

AFRICA
REGIONAL PROGRAM ON ENTERPRISE DEVELOPMENT

GHANA - 1994

WAVE 3 QUESTIONNAIRE

This questionnaire covers both the firm and employee information sought from the sample of firms selected for the third wave of the RPED survey. The interviews were conducted in September 1994. The firm level data refers to the calendar year 1993. The wage and allowances information collected from employees refers to 1994.

The World Bank
Department of Economics, University of Ghana, Legon
Centre for the Study of African Economies, University of Oxford
Overseas Development Administration, London.

ENTERPRISE NO.

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WAVE NO.

--

MASTER

AFRICA

Regional Program on Enterprise Development

Wave III Ghana Questionnaire

September 1994

The World Bank
 Centre for the Study of African Economies, University of Oxford
 University of Ghana
 Overseas Development Administration, London

DATA ENTRY OPERATOR _____			
ENTERED			
CHECKED BY DATA ENTRY			
CHECKED			
APPROVED			
SHIPPED			

--	--	--	--

SECTOR: Food.....1
Wood.....2
Furniture.....3
Textile.....4
Garments.....5
Metal.....6

LSEC

RESPONDENT: LRES

PERSON TO CONTACT: LCON

LOCATION: Accra.....1
Kumasi.....2
Other.....3

LLOC

Have there been any changes in the firm information on this page since last year?

YES1
NO2

NAME OF THE FIRM: LNAMI

INTERVIEWERS: LINT1 LINT2

ADDRESS: LADRI

LANGUAGE: ENGLISH.....1
OTHER 1.....2
OTHER 2.....3

LLAN

TELEPHONES: LTEL

REPORT REQUESTED?

YES1
NO2

LREP

TELEFAX: _____

OWNER OF THE FIRM: LOWN

IF INFORMAL, GET HOME ADDRESS: LADR2

REC302

FIRST VISIT

DATE AND TIME PROPOSED FOR THE VISIT

DAY	MONTH	TIME

L2DAT1 L2TIM01 L2TIM02

DATE OF THE INTERVIEW

DAY	MONTH	YEAR	TIME BEGUN	TIME FINISHED

L2DAT2 L2TIM11 L2TIM12 L2TIM21 L2TIM22

RESULT: COMPLETED 1
 UNCOMPLETED 2
 NO CONTACT 3

L2RES1

IF NOT COMPLETED, WHICH SECTIONS ARE NOT COMPLETED:

SECOND VISIT

DATE AND TIME PROPOSED

DAY	MONTH	TIME

L2PROP L2TIM31 L2TIM32

DATE OF THE INTERVIEW

DAY	MONTH	YEAR	TIME BEGUN	TIME FINISHED

L2DAT3 L2TIM41 L2TIM42 L2TIM51 L2TIM52

RESULT: COMPLETED 1
 UNCOMPLETED 2
 NO CONTACT 3

L2RES2

IF NOT COMPLETED, WHICH SECTIONS ARE NOT COMPLETED:

DATA ENTRY

DATA ENTRY OPERATOR: _____

CODE: L2OPE

DAY	MONTH	YEAR

L2DAT4

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AFRICA REGIONAL PROGRAM ON ENTERPRISE DEVELOPMENT WAVE 3 GHANA QUESTIONNAIRE

BEFORE BEGINNING THE INTERVIEW, THANK THE RESPONDENT FOR HIS PARTICIPATION THE LAST TWO YEARS AND REMIND HIM/HER OF THE REASONS FOR THE INTERVIEW AND THE IMPORTANCE OF THE DATA WHICH WILL RESULT (SEVERAL POINTS THAT SHOULD BE MADE ARE LISTED BELOW). ALSO MAKE SURE THE RESPONDENT UNDERSTANDS THAT ALL INFORMATION GATHERED IN THESE QUESTIONNAIRES IS CONFIDENTIAL. NO FIRM NAMES WILL BE USED IN FINAL REPORTS OR IN INFORMATION RELEASED TO OUTSIDERS.

SEVERAL IMPORTANT POINTS TO STRESS IN EXPLAINING THE REASONS FOR THE INTERVIEW:

- The World Bank and other donors are interested in supporting the private sector more directly. Information on the problems of local business will be helpful in these efforts.
- In order to know what specific policies and programs will assist the businesses in your industry, we have to ask rather detailed questions. Thank you for taking the time to talk to us.
- We would be happy to give you a final report of the results of this study.

IN RECORDING RESPONSES, PLEASE REMEMBER THE TWO FOLLOWING STANDARD CODINGS THAT APPLY THROUGHOUT THE QUESTIONNAIRE: (1) WHERE THE RESPONDENT ANSWERS *DON'T KNOW* THE RESPONSE SHOULD BE WRITTEN DOWN AS *DK*; AND (2) WHERE THE QUESTION *DOES NOT APPLY* TO THE FIRM OR RESPONDENT, THE ANSWER SHOULD BE WRITTEN DOWN AS *NA*. USE THE NUMBER ZERO OR NIL (0) ONLY IF THAT ANSWER IS REALLY VALID OR IS ONE OF THE CHOICES ALLOWED IN THE CODING.

REC 303

1. ENTREPRENEURSHIP QUESTIONNAIRE

Part A: General Business: Startup and History

N.B.: KEEP AN INFORMATION SHEET ON EACH FIRM WITH KEY CHARACTERISTICS, PROBLEMS, ETC.

1. Is this firm under exactly the same ownership and same legal status as it was when we visited in 1993? If no, then describe these changes.

YES 1
NO 2

L3Q01

2. ASK THE OWNER OR MANAGER TO DESCRIBE ANY MAJOR EVENTS OR CHANGES (PRODUCT MARKETS, FACTOR MARKETS, ETC.) THAT OCCURRED SINCE WE LAST VISITED IN 1993, WHICH SIGNIFICANTLY INFLUENCED THE FIRM'S ABILITY TO DO BUSINESS (E.G., THE FIRM'S REVENUES, COST STRUCTURE, ETC.)

NOTE TO INTERVIEWERS: DESCRIBE THE CHANGES TO OWNERSHIP AND LEGAL STATUS ON THE LINES BELOW. FIND OUT HOW MANY SHARES WERE SOLD, ETC.

L3Q01A
L3Q01B
L3Q01C
L3Q01D
L3Q01E
L3Q01F

L3Q01G
L3Q01H
L3Q01I
L3Q01J
L3Q01K
L3Q01L

IF THIS FIRM HAS BEEN INTERVIEWED IN A PREVIOUS WAVE, SKIP TO PAGE 4 (PART B), OTHERWISE, PLEASE CONTINUE TO THE NEXT PAGE

1. ENTREPRENEURSHIP QUESTIONNAIRE

Part A: General Business: Startup and History

3. Is this firm . . .
YES 1
NO 2

(a) a subsidiary of a domestic firm or holding company? L4Q03A

(b) a subsidiary of a multinational corporation? L4Q03B

4. What were your firm's sales in . . .

(a) 1990? CEDIS: L4Q04A

(b) 1991? CEDIS: L4Q04B

(c) 1992? CEDIS: L4Q04C

5. How many total employees (including full-time, part-time and casual employees) did your firm have in . . .

(a) 1990? NUMBER: L4Q05A

(b) 1991? NUMBER: L4Q05B

(c) 1992? NUMBER: L4Q05C

6. When was this business originally set up?

YEAR: L4Q06

7. When was this firm acquired by you?

YEAR: L4Q07

IF THIS FIRM HAS SHAREHOLDERS (THAT IS, IF THE FIRM IS A PARTNERSHIP, LIMITED LIABILITY ENTERPRISE, CORPORATION OR PARASTATAL CORPORATION) THEN ANSWER THE FOLLOWING QUESTIONS. OTHERWISE, SKIP TO PART B.

8. How many major shareholders (owning more than 10 percent of the shares) other than spouses are there?

NUMBER: L4Q08

9. How many of these major shareholders are working in this firm?

NUMBER: L4Q09

REC305

1. ENTREPRENEURSHIP QUESTIONNAIRE

Part B: Personal History of the Owner

- 1. IF YOU HAVE INTERVIEWED THE OWNER IN A PREVIOUS WAVE OF THE SURVEY AND THE OWNER IS STILL THE SAME PERSON, SKIP TO PART C OF THIS QUESTIONNAIRE. OTHERWISE, TRY TO INTERVIEW THE OWNER DURING THIS WAVE.
- 2. THESE QUESTIONS ARE TO BE ANSWERED BY THE OWNER OF THE FIRM. IN THE CASE OF A COOPERATIVE, THESE QUESTIONS SHOULD BE ASKED OF THE CHAIRMAN OF THE COOPERATIVE.
- 3. IF THE OWNER IS NOT AVAILABLE, TRY TO MAKE AN APPOINTMENT WITH THE OWNER/CHAIRMAN LATER TO ASK THESE QUESTIONS. IF YOU CANNOT SEE THE OWNER/CHAIRMAN, OR IF THE FIRM IS A FOREIGN OWNED OR PUBLIC ENTERPRISE, SKIP THIS SECTION AND PART C.

1. Gender

MALE 1
 FEMALE 2

L5Q01

2. How old are you?

YEARS:

L5Q02

3. Were you born in this town?

YES 1
 NO 2 (⇒ 5)

L5Q03

4. How long have you lived here?

YEARS:

L5Q04

5. What was the main occupation of your father?

OWN BUSINESS, MANUFACTURING 1
 OWN BUSINESS, TRADING 2
 OWN BUSINESS, FARMING 3
 EMPLOYEE, PUBLIC SECTOR ENTERPRISE 4
 EMPLOYEE, GOVERNMENT ADMINISTRATION 5
 EMPLOYEE, PRIVATE SECTOR ENTERPRISE 6
 TEACHER 7
 OTHER 8

L5Q05

(SPECIFY: _____)

6. What was the main occupation of your mother?

OWN BUSINESS, MANUFACTURING 1
 OWN BUSINESS, TRADING 2
 OWN BUSINESS, FARMING 3
 EMPLOYEE, PUBLIC SECTOR ENTERPRISE 4
 EMPLOYEE, GOVERNMENT ADMINISTRATION 5
 EMPLOYEE, PRIVATE SECTOR ENTERPRISE 6
 TEACHER 7
 HOUSEWIFE 8
 OTHER 9

L5Q06

(SPECIFY: _____)

7. Was this business owned by your parents or other family members?

YES 1
 NO 2

L5Q07

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

NONE 1 (⇒ 12)
 PRIMARY 2
 MIDDLE SCHOOL 3
 SECONDARY (O LEVEL) 4
 VOCATIONAL 5
 TECHNICAL/POLYTECHNIC 6
 PROFESSIONAL 7
 UNIVERSITY 8 (⇒ 10)

L5Q081 L5Q082

9. What was the highest form/grade you completed? (REFERS TO QUESTION 8 ABOVE)

L5Q09

1. ENTREPRENEURSHIP QUESTIONNAIRE

Part B: Personal History of the Owner

10. What year did you leave school/vocational program/university?

L5Q10

11. What did you study at the university?

(SKIP TO 12 IF THE OWNER DID NOT ATTEND UNIVERSITY)

- HUMANITIES.....1
- SCIENCES.....2
- ENGINEERING.....3
- MEDICAL.....4
- LAW.....5
- OTHER.....6

(SPECIFY _____)

L5Q11

12. Were you an apprentice?

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

(= 14)

L5Q12

13. Were you an apprentice in your firm's field?

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

L5Q13

REC 306

1. ENTREPRENEURSHIP QUESTIONNAIRE

Part B: Personal History of the Owner

FOR EACH OF THE FOLLOWING INSTITUTIONS, ASK QUESTIONS 14 TO 19	14. Have you ever received training (after school) from [...]? YES..... 1 NO 2 (=> NEXT INSTITUTION)	15. Name of the Course? (i.e., USAID Financial Management Training Course)	16. When did you have this training? YEAR (MULTIPLE ANSWERS ALLOWED)	17. How long did this training last? MONTHS (MULTIPLE ANSWERS ALLOWED)	18. Of what did this training consist? MANAGEMENT 1 TECHNICAL 2 ACCOUNTING 3 OTHER 4 SPECIFY: (MULTIPLE ANSWERS ALLOWED)	19. Was this training local or overseas? LOCAL 1 OVERSEAS ... 2
1. Government? L6INSTA	L6Q14A	L6Q15A	L6Q161A L6Q162A L6Q163A	L6Q171A L6Q172A L6Q173A	L6Q181A, L6Q182A L6Q183A	L6Q191A L6Q192A L6Q193A
2. Donor? L6INSTB	L6Q14B	L6Q15B	L6Q161B L6Q162B L6Q163B	L6Q171B L6Q172B L6Q173B	L6Q181B, L6Q182B L6Q183B	L6Q191B L6Q192B L6Q193B
3. Foreign firm? L6INSTC	L6Q14C	L6Q15C	L6Q161C L6Q162C L6Q163C	L6Q171C L6Q172C L6Q173C	L6Q181C, L6Q182C L6Q183C	L6Q191C L6Q192C L6Q193C
4. Local firm? L6INSTD	L6Q14D	L6Q15D	L6Q161D L6Q162D L6Q163D	L6Q171D L6Q172D L6Q173D	L6Q181D, L6Q182D L6Q183D	L6Q191D L6Q192D L6Q193D
5. N.G.O.? L6INSTE	L6Q14E	L6Q15E	L6Q161E L6Q162E L6Q163E	L6Q171E L6Q172E L6Q173E	L6Q181E, L6Q182E L6Q183E	L6Q191E L6Q192E L6Q193E
6. Military Training L6INSTF	L6Q14F	L6Q15F	L6Q161F L6Q162F L6Q163F	L6Q171F L6Q172F L6Q173F	L6Q181F, L6Q182F L6Q183F	L6Q191F L6Q192F L6Q193F
7. Other? L6INSTG	L6Q14G	L6Q15G	L6Q161G L6Q162G L6Q163G	L6Q171G L6Q172G L6Q173G	L6Q181G, L6Q182F L6Q183F	L6Q191G L6Q192G L6Q193G

20. Do you own any of the following?

YES 1
NO 2

- (a) a house backed by title?
- (b) a motor vehicle?
- (c) a farm?
- (d) other real estate (e.g. land)?

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L7Q20A
L7Q20B
L7Q20C
L7Q20D

1. ENTREPRENEURSHIP QUESTIONNAIRE

Part B: Personal History of the Owner

21. Did you establish this business?

YES 1 (⇒ 23)
NO 2

L8Q21

22. How did you acquire this business?

BOUGHT IT 1
INHERITED IT 2
OTHER 3

(SPECIFY: _____)

L8Q22

23. Did you have previous experience in this industry?

YES 1
NO 2 (⇒ 26)

L8Q23

24. What form did this experience take?

YES 1
NO 2

(a) Did you work for this firm?

L8Q24A

(b) Did you work for another firm?

L8Q24B

(c) Were your parents in this business?

L8Q24C

(d) Did you work and learn at home?

L8Q24D

(e) Were you self-employed?

L8Q24E

(f) Other?

L8Q24F

(SPECIFY: _____)

25. How many years of experience did you have in this industry prior to acquiring this business?

YEARS: L8Q25

26. What were you doing immediately prior to acquiring this business?

- UNEMPLOYED 1 (⇒ 28)
- WORKING FOR THIS FIRM 2 (⇒ 28)
- WORKING FOR ANOTHER FIRM IN THIS INDUSTRY 3
- WORKING IN A FIRM IN ANOTHER INDUSTRY 4
- SELF-EMPLOYMENT/BUSINESS OWNERSHIP 5 (⇒ 28)
- APPRENTICESHIP/SCHOOLING 6 (⇒ 28)
- CIVIL SERVANT/GOVERNMENT WORK/PUBLIC SERVICE 7 (⇒ 28)
- MILITARY SERVICE 8 (⇒ 28)
- OTHER 9 (⇒ 28)

L8Q26

(SPECIFY: _____)

27. Was this other firm foreign owned or foreign managed?

YES 1
NO 2

L8Q27

28. Do you currently own any other businesses?

YES 1
NO 2 (⇒ 31)

L8Q28

29. Are any of your other businesses in the same sector as this firm?

YES 1
NO 2

L8Q29

1. ENTREPRENEURSHIP QUESTIONNAIRE

Part B: Personal History of the Owner

30. Does this firm receive inputs from, or supply inputs to, any of your other businesses?

YES1
NO2

L8Q30

COMMENTS: L8Q30C1
 L8Q30C2
 L8Q30C3

31. Excluding your current businesses, have you ever owned any other business?

YES1
NO2
(⇒ NEXT SECTION)

L8Q31

32. Name the type of business	33. How long were you in that business?	34. Why do you no longer own that business? CLOSED IT1 SOLD IT2 WENT BANKRUPT3 OTHER (SPECIFY)4
L8Q321	L8Q331	L8Q341
L8Q322	L8Q332	L8Q342
L8Q323	L8Q333	L8Q343

SKIP PART C AND GO DIRECTLY TO THE NEXT SECTION

REC 309

1. ENTREPRENEURSHIP QUESTIONNAIRE

Part C: Additional Questions for Owners Interviewed Previously

ASK THE QUESTIONS IN PART C ONLY TO OWNERS WHO WERE INTERVIEWED IN A PREVIOUS WAVE. IF THIS IS THE FIRST TIME THIS OWNER HAS BEEN INTERVIEWED (AND PART B HAS BEEN COMPLETED THIS YEAR), THEN SKIP TO THE NEXT SECTION OF THE QUESTIONNAIRE.

	1. Have you received training <i>in the last year</i> from [...]? YES..... 1 NO 2 (⇒ NEXT INSTITUTION)	2. Name of the Course? (i.e., USAID Financial Management Training Course)	3. How long did this training last? MONTHS (MULTIPLE ANSWERS ALLOWED)	4. Of what did this training consist? MANAGEMENT.....1 TECHNICAL.....2 ACCOUNTING.....3 OTHER.....4 SPECIFY: (MULTIPLE ANSWERS ALLOWED)	5. Was this training local or overseas? LOCAL..... 1 OVERSEAS... 2
1. Government? L9INSTA	L9Q01A	L9Q02A	L9Q031A L9Q032A L9Q033A	L9Q041A, L9Q042A L9Q043A	L9Q051A L9Q052A L9Q053A
2. Donor? L9INSTB	L9Q01B	L9Q02B	L9Q031B L9Q032B L9Q033B	L9Q041B, L9Q042B L9Q043B	L9Q051B L9Q052B L9Q053B
3. Foreign firm? L9INSTC	L9Q01C	L9Q02C	L9Q031C L9Q032C L9Q033C	L9Q041C, L9Q042C L9Q043C	L9Q051C L9Q052C L9Q053C
4. Local firm? L9INSTD	L9Q01D	L9Q02D	L9Q031D L9Q032D L9Q033D	L9Q041D, L9Q042D L9Q043D	L9Q051D L9Q052D L9Q053D
5. N.G.O.? L9INSTE	L9Q01E	L9Q02E	L9Q031E L9Q032E L9Q033E	L9Q041E, L9Q042E L9Q043E	L9Q051E L9Q052E L9Q053E
6. Military Training L9INSTF	L9Q01F	L9Q02F	L9Q031F L9Q032F L9Q033F	L9Q041F, L9Q042F L9Q043F	L9Q051F L9Q052F L9Q053F
7. Other? L9INSTG	L9Q01G	L9Q02G	L9Q031G L9Q032G L9Q033G	L9Q041G, L9Q042G L9Q043G	L9Q051G L9Q052G L9Q053G

6. Have you acquired any of the following *in the past year*?

YES 1
NO 2

(a) a house backed by title?

(b) a motor vehicle?

REC 310

L10Q06A

L10Q06B

(c) a farm?

(d) other real estate?

L10Q06C

L10Q06D

1. ENTREPRENEURSHIP QUESTIONNAIRE

Part C: Additional Questions for Owners Interviewed Previously

7. Did you start any other business this year?

YES1
NO2

L10Q07

8. Did you acquire any other business this year?

YES1
NO2

L10Q08

9. Did you exit any other business this year?

YES1
NO2

L10Q09

IF THE ANSWER TO EITHER QUESTION 7 OR 8 WAS YES, THEN ANSWER THE QUESTIONS 10 AND 11. OTHERWISE, SKIP TO THE NEXT PAGE.

10. Are any of your newly started or acquired businesses in the same line as this firm?

YES1
NO2

L10Q10

11. Did this firm receive inputs from, or supply inputs to, any of your newly started or acquired businesses?

YES1
NO2

L10Q11

COMMENTS: L10Q11C1
L10Q11C2
L10Q11C3

2. GENERAL FIRM QUESTIONNAIRE

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

Yes 1
No 2

L11Q01

6. How would you compare your profits this year to that of last year?

HIGHER 1
LOWER 2
THE SAME 3 (⇒ 8)

L11Q06

DISCUSS WITH ENTREPRENEUR WORKING FROM ONE YEAR DOWN:

2. What is the easiest time period this year for you to use in discussing the inputs and outputs related to your production process?

1 YEAR 1
6 MONTHS 2
1 MONTH 3
2 WEEKS 4
1 WEEK 5
OTHER 6
(SPECIFY _____)

L11Q02

7. By what percentage did the profits change?

PERCENT:

L11Q07

8. How would you compare your value of total sales (price x quantity) this year to that of last year?

HIGHER 1
LOWER 2
THE SAME 3 (⇒ 10)

L11Q08

3. What is the last period for which you have data (for example from April 1993 to March 1994)?

MONTH YEAR
FROM: L11Q031M L11Q031Y

MONTH YEAR
TO: L11Q032M L11Q032Y

9. By what percentage did the value of total sales change?

PERCENT:

L11Q09

4. Can the last period of activity be considered as an average period?

YES 1
NO 2

L11Q04

10. How would you compare the quantity of goods sold this year (units) to that of last year?

HIGHER 1
LOWER 2
THE SAME 3 (⇒ 12)

L11Q10

11. By what percentage did the quantity of goods sold change?

PERCENT:

L11Q11

READ THE ROUND I FACT SHEET TO THE FIRM TO REMIND THE RESPONDENT OF THE PRODUCTS THE FIRM WAS PRODUCING LAST YEAR.

5. Have you added, eliminated or changed any of the firm's products since our visit last year? (MULTIPLE ANSWERS ALLOWED)

NO CHANGE 1
ADDED 2
ELIMINATED 3
CHANGED 4

L11Q05

COMMENTS: L11Q0501
L11Q0502
L11Q0503

REC 312

2. GENERAL FIRM QUESTIONNAIRE

INSTRUCTIONS FOR QUESTION 12: FOR FIRMS THAT DO HAVE ANNUAL ACCOUNTS, ASK THE FIRM WHAT ITS FIVE MOST IMPORTANT PRODUCTS ARE THIS YEAR IN RANK ORDER OF IMPORTANCE, LIST THEM IN THE FIRST COLUMN OF THE WORKSHEET BELOW THEN SKIP TO THE NEXT PAGE.

FOR FIRMS THAT DO NOT HAVE PROPER ACCOUNTS, ASK THE FIRM WHAT ITS FIVE MOST IMPORTANT PRODUCTS ARE, LIST THEM IN THE FIRST COLUMN, THEN USE THE REST OF THE WORKSHEET (QUESTIONS 13-15) TO GET AGGREGATE PRODUCT DATA TO ANSWER QUESTION 16. NOTE: TRY TO AGGREGATE PRODUCTS. WE DON'T NEED RED SHIRTS AND BLUE SHIRTS; JUST SHIRTS. WE ARE TRYING TO GET A SENSE HERE OF HOW DIVERSIFIED THE FIRM IS.

Line No	12. PLEASE FOLLOW INSTRUCTIONS ABOVE CAREFULLY FOR THIS QUESTION.	13. What was the quantity sold of [PRODUCT] in the last period?		14. What was the value of that [PRODUCT] sold last period? CEDIS	15. What was the cost of the raw material used to produce [PRODUCT] last period? CEDIS
		Quantity	Unit Used (Kilos, Dozens, etc.)		
L12LNA	L12G12A	L12Q13QA	L12Q13UA	L12Q14A	L12Q15A
L12LNB	L12G12B	L12Q13QB	L12Q13UB	L12Q14B	L12Q15B
L12LNC	L12G12C	L12Q13QC	L12Q13UC	L12Q14C	L12Q15C
L12LND	L12G12D	L12Q13QD	L12Q13UD	L12Q14D	L12Q15D
L12LNE	L12G12E	L12Q13QE	L12Q13UE	L12Q14E	L12Q15E

16. What was the value of output last [period]? (SHOULD BE VALUED AT THE CURRENT MARKET PRICE)

CEDIS:

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L13Q16

18. What was your income from trading (value of sales), if any, last [period]?

CEDIS:

L13Q18

17. What was the value of sales of manufactures last [period]?

CEDIS:

L13Q17

19. What was your income from services (value of sales), if any, last [period]?

CEDIS:

L13Q19

2. GENERAL FIRM QUESTIONNAIRE

20. What was the value of the inventories of your raw materials at the beginning of the last [period]?

CEDIS: L14Q20

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

CEDIS: L14Q21

22. What was the value of your work in progress inventory at the beginning of the last [period]?

CEDIS: L14Q22

23. What was the value of your work in progress inventory at the end of the last [period]?

CEDIS: L14Q23

24. What was the value of your finished goods inventory at the beginning of the last [period]?

CEDIS: L14Q24

25. What was the value of your finished goods inventory at the end of the last [period]?

CEDIS: L14Q25

26. What was the total cost of raw materials used, excluding energy, last [period]?

CEDIS: L14Q26

27. What proportion of your raw materials was sourced from businesses you own?

(%) L14Q27

28. What proportion of your raw materials was imported?

(%) L14Q28

29. What was your total wage bill last [period], excluding all allowances?

CEDIS: L14Q29

30. What was the total labor cost last period, including wages and all allowances?

CEDIS: L14Q30

31. What is the estimated total current replacement value of your:

Land and Buildings?	Equipment (new, similar equipment)?
L14Q31A	L14Q31B

FOR SMALL FIRMS THAT DON'T HAVE AGGREGATE NUMBERS, ASK QUESTIONS 32-33 TO GET INFORMATION ON INDIVIDUAL ITEMS OF LAND, BUILDINGS AND EQUIPMENT SO THAT YOU CAN CALCULATE THE CHANGE IN REPLACEMENT VALUE:

	32. What would it have cost to replace Item No. [. .] last year?	33. What would it cost to replace Item No. [. .] now?
LIST THE FIRM'S MAJOR PIECES OF LAND, BUILDINGS, AND EQUIPMENT AND ASK:		
Land	L14Q321	L14Q331
Building	L14Q322	L14Q332
Equipment 1	L14Q323	L14Q333
Equipment 2	L14Q324	L14Q334
Equipment 3	L14Q325	L14Q335
Remaining Items	L14Q326	L14Q336
Total	L14Q327	L14Q337

2. GENERAL FIRM QUESTIONNAIRE

34. What is the sale value of your:

Land and Buildings?	Equipment?
L15Q34A	L15Q34B

35. What were the indirect costs of your business, for example, rent and utilities, in the last [period]?

- (a) Rent CEDIS: L15Q35A
- (b) Electricity CEDIS: L15Q35B
- (c) Water CEDIS: L15Q35C
- (d) Telephone CEDIS: L15Q35D
- (e) Liquid fuel (excluding electricity) CEDIS: L15Q35E
- (f) Solid fuel and gas CEDIS: L15Q35F
- (g) Transportation costs (other than for fuel) CEDIS: L15Q35G
- (h) Security (other than that included in the wage bill) CEDIS: L15Q35H

36. What did you spend on promotion and advertising last [period]?
CEDIS: L15Q36

37. How much were your total interest payments last [period]?
CEDIS: L15Q37

38. What were your gross profits last [period]?
(before depreciation and tax)
CEDIS: L15Q38

39. What were your depreciation expenses last period?

CEDIS: L15Q39

40. What did you spend on investment in plant and equipment in 1993 (excluding maintenance)?

Investment
L15Q40

Maintenance
CEDIS: L15Q40A

41. What were your dividend payments last period?

CEDIS: L15Q41

42. What is your usual mode of operation?

- One-shift 1
- Two-shift 2
- Three-shift 3
- Other 4

L15Q42

(Specify: _____)

43. In this mode, how much more compared to now could you produce with existing equipment? (IF 0, THEN SKIP TO 45)

(%) L15Q43

ALTERNATIVE WAYS TO ELICIT INFORMATION FROM THE FIRM:

ASK THEM: HOW MUCH COULD YOU PRODUCE IF YOU HAD ENOUGH ORDERS AND ALL INPUTS WITHOUT MORE EQUIPMENT? SUBTRACT TOTAL OUTPUT (QUESTION 16) FROM THIS FIGURE, THEN DIVIDE THIS DIFFERENCE BY TOTAL OUTPUT TO GET THE PERCENTAGE BY WHICH PRODUCTION WOULD INCREASE.

2. GENERAL FIRM QUESTIONNAIRE

44. Please rank the following obstacles to capacity utilization using the following scale:

- Not an obstacle 1
- Moderate obstacle 2
- Severe obstacle 3

- (a) Shortage of local raw materials and intermediate inputs L16Q44A
- (b) Shortage of imported raw materials and intermediate inputs L16Q44B
- (c) Shortage of skilled labor L16Q44C
- (d) Equipment breakdowns L16Q44D
- (e) Lack of working capital L16Q44E
- (f) Lack of demand L16Q44F
- (g) Other (SPECIFY: _____) L16Q44G

45. What proportion/fraction of your domestic sales do you sell through the following marketing channels?

- (a) End user, private (%) L16Q45A
- (b) End user, public (%) L16Q45B
- (c) Retailer or wholesaler, private (%) L16Q45C
- (d) Retailer or wholesaler, public (%) L16Q45D
- (e) Other manufacturer, for use as an input (%) L16Q45E
- (f) Other (%) L16Q45F
(SPECIFY: _____)

46. Do you export your products?

- YES 1
- NO 2 (⇒ 49)

L16Q46

47. What percent of your output is exported . .

(a) within Africa?

(%) L16Q47A

(b) outside Africa

(%) L16Q47B

48. What proportion/fraction of your exports are sold through the following marketing channels?

- (a) Direct to foreign buyer (%) L16Q48A
- (b) Through government trading agency (%) L16Q48B
- (c) Through private trading agency (%) L16Q48C
- (d) Other (%) L16Q48D
(SPECIFY: _____)

49. Have you added any manufacturing locations in the last year?

- Yes 1
- No 2

L16Q49

50. Have you added any sales, distribution or administrative offices located separately from plants in the last year?

- Yes 1
- No 2

L16Q50

3. COMPETITION QUESTIONNAIRE

THESE QUESTIONS APPLY TO THE FIRM'S DOMESTIC SALES ONLY

1. Approximately, how many competitors are there for your principal product or product range?

- NONE1
ONE2
2-53
6-104
MORE THAN 105

(= 6)

L17Q01

2. Among these competitors, how many are . . .

- NONE1
ONE2
2-53
6-104
MORE THAN 105

(a) State-owned firms?

L17Q02A

(b) Domestic private firms producing in this town?

L17Q02B

(c) Domestic private firms producing outside this town?

L17Q02C

(d) Foreign or international (multinational) firms producing locally?

L17Q02D

(e) Domestic private firms importing their goods from abroad?

L17Q02E

(f) Foreign or international (multinational) firms importing their goods from abroad?

L17Q02F

3. What is the approximate size of your main competitors?

(SAME ANSWER ALLOWED FOR MAIN AND SECOND COMPETITORS)

- Microenterprise (1-4 employees) 1
Small enterprise (5-10 employees) 2
Medium enterprise (11-99 employees) 3
Large enterprise (100-250 employees) 4
Very large enterprise (>250 employees).... 5

Main Competitor:

L17Q03M

Second Competitor:

L17Q03S

4. What are your two most important competitive advantages over your most important competitors?

DO NOT READ OUT THIS LIST; CODE AFTER THEY ANSWER

- LOWER INPUT PRICES 1
LOWER PRODUCT PRICES 2
HIGHER QUALITY PRODUCT 3
DIFFERENTIATED PRODUCTS 4
BETTER PRODUCT REPUTATION 5
WELL-ESTABLISHED RELATIONS WITH REGULAR CLIENTS 6
BETTER LOCATION 7
MORE RELIABLE SUPPLIERS 8
BETTER DISTRIBUTION NETWORK 9
BETTER FINANCIAL SITUATION 10
BETTER ACCESS TO/COST OF CREDIT 11
FEWER PROBLEMS WITH REGULATIONS 12
MORE EFFECTIVE ADVERTISING 13
MORE EFFECTIVE SALES PERSONNEL 14
BETTER AFTER-SALE SERVICES 15
OTHER 16

Principal Advantage

L17Q041

Secondary Advantage

L17Q042

(SPECIFY: _____)

3. COMPETITION QUESTIONNAIRE

5. What percentage of your total sales is accounted for by your most important client?

- Less than 5 percent1
- 5-10 percent.....2
- 10-25 percent.....3
- 25-50 percent.....4
- 50-99 percent.....5
- 100 percent.....6

L18Q05

6. Indicate how important the following factors are for the way you set your prices using the following scale:

- Not important1
- Somewhat important2
- Important.....3
- Very important.....4

(a) Cost of finance, raw materials, and utilities	L18Q06A
(b) To compete with other firms producing domestically	L18Q06B
(c) To compete with imports	L18Q06C

7. Has there been any entry of new important competitors within the last year?

- YES1
- NO2 (⇒ 13)

L18Q07

8. How many?

NUMBER:

L18Q08

9. Were these new competitors...

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

- (a) State-owned firms? L18Q09A
- (b) Domestic private firms producing in this town? L18Q09B
- (c) Domestic private firms producing outside this town? L18Q09C
- (d) Foreign or international (multinational) firms producing locally? L18Q09D
- (e) Domestic private firms importing their goods from abroad? L18Q09E
- (f) Foreign or international (multinational) firms importing their goods from abroad? L18Q09F

10. Compared to your firm, were they mostly...

- Smaller?.....1
- Roughly the same size?.....2
- Larger?.....3

L18Q10

11. Compared to your firm, were they...

- More diversified?.....1
- Sold a similar line of products?.....2
- Less diversified?.....3

L18Q11

12. How did this entry affect you?

- It reduced our market share1
- It forced us to reduce prices2
- It did not change anything3

L18Q12

3. COMPETITION QUESTIONNAIRE

13. Have there been any important competitors which exited the market within the last year?

YES1
NO2
(=> SECTION 4)

L19Q13

17. Compared to your firm, were they ...

More diversified? 1
Sold a similar line of products? 2
Less diversified? 3

L19Q17

14. How many?

NUMBER:

L19Q14

18. How did these exits affect you?

It allowed us to increase market share 1
It allowed us to increase prices 2
It did not change anything 3

L19Q18

15. Were these exits ...?

YES1
NO2

19. According to you, what motivated their exit? (MULTIPLE ANSWERS ALLOWED)

Financial difficulties 1
Mismanagement 2
Lack of demand 3
Death or departure of owner or manager 4
Bad products or services 5
Non-competitive prices 6
Unreliable labor force 7
Other 8

(m)

(SPECIFY: _____)

(a) State-owned firms?

L19Q15A

(b) Domestic private firms producing in this town?

L19Q15B

(c) Domestic private firms producing outside this town?

L19Q15C

(d) Foreign or international (multinational) firms producing locally?

L19Q15D

(e) Domestic private firms importing their goods from abroad?

L19Q15E

(f) Foreign or international (multinational) firms importing their goods from abroad?

L19Q15F

16. Compared to your firm, were they mostly ...

Smaller?1
Roughly the same size?2
Larger?3

L19Q16

4. TECHNOLOGY QUESTIONNAIRE

Part A: Technology Acquisition

NOTE: SEE THE INFORMATION SHEET. FOR SMALL FIRMS THAT DO NOT HAVE FOREIGN LICENSES, TECHNICAL ASSISTANCE CONTRACTS, OR EXPATRIATES, DO NOT ASK QUESTIONS 1-6.

1. Have you dropped or added any foreign licenses in the last year?

- DROPPED 1
- NO CHANGE 2
- ADDED 3

L20Q01

2. How much did you spend on royalties and fees for foreign licenses last year?

- CEDIS 1
- US\$ 2
- GERMAN MARK 3
- FRENCH FRANC 4
- JAPANESE YEN 5
- BRITISH POUND 6
- CFA 7
- SWISS FRANC 8
- OTHER 9

SPECIFY: _____

CURRENCY:

L20Q024

AMOUNT:

L20Q02Q

3. Have you signed or terminated any foreign technical assistance contract in the last year?

- DROPPED 1
- ADDED 2
- NO CHANGE 3

L20Q03

4. How much did you spend on foreign technical assistance last year?

- CEDIS 1
- US\$ 2
- GERMAN MARK 3
- FRENCH FRANC 4
- JAPANESE YEN 5
- BRITISH POUND 6
- CFA 7
- SWISS FRANC 8
- OTHER 9

SPECIFY: _____

CURRENCY:

L20Q044

AMOUNT:

L20Q04Q

5. How many expatriates do you have in your employment now?

NO. OF EXPATRIATES:
(IF 0, => 7)

L20Q05

6. In what capacity? (MULTIPLE ANSWERS ALLOWED)

- MANAGERIAL 1
- TECHNICAL 2
- ADMINISTRATIVE 3
- OPERATIVE 4
- OTHER (EXPLAIN:) 5

L20Q061

L20Q062
L20Q063

L20Q06C

4. TECHNOLOGY QUESTIONNAIRE

Part A: Technology Acquisition

NOTE: SEE THE INFORMATION SHEET. FOR SMALL FIRMS THAT DO NOT HAVE FOREIGN LICENSES, TECHNICAL ASSISTANCE CONTRACTS, OR EXPATRIATES, DO NOT ASK QUESTIONS 1-6.

IF THE GENERAL MANAGER AND THE PRODUCTION MANAGER ARE THE SAME PERSONS YOU INTERVIEWED LAST YEAR, SKIP THE FOLLOWING QUESTIONS AND GO TO THE NEXT PAGE.

FOR THE GENERAL MANAGER AND THE PRODUCTION OR PLANT MANAGER, ASK QUESTIONS 7 TO 9..	7. How many years in the present business? YEARS	8. Highest completed level of education? NONE1 PRIMARY2 SECONDARY3 VOCATIONAL4 UNIVERSITY NON-TECHNICAL ..5 UNIVERSITY/ TECHNICAL6 POSTGRADUATE (DOMESTIC)7 POSTGRADUATE (ABROAD)8	9. Nationality? LOCAL1 OTHER2
General manager 01	L20Q071	L20Q081	L20Q091
Production or plant manager 02	L20Q072	L20Q082	L20Q092

5. LABOR MARKET QUESTIONNAIRE

Part A: Current Labor Force Structure

REC 321

1. How many total workers does this firm currently employ?

NUMBER:

L21Q01

2. Of these how many are:

Full-time (permanent)

L21Q021

Full-time (casual)

L21Q022

Part-time

L21Q023

Total
L21Q021
L21Q022
L21Q023

3. Do you have a peak season?

YES 1

NO 2

(= 7)

L21Q03

4. How many months does your peak season last?

MONTHS:

L21Q04

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

Additional Full-time:

L21Q051

Additional Part-time:

L21Q052

6. Is it your peak season right now?

YES 1

NO 2

L21Q06

5. LABOR MARKET QUESTIONNAIRE

Part A: Current Labor Force Structure

REC 322

THIS TABLE SHOULD BE USED ONLY FOR NORMAL SEASON, FULL-TIME WORKERS. BE SURE TO ASK EXPLICITLY ABOUT SALES WORKERS.

FOR EACH TYPE OF WORKER, ASK QUESTION 7. IF THE FIRM IS A COOPERATIVE, THEN SEE INSTRUCTIONS IN THE HANDBOOK WHEN THIS QUESTION IS ASKED, THE INTERVIEWER SHOULD EXPLAIN EACH OF THE CATEGORIES TO THE RESPONDENT

7. Of your total labor force, how many of the following types of workers are currently employed and what is the average wage for each type of worker?

(IF NONE, WRITE ZERO AND GO TO NEXT TYPE)

	NO. OF WORKERS			AVG. WAGE		NO. OF WORKERS		
	MEN	WOMEN				MEN	WOMEN	AVG. WAGE
Managers¹					Service Workers L22WRKK 11 (i.e. cleaners, guards, food preparers and servers)	L22Q071K	L22Q072K	L22Q073K
Employed Managers L22WRKA 01	L22Q071A	L22Q072A	L22Q073A		Production Workers			
Proprietors (as Managers) L22WRKB 02	L22Q071B	L22Q072B	L22Q073B		Foremen and Supervisors L22WRKL 12	L22Q071L	L22Q072L	L22Q073L
Professionals (Require University Degree)					Electricians, Plumbers, Welders L22WRKM 13	L22Q071M	L22Q072M	L22Q073M
Engineers L22WRKC 03	L22Q071C	L22Q072C	L22Q073C		Machine Maintenance and repair L22WRKN 14	L22Q071N	L22Q072N	L22Q073N
Physical Scientists (i.e., chemists, physicists) L22WRKD 04	L22Q071D	L22Q072D	L22Q073D		Machine operators and assemblers, drivers of equipment L22WRKO 15	L22Q071O	L22Q072O	L22Q073O
Accountants, economists, programmers, mathematicians, etc. L22WRKE 05	L22Q071E	L22Q072E	L22Q073E		Laborers, helpers ³ L22WRKP 16	L22Q071P	L22Q072P	L22Q073P
Technicians² L22WRKF 06	L22Q071F	L22Q072F	L22Q073F		Masters L22WRKQ 17	L22Q071Q	L22Q072Q	L22Q073Q
Office Workers					Apprentices L22WRKR 18	L22Q071R	L22Q072R	L22Q073R
Skilled Office (i.e., stenographer, typists, word processors) L22WRKG 07	L22Q071G	L22Q072G	L22Q073G		Industry Specific 1 (Skilled) L22WRKS 19	L22Q071S	L22Q072S	L22Q073S
Unskilled Office (i.e., messengers, helpers) L22WRKH 08	L22Q071H	L22Q072H	L22Q073H		Industry Specific 2 ⁴ L22WRKT 20	L22Q071T	L22Q072T	L22Q073T
Sales Workers					TOTAL L22WRKU 21	L22Q071U	L22Q072U	L22Q073U
Specialized Sales L22WRKI 09	L22Q071I	L22Q072I	L22Q073I					
Sales Assistants L22WRKJ 10	L22Q071J	L22Q072J	L22Q073J					

¹A manager heads the small manufacturing business of 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. Tasks include: planning, making budgetary estimates, negotiating with suppliers and customers, hiring of personnel and managing daily operations.

²A 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 installation of machinery. Supervises workers.

³Laborers and helpers perform simple and routine tasks which require the use of simple hand-held tools, or they undertake product sorting and simple hand assembling of components. Tasks usually consist of lifting, loading, unloading, washing, polishing, packing by hand, etc.

⁴These workers would include specifically skilled employees, such as carvers for the furniture industry, a masterchef for food processing, or a highly skilled tailor for clothing.

5. LABOR MARKET QUESTIONNAIRE

Part A: Current Labor Force Structure

REC323

	Food	Housing Allowance	Clothing	Transportation Allowance	Bonus for Christmas, 13th month bonus or permanent bonus	Bonus for Productivity, Merit or Profitability	Other SPECIFY: _____
	CEDIS/MONTH	CEDIS/MONTH	CEDIS/MONTH	CEDIS/MONTH	CEDIS/YEAR	CEDIS/MONTH	CEDIS/MONTH
8. What is the total amount allocated to each of these spending categories?	L23Q08A	L23Q08B	L23Q08C	L23Q08D	L23Q08E	L23Q08F	L23Q08G

9. Are any of your employees members of a labor union?

YES 1
NO 2

(⇒ PART B)

L23Q09

10. What fraction?

(%)

L23Q10

5. LABOR MARKET QUESTIONNAIRE

Part B: Activity in the Last Year

- 1. How many permanent employees did you hire last year?
NO. OF WORKERS: L24Q01

- 2. How many permanent workers did you fire or lay off last year?
NO. OF WORKERS: L24Q02

- 3. How much severance pay did you have to pay in total to these workers?
CEDIS: L24Q03

- 4. How many permanent workers quit or absconded last year?
NO. OF WORKERS: L24Q04

- 5. How many workers retired last year?
NO. OF WORKERS: L24Q05

- 6. How many permanent workers left because of illness?
NO. OF WORKERS: L24Q06

- 7. How many workers died last year?
NO. OF WORKERS: L24Q07

IF THE ANSWER TO QUESTION 7 IS NOT 0, THEN FILL IN THE TABLE ON THE NEXT PAGE (QUESTIONS 8-16). OTHERWISE, SKIP TO SECTION 6.

5. LABOR MARKET QUESTIONNAIRE

Part B: Activity in the Last Year

8. Please make a list of all the permanent workers in your firm who died in the past year. IF RESPONDENT IS RELUCTANT TO MENTION NAMES, LIST AS PERSON #1, ETC. Line L25LNA No	9. What was the sex of this worker? MALE 1 FEMALE 2	10. What type of work did this person do? READ DESCRIPTIONS BELOW AND CODE ACCORDINGLY	11.	12.		13. How much did your firm pay to this person's family in the form of death benefits or funeral costs? IF NOTHING, PUT 0.	14. Have you hired someone else to do this person's job? YES 1 NO 2 (⇒ 16)	15. How long did it take you to find and hire the replacement (since the person's death) (⇒ NEXT ROW)	16. Do you intend to hire a replacement? YES 1 NO 2
			How old was this worker when he/she died?	YEARS	MONTHS				
NAMES	SEX		AGE	YEARS	MONTHS	CEDIS		WEEKS	
1. L25Q08A	L25Q09A	L25Q10A	L25Q11A	L25Q12A	L25Q12A	L25Q13A	L25Q14A	L25Q15A	L25Q16A
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									

WORKER CODES:

- Manager**
- Employed manager 1
- Proprietor (as manager) 2
- Professional (Requires University Degree)**
- Engineer 3
- Physical scientist 4
- Accountant, economist, programmer 5
- mathematician 5
- Technician** 6

- Office Worker**
- Skilled office worker 7
- Unskilled office worker 8
- Sales Worker**
- Specialized sales worker 9
- Sales assistant 10
- Service Worker** 11
- (i.e., cleaners, guards, food prep and servers)

- Production Worker**
- Foreman and supervisor 12
- Electrician, plumber, welder 13
- Machine maintenance and repair 14
- Machiner operator or assembler 15
- Laborer, helper 16
- Masters 17
- Apprentices 18
- Industry Specific 1 (Skilled) 19
- Industry Specific 2 20

6. FINANCIAL MARKETS AND CONTRACTUAL RELATIONS QUESTIONNAIRE

Part I: Acquisition of Capital Stock

PLEASE OBTAIN THE FOLLOWING INFORMATION FOR THE LAST MAJOR 1993 INVESTMENTS IN EACH OF THESE THREE CATEGORIES:

	L33ICA	L33ICB	L33ICC
	Land	Buildings	Equipment
1. What was the form of this acquisition? Purchase1 Lease2 (⇒ PART II)	L33Q01A	L33Q01B	L33Q01C
2. What were the sources of funds, and what proportion came from each of the following categories? (MAKE SURE THE TOTAL OF EACH COLUMN ADDS TO 100)	Percent of total funds spent? %	Percent of total funds spent? %	Percent of total funds spent? %
(a) Company retained earnings	L33Q02AA	L33Q02AB	L33Q02AC
(b) Personal savings	L33Q02BA	L33Q02BB	L33Q02BC
(c) Borrowed from Friends or Relatives	L33Q02CA	L33Q02CB	L33Q02CC
(d) Bank Loan	L33Q02DA	L33Q02DB	L33Q02DC
(e) Bank overdraft	L33Q02EA	L33Q02EB	L33Q02EC
(f) Supplier Credit	L33Q02FA	L33Q02FB	L33Q02FC
(g) Borrowed from Money Lender	L33Q02GA	L33Q02GB	L33Q02GC
(h) Holding company or parent company	L33Q02HA	L33Q02HB	L33Q02HC
(i) Sale of equity	L33Q02IA	L33Q02IB	L33Q02IC
(j) New partner	L33Q02JA	L33Q02JB	L33Q02JC
(k) Other (Specify: _____)	L33Q02KA	L33Q02KB	L33Q02KC

6. FINANCIAL MARKETS AND CONTRACTUAL RELATIONS QUESTIONNAIRE

Part I: Acquisition of Capital Stock

REC 334

LOOK BACK AT QUESTION 1 ON THE PREVIOUS PAGE. IF ANY EQUIPMENT PURCHASES WERE MADE THEN ANSWER THE QUESTIONS ON THIS PAGE. OTHERWISE SKIP TO QUESTION 9.

3. If the equipment was purchased with a currency other than that of this country, what currency was it and how much did you pay?

- US\$ 1
- GERMAN MARK 2
- FRENCH FRANC 3
- JAPANESE YEN 4
- BRITISH POUND 5
- CFA 6
- SWISS FRANC 7
- OTHER 8

SPECIFY: _____)

AMOUNT: L34Q03G CURRENCY: L34QL3U

4. Was the equipment new or used?

- NEW 1
- USED 2
- MIXED 3

L34Q04

5. Was the equipment imported or locally produced?

- Foreign 1
- Local 2
- Mixed 3

L34Q05

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

- PRODUCE SAME PRODUCT,
IMPROVE PROCESS 1
- PRODUCE SAME PRODUCT,
ADD TO CAPACITY 2
- INTRODUCE NEW PRODUCTS 3
- PRODUCE DIFFERENT VARIETY
OF SIMILAR PRODUCT 4
- REPLACE OLD EQUIPMENT WITH
SIMILAR ONE 5
- OTHER 6

(=> PART II)

(SPECIFY: _____)

L34Q06

7. How has the cost of production (per unit of output) changed with the new equipment?

- IT IS HIGHER THAN BEFORE 1
- IT IS ABOUT THE SAME AS BEFORE 2
- IT IS LOWER THAN BEFORE 3

L34Q07

8. How has the quality of the product changed with the new equipment?

- IT IS HIGHER THAN BEFORE 1
- IT IS ABOUT THE SAME AS BEFORE 2
- IT IS LOWER THAN BEFORE 3

L34Q08

6. FINANCIAL MARKETS AND CONTRACTUAL RELATIONS QUESTIONNAIRE

Part I: Acquisition of Capital Stock

REC 335

9. Have you sold part of your land, buildings or equipment since 1985?

- YES 1
 - NO 2
- (⇒ PART II OF QUESTIONNAIRE)

L35Q09

For the most recent sale:

10. What year did it take place?

YEAR:

L35Q10

11. Was the sale ...?

- Land 1
- Buildings 2
- Equipment 3

L35Q11

12. What was the selling price?

CEDIS:

L35Q12

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

- EXCESS CAPACITY 1
- REPLACEMENT 2
- LIQUIDITY NEED 3
- CHANGE OF OUTPUT MIX 4
- NO DEMAND FOR PRODUCT 5
- OTHER 6

L35Q13

(SPECIFY: _____)

6. FINANCIAL MARKETS AND CONTRACTUAL RELATIONS QUESTIONNAIRE

Part II: Liquidity/Cash Flow

REC 336

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
NO 2

(⇒ PART III)

L36Q01

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 (LOAN) 4
- USED PERSONAL CASH RESERVES 5
- BORROWED INFORMALLY 6
- TOOK CASH ADVANCES FROM CLIENTS ... 7
- OBTAINED SUPPLIER CREDIT 8
- OTHER 9

L36Q02

(SPECIFY: _____)

6. FINANCIAL MARKETS AND CONTRACTUAL RELATIONS QUESTIONNAIRE

Part IV: Borrowing from Formal Institutions

REC339

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

1. Does the enterprise currently have any overdraft facilities?

YES 1
NO 2 (⇒ 7)

L39Q01

5. What is the maximum amount of your overdraft facility?

CEDIS:

L39Q05

2. In how many banks do you have overdraft facilities?

NO:

L39Q02

6. How often do you have to renew the overdraft facility?

Monthly 1
Annually 2
Other 3

L39Q06

3. What is the current balance owed in all overdrafts?

(SPECIFY: _____)

CEDIS:

L39Q03

4. What is the current interest rate on overdrafts?

PERCENT:

L39Q04

REC340 →

INSTITUTION TYPE	7. How many loans do you have outstanding? IF NONE ⇒ NEXT LINE	8. What is the total current outstanding balance of loans due? CEDIS	9. For all loans outstanding, what was the total value of the collateral required? CEDIS	10. What was this collateral? (MULTIPLE ANSWERS PERMITTED) LAND/BUILDINGS 1 EQUIPMENT 2 COMPANY ASSETS 3 (SUCH AS STOCK) OTHER 4 (SPECIFY: _____)
1. Banks L40ITA	L40Q07A	L40Q08A	L40Q09A	L40Q10A
2. Non-bank financial institutions (e.g., credit unions, etc.) L40ITB	L40Q07B	L40Q08B	L40Q09B	L40Q10B
3. Government Programs and Similar Facilities L40ITC	L40Q07C	L40Q08C	L40Q09C	L40Q10C
4. Foreign Bank Loans (e.g., from IFC) L40ITD	L40Q07D	L40Q08D	L40Q09D	L40Q10D
5. Other. (Specify: L40ITE)	L40Q07E	L40Q08E	L40Q09E	L40Q10E

6. FINANCIAL MARKETS AND CONTRACTUAL RELATIONS QUESTIONNAIRE

Part IV: Borrowing from Formal Institutions

REC 341

11. Do you have any loans denominated in a foreign currency?

YES 1
NO 2

L41Q11

15. Why did the firm not apply for a loan last year?

INADEQUATE COLLATERAL 1
DON'T WANT TO INCUR DEBT 2
PROCESS TOO DIFFICULT 3
DIDN'T NEED ONE 4
DIDN'T THINK I'D GET ONE 5
INTEREST RATE TOO HIGH 6
ALREADY HEAVILY INDEBTED 7
OTHER 8

L41Q15

12. Has the enterprise applied to an institution for a loan in the last year?

YES 1
NO 2 (⇒ 15)

L41Q12

13. Was the application approved?

YES 1
NO 2
DON'T KNOW YET 3

L41Q13

(SPECIFY _____)

14. If no, what institution rejected the application and why was it rejected?

(a) INSTITUTION: L41Q141

REJECTION REASON: L41Q142

(b) INSTITUTION: L41Q143

REJECTION REASON: L41Q144

⇒ PART V — INFORMAL BORROWING

6. FINANCIAL MARKETS AND CONTRACTUAL RELATIONS QUESTIONNAIRE

Part V: Informal Borrowing

REC 342

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. TRADE 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 the last year?

YES 1
NO 2 (⇒ 6)

L42Q01

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

More favorable interest rate ... 1
Easier formalities 2
No collateral required 3
Flexible payback 4
Other 5

(Specify: _____)

L42Q03

REC 343

Sources	3. What are the current cash balances due on loans from [...]?	4. What is the amount due in kind on loans from [...]?
	CEDIS	CEDIS
1. Relatives/Friends L43SCA	L43Q03A	L43Q04A
2. Moneylender L43SCB	L43Q03B	L43Q04B
3. Informal Group L43SCC	L43Q03C	L43Q04C
4. Suppliers L43SCD	L43Q03D	L43Q04D
5. Clients L43SCE	L43Q03E	L43Q04E
6. Other Enterprises L43SCF	L43Q03F	L43Q04F
7. Other (Describe) L43SCG	L43Q03G	L43Q04G

REC 344

5. What were your total interest costs on these loans?

Total Interest Costs (CEDIS)

L44Q05

Period

Monthly 1
Annual 2

L44Q05P

6. Are you currently a member of an informal group?

YES 1
NO 2

(⇒ PART VI)

L44Q06

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

CEDIS:

L44Q07

8. Did you borrow from the group in the last year?

CEDIS:

L44Q08

6. FINANCIAL MARKETS AND CONTRACTUAL RELATIONS QUESTIONNAIRE

Part VI Informal Lending

REC 345

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

	1. What are the current cash balances due from ...[]...	2. What are the current balances due in-kind from ...[]...
	CEDIS	CEDIS
L45LSA Relatives/Friends ¹ ...01	L45Q01A	L45Q02A
L45LSB Supplier ²02	L45Q01B	L45Q02B
L45LSC Clients ²03	L45Q01C	L45Q02C
L45LSD Employees ³04	L45Q01D	L45Q02D
L45LSE Other enterprises...05	L45Q01E	L45Q02E
L45LSF Other.....06	L45Q01F	L45Q02F

- 1 Relatives/Friends Who Are Not Also Suppliers, Clients, Employees, Or Other Enterprises.
- 2 Excluding Trade Credit
- 3 Loans other than simple advances on salary

6. FINANCIAL MARKETS AND CONTRACTUAL RELATIONS QUESTIONNAIRE

Part VII: Deposits in Institutions

REC346

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. Do you have any of the following accounts?

YES 1
NO 2

(a) Current?

L46Q01A

(b) Savings

L46Q01B

(c) Foreign Currency Account

L46Q01C

(d) Foreign Bank Account

L46Q01D

2. Have you acquired any of the following financial assets in the last year?

YES 1
NO 2

(a) shares in other enterprises?

L46Q02A

(b) deposit accounts in foreign institutions?

L46Q02B

(c) treasury bills?

L46Q02C

(d) bonds

L46Q02D

(e) Other (SPECIFY: _____)

L46Q02E

7. INFRASTRUCTURE QUESTIONNAIRE

REC 347

1. Has there been any improvement or deterioration in the provision of the following in the last year?

- IMPROVEMENT1
- NO CHANGE2
- DETERIORATION3

- (a) electricity?
- (b) water?
- (c) freight transport (railroads, barges, trucks)?
- (d) transport for workers?
- (e) roads?
- (f) telephones?
- (g) handling facilities at air and sea ports?
- (h) waste disposal?
- (i) security?
- (j) other (Specify: _____)

L47Q01A
L47Q01B
L47Q01C
L47Q01D
L47Q01E
L47Q01F
L47Q01G
L47Q01H
L47Q01I
L47Q01J

2. In the last year, have you acquired or constructed any of the following items or begun doing any of the following activities?

- YES1
- NO2

- (a) generators?
- (b) wells/cisterns?
- (c) CB/Walkie-talkie/Radio
- (d) roads?
- (e) transportation for workers?
- (f) waste disposal?
- (g) loading/unloading labor for the ports?
- (h) freight transport?
- (i) security?
- (j) other? (SPECIFY: _____)

L47Q02A
L47Q02B
L47Q02C
L47Q02D
L47Q02E
L47Q02F
L47Q02G
L47Q02H
L47Q02I
L47Q02J

8. REGULATION QUESTIONNAIRE

1. How much company tax did you pay last year? REC 348

Central Government

L48Q01

2. How much sales or value-added tax (outgoing) did you pay last year?

Central Government

L48Q02

3. How much excise tax did you pay last year?
(IF YOU CANNOT GET ANNUAL FIGURES THEN GET MONTHLY FIGURES)

Central Government

L48Q03

per

L48Q03U

(unit of measure)

4. What amount is paid per year in Local Authorities service charges?

Local Authorities

CEDIS:

L48Q04

5. What was the total import duty paid last year on:

Imported Capital Equipment

L48Q051

Imported inputs

L48Q052

REC 349

ASK QUESTIONS 6 TO 10 ABOUT EACH LICENSE LISTED:	6. Did you obtain or renew any of these licenses in the past year? OBTAIN.....1 RENEW.....2 NOT APPLICABLE.....3 (⇒ NEXT LINE)	7. How many of these licenses did you hold last year? NUMBER	8. How much did the government charge in total to obtain or renew these license? CEDIS	9. How much in total did you pay for these licenses if you include fees for assistance, agents' fees and extraordinary payments? CEDIS	10. How long did it take to acquire ...[...]. ...?	
					WEEKS	DAYS
General Import Licenses L49LCA	L49Q06A	L49Q07A	L49Q08A	L49Q09A	L49Q10WA	L49Q10DA
Specific Import License #1 (Specify Category) L49LCB	L49Q06B	L49Q07B	L49Q08B	L49Q09B	L49Q10WB	L49Q10DB
Specific Import License #2 (Specify Category) L49LCC	L49Q06C	L49Q07C	L49Q08C	L49Q09C	L49Q10WC	L49Q10DC
Specific Import License #3 (Specify Category) L49LCD	L49Q06D	L49Q07D	L49Q08D	L49Q09D	L49Q10WD	L49Q10DD
Specific Import License #4 (Specify Category) L49LCE	L49Q06E	L49Q07E	L49Q08E	L49Q09E	L49Q10WE	L49Q10DE
Other (1) (Specify) L49LCF	L49Q06F	L49Q07F	L49Q08F	L49Q09F	L49Q10WF	L49Q10DF
Other (2) (Specify) L49LCG	L49Q06G	L49Q07G	L49Q08G	L49Q09G	L49Q10WG	L49Q10DG
Other (3) (Specify) L49LCH	L49Q06H	L49Q07H	L49Q08H	L49Q09H	L49Q10WH	L49Q10DH

8. REGULATION QUESTIONNAIRE

REC 350

ASK QUESTIONS 11 AND 12 ABOUT EACH REGULATION AFFECTING FIRM OPERATION LISTED BELOW	11. How have the following regulations affecting firm operation changed in the last year? Improved 1 No Change 2 Worsened 3	12. How severe a problem are these regulations for your firm now? Not a problem 1 Slight problem 2 Moderate problem 3 Large Problem 4 Severe Problem 5
(a) joint venture restrictions? L50LCA	L50Q11A	L50Q12A
(b) restrictions on repatriation of profits? L50LCB	L50Q11B	L50Q12B
(c) restrictions on foreign exchange for business travel? L50LCC	L50Q11C	L50Q12C
(d) approval of foreign loans? L50LCD	L50Q11D	L50Q12D
(e) restrictions on payment of fees to non-residents? L50LCE	L50Q11E	L50Q12E
(f) restrictions on payment of technology licenses and royalties? L50LCF	L50Q11F	L50Q12F

REC 351

ASK QUESTIONS 13 AND 14 REGARDING OBSTACLES AFFECTING FIRMS' ABILITY TO TEMPORARILY REDUCE PRODUCTION	13. How have the following obstacles affecting your ability to temporarily reduce production changed in the last year? Improved 1 No Change 2 Worsened 3	14. How severe a problem are these obstacles for your firm now? Not a problem 1 Slight problem 2 Moderate problem 3 Large Problem 4 Severe Problem 5
(a) Trade union rules regarding layoffs L51LCA	L51Q13A	L51Q14A
(b) Government rules L51LCB	L51Q13B	L51Q14B
(c) High financial costs for layoffs L51LCC	L51Q13C	L51Q14C
(d) Other L51LCD	L51Q13D	L51Q14D

REC 352

ASK QUESTIONS 15 AND 16 REGARDING FACTORS AFFECTING ENTERPRISES' ABILITY TO CLOSE DOWN	15. How have the following factors affecting your ability to close down changed in the last year? Improved 1 No Change 2 Worsened 3	16. How severe a problem are these factors for your firm now? Not a problem 1 Slight problem 2 Moderate problem 3 Large Problem 4 Severe Problem 5
(a) Government restrictions on selling the enterprise or transferring assets L52LCA	L52Q15A	L52Q16A
(b) The legal process of bankruptcy or liquidation L52LCB	L52Q15B	L52Q16B

8. REGULATION QUESTIONNAIRE

REC 353

ASK QUESTIONS 17 AND 18 ABOUT THE FOLLOWING REGULATION CATEGORIES	17. How have the following problems changed in the last year? Improved..... 1 No Change..... 2 Worsened 3	18. How severe a problem are these regulations for your firm? Not a problem..... 1 Slight problem 2 Moderate problem ... 3 Large Problem..... 4 Severe Problem..... 5
(a) Ownership Regulations ^{L53LCA}	L53Q17A	L53Q18A
(b) Taxes ^{L53LCB}	L53Q17B	L53Q18B
(c) Government Restrictions On Activities ^{L53LCC}	L53Q17C	L53Q18C
(d) Gaining Investment Benefits ^{L53LCD}	L53Q17D	L53Q18D
(e) Wage Costs ^{L53LCE}	L53Q17E	L53Q18E
(f) Labor Regulations ^{L53LCF}	L53Q17F	L53Q18F
(g) Difficulty In Obtaining Licenses ^{L53LCG}	L53Q17G	L53Q18G
(h) Corruption ^{L53LCH}	L53Q17H	L53Q18H
(i) Price Controls ^{L53LCI}	L53Q17I	L53Q18I
(j) Other (Specify: ^{L53LCJ})	L53Q17J	L53Q18J

9. ADJUSTMENT QUESTIONNAIRE

REC 354

ASK THE FOLLOWING TWO QUESTIONS ABOUT THE BUSINESS FACTORS LISTED BELOW:

		1. How have the following things changed in the last year? Improved.....1 No Change2 Worsened3	2. How severe a problem are these factors for your firm? Not a problem..... 1 Slight problem2 Moderate problem ...3 Large Problem..... 4 Severe Problem..... 5
(a) Export opportunities	L54BFCA	L54Q01A	L54Q02A
(b) Access to foreign exchange	L54BFcB	L54Q01B	L54Q02B
(c) Cost of foreign exchange	L54BFCC	L54Q01C	L54Q02C
(d) Competition from imports	L54BFCD	L54Q01D	L54Q02D
(e) Competition from local firms	L54BFCE	L54Q01E	L54Q02E
(f) Access to imported raw materials	L54BFcF	L54Q01F	L54Q02F
(g) Cost of imported raw materials	L54BFcG	L54Q01G	L54Q02G
(h) Opportunities to buy foreign machinery and equipment not available before the reform program	L54BFcH	L54Q01H	L54Q02H
(i) Business support services	L54BFcI	L54Q01I	L54Q02I
(j) Infrastructure	L54BFcJ	L54Q01J	L54Q02J
(k) Utility Prices	L54BFcK	L54Q01K	L54Q02K
(l) Demand for product	L54BFcL	L54Q01L	L54Q02L
(m) Other SPECIFY:	L54BFcM	L54Q01M	L54Q02M

9. ADJUSTMENT QUESTIONNAIRE

REC 355

3. What are your three biggest problems this year?

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

- OWNERSHIP REGULATIONS 1
- TAXES 2
- GOVERNMENT RESTRICTIONS ON ACTIVITIES 3
- GAINING INVESTMENT BENEFITS 4
- LABOR REGULATIONS 5
- DIFFICULTY IN OBTAINING LICENSES 6
- CORRUPTION 7
- PRICE CONTROLS 8
- LACK OF BUSINESS SUPPORT SERVICES 9
- LACK OF 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
- HIGH EXCHANGE RATES 21
- COMPETITION FROM IMPORTS 22
- COMPETITION FROM LOCAL FIRMS 23
- UNCERTAINTY ABOUT GOV'T INDUSTRY POLICIES 24
- LACK OF SKILLED LABOR 25
- OTHER 26

(SPECIFY: _____)

FIRST	SECOND	THIRD
L55 Q031	L55 Q032	L55 Q033

10. INVESTOR CONFIDENCE QUESTIONNAIRE

EXPLAIN TO THE RESPONDENT THAT WE ARE INTERESTED IN HIS EXPECTATIONS FOR THE FUTURE.
IF THE RESPONDENT DOES NOT KNOW, DK SHOULD BE WRITTEN AS THE ANSWER.

1. What do you expect your firm's sales to be compared with today?

- Lower than today1
- Same as today2
- Higher than today3

One year from now:

Three years from now:

5. What do you expect the exchange rate of the US Dollar (in local currency) will be?

- Lower than today 1
- Same as today 2
- Higher than today 3

One year from now:

Three years from now:

2. What do you expect your firm's access to credit to be compared with today?

- Lower than today1
- Same as today2
- Higher than today3

One year from now:

Three years from now:

3. What do you expect the cost of credit to be compared with today?

- Lower than today1
- Same as today2
- Higher than today3

One year from now:

Three years from now:

4. What do you expect access to foreign exchange to be compared with today?

- Lower than today1
- Same as today2
- Higher than today3

One year from now:

Three years from now:

11. BUSINESS SUPPORT SERVICES

REC 357

REC 358

1. Has your firm had any assistance or information services from government programs or agencies, foreign donor programs or NGOs since our visit last year in any of the following areas? (MULTIPLE ANSWERS ALLOWED)

YES 1
NO 2

(a) Training

L57Q01A

(b) Financial assistance (including assistance with loan feasibility studies)

L57Q01B

(c) Technology

L57Q01C

(d) Export assistance

L57Q01D

(e) Business information

L57Q01E

2. If the answer is yes to one or more of the services above, answer the following questions for each of the services:

SERVICE #1 L58SN1

(a) Name the organization which provided the service.

L58QAI

(b) What was the service provided?

DESCRIBE: L58QB11

L58QB21

(c) Was the service provided to your firm useful?

YES 1
NO 2

L58QC11

If yes, describe the benefits to your firm's operations?

DESCRIBE: L58QC21

L58QC31

If no, what should the service do to make it more useful to your firm?

DESCRIBE: L58QC41

L58QC51

11. BUSINESS SUPPORT SERVICES

SERVICE #2 L58SV2

(a) Name the organization which provided the service.

L58QA2

(b) What was the service provided?

DESCRIBE: L58QB12
L58QB22

(c) Was the service provided to your firm useful?

YES1
NO2

L58QC12

If yes, describe the benefits to your firm's operations?

DESCRIBE: L58QC22
L58QC32

If no, what should the service do to make it more useful to your firm?

DESCRIBE: L58QC42
L58QC52

SERVICE #3 L58SV3

(a) Name the organization which provided the service.

L58QA3

(b) What was the service provided?

DESCRIBE: L58QB13
L58QB23

(c) Was the service provided to your firm useful?

YES1
NO2

L58QC13

If yes, describe the benefits to your firm's operations?

DESCRIBE: L58QC23
L58QC33

If no, what should the service do to make it more useful to your firm?

DESCRIBE: L58QC43
L58QC53

**APPENDICES TO LABOR MARKET QUESTIONNAIRE:
SURVEYS FOR SUB-SAMPLES OF WORKERS AND APPRENTICES**

INSTRUCTIONS FOR INTERVIEWERS

WE SUGGEST YOU INTERVIEW 10 WORKERS FROM EACH FIRM (OR AS MANY AS ARE AVAILABLE). WHERE YOU HAVE THE NAMES OF WORKERS, TRY TO INTERVIEW THE SAME WORKERS INTERVIEWED IN WAVE II. PLEASE OBSERVE THE FOLLOWING GUIDELINES IN SELECTING WORKERS TO INTERVIEW:

- INTERVIEW AT LEAST ONE WORKER FROM EACH CATEGORY IN WHICH THE FIRM SHOWS EMPLOYEES IN PART A, QUESTION 5 OF THE LABOR MARKET QUESTIONNAIRE. BE SURE TO INTERVIEW AT LEAST ONE MANAGER. THESE CATEGORIES ARE:

Manager	Sales Worker
Employed manager.....1	Specialized sales worker..... 9
Proprietor (as manager).....2	Sales assistant..... 10
Professional (Requires University Degree)	Service Worker 11
Engineer.....3	(i.e., cleaners, guards, food prep and servers)
Physical scientist.....4	Production Worker
Accountant, economist, programmer.....	Foreman and supervisor..... 12
mathematician.....5	Electrician, plumber, welder..... 13
Technician6	Machine maintenance and repair..... 14
Office Worker	Machiner operator or assembler..... 15
Skilled office worker.....7	Laborer, helper..... 16
Unskilled office worker.....8	Master..... 17
	Apprentice..... 18
	(NOT FOR USE HERE
	INTERVIEW IN SEPARATE APPENDIX)
	Industry Specific 1 (Skilled)..... 19
	Industry Specific 2..... 20

- USE THE WORKERS SURVEY FOR ALL WORKERS, **EXCEPT APPRENTICES**, FOR WHOM THERE IS A SEPARATE APPENDIX IN COUNTRIES WHERE THEY EXIST.
- IF THE FIRM EMPLOYS CASUAL WORKERS, ASK TO INTERVIEW AT LEAST ONE CASUAL WORKER.

APPENDIX TO LABOR MARKET QUESTIONNAIRE: SURVEY FOR A SUB-SAMPLE OF WORKERS

NOTE: JOB/LABOR CATEGORIES (QUESTIONS 15-17) MUST MATCH THOSE IN THE LABOR MARKET QUESTIONNAIRE.

REC 326

1. PLEASE ENTER THE NAMES OF THE WORKERS INTERVIEWED HERE	2. Did we interview you last year? YES..... 1 NO 2	3. ETHNIC ORIGIN? AFRICAN... 1 EUROPEAN2 ASIAN..... 3 OTHER..... 4	4. SEX MALE... 1 FEMALE2	5. What is your age?	6. Are you married? YES.... 1 NO..... 2	7. When did you leave school?	8. What is the highest level of education you completed? NONE 1 PRIMARY 2 MIDDLE SCHOOL3 SECONDARY 4 VOCATIONAL..... 5 TECHNICAL/ POLYTECHNIC 6 PROFESSIONAL . 7 UNIVERSITY 8	9. What is the highest standard or form you reached?	10. How long have you been working for this firm?		11. How many years work experience did you have before you started working in this firm?	12. Are you a permanent full-time employee? YES..... 1 NO..... 2
				YEARS	YEAR	1-4, 8	3-5	LEVEL	YEARS	MONTHS	YEARS	
L26WN ↓												
1	L26Q02	L26Q03	L26Q04	L26Q05A	L26Q06	L26Q07	L26Q081 L26Q082	L26Q09	L26Q10Y	L26Q10M	L26Q11	L26Q12
2												
3												
4												
5												
6												
7												
8												
9												
10												

APPENDIX TO LABOR MARKET QUESTIONNAIRE: SURVEY FOR A SUB-SAMPLE OF WORKERS

NOTE: JOB/LABOR CATEGORIES (QUESTIONS 15-17) MUST MATCH THOSE IN THE LABOR MARKET QUESTIONNAIRE.

REC 327

W O R K E R N U M B E R	13.	14.	15.	16.	17.	18.	19.	20.	21.		
	Are you a relative of the firm owner or manager?	Are you a member of a labor union?	What is your job now?	What was your job last year?	What was your job when you started in this firm?	How are you currently paid?	What is your total current or usual wage/salary before taxes (including allowances)?	What is your current or usual wage or salary (including allowances) after taxes per pay period?	What was your wage/salary per pay period after taxes last year (including allowances)?		
	YES..... 1 NO..... 2	YES..... 1 NO..... 2	CODE USING THE LABOR CATEGORIES BELOW	CODE USING THE LABOR CATEGORIES BELOW.	CODE USING THE LABOR CATEGORIES BELOW.	TIME RATE 1 PIECE RATE ... 2 PERCENT OF FIRMS' SALES..... 3	TIME UNIT: HOUR..... 1 DAY..... 2 WEEK..... 3 MONTH..... 4 YEAR..... 5	TIME UNIT: HOUR..... 1 DAY..... 2 WEEK..... 3 MONTH..... 4 YEAR..... 5			
						TIME UNIT	CEDIS	CEDIS	TIME UNIT	CEDIS	
L27011	L27013	L27014	L27015	L27016	L27017	L27018	L27019U	L27019A	L27020	L27021U	L27021A
2											
3											
4											
5											
6											
7											
8											
9											
10											

- Managers**
- Employed Managers 01
 - Proprietors (as Managers) 02
- Professionals (Require University Degree)**
- Engineers 03
 - Physical Scientists (i.e., chemists, physicists) 04
 - Accountants, economists, programmers, mathematicians, etc. 05
 - Technicians** 06

- Office Workers**
- Skilled Office (i.e., stenographer, typists, word processors) 07
 - Unskilled Office (i.e., messengers, helpers) 08
- Sales Workers**
- Specialized Sales 09
 - Sales Assistants 10
- Service Workers (i.e. cleaners, guards, servers) 11**

- Production Workers**
- Foremen and Supervisors 12
 - Electricians, Plumbers, Welders 13
 - Machine Maintenance and repair 14
 - Machine operators and assemblers, drivers of equipment .. 15
 - Laborers, helpers 16
 - Masters 17
 - Apprentices 18
- (DO NOT INTERVIEW CURRENT ONES HERE)**
- Industry Specific 1 (Skilled) 19
 - Industry Specific 2 20

APPENDIX TO LABOR MARKET QUESTIONNAIRE: SURVEY FOR A SUB-SAMPLE OF WORKERS

NOTE: JOB/LABOR CATEGORIES (QUESTIONS 15-17) MUST MATCH THOSE IN THE LABOR MARKET QUESTIONNAIRE.

REC 328

W O R K E R N U M B E R	22. What was your wage/salary when you started (excluding allowances) <i>after taxes</i> ?		23. Do you receive a food allowance?	24. How much do you receive per pay period?	25. Do you receive a housing allowance?	26. How much do you receive per pay period?	27. Do you receive a clothing allowance?	28. How much do you receive per pay period?	29. Do you receive a transport allowance?	30. How much do you receive per pay period?	31. Do you receive a Christmas bonus?	32. How much is it?
	TIME UNIT:		YES..... 1 NO..... 2 (⇒ 25)		YES..... 1 NO..... 2 (⇒ 27)		YES..... 1 NO..... 2 (⇒ 29)		YES..... 1 NO..... 2 (⇒ 31)		YES..... 1 NO..... 2 (⇒ 33)	
	TIME UNIT	CEDIS		CEDIS		CEDIS		CEDIS		CEDIS		CEDIS
1	L28Q22U	L28Q22A	L28Q23	L28Q24	L28Q25	L28Q26	L28Q27	L28Q28	L28Q29	L28Q30	L28Q31	L28Q32
2												
3												
4												
5												
6												
7												
8												
9												
10												

APPENDIX TO LABOR MARKET QUESTIONNAIRE: SURVEY FOR A SUB-SAMPLE OF WORKERS

NOTE: JOB/LABOR CATEGORIES (QUESTIONS 15-17) MUST MATCH THOSE IN THE LABOR MARKET QUESTIONNAIRE.

REL329

W O R K E R N U M B E R ↙	33. Do you receive any production or merit bonus? YES..... 1 NO..... 2 (⇒ 34) L29WN	34. How much did you get last year? CEDIS	35. How many hours per week do you currently work for this firm? HOURS	36. Do you currently receive any on-the-job training? WITHIN THIS FIRM 1 OUTSIDE THIS FIRM .. 2 NO 3	37. Did you receive training in the past? WITHIN THIS FIRM 1 OUTSIDE THIS FIRM .. 2 NO 3
	1	L29Q33	L29Q34	L29Q35	L29Q36
2					
3					
4					
5					
6					
7					
8					
9					
10					

APPENDIX TO LABOR MARKET QUESTIONNAIRE: SURVEY FOR A SUB-SAMPLE OF APPRENTICES

REC 330

W O R K E R N U M B E R	1. ETHNIC ORIGIN? AFRICAN.....1 EUROPEAN...2 ASIAN.....3 OTHER.....4	2. SEX MALE.....1 FEMALE...2	3. What is your age?		4. How long have you been working for this firm?		5. How long will the apprenticeship last in total?		6. What is the highest level of education you completed?		7. What is the highest standard or form you reached?	8. When did you leave school?	9. Are you currently attending vocational or technical school? YES.....1 NO.....2	10. Do you receive meals from the firm? YES.....1 NO.....2	11. Are you given money for food? YES.....1 NO.....2 (⇒ 13)
			YEARS	MONTHS	YEARS	MONTHS	1-4,8	5,7	LEVEL	YEAR					
	L30Q01	L30Q02	L30Q03	L30Q04	L30Q04M	L30Q05Y	L30Q05M	L30Q061	L30Q062	L30Q07	L30Q08	L30Q09	L30Q10	L30Q11	
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															

L30AN

APPENDIX TO LABOR MARKET QUESTIONNAIRE: SURVEY FOR A SUB-SAMPLE OF APPRENTICES

REC 331

WORKER NUMBER	12. How much per pay period?	13. Do you receive housing from the firm? YES.....1 NO.....2	14. Are you given money for housing? YES.....1 NO.....2 (⇒ 16)	15. How much per pay period?	16. Do you receive clothing from the firm? YES.....1 NO.....2	17. Are you given money for clothing? YES.....1 NO.....2 (⇒ 19)	18. How much per pay period?	19. Do you receive wages, pocket money or an allowance from the firm? YES.....1 NO.....2 (⇒ 21)	20. How much per pay period?	21. Do you receive support, in the form of money, housing or food, from parents or other family members? YES.....1 NO.....2
	CEDIS			CEDIS			CEDIS		CEDIS	
1	L31Q12	L31Q13	L31Q14	L31Q15	L31Q16	L31Q17	L31Q18	L31Q19	L31Q20	L31Q21
2										
3										
4										
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8										
9										
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APPENDIX TO LABOR MARKET QUESTIONNAIRE: SURVEY FOR A SUB-SAMPLE OF APPRENTICES

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W O R K E R N U M B E R	22. Did you or your family pay a fee when you began your apprenticeship? YES 1 NO 2 (⇒ 24)	23. How much was this fee?		24. Will you pay a fee when you finish? YES 1 NO 2 (⇒ 26)	25. How much will this fee be?		26. Do you pay a fee per month? YES 1 NO 2 (⇒ 28)	27. How much is this fee?		28. Do you provide your own tools and equipment? YES 1 NO 2	29. Will you have to take a test when you finish your apprenticeship? YES 1 NO 2	30. Will you receive a written testimonial when you finish your apprenticeship? YES 1 NO 2
		CEDIS			CEDIS			CEDIS				
		CASH	IN-KIND		CASH	IN-KIND		CASH	IN-KIND			
1	L32Q22	L32Q23C	L32Q23K	L32Q24	L32Q25C	L32Q25K	L32Q26	L32Q27C	L32Q27K	L32Q28	L32Q29	L32Q30
2												
3												
4												
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10												