

Enterprise No.

Enterprise Name

Nigerian Manufacturing Enterprise Survey

Main Questionnaire (Hard copy to be left with the firm)

Wave 2

Nov 01, 2004

United Nations Industrial Development Organization (UNIDO)
Centre for the Study of African Economies, University of Oxford

Interviewer.....

Data entry operator.....

SECTION 1: General Information Sheet

1 Sector

SIC Code

n1Q1

2 Location

- Western { Lagos..... 1
- { Ibadan..... 2
- Eastern { Enuke..... 3
- { Onitsha..... 4
- { Nnewi..... 5
- { Aba..... 6
- Northern { Kaduna..... 7
- { Kanu..... 8

n1Q2

3 Name of enterprise..... n1Q3

4a Factory Address of Enterprise

..... n1Q4A

4b. Office Address of Enterprise

..... n1Q4B

5 Location Clues

..... n1Q5

6 Telephone numbers..... N1Q6

7 Telefax..... n1Q7

8 Email..... n1Q8

9 Owner of the enterprise..... n1Q9

10 If an informal enterprise, home address of owner..... n1Q10

11 Name of Respondent..... n1Q11

12 Person to contact..... n1Q12

13 Interviewers..... n1Q13

14 Language

English..... 1

Other..... 2

n1Q14

(Specify..... n1Q14S

SECTION 1: General Information Sheet

15 Is the business doing well or badly? Describe the major changes and events that have taken place in product and input markets, influencing your business?

..... n1Q15
.....
.....

a) Turnover (level & trend):..... n1Q15A
.....
.....

b) Profitability (level & trend):..... n1Q15B
.....
.....

c) Share value (level & trend) [if applicable]:..... n1Q15C
.....
.....

d) Dividend (level & trend) [if applicable]:..... n1Q15D
.....

e) Current Optimal Capacity
..... n1Q15E

f) Current Rate of Capacity Utilisation in percentage
..... n1Q15F

g) Current Value of Unsold Stock
..... n1Q15G

SECTION 2: Entrepreneur Questionnaire

Part A: General Entrepreneurial

1. THESE QUESTIONS ARE TO BE ANSWERED BY THE OWNER OF AN ENTREPRENEURIAL FIRM, OR THE CHAIRMAN OF A COOPERATIVE, OR THE GENERAL MANAGER OR MANAGING DIRECTOR OF A CORPORATION. NOTE THAT SECTION B IS NOT RELEVANT FOR PROFESSIONAL MANAGERS.

- | | | | |
|--|--|--|---|
| <p>1. What is the legal status of this firm?</p> <p>Sole Proprietorship..... 1</p> <p>Partnership..... 2 (=>1b)</p> <p>Cooperative..... 3</p> <p>Limited Liability Enterprise..... 4 (=> 1b)</p> <p>Corporation (public or private)..... 5</p> <p>Subsidiary of a Multinational Corporation..... 6</p> | <div style="border: 1px solid black; width: 80px; height: 30px; margin: 0 auto;">n2Q1</div> | <p>5. Are the Nigerian owners...</p> <p>African origin only..... 1</p> <p>Asian origin only..... 2</p> <p>Both African & Asian origin..... 3</p> <p>Other (SPECIFY)..... 4</p> <p>.....</p> | <div style="border: 1px solid black; width: 80px; height: 30px; margin: 0 auto;">n2Q5</div> |
| <p>1b. What is the number of stakeholders (owners)?</p> | <div style="border: 1px solid black; width: 80px; height: 30px; margin: 0 auto;">n2Q1b</div> | <p>6. Gender (of interviewee)</p> <p>MALE..... 1</p> <p>FEMALE..... 2</p> | <div style="border: 1px solid black; width: 80px; height: 30px; margin: 0 auto;">n2Q6</div> |
| <p>2. What is the ownership structure?</p> <p>Private owners only, (Nigerian Owners)..... 1 (=>5)</p> <p>Private owners only, (Foreign owners)..... 2 (=>3)</p> <p>Private owners, (Nigerian and Foreign joint)..... 3 (=>3)</p> <p>State and private joint, (Nigerian Private)..... 4 (=>3)</p> <p>State and private joint, (Foreign private owners)..... 5 (=>3)</p> <p>State and Private joint, (Nigerian and Foreign private)..... 6 (=>3)</p> <p>State..... 7 (=> 4)</p> | <div style="border: 1px solid black; width: 80px; height: 30px; margin: 0 auto;">n2Q2</div> | <p>7. Are you an owner of this firm?</p> <p>Yes..... 1</p> <p>No..... 2</p> | <div style="border: 1px solid black; width: 80px; height: 30px; margin: 0 auto;">n2Q7</div> |
| <p>3. What is the percentage of foreign ownership?</p> <p style="text-align: right;">%</p> | <div style="border: 1px solid black; width: 80px; height: 30px; margin: 0 auto;">n2Q3</div> | <p>8. If not an owner of the firm, what is your current position?</p> <p>Chairman of cooperative..... 1</p> <p>General Manager/ MD of Firm... 2</p> <p>Other Manager..... 3</p> <p>Other (specify)..... 4</p> <p>.....</p> | <div style="border: 1px solid black; width: 80px; height: 30px; margin: 0 auto;">n2Q8</div> |
| <p>4. What is the percentage of state ownership?</p> <p style="text-align: right;">%</p> | <div style="border: 1px solid black; width: 80px; height: 30px; margin: 0 auto;">n2Q4</div> | <p>9. When was this business founded?
(i.e. the first year from which the business as presently constituted operated)</p> <p style="text-align: right;">YEAR</p> | <div style="border: 1px solid black; width: 80px; height: 30px; margin: 0 auto;">n2Q9</div> |

SECTION 2: Entrepreneur Questionnaire

Part A: General Entrepreneurial

10. What is the highest level of formal education you reached?

- NONE..... 1 (=> 14)
- PRIMARY..... 2
- MIDDLE SCHOOL..... 3
- SECONDARY (O LEVEL)... 4
- SECONDARY (A LEVEL)... 5
- VOCATIONAL..... 6
- TECHNICAL/POLYTECHN 7
- PROFESSIONAL..... 8
- UNIVERSITY..... 9 (=> 12)

n2Q10	
1-5,9	6,7,8

11. What was the highest form (if primary only) or class (if secondary) you completed?

form	Standard

12. What year did you leave school/vocational programme/university? (if the vocational programme is not continuous with ordinary schooling, then use the school leaving year)

YEAR:

13. What did you study at the university?

- Humanities..... 1
- Sciences..... 2
- Engineering..... 3
- Medical..... 4
- Law..... 5
- Other..... 6

(SPECIFY _____) n2Q15f_1

14. Did you have previous experience in this industry (apart from owning/ managing this firm?)

- YES 1
- NO2 (=> 17)

15. What form did this experience take?

- YES 1
- NO2

(a) Did you work for this firm?

(b) Did you work for another firm?

(c) Were your parents in this business?

(d) Did you work and learn at home?

(e) Were you self-employed?

(f) Other? (SPECIFY _____)

16. How many years of experience did you have in this industry prior to acquiring/ becoming a manager in this firm?

YEARS:

SECTION 2: Entrepreneur Questionnaire

Part A: General Entrepreneurial

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

when business was founded	n2Q17
1991	n2Q18a
1996	n2Q18b
2001	n2Q18c

19. When the firm started, what was the initial start up capital?

Naira

20. From what sources did you/ the owners get this capital ?

(a) Venture capital	%	<input style="width: 100px; height: 20px;" type="text" value="n2Q20a"/>
(b) Own savings	%	<input style="width: 100px; height: 20px;" type="text" value="n2Q20b"/>
(c) Borrowing from friends or relatives	%	<input style="width: 100px; height: 20px;" type="text" value="n2Q20c"/>
(d) Loan from a foreign bank or donor agency	%	<input style="width: 100px; height: 20px;" type="text" value="n2q20d"/>
(e) Loan from a local bank	%	<input style="width: 100px; height: 20px;" type="text" value="n2q20e"/>
(f) Loan from a money lender	%	<input style="width: 100px; height: 20px;" type="text" value="n2q20f"/>
(g) Loan from a supplier	%	<input style="width: 100px; height: 20px;" type="text" value="n2q20g"/>
(h) Sale of personal assets	%	<input style="width: 100px; height: 20px;" type="text" value="n2q20h"/>
(i) Other (SPECIFY : _____)	%	<input style="width: 100px; height: 20px;" type="text" value="n2q20i"/>

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

SECTION 2: Entrepreneur Questionnaire

Part B: Additional Questions for Owners Only

THESE QUESTIONS ARE NOT RELEVANT FOR PROFESSIONAL FIRM MANAGERS

- | | |
|--|---|
| <p>1. How old are you? YEARS: <input style="width: 80px;" type="text" value="n2bq1"/></p> <p>2. Were you born in this town?
 YES..... 1 (=> 4)
 NO 2 <input style="width: 80px;" type="text" value="n2bq2"/></p> <p>3. How long have you lived here? YEARS: <input style="width: 80px;" type="text" value="n2bq3"/></p> | <p>7. How many brothers and sisters do you have? <input style="width: 80px;" type="text" value="n2bq7"/></p> <p>8. How many brothers and sisters (total) does/did each of the following relatives have?</p> <p>a) Your father <input style="width: 80px;" type="text" value="n2bq8a"/></p> <p>b) Your mother <input style="width: 80px;" type="text" value="n2bq8b"/></p> |
|--|---|

	4. Do you own any of the following? YES 1 NO.....2	5. If "Yes", when did you acquire it? YEAR	6. If "Yes", what is the current market value? Naira	7. If "No" do you expect to own one next year? YES 1 NO.....2
a) A house	n2bq4a	n2bq5a		
b) A motor vehicle?	n2bq4b			
c) A farm?				
d) Other real estate?				n2bq7d

SECTION 2: Entrepreneur Questionnaire

Part B: Additional Questions for Owners

- | | | |
|--|---|--|
| <p>9. What was the main occupation of your father?</p> <div style="border: 1px solid black; width: 150px; height: 30px; margin-left: 100px; margin-bottom: 10px;"></div> <p>OWN BUSINESS, MANUFACTURING..... 1
 OWN BUSINESS, TRADING..... 2
 OWN BUSINESS, FARMING..... 3
 EMPLOYEE, PUBLIC SECTOR ENTERPRISE..... 4
 EMPLOYEE, PRIVATE SECTOR ENTERPRISE..... 5
 EMPLOYEE, GOVERNMENT ADMINISTRATION..... 6
 OTHER..... 7
 (SPECIFY: _____)</p> | <p>12. Was the business owned by your parents or other family members?</p> <p>YES..... 1
 NO..... 2</p> <div style="border: 1px solid black; width: 150px; height: 30px; margin-left: 100px; margin-bottom: 10px;"></div> | |
| <p>10. What was the main occupation of your mother?</p> <div style="border: 1px solid black; width: 150px; height: 30px; margin-left: 100px; margin-bottom: 10px;"></div> <p>OWN BUSINESS, MANUFACTURING..... 1
 OWN BUSINESS, TRADING..... 2
 OWN BUSINESS, FARMING..... 3
 EMPLOYEE, PUBLIC SECTOR ENTERPRISE..... 4
 EMPLOYEE, PRIVATE SECTOR ENTERPRISE..... 5
 EMPLOYEE, GOVERNMENT ADMINISTRATION..... 6
 HOUSEWIFE..... 7
 OTHER..... 8
 (SPECIFY: _____)</p> | <p>13. Did you establish this business?</p> <p>YES 1 (=>15)
 NO2 (=>14)</p> <div style="border: 1px solid black; width: 150px; height: 30px; margin-left: 100px; margin-bottom: 10px;"></div> | <p>14. How did you acquire this business?</p> <p>BOUGHT IT.....1
 INHERITED IT.....2
 MERGER.....3
 OTHER.....4
 (SPECIFY _____)</p> <div style="border: 1px solid black; width: 150px; height: 30px; margin-left: 100px; margin-bottom: 10px;"></div> |
| <p>11. Were you an apprentice in your firm's field?</p> <p>YES..... 1
 NO..... 2</p> <div style="border: 1px solid black; width: 150px; height: 30px; margin-left: 100px; margin-bottom: 10px;"></div> | <p>15. Do you currently own any other business?</p> <p>YES 1
 NO 2 (=>next section)</p> <div style="border: 1px solid black; width: 150px; height: 30px; margin-left: 100px; margin-bottom: 10px;"></div> | <p>16. Are any of your other businesses in the same sector as this firm?</p> <p>YES 1
 NO 2</p> <div style="border: 1px solid black; width: 150px; height: 30px; margin-left: 100px; margin-bottom: 10px;"></div> |

SECTION 2: Entrepreneur Questionnaire

Part C: Management Experience and Qualifications

Ask these questions for each of the following managers, where relevant	1. How many years in present industry? (including current & other firms)	2. Highest completed level of education? None.....1 Primary.....2 Secondary (O level).....3 Secondary (A Level).....4 Vocational.....5 Technical/ Polytech.....6 Professional.....7 University (Nigeria).....8 University (Abroad).....9	3. Ethnicity? African....1 Asian.....2 European..3 Other.....4
	YEARS		
Entrepreneur (owner)	n2cq1	n2cq2	n2cq3
General manager			

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

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

No.....2 Title of qualification

Entrepreneur (owner)	n2cq4	n2cq4s
General manager		

5. Do the following have any relevant technical qualifications?

If yes, please specify.

Yes.....1

No.....2 Title of qualification

Entrepreneur (owner)	n2cq5	n2cq5s
General manager		

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

If yes, please specify.

Yes.....1

No.....2 Title of Training Course

Entrepreneur (owner)	n2cq6	n2cq6s
General manager		

SECTION 3: General Firm Questionnaire

1. Does your firm keep accounts on an annual basis?

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

n3q1

DISCUSS THE OPTIONS GIVEN IN QUESTION 2. FROM ONE YEAR DOWN BEING AWARE OF THE ANSWER GIVEN FOR 1997

2. What is the easiest time period for you to use in discussing the cost of the inputs and the value of the outputs of your production process?

1 year..... 1
6 months..... 2
1 month..... 3
2 weeks..... 4
1 week..... 5
Other..... 6

n3q2

(Specify.....n3q2s.....)

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

n3q3

From:

Month	Year
-------	------

 To:

Month	Year
-------	------

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
No..... 2

n3q4

(Specify why not.....)

WHERE '[period]' APPEARS IN THE FOLLOWING QUESTIONS THE ANSWERS SHOULD RELATE TO THE PERIOD OF TIME YOU AND THE INTERVIEWEE AGREED ABOVE.

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

2001	2002	2003
n3q5_2001	n3q5_2002	n3q5_2003

6. What was the value of your manufactured output in this [period]?

2001	2002	2003
n3q6_2001	n3q6_2002	n3q6_2003

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]?

2001	2002	2003
n3q7_2001	n3q7_2002	n3q7_2003

FOR SMALL FIRMS USE THE TABLES ON THE FOLLOWING PAGES TO CALCULATE THE VALUE OF OUTPUT (UNLESS YOU CAN GET DATA TO SHOW, ASSUME SALES AND OUTPUT ARE EQUAL) AND THE VALUE OF RAW MATERIALS. THEN COMPLETE THE QUESTIONS ABOVE & THE QUESTIONS ON RAW MATERIAL COSTS WHICH FOLLOW

SECTION 3: General Firm Questionnaire

NOTE: ONLY ASK THIS QUESTION OF **SMALL** FIRMS. THE MAIN PURPOSE OF THE QUESTION IS TO FACILITATE IN THE COMPLETION OF THE QUESTIONS ON OUTPUT AND COSTS.

YEAR = 2003

8.	a. What were your firm's most important products in 2003 ? (list them in order of importance below)	b. In what units do you sell each of these products?	c. How much do you charge for one unit of each product?	d. How many/much of each of these products did you sell in the last [period]?	e. So, the total revenue from each product last period was..... (should equal c * d)	f. What is the total cost of raw materials (excluding piece rate wages, if any) for one unit of each product?	g. What is the piece rate wage, if any, for one unit of each product?	h. So, the total cost of raw materials for the amount of each product you sold last [period] is...
	Units	Naira	Quantity = Number of units	Naira	Naira/Unit	Naira/Unit	Naira	
	n3q8a1_2003	n3q8b1_2003	n3q8c1_2003	n3q8d1_2003	n3q8e1_2003	n3q8f1_2003	n3q8g1_2003	n3q8h1_2003
	n3q8a2_2003	n3q8b2_2003	n3q8c2_2003	n3q8d2_2003	n3q8e2_2003	n3q8f2_2003	n3q8g2_2003	n3q8h2_2003
	n3q8a3_2003	n3q8b3_2003	n3q8c3_2003	n3q8d3_2003	n3q8e3_2003	n3q8f3_2003	n3q8g3_2003	n3q8h3_2003
	n3q8a4_2003	n3q8b4_2003	n3q8c4_2003	n3q8d4_2003	n3q8e4_2003	n3q8f4_2003	n3q8g4_2003	n3q8h4_2003
	n3q8a5_2003	n3q8b5_2003	n3q8c5_2003	n3q8d5_2003	n3q8e5_2003	n3q8f5_2003	n3q8g5_2003	n3q8h5_2003
	n3q8a5_2003_1	n3q8b5_2003_1	n3q8c5_2003_1	n3q8d5_2003_1	n3q8e5_2003_1	n3q8f5_2003_1	n3q8g5_2003_1	n3q8h5_2003_1
	n3q8a5_2003_1_1	n3q8b5_2003_1_1	n3q8c5_2003_1_1	n3q8d5_2003_1_1	n3q8e5_2003_1_1	n3q8f5_2003_1_1	n3q8g5_2003_1_1	n3q8h5_2003_1_1

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.

SECTION 3: General Firm Questionnaire

NOTE: ONLY ASK THIS QUESTION OF **SMALL FIRMS**. THE MAIN PURPOSE OF THE QUESTION IS TO FACILITATE IN THE COMPLETION OF THE QUESTIONS ON OUTPUT AND COSTS.

YEAR = 2002

9.	a. What were your firm's most important products in 2002? (list them in order of importance below)	b. In what units do you sell each of these products?	c. How much do you charge for one unit of each product?	d. How many/much of each of these products did you sell in the last [period]?	e. So, the total revenue from each product last period was..... (should equal c * d)	f. What is the total cost of raw materials (excluding piece rate wages, if any) for one unit of each product?	g. What is the piece rate wage, if any, for one unit of each product?	h. So, the total cost of raw materials for the amount of each product you sold last [period] is...
		Units	Naira	Quantity = Number of units	Naira	Naira/Unit	Naira/Unit	Naira
	n3q8a1_2002	n3q8b1_2002	n3q8c1_2002	n3q8d1_2002	n3q8e1_2002	n3q8f1_2002	n3q8g1_2002	n3q8h1_2002
	n3q8a2_2002	n3q8b2_2002	n3q8c2_2002	n3q8d2_2002	n3q8e2_2002	n3q8f2_2002	n3q8g2_2002	n3q8h2_2002
	n3q8a3_2002	n3q8b3_2002	n3q8c3_2002	n3q8d3_2002	n3q8e3_2002	n3q8f3_2002	n3q8g3_2002	n3q8h3_2002
	n3q8a4_2002	n3q8b4_2002	n3q8c4_2002	n3q8d4_2002	n3q8e4_2002	n3q8f4_2002	n3q8g4_2002	n3q8h4_2002
	n3q8a5_2002	n3q8b5_2002	n3q8c5_2002	n3q8d5_2002	n3q8e5_2002	n3q8f5_2002	n3q8g5_2002	n3q8h5_2002
	n3q8a5_2003_1_2	n3q8b5_2003_1_2	n3q8c5_2003_1_2	n3q8d5_2003_1_2	n3q8e5_2003_1_2	n3q8f5_2003_1_2	n3q8g5_2003_1_2	n3q8h5_2003_1_2
	n3q8a5_2003_1_1_1	n3q8b5_2003_1_1_1	n3q8c5_2003_1_1_1	n3q8d5_2003_1_1_1	n3q8e5_2003_1_1_1	n3q8f5_2003_1_1_1	n3q8g5_2003_1_1_1	n3q8h5_2003_1_1_1

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.

SECTION 3: General Firm Questionnaire

NOTE: ONLY ASK THIS QUESTION OF **SMALL FIRMS**. THE MAIN PURPOSE OF THE QUESTION IS TO FACILITATE IN THE COMPLETION OF THE QUESTIONS ON OUTPUT AND COSTS.

YEAR = 2001

9. a. What were your firm's most important products in 2002? (list them in order of importance below)	b. In what units do you sell each of these products?	c. How much do you charge for one unit of each product?	d. How many/much of each of these products did you sell in the last [period]?	e. So, the total revenue from each product last period was..... (should equal c * d)	f. What is the total cost of raw material (excluding piece rate wages, if any) for one unit of each product?	g. What is the piece rate wage, if any, for one unit of each product?		h. So, the total cost of raw materials for the amount of each product you sold last [period] is...
	Units	Naira	Quantity = Number of units	Naira	Naira/Unit	Naira/Unit		Naira
n3q8a1_2002_1	n3q8b1_2002_1	n3q8c1_2002_1	n3q8d1_2002_1	n3q8e1_2002_1	n3q8f1_2002_1	n3q8g1_2002_1		n3q8h1_2002_1
n3q8a2_2002_1	n3q8b2_2002_1	n3q8c2_2002_1	n3q8d2_2002_1	n3q8e2_2002_1	n3q8f2_2002_1	n3q8g2_2002_1		n3q8h2_2002_1
n3q8a3_2002_1	n3q8b3_2002_1	n3q8c3_2002_1	n3q8d3_2002_1	n3q8e3_2002_1	n3q8f3_2002_1	n3q8g3_2002_1		n3q8h3_2002_1
n3q8a4_2002_1	n3q8b4_2002_1	n3q8c4_2002_1	n3q8d4_2002_1	n3q8e4_2002_1	n3q8f4_2002_1	n3q8g4_2002_1		n3q8h4_2002_1
n3q8a5_2002_1	n3q8b5_2002_1	n3q8c5_2002_1	n3q8d5_2002_1	n3q8e5_2002_1	n3q8f5_2002_1	n3q8g5_2002_1		n3q8h5_2002_1
n3q8a5_2003_1_2_1	n3q8b5_2003_1_2_1	n3q8c5_2003_1_2_1	n3q8d5_2003_1_2_1	n3q8e5_2003_1_2_1	n3q8f5_2003_1_2_1	n3q8g5_2003_1_2_1		n3q8h5_2003_1_2_1
n3q8a5_2003_1_1_1_1	n3q8b5_2003_1_1_1_1	n3q8c5_2003_1_1_1_1	n3q8d5_2003_1_1_1_1	n3q8e5_2003_1_1_1_1	n3q8f5_2003_1_1_1_1	n3q8g5_2003_1_1_1_1		n3q8h5_2003_1_1_1_1

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.

SECTION 3: General Firm Questionnaire

NOTE: ASK THIS QUESTION OF **ALL** FIRMS FOR WHICH YOU SKIPPED QUESTIONS 8 AND 9.

10. a. What were your firm's most important products? (list them in order of importance below)	b. In what units do you sell each of these products?	c. How much do you charge for one unit of each product?	d. How many/much of each of these products did you sell in the last [period]?	e. So, the total revenue from each product last period was..... (should equal c * d)	f. What is the total cost of raw materials (excluding piece rate wages, if any) for one unit of each product?	g. What is the piece rate wage, if any, for one unit of each product?	h. So, the total cost of raw materials for the amount of each product you sold last [period] is...
	Units	Naira	Quantity = Number of units	Naira	Naira/Unit	Naira/Unit	Naira
Year 2003							
Year 2002							
Year 2001							

SECTION 3: General Firm Questionnaire

WE ARE INTERESTED IN HOW THE FIRM ATTEMPTS TO COMMERCIALIZE ON NEW KNOWLEDGE

<i>Interviewer</i> : list the firm's most important products as indicated on the previous page(s):	10i. In the last year, was there any change in the <i>raw material sourcing</i> for this product?	10j. If "yes", what was the source of information or learning?	10k. In the last year, was there any change in the <i>design of the final product</i> ?	10l. If "yes", what was the source of information or learning?	10m. In the last year, was there any change in the <i>processing</i> of this product?	10n. If "yes", what was the source of information or learning?	10o. In the last year, was there any change in the <i>marketing</i> of this product?	10p. If "yes", what was the source of information or learning?
Year 2003	(yes=1, no=2)	(Codes listed below)	(yes=1, no=2)	(Codes listed below)	(yes=1, no=2)	(Codes listed below)	(yes=1, no=2)	(Codes listed below)
	n3q10i1	n3q10j1(s)	n3q10k1	n3q10l1(s)	n3q10m1	n3q10n1(s)	n3q10o1	n3q10p1(s)
	n3q10i2	n3q10j2(s)	n3q10k2	n3q10l2(s)	n3q10m2	n3q10n2(s)	n3q10o2	n3q10p2(s)
	n3q10i3	n3q10j3(s)	n3q10k3	n3q10l3(s)	n3q10m3	n3q10S3(s)	n3q10o3	n3q10p3(s)

Codes to be used for *b*-questions:

- 1..... End users (customers) of final product
- 2..... Suppliers
- 3..... Buyer of intermediate product
- 4..... Other (specify)

SECTION 3: General Firm Questionnaire

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

	2001	2002	2003
a. Rent	n3q11a1	n3q11a2	n3q11a3
b. Electricity	n3q11b1	n3q11b2	n3q11b3
c. Water	n3q11c1	n3q11c2	n3q11c3
d. Telephone	n3q11d1	n3q11d2	n3q11d3
e. Liquid fuel, solid fuel and gas	n3q11e1	n3q11e2	n3q11e3
f. Stationary and office supplies	n3q11f1	n3q11f2	n3q11f3
g. Transportation costs (excluding fuel)	n3q11g1	n3q11g2	n3q11g3
h. Security services if not included in wage bill	n3q11h1	n3q11h2	n3q11h3
i. Insurance and other business services	n3q11i1	n3q11i2	n3q11i3
j. Promotion & Advertising	n3q11j1	n3q11j2	n3q11j3
k. Maintenance of plant, equipment & buildings	n3q11k1	n3q11k2	n3q11k3
l. Industry related services (e.g. external consulting)	n3q11l1	n3q11l2	n3q11l3

m. All other costs (exclude labour costs & interest payments)

	2001	2002	2003
	n3q11m1	n3q11m2	n3q11m3

n. Total indirect costs (sum of sections a. to m. opposite)

	2001	2002	2003
	n3q11n1	n3q11n2	n3q11n3

12. What was the total value of all raw materials you used in production during this [period]?

	2001	2002	2003
	n3q12_2001	n3q12_2002	n3q12_2003

13. What percentage of your raw materials was sourced from businesses you own?

	2001	2002	2003
	n3q13_2001	n3q13_2002	n3q13_2003

14. What percentage of your raw materials was imported?

	2001	2002	2003
	n3q14_2001	n3q14_2002	n3q14_2003

NOW CALCULATE VALUE ADDED BY TAKING THE ANSWER TO QUESTION 6 (VALUE OF OUTPUT) AND SUBTRACTING THE ANSWERS TO QUESTION 11n (TOTAL INDIRECT COSTS) AND QUESTION 12 (RAW MATERIAL COSTS)

15. Calculated value added

	2001	2002	2003
	n3q15_2001	n3q15_2002	n3q15_2003

IF VALUE ADDED IS NEGATIVE CHECK THE NUMBERS WITH THE INTERVIEWEE AGAIN.

SECTION 3: General Firm Questionnaire

16. What was the value of your allowable depreciation in this [period]?

2001	2002	2003
n3q16_2001	n3q16_2002	n3q16_2003

17. How much were your total interest payments in this [period]?

2001	2002	2003
n3q17_2001	n3q17_2002	n3q17_2003

18. What was your total wage bill in this [period], excluding allowances?

2001	2002	2003
n3q18_2001	n3q18_2002	n3q18_2003

19. What was the total cost of labour in this [period], including the wage bill, all allowances and Christmas and production bonuses?

2001	2002	2003
n3q19_2001	n3q19_2002	n3q19_2003

NOW CALCULATE GROSS PROFITS BY TAKING THE CALCULATED VALUE ADDED (QUESTION 15) AND SUBTRACTING THE ANSWER TO QUESTION 19 TOTAL LABOUR COSTS)

20. Calculated profits (before depreciation and interest charges)

2001	2002	2003
n3q20_2001	n3q20_2002	n3q20_2003

21. What were your profits after all labour, administration and input costs have been deducted, but before interest, depreciation allowances and taxation have been deducted in this [period]?

2001	2002	2003
n3q21_2001	n3q21_2002	n3q21_2003

IS THE PROFIT FIGURE YOU HAVE CALCULATED SIMILAR (IT IS UNLIKELY TO BE THE SAME) TO THE PROFIT FIGURE THEY HAVE GIVEN TO YOU? IF NOT, CHECK THE NUMBERS WITH THEM AGAIN.

22. How many shifts do you usually operate?

- one-shift..... 1
- two-shift..... 2
- three-shift..... 3
- Other..... 4

(specify.....)

2001	2002	2003
n3q22_2001(s)	n3q22_2002(s)	n3q22_2003(s)

EXPLAIN TO THE RESPONDENT THAT WE ARE INTERESTED IN THE CAPACITY UTILISATION OF THE FIRM

Interviewer : List the firm's most important product as indicated on pp. 11-13. Then ask the following question on maximum production capacity for each product:

23. With your current machines and your current workforce, if you had the working capital you needed and a buyer for the goods, what would be the maximum [units] of [product] you could produce?

a) The firm's most important products (as listed previously):	b) Units: (as listed previously)	c) Maximum capacity: (must not exceed actual)
n3q23a1	n3q23b1	n3q23c1
n3q23a2	n3q23b2	n3q23c2
n3q23a3	n3q23b3	n3q23c3

SECTION 3: General Firm Questionnaire

THIS SECTION LOOKS AT INVENTORIES.

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).

24. With your current machines and your current workforce, what is the rate of capacity utilisation?

2001	2002	2003
n3q24_2001	n3q24_2002	n3q24_2003

25. What are the major reasons for idle capacity? (multiple)

n3q25

- 1..... Lack of domestic raw materials
- 2..... Lack of imported raw materials
- 3..... Lack of demand
- 4..... Lack of utility service
 - 4.1 Power shortages
 - 4.2 water supply
 - 4.3 IT
 - 4.4 Telephone
- 5.....Others Specify

26. What was the value of your inventories of finished goods at the end of this [period]?

2001	2002	2003
n3q26_2001	n3q26_2002	n3q26_2003

27. What was the value of your inventories of work in progress at the end of this [period]?

2001	2002	2003
n3q27_2001	n3q27_2002	n3q27_2003

28. What was the value of your inventories of raw materials at the end of this [period]?

2001	2002	2003
n3q28_2001	n3q28_2002	n3q28_2003

NOTE: FOR QUESTIONS 27 AND 28, OUTPUT MEANS TOTAL SALES.

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

2001	2002	2003
n3q29_2001	n3q29_2002	n3q29_2003

30 What percentage of your output did you export to non-African countries?

2001	2002	2003
n3q30_2001	n3q30_2002	n3q30_2003

SECTION 4: Investment Questionnaire

1. How much would it cost to replace all your plant and equipment with similar new equipment?

2001	2002	2003
n4q1_2001		

2. How much would you get if you sold all your plant and equipment?

2001	2002	2003
n4q2_2001		

3. How much would you get if you sold all your land and buildings?

2001	2002	2003
n4q3_2001		

4. Is any of your machinery & equipment...

	(yes=1, no=2)
...less than 1 year old?	n4q4a
...between 1 & 4 years old?	n4q4b
...between 5 & 10 years old?	n4q4c
...more than 10 years old?	n4q4d

5. List of major assets including land, buildings, machinery and equipment

	What would it cost to replace each of these items?			How much could you get if you sold this item?	When did you purchase this item?	What was the purchasing price when you acquired it?	
	2001	2002	2003	2003			
Land				n4q5d1	n4q5e1	n4q5f1	
Buildings				n4q5d2	n4q5e2	n4q5f2	
Machinery and equipment							
Item 1	n4q5_3s	n4q5a3	n4q5b3	n4q5c3	n4q5d3	n4q5e3	n4q5f3
Item 2	n4q5_4s	n4q5a4	n4q5b4	n4q5c4	n4q5d4	n4q5e4	n4q5f4
Item 3	n4q5_5s	n4q5a5	n4q5b5	n4q5c5	n4q5d5	n4q5e5	n4q5f5
Item 4	n4q5_6s	n4q5a6	n4q5b6	n4q5c6	n4q5d6	n4q5e6	n4q5f6
Item 5	n4q5_7s	n4q5a7	n4q5b7	n4q5c7	n4q5d7	n4q5e7	n4q5f7
Item 6	n4q5_8s	n4q5a8	n4q5b8	n4q5c8	n4q5d8	n4q5e8	n4q5f8
Item 7	n4q5_9s	n4q5a9	n4q5b9	n4q5c9	n4q5d9	n4q5e9	n4q5f9
Item 8	n4q5_10s	n4q5a10	n4q5b10	n4q5c10	n4q5d10	n4q5e10	n4q5f10
Item 9	n4q5_11s	n4q5a11	n4q5b11	n4q5c11	n4q5d11	n4q5e11	n4q5f11
Item 10	n4q5_12s	n4q5a12	n4q5b12	n4q5c12	n4q5d12	n4q5e12	n4q5f12
TOTAL	n4q5a13	n4q5b13	n4q5c13	n4q5d13			

SECTION 4: Investment Questionnaire

6. Did you sell any land, buildings or equipment in...

	2001	2002	2003
YES.....1	n4q6_2001		
NO.....2 (=> next page)			

7. What was the value in NAIRA?

	2001	2002	2003
LAND	n4q7a_2001		
BUILDINGS	n4q7b_2001		
EQUIPMENT	n4q7c_2001		
TOTAL	n4q7d_2001		

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

	2001	2002	2003
EXCESS CAPACITY..... 1	n4q8_2001		
REPLACEMENT..... 2			
INCREASE LIQUIDITY..... 3			
CHANGE OF OUTPUT MIX.... 4			
OTHER (specify)..... 5	n4q8_2001(s)		

SECTION 4: Investment Questionnaire

NOTE: WE ARE INTERESTED IN DETAILS OF THE INVESTMENTS MADE BY THE FIRM IN THE LAST FIVE YEARS.

				Land	Buildings	Plant and Equipment	R& D, learning and innovation
9. How much did you invest in ... in 2003?				n4q9a	n4q9b	n4q9c	n4q9d
NAIRA:							
10.	What was the form of the acquisition?	Purchase..... 1		n4q10a			
		Lease..... 2					
11. How much did you invest in ... in 2002?				n4q11a			
NAIRA:							
12.	What was the form of the acquisition?	Purchase..... 1		n4q12a			
		Lease..... 2					
13. How much did you invest in ... in 2001?				n4q13a			
NAIRA:							
14.	What was the form of the acquisition?	Purchase..... 1		n4q14a			
		Lease..... 2					

SECTION 4: Investment Questionnaire

NOTE: THESE QUESTIONS REFER TO THE MOST RECENT INVESTMENT, IN EACH OF THE THREE CATEGORIES (LAND, BUILDINGS, EQUIPMENT).
MAKE SURE THAT THE PERCENTAGES SUM TO 100.

	Land	Buildings	Plant and Equipment	R & D, learning, innovation
19. For the most recent investment, what percentage of money came from... Company retained earnings PERCENT:	n4q19a1	n4q19b1	n4q19c1	n4q19d1
Personal savings PERCENT:	n4q19a2			
Borrowed from friends and relations PERCENT:	n4q19a3			
Bank loan or overdraft PERCENT:	n4q19a4			
Suppliers credit PERCENT:	n4q19a5			
Borrowed from money lender PERCENT:	n4q19a6			
Borrowed from parent or holding co. PERCENT:	n4q19a7			
Sale of equity PERCENT:	n4q19a8			
New partner PERCENT:	n4q19a9			
Other (Specify.....) PERCENT:	n4q19a10(s)			

QUESTIONS 20-22 REFER TO THE MOST RECENT INVESTMENT IN **EQUIPMENT**.

20 What was the purpose of the investment in equipment?

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

n4q20

22 Was the equipment...

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

n4q22

21 Was the equipment... New..... 1
Used..... 2
Mixed..... 3

n4q21

SECTION 5: Labour Questionnaire

Part A : General labour questionnaire

1. What was the total number of people employed by this firm at the end of?

2001	2002	2003
n5q1a	n5q1b	n5q1c

2. Of these how many were

	2001		2002		2003	
	Male	Female	Male	Female	Male	Female
a. Full-time permanent	a1a	a1b	a2a	a2b	a3a	a3b
b. Full-time casual	b1a	b1b	b2a	b2b	b3a	b3b
c. Part-time	c1a	c1b	c2a	c2b	c3a	c3b

Var Names in this question all prefaced by n5q2

Casual includes contract workers

3. Do you have a peak season?

Yes.....1

No.....2 => No 7

4. How many months is the peak season?

5. How many more workers do you hire in the peak season?

6. Is it peak season now?

Yes.....1

No.....2

SECTION 5: Labour Questionnaire

Part A : General labour questionnaire

7. Of your total workforce as at December 2003, how many are in each of the following categories? (Note (1))

(all variable names prefaced with n5q7)

		Number of workers	
		Men	Women
Managers (Note (2))	Employed managers	a1	a2
	Proprietor as manager	b1	b2
Professionals (university degree)	Engineers	c1	c2
	Physical scientists (chemists, etc.)	d1	d2
	Accountants, programmers, etc.	e1	e2
Technicians (Note (3))	Technicians	f1	f2
Office workers	Skilled typists, clerks etc.	g1	g2
	Unskilled messengers etc.	h1	h2
Sales personnel	Trained sales personnel	i1	i2
	Assistants	j1	j2
Service workers	Cleaners, guards, canteen staff, etc.	k1	k2
Production workers	Foreman, supervisors	l1	l2
	Electricians, plumbers, welders, etc.	m1	m2
	Machine operators/drivers, assemblers	n1	n2
	Labourers, helpers (Note (4))	o1	o2
	Masters	p1	p2
	Apprentices	q1	q2
	Industry specific skilled 1 (Note (5))	r1	r2
	Industry specific skilled 2 (Note (5))	s1	s2
Total		t1	t2

Note (1): THE TOTAL NUMBER OF WORKERS REPORTED IN THIS TABLE, SHOULD EQUAL THE ANSWER GIVEN FOR 2003 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, masterchefs, etc.

SECTION 5: Labour Questionnaire

8. Were there any changes between December 2002 and December 2003?

n5q8

Yes..... 1
 No..... 2 (=> Q.10)

9. Of your total workforce as at December 2002, how many are in each of the following broad categories? (Note (1)) **See notes on previous page**

2002	Number of workers	
	Men	Women
Managers (Note (2))	n5q9a1	n5q9a2
Professionals (university level)	n5q9b1	n5q9b2
Technicians (Note (3))		
Office workers		
Sales personnel		
Service workers		
Foremen/ Supervisors		
Production workers		
Total	n5q9i1	n5q9i2

Note: Total number of workers reported in this table should equal the answer given for 2002 in Question 1 of this section

10. What was the number of labour disputes (strikes) last year?

n5q10

11. How would you rate your relationship with the employees? (Use scale below)

n5q11

N/A	Excellent	Very good	Good	Fair	Poor
0	1	2	3	4	5

12. Do you offer performance-based incentives to workers?

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

n5q12

SECTION 5: Labour Questionnaire

Part A : General labour questionnaire

13. How many expatriates do you employ?

14. Of these expatriates how many are in....

a. Management

b. Technical fields

c. Administration

d. Production

e. Other

(Specify.....

15. Do you expect next year the workforce size to.....

Increase..... 1

Decrease..... 2

Remain the same..... 3 (= > 14)

16. By what percentage do you expect the workforce size to change?

%

17. What percentage of your labour force is unionized?

(if 0 => next page)

18. Are non-union members given the same wages and benefits as union members?

Yes.....1

No.....2

SECTION 6: Industrial Policy and the Business Environment

10 What are your three biggest problems this year...?

n6q10

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

- REGULATORY FRAMEWORK AND LEGAL NORMS..... 1
- TAXES..... 2
- SKILLED LABOUR..... 3
- INVESTMENT INCENTIVES..... 4
- LABOUR REGULATIONS..... 5
- DIFFICULTY IN OBTAINING LICENSES..... 6
- CORRUPTION..... 7
- PRICE CONTROLS..... 8
- INSTITUTIONAL FRAMEWORK FOR BUSINESS DEVELOP..... 9
- PHYSICAL INFRASTRUCTURE..... 10
- 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..... 16
- HIGH INTEREST RATES..... 17
- INFLATION..... 18
- INSUFFICIENT DEMAND..... 19
- ACCESS TO FOREIGN EXCHANGE..... 20
- EXCHANGE RATES..... 21
- COMPETITION FROM IMPORTS..... 22
- COMPETITION FROM LOCAL FIRMS..... 23
- UNCERTAINTY ABOUT GOVERNMENT INDUSTRY POLICY..... 24
- OTHER..... 25

Specify.....

.....

FIRST	SECOND	THIRD

SECTION 6: Industrial Policy and the Business Environment

11 Are you more optimistic today than a year ago regarding profits?

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

n6q11

12. What do you expect your firm's sales to be in one year's time compared with today?

(tick one)

A lot higher (more than 20% higher)

Moderately higher (1 - 20% higher)

Unchanged

Moderately lower (1-20% lower)

A lot lower (more than 20% lower)

n6q12

13. How much do you plan to invest...

...over the next year?

...over the next three years?

Naira
n6q13a
n6q13b

14. Does your firm supply intermediate goods to other firms....

(yes =1, no =2)

...in Nigeria?

n6q14a

...in West Africa?

n6q14b

...in other African contries?

n6q14c

...outside Africa?

n6q14d

15. Does your firm have any alliance with other companies?

Yes.....1
No.....2 (=> 16)

n6q15

16 Please describe the nature of the alliance?

n6q16.....

17 What has been the main advantage of the alliance for your firm?

(multiple answers allowed) (yes =1, no =2)

- (a) easier to export
- (b) easier to get credit
- (c) easier to obtain raw materials
- (d) easier to explore new markets
- (e) other (please specify)

n6q17

.....

SECTION 6: Industrial Policy and the Business Environment

EACH OF THE FOLLOWING QUESTIONS REQUIRE THE INTERVIEWEE TO SELECT THEIR ANSWERS FROM A LIST OF CHOICES.
 READ THE CHOICES TO THE INTERVIEWEE AFTER EACH QUESTION AND THEN RECORD THE ANSWER USING THE SCALE PROVIDED.

FOR QUESTIONS 16 & 17, PLEASE USE THE FOLLOWING SCALE:

N/A	Always	Usually	Frequently	Sometimes	Seldom	Never
0	1	2	3	4	5	6

18. For each of the following areas, please state how effective you feel the court system to be in resolving business disputes.

- a. Fair and impartial.
- b. Quick.
- c. Affordable.
- d. Consistent/reliable.
- e. Decisions enforced.

n6q18a
b
c
d
n6q18e

19. Do firms like yours typically need to make extra, unofficial payments for any of the following?

- a. to get connected to public services (e.g. electricity, telephone etc)
- b. to get licences and permits
- c. to deal with taxes and tax collection
- d. to gain government contracts
- e. when dealing with customs/imports

n6q19a
n6q19b
n6q19c
n6q19d
n6q19e

SECTION 6: Industrial Policy and the Business Environment

EACH OF THE FOLLOWING QUESTIONS REQUIRE THE INTERVIEWEE TO SELECT THEIR ANSWERS FROM A LIST OF CHOICES.
 READ THE CHOICES TO THE INTERVIEWEE AFTER EACH QUESTION AND THEN RECORD THE ANSWER USING THE SCALE PROVIDED.

FOR QUESTIONS 18 & 19, PLEASE USE THE FOLLOWING SCALE:

N/A	Very good	Good	Slightly good	Slightly bad	Bad	Very bad
0	1	2	3	4	5	6

20. Using the following scale, please rate the overall quality, integrity and efficiency of services delivered by the following public agencies or services.
 (If the usual provider is private, then N/A)

- a. Customs service/agency
- b. The judiciary courts
- c. Roads department/public works
- d. Postal service/agency
- e. Telephone service/agency
- f. The electric power company/agency
- g. Water/sewerage service/agency
- h. Public healthcare services/hospitals
- i. Education services/schools
- j. Police

n6q20a
n6q20j

- k. Armed forces/military
- l. Federal Government Leadership
(Chief Executive)
- m. The parliament

n6q20m

21. So, how would you rate the overall efficiency of government in delivering services?

- a. Before Democracy in 1999
- b. Now
- c. Two years from Now

n6q21a
n6q21b
n6q21c

SECTION 6: Industrial Policy and the Business Environment

EACH OF THE FOLLOWING QUESTIONS REQUIRE THE INTERVIEWEE TO SELECT THEIR ANSWERS FROM A LIST OF CHOICES.
 READ THE CHOICES TO THE INTERVIEWEE AFTER EACH QUESTION AND THEN RECORD THE ANSWER USING THE SCALE PROVIDED.

FOR QUESTION 20, PLEASE USE THE FOLLOWING SCALE:

Fully agree							Strongly disagree
1	2	3	4	5	6	7	

FOR QUESTIONS 21 & 22, PLEASE USE THE FOLLOWING SCALE:

0%	no more than 1%	2%-9%	10%-17%	18%-25%	more than 25%	don't know
1	2	3	4	5	6	7

22. To what extent do you agree with the following statement -
 "I have full confidence in the ability of my country's financial system to provide
 financing to private firms like mine"

- a. Before Democracy in 1999
- b. Now
- c. Two years from now

n6q22a
n6q22b
n6q22c

23. When firms in your industry do business with the government, how much of the contract
 value must they offer in additional or unofficial payments to secure the contract?

n6q23

24. What percentage of senior's management's time is spent with officials
 negotiating or obtaining licences, regulations, permits or tax assessments.

n6q24

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?

YES 1
 NO2 => Part B

n7aq1

2. What did you do about it? (MULTIPLE ANSWERS ALLOWED)

- SOLD OFF RAW MATERIALS..... 1
- SOLD SOME EQUIPMENT..... 2
- BORROWED FROM BANK (OVERDRAFT)..... 3
- BORROWED FROM BANK (LOANS)..... 4
- USED PERSONAL CASH RESERVES..... 5
- BORROWED INFORMALLY..... 6
- TOOK CASH ADVANCES FROM CLIENTS..... 7
- OBTAINED SUPPLIER CREDIT..... 8
- OTHER..... 9

n7aq2

(SPECIFY: _____)

Part B: Trade Credit

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

1. What is your current outstanding balance owed to all suppliers (accounts payable), including suppliers of capital equipment?

	2001	2002	2003
Naira	n7bq1_2001		

3. What is the current outstanding balance due to you from all clients (accounts receivable)?

	2001	2002	2003
Naira	n7bq3_2001		

2. What is the current amount due to you from all suppliers (prepayments made for goods and services to be delivered later)?

	2001	2002	2003
Naira	n7bq2_2001		

4. What is the current amount owed to all clients (prepayments for goods or services to be delivered)?

	2001	2002	2003
Naira	n7bq4_2001		

SECTION 7: Financial Markets

Part C: Overdrafts and Loans

ASK THE FOLLOWING QUESTIONS, MAKING A CLEAR DISTINCTION BETWEEN OVERDRAFT FACILITIES AND LOANS FROM FORMAL FINANCIAL INSTITUTIONS:

1. Has your enterprise had any overdraft facilities with banks since 2001?

YES 1

NO 2 (= > 6)

n7cq1

2. What was the balance owed on all overdrafts at end of [period]?

	2001	2002	2003
NAIRA	n7cq2_2001		

3. What was the annual interest rate charged on overdrafts?

	2001	2002	2003
PERCENT	n7cq3_2001		

4. What is the maximum amount of your combined overdraft facility currently?

NAIRA	n7cq4
-------	-------

5. How often do you renew the overdraft facility?

- | | |
|---------------|---|
| Monthly..... | 1 |
| Annually..... | 2 |
| Other..... | 3 |

(SPECIFY: _____ n7cq5s

SECTION 7: Financial Markets

Part C: Overdrafts and Loans

THIS PAGE RELATES TO LOANS DENOMINATED IN NAIRA AND IN FOREIGN CURRENCIES.

ASK THE FOLLOWING QUESTIONS, MAKING A CLEAR DISTINCTION BETWEEN OVERDRAFT FACILITIES AND LOANS FROM FORMAL FINANCIAL INSTITUTIONS:

INSTITUTION TYPE	6a. LOANS 2001: What was the total outstanding balance of loans due at end of 2001? NAIRA	6b. LOANS 2002: What was the total outstanding balance of loans due at end of 2002? NAIRA	6c. LOANS 2003: What was the total outstanding balance of loans due at end of 2003? NAIRA	10. For loans outstanding at end of 2003, what was the value of the collateral required? NAIRA	11. What was this collateral? LAND/BUILDINGS..... 1 EQUIPMENT..... 2 COMPANY ASSETS (e.g. stock)..... 3 OTHER..... 4	12. For loans outstanding at end of 2003, what is the repayment period. YEARS	13. What is the rate of interest? (%)
(a) Banks	n7cq6aa	n7cq6ba	n7cq6ca	n7cq10a	n7cq11a(s)	n7cq12a	n7cq13a
(b) Non-bank financial institutions e.g. credit unions	n7cq6ab	n7cq6bb					
(c) Government Programmes and similar facilities	n7cq6ac						
(d) Foreign Bank Loans (e.g. from IFC)	n7cq6ad						
(e) Commercial Papers	n7cq6ae						
(f) Debenture Stock	n7cq6af						
(g) Others Specify	n7cq6ag						n7cq13g

SECTION 7: Financial Markets

Part D: Loan Applications and Access to Finance

1. Have you ever obtained a loan from a bank or similar institution?

YES 1
NO 2 (=> Q. 5)

n7dq1

2. When was the first time that the firm secured a loan from a bank?

YEAR

n7dq2

3. How many loans has the firm secured in the last five years?

n7dq3

4. Have any of these loans required third party guarantees to be successful?

YES 1
NO 2

n7dq4

5. Did the enterprise apply to any institutions for a loan in ?

YES 1 (If yes in either year => 6)
NO 2 (If no in both years =>7)

	2001	2002	2003
	n7dq5a	n7dq5b	s7d5c

6. Were the applications approved?

YES 1 (If yes in both years => Part F)
NO 2 (If no in either year => 9)

	2001	2002	2003
	n7dq6a	n7dq6b	n7dq6c

7. Why did the firm not apply for a loan in 2001 or 2002 or 2003?

n7dq7

INADEQUATE COLLATERAL..... 1 (=> 9)
DON'T WANT TO INCUR DEBT..... 2 (=> 8)
PROCESS TOO DIFFICULT..... 3 (=>9)
DIDN'T NEED ONE..... 4 (Part F)
DIDN'T THINK I'D GET ONE..... 5 (=> 9)
INTEREST RATE TOO HIGH..... 6 (=>9)
ALREADY HEAVILY INDEBTED..... 7 (Part F)
OTHER.(specify)..... 8 (=> either 8 or 9 as appropriate)

8. So, would you describe your enterprise as not requiring a loan?

YES 1 (Part F)
NO 2 (=> 9)

n7dq8

9. So, would you describe your enterprise as in need of a loan but unable to get one or have 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?

IN NEED OF A LOAN..... 1
FOUND ANOTHER SOURC 2
ADJUSTED PLANS..... 3
OTHER..... 4

n7dq9(s)

SECTION 7: Financial Markets

Part E: Informal Borrowing and Lending

SUMMARY OF LOANS OR ADVANCES IN THE LAST YEAR FROM NON-INSTITUTIONAL SOURCES (I.E. FRIENDS, RELATIVES, MONEYLENDERS AND FIRMS EXCLUDING TRANSACTIONS FOR PURCHASE OR SALE (I.E. CREDIT). BE SURE TO ASK ABOUT IN-KIND LOANS, E.G. RAW MATERIALS.

1. Have you borrowed from friends, relatives, moneylenders and firms (excluding trade credit) in [period]?

	2001	2002	2003
YES 1	n7eq1a	n7eq1b	n7eq1c
NO 2 (=>7)			

2. Why did you choose to borrow from this informal source? (MULTIPLE ANSWERS ALLOWED)

	2001	2002	2003
Most favourable interest rate..... 1			
Easier formalities..... 2	n7eq2a	n7eq2b	n7eq2c
No collateral required..... 3			
Flexible payback..... 4			
Other..... 5			

Specify.....

all variables in this table are prefaced by n7eq	3. What were the balances due in cash or in kind on loans from [...] in 2001? NAIRA	4. What were the balances due in cash or in kind on loans from [...] in 2002? NAIRA	5. What were the balances due in cash or in kind on loans from [...] in 2003? NAIRA
SOURCES			
a. Relatives	3a	4a	5a
b. Friends	3b	4b	5b
c. Moneylender	3c	4c	5c
d. Informal Group	3d	4d	5d
e. Suppliers	3e	4e	5e
f. Clients	3f	4f	5f
g. Other Enterprises	3g	4g	5g
h. Church group	3h	4h	5h
i. Employees	3i	4i	5i
j. Other (describe) 3js	3j	4j	5j

6. What were your total interest costs on these loans in latest year?

Monthly.....1	n7eq6a	NAIRA	n7eq6b
Annual.....2			

7. Are you currently a member of an informal group, like a p, like Esus?

YES 1	n7eq7
NO2 (=> next page)	

8. What is the amount of individual contributions each time?

NAIRA	n7eq8
-------	-------

9. How much did you "win" from the group in the last year?

NAIRA	n7eq9
-------	-------

SECTION 7: Financial Markets

Part E: Informal Borrowing and Lending

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

10. Did you lend to friends, relatives, moneylenders and firms (excluding trade credit) in [year]?

	2001	2002	2003
YES 1	n7eq10a	n7eq10b	n7eq10c
NO2 (=>next section)			

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

	2001	2002	2003
	n7eq11a	n7eq11b	n7eq11c

- To earn a return..... 1
- Had excess profits..... 2
- 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 turn..... 4
- Other..... 5

Specify.....

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

Total Interest Receipts (Naira)	Period	Monthly.....1
n7eq15a		Annual.....2
		n7eq15b

all variable names in table prefaced by n7eq	12 What were the cash balances due on loans to [...] in 2001? NAIRA	13. What were the cash balances due on loans to [...] in 2002? NAIRA	14. What were the cash balances due on loans to [...] in 2003? NAIRA
SOURCES			
a. Relatives	12a	13a	14a
b. Friends	12b	13b	14b
c. Moneylender	12c	13c	14c
d. Informal Group	12d	13d	14d
e. Suppliers	12e	13e	14e
f. Clients	12f	13f	14f
g. Other Enterprises	12g	13g	14g
h. Church group	12h	13h	14h
i. Employees	12i	13i	14i
j. Other (describe) 12js	12j	13j	14j

SECTION 8: Sources of Competitive Advantages

THE FIRST QUESTION 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)

n8q1

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 repair, 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 = impassable in a 4 wheel drive car
- 9 = no road

THE REMAINING QUESTIONS IN THIS SECTION SHOULD BE ASKED OF THE RESPONDENT

- 2 Do you need to use electricity to run your tools and machines?

Yes.....1

No.....2

n8q2

3. Do you have a telephone?

Yes.....1

No.....2

n8q3

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

DAYS

n8q4

5. Over the last six months, on average, how many days per week (7 days) did the telephones work?

DAYS

n8q5

6. Over the last six months, on average, how many days per week (7 days) did you have an adequate water supply?

DAYS

n8q6

7. How many computers do you have?

n8q7

(If none, => 15)

SECTION 8: Sources of Competitive Advantages

8. Do you have access to the internet?
 Yes.....1
 No.....2 (= > 11)

9. Do you use the internet to market and sell your final products?
 Yes.....1
 No.....2

10. Do you use the internet to order raw materials?
 Yes.....1
 No.....2

11. Do you use computers in your factory management?
 Yes.....1
 No.....2

12. Do you use computers for commercial or financial management (e.g. accounts)?
 Yes.....1
 No.....2

13. How much have you spent on computer hardware during the last year?
 NAIRA:

14. How much have you spent on computer software during the last year?
 NAIRA:

15. Use this scale to rate the following

N/A	Excellent	Very good	Good	Fair	Poor
0	1	2	3	4	5

15a. How good is your knowledge of the strengths and weaknesses of your top three competitors?

15b. How well do you know the service level which your key competitors provide to customers?

15c. How well does your firm compare to the service level which your key competitors provide to customers?

15d. How effectively do you keep track of the emergence of new competitors?

15e. How good is your labour productivity and trend?

15f. How good is your raw materials productivity and trend?

15g. How good is your manufacturing manager's first hand knowledge of the market place?

SECTION 8: Sources of Competitive Advantages

16. Do you have more than five competitors for your major products ?

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

n8q16

17. Has any of your current main competitors emerged during the last year?

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

--

18. Use this scale to rate the degree to which you agree with the following statements:

Fully agree	Strongly disagree				
1	2	3	4	5	6

18a. "In my firm, the manufacturing manager is closely involved with customers to achieve a precise specification of customers' needs"

--

18b. "In my firm, product innovation is very important"

--

18c. "In my firm we work hard trying to improve the production process"

--

19. In the last year, has the firm communicated with Nigerians living abroad with the objective of attracting tacit knowledge?

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

n8q19

20. How would you compare your product quality to that of your competitors....?

Much lower..... 1
About the same..... 2
Much higher..... 3

(a) Nigerian competitors

(b) West African Competitors

(c) Other African Competitors

(d) Intercontinental Competitors

n8q20a
n8q20d

20b Describe the type of competition in your own words.....

n8q20pb.....

21. Are you aware of world's best practice in design, processing and marketing of the same product?

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

n8q21

21b. If "yes", what are the crucial areas requiring support from government / institutions / multilateral organisations for replicating best practice? (multiple)

Cheap loans
Study in relevant country / factory
Subsidised transfer of technology
Management training
Training programme for workforce

n8q21b

SECTION 8: Sources of Competitive Advantages

22a. Do you network with other firms for enhancing collective efficiency in production and marketing?

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

n8q22a

22b. If "yes", please describe the type and extent of linkage with the other firms:
n8q22b

.....
.....
.....
.....

22c. If "yes", what type of inter-firm linkage do you prefer the most?
n8q22c

.....
.....
.....
.....

22d. If "no", why do you not network with other firms?
n8q22d

.....
.....
.....

23a. Do you benefit from business support services offered by institutions? (examples: financial services, advisory services, training, executive courses, business incubator, networking with institutions)

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

n8q23a

23b. If "yes", please describe the type of service received and the name of the institution:

i) Financial services (e.g. venture capital, seed money for new initiatives):.....
n8q23bi

.....

ii) Advisory services (e.g. metrology, standardisation, quality improvement):.....
n8q23bii

.....

iii) Skill development (e.g. training courses):.....
n8q23biii

.....

iv) Sales promotion (e.g. participation in international exhibitions):.....
n8q23biv

.....

v) Access to information (e.g. technology transfer & upgrading, market opportunities):
n8q23bv

.....

vi) Networking for transfer of technology or FDI from foreign or domestic firms:
n8q23bvi

.....

continues on the next page...

SECTION 8: Sources of Competitive Advantages

23b. (*continued*)

vii) Support system of entrepreneurial capability building (e.g. training course on entrepreneurial capability)
n8q23bvii

.....

viii) Support for complying with technical regulations, such as ecological compliance, standardisation, quality control and testing
n8q23bviii

.....

ix) Other:.....
n8q23bix

.....

24c. If "yes", please describe the type of support received and the name of the association:
n8q24c

.....

.....

.....

.....

25 Have you ever participated in a public-private partnership workshop?

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

n8q25

24a. Are you a member of any business association?

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

n8q24a

24b. If "yes", have you received any support from the association(s) for improving your business, during the last three years?

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

n8q24b

SECTION 8: Sources of Competitive Advantages

26 Does your firm have sub-contractual agreements for the supply of spare parts and components?

n8q26

27 Does your firm benefit from research findings of any University/Research Institutions?

n8q27

28 Is your firm in any collaborative arrangement with any University/Research Institution?

29 What is the percentage of your raw materials that are sourced from local firms (%)?

30 What percentage of your highly technical staff are
a Nigerian?

n8q30a

b Foreigners?

n8q30b

31 What percentage of your technical staff have the capacity to translate scientific research into finished goods or to maintain existing machinery?

n8q31

32 What percentage of your artisans are trained and are skillful?

33 Are your products affected by second-hand goods imports, fakes, counterfeits, dumping, smuggles or sub-standard products?

34 Is your firm contributing in the fight against pollution and environmental degradation?

n8q34