



ETUDE ECONOMIQUE CONSEIL

PRODUCTIVITY & INVESTMENT CLIMATE SURVEY NIGERIA

MANUFACTURING QUESTIONNAIRE

Country:	countryname			
Questionnaire ID:	Idquest			
Establishment ID Code:	estid			
Supervisor Call Back	Yes		No	
	callback			

PRODUCTIVITY & INVESTMENT CLIMATE SURVEY

A - CONTROL INFORMATION

Establishment	est			
Address	addr	Phone		tel
City	city	Region (see table below)		reg
Respondent	resp	Interviewer		Code: intcode
		Sample Frame		Reality
Industry code (see table below)				industry
Size (see table below)		sampsiz		screensiz
Stratum (see table below)		sampstrat		screenstrat
		Yes	No	No, but some shared activities
Is the actual stratum the same as the sample stratum?		stratmatch		
				Yes No
Is your establishment located in an export processing or other industrial zone?				zone
Is the establishment part of a larger firm?				multiest
If yes , does your establishment maintain financial information specific to this establishment?				fins
Supervisor				Code: super

Region		Industry code	
Region A	1	Manufacturing	Food 1
Region B	2		Garments 2
Region C	3		Textiles 3
Region D	4		Machinery & Equipment 4
Region E	5		Chemicals 5
Region F	6		Electronics 6
Region G	7		Non-metallic minerals 7
Region H	8		Wood, wood products and furniture 8
Region I	9		Metal and Metal products 9
Region J	10		Other Manufacturing 10
Region K	11	Retail	Retail 11
		Rest of the Universe	Information Technology 12
			Construction & Transport 13
			Hotels and restaurants 14
			Other 15

Stratum		
Manufacturing	Food	1
	Garment	2
	Other Mfg	3
	Retail	4
	Rest of the universe	5

Size	
Small (5-19 employees)	1
Medium (20-99 employees)	2
Large (100 employees and more)	3



Month(MM)	Day(DD)	Hour	Minutes	AM/PM
startmonth	startday	starthour	startmin	startampm

Note: Questions 1 through 3 apply to your entire firm, including all its establishments

B1)

What is the current legal status of your firm? (see table below)	b1
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Legal status	
Publicly listed company	1
Private held, limited company	2
Sole proprietorship	3
Partnership	4
Other (specify):	5
b1x	

B2) What percentage of your firm is owned by:

Private domestic individuals, companies or organizations	b2a	%
Private foreign individuals, companies or organizations	b2b	%
Government/State	b2c	%
Other	b2d	%
Total	100%	



B3)

What percentage of this firm does the largest shareholder(s) own?	b3a %		
– If 50% or less is owned by the largest shareholder , how many shareholders own the same highest percentage?	ng_b3b		
– If more than 50% is owned by the largest shareholder , how many years has the sole owner or majority shareholder owned this business?	ng_b3c years		
– How did the sole owner or majority shareholder acquire ownership of this business? (see table below)	ng_b3d		
– What was the main reason why the sole owner or majority shareholder decided to start or take over the business? (see table below)	ng_b3e		
	Male	Female	
– What is the sex of the sole owner or majority shareholder?	ng_b3f		
– What is the ethnic origin of the sole owner or majority shareholder? (see table below)	ng_b3g		
– What is the age bracket of the sole owner or majority shareholder? (see table below)	ng_b3h		
– What is the highest level of education of the sole owner or majority shareholder? (see table below)	ng_b3i		
	Yes	No	
– Does the sole owner or majority shareholder have children younger than 10 years old?	ng_b3j		
– Is the sole owner or majority shareholder also the top manager of this firm?	ng_b3k		If yes, skip to b4
	Male	Female	
– If no , what is the sex of the top manager?	ng_b3k1		
– What is the age bracket of the top manager? (see table below)	ng_b3k2		
– What is the highest level of education of the top manager? (see table below)	ng_b3k3		
	Yes	No	
– Does the top manager have children younger than 10 years old?	ng_b3k4		
– To what extent is the owner or majority shareholder involved in the management of this firm? (see table below)	ng_b3k5		



PRODUCTIVITY & INVESTMENT CLIMATE SURVEY

B – GENERAL INFORMATION

Acquiring ownership	
Start the business themselves on their own	1
Start the business themselves with partners	2
Purchase (part of) an existing business	3
Inherit their business	4
Join a family business (parents, siblings, etc)	5
Acquire the business through marriage	6
Other	7

Main reason	
I could not find a job in the labor market	1
The earnings in my previous job were too low	2
I did not like my previous job (colleagues, tasks)	3
I wanted to work flexible hours	4
I wanted to work near home	5
I wanted to improve/maintain the family income	6
I wanted to exploit attractive market opportunities	7
Personal satisfaction	8
Other	9

Ethnic origin	
African	1
Indian	2
Lebanese or Middle Eastern	3
Other Asian	4
European / Caucasian	5
Other	6

Age bracket	
30 years or less	1
31-45	2
46-55	3
55 and more	4

Extent	
Make most decisions	1
Make decisions in consultation with other partners	2
Delegate most decisions to other partners	3
Have appointed manager	4
A board of directors manages the enterprise	5

Highest level of education	
No education	1
Primary school completed	2
Started but did not complete secondary school	3
Secondary School completed	4
Vocational Training completed	5
Some university training	6
Graduate degree (BA, BSc etc.) completed	7
Masters of Business Administration (MBA) from university in this country completed	8
Masters of Business Administration (MBA) from university in another country completed	9
Other post graduate degree (Ph.D, Masters) from university in this country completed	10
Other post graduate degree (Ph.D, Masters) from university in another country completed	11



Note: The following questions only apply to this establishment.

B4)

How many years of managerial experience working in this sector does the top manager have?	b4b years
In what year did this establishment begin operations in this country?	b4c



C1)

In 2006 , what percentage of this establishment's sales came from the following activities:		
- Manufacturing	c1a	%
- Services	c1b	%
- Other (specify) : c1cx	c1c	%
Total	100%	

C2)

Q2)

In 2006 : what percentage of your establishment's sales were:		
- Paid for before delivery	c2a1	%
- Paid for on delivery	c2a2	%
- Paid for after delivery	c2a3	%
Total	100%	
In 2006 , what percent of your customers' purchase orders were		
- Written	ng_c2a	%
- Oral, without witness	ng_c2b	%
- Oral, with witness	ng_c2c	%
Total	100%	
What percentage of this establishment's total sales came from selling intermediate products and services used as inputs in purchasers' production processes?	c2b	%
Who was the principal buyer for this establishment's output? (see table below)	c2e	

Principal buyer	
Your parent company or affiliated establishments	1
Large private firms (more than 100 workers)	2
Medium private firms (20-100 workers)	3
Small private firms (less than 20 workers)	4
Individuals	5
Government or government agencies (including state-owned enterprises)	6
Others	7



C3) In **2006**, what were this establishment's 2 main products represented by the largest proportion of annual sales?

Name and detailed description:	ISIC code (4 digits)	% of total sales
First: c3a1	c3a2	c3a3 %
Second: c3b1	c3b2	c3b3 %

C4)

In its communications with clients and suppliers, does your establishment currently use:	Yes	No
- E-mail?	c4a	
- Its own website?	c4b	



C5)

For 2006 , considering this establishment's main product line:	
What was its main market ? (see table below)	c5a
What was its local market share?	c5b %
For 2006, considering this establishment's main market for its main product line:	
- How would you describe the change in your quantities sold? (see table below and show card)	c5d1
- How would you describe the change in your prices? (see table below and show card)	c5d2
- How many competitors did you face? (see table below and show card)	c5d3

Main market	
1	Local
2	National
3	International

Change	
1	Increased
2	Remained the same
3	Decreased

Competitors	
1	None
2	1
3	2-5
4	More than 5



C6) In **2006**, what percentage of your establishment's sales were:

National sales	c6a	%		
Direct exports	c6b	%	In what year did you begin exporting directly?	c6b1
			What percentage of this establishment's direct export sales were to:	% of direct export sales
			Countries within Sub-Saharan Africa	c6b2a %
			Developed Countries	c6b2b %
			Other	c6b2c %
			Total	100%
			Main destination countries as a % of your direct exports:	
			Name of country 1 : c6b3a1	c6b3a2 %
			Name of country 2 : c6b3b1	c6b3b2 %
Indirect exports (see definition)	c6c	%	In what year did you begin exporting indirectly?	c6c1
Total	100%			If Direct exports = 0%, go to D1

Indirect exports
Goods sold domestically to another firm who then exports them.



C7) If you **exported directly** in 2006,

What percentage of the consignment value of the products shipped was lost while in transit because of breakage or spoilage?	c7c	%
What percentage of the consignment value of the products shipped was lost while in transit because of theft?	c7d	%
What is the main point of exit that this establishment used? (name)	c7e	
For the main point of exit in 2006:		
- What was the average number of days it took you to clear customs? (see definition below)	c7g1	Days
- What was the longest number of days it took you to clear customs?	c7g2	Days
- What was the total cost to clear customs for a typical consignment as a percentage of the consignment value? (Please include payments to clearing agents, storage fees, container handling fees, and gifts or informal payments to customs officials)	c7g3	%

Days to clear customs
From the time your goods arrived at their point of exit (e.g. port, airport) until the time they cleared customs.



C8)

In 2006 , did your establishment benefit from any of the following export or investment incentive schemes :	Yes	No
- Suspension or exemptions from duties on imported inputs	c8a1	
- Profit tax exemption	c8a2	
- VAT reimbursement	c8a3	
- Export financing scheme, such as an export credit guarantee scheme	c8a4	
- Other (Specify) : c8a5x	c8a5	
If this establishment did not take advantage of any of the benefits listed above, what is the main reason ? (see table below and show card)		
c8b		

if **yes to any**, go to D1

Main reason	
1	Never applied because do not need support
2	Never applied, did not know about programs
3	Never applied, administrative process too cumbersome
4	Never applied, no real benefits from schemes
5	Never applied, lack contacts needed to qualify
6	Never applied, takes too long to receive benefits
7	No programs exist for this type of establishments
8	Applied but not eligible
9	Other (Specify) :
c8bx	



D1)

In 2006 , what percentage of your establishment's material inputs and/or supplies were:	2006		If 100% , go to D2
- Of domestic origin?	d1a1	%	
- Of foreign origin?	d1a2	%	
Total	100%		
	Yes	No	
Did you import any of your material inputs and/or supplies directly in 2006?	d1b1		
If yes :			
- What was the average number of days that it took you to claim the goods from customs? (see definition below)	d1b2	Days	
- What was the longest number of days that it took you to claim the goods from customs?	d1b3	Days	

Days to claim goods
From the time your goods arrived at their point of entry (e.g. port, airport) until you could claim them from customs

D2)

	Yes	No	If No , go to Q D3
In 2006 , did you have any production inputs delivered to you by road?	d2a		
If Yes , for the main production input transported by road, what was the main point of origin within this country (or point of entry for imported goods)?	d2b		
For the last road shipment of that input from that point, how long did it take to ship this input from that point to this establishment?	d2c3	Hours	



D3)

In 2006 , what percentage of total annual purchases of material inputs or services, were:	
- Paid for before delivery?	d3a %
- Paid for on delivery?	d3b %
- Paid for after delivery?	d3c %
Total	100%

D4)

Just prior to receiving a delivery of your most important input, how many days of stock (days of production) does your establishment typically have on hand?	d4a Days
For how many years have you known the primary supplier of the main input used in 2006 ?	d4b Years
	Yes No
In 2006 , did you subcontract any part of your production?	d4c



E1)

In 2006,		
What was your establishment's average capacity utilization ? (see definition below)	e1a	%
How many hours per week did your establishment normally operate?	e1b	H/week
If the total sales of your establishment increased by 25% over the coming year, how would you change (see table below):		If 1 or 3, by how much?
– Your fixed asset base?	ng_e1c1	ng_e1c2 %
– Your labor force?	ng_e1d1	ng_e1d2 %

Capacity utilization
The amount of output actually produced relative to the maximum amount that could have been produced using your facilities at the time (existing machinery, equipment and regular shifts)

Change	
1	Increase it
2	Leave it as is
3	Decrease it

E2)

	Yes	No	
Does your establishment use technology licensed from a foreign owned company?	e2a		
	Yes	No	Still in process
Does this establishment have an internationally-recognized quality certification (ISO 9000, 9002, 14000, etc.)?	e2b		
During the last three years , did your establishment:	Yes	No	
– Introduce any new or significantly improved production processes including methods of supplying services and ways of delivering products?	e2c1		
– Introduce into the market any new or significantly improved products (goods or services)?	e2c2		



E3)

How important are each of the following influences on your production costs for existing products (see table below):	
– Pressure from domestic competitors	e3a1
– Pressure from foreign competitors	e3a2

How important are each of the following influences on (see table below):	Prices of existing products	Presenting new lines of products
– Pressure from domestic competitors	e3b1	e3c1
– Pressure from foreign competitors	e3b2	e3c2

Importance	
Not at all important	1
Slightly important	2
Important	3
Very important	4

E4)

	Yes	No
Does this establishment compete against unregistered or informal trading firms?	e4	



F1) a) Do you think that the following present any **obstacle** to the current operations of your establishment? (See table below and show card):

1	Telecommunications	f1a1	
2	Electricity	f1a2	
3	Transportation	f1a3	
4	Access to land for expansion / relocation	f1a4	
	If either 3 or 4, why is access to land for expansion / relocation an obstacle? (see table below) (Multiple answers possible)	Yes	No
	– The procurement process	ng_f1a4a	
	– Cost of land	ng_f1a4b	
	– Availability of infrastructure	ng_f1a4c	
	– Disputed ownership	ng_f1a4d	
	– Small size of land ownership	ng_f1a4e	
	– Government ownership of land	ng_f1a4f	
	– Other (specify) ng_f1a4gx	ng_f1a4g	
5	Tax rates	f1a5	
6	Tax administration	f1a6	
7	Customs and Trade Regulations	f1a7	
9	Labor Regulations	f1a9	
10	Inadequately educated workforce	f1a10	
11	Business licensing and Permits	f1a11	
121	Access to finance (e.g. collateral)	ng_f1a121	
122	Cost of finance (e.g. interest rates)	ng_f1a122	
13	Political environment	f1a13	
14	Macroeconomic environment (inflation, exchange rate, interest rate)	f1a14	
15	Corruption	f1a15	

Obstacle	
No Obstacle	0
Minor Obstacle	1
Moderate Obstacle	2
Major Obstacle	3
Very Severe Obstacle	4



16	Crime, theft and disorder	f1a16	
17	Practices of competitors in the informal sector	f1a17	
	If either 3 or 4, why are practices of competitors in the informal sector an obstacle? (see table below) (Multiple answers possible)	Yes	No
	– They circumvent rules and regulations	ng_f1a17a	
	– They face no rules of entry	ng_f1a17b	
	– They have larger or more flexible working hours	ng_f1a17c	
	– There is limited recourse against them in the face of adversity	ng_f1a17d	
	– Other	ng_f1a17e	



b) Please indicate which of the following issues constitutes (show card below):

The most serious obstacle	f1b1
The second most serious obstacle	f1b2
The third most serious obstacle	f1b3

Obstacles	
2	Electricity
3	Transportation
4	Access to land
5	Tax rates
6	Tax administration
7	Customs and Trade regulations
8	Courts
9	Labor regulations
10	Inadequately educated workforce
11	Business licensing and Permits
121	Access to finance (e.g. collateral)
122	Cost of finance (e.g. interest rates)
13	Political environment
15	Corruption
16	Crime, theft and disorder
17	Practices of competitors in the informal sector
21	Other (Specify) ng_f1b4x



F2)

	First State	Second State
Which states have the first best and second best business environment: (See table below)	ng_f2a	ng_f2b
For the state with the first best business environment, what are the reasons why it is the first best? (See table below)		
First reason:		ng_f2c1
Second reason:		ng_f2c2
Third reason:		ng_f2c3
If the first best state is not the one you are currently established in, by what percent would your cost of production be cut if your establishment were based in that state?		ng_f2d %

F3)

	State
Which state has the worst business environment: (See table below)	ng_f3a
For the state with the worst business environment, what are the reasons why it is the worst? (See table below)	
First reason:	ng_f3c1
Second reason:	ng_f3c2
Third reason:	ng_f3c3
If the worst state is not the one you are currently established in, by what percent would your cost of production rise if your establishment were based in that state?	ng_f3d %



PRODUCTIVITY & INVESTMENT CLIMATE SURVEY

List of states			
Abia	1	Katsina	20
Adamawa	2	Kebbi	21
Akwa Ibom	3	Kogi	22
Anambra	4	Kwara	23
Bauchi	5	Lagos	24
Bayelsa	6	Nasarawa	25
Benue	7	Niger	26
Borno	8	Ogun	27
Cross River	9	Ondo	28
Delta	10	Osun	29
Ebonyi	11	Oyo	30
Edo	12	Plateau	31
Ekiti	13	Rivers	32
Enugu	14	Sokoto	33
Gombe	15	Taraba	34
Imo	16	Yobe	35
Jigawa	17	Zamfara	36
Kaduna	18	FCT	37
Kano	19		

F –INVESTMENT CLIMATE CONSTRAINTS

Reasons	
2	Electricity
3	Transportation
4	Access to land
5	Tax rates
6	Tax administration
8	Courts
9	Labor regulations
10	Inadequately educated workforce
11	Business licensing and Permits
121	Access to finance (e.g. collateral)
122	Cost of finance (e.g. interest rates)
13	Political environment
15	Corruption
16	Crime, theft and disorder

F4)

Why did your establishment choose to be located in the particular state? (Multiple answers possible)	Yes	No
The owner(s) or major shareholder(s) are from that state	ng_f4a	
The state has certain key natural resources which the firm uses as raw materials	ng_f4b	
The state government gave concessions and benefits which made it more attractive to locate there	ng_f4c	
The state was chosen based on a location feasibility report (and after comparison across other states)	ng_f4d	
Other	ng_f4e	



G1)

In 2006 , did your establishment experience:	Yes	No	If yes,			
			How many times in a typical month?	How long did each occurrence last on average?	What were your total losses for the year as a result,	
					as a % of annual sales	or as a total amount
Power outages?	g1a1		g1a2	g1a3 hrs	g1a4 %	g1a5 NGN
Insufficient water supply for production?	g1b1		g1b2	g1b3 hrs		

G3)

Over the last three years:	Yes	No
Has this establishment attempted to acquire new land or buildings to expand operations?	g3c	
If yes , has any of these attempts been unsuccessful?	g3d	

NGG3)

Over the last three years:	Yes	No
Has this establishment acquired land in view of building a factory	ng_g3e	
If yes,		
How long did it take for the whole process ? (see definition below)	ng_g3e1 days	
How much did it cost for the whole process, excluding the cost of land?	ng_g3e2 NGN	
What is the size of the land?	ng_g3e3 m ²	

The whole Process
From requesting the land to being ready to build the factory



G4)

	Yes	No
In 2006 , did your establishment own or share a generator?	g4a	
- If yes , what percentage of your electricity came from your owned or shared generator(s)?	g4b %	

G5)

In 2006 , what percentage of your establishment's water supply, used in the production process, was from public sources?	g5 %
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G6)

	Yes	No
In 2006 , did your establishment use its own transport to make shipments to its customers?	g6a	
- If yes, what percentage, in terms of shipment value, was transported by your own transportation?	g6b %	

G7)

In 2006, what percentage of the value of your domestic shipments to clients was lost while in transit due to:	
- Breakage or spoilage?	g7a %
- Theft?	g7b %

G8)

	Yes	No
In 2006 , did this establishment pay for security (equipment, personnel, or professional security services)?	g8a	
- If yes , how much was spent? (calculated as total annual cost or as a percentage of annual sales)	g8b1 NGN	g8b2 %

G9)

	Yes	No
In 2006 , did this establishment experience losses as a result of theft, robbery, vandalism or arson?	g9a	



<p>– If yes, what were the estimated losses? (calculated as the total annual value or as a percentage of annual sales)</p>	<p>g9b1 NGN</p>	<p>g9b2 %</p>
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H1)

To what extent do you agree or disagree with the following characteristics of the court system when resolving business disputes (see definition below)? (See table below)	Rating
- Fair, impartial and uncorrupted	h1a
- Quick	h1b
- Affordable	h1c
- Able to enforce its decision	h1d

Business disputes
Matters of payment for goods or services, liability and property right enforcement. Labor disputes are not included.

Agree or disagree	
Strongly disagree	1
Tend to disagree	2
Tend to agree	3
Strongly agree	4

NGH1)

Do you think that the following present any obstacle to the current operations of your establishment? (See table below)	
- Functioning of the state / local court?	ng_h1a
- Functioning of the federal court?	ng_h1b

Obstacle	
No Obstacle	0
Minor Obstacle	1
Moderate Obstacle	2
Major Obstacle	3
Very Severe Obstacle	4



H2)

	Yes	No		
In the last 2 years, did your establishment have a payment dispute over payments owed to it in which a third party (such as arbiters, collecting agency or judicial system) was involved?	h2a			If no , go to I1
If yes , was the court system used to resolve it?	h2b			If no , go to I1
	Yes	No	Still in process	
If yes , was a court judgment made?	h2c			If no or still in process , go to I1
- If yes , how many weeks did it take the courts to come to judgment on this dispute (from the day the establishment first took court action until the moment a judgment was made)?	h2d weeks			
	Yes	No	Still in process	
- Was the decision of the court enforced?	h2e			
If yes , how many weeks did the enforcement of the court judgment take?	h2f weeks			



I1)

Over the last 12 months , in a typical week, what percentage of total senior management's time was spent in dealing with requirements imposed by state / local government regulations? (see definition below)	ng_i1a1 %	
Over the last 12 months , in a typical week, what percentage of total senior management's time was spent in dealing with requirements imposed by federal government regulations? (see definition below)	ng_i1a2 %	
Over the last 12 months , how much did you spend dealing with requirements imposed by state government regulations (as a percentage of total sales or an estimated annual value).	ng_i1a3 %	ng_i1a4 NGN
Over the last 12 months , how much did you spend dealing with requirements imposed by federal government regulations (as a percentage of total sales or an estimated annual value).	ng_i1a5 %	ng_i1a6 NGN
- Of which, how much was spent on external consultants (as a percentage of total sales or an estimated annual value).	ng_i1a7 %	ng_i1a8 NGN
To what extent do you agree or disagree with the following statements? (see table below and show card)		
- Government officials' interpretations of the laws and regulations affecting this establishment are consistent and predictable	i1b1	
- It is common for establishments in this line of business to have to pay informal payments/gifts to get things done with regard to customs, taxes, licenses, regulations, etc.	i1b2	
- Establishments in this line of business know in advance about how much this informal payment/gift is to get things done.	i1b3	
We've heard that establishments are sometimes required to make gifts or informal payments to public officials to "get things done" with regard to customs, taxes, licenses, regulations, services etc. On average, what percentage of total annual sales, or estimated annual value, do establishments like this one pay in informal payments/gifts to public officials for this purpose?	i1c1 %	i1c2 NGN
When establishments like this one do business with the government, what percentage of the contract value would typically be paid in informal payments/gifts to secure the contract?	i1d %	

Agree or disagree	
Strongly disagree	1
Tend to disagree	2
Tend to agree	3
Strongly Agree	4

Senior Management
Managers, directors, and officers above direct supervisors of production/sales workers.

Government regulations
For example : taxes, customs, labor regulations, licensing and registration, including dealings with officials and completing forms



I2)

In the last 2 years, did you request:	Yes	No	If yes, how many days did it take to obtain? If still in process, write "SIP"	If yes, was a gift or informal payment ever expected/requested?	
				Yes	No
A mainline telephone connection	i2a1		i2a2 Days	i2a3	
An electrical connection	i2b1		i2b2 Days	i2b3	
A water connection	i2c1		i2c2 Days	i2c3	
A construction-related permit	i2d1		i2d2 Days	i2d3	
An import license	i2e1		i2e2 Days	i2e3	
An operating license	i2f1		i2f2 Days	i2f3	

I3)

	Yes	No
Over the last 12 months, was this establishment visited by, inspected by, or required to meet with tax officials?	i3a	
– If yes , how many times?	i3b	
	Yes	No
– Was this establishment fined in any of these visits, inspections or meetings?	ng_i3	
– In any of these visits, inspections or meetings, was a gift or informal payment expected/requested?	i3c	

NGI4)

How long does it take to fill in all forms and requirements to pay state / local taxes?	ng_i4a h
How long does it take to fill in all forms and requirements to pay federal taxes?	ng_i4b h



I4)

What percentage of total annual sales would you estimate a typical establishment in your sector of activity reports for tax purposes?	i4	%
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Definitions	
Skilled production workers :	Persons involved directly in the production process or at a supervisor level and whom management considers to be skilled
Unskilled production workers :	Persons involved in production processes but whom management considers to be unskilled.
Non production workers :	Management, professional, support, administrative, sale employees and others
Temporary/seasonal workforce	All paid short-term (i.e. for less than a fiscal year) employees that work 8 or more hours per day with no guarantee of renewal of employment contract)
Permanent workforce	All paid employees that work 8 or more hours per day and that are contracted for a term of one or more fiscal years and/or have a guaranteed renewal of their employment contract.
Part-time workers	All paid workers that work less than 8 hours per day

Please refer to the following definitions for this section

J1)

How many full-time employees did this establishment employ when it started operations?	j1
--	----

J2)

Please describe the full-time permanent workforce of your establishment:	Total	Management	Production workers		Non production workers
			Skilled	Unskilled	
Total number of employees at the end of 2006	j2a	ng_j2a0	j2b1a	j2b1b	j2a2
– of which number of females:		ng_j2b0	ng_j2b1s	ng_j2b1u	j2b2
Total number of employees at the end of 2003	j2c				
Approximately, in 2006 , what was the average monthly compensation per employee, including benefits when applicable, for each type of permanent full-time worker?		ng_j2d0 NGN	ng_j2d1s NGN	ng_j2d1u NGN	j2d2 NGN



J3)

Please describe the full-time seasonal/temporary workforce of your establishment in 2006	Total	Management	Production workers		Non production workers
			Skilled	Unskilled	
Total number of seasonal/temporary employees :	j3a	ng_j3a0	ng_j3as	ng_j3au	ng_j3a2
– of which total number of females:	ng_j3b	ng_j3b0	ng_j3bs	ng_j3bu	ng_j3b2
Average length of employment (months)	j3c Months	ng_j3c0 Months	ng_j3cs Months	ng_j3cu Months	ng_j3c2 Months

J4)

At the end of 2006 , how many part-time workers did you employ?	j4a
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J5)

What percentage of the total workforce would you estimate the typical establishment in your line of business declares for tax purposes?	j5 %
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J6)

How did this establishment find its most recent employee? (see table below and show card)	j6a				
What percentage of your workforce is currently unionized?	j6b %				
	Yes, to hire	Yes, to fire	Yes, to both	No	
In 2006, did labor regulations affect your decisions about hiring or firing permanent employees in a significant way?	j6c				If no go to J7
If yes , if you had not had to comply with labor regulations, would you have:	Yes	No			
– Hired workers?	j6d				
If yes , how many?	j6e				
– Fired workers?	j6f				
If yes , how many?	j6g				

New employees			
1	Through family/friends	4	Public announcement/advertisement
2	Public placement office	5	School-related network
3	Private placement office	6	Other (Specify)
j6ax			



J8)

What is the average educational attainment of a typical production worker employed in your establishment? : (see table below)	j8a	
What is the average educational attainment of a skilled production worker employed in your establishment? : (see table below)	ng_j8a1	
What is the average educational attainment of an unskilled production worker employed in your establishment? : (see table below)	ng_j8a2	
	Yes	No
In 2006 , did this establishment run formal training programs for its permanent, full-time employees?	j8b	
If yes , what percentage in each category below received formal training?		
– Production workers (skilled and unskilled)	j8c1	%
– Non-production workers	j8c2	%
	Yes	No
Did your establishment have difficulty in finding new skilled employees	ng_j8d	
If yes , to what extent was this an obstacle in each of the following areas?		
– Computers and IT	ng_j8d1	
– Management	ng_j8d2	
– Accounting and finance	ng_j8d3	
– Product technology	ng_j8d4	
– Market or trade information	ng_j8d5	
– Other (specify) Ng_j8d6x	ng_j8d6	

Average educational	
0-3 years of education	1
4-6 years of education	2
7-9 years of education	3
10-12 years of education	4
13 years and above of education	5

Obstacle	
No Obstacle	0
Minor Obstacle	1
Moderate Obstacle	2
Major Obstacle	3
Very Severe Obstacle	4



J9)

In 2006 , did your establishment undertake any of the following activities to prevent HIV/AIDS among employees?	Yes	No
- HIV prevention messages	j9a	
- Free condom distribution	j9b	
- Anonymous HIV testing	j9c	

J10)

In the past 24 months, has your workforce been affected in any of the following ways:	Yes	No
- High absenteeism among workers due to malaria	ng_j10a	
- High absenteeism among workers due to HIV/AIDS	j10c	
- High absenteeism among workers due to other sicknesses	ng_j10b	
- High absenteeism among workers who need to care for family members or friends due to malaria	ng_j10c	
- High absenteeism among workers who need to care for family members or friends due to HIV/AIDS	j10d	
- High absenteeism among workers who need to care for family members or friends due to other sicknesses	ng_j10d	



Instructions to enumerator: Please explain the following exercise to the respondent and allow the respondent (him or herself) to fill in the appropriate answers.

Please toss the coin handed to you by the enumerator before each question is posed without letting him/her see the results. Always answer YES if the coin comes up HEADS. Answer the question TRUTHFULLY if the coin comes up TAILS (i.e. answer YES if you have done this behavior; Answer NO if you have never done this behavior).		
	Yes	No
Have you ever paid less in personal taxes than you should have under the law?	ng_m6a	
Have you ever paid less in business taxes than you should have under the law?	ng_m6b	
Have you ever made a misstatement on a job application?	ng_m6c	
Have you ever used the office telephone for personal businesses?	ng_m6d	
Have you ever inappropriately promoted an employee for personal reasons?	ng_m6e	
Have you ever deliberately not given your suppliers or clients what was due to them?	ng_m6f	
Have you ever lied in your self-interest?	ng_m6g	
Have you ever inappropriately hired a staff member for personal reasons?	ng_m6h	
Have you ever been purposely late for work?	ng_m6i	
Have you ever unfairly dismissed an employee for personal reasons	ng_m6j	



K1)

	Yes	No
In 2006 , did this establishment have financial statements?	ng_k1	
If yes , how did you use your financial statements (up to 3 answers)?		
- ng_k1a		
- ng_k1b		
- ng_k1c		
Did this establishment have its annual financial statements checked and certified by an external auditor?	k1a	
Of the land occupied by this establishment, what percentage does it :		
- Own	k1c1	%
- Lease	k1c2	%
- Other (specify): k1c3x	k1c3	%

K2)

	Yes	No
Does your establishment have an overdraft facility?	k2a	
- If yes , what is the average annual interest rate?	k2b	%



K3)

For 2006, please estimate the proportion of financing from the sources below for :	Working capital (Current assets)	Did you purchase Fixed assets in 2006?		If No, go to K4
		Yes	No	
		k3a		
		Purchases of fixed assets		
Internal funds/Retained earnings	k3a1 %		k3a2 %	
Borrowed from private commercial banks	k3b1 %		k3b2 %	
Borrowed from state-owned banks and/or government agency	k3c1 %		k3c2 %	
Borrowed from non-bank financial institutions	k3d1 %		k3d2 %	
Purchases on credit from suppliers and advances from customers	k3e1 %		k3e2 %	
Borrowed from family/friends	k3f1 %		k3f2 %	
Borrowed from informal sources (e.g., moneylenders)	k3g1 %		k3g2 %	
Issued new equity (shares)			k3h2 %	
Issued new debt (including commercial paper and debentures)			k3i2 %	
Other (Specify): k3j1x k3j2x	k3j1 %		k3j2 %	
Total	100%		100%	

Current assets
Inventory, accounts receivable and cash accounts

Fixed assets
Machinery, vehicles, equipment, land, or buildings



K4)

	Yes	No	
Does your establishment currently have a line of credit or loan from a financial institution?	k4a		If No, go to K5
If yes , for the most recent line of credit or loan which is still current:	Line of credit	Loan	
– Is it a line of credit or a loan?	k4b		
– What year was it approved?	k4c		
– What was the amount at the time of approval?	k4d	NGN	
– What is the average annual interest rate?	k4e	%	
– What is the total duration (term) in months?	k4f	Months	
– What type of financial institution granted the line of credit or the loan? (see table below)	k4h		
	Yes	No	
Did your financial institution require collateral?	k4i		If No, go to K5
If yes , which of the following assets were required as collateral:	Yes	No	
– Land, buildings	K4j1		
– Machinery and equipment including movables	k4j2		
– Accounts receivable and inventories	k4j3		
– Personal assets of owner (house, etc.)	k4j4		
– Other (Specify): k4j5x	k4j5		
– If yes , what was the approximate value of the collateral required as a percentage of the amount of the loan or line of credit?	k4k %		Go to K5

Type of financial institution	
Private commercial banks	1
State-owned banks and/or government agency	2
Non-bank financial institutions (microfinance institution, credit cooperative, credit union, finance company)	3
Other	4



K5)

	Yes	No	
In 2006 , did this establishment apply for loans or lines of credit?	k5a		If No , go to K6
– If yes , how many applications were submitted?	k5b		
– How many of those applications were rejected?	k5c		If 0 , go to L1
– What was the most common reason given by the lender for those rejections? (see table and show card)	k5d		Go to L1

Reason cited by lender	
Collateral or cosigners unacceptable	1
Insufficient profitability	2
Problems with credit history/report	3
Incompleteness of loan application	4
Concerns about level of debt already incurred	5
Other objections	6

K6)

If your establishment did not apply for a line of credit or a loan, what was the main reason ? (see table below and show card)	k6
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Main reason	
No need for a loan - establishment has sufficient capital	1
Application procedures for loans or line of credit are complex	2
Interest rates are not favorable	3
Collateral requirements for loans or line of credit are unattainable	4
Size of loan and maturity are insufficient	5
Did not think it would be approved	6
Other	7



L1)

	2006 (NGN)	2003 (NGN)
What were the total sales of your establishment in:	I1b	I1c

L2)

Please provide the following information on your establishment's costs:	2006 (NGN)
- Total cost of raw materials and intermediate goods used in production	I2a
- Total cost of labor, including wages, salaries and bonuses and social payments	I2b
- Total annual depreciation	I2c
- Total cost of rental of land/buildings, equipment, furniture	I2d

L3)

Please provide the following information on your establishment's costs:	2006 (NGN)
- Electricity	I3a
- Fuel	I3b
- Water	I3c
- Transportation for goods (not including fuel)	I3d
- Communications services	I3e



L4)

In 2006 , how much did your establishment spend on purchases of:	2006 (NGN)
- Machinery, vehicles and equipment (new and/or used)	I4a
- Land and buildings	I4b

L5)

At the end of 2006 , what was the net book value of the following assets?	Net book value (NGN)
	2006
- Machinery, vehicles, and equipment	I5a
- Land and buildings	I5b

L6)

In 2006 , if you had needed to purchase the following in its condition at that time, how much would it have cost?	Value (NGN)
- All machinery, vehicles and equipment that you use (whether you own it or not)	I6a
- All land and buildings that you use (whether you own it or not)	I6b

L7)

In 2006 , what would have been the cost of replacing all your machinery and equipment with new machines?	I7 NGN
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Instructions to enumerator: Please describe the following scenario to the respondent and ask to what extent corruption represents an **obstacle** to the operation and growth for Musyoka's business? (Please see table below)

Musyoka needs to renew a small business license from a local government office each year. Bribes are welcomed. Musyoka usually includes an additional bribe with his applications. When Musyoka had not included bribes, his application was sometimes lost or there were long delays such that the firm had to re-file. Does corruption represent an **obstacle** to the operation and growth for Musyoka's business? (Please see table below)

ng_m5

Obstacle	
No Obstacle	0
Minor Obstacle	1
Moderate Obstacle	2
Major Obstacle	3
Very Severe Obstacle	4



COMPLETE THE FOLLOWING QUESTIONS AFTER THE INTERVIEW HAS BEEN COMPLETED

For the **main** interview:

Month(MM)	Day(DD)	Hour	Minutes	AM/PM
endmonth	endday	endhour	endmin	endampm

Duration of main interview net of waiting time	m3
This questionnaire was completed in (see table below):	m3a
– If 2 or 3 , estimate the duration of the whole interview	m3b1 h m3b2 min
I perceive the answers to questions regarding opinions and perceptions to be (see table below):	m1
The answers to questions regarding figures (productivity and employment numbers) (see table below):	m2
Was the respondent happy to participate (i.e. what was the respondent's state of mind)? (See table below):	ng_m4

Opinions and Perceptions	
Truthful (reflect real opinions)	1
Somewhat truthful	2
Not truthful	3

Figures	
Are taken directly from establishments' records	1
Are estimates computed with some precision	2
Are arbitrary and unreliable numbers	3

Questionnaire	
One visit in face-to-face interview with one person	1
One visit in face-to-face interview with different managers/staff	2
Several visits	3

respondent's state of mind	
No	0
Little	1
Average (sometimes yes, sometimes no)	2
Yes	3



Interviewer comments:

comments

Supervisor question to Enumerator

In answering the question with the Coin :	Yes	No
1) did the respondent understand the technicality of the question and the reason why we asked this question	AV1	
2) did the respondent understand the technicality of the question BUT NOT the reason why we asked	AV2	
3) did the respondent not understand how the question was working	AV3	

