serial	Question	Answers	Move to
71-	[0] Why not?	too expensive.....1 tedious (time censoring/complicated).....2 useless (no perceived benefit).....3 other (specify):4.	} 73
72-	If yes Who was covered? (1)	Entrepreneur.....1 entrepreneur + some workers.....2 entrepreneur + all workers.....3	
73-	Number of persons engaged (including entrepreneur):	<input type="text"/> <input type="text"/> person	
74-	Space: area of economic unit, m ² :	<input type="text"/> <input type="text"/> <input type="text"/> M ²	
75-	Main source of initial capital:	inheritance own savings liquidation of assets formal loan informal loan own remittances others remittances other (specify):	} 84 → 79 } 84
Note: To the interviewer: In case of non existence of formal loan or informal loan go to Q84. In case of non existence of formal loan go to Q 79.			
76-	[4] Source of formal loan: (to the interviewer:formal loan at start-up of enterprise)	Bank.....1 development fund.....2 credit firm.....3 other domestic firm.....4 foreign firm.....5 domestic NGOs.....6 foreign NGOs.....7 other government agency- central.....8 other government agency- local.....9 other (specify):10	
77-	a: Interest rate (including charges): b: per time period c: currency:	a <input type="text"/> <input type="text"/> % b <input type="text"/> <input type="text"/> <input type="text"/> months c: 1-national 2- US\$ 3-other (specify): <input type="text"/> <input type="text"/>	
78-	Collateral required?	No0 Yes.....1	} 82

Serial	Question	Answers	Move to
79-	[5] Source of informal loan: (to the interviewer:informal loan at start-up of enterprise)	money lender.....1 family and relatives.....2 friends.....3 neighbours.....4 informal saving arrangements.....5 business associates.....6 business contractors.....7 other (specify):8	
80-	a: Interest rate (including charges): b: per time period c: currency:	a <input type="text"/> <input type="text"/> . <input type="text"/> % b <input type="text"/> <input type="text"/> <input type="text"/> months c: 1-national 2- US\$ 3-other (specify): <input type="text"/> <input type="text"/>	
81-	Collateral required?	No0 Yes.....1	
82-	Business support service provided with loan?	No0 Yes.....1	→ 84
83-	If yes Specify the most important:	setting-up enterprise.....1 communication services.....2 information (know-how, technology)...3 financial.....4 management.....5 training of workers.....6 production.....7 promoting inter-firm linkages.....8 domestic marketing.....9 importing.....10 exporting.....11 dispute settlemen.....12 other (specify):.....13	
84-	Enterprise registered (industrial or commercial)? (check the registration certificate)	No0 Yes.....1 Not required.....2	→ 87 → 87
Check question 64, If it was not registered at start-up time but registered now coninue.Otherwise,go to question 87			
85-	[1 and not registered at start up time] When registered (year)?	year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

Serial	Question	Answers	Move to
86-	Why? (Specify the most important reason)	became mandatory.....1 procedures simplified.....2 cost declined.....3 became advantageous.....4 other (specify):5	
87-	Acquired an official business license?	No0 Yes.....1	→ 90
Check question 66, If it was not licensed at start-up time but licensed now continue. Otherwise, go to question 90			
88-	[1 and not licensed at start up time] When got licensed (year)?	year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
89-	Why?	became mandatory.....1 procedures simplified.....2 cost declined.....3 became advantageous.....4 other (specify):5	
90-	Registered with tax department (acquired a tax card or a card number)	No0 Yes.....1 Not required.....2	→ 93 → 93
Check question 68, If it was not registered at start-up time but registered now continue. Otherwise, go to question 93			
91-	[1 and not registered at start up time] When registered (year)?	year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
92-	Why?	became mandatory.....1 procedures simplified.....2 cost declined.....3 became advantageous.....4 other (specify):5	
93-	Joined social insurance scheme?	No0 Yes.....1 Not required.....2	→ 97 → 97
Check question 70, If it was not joined at start-up time but joined now continue. Otherwise, go to question 97			
94-	[1 and had not joined at start up time] When joined (year)?	year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
95-	Why?	became mandatory.....1 procedures simplified.....2 cost declined.....3 became advantageous.....4 other (specify):5	
96-	Who was covered?	Entrepreneur entrepreneur + some workers entrepreneur + all workers	

Serial	Question	Answers	Move to
97-	Enterprise organised in departments with responsible managers?	No0 Yes.....1	
98-	Enterprise keeps regular accounts?	No0 Yes.....1	
<u>Dominant technology in machinery/equipment used in the production process goods and services</u>			
99-	Use of <u>mechanical</u> equipment:	Never.....1 Often.....2 all the time.....3	
100-	Use of <u>electric</u> equipment:	Never.....1 Often.....2 all the time.....3	
101-	Use of <u>electronic</u> equipment:	Never.....1 Often.....2 all the time.....3	
102-	How do you characterise the technology used in the production process of the enterpris	Traditional.....1 Modern.....2 up-to-date.....3	
103-	Do you use the latest technology in your business sector?	No0 Yes.....1	→ 105
104-	[0] why not?	too expensive.....1 difficult to obtain locally.....2 no good service for it.....3 workers not qualified for it.....4 other (specify):5	

Present value of enterprise assets

	Item	Calculations	Current Value (LE)	Value in letters						
105-	Land	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						
106-	Buildings	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						
107-	Tools	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						
108-	Other equipment	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						
109-	Inventory	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						
110-	Cash	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						
111-	Total	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						

DURING LAST 12 MONTHS

Serial	Question	Answers			Move to
<u>Main customers</u>					
<i>(Identify main customer first, specify share of revenues, then account for the rest)</i>					
		(a) No / Yes		(b) [yes] %	
112-	Households	0	1		
113-	Government	0	1		
114-	Public enterprise	0	1		
115-	Domestic NGO	0	1		
116-	Foreign NGO	0	1		
117-	Co-operative	0	1		
118-	Home-based workers	0	1		
119-	Micro (<10 persons) private sector enterprises	0	1		
120-	Small (<50 persons) private sector enterprises	0	1		
121-	Large (50+ persons) private sector enterprises	0	1		
122-	Foreign firms	0	1		
123-	Other (specify):	0	1		
				Sum = 100%	
<u>Scope of market</u>					
		(a) No / Yes		(b) [yes] %	
124-	Local	0	1		
125-	Regional	0	1		
126-	National	0	1		
127-	International	0	1		
				Sum = 100%	

DURING LAST 12 MONTHS, Financial services

Serial	Question	Answers	Move to
<u>Enterprise had access to financial services?</u>			
128-	Credit?	No0 Yes.....1	→ 131
129-	If yes,main Source:	Bank.....1 development fund.....2 credit firm.....3 other domestic firm.....4 foreign firm.....5 domestic NGO.....6 foreign NGO.....7 government agency.....8 family and relatives.....9 friends.....10 neighbours.....11 business associates.....12 business contractors.....13 money lender.....14 other (specify):15	
131-	Savings?	No0 Yes.....1	→ 134

132-	If yes, Means:	Bank.....1 development fund.....2 credit firm.....3 other domestic firm.....4 foreign firm.....5 domestic NGO.....6 foreign NGO.....7 government agency.....8 family and relatives.....9 friends.....10 neighbours.....11 business associates.....12 business contractors.....13 at home14 informal saving arrangements.....15 other (specify):16	
133-	Satisfied?	No0 Yes.....1	

Serial	Question	Answers	Move to
134-	Leasing?	No0 Yes.....1	→ 137
135-	If yes, Source:	Bank.....1 development fund.....2 domestic firm.....3 foreign firm.....4 domestic NGO.....5 foreign NGO.....6 government agency.....7 business associates.....8 business contractors.....19 other (specify):10	
136-	Satisfied?	No0 Yes.....1	
137-	Venture capital?	No0 Yes.....1	→ 140
138-	If yes, Source:	Bank.....1 development fund.....2 domestic firm.....3 foreign firm.....4 domestic NGO.....5 foreign NGO.....6 government agency.....7 business associates.....8 business contractors.....9 other (specify):10	
139-	Satisfied?	No0 Yes.....1	

Enterprise had access to other business support services ?

Serial	Question	Answers	Move to
140-	Information (know-how, technology)?	No0 Yes.....1	→143
141-	If yes, Source:	Bank.....1 development fund.....2 domestic firm.....3 foreign firm.....4 domestic NGO.....5 foreign NGO.....6 government agency.....7 business associates.....8 other (specify):9	
142-	Satisfied?	No0 Yes.....1	
143-	Management?	No0 Yes.....1	→146
144-	If yes, Source:	Bank.....1 development fund.....2 domestic firm.....3 foreign firm.....4 domestic NGO.....5 foreign NGO.....6 government agency.....7 business associates.....8 other (specify):9	
145-	Satisfied?	No0 Yes.....1	
146-	Training of workers?	No0 Yes.....1	→149

147-	If yes, Source:	Bank..... 1 development fund.....2 domestic firm.....3 foreign firm.....4 domestic NGO.....5 foreign NGO.....6 government agency.....7 business associates.....8 other (specify):9	
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Serial	Question	Answers	Move to
148-	Satisfied?	No0 Yes.....1	
149-	Production?	No0 Yes.....1	→152
150-	If yes, Source:	Bank.....1 development fund.....2 domestic firm.....3 foreign firm.....4 domestic NGO.....5 foreign NGO.....6 government agency.....7 business associates.....8 other (specify):9	
151-	Satisfied?	No0 Yes.....1	
152-	Promoting inter-firm linkages?	No0 Yes.....1	→155
153-	If yes, Source:	Bank.....1 development fund.....2 domestic firm.....3 foreign firm.....4 domestic NGO.....5 foreign NGO.....6 government agency.....7 business associates.....8 other (specify):9	
154-	Satisfied?	No0 Yes.....1	
155-	Domestic marketing?	No0 Yes.....1	→158

156-	If yes, Source:	Bank..... 1 development fund.....2 domestic firm.....3 foreign firm.....4 domestic NGO.....5 foreign NGO.....6 government agency.....7 business associates.....8 other (specify):9	
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Serial	Question	Answers	Move to
157-	Satisfied?	No0 Yes.....1	
158-	Exporting?	No0 Yes.....1	→ 161
159-	If yes, Source:	Bank.....1 development fund.....2 domestic firm.....3 foreign firm.....4 domestic NGO.....5 foreign NGO.....6 government agency.....7 business associates.....8 other (specify):9	
160-	Satisfied?	No0 Yes.....1	

Source of working capital during last three months

Serial		Value (LE)					
161-	Own savings (excluding remittances)						
162-	Liquidation of assets						
163-	Suppliers						
164-	Contractors						
165-	Formal loan*						
166-	Informal loan**						
	Remittances						
167-	Own						
168-	Others						
169-	Customers						
170-	Other (specify):						
171-	Total						

Note: To the interviewer: Check Q165& Q166. In case of non existence of formal loan or informal loan go to 180
In case of non existence of formal loan go to Q 175.

Serial	Question	Answers	Move to
172-	*[Formal loan] Source:	Bank.....1 development fund.....2 credit firm.....3 other domestic firm.....4 foreign firm.....5 domestic NGOs.....6 foreign NGOs.....7 other government agency- central.....8 other government agency- local.....9 other (specify):10	
173-	a: Interest rate (including charges): b: per time period c: currency:	a <input type="text"/> <input type="text"/> <input type="text"/> % b <input type="text"/> <input type="text"/> <input type="text"/> months c: 1-national 2- US\$ 3-other (specify): <input type="text"/> <input type="text"/>	
174-	Collateral required?	No0 Yes.....1	
175-	**[Informal loan] Source:	money lender.....1 family and relatives.....2 friends.....3 neighbours.....4 informal saving arrangements.....5 business associates.....6 business contractors.....7 other (specify):8	
176-	a: Interest rate (including charges): b: per time period c: currency:	a <input type="text"/> <input type="text"/> . <input type="text"/> % b <input type="text"/> <input type="text"/> <input type="text"/> months c: 1-national 2- US\$ 3-other (specify): <input type="text"/> <input type="text"/>	
177-	Collateral required?	No0 Yes.....1	
178-	Business support service provided with loan?	No0 Yes.....1	→180

Serial	Question	Answers	Move to
179-	If yes Specify the most important:	setting-up enterprise.....1 communication services.....2 information (know-how, technology)...3 financial.....4 management.....5 training of workers.....6 production.....7 promoting inter-firm linkages.....8 domestic marketing.....9 importing.....10 exporting.....11 dispute settlemen.....12 other (specify):.....13	

Linkages with other enterprises

180-	Had links with other enterprises?	No0 → Yes.....1	194
181-	If yes, With how many approximately?	<input type="text"/> <input type="text"/> links	
182-	Type of linkages: <i>(more than one response possible)</i>	subcontracting to other enterprises.....A subcontracting by other enterprises.....B collaboration in bidding for contracts.....C collaboration in utilising equipment.....D collaboration in utilising advanced equipment.E domestic marketing.....F exporting.....G other (specify):.....X	
Note: to the interviewer: Check Q182, If the enterprise is subcontracting to other enterprises continue, otherwise go to Q 188.			
	[Subcontracting to other enterprises]		
183-	Share of enterprises (subcontracting to) of total contract %?	<input type="text"/> <input type="text"/> %	

184-	Type of most important linked enterprises:	domestic NGOs.....1 foreign NGOs.....2 co-operative.....3 out workers.....4 self-employed persons.....5 micro (ø10 persons) private sector enterprises..6 small (ø50 persons) private sector enterprises...7 large (50+ persons) private sector enterprises..8 foreign trading firms.....9 foreign production firms.....10 other (specify):11
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Serial	Question	Answers	Move to
185-	Subject to a contract?	No0 Yes.....1	
186-	Typical activity of most important linked enterprises (in detail): <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
187-	Is this enterprise in same cluster-estate?	No0 Yes.....1	
Most important linked enterprise:			
Name:			
Address:			
Note: to the interviewer: Check Q182, If the enterprise is subcontracting by other enterprises continue, otherwise go to Q 194.			
[Subcontracting by other enterprises]			
188-	Enterprise share of contract %?	<input type="text"/> <input type="text"/> <input type="text"/> %	
189-	Type of most important linked enterprises:	domestic NGOs.....1 foreign NGOs.....2 c-operative.....3 out workers.....4 self-employed persons.....5 micro (ø10 persons) private sector enterprises..6 small (ø50 persons) private sector enterprises...7 large (50+ persons) private sector enterprises..8 foreign trading firms.....9 foreign production firms.....10 other (specify):11	
190-	Subject to a contract?	No0 Yes.....1	
191-	Percentage of subcontracted goods to total business?	<input type="text"/> <input type="text"/> <input type="text"/> %	
192-	Typical activity of most important linked enterprises (in detail): <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
193-	Is this enterprise in same cluster-estate?	No0 Yes.....1	
Most important linked enterprise:			
Name:			
Address:			

Constraints to business activity (Codes (0,1,2) express severity)

Infrastructure

		(a) Access		(b) [1] Adequacy		
194-	Water	0	1	0	1	2
195-	Electricity	0	1	0	1	2
196-	Telephone	0	1	0	1	2
197-	Sewage	0	1	0	1	2
198-	Roads	0	1	0	1	2
199-	Transportation for workers	0	1	0	1	2
200-	Transportation for goods	0	1	0	1	2

Social facilities

		(a) Access		(b) [1] Adequacy		
201-	Nursery for children	0	1	0	1	2

Constraint

		Severity				
		Easy	Mid	Hard	*Not applicable	
202-	Securing initial capital	0	1	2	3	
203-	Licensing and registration procedures	0	1	2	3	
204-	Labour law	0	1	2	3	
205-	Labour inspection	0	1	2	3	
206-	Labour cost	0	1	2	3	
207-	Meeting environmental requirements	0	1	2	3	
208-	Finding qualified workers	0	1	2	3	
209-	Retaining qualified workers	0	1	2	3	
210-	Raw materials availability	0	1	2	3	
211-	Raw materials cost	0	1	2	3	
212-	Unutilised capacity (average during last 12 months): %	0	1	2	3	
213-	Low demand for output	0	1	2	3	
214-	Strong domestic competition from micro enterprises (<10)	0	1	2	3	
215-	Strong domestic competition from small enterprises (<50)	0	1	2	3	
216-	Strong domestic competition from large enterprises (50+)	0	1	2	3	
217-	Strong competition from imports	0	1	2	3	
218-	Financial services	0	1	2	3	
219-	Other business support services	0	1	2	3	
220-	Profitability	0	1	2	3	
221-	Tax rates	0	1	2	3	
222-	Custom duties	0	1	2	3	
223-	Tax administration	0	1	2	3	
224-	Other (specify):	0	1	2	3	

* Shaded blocks not to be chosen.

Serial	Question	Answers	Move to
225-	<u>Financial service most needed:</u>	Credit.....1 Savings.....2 Leasing.....3 venture capital.....4 other (specify):5	
226-	<u>Other business support service most needed:</u>	communication services.....1 information (know-how, technology).....2 training of workers.....3 production.....4 promoting inter-firm linkages.....5 domestic marketing.....6 importing.....7 exporting.....8 other (specify):9	
227-	<u>Three most important suggestions to improve business:</u> 2- 3-		
<u>Problems specific to women entrepreneurs</u> <i>(Asked of both men and women entrepreneurs)</i>			
228-	Do you know of any woman entrepreneur in this type of activity?	No0 Yes.....1	249 if a man 242 if a woman
229-	If yes, Do women entrepreneur have certain advantages in this type of activity?	No0 Yes.....1	231
230-	If yes, What is the most important advantage? <input type="checkbox"/> <input type="checkbox"/>	
231-	Do women entrepreneurs face special problems in this type of activity?	No0 Yes.....1	242

Serial	Question	Answers		Move to
		No	Yes	
	If problems exist, In what areas?			
232-	Problems in setting up enterprise?	0	1	
233-	Problems in hiring workers?	0	1	
234-	Problems in managing business?	0	1	
235-	Problems in marketing?	0	1	
236-	Problems in benefiting from financial services?	0	1	
237-	Problems in benefiting from other business servic	0	1	
238-	Problems in securing contracts?	0	1	
239-	Problems in joining business associations?	0	1	
240-	Personal Harassment?	0	1	
241-	Other (specify):	0	1	

(Women entrepreneurs only {249- for men entrepreneurs})

242-	Needs permission to be in business from household?	No0	Yes.....1	→244
243-	If yes, From whom?	Husband.....1	Father.....2	Brother.....3
		father in law.....4	mother.....5	mother in low.....6
		other (specify):7		
244-	Needs permission to be in business from community?	No0	Yes.....1	→246
245-	If yes, From whom?	Men.....1	Women.....2	Both.....3
246-	Where does the worst constraints on business activity come from?	Household.....1	Community.....2	
247-	Suffers from conflicts between home and work duties?	No0	Yes.....1	
248-	Feels empowered by earnings?	No0	Yes.....1	

Performance

At present and one year ago (if enterprise was set-up more than one year ago)

(Use the reference period most appropriate for the enterprise to arrive at monthly quantities and specify the unit used)

serial	<u>Criterion</u>	<u>(a)</u> <u>At interview</u> <u>time</u>	<u>(b)</u> <u>One year Ago</u>												
249-	Number of persons engaged:	<table border="1" style="display: inline-table; width: 100px; height: 20px;"><tr><td></td><td></td></tr></table>			<table border="1" style="display: inline-table; width: 100px; height: 20px;"><tr><td></td><td></td></tr></table>										
250-	Space: area of economic unit (m ²):	<table border="1" style="display: inline-table; width: 100px; height: 20px;"><tr><td></td><td></td></tr></table>			<table border="1" style="display: inline-table; width: 100px; height: 20px;"><tr><td></td><td></td></tr></table>										
251-	Value of assets (land and buildings, plant and equipment, inventory, cash): (Check Q 111)	<table border="1" style="display: inline-table; width: 100%;"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>							<table border="1" style="display: inline-table; width: 100%;"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						
252-	Output (quantity/value), per month:	<table border="1" style="display: inline-table; width: 100%;"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>							<table border="1" style="display: inline-table; width: 100%;"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						
253-	Wage bill (including social security and fringe benefits-per month):	<table border="1" style="display: inline-table; width: 100%;"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>							<table border="1" style="display: inline-table; width: 100%;"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						
254-	Raw materials and purchase of goods (per month)*:	<table border="1" style="display: inline-table; width: 100%;"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>							<table border="1" style="display: inline-table; width: 100%;"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						
255-	Energy consumption (per month)*:	<table border="1" style="display: inline-table; width: 100%;"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>							<table border="1" style="display: inline-table; width: 100%;"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						
	Other expenditures (per month)*:														
256-	Rent	<table border="1" style="display: inline-table; width: 100%;"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>							<table border="1" style="display: inline-table; width: 100%;"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						
257-	Value added taxes	<table border="1" style="display: inline-table; width: 100%;"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>							<table border="1" style="display: inline-table; width: 100%;"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						
258-	Cost of financial services	<table border="1" style="display: inline-table; width: 100%;"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>							<table border="1" style="display: inline-table; width: 100%;"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						
259-	Others	<table border="1" style="display: inline-table; width: 100%;"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>							<table border="1" style="display: inline-table; width: 100%;"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						
260-	Total other expenditures (Sum Q256:259)	<table border="1" style="display: inline-table; width: 100%;"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>							<table border="1" style="display: inline-table; width: 100%;"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						
261-	Total expenditures (per month): (Sum Q253+254+255+260)	<table border="1" style="display: inline-table; width: 100%;"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>							<table border="1" style="display: inline-table; width: 100%;"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						
262-	Total sales-revenues (per month):	<table border="1" style="display: inline-table; width: 100%;"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>							<table border="1" style="display: inline-table; width: 100%;"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						
263-	Of which, exports (per month):	<table border="1" style="display: inline-table; width: 100%;"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>							<table border="1" style="display: inline-table; width: 100%;"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						
264-	Added new products preceding year?	No.....0 Yes.....1	No.....0 Yes.....1												
265-	Value of new assets acquired during preceding year:	<table border="1" style="display: inline-table; width: 100%;"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>							<table border="1" style="display: inline-table; width: 100%;"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						

(* Break down into main components then add-up if needed to help respondent answer accurately)

II-c: Future prospects

Serial	Question	Answers	Move to
266-	Intends to stay in present activity? 1 Y (do not know)	0 No.....0 Yes.....1 Not sure.....Y	276

Expectations for the future (during next year)

		Contraction	Stable	Growth	Do not know
267-	Employment				
268-	Area of economic unit (m ²)	0	1	2	Y
269-	Output	0	1	2	Y
270-	Assets (land, buildings, equipment)	0	1	2	Y
271-	Acquisition of modern technology	0	1	2	Y
272-	Revenues	0	1	2	Y
273-	Domestic sales	0	1	2	Y
274-	Exports	0	1	2	Y
275-	Adding new products	0	1	2	Y

Part III: Section on workers

Work force (all persons engaged in all locations including entrepreneur)

Age-sex structure of employment

	Age group	(a) Females	(b) Males
276-	<15		
277-	15-24		
278-	25-59		
279-	60+		
280-	Total		

Permanency of employment

		(a) Females	(b) Males
281-	Permanent		
282-	Temporary		
283-	Casual		
	Total		

Make sure that total of workers equals Q280

Nationality composition of employment

		(a) Females	(b) Males
284-	National		
285-	Non-national		
	Total		

Skill structure and wage rate (female workers)

	Skill level	(a) Number	(b) Wage rate	(c) Time period	(d) Average monthly wage for one worker												
286-	Skilled	<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						
287-	Semi-skilled	<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						
288-	Unskilled	<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						
289-	Apprentices	<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						
290-	Total	<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						

Skill structure and wage rate (male workers)

	Skill level	(a) Number	(b) Wage rate	(c) Time period	(d) Average monthly wage for one worker												
291-	Skilled	<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						
292-	Semi-skilled	<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						
293-	Unskilled	<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						
294-	Apprentices	<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						
295-	Total	<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td></tr></table>			<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>						

Serial	Question	Answers	Move to
	<u>Most important recruitment criterion</u>		
296-	(a) Skilled workers	Age.....1 Sex.....2 Skill.....3 character-ethical qualities.....4 family.....5 other relatives.....6 neighbours.....7 birth place friends.....8 apprenticeship colleagues.....9 other (specify):10	

(b)Unskilled workers	Age.....	1
	Sex.....	2
	character-ethical qualities.....	3
	family.....	4
	other relatives.....	5
	neighbours.....	6
	birth place friends.....	7
	apprenticeship colleagues.....	8
	other (specify):	9

Serial	Question	Answers		
297-	Workers related to entrepreneur?			workers
298-	Workers not related to entrepreneur?			
299-	Total (297+298)			workers
300-	Had formal technical education (related to present activity)?			workers
301-	Workers had no training-apprenticeship experience (related to present activity)?			
301a-	Total (300+301)			workers
302-	Workers have written contract?			workers
303-	Workers have no written contract?			
303a-	Total (302+303)			workers
304-	Availability of social security provisions for workers?			workers
305-	Non availability of social security provisions for workers?			
305a-	Total (304+305)			workers
306-	Availability of health care provisions for workers?			workers
307-	Non availability of health care provisions for workers?			
307a-	Total (306+307)			workers
308-	Workers have paid vacations?			workers
309-	Workers have no paid vacations?			
309a-	Total (308+309)			workers

Fringe benefit available to workers

Benefit	(a) Available?		(b) Total cost during last month				
	No	Yes					
310- Food	0	1					
311- Lodging	0	1					
312- Transport	0	1					
313- Clothes	0	1					
314- Allowance for children's education	0	1					
315- Cash payments on special occasions	0	1					
316- Other (specify):	0	1					

Work environment for workers

Serial	Question	Answers	Move to
317-	Safe?	No.....0 Yes.....1	
318-	Comfortable?	No.....0 Yes.....1	
319-	Accidents likely to happen?	No.....0 Yes.....1	322
320-	If yes, How often accidents happen?	Daily.....1 Once a week.....2 Less often.....3	
321-	Accidents lead to injury?	No.....0 Yes.....1	
322-	First aid arrangements adequate?	No.....0 Yes.....1	