## WAVE 4 CODEBOOK

	Enterprise No.		1	
	tleno			
Enterprise Name				
	tlena			

# **Tanzanian Manufacturing Enterprise Survey**

Wave 4

# **Main Questionnaire**

November 1999

Centre for the Study of African Economies (CSAE), University of Oxford Economic and Social Research Foundation (ESRF), Dar es Salaam

and

Centre for Research on Trade & Development (CREDIT), University of Nottingham

Interviewer	tlint
Data entry operator	tldt

#### **SECTION 1: General Information Sheet**

#### FIRST VISIT **SECOND VISIT** DATE AND PROPOSED TIME FOR THE VISIT DATE AND PROPOSED TIME FOR THE VISIT MONTH DAY MONTH TIME DAY YEAR DATE OF THE INTERVIEW DATE OF THE INTERVIEW MONTH MONTH DAY YEAR DAY YEAR TIME BEGUN TIME FINISHED TIME BEGUN TIME FINISHED PROGRESS COMPLETED REQUIRED PICKED UP EVENTUALLY! LEFT WITH FIRM BY FIRM FIRST INTERVIEW MAIN SECTION 1 SECTION 2 SECTION 3 SECTION 4 SECTION 5 SECTION 6 SECTION 7 PARTS A - D SECTION 7 PARTS E - F SECTION 8 SECTION 9 SECTION 10 SECTION 11 WORKERS SECTION 13 & 14

## SECTION 1: General Information Sheet

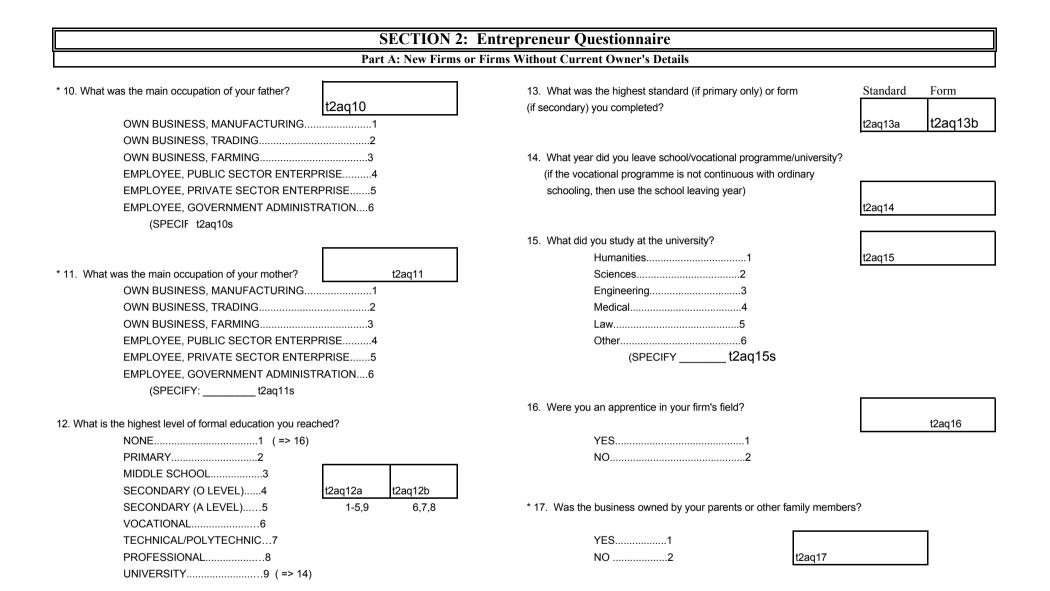
1 Sector	Food1		5	Telephone numbers t1q5a
	Textile2	tlqla		t1q5b
	Wood3			
	Metal4		6	Telefax t1q6
	SIC Code	tlqlb		
			7	Owner of the enterprise t1q7
2 Location	DSM 1			
2 Location	Morogoro 2	t1q2	8	If an informal enterprise, home address of owner t1q8a
		t1q2	0	
	Tanga 3			
	Arusha4			t1q8c
	Mwanza5			t1q8d
			9	Respondentt1q9
			10	Person to contact t1q10
3 Name of enter	prise t1q3		11	Interviewerst1q11a
				t1q11b
4 Address of ent	erpriset1q4a		12	Language English 1
				Swahili2
	t1q4c			Other
	t1q4d			
	*			(Specifyt1q12s

## **SECTION 1: General Information Sheet**

#### IF THE FIRM IS ONE OF THE RPED FIRMS INTERVIEWED BETWEEN 1993-96, ASK THE FOLLOWING QUESTIONS. IF THE RESPONDANT CANNOT RECALL CLEARLY, THEN ASK THE QUESTIONS IN SECTION 2A FOR NEW FIRMS IF THIS FIRM WAS NOT INTERVIEWED PREVIOUSLY, ASK QUESTION 14 AND THEN SKIP TO SECTION 2a FOR NEW FIRMS

13 Is this firm under exactly the same ownership and same legal status as it was when interviewed previously? yes	14 In the period since 1996, has the business been doing well or badly? Describe the major changes and events that have taken place in product and input markets influencing your business?
no2 t1q13	
If not, describe changes in ownership and legal status	t1q14
t1q13s	

	SECTION 2: Entreprener	ur Questionnaire			
	Part A: New Firms or Firms Without Current Owner's Details				
1. THIS SECTION IS FOR ENTERPRISES THAT ARE NEW TO THE SURVEY OR FOR ENTERPRISES THAT HAVE CHANGED OWNERSHIP SINCE THE LAST					
ROUND OF THE SURVEY (OR WHERE THERE IS ANY					
2. THESE QUESTIONS ARE TO BE ANSWERED BY THE O			FIVE, OR THE		
GENERAL MANAGER OR MANAGING DIRECTOR OF FOR PROFESSIONAL MANAGERS. THESE ARE IDEN		AT SOME QUESTIONS ARE NOT RELEVANT			
FOR FROFESSIONAL MANAGERS. THESE ARE IDEN	IIFIED WITH AN ASTERISK)	4. Are the Tanzanian owners			
1. What is the legal status of this firm?		4. Are the ranzantan owners African origin only	1 t2aa4		
1. What is the legal status of this fifth?	t2aq1	Asian origin only			
Sole Proprietorship	<b>i</b>	Both African & Asian origin			
Partnership		Other (SPECIFY)			
Cooperative		o mor (or bon 1)			
Limited Liability Enterprise					
Corporation (public or private)		5. Gender (of interviewee)			
Subsidiary of a Multinational Corporation		MALE1	t2aq5		
		FEMALE 2			
2. What is the ownership structure?		6. How old are you?			
	t2aq2	YEARS:	t2aq6		
Private owners only, (Tanzanian Owners)	1 (=>4)				
Private owners only, (Foreign owners)		7. Were you born in this town?	t2aq7		
Private owners, (Tanzanians and Foreign joint)		YES1			
State and private joint, (Tanzanian Private)		NO2			
State and private joint, (Foreign private owners)					
State and Private joint, (Tanzanian and Foreign priva State		8. How long have you lived here? YEARS:	t2aq8		
State	/ (> 5a)		12840		
		9. If not an owner of the firm, what is your current p	osition?		
3. What is the percentage of foreign ownership? %		Chairman of cooperative1			
	t2aq3	General Manager/ MD of Firm2			
	Other Manager				
3a. What is the percentage of state ownership? %	3a. What is the percentage of state ownership?    %    t2aq3a    Other (specify)4				



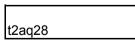
SECTION 2: Entrepreneur Questionnaire				
Part A: New	Firms or Firms Without Current Owner's Details			
* 18. Do you own any of the following? YES 1 NO2	22. Did you have previous experience in this industry (apart from owning/ managing this firm?) YES			
(a) a house backed by title? t2aq18a	NO	t2aq22		
(b) a motor vehicle	23. What form did this experience take?			
(c) a farm?	YES 1 NO2			
t2aq18c	(a) Did you work for this firm?	t2aq23a		
(d) other real estate? t2aq18d	(b) Did you work for another firm?	t2aq23b		
19. When was this business founded? (i.e. the first year from which the business	(c) Were your parents in this business?	t2aq23c		
as presently constituted operated) YEAR t2aq19	(d) Did you work and learn at home?	t2aq23d		
* 20. Did you establish this business? t2aq19a YES 1 (=>22) NO	(e) Were you self-employed?	t2aq23e		
* 21. How did you acquire this business? BOUGHT IT1	(f) Other? (SPECIFY t2aq23s	t2aq23f		
INHERITED IT2 MERGER	24. How many years of experience did you have in this industry prior to acquiring/ becoming a manager in this firm?			
(SPECIFY t2aq21s t2aq21	YEARS:	t2aq24		

SECTION 2: Entrepreneur Questionnaire				
	Part A: New Firms or Firms W	ithout Current Owner's l	Details	
25. What were you doing immediately prior to acquiring/ becoming	g a manager in this business?	29. Excluding you	ur current firm(s), have you e	ever owned any other business?
UNEMPLOYED WORKING FOR CURRENT FIRM WORKING FOR ANOTHER FIRM IN THIS INDUS WORKING IN A FIRM IN ANOTHER INDUSTRY SELF-EMPLOYMENT/BUSINESS OWNERSHIP APPRENTICESHIP/SCHOOLING	2 STRY		YES 1 NO2 (=>3.	3) t2aq29
CIVIL SERVANT/ GOVERNMENT/ PUBLIC SERV MILITARY SERVICE OTHER t2aq25s (=> Q. 27 unless 3 or 4 above)		30 Name the type of organization	31 How long were you in that business?	32 Why you no longer own that business?
26. Was this other firm foreign owned or foreign managed?			(years)	CLOSED IT1 SOLD IT2 WENT BANKRUPT3 OTHER(SPECIFY)4
YES1 NO2	t2aq26	t2aq30a	t2aq31a	t2aq32a
* 27. Do you currently own any other business?		t2aq30b	t2aq31b	t2aq32b
YES 1	t2aq27	t2aq30c	t2aq31c	t2aq32c

\* 28. Are any of your other businesses in the same sector as this firm?

YES ...... 1 NO ......2

NO ......2 (=>29)



## **SECTION 2: Entrepreneur Questionnaire**

Part A: New Firms or Firms Without Current Owner's Details

#### THIS SECTION IS TO BE ASKED OF FIRMS WHICH ARE NEW TO THE SURVEY

33. When the firm started, what was the initial start up capital?	
Shilling	s
	t2aq25
34. From what sources did you/ the owners get this capital ?	
(Percentages)	%
(a) OWN SAVINGS	/0
	t2aq34a
(b) BORROWING FROM FRIENDS OR RELATIVES	
	t2aq34b
(c) LOAN FROM A FOREIGN BANK OR DONOR	
AGENCY	t2aq34c
(d) LOAN FROM A LOCAL BANK	
	t2aq34d
(e) LOAN FROM A MONEY LENDER	
(f) LOAN FROM A SUPPLIER	
	t2aq34e
(g) SALE OF PERSONAL ASSETS	
	t2aq34f
(h) OTHER (SPECIFY :)	
	t2aq34g

Note: Check that (a) - (h) add up to 100%

35. What were the total number of paid employees in......?

when business was founded	
	t2aq35a
1985	
	t2aq35b
1990	
	t2aq35c
1995	
	t2aq35d

36. What were your annual sales in.....?

when business was founded	
	t2aq36a
1985	
	t2aq36b
1990	
	t2aq36c
1995	
	t2aq36d

#### **SECTION 2: Entrepreneur Questionnaire** Part B: Additional Questions for Owners 1. Why did you choose to start this business? 6. Did you start any other business in the last two years? YES.....1 Previous business failed and I could not find a waged job...... 1 NO..... 2 7. Did you acquire any other business in the last two years? YES.....1 NO.....2 8. Did you exit from any other business in the last two years? YES.....1 NO.....2 VES 1 Did you acquire

IF THE ANSWER TO EITHER QUESTIONS 6 OR 7 WAS YES, THEN ASK OUESTIONS 9 AND 10. OTHERWISE SKIP TO NEXT PAGE.

- 9. Are any of your newly started or acquired businesses in the same line as this firm?
  - YES.....1 NO.....2
- 10. Does this firm receive inputs from, or supply inputs to any of your newly started or acquired businesses?

YES.....1 NO..... 2

	1 L/3 1	Did you acquire
	NO2	any of the following
		in the past year?
2.	a house backed by title?	
3.	a motor vehicle?	
4.	a farm?	
5.	other real estate?	



		Part C:	Management	Experience	and Qualifications
				_	
Ask these questions	1.	2.	3.	5.	Do the following have
for each of the following	How many	Highest completed level	Ethnicity?		If yes, please specify.
managers, where relevant	years in	of education?			
	present		African1		Entrepreneur (owner)
	industry?	None1	Asian2		
	(including	Primary/ Middle2	European3		General manager
	current &	Secondary (O level)3	Other4		

1
2
n3
4
1

Note: for entrepreneur (owner) check education information with that given in Section 2a of the questionnaire

Do the following have any professional business/ management qualifications? 4. If yes, please specify. Yes.....1

	No2	Title of qualification
Entrepreneur (owner)		
	t2cq4a	t2cq4as
General manager		
	t2cq4b	t2cq4bs
Production/ Plant manager		
	t2cq4c	t2cq4cs

Do the following have any relevant technical qualifications? If yes, please specify. Yes.....1

	No2	Title of qualification
Entrepreneur (owner)		
	t2cq5a	t2cq5as
General manager		
	t2cq5b	t2cq5bs
Production/ Plant manage	er	
	t2cq5c	t2cq5cs

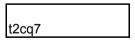
Have any of the following received training/ attended a training course 6. in any aspect of business management in the last 5 years?

If yes, please specify.	Yes1	
_	No2	Title of Training Course
Entrepreneur (owner)		
	t2cq6a	t2cq6as
General manager		
	t2cq6b	t2cq6bs
Production/ Plant manage	ger	
	t2cq6c	t2cq6cs

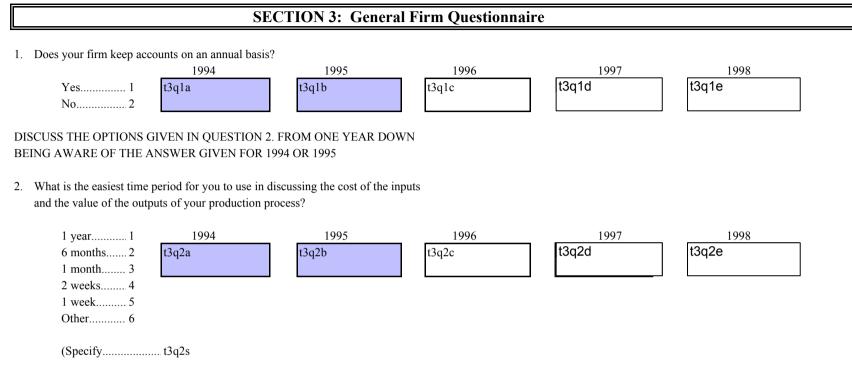
If this firm does not have professional managers with relevant 7. experience and qualifications, why not?

.....

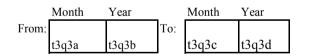
Managers/ more managers not needed1
Skilled Managers are too expensive2
Skilled Managers are scarce3
Other (SPECIFY)4



**SECTION 2: Entrepreneur Questionnaire** 



3. What is the last period of this length for which you have data?



#### ASK QUESTION 4 IF THE PERIOD IS LESS THAN 1 YEAR

4 Can this last period be considered as average compared to the year as whole?

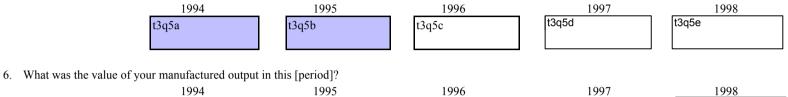
Yes	1	t3q4	
No	2		

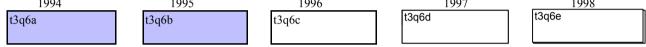
(Specify why not..... t3q4s

IF FIRM HAS PEAK PERIODS DURING THE YEAR eg CERTAIN MONTHS WHEN ORDERS ARE HIGH, NOTE HOW MANY MONTHS THESE ARE AND USE THIS INFORMATION WHEN CALCULATING AVERAGE OUTPUT/ SALES FOR THE TIME PERIOD AGREED.

WHERE '[period]' APPEARS IN THE FOLLOWING QUESTIONS THE ANSWERS SHOULD RELATE TO THE TIME PERIOD AGREED IN QUESTION 2 ABOVE.

5. What was your revenue from sales of your manufactured output in this [period]?



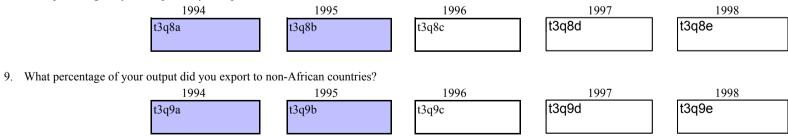


7. What was the value of any additional income you made from selling goods that your firm did not make or from supplying services in this [period]?



FOR SMALL FIRMS USE THE TABLES ON THE FOLLOWING PAGES TO CALCULATE THE VALUE OF OUTPUT AND THE VALUE OF RAW MATERIALS (UNLESS YOU HAVE ACTUAL DATA, ASSUME THAT SALES AND OUTPUT ARE EQUAL). THEN COMPLETE THE RELEVANT TOTALS FOR SALES AND OUTPUT ABOVE AND FOR RAW MATERIALS BELOW.

8. What percentage of your output did you export to other African countries?



10. What percentage of your exports did you sell in the most recent [period]		12. How many shifts do you usually o	perate?		
a. Direct to foreign buyers	t3q10a	one-shift1	1996	1997	1998
b. through government trading agencies	t3q10b	two-shift2 three-shift3 Other4	t3q12a	t3q12b	t3q12c
c. through private trading agencies	t3q10c	(specify	t3q12s		
d. Other (Specify t3q10s	t3q10d				
<ol> <li>What percentage of your output for the domestic market did you sell (in most recent [period])</li> </ol>		]			
a. direct to private end users	t3q11a				
b. direct to public sector end users	t3q11b				
c. to private retailers and wholesalers	t3q11c				
d. to public retailers and wholesalers	t3q11d				
e. to other firms to be used in production	t3q11e				
f. other (Specifyt3q11s	t3q11f				

#### FOR LARGE FIRMS JUST LIST THEIR FIVE MOST IMPORTANT PRODUCTS AND THE PRICE PER UNIT AT WHICH THEY SELL EACH OF THEM

#### **YEAR = 1998**

A. a. What were your firm's	b. In what units do	c. How much do	d. How many/much of each	e. So, the total revenue	f. What is the total cost of	g. So, the total cost of raw
most important products	you sell each of these	you charge for	of these products did you	from each product last	raw materials for one unit	materials for the amount
in <b>1998?</b>	products?	one unit of	sell in the last [period]?	period was	of each product?	of each product you sold
(list them in order of		each product?		(should equal c * d)		last [period] is
importance below)	Units	Shillings/unit	Quantity = Number of units	Shillings	Shillings/Unit	Shillings
t3q13aa1	t3q13ab1	t3q13ac1	t3q13ad1	t3q13ae1	t3q13afl	t3q13ag1
t3q13aa2	t3q13ab2	t3q13ac2	t3q13ad2	t3q13ae2	t3q13af2	t3q13ag2
t3q13aa3	t3q13ab3	t3q13ac3	t3q13ad3	t3q13ae3	t3q13af3	t3q13ag3
t3q13aa4	t3q13ab4	t3q13ac4	t3q13ad4	t3q13ae4	t3q13af4	t3q13ag4
t3q13aa5	t3q13ab5	t3q13ac5	t3q13ad5	t3q13ae5	t3q13af5	t3q13ag5
t3q13aa6	t3q13ab6	t3q13ac5	t3q13ad6	t3q13ae6	t3q13af6	t3q13ag6
t3q13aa7	t3q13ab7	t3q13ac7	t3q13ad7	t3q13ae7	t3q13af7	t3q13ag7
t3q13aa8	t3q13ab8	t3q13ac8	t3q13ad8	t3q13ae18	t3q13af8	t3q13ag8

NOTE THAT FOR BAKERIES IT IS EASIER TO CALCULATE QUANTITY, REVENUE AND COSTS ON THE BASIS OF A BAG OF FLOUR, I.E. A BAG OF FLOUR COST SO MUCH HAS TO BE COMBINED WITH SO MUCH FAT, SUGAR YEAST ETC., AND MAKES SO MANY LOAVES THAT FETCH A REVENUE OF .... THEN MULTIPLY THE COSTS ETC. BY THE NUMBER OF BAGS OF FLOUR USED IN THE TIME PERIOD AGREED.

#### FOR LARGE FIRMS JUST LIST THEIR FIVE MOST IMPORTANT PRODUCTS AND THE PRICE PER UNIT AT WHICH THEY SELL EACH OF THEM

#### **YEAR = 1997**

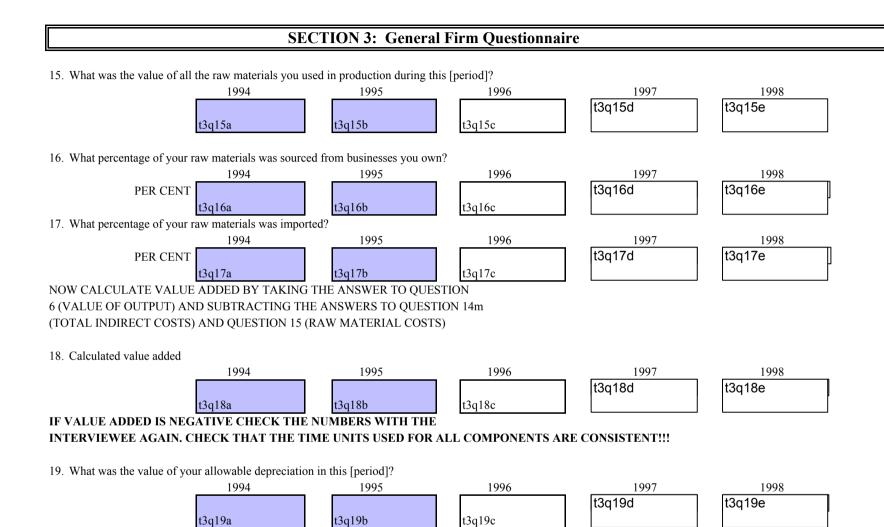
13B.	a. What were your firm's	b. In what units do	c. How much do	d. How many/much of each	e. So, the total revenue	f. What is the total cost of	g. So, the total cost of raw
	most important products	you sell each of these	you charge for	of these products did you	from each product last	raw materials for one unit	materials for the amount
	in <b>1997?</b>	products?	one unit of	sell in the last [period]?	period was	of each product?	of each product you sold
	(list them in order of		each product?		(should equal c * d)		last [period] is
	importance below)	Units	Shillings/unit	Quantity = Number of units	Shillings	Shillings/Unit	Shillings
	t3q13ba1	t3q13bb1	t3q13bc1	t3q13bd1	t3q13be1	t3q13bf1	t3q13bg1
	t3q13ba2	t3q13bb2	t3q13bc2	t3q13bd2	t3q13be2	t3q13bf2	t3q13bg2
	t3q13ba3	t3q13bb3	t3q13bc3	t3q13bd3	t3q13be3	t3q13bf3	t3q13bg3
	t3q13ba4	t3q13bb4	t3q13bc4	t3q13bd4	t3q13be4	t3q13bf4	t3q13bg4
	t3q13ba5	t3q13bb5	t3q13bc5	t3q13bd5	t3q13be5	t3q13bf5	t3q13bg5
	t3q13ba6	t3q13bb6	t3q13bc5	t3q13bd6	t3q13be6	t3q13bf6	t3q13bg6
	t3q13ba7	t3q13bb7	t3q13bc7	t3q13bd7	t3q13be7	t3q13bf7	t3q13bg7
	t3q13ba8	t3q13bb8	t3q13bc8	t3q13bd8	t3q13be18	t3q13bf8	t3q13bg8

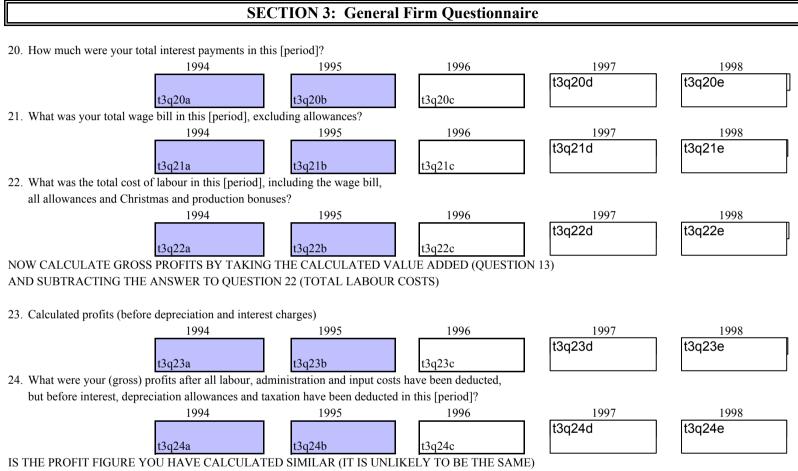
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14. Indirect Costs: What was the cost to your business of each of the following items during the last [period]?

		1994	1995	1996	1997	1998
a.	Rent				t3q14da	t3q14ea
		t3q14aa	t3q14ba	t3q14ca		
b.	Electricity				t3q14db	t3q14eb
		t3q14ab	t3q14bb	t3q14cb		
c.	Water	t3q14ac	t3q14bc	t3q14cc	t3q14dc	t3q14ec
đ	Talanhana	t3q14ad	t3q14bd	t3q14cd	t3q14dd	t3q14ed
d.	Telephone	13414au	13q140a	1341400		
e.	Liquid fuel, solid fuel				t3q14de	t3q14ee
	and gas	t3q14ae	t3q14be	t3q14ce		
f.	Stationary and office				t3q14df	t3q14ef
	supplies	t3q14af	t3q14bf	t3q14cf		
g.	Transportation costs				t3q14dg	t3q14eg
	(excluding fuel)	t3q14ag	t3q14bg	t3q14cg		
h.	Security services if not				t3q14dh	t3q14eh
	included in wage bill	t3q14ah	t3q14bh	t3q14ch		
i.	Insurance and other				t3q14di	t3q14ei
	business services	t3q14ai	t3q14bi	t3q14ci		
j.	Promotion &				t3q14dj	t3q14ej
	Advertising	t3q14aj	t3q14bj	t3q14cj		
k.	Maintenance of plant,				t3q14dk	t3q14ek
	equipment & buildings	t3q14ak	t3q14bk	t3q14ck		
1.	All other costs (exclude				t3q14dl	t3q14el
	labour costs & interest payments)	t3q14al	t3q14bl	t3q14cl		

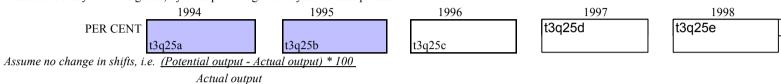
1994	1995	199	961997	1998
			t3q14dm	t3q14em
t3q14am	t3q14bm	t3q14cm		





TO THE PROFIT FIGURE THEY HAVE GIVEN TO YOU? IF NOT, CHECK THE NUMBERS AGAIN.

25. With your current machines and your current workforce, if you had the working capital you needed and a buyer for the goods, by what percentage could you increase production?

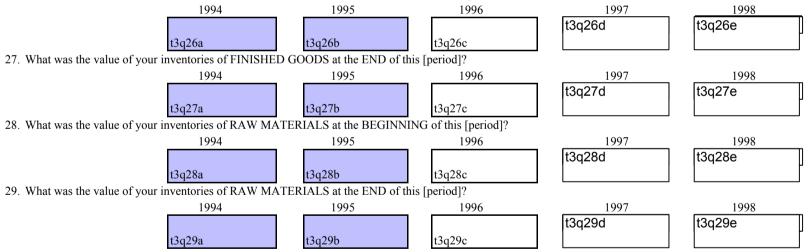


THIS SECTION LOOKS AT INVENTORIES.

THE INVENTORIES AT THE END OF THE YEAR SHOULD EQUAL THE INVENTORIES AT THE BEGINNING OF THE NEXT PERIOD.

THE CHANGE IN INVENTORIES OF FINISHED GOODS BETWEEN THE BEGINNING AND THE END OF THE PERIOD SHOULD EQUAL THE DIFFERENCE BETWEEN SALES AND OUTPUT (QUESTIONS 5 AND 6).

26. What was the value of your inventories of FINISHED GOODS at the BEGINNING of this [period]?



	SEC	<b>FION 4: Investment</b>	Questionnaire			
<ol> <li>How much would it cost to replace all your plan new equipment?</li> </ol>	nt and equipment with similar					
1995 1996	1997	1998				
t4q1a t4q1b	t4q1c	t4q1d	-		CULT USE QUESTIC N COMPLETE QUES	
2. How much would you get if you sold all your p	• •	1009			TO GIVE ANSWERS	-
1995 1996	1997	1998				HINERY THAT THE NCLUDING VEHICLES)
t4q2a t4q2b	t4q2c	t4q2d			ONLY, MAKE A NO	<i>'</i>
3. How much would you get if you sold all your la	and buildings?		NOTE: APPR	ENTICES/ TRAINEE	S TOOLS AND MAC	HINES SHOULD BE
1995 1996	1997	1998	TREATED AS	A PART OF THE FI	RM'S CAPITAL STO	CK.
t4q3a t4q3b	t4q3c	t4q3d				
4. List of major assets including land,	What would it cost to replac	e each of		How much could	l you get if you sold	
buildings, machinery and equipment	these items? (Shillings)			this item? (Shil	lings)	
	1996	1997	1998	1996	1997	1998
Land				t4q4bla	t4q4blb	t4q4blc
Buildings				t4q4bba	t4q4bbb	t4q4bbc
Machinery and equipmentItem 1t4q4m1	t4q4am1a	t4q4am1b	t4q4am1c	t4q4bm1a	t4q4bm1b	t4q4bm1c
Item 2 t4q4m2	t4q4am2a	t4q4am2b	t4q4am2c	t4qbm2a	t4qbm2b	t4qbm2c
Item 3 t4q4m3	t4q4am3a	t4q4am3b	t4q4am3c	t4qbm3a	t4qbm3b	t4qbm3c
Item 4 t4q4m4	t4q4am4a	t4q4am4b	t4q4am4c	t4qbm4a	t4qbm4b	t4qbm4c
Item 5 <b>t4q4m5</b>	t4q4am5a	t4q4am5b	t4q4am5c	t4qbm5a	t4qbm5b	t4qbm5c
Item 6 t4q4m6	t4q4am6a	t4q4am6b	t4q4am6c	t4qbm6a	t4qbm6b	t4qbm6c
Item 7 t4q4m7	t4q4am7a	t4q4am7b	t4q4am7c	t4qbm7a	t4qbm7b	t4qbm7c
Item 8 t4q4m8	t4q4am8a	t4q4am8b	t4q4am8c	t4qbm8a	t4qbm8b	t4qbm8c
TOTAL	t4q4amta	t4q4amtb	t4q4amtc	t4q4bmta	t4q4bmtb	t4q4bmtc

- 5. Did you sell any land, buildings or equipment in... YES.......1 (=> 6) NO.....2 (=> 8) 1996 1997 1998 t4q5a t4q5b t4q5c
- 6. What was the value in SHILLINGS?

	1996	1997	1998
LAND			
	t4q6a1	t4q6a2	t4q6a3
BUILDINGS			
	t4q6b1	t4q6b2	t4q6b3
EQUIPMENT	t4q6c1	t4q6c2	t4q6c3
TOTAL	t4q6d1	t4q6d2	t4q6d3

7. If the sale was equipment, why was it sold?

1996	1997	1998
t4q7a	t4q7b	t4q7c
EXCESS CAPACITY	1	
REPLACEMENT	2	
INCREASE LIQUIDITY	73	
CHANGE OF OUTPUT	MIX4	
OTHER (specify)	t4q7s	

8. Has this firm ever imported new or second hand equipment to use in production?

YES.....1 (=> 10) NO.....2 (=> 9)

9. Has this firm ever purchased new or second hand equipment that is foreign made to use in production?

YES.....1 (=> 10) NO.....2 (=> 11)

10. How did you find out about the foreign machinery and equipment? (Multiple answers allowed)



t4q8

t4q10a/b/c-k

Domestic suppliers of machinery and equipment	1
Foreign suppliers of machinery and equipment	2
Parent company	3
Consultants	4
Publications	5
Trade fairs	6
Personal trips to other countries	7
Technology institutions	8
Business and other contacts based in Tanzania	9
Business and other contacts based outside Tanzania	10
Other (specify) t4q10s	11

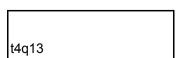
#### NOTE: WE ARE INTERESTED IN DETAILS OF THE INVESTMENTS MADE BY THE FIRM IN THE LAST THREE YEARS. THERE IS A SEPARATE TABLE FOR EACH YEAR WITH ADDITIONAL QUESTIONS CONCERNING THE TYPE OF INVESTMENT MADE.

YEAR = 1998		Land Buildings	Plant and Equipment	Total
How much did you invest in land, buildings and equipment in 1998?				
SHI	LLINGS: t4q11a1	t4q11a2	t4q11a3	t4q11a4
What was the form of the acquisition?Purchase1Lease	t4q11b1	t4q11b2	t4q11b3	t4q11b4
What proportion of money came from				
Company retained earnings PE	RCENT: t4q11c1	t4q11c2	t4q11c3	t4q11c4
Personal savings PE	RCENT: t4q11d1	t4q11d2	t4q11d3	t4q11d4
Borrowed from friends and relations PE	RCENT: t4q11e1	t4q11e2	t4q11e3	t4q11e4
Bank loan or overdraft PE	RCENT: t4q11f1	t4q11f2	t4q11f3	t4q11f4
Suppliers credit PE	RCENT: t4q11g1	t4q11g2	t4q11g3	t4q11g4
Borrowed from money lender PE	RCENT: t4q11h1	t4q11h2	t4q11h3	t4q11h4
Borrowed from parent or holding co. PE	RCENT: t4q11i1	t4q11i2	t4q11i3	t4q11i4
Sale of equity PE	RCENT: t4q11j1	t4q11j2	t4q11j3	t4q11j4
A	RCENT: t4q11k1	t4q11k2	t4q11k3	t4q11k4
Other (Specifyt4q11s PE	RCENT: t4q11ll	t4q1112	t4q1113	t4q1114

12. What was the purpose of the investment in equipment? Add to capacity...... 1

Add to capacity 1	
Replace old equipment 2	
Improve productivity	t4q12
Improve quality of output 4	-
Produce a new output 5	
13. Was the equipment New 1	
Used 2	t4q13
Used 2	t4q13

t4q12		
-		



14. Was the equipment ...

Imported	1
Foreign made, bought locally	2
made locally	3

t4q14

$\mathbf{YEAR} = 1997$		Land	Buildings	Plant and Equipment	Total
How much did you invest in land, buildings and equipment in 1997?					
	SHILLINGS:	t4q15a1	t4q15a2	t4q15a3	t4q15a4
What was the form of the acquisition?Purchase1Lease		t4q15b1	t4q15b2	t4q15b3	t4q15b
What proportion of money came from					
Company retained earnings	PERCENT:	t4q15c1	t4q15c2	t4q15c3	t4q15c4
Personal savings	PERCENT:	t4q15d1	t4q15d2	t4q15d3	t4q15d
Borrowed from friends and relations	PERCENT:	t4q15e1	t4q15e2	t4q15e3	t4q15e4
Bank loan or overdraft	PERCENT:	t4q15f1	t4q15f2	t4q15f3	t4q15f4
Suppliers credit	PERCENT:	t4q15g1	t4q15g2	t4q15g3	t4q15g
Borrowed from money lender	PERCENT:	t4q15h1	t4q15h2	t4q15h3	t4q15h4
Borrowed from parent or holding co.	PERCENT:	t4q15i1	t4q15i2	t4q15i3	t4q15i4
Sale of equity	PERCENT:	t4q15j	t4q15j2	t4q15j3	t4q15j4
A	PERCENT:	t4q15k1	t4q15k2	t4q15k3	t4q15k
Other (Specify	PERCENT:	t4q15ll	t4q15l2	t4q15l3	t4q15l4

16. What was the purpose of the investment in equipment? Add to capacity...... 1

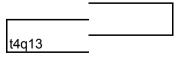
Add to capacity	1
Replace old equipment	2
Improve productivity	3
Improve quality of output	4
Produce a new output	5

Used......2

Mixed...... 3

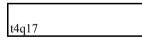
17. Was the equipment... New...... 1

t4q16		



#### 18. Was the equipment...

Imported1	
Foreign made, bought locally 2	
made locally 3	



$\mathbf{YEAR} = 1996$		Land	Buildings	Plant and Equipment	Total
How much did you invest in land, buildings and equipme	nt in 1996?				
	SHILLINGS:	t4q19a1	t4q19a2	t4q19a3	t4q19a4
What was the form of the acquisition?	Purchase 1				
	Lease	t4q19b1	t4q19b2	t4q19b3	t4q19b4
What proportion of money came from (in % terms)					
Company retained earnings	PERCENT:	t4q19c1	t4q19c2	t4q19c3	t4q19c4
Personal savings	PERCENT:	t4q19d1	t4q19d2	t4q19d3	t4q19d
Borrowed from friends and relations	PERCENT:	t4q19e1	t4q19e2	t4q19e3	t4q19e
Bank loan or overdraft	PERCENT:	t4q19f1	t4q19f2	t4q19f3	t4q19f
Suppliers credit	PERCENT:	t4q19g1	t4q19g2	t4q19g3	t4q19g
Borrowed from money lender	PERCENT:	t4q19h1	t4q19h2	t4q19h3	t4q19h
Borrowed from parent or holding co.	PERCENT:	t4q19i1	t4q19i2	t4q19i3	t4q19i4
Sale of equity	PERCENT:	t4q19j	t4q19j2	t4q19j3	t4q19j
New partner	PERCENT:	t4q19k1	t4q19k2	t4q19k3	t4q19k
Other (Specify		t4q1911	t4q19l2	t4q1913	t4q191

20. What was the purpose of the investment in equipment?

19.

Add to capacity	1
Replace old equipment	2
Improve productivity	3
Improve quality of output	4
Produce a new output	5

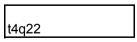
t4q20

21. Was the equipment... New..... 1

Used...... 2 Mixed..... 3 t4q21

22. Was the equipment...

Imported.....1 Foreign made, bought locally...2 made locally......3



Note: for firms with owners, shareholders or cooperative members who do work in the firm, include these in the total employment figures below. For sole traders, enter total employment as one; for cooperatives, enter the number of cooperators. If the employment figures are very different from those recorded in 1994/95, find out what has changed and why.

1. What was the total number of people employed by this firm AT THE END OF..?

_	1994	1995	1996	1997	1998
1	t5q1a	t5q1b	t5q1c	t5q1d	t5q1e

2. Of these how many were

	1994	1995	1996	1997	1998
a. Full-time permanent					
	t5q2a1	t5q2a2	t5q2a3	t5q2a4	t5q2a5
b. Full-time casual					
	t5q2b1	t5q2b2	t5q2b3	t5q2b4	t5q2b5
c. Part-time					
	t5q2c1	t5q2c2	t5q2c3	t5q2c4	t5q2e5

Note: Casual includes contract workers; check that Q.2a+b+c is equal to Q.1; these totals should exclude any additional workers hired during peak seasons (see below)

3. Do you have a peak season?

Yes.....1 No......2 => Q. 7

t5q3		

4. How many months is the peak season?

Yes.....1 No.....2 months

5. How many more workers do you hire in the peak season? (in addition to the total number given in Q.1)

t5q4

t5q5		

6. Is it peak season now?

15(
t5q6

 Of your total workforce as at December 1998, how many are in each of the following categories? (Note (1))

		Number of workers	
		Men	Women
Managers (Note (2))	Employed managers	t5q7a1	t5q7a2
	Proprietor as manager	t5q7b1	t5q7b2
Professionals	Engineers	t5q7c1	t5q7c2
(university degree)	Physical scientists (chemists, etc.)	t5q7d1	t5q7d2
	Accountants, programmers, etc.	t5q7e1	t5q7e2
Technicians (Note (3))	Technicians	t5q7f1	t5q7f2
Office workers	Skilled typists, clerks etc.	t5q7g1	t5q7g2
	Unskilled messengers etc.	t5q7h1	t5q7h2
Sales personnel	Trained sales personnel	t5q7i1	t5q7i2
	Assistants	t5q7j1	t5q7j2
Service workers	Cleaners, guards, canteen staff, etc.	t5q7k1	t5q7k2
Production workers	Foreman, supervisors	t5q7l1	t5q712
	Electricians, plumbers, welders, etc.	t5q7m1	t5q7m2
	Machine operators/drivers, assemblers	t5q7n1	t5q7n2
	Labourers, helpers (Note (4))	t5q7o1	t5q7o2
	Industry specific skilled 1 (Note (5))	t5q7p1	t5q7p2
	Industry specific skilled 2 (Note (5))	t5q7q1	t5q7q2
	Apprentices/ Trainees	t5q7r1	t5q7r2
Total		t5q7s1	t5q7s2

Note (1): THE TOTAL NUMBER OF WORKERS REPORTED IN THIS TABLE, SHOULD EQUAL THE ANSWER GIVEN FOR 1998 UNDER QUESTION 1 OF THIS SECTION.

Note (2): A manager heads a small manufacturing business or a section of a larger business and, on his/her own behalf or that of the proprietor, plans directs and coordinates the activities of the business.

Note (3): A technician applies technical knowledge and principles to identify and solve problems arising in the course of work. He/she organizes maintenance and repair work, and the installation of machinery.

Note (4): Labourers and helpers perform simple and routine tasks which require the use of simple hand-held tools, or they undertake product sorting and simple assembling of components. Tasks usually consist of lifting, loading, unloading, washing, polishing, packing by hand...

Note (5): These workers would include specifically skilled employees, such as carvers, dressmakers, masterchefs, etc.

8. Were there any changes between December 1997 and December 1998?

t5q8

Yes.....1

No..... 2 (=> Q.10)

9. Of your total workforce as at December 1997, how many are in each of the following broad categories? (Note (1))See notes on previous page

1997	Number of workers		
	Men	Women	
Managers (Note (2))	t5q9a1	t5q9a2	
Professionals (university level)	t5q9b1	t5q9b2	
Technicians (Note (3))	t5q9c1	t5q9c2	
Office workers	t5q9d1	t5q9d2	
Sales personnel	t5q9e1	t5q9e2	
Service workers	t5q9f1	t5q9f2	
Foremen/ Supervisors	t5q9g1	t5q9g2	
Production workers	t5q9h1	t5q9h2	
Total	t5q9i1	t5q9i2	

Note: Total number of workers reported in this table should equal the answer given for 1997 in Question 1 of this section

10. Were there any changes between December 1996 and December 1997?

t5q10

11. Of your total workforce as at December 1996, how many are in each of the following broad categories? (Note (1)) See notes on previous page

1996	Number of	workers
	Men	Women
Managers (Note (2))	t5q11a1	t5q11a2
Professionals (university level)	t5q11b1	t5q11b2
Technicians (Note (3))	t5q11c1	t5q11c2
Office workers	t5q11d1	t5q11d2
Sales personnel	t5q11e1	t5q11e2
Service workers	t5q11f1	t5q11f2
Foremen/ Supervisors	t5q11g1	t5q11g2
Production workers	t5q11h1	t5q11h2
Total	t5q11i1	t5q11i2

Note: Total number of workers reported in this table should equal the answer given for 1996 in Question 1 of this section

12. How many expatriates do you employ? 17. Of those t5q12 13. Of these expatriates how many are in.... a. Management t5q13a b. Technical fields t5q13b c. Administration t5q13c t5q13d d. Production e. Other t5q13e (Specify..... t5q13s 14. How many permanent workers did you hire in [period]? layee 1996 1997 1998 t5q14a t5q14b t5q14c 15. How many permanent workers left the firm in [period]? 1996 1997 1998 t5q15a t5q15b t5q15c 16. Net change in total labour force (= workers hired less workers who left) 1996 1997 1998 t5q16a t5q16b t5q16c

NOTE THAT THE NET CHANGE FIGURE IN QUESTION 16 SHOULD EQUAL THE DIFFERENCE BETWEEN THE TOTAL NUMBER OF PERMANENT WORKERS AT THE BEGINNING AND END OF THE CORRESPONDING YEARS (GIVEN IN QUESTION 1 OF THIS SECTION)

e that left, how many	1996	1997	1998
a. did you fire or lay off	t5q17a1	t5q17a2	t5q17a3
b. quit or absconded	t5q17b1	t5q17b2	t5q17b3
c. retired	t5q17c1	t5q17c2	t5q17c3
d. left because of illness	t5q17d1	t5q17d2	t5q17d3
e. died	t5q17e1	t5q17e2	t5q17e3

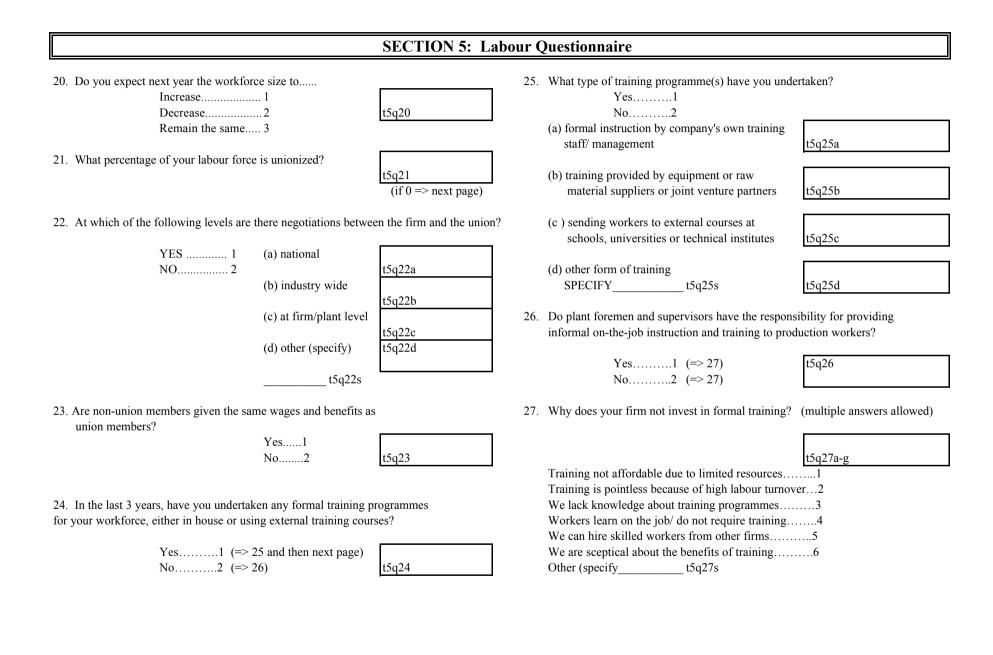
Note: Check that columns add up to the relevant year total in Q.15

18. In total, how much severance pay did you have to give to the workers you

ed-off or fired?	1996	1997	1998
SHILLINGS			
	t5q18a	t5q18b	t5q18c

19. Did you insure your workforce against accident or illness?

	1996	1997	1998
Yes1			
No2	t5q19a	t5q19b	t5q19c



#### **SECTION 6:** Government Regulations Questionnaire

a.

b.

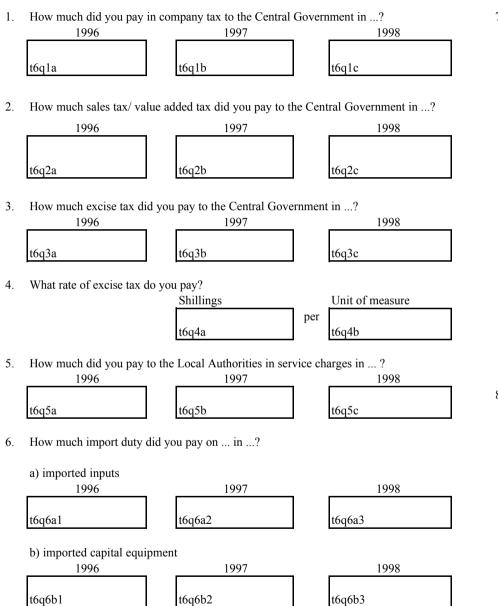
c.

d.

e.

f.

g.



7. Have there been changes in government regulations in any of the following areas that have...

- 8. Where there was a change that affected you, please describe the change

t6q8

SECTION 7: Financial Markets			
Part A: Liquidity	/Cash Flow		
1. All firms have cash flow (liquidity problems) at some time. Have you had any cash flow (liquidity) problems in the last year?	2. What did you do about it? (MULTIPLE ANSWERS ALLOWED)		
	SOLD OFF RAW MATERIALS 1		
YES 1	SOLD SOME EQUIPMENT 2 t7q2a-f		
NO2 => Part B $t7q1$	BORROWED FROM BANK (OVERDRAFT). 3		
	BORROWED FROM BANK (LOANS) 4		
	USED PERSONAL CASH RESERVES5		
	BORROWED INFORMALLY 6		
	TOOK CASH ADVANCES FROM CLIENTS. 7		
	OBTAINED SUPPLIER CREDIT 8		
	OTHER		
	(SPECIFY:t7q2s		

Part B: Trade Credit

# **NOTE:** TRADE CREDIT IS <u>NOT</u> THE SAME AS TRADE DISCOUNTS FOR LARGE VOLUME ORDERS OR GOOD CLIENTS. IT IS ACCOUNTS PAYABLE AND RECEIVABLE FROM SUPPLIERS AND CLIENTS.

- 1. What was your current outstanding balance owed to all suppliers (accounts payable), including suppliers of capital equipment, at the end of.....?
- 2. What was the current outstanding balance due to you from all clients (accounts receivable) at the end of .....?



ACCOUNTS PAYABLE (SHILLINGS)

 1996
 1997
 1998

 t7bq2a
 t7bq2b
 t7bq2c



## **SECTION 7:** Financial Markets

#### Part C: Deposits with Financial Institutions

# THE FOLLOWING QUESTIONS APPLY TO ACCOUNTS AND ASSETS OF THE ENTERPRISE OR, IF THOSE ARE NOT SEPARABLE, THE ACCOUNTS OF THE OWNER. AS A RULE OF THUMB: IN CASE OF A SOLE PROPRIETOR THE ACCOUNTS AND ASSETS OF THE ENTERPRISE AND OWNER CAN NOT BE SEPARATED.

1. Does your firm have any of the following accounts?		2. Has your firm acquired any of the following fina	ncial assets in the last year?
YES 1 NO2		YES 1 NO2	
(a) Current	t7cq1a	(a) shares in other enterprises	t7cq2a
(b) Savings	t7cq1b	(b) deposit accounts in foreign banks	t7cq2b
(c) Foreign Currency Account	tcq1c	(c) treasury bills	tcq2c
(d) Foreign Bank Account	tcq1d	(d) bonds	tcq2d
		(e) other (specify tc7q2s	

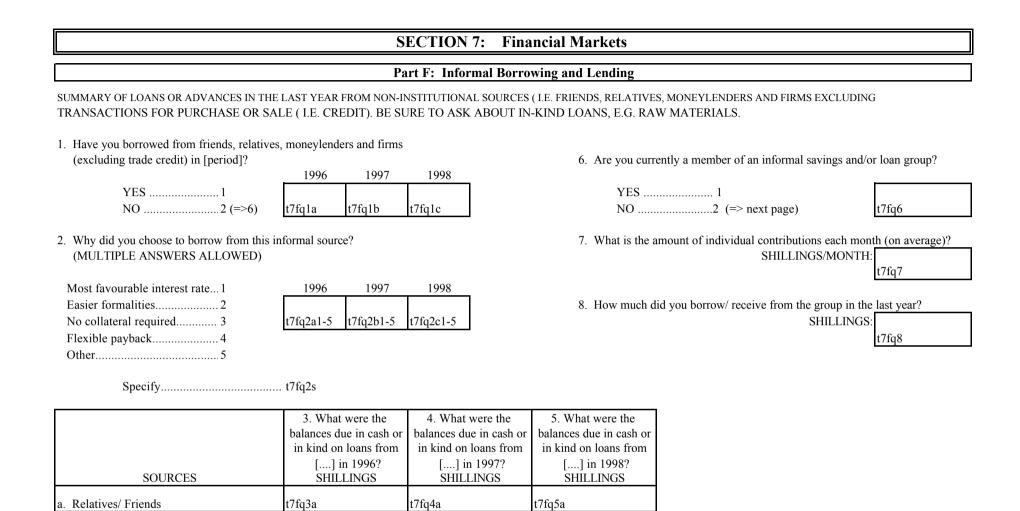
tcq2e

SECTION 7: Financial Markets						
Part D: Overdrafts and Loans						
ASK THE FOLLOWING QUE	ESTIONS, MAKING A CLE	AR DISTINCTION BETWE	EEN OVERDRAFT FACILIT	IES AND LOANS FROM F	ORMAL FINANCIAL INST	TTUTIONS:
1. Has your enterprise had an	y overdraft facilities with ba	inks since 1996?	4. What is t	he current maximum amoun	t of your combined overdraf	t facility?
YES NO	1 2 ( => Q7)	t7dq1			SHILLINGS:	
		t/dq1			SITTLETINGS.	t7dq4
2. In how many banks did you	have overdraft facilities?	1996 1997	1998			
	Number of banks:		5. What is	the current annual interest ra		
		t7dq2a t7dq2b	t7dq2c		PERCENT:	t7dq5
3. What was the balance owed	l on all overdrafts at end of [	period]?				
	SHILLINGS		6. How ofte	en do you renew the overdraf	t facility?	t7dq6
1996				Monthly		
1997	t7dq3a			Annually Other		
1998	t7dq3b			(SPECIFY:	t7dq6s	
1998	t7dq3c			(SPECIF 1		
	7a. LOANS 1996	7b. LOANS 1997:	7c. LOANS 1998:	8.	9.	10.
INSTITUTION TYPE	What was the total	What was the total	What was the total	For loans outstanding	What was this collateral?	What was
	outstanding balance of	outstanding balance of	outstanding balance of	at end of 1998, what was	LAND/BUILDINGS.1	the rate
	loans due at end of 1996?	loans due at end of 1997?	loans due at end of 1998?	the value of the	EQUIPMENT2	of interest?
				collateral required?	COMPANY ASSETS	(annual)
	SHILLINGS	SHILLINGS	SHILLINGS	SHILLINGS	(e.g. stock) 3 OTHER 4	%
(a) Banks (domestic)	t7dq7aa	t7dq7ba	t7dq7ca	t7dq8a	t7dq9a	t7dq10a
(b) Non-bank finance		truq rou			i aqi a	., uq100
institutions (domestic)	t7dq7ab	t7dq7bb	t7dq7cb	t7dq8b	t7dq9b	t7dq10b
(c) Government Loan						
Programmes or similar	t7dq7ac	t7dq7bc	t7dq7cc	t7dq8c	t7dq9c	t7dq10c
(d) Foreign Bank Loans						- 1 401
(eg from IFC) (e) Other (Specify)	t7dq7ad	t7dq7bd	t7dq7cd	t7dq8d	t7dq9d	t7dq10d
(e) Other (Specify) t7dq7s	t7dq7ae	t7dq7be	t7dq7ce	t7dq8e	t7dq9e	t7dq10e
11. Did you have any loans de	· · ·	*	1996 1997	1998		

	1990	1997	1990
YES1			
NO2	t7dq11a	t7dq11b	t7dq11c

			SE	CTION 7:	Financial Markets
			Part E :	Loan Applica	tions and Access to Finance
1.	Did the enterprise apply to any institutions for a loan	n in ? 1996	1997	1998	5. So, would you describe your enterprise as not requiring a loan? YES 1 (Part F)
	YES	7eq1a	t7eq1b	t7eq1c	NO       17eq5         6. So, would you describe your enterprise as in need of a loan but unable to get one or have
2.	Were the applications approved? YES1 (If yes in all years => Part F)	1996	1997	1998	you found another source of finance or have you adjusted your plans so that you can do without, or would you describe the situation some other way?
		7eq2a	t7eq2b	t7eq2c	IN NEED OF A LOAN
3.	So, would you describe your enterprise as still in net one or have you found another source of finance or l you describe your situation some other way?				OTHER $4 (=> 9)$ 7. What was that source?
	STILL IN NEED OF A (ANOTHER) LOAN 1			7	t7eq7
	FOUND ANOTHER SOURCE	(=> 8)	t7eq3		(=> Part F 8. How have you adjusted your plans? t7eq8
4.	Why did the firm not apply for a loan in these years?		t7eq4		t/cq8
	INADEQUATE COLLATERAL	(=> 5)	-		(=> Part F 9. So how would you describe your enterprise's situation with regard to getting a (another) loan?
	DIDN'T NEED ONE	(Part F) (=> 6)			t7eq9
	ALREADY HEAVILY INDEBTED	(Part F)	5 or 6 as appr	opriate)	(=> Part F

.....t7eq4s



t7fq3b

t7fq3c

t7fq3d

t7fq3e

t7fq3f

t7fq3g

t7fq3h

t7fq3-5hs

b. Moneylender

d. Supplierse. Clients

c. Informal Group

Other Enterprises

Church group

h. Other (describe)

t7fq4b

t7fq4c

t7fq4d

t7fq4e

t7fq4f

t7fq4g

t7fq4h

t7fq5b

t7fq5c

t7fq5d

t7fq5e

t7fq5f

t7fq5g

t7fq5h

## **SECTION 7:** Financial Markets

#### Part F: Informal Borrowing and Lending

# SUMMARY OF LOAN BALANCES GRANTED BY THE ENTERPRISE OR ENTERPRISE OWNER, <u>EXCLUDING</u> FINANCIAL TRANSACTIONS FOR PURCHASE OR SALE ie TRADE CREDIT), BY LOAN RECEIPT. **BE SURE TO ASK ABOUT IN-KIND LOANS AS WELL, E.G. RAW MATERIALS.**

9. Did you LEND to friends, relatives, moneylenders and firms

(excluding trade credit) in [year]?

	1996	1997	1998
YES 1			
NO2 (=>next section)	t7fq9a	t7fq9b	t7fq9c

10. Why did you choose to lend informally? (MULTIPLE ANSWERS)

t7fqa-c1-5

To earn a return1
Had excess profits
If I lend, I can also borrow from this source if needed 3
They provided funds in past, so I am obliged to lend in 4
Other
Specify t7fq10s

		1.0	
	11.	12.	13.
	What were the cash	What were the cash	What were the cash
	balances due to you on	balances due to you on	balances due to you on
	loans to [] in 1996?	loans to [] in 1997?	loans to [] in 1998?
SOURCES	SHILLINGS	SHILLINGS	SHILLINGS
a. Relatives/ Friends	t7fq11a	t7fq12a	t7fq13a
b. Moneylender	t7fq11b	t7fq12b	t7fq13b
c. Informal Group	t7fq11c	t7fq12c	t7fq13c
d. Suppliers	t7fq11d	t7fq12d	t7fq13d
e. Clients	t7fq11e	t7fq12e	t7fq13e
f. Other Enterprises	t7fq11f	t7fq12f	t7fq13f
g. Church group	t7fq11g	t7fq12g	t7fq13g
h. Other (describe)t7fq11-13hs	t7fq11h	t7fq12h	t7fq13h

14. What were your total interest receipts on these loans in the latest period?

Total Interest Receipts

t7fq14a

t7fq14b

(Shillings)

Time Period

Monthly.....1

Annual.....2

## **SECTION 8: Infrastructure**

#### THE QUESTION IN THIS COLUMN IS TO BE ANSWERED BY THE INTERVIEWER ON THE BASIS OF HIS OBSERVATIONS. IT SHOULD **NOT** BE ADDRESSED TO THE RESPONDENT DIRECTLY

1 What is the state of the road(s) directly outside the enterprise? (note: not the private drive belonging to the enterprise)



#### Codes

- 1 = sealed road in good condition i.e., a driver in a two wheel drive car could maintain a reasonable speed
- 2 = sealed road with a few pot holes that would require a driver in a 2 wheel drive car to alter course in order to avoid them
- 3 = sealed road in a poor state of repaire, i.e., with pot holes that could not be avoided and would require a driver in a two wheel drive car to drive very slowly
- 4 = not sealed, but in good condition, i.e., a driver in a two wheel drive car could maintain a reasonable speed
- 5 = not sealed with a few bumps and/or dips that would require a driver in a 2 wheel drive car to alter course in order to avoid them
- 6 = not sealed with bumps and/or dips that could not be avoided and would require a driver in a 2 wheel drive car to drive very slowly
- 7 = virtually impassable in a 2 wheel drive car
- 8 = impassible in a 4 wheel drive car

9 = no road

# THE QUESTIONS IN THIS COLUMN SHOULD BE ASKED OF THE RESPONDENT

2 Do you need to use electricity to run your tools and machines? (yes = 1, no = 2)



Are each of the following services supplied to the area in which your enterprise is situated? (yes = 1, no = 2)

3	Electricity	
		t8q3
4	Water	
		t8q4
5	Sealed Roads	
		t8q5
6	Telephones	
		t8q6
7	Waste disposal services	
		t8q7
8	Security (Police)	
		t8q8

9 Do you have a telephone? (yes = 1, no = 2)

t8q9		

- 10 Over the last six months, on average, how many days per week (7 days) did you have mains electricity?
- t8q10

t8q11

t8q12

- 11 Over the last six months, on average, how many days per week (7 days) did the telephones work?
- 12 Over the last six months, on average, how many days per week (7 days) did you have an adequate water supply?

## SECTION 9: Adjustment

#### 1. What are your three biggest problems this year?

#### NOTE: DO NOT READ OFF THESE CATEGORIES. LET THE RESPONDENT ANSWER, THEN CODE. IF THE RESPONDENT CANNOT ANSWER, HAVE A DISCUSSION.

OWNERSHIP REGULATIONS	. 1
TAXES	. 2
GOVERNMENT RESTRICTIONS ON ACTIVITIES	. 3
GAINING INVESTMENT BENEFITS	.4
LABOUR REGULATIONS	. 5
DIFFICULTY IN OBTAINING LICENSES	. 6
CORRUPTION	.7
PRICE CONTROLS	. 8
LACK OF BUSINESS SUPPORT SERVICES	. 9
LACK OF INFRASTRUCTURE	
ACCESS TO IMPORTED RAW MATERIALS	. 11
COST OF IMPORTED RAW MATERIALS	. 12
ACCESS TO DOMESTIC RAW MATERIALS	. 13
COST OF DOMESTIC RAW MATERIALS	.14
UTILITY PRICES	. 15

ACCESS TO CREDIT
HIGH INTEREST RATES
INFLATION
INSUFFICIENT DEMAND
ACCESS TO FOREIGN EXCHANGE
HIGH EXCHANGE RATES
COMPETITION FROM IMPORTS
COMPETITION FROM LOCAL FIRMS
UNCERTAINTY ABOUT GOVERNMENT INDUSTRY POLICIE24
LACK OF SKILLED LABOUR
OTHER

Specify......t9q1s

FIRST	SECOND	THIRD
t9q1a	t9q1b	t9q1c

## SECTION 10: Investor Confidence

#### EXPLAIN TO THE RESPONDENT THAT WE ARE INTERESTED IN HIS EXPECTATIONS FOR THE FUTURE.

1. What do you expect your firm's sales to be compared with today?	4. What do you expect the level of consumer price inflation will be?
Lower than today	Lower than today1 Same as today2 Higher than today3 Do not know4
One year from now: t10q1	One year from now: t10q4
2. What do you expect your firm's access to credit to be compared with today?	5. What do you expect the exchange rate of the US Dollar (in local currency) will be?
Lower than today1Same as today2Higher than today3Do not know4	Lower than today1 Same as today2 Higher than today3 Do not know4
One year from now: t10q2	One year from now: t10q5
3. What do you expect the cost of credit (ie interest rates) to be compared with today?	Note: 'Lower than today' implies an appreciation of the Shilling (ie less shillings per \$) 'Higher than today' implies a depreciation of the Shilling (ie more shillings per \$)
Lower than today 1	
Same as today2	
Higher than today 3	
Do not know4	
One year from now:	

t10q3

## **SECTION 10: Investor Confidence**

The next question tries to ascertain by how much **you** expect the output of your firm to change, in terms of volume of products. We would like you to estimate the likelihood of each expected change in output occurring on a scale of 0 - 100. 100 means that there is a 100 % chance that the specified growth rate will occur; 10 means that there is a 10% or 1 in 10 chance that the specified growth rate will occur, 0 means that there is a 0% chance that the specified growth rate will occur, etc., for each of the categories. Remember there are nine categories and your total points should add up to 100.

On this basis		by what % do you expect
		your product output to grow
		next year? (in % terms)
INCREASE:	more than 30%	
	(a great deal higher)	t10q6a
	20 to 30%	
	(a lot higher)	t10q6b
	10 to 20%	
	(moderately higher)	t10q6c
	0 to 10%	
	(a little higher)	t10q6d
NO CHANGE:		
		t10q6e
DECREASE:	0 to 10%	
	(a little lower)	t10q6f
	10 to 20%	
	(moderately lower)	t10q6g
	20 to 30%	
	(a lot lower)	t10q6h
	more than 30%	
	(a great deal lower)	t10q6i
]	FOTAL POINTS	100
(9	should add to 100)	

#### QUESTIONS 7 TO 11 ARE TO BE ANSWERED BY THE INTERVIEWER

During the discussion about question 6 on this page did the respondent....

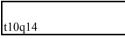
7.	appear fatalistic, i.e., give the impression that he/she felt powerless	
	to affect the future of his/her enterprise? (yes = $1$ , no = $2$ )	t10q7
8.	mention God's will or something related? (yes = $1$ , no = $2$ )	
		t10q8
	mention objectives, plans or an overall vision of the future, i.e., give the impression	
	impression that (s)he could shape the future of his/her enterprise? (yes = 1, no = 2)	t10q9
	put particular emphasis on the importance of one or two events,	
	such as securing a particular loan or getting a particular order?	
	(yes = 1, no = 2)	t10q10

11. If the answer to question 10 was yes, what was/were the particular events?

t10q11

### **SECTION 10:** Investor Confidence

14. If you could have access to the necessary financial resources without having to borrow, would you (also) choose to invest in other business activities (excluding purely financial investments)?



15. In which sector(s) would you choose to invest?

(Please rank the respondant's unprompted choices using the codes shown)

Other Manufacturing	1	1st	
Commerce/ Trade	2		t10q15a
Real Estate	3	2nd	
Services	4		t10q15b
Transport	5	3rd	
Other Activities (specify)	6		t10q15c

t10q15s

S	ECTION 11:	: Conflict Resolution
How many times in the past year have you had labour disputes that caused disruptions in production or could have done so?	t11q1	8. And have you ever actually employed a lawyer or taken someone to court?
		yes1 (=> 12)
How many times in the past year have you had problems	411-2	no2 (=> 9)
with late payments or non-payments by a client?	t11q2	9. Why have you never employed a lawyer or taken someone to court?
How many times in the past year have you had problems with		(multiple answers allowed) t11q9a-g
late delivery of inputs/outputs?	t11q3	
	· · · · · · · · · · · · · · · · · · ·	The conflicts were not that serious
How many times in the past year have you had problems	411-4	Too expensive
with deficient quality of inputs/outputs?	t11q4	Takes too long
How many times in the last year have you had any disputes with		They only make things worse
your competitors?	t11q5	They would not be interested in my problems
		Other (specify)7
When you have problems and conflicts with other people over business	(11-6-6	(11.0)
matters how do you usually resolve them? (Multiple answers allowed)	t11q6a-f	t11q9s
By talking directly to the other person involved1		10. So, if a conflict that a lawyer or court might be able to help with arose,
By getting someone else to act as a go between		would you employ a lawyer and/or go to court? t11q10
Through a traditional council/gathering		
By employing a lawyer, going to court		yes1 (=> 12)
By getting the police involved		no2 (=> 11)
		11. Why not? (use codes for question 9)
t11qe	5S	
		t11q11 (codes)
When problems and conflicts with other people have occured in the past		t11c11c (tort)
have you ever threatened to take someone to court? ves	t11q7	tllqlls (text)
no		

## **SECTION 11: Conflict Resolution**

12. What percentage of your sales are done on a cash-for-goods basis, i.e., the customer comes and selects the goods, pays you the full price in cash and then takes the goods away?	t11q12 PER CENT	15. If you have a problem with one of the people you give credit to or have taken an order from do you	t11q15
		Stop trading with that person altogether1 (=> end)	
13. Do you give credit to customers or allow them to place an order		Carry on giving that person credit or taking orders from them. 2 (=> end)	
without paying a deposit to cover raw material costs?		1 or 2 depending on certain things	
		Go back to trading on a cash for good basis	
Yes1 (=>14)			
No2 (=> end)	t11q13	16. On what does it depend? (Multiple answers allowed)	
			t11q16a-d
14. How do you assess their creditworthiness? (Multiple answers allow	red)	The nature of the problem or conflict 1	
		The importance of your trading relationship with that person to you2	
Assess the person by talking to them1		The importance of your personal relationship with that person to you 3	
Visit the persons workshop/shop	t11q14a-g	Other (specify)	
Get information from others who have done business with them 3			
Get information from their bank		ť	l 1q16s

Get information from other sources (specify)......5 t11q14s