

# Kenya - Micro-Enterprise Survey 2013

**World Bank**

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# Sampling

## Sampling Procedure

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The sample for Ethiopia was selected using stratified random sampling. Two levels of stratification were used: firm sector and geographic region.

For industry stratification, the universe was divided into four manufacturing industries (food, textiles and garments, chemicals and plastics, other manufacturing) and two service sectors (retail and other services).

Regional stratification was defined in five regions: Central, Nyanza, Mombasa, Nairobi, and Nakuru.

2012 Census of Business Establishments of the Kenya National Bureau of Statistics was used as a sample frame for the survey of micro firms.

The enumerated establishments with less than five employees (micro establishments) were used as sample frame for the Kenya micro survey with the aim of obtaining interviews at 360 establishments.

The quality of the frame was assessed at the onset of the project through visits to a random subset of firms and local contractor knowledge. The sample frame was not immune from the typical problems found in establishment surveys: positive rates of non-eligibility, repetition, non-existent units, etc. In addition, the sample frame contains no telephone/fax numbers so the local contractor had to screen the contacts by visiting them.

Given the impact that non-eligible units included in the sample universe may have on the results, adjustments may be needed when computing the appropriate weights for individual observations. The percentage of confirmed non-eligible units as a proportion of the total number of sampled establishments contacted for the survey was 5.2% (39 out of 756) for micro firms.

## Response Rate

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Survey non-response must be differentiated from item non-response. The former refers to refusals to participate in the survey altogether whereas the latter refers to the refusals to answer some specific questions. Enterprise Surveys suffer from both problems and different strategies were used to address these issues.

Item non-response was addressed by two strategies:

- a- For sensitive questions that may generate negative reactions from the respondent, such as corruption or tax evasion, enumerators were instructed to collect "Refusal to respond" (-8) as a different option from "Don't know" (-9).
- b- Establishments with incomplete information were re-contacted in order to complete this information, whenever necessary.

Survey non-response was addressed by maximizing efforts to contact establishments that were initially selected for interview. Attempts were made to contact the establishment for interview at different times, days of the week before a replacement establishment (with similar strata characteristics) was suggested for interview. Survey non-response did occur but substitutions were made in order to potentially achieve strata-specific goals.

## Weighting

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For some units it was impossible to determine eligibility because the contact was not successfully completed. Consequently, different assumptions as to their eligibility result in different universe cells' adjustments and in different sampling weights. Three sets of assumptions were considered:

- a- Strict assumption: eligible establishments are only those for which it was possible to directly determine eligibility.
- b- Median assumption: eligible establishments are those for which it was possible to directly determine eligibility and those that rejected the screener questionnaire or an answering machine or fax was the only response. Median weights are used for computing indicators on the [www.enterprisesurveys.org](http://www.enterprisesurveys.org) website.
- c- Weak assumption: in addition to the establishments included in points a and b, all establishments for which it was not possible to finalize a contact are assumed eligible. This includes establishments with dead or out of service phone lines,

establishments that never answered the phone, and establishments with incorrect addresses for which it was impossible to find a new address. Note that under the weak assumption only observed non-eligible units are excluded from universe projections.

# Questionnaires

## Overview

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The following survey instruments are available:

- Manufacturing Module Questionnaire
- Services Module Questionnaire

The survey is fielded via manufacturing or services questionnaires in order not to ask questions that are irrelevant to specific types of firms, e.g. a question that relates to production and nonproduction workers should not be asked of a retail firm. In addition to questions that are asked across countries, all surveys are customized and contain country-specific questions. An example of customization would be including tourism-related questions that are asked in certain countries when tourism is an existing or potential sector of economic growth.

There is a skip pattern in the Service Module Questionnaire for questions that apply only to retail firms.

## Data Collection

### Data Collection Dates

Start	End	Cycle
2013-04	2014-01	N/A

### Data Collection Mode

Face-to-face [f2f]

#### DATA COLLECTION NOTES

Private contractors conduct Micro-Enterprise Surveys on behalf of the World Bank. Due to sensitive survey questions addressing business-government relations and corruption-related topics, private contractors are preferred over any government agency or an organization/institution associated with government, and are hired by the World Bank to collect the data.

The surveys are usually implemented following a two-stage procedure. In the first stage, a screener questionnaire is applied over the phone to determine eligibility and to make appointments; in the second stage, a face-to-face interview takes place with the manager, owner or director of each establishment. However, the phone numbers were unavailable in the sample frame, and thus the enumerators applied the screeners in person.

Micro-Enterprise Surveys are conducted in local languages.

### Data Collectors

Name	Abbreviation	Affiliation
TNS RMS East Africa Limited		

#### SUPERVISION

Complete information regarding the sampling methodology, sample frame, weights, response rates, and implementation can be found in "Description of Kenya ES 2013 Implementation."

# Data Processing

## Data Editing

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Data entry and quality controls are implemented by the contractor and data is delivered to the World Bank in batches (typically 10%, 50% and 100%). These data deliveries are checked for logical consistency, out of range values, skip patterns, and duplicate entries. Problems are flagged by the World Bank and corrected by the implementing contractor through data checks, callbacks, and revisiting establishments.

# Data Appraisal

No content available

# File Description

# Variable List

## Kenya\_Micro-2013-full data

Content	
Cases	360
Variable(s)	306
Structure	Type: Keys: ()
Version	
Producer	
Missing Data	

## Variables

ID	Name	Label	Type	Format	Question
V1	idstd	WEB STD FIRMID	discrete	numeric	
V2	id	interview number	discrete	numeric	
V3	recnumber	Record number	discrete	numeric	
V4	rotation	Rotation	discrete	numeric	
V5	cards	Cards	discrete	numeric	
V6	a0	Questionnaire	discrete	numeric	
V7	a1	Country Code	discrete	numeric	
V8	a1a	Language Of The Interview	discrete	numeric	
V9	a2	Sampling Region	discrete	numeric	
V10	a3a	Region Of The Establishment	discrete	numeric	
V11	a3b	is this city the official capital city?	discrete	numeric	Is this city the official capital city?
V12	a3c	is this city the main business city?	discrete	numeric	Is this city the main business city?
V13	a3	Size Of Locality	discrete	numeric	
V14	a4a	Industry Sampling Sector	discrete	numeric	
V15	a4b	Industry Screener Sector	discrete	numeric	
V16	a5	Sector Match Between Screener Information And Sample Frame	discrete	numeric	Sector match between screener information and sample frame
V17	a6a	Sampling Size	discrete	numeric	
V18	a6b	Screener Size	discrete	numeric	
V19	a7	Establishment Is Part Of A Large Firm	discrete	numeric	
V20	a7a	Number Of Establishments In The Firm	discrete	numeric	
V21	a8	Type Of Establishment	discrete	numeric	
V22	a9	Establishment's Financial Statements Prepared Separately from HQ Statements	discrete	numeric	
V23	a10	Establishment's Financial Statements Separate from Other Establishments	discrete	numeric	
V24	a11	If HQ, Financial Statements Independent Of The Rest Of Establishment	discrete	numeric	
V25	a12	Interviewer Number	discrete	numeric	Interviewer code
V26	a13	Supervisor Number	discrete	numeric	Supervisor code

ID	Name	Label	Type	Format	Question
V27	a14d	Day	discrete	numeric	Date face-to-face interview begins: Day (dd)
V28	a14m	Month	discrete	numeric	Date face-to-face interview begins: Month (mm)
V29	a14y	Year	discrete	numeric	Date face-to-face interview begins: Year (yyyy)
V30	a14h	Hour	discrete	numeric	Time face-to-face interview begins: Hour (00 to 23)
V31	a14min	Minutes	discrete	numeric	Time face-to-face interview begins: Minutes (00 to 59)
V32	b1	Legal Status of the Firm	discrete	numeric	What is this firm's current legal status?
V33	b1x	Other (Specify)	discrete	character	What is this firm's current legal status? Other
V34	b3	What Percentage Of This Firm Does The Largest Owner(s) Own?	discrete	numeric	What percent of this firm does the largest owner or owners own?
V35	b2a	% owned by Private Domestic Individuals, Companies Or Organizations	discrete	numeric	What percent of this firm is owned by each of the following: Private domestic individuals, companies or organizations
V36	b2b	% owned by Private Foreign Individuals, Companies Or Organizations	discrete	numeric	What percent of this firm is owned by each of the following: Private foreign individuals, companies or organizations
V37	b2c	% owned by Government/State	discrete	numeric	What percent of this firm is owned by each of the following: Government/State
V38	b2d	% owned by Other	discrete	numeric	What percent of this firm is owned by each of the following: Other
V39	b4	Are any owners female	discrete	numeric	Amongst the owners of the firm, are there any females?
V40	b4a	percentage of the firm owned by women	discrete	numeric	What percentage of the firm is owned by females?
V41	b5	Year Establishment Began Operations	discrete	numeric	In what year did this establishment begin operations?
V42	b6	Number Of Full-Time Employees Of The Establishment When It Started Operations	discrete	numeric	How many full-time employees did this establishment employ when it started operations? Please include all employees and managers
V43	b6a	Was Establishment Formally Registered When It Began Operations?	discrete	numeric	Was this establishment formally registered when it began operations?
V44	b6b	In What Year Was This Establishment Formally Registered?	discrete	numeric	In what year was this establishment formally registered?
V45	b7	How Many Years Of Experience Working In This Sector Does The Top Manager Have?	discrete	numeric	How many years of experience working in this sector does the Top Manager have?
V46	b7a	Is The Top Manager Female?	discrete	numeric	Is the Top Manager female?
V47	b8	Does Establishment Have An Internationally-Recognized Quality Certification?	discrete	numeric	Does this establishment have an internationally-recognized quality certification?
V48	c3	Application To Obtain An electrical connection Submitted Over The Last 2 Years	discrete	numeric	Over the last two years, did this establishment submit an application to obtain an electrical connection?
V49	c4	How Many Days Did It Take For You To Receive An Electrical Connection Service?	discrete	numeric	In reference to that application for an electrical connection, approximately how many days did it take to obtain it from the day of the application to the day the service was received?
V50	c5	Informal Gift/Payment Expected Or Requested For An Electrical Connection?	discrete	numeric	In reference to that application for an electrical connection, was an informal gift or payment expected or requested?

ID	Name	Label	Type	Format	Question
V51	a20dstart	Day when the fiscal year begins	discrete	numeric	What is the period of the last complete fiscal year for this firm?
V52	a20mstart	Month when the fiscal year begins	discrete	numeric	What is the period of the last complete fiscal year for this firm?
V53	a20ystart	Year when the fiscal year begins	discrete	numeric	What is the period of the last complete fiscal year for this firm?
V54	a20dend	Day when the fiscal year ends	discrete	numeric	What is the period of the last complete fiscal year for this firm?
V55	a20mend	Month when the fiscal year ends	discrete	numeric	What is the period of the last complete fiscal year for this firm?
V56	a20yend	Year when the fiscal year ends	discrete	numeric	What is the period of the last complete fiscal year for this firm?
V57	c6	Over last FY, Did This Establishment Experience Power Outages?	discrete	numeric	Over fiscal year [insert last complete fiscal year], did this establishment experience power outages?
V58	c7	Number Of Power Outages Experienced In A Typical Month In Last Fiscal Year	discrete	numeric	In a typical month, over fiscal year [insert last complete fiscal year], how many power outages did this establishment experience?
V59	c8	How Long Did The Average Power Outage Last?	discrete	numeric	How long did these power outages last on average?
V60	c9a	In last FY, losses as % of annual sales due to power outages	discrete	numeric	Please estimate the losses that resulted from power outages either as a percentage of total annual sales or as total annual losses. Loss as percent of total annual sales due to power outages
V61	c9b	In last FY, value of losses due to power outages	discrete	numeric	Please estimate the losses that resulted from power outages either as a percentage of total annual sales or as total annual losses. Annual losses due to power outages
V62	c10	Generator Shared Or Owned Over The Course Of Last Fiscal Year?	discrete	numeric	Over the course of fiscal year [insert last complete fiscal year], did this establishment own or share a generator?
V63	c11	% Electricity From Generator Owned/Shared By The Establishment In Last Fiscal Yr	discrete	numeric	In fiscal year [insert last complete fiscal year], what percent of this establishment's electricity came from a generator or generators that the establishment owned or shared?
V64	c12	Application To Obtain A Water Connection Submitted Over The Last 2 Years	discrete	numeric	Over the last two years, did this establishment submit an application to obtain a water connection?
V65	c13	How Many Days Did It Take For You To Obtain A Water Connection?	discrete	numeric	In reference to that application for a water connection, approximately how many days did it take to obtain it from the day of the application to the day the service was received?
V66	c14	When You Applied For A Water Connection, Was An Informal Gift/payment Requested?	discrete	numeric	In reference to that application for a water connection, was an informal gift or payment expected or requested?
V67	c15	Did You Experience Insufficient Water Supply For Production In Last Fiscal Yr?	discrete	numeric	Over fiscal year [insert last complete fiscal year], did this establishment experience insufficient water supply for production?
V68	c16	Frequency Of Incidents Of Water Shortages In A Typical Month In Last Fiscal Yr	discrete	numeric	In a typical month, over fiscal year [insert last complete fiscal year], how many incidents of insufficient water supply did this establishment experience?
V69	c17	Average Length Of Water Shortages (Affecting Production) In Last Fiscal Year	discrete	numeric	How long did these incidents of insufficient water supply last on average?

ID	Name	Label	Type	Format	Question
V70	c22a	Do You Currently Communicate With Clients And Suppliers By E-Mail?	discrete	numeric	At the present time, does this establishment use e-mail to communicate with clients or suppliers?
V71	c22b	Establishment has its own website	discrete	numeric	At the present time, does this establishment have its own website?
V72	c28	Cell phones used in operations of the establishment	discrete	numeric	Does this establishment currently use cell phones for the operations of the establishment?
V73	c30a	How Much Of An Obstacle: Electricity To Operations Of This Establishment?	discrete	numeric	Using the response options on the card; To what degree is Electricity an obstacle to the current operations of this establishment?
V74	c30b	How Much Of An Obstacle: Telecommunications To Operations Of This Establishment?	discrete	numeric	Using the response options on the card; To what degree is Telecommunications an obstacle to the current operations of this establishment?
V75	d1a1x	Main Product/Service (By The Largest % Of Annual Sales) In Last Fiscal Year	discrete	character	In fiscal year [insert last complete fiscal year], what was this establishment's main product, that is, the product that represented the largest proportion of annual sales?
V76	d1a2	First Product/Service Isic Code	discrete	numeric	
V77	d1a3	First Product/Service, Percent Of Total Annual Sales	discrete	numeric	What percentage of total sales does the main product represent?
V78	KENd6	Did this firm already provide or sell this main activity or product 3 FY ago?	discrete	numeric	Three (3) complete fiscal years ago, did this establishment already provide or sell this main activity or product?
V79	d2	In Last Fiscal Year, What Were This Establishment'S Total Annual Sales?	discrete	numeric	In fiscal year [insert last complete fiscal year], what were this establishment's total annual sales?
V80	d2x	d2x - amount in letters	discrete	character	In fiscal year [insert last complete fiscal year], what were this establishment's total annual sales for all products and services?
V81	n3	What Were the Establishment Sales 3 years ago (FY 2009)	discrete	numeric	In fiscal year [insert three complete fiscal years ago], three fiscal years ago, what were total annual sales for this establishment?
V82	d3a	% of sales: National sales	discrete	numeric	In fiscal year [insert last complete fiscal year], what percent of this establishment's sales were: National sales
V83	d3b	% o sales: Indirect exports	discrete	numeric	In fiscal year [insert last complete fiscal year], what percent of this establishment's sales were: Indirect exports (sold domestically to third party that exports products)
V84	d3c	% of sales: Direct exports	discrete	numeric	In fiscal year [insert last complete fiscal year], what percent of this establishment's sales were: Direct exports
V85	d4	In last FY, avg. num. of days for exported goods to clear customs?	discrete	numeric	In fiscal year [insert last complete fiscal year], when this establishment exported goods directly, how many days did it take on average from the time this establishment's goods arrived at their main point of exit (e.g., port, airport) until the time these goods cleared customs?
V86	d6	In last FY, Export Losses Due To Theft As % Of value of products	discrete	numeric	In fiscal year [insert last complete fiscal year], what percentage of the value of the products exported directly was lost while in transit because of theft?
V87	d7	In last FY, Export Losses Due To Breakage Or Spoilage As % Of value of products	discrete	numeric	In fiscal year [insert last complete fiscal year], what percentage of the value of the products exported directly was lost while in transit because of breakage or spoilage?

ID	Name	Label	Type	Format	Question
V88	d8	In What Year Did This Establishment First Export Directly Or Indirectly?	discrete	numeric	In which year did this establishment first export directly or indirectly?
V89	d10	In last FY, % of value of products lost in transit due to theft	discrete	numeric	In fiscal year [insert last complete fiscal year], what percentage of the value of products this establishment shipped to supply domestic markets was lost while in transit because of theft?
V90	d11	In last FY, % of value of products lost in transit due to breakage or spoilage?	discrete	numeric	In fiscal year [insert last complete fiscal year], what percentage of value of products this establishment shipped to supply domestic markets was lost while in transit because of breakage or spoilage?
V91	d12a	% Of Material Inputs And Supplies Of Domestic Origin In Last Fiscal Year	discrete	numeric	In fiscal year [insert last complete fiscal year], as a proportion of all of the material inputs or supplies purchased that year, what percent of this establishment's material inputs or supplies were: Material inputs or supplies of domestic origin
V92	d12b	% Of Material Inputs And Supplies Of Foreign Origin In Last Fiscal Year	discrete	numeric	In fiscal year [insert last complete fiscal year], as a proportion of all of the material inputs or supplies purchased that year, what percent of this establishment's material inputs or supplies were: Material inputs or supplies of foreign origin
V93	d13	Were Any Of These Material Inputs And Supplies Imported Directly?	discrete	numeric	Were any of the material inputs or supplies purchased in fiscal year [insert last complete fiscal year], imported directly?
V94	d14	Avg. num. of Days For Imported Goods To Clear Customs In Last Fiscal Year	discrete	numeric	In fiscal year [insert last complete fiscal year], when this establishment imported material inputs or supplies (from outside the EU for European Union members), how many days did it take on average from the time goods arrived to their point of entry (e.g. port, airport) until the time these goods could be claimed from customs?
V95	d16	Avg. days of inventory of most important input kept by establishment	discrete	numeric	At the present time, when this establishment receives delivery of its most important input, on average, how many days of inventory, measured in days of production, does this establishment keep?
V96	d17	Avg. days of inventory of main sales item kept by establishment	discrete	numeric	At the present time, when this establishment receives its main sales item, on average, how many days of inventory measured in days of sales, does this establishment keep?
V97	d30a	How Much Of An Obstacle: Transport?	discrete	numeric	Is transport No Obstacle, a Minor Obstacle, a Moderate Obstacle, a Major Obstacle, or a Very Severe Obstacle to the current operations of this establishment?
V98	d30b	How Much Of An Obstacle: Customs And Trade Regulations?	discrete	numeric	Are customs and trade regulations No Obstacle, a Minor Obstacle, a Moderate obstacle, a Major Obstacle, or a Very Severe Obstacle to the current operations of this establishment?
V99	e1	In last FY, main market for establishment's main product	discrete	numeric	In fiscal year [insert last complete fiscal year], which of the following was the main market in which this establishment sold its main product?
V100	e2b	In main market, number of competitors faced by establishment's main product	discrete	numeric	In fiscal year [insert last complete fiscal year], for the main market in which this establishment sold its main product or service, how many competitors did this establishment's main product or service face?

ID	Name	Label	Type	Format	Question
V101	KENe1	Domestic demand for the main product increased, decreased or remained the same?	discrete	numeric	In the last complete fiscal year, did the domestic demand for this establishment's main product increase, decrease or remain the same compared to two fiscal years ago?
V102	KENe2a	Did the firm experience reduction in the quantity of products/services sold?	discrete	numeric	Did the establishment experience the following due to the decrease in domestic demand? Reduction in the quantity of products and services sold
V103	KENe2b	Did the firm experience reduction in the quantity of products and services sold?	discrete	numeric	Did the establishment experience the following due to the decrease in domestic demand? Reduction in the prices at which products and services are sold
V104	KENe3a	How did the firm react to the reduction in prices? {Reduced profit}	discrete	numeric	How did the establishment react to the reduction in prices? Reduced profit
V105	KENe3b	How did the firm react to the reduction in prices? {Reduced employment costs}	discrete	numeric	How did the establishment react to the reduction in prices? Reduced employment costs
V106	KENe4	Foreign demand increased, decreased or remained the same?	discrete	numeric	In the last complete fiscal year, did this establishment's foreign demand increase, decrease or remain the same compared to two fiscal years ago?
V107	KENe5a	Did the firm experience reduction in the quantity of products and services sold?	discrete	numeric	Did the establishment experience the following due to the decrease in foreign demand? Reduction in the quantity of products and services sold
V108	KENe5b	Did the firm reduction in the prices at which products and services are sold?	discrete	numeric	Did the establishment experience the following due to the decrease in foreign demand? Reduction in the prices at which products and services are sold
V109	KENe6a	How did the establishment react to the reduction in prices? {Reduced profit}	discrete	numeric	How did the establishment react to the reduction in prices? Reduced profit
V110	KENe6b	How did the firm react to the reduction in prices? {Reduced employment costs}	discrete	numeric	How did the establishment react to the reduction in prices? Reduced employment costs
V111	KENe7	Did any of this establishment's competitors' reduce prices?	discrete	numeric	Did any of this establishment's competitors' reduce prices in the last complete fiscal year compared to two fiscal years ago?
V112	KENe8a	Did the firm experience reduction in the quantity of products and services sold?	discrete	numeric	Did the establishment experience the following due to competitors' reducing prices? Reduction in the quantity of products and services sold
V113	KENe8b	Did the firm experience reduction in the prices of the products and services?	discrete	numeric	Did the establishment experience the following due to competitors' reducing prices? Reduction in the prices at which products and services are sold
V114	KENe9a	How did the firm react to the reduction in prices? {Reduced profit}	discrete	numeric	How did the establishment react to the reduction in prices? Reduced profit
V115	KENe9b	How did the firm react to the reduction in prices? {Reduced employment costs}	discrete	numeric	How did the establishment react to the reduction in prices? Reduced employment costs
V116	KENe10	Does this firm at present use technology licensed from a foreign-owned company?	discrete	numeric	In the last complete fiscal year, did this establishment's total input costs increase, decrease or remain the same compared to two fiscal years ago?
V117	e6	Do You Use Technology Licensed From A Foreign-Owned Company?	discrete	numeric	Does this establishment at present use technology licensed from a foreign-owned company, excluding office software?
V118	e11	Does This Establishment Compete Against Unregistered Or Informal Firms?	discrete	numeric	Does this establishment compete against unregistered or informal firms?

ID	Name	Label	Type	Format	Question
V119	e30	How Much Of An Obstacle: Practices of competitors in informal sector?	discrete	numeric	Using the response options on the card; To what degree are Practices of Competitors in the Informal Sector an obstacle to the current operations of this establishment?
V120	h1	New or signif. improved product introduced in last three years?	discrete	numeric	During the last three years, has this establishment introduced new or significantly improved products or services? Please exclude the simple resale of new goods purchased from others and changes of a solely aesthetic nature.
V121	h2	New or signif. improved product also new to the establishment's main market?	discrete	numeric	Were any of the new or significantly improved products or services of this establishment new to one of this establishment's markets?
V122	h3	New or sig. impvd method of manf product or offering services in last 3 years?	discrete	numeric	During the last three years, has this establishment introduced any new or significantly improved methods for the production or supply of products or services?
V123	h4a	New or significantly improved logistics, delivery, or distribution methods?	discrete	numeric	During the last three years, has this establishment introduced any new or significantly improved logistics, delivery, or distribution methods for inputs, products, or services?
V124	h4b	New or significantly improved organizational structures/management practices?	discrete	numeric	During the last three years, has this establishment introduced any new or significantly improved supporting activities for your processes, such as maintenance systems or operations for purchasing, accounting, or computing?
V125	h5	New or sig. impvd organizational structure introduced in last 3 years?	discrete	numeric	During the last three years, has this establishment introduced new or significantly improved marketing methods?
V126	h6	New or signif. improved marketing method introduced in last three years?	discrete	numeric	During the last three years, did this establishment spend on research and development activities, either in-house or contracted with other companies (outsourced)?
V127	h7	During the last three years, did establ. spend on formal R&D activities?	discrete	numeric	During the last three years, did this establishment spend on formal research and development activities, either in-house or contracted with other companies?
V128	h8	During the last 3 years, did establ. give employees time to develop new idea?	discrete	numeric	During the last three years, did this establishment give employees some time to develop or try out a new approach or new idea about products or services, business process, firm management, or marketing?
V129	f1	In last FY, What Was The Capacity Utilization (%) Of This Establishment?	discrete	numeric	In fiscal year [insert last complete fiscal year], what was this establishment's output produced as a proportion of the maximum output possible if using all facilities available (capacity utilization)?
V130	f2	Number Of Hours Per Week Operated By The Establishment In Last Fiscal Year	discrete	numeric	In fiscal year [insert last complete fiscal year], how many hours per week did this establishment normally operate?
V131	g1a	Percentage Of The Land Occupied: Owned By This Establishment	discrete	numeric	Of the land occupied by this establishment, what percent is: Owned by this establishment
V132	g1b	Percentage Of The Land Occupied: Rented Or Leased By This Establishment	discrete	numeric	Of the land occupied by this establishment, what percent is: Rented or leased by this establishment
V133	g1c	Percentage Of The Land Occupied: Other	discrete	numeric	Of the land occupied by this establishment, what percent is: Other

ID	Name	Label	Type	Format	Question
V134	g2	Applic. To Obtain A Construction-Related Permit Submitted Over The Last 2 Years	discrete	numeric	More specifically, over the last two years, did this establishment submit an application to obtain a construction-related permit?
V135	g3	How Many Days Did It Take For You To Obtain A Construction-Related Permit?	discrete	numeric	In reference to that application for a construction-related permit, approximately how many days did it take to obtain it from the day of the application to the day the permit was granted?
V136	g4	Informal Gift/Payment Expected Or Requested For A Construction-Related Permit	discrete	numeric	In reference to that application for a construction-related permit, was an informal gift or payment expected or requested?
V137	g5a	What Is The Total Selling Area In This Establishment?	discrete	numeric	What is the total selling area of this establishment?
V138	g5b	The Area Is Measured In:	discrete	numeric	What is the total selling area of this establishment? SPECIFY UNITS
V139	g5bx	Specify Other Units (If Not Included Above) The Area Is Measured In	discrete	character	What is the total selling area of this establishment? SPECIFY UNITS
V140	g6a	Percentage Of The Building Occupied: Owned By This Establishment	contin	numeric	Of the buildings occupied by this establishment, what percent is owned and what percent is rented or leased? Owned by this establishment
V141	g6b	Percentage Of The Building Occupied: Leased or Rented By This Establishment	contin	numeric	Of the buildings occupied by this establishment, what percent is owned and what percent is rented or leased? Rented or leased by this establishment
V142	g6c	Percentage Of The Building Occupied: Other	contin	numeric	Of the buildings occupied by this establishment, what percent is owned and what percent is rented or leased? Other
V143	g30a	How Much Of An Obstacle: Access To Land?	discrete	numeric	Is access to land No Obstacle, a Minor Obstacle, a Moderate Obstacle, a Major Obstacle, or a Very Severe Obstacle to the current operations of this establishment?
V144	i1	In last FY, Did This Establishment Pay For Security?	discrete	numeric	In fiscal year [insert last complete fiscal year], did this establishment pay for security, for example equipment, personnel, or professional security services?
V145	i2a	Percentage Of Total Annual Sales Paid For Security In Last Fiscal Year	discrete	numeric	In fiscal year [insert last complete fiscal year], what percent of this establishment's total annual sales was paid for security, or what was the total annual cost of security? Percent of total annual sales for security
V146	i2b	In Last Fiscal Year, What Is The Total Annual Cost Of Security?	discrete	numeric	In fiscal year [insert last complete fiscal year], what percent of this establishment's total annual sales was paid for security, or what was the total annual cost of security? Total annual cost of security
V147	i3	Losses Due To Theft, Robbery, Vandalism Or Arson Experienced In Last Fiscal Year	discrete	numeric	In fiscal year [insert last complete fiscal year], did this establishment experience losses as a result of theft, robbery, vandalism or arson?
V148	i4a	Losses Due To Theft, Robbery, Vandalism Or Arson In Last Fiscal Yr (% Of Sales)	discrete	numeric	In fiscal year [insert last complete fiscal year], what were the estimated losses as a result of theft, robbery, vandalism or arson that occurred on this establishment's premises either as a percentage of total annual sales or as total annual losses? Losses as percent of total annual sales

ID	Name	Label	Type	Format	Question
V149	i4b	Value Of Losses Due To Theft, Robbery, Vandalism Or Arson In Last Fiscal Yr	discrete	numeric	In fiscal year [insert last complete fiscal year], what were the estimated losses as a result of theft, robbery, vandalism or arson that occurred on this establishment's premises either as a percentage of total annual sales or as total annual losses? Total annual value of losses
V150	i30	How Much Of An Obstacle: Crime, Theft And Disorder?	discrete	numeric	Using the response options on the card; To what degree is Crime, Theft and Disorder an obstacle to the current operations of this establishment?
V151	k1c	In last FY, % Of Material Inputs Or Services Paid For After Delivery	discrete	numeric	In fiscal year [insert last complete fiscal year], what percentage of material inputs or services were purchased on credit - paid after delivery?
V152	k2c	In last FY, % Of Total Annual Sales Paid For After Delivery	discrete	numeric	In fiscal year [insert last complete fiscal year], what percent of this establishment's total annual sales of its goods or services were: Paid for after delivery?
V153	k3a	% Of Working Capital Financed From Internal Funds/Retained Earnings	discrete	numeric	Over fiscal year [insert last complete fiscal year], please estimate the proportion of this establishment's working capital that was financed from each of the following sources?
V154	k3bc	% Of Working Capital Borrowed From Banks	discrete	numeric	Over fiscal year [insert last complete fiscal year], please estimate the proportion of this establishment's working capital that was financed from each of the following sources? Borrowed from banks (private and state-owned)
V155	k3e	% Of Working Capital Borrowed From Non-Bank Financial Institutions	discrete	numeric	Over fiscal year [insert last complete fiscal year], please estimate the proportion of this establishment's working capital that was financed from each of the following sources? Borrowed from non-bank financial institutions which include microfinance institutions, credit cooperatives, credit unions, or finance companies.
V156	k3f	% Of Working Capital Purchased On Credit/Advances From Suppliers /Customers	discrete	numeric	Over fiscal year [insert last complete fiscal year], please estimate the proportion of this establishment's working capital that was financed from each of the following sources? Purchases on credit from suppliers and advances from customers
V157	k3hd	% Of Working Capital Financed By Other (Money Lenders, Friends, Relatives, Etc)	discrete	numeric	Over fiscal year [insert last complete fiscal year], please estimate the proportion of this establishment's working capital that was financed from each of the following sources? Other (moneylenders, friends, relatives, etc.)
V158	k4	Did This Establishment Purchase Any Fixed Assets In Last Fiscal Yr?	discrete	numeric	In fiscal year [insert last complete fiscal year], did this establishment purchase any fixed assets, such as machinery, vehicles, equipment, land or buildings?
V159	n5a	Total Annual Expenditure For Purchases Of Equipment In Last Fiscal Yr	discrete	numeric	In fiscal year [insert last complete fiscal year], how much did this establishment spend on purchases of: Machinery, vehicles, and equipment (new or used)
V160	n5b	Total Annual Expenditure For Purchases Of Land And Buildings In Last Fiscal Yr	discrete	numeric	In fiscal year [insert last complete fiscal year], how much did this establishment spend on purchases of: Land and buildings
V161	k5a	Last FY, % Fixed Assets Funded By: Internal Funds/Retained Earnings	discrete	numeric	Over fiscal year [insert last complete fiscal year], please estimate the proportion of this establishment's total purchase of fixed assets that was financed from each of the following sources? Internal funds or retained earnings

ID	Name	Label	Type	Format	Question
V162	k5i	Last FY, % Fixed Assets Funded By: Owners' Contributions Or Issued New Equity	discrete	numeric	Over fiscal year [insert last complete fiscal year], please estimate the proportion of this establishment's total purchase of fixed assets that was financed from each of the following sources? Owners' contribution or issued new equity shares
V163	k5bc	Last FY, % Fixed Assets Funded By: Bank Borrowing	discrete	numeric	Over fiscal year [insert last complete fiscal year], please estimate the proportion of this establishment's total purchase of fixed assets that was financed from each of the following sources: Borrowed from banks: private and state-owned
V164	k5e	Last FY, % Fixed Assets Funded By: Non-Bank Financial Institutions	discrete	numeric	Over fiscal year [insert last complete fiscal year], please estimate the proportion of this establishment's total purchase of fixed assets that was financed from each of the following sources: Borrowed from non-bank financial institutions which include microfinance institutions, credit cooperatives, credit unions, or finance companies
V165	k5f	Last FY, % Fixed Assets Funded By: Credit From Suppliers/Advances From Customers	discrete	numeric	Over fiscal year [insert last complete fiscal year], please estimate the proportion of this establishment's total purchase of fixed assets that was financed from each of the following sources: Purchases on credit from suppliers and advances from customers
V166	k5hdj	Last FY, % Fixed Assets Funded By: Other (Money Lenders\Friends\Relatives\Etc)	discrete	numeric	Over fiscal year [insert last complete fiscal year], please estimate the proportion of this establishment's total purchase of fixed assets that was financed from each of the following sources: Other (moneylenders, friends, relatives, bonds, etc.)
V167	KENk9	use letter of credit	discrete	numeric	Did this establishment use letter of credit between the last complete fiscal year and three complete fiscal years ago?
V168	KENk9a	access to letter of credit become more difficult	discrete	numeric	Did access to letter of credit become more difficult between the last complete fiscal year and three complete fiscal years ago?
V169	KENk10	use trade insurance	discrete	numeric	Did this establishment use trade insurance between the last complete fiscal year and three complete fiscal years ago?
V170	KENk10a	access to trade insurance become more difficult	discrete	numeric	Did access to trade insurance become more difficult between the last complete fiscal year and three complete fiscal years ago?
V171	KENk11	use factoring	discrete	numeric	Did this establishment use factoring between the last complete fiscal year and three complete fiscal years ago?
V172	KENk11a	access to factoring becoming more difficult	discrete	numeric	Did access to factoring become more difficult between the last complete fiscal year and three complete fiscal years ago?
V173	k6	Does This Establishment Have A Checking And\Or Saving Account?	discrete	numeric	Now let's talk about the establishment's current situation. At this time, does this establishment have a checking or savings account?
V174	k7	At This Time, Does This Establishment Have An Overdraft Facility?	discrete	numeric	At this time, does this establishment have an overdraft facility?
V175	A2f1	Average annual interest rate of the most recently approved overdraft facility	discrete	numeric	Referring to the most recent overdraft facility approved for this establishment, what was the average nominal annual interest rate?
V176	A2f2	Overdraft limit of the most recently approved overdraft facility	discrete	numeric	Referring to the most recent overdraft facility approved for this establishment, what was the overdraft limit?

ID	Name	Label	Type	Format	Question
V177	k8	Establishment has A Line Of Credit Or Loan From A Financial Institution?	discrete	numeric	At this time, does this establishment have a line of credit or a loan from a financial institution?
V178	A2f3	Was it a line of credit or a loan?	discrete	numeric	Referring to the most recent line of credit or loan, was it a line of credit or a loan?
V179	k9	Type Of Financial Institution That Granted The Line Of Credit Or Loan	discrete	numeric	Referring to the most recent line of credit or loan, what type of financial institution granted this loan?
V180	A2f4	The name of the financial inst that granted the most recent line of credit/loan?	discrete	numeric	What was the name of the financial institution that granted the most recent line of credit or loan in the last complete fiscal year?
V181	A2f4x	Other specify	discrete	character	What was the name of the financial institution that granted the most recent line of credit or loan in the last complete fiscal year? Other
V182	A2f5	What was the main reason why this firm chose this financial institution?	discrete	numeric	When applying for the most recent line of credit or loan what was the main reason why did this establishment chose this financial instiution?
V183	k10	Year When The Most Recent Loan/Line Of Credit Approved	discrete	numeric	Referring only to this most recent line of credit or loan, in what year was the most recent line of credit or loan approved?
V184	A2f6	Average annual interest rate	discrete	numeric	What was the average nominal annual interest rate on this most recent line of credit or loan?
V185	A2f7	Total duration	discrete	numeric	What was the maturity (total duration) in months of this most recent line of credit or loan at the time of disbursement?
V186	k11	For The Most Recent Loan, What Was The Value At The Time Of Approval?	discrete	numeric	Referring only to this most recent loan or line of credit, what was its value at the time of approval?
V187	k13	Financing Required For The Most Recent Line Of Credit Or Loan	discrete	numeric	Referring only to this most recent loan or line of credit, did the financing require collateral?
V188	k14a	Type Of Collateral Required For The Most Recent Loan? Land, Buildings	discrete	numeric	Referring only to this most recent loan or line of credit, what type of collateral was required? Land, buildings under ownership of the establishment
V189	k14b	Type Of Collateral Required For The Most Recent Loan? Equipment	discrete	numeric	Referring only to this most recent loan or line of credit, what type of collateral was required? Machinery and equipment including movables
V190	k14c	Type Of Collateral Required For The Most Recent Loan? Accounts	discrete	numeric	Referring only to this most recent loan or line of credit, what type of collateral was required? Accounts receivable and inventories
V191	k14d	Type Of Collateral Required For The Most Recent Loan? Personal Assets	discrete	numeric	Referring only to this most recent loan or line of credit, what type of collateral was required? Personal assets of owner (house, etc.)
V192	k14e	Type Of Collateral Required For The Most Recent Loan? Other	discrete	numeric	Referring only to this most recent loan or line of credit, what type of collateral was required? Other forms of collateral not included in the categories above
V193	k15a	Value Of Collateral Required For The Most Recent Credit/Loan	discrete	numeric	Referring only to this most recent line of credit or loan, what was the approximate value of the collateral required?
V194	k15b	What is the total nr of outstanding loans or lines of credit held by this firm?	discrete	numeric	What is the total number of outstanding loans or lines of credit held by this establishment?
V195	k15c	What is the total value of outstanding loans/lines of credit held by this firm?	discrete	numeric	What is the total value of outstanding loans or lines of credit held by this establishment?
V196	k15d	Do you have any outstanding personal loans?	discrete	numeric	At this time, does the owner of this establishment have any outstanding personal loans that are used to finance this establishment's business activities?

ID	Name	Label	Type	Format	Question
V197	k16	In Last Fiscal Yr, Did Establishment Apply For New Loans/Lines Of Credit?	discrete	numeric	Referring again to the last fiscal year [insert last complete fiscal year], did this establishment apply for any loans or lines of credit?
V198	k17	Main Reason For Not Applying For New Loans Or New Lines Of Credit	discrete	numeric	What was the main reason why this establishment did not apply for any line of credit or loan?
V199	k20a	What was the outcome of the application for line of credit or loan?	discrete	numeric	Referring only to this most recent application for a line of credit or loan, what was the outcome of that application?
V200	KENk26	Applications submitted	discrete	numeric	How many applications for loans or lines of credit were submitted in the last complete fiscal year?
V201	KENk27	Applications rejected	discrete	numeric	Of these applications for loans or lines of credit submitted in the last complete fiscal year, how many of those applications were rejected?
V202	KENk28	What was the most common reason given by the lender for those rejections?	discrete	numeric	What was the most common reason given by the lender for those rejections applications for a loan or line of credit?
V203	k21	Financial Statements Checked & Certified By External Auditor In Last Fiscal Yr?	discrete	numeric	In fiscal year [insert last complete fiscal year], did this establishment have its annual financial statements checked and certified by an external auditor?
V204	KENk33	Level of debt increased, decreased or remained the same?	discrete	numeric	In the last complete fiscal year, did this establishment's level of debt increase, decrease or remain the same?
V205	KENk34a	Did not pay its debts in time?	discrete	numeric	In the last complete fiscal year, did this establishment do the following ...? Did not pay its debts in time?
V206	KENk34b	Restructured its outstanding liabilities?	discrete	numeric	In the last complete fiscal year, did this establishment do the following ...? Restructured its outstanding liabilities?
V207	KENk34c	Filed for insolvency of bankruptcy?	discrete	numeric	In the last complete fiscal year, did this establishment do the following ...? Filed for insolvency or bankruptcy?
V208	KENk34d	Applied for state aid?	discrete	numeric	In the last complete fiscal year, did this establishment do the following ...? Applied for state aid?
V209	k30	How Much Of An Obstacle: Access To Finance	discrete	numeric	Using the response options on the card; To what degree is Access to Finance an obstacle to the current operations of this establishment?
V210	MMS1	Does this establishment use mobile money for any of its financial transactions?	discrete	numeric	In its current operations, does this establishment use mobile money for any of its financial transactions?
V211	MMS2	Main reason this establishment started using mobile money	discrete	numeric	Please indicate the main reason this establishment started using mobile money for any of its financial transaction.
V212	MMS3	Did this establishment use mobile money to pay its employees?	discrete	numeric	In the last complete fiscal year, did this establishment use mobile money to pay its employees?
V213	MMS4	What percentage of total labor cost was paid using mobile money?	discrete	numeric	In the last complete fiscal year, what percentage of total labor cost (salaries and wages of its employees) was paid by this establishment using mobile money?
V214	MMS5	Did this establishment use mobile money to pay its suppliers?	discrete	numeric	In the last complete fiscal year, did this establishment use mobile money to pay its suppliers?

ID	Name	Label	Type	Format	Question
V215	MMs6	Percentage of the annual cost of raw materials/intermediate goods paid using MM?	discrete	numeric	In the last complete fiscal year, what percentage of the total annual cost of raw materials and intermediate goods (suppliers' bills) was paid by this establishment using mobile money?
V216	MMs7	Did this establishment use mobile money to pay the utility bills of the firm?	discrete	numeric	In the last complete fiscal year, did this establishment use mobile money to pay the utility bills of the enterprise?
V217	MMs8	What percentage of the total annual cost of utilities paid using mobile money?	discrete	numeric	In the last complete fiscal year, what percentage of the total annual cost of utilities (utilities companies' bills) was paid by this establishment using mobile money?
V218	MMs9	Did this establishment use mobile money to receive payments from customers?	discrete	numeric	In the last complete fiscal year, did this establishment use mobile money to receive payments from customers?
V219	MMs10	What percentage of annual sales did this firm receive from customers using MM?	discrete	numeric	In the last complete fiscal year, what percentage of annual sales did this establishment receive from customers using mobile money?
V220	MMs11a	Why not use MM for financial transactions? {Dont know enough about mobile money}	discrete	numeric	Why does this establishment not use mobile money for financial transactions? Don't know enough about mobile money
V221	MMs11b	Why not use MM for financial transactions? {Fees are too high}	discrete	numeric	Why does this establishment not use mobile money for financial transactions? Fees are too high
V222	MMs11c	Why not use MM for financial transactions? {This firm's payment are too large}	discrete	numeric	Why does this establishment not use mobile money for financial transactions? Most of this establishment's payment are too large to use mobile money
V223	MMs11d	Why not use MM for financial transactions? {Not easy to use}	discrete	numeric	Why does this establishment not use mobile money for financial transactions? Not easy to use
V224	MMs11e	Why not use MM for financial transactions? {Customers don't use mobile money}	discrete	numeric	Why does this establishment not use mobile money for financial transactions? Customers don't use mobile money
V225	MMs11f	Why not use MM for financial transactions? {Suppliers don't use mobile money}	discrete	numeric	Why does this establishment not use mobile money for financial transactions? Suppliers don't use mobile money
V226	h7a	The Court System Is Fair, Impartial And Uncorrupted	discrete	numeric	I am going to read some statements that describe the courts system and how it could affect business. For each statement, please tell me if you Strongly disagree, Tend to disagree, Tend to agree, or Strongly agree. "The court system is fair, impartial and uncorrupted."
V227	j2	What % Of Senior Management Time Was Spent In Dealing With Govt Regulations?	discrete	numeric	In a typical week over the last year, what percentage of total senior management's time was spent on dealing with requirements imposed by government regulations? [By senior management I mean managers, directors, and officers above direct supervisors of production/sales workers. Some examples of government regulations are taxes, customs, labor regulations, licensing and registration, including dealings with officials and completing forms]
V228	j3	Over The Last 12 Months, Was This Establishment Inspected By Tax Officials?	discrete	numeric	Over the last year, was this establishment visited or inspected by tax officials?
V229	j4	Frequency Of Inspections/Requirement For Meeting By Tax Officials	discrete	numeric	Over the last year, how many times was this establishment either inspected by tax officials or required to meet with them?

ID	Name	Label	Type	Format	Question
V230	j5	In Any Of These Inspections Was A Gift/Informal payment Requested ?	discrete	numeric	In any of these inspections or meetings was a gift or informal payment expected or requested?
V231	j6a	Government Contract Secured (Or Attempted) In The Last 12 Months?	discrete	numeric	Over the last year, has this establishment secured or attempted to secure a government contract?
V232	j6	% Of Contract Value Avg. Firm Pays In Informal Gifts To Govt To Secure Contract?	discrete	numeric	When establishments like this one do business with the government, what percent of the contract value would be typically paid in informal payments or gifts to secure the contract?
V233	j7a	Percent Of Total Annual Sales Paid In Informal Payments	discrete	numeric	It is said that establishments are sometimes required to make gifts or informal payments to public officials to "get things done" with regard to customs, taxes, licenses, regulations, services etc. On average, what percent of total annual sales, or estimated total annual value, do establishments like this one pay in informal payments or gifts to public officials for this purpose? Percent of total annual sales paid as informal payment
V234	j7b	Total Annual Informal Payment	discrete	numeric	It is said that establishments are sometimes required to make gifts or informal payments to public officials to "get things done" with regard to customs, taxes, licenses, regulations, services etc. On average, what percent of total annual sales, or estimated total annual value, do establishments like this one pay in informal payments or gifts to public officials for this purpose? Total annual informal payment
V235	j10	Application To Obtain An Import License Submitted Over The Last 2 Years?	discrete	numeric	Over the last two years, did this establishment submit an application to obtain an import license?
V236	j11	How Many Days Did It Take To Obtain Your Import License?	discrete	numeric	Approximately how many days did it take to obtain this import license from the day of the application to the day it was granted?
V237	j12	When You Applied For An Import License, Was An Informal Gift/payment Requested?	discrete	numeric	In reference to that application for an import license, was an informal gift or payment expected or requested?
V238	j13	Application To Obtain An Operating License Submitted Over Last 2 Years?	discrete	numeric	Over the last two years, did this establishment submit an application to obtain an operating license?
V239	j14	How Many Days Did It Take To Obtain Your Operating License?	discrete	numeric	Approximately how many days did it take to obtain this operating license from the day of the application to the day it was granted?
V240	j15	When You Applied For Operating License Was An Informal Gift/payment Requested?	discrete	numeric	In reference to that application for an operating license, was an informal gift or payment expected or requested?
V241	j30a	How Much Of An Obstacle: Tax Rates	discrete	numeric	As I list some factors that can affect the current operations of a business, please look at this card and tell me if you think that each factor is No Obstacle, a Minor Obstacle, a Moderate Obstacle, a Major Obstacle, or a Very Severe Obstacle to the current operations of this establishment. Tax rates
V242	j30b	How Much Of An Obstacle: Tax Administrations	discrete	numeric	As I list some factors that can affect the current operations of a business, please look at this card and tell me if you think that each factor is No Obstacle, a Minor Obstacle, a Moderate Obstacle, a Major Obstacle, or a Very Severe Obstacle to the current operations of this establishment. Tax administration

ID	Name	Label	Type	Format	Question
V243	j30c	How Much Of An Obstacle: Business Licensing And Permits	discrete	numeric	As I list some factors that can affect the current operations of a business, please look at this card and tell me if you think that each factor is No Obstacle, a Minor Obstacle, a Moderate Obstacle, a Major Obstacle, or a Very Severe Obstacle to the current operations of this establishment. Business licensing and permits
V244	j30e	How Much Of An Obstacle: Political Instability	discrete	numeric	Using the response options on the card; To what degree is political instability an obstacle to the current operations of this establishment?
V245	j30f	How Much Of An Obstacle: Corruption	discrete	numeric	Using the response options on the card; To what degree is corruption an obstacle to the current operations of this establishment?
V246	h30	How Much Of An Obstacle: Courts	discrete	numeric	Using the response options on the card; To what degree are courts an obstacle to the current operations of this establishment?
V247	l1	Num. Permanent, Full-Time Employees At End Of Last Fiscal Year	discrete	numeric	At the end of fiscal year [insert last complete fiscal year], how many permanent, full-time employees did this establishment employ? Please include all employees and managers
V248	l2	Num. Permanent, Full-Time Employees At End Of 3 Fiscal Years Ago	discrete	numeric	Three fiscal years ago, at the end of fiscal year [insert three complete fiscal years ago], how many permanent, full-time individuals worked in this establishment? Please include all employees and managers
V249	l3a	Num. Full-time Employees At End Of Last Fiscal Yr: production workers	discrete	numeric	At the end of fiscal year [insert last complete fiscal year], how many permanent, full-time employees were: Production employees
V250	l3b	Num. Full-time Employees At End Of Last Fiscal Yr: non-production workers	discrete	numeric	At the end of fiscal year [insert last complete fiscal year], how many permanent, full-time employees were: Non-production employees [e.g., managers, administration, sales]
V251	l4a	Num. Full-time Employees At End Of Last Fiscal Yr: Skilled Production Workers	discrete	numeric	At the end of fiscal year [insert last complete fiscal year], how many permanent, full-time employees were: Skilled production workers
V252	l4b	Num. Full-time Employees At End Of Last Fiscal Yr: Unskilled Production Workers	discrete	numeric	At the end of fiscal year [insert last complete fiscal year], how many permanent, full-time employees were: Unskilled production workers
V253	l5a	Num. Full-time Employees At End Of Last Fiscal Yr: female production workers	discrete	numeric	At the end of fiscal year [insert last complete fiscal year], how many permanent full-time employees of this establishment for the following categories were female? Female permanent full-time production employees
V254	l5b	Num. Full-time Employees At End Of Last Fiscal Yr: female non-production workers	discrete	numeric	At the end of fiscal year [insert last complete fiscal year], how many permanent full-time employees of this establishment for the following categories were female? Female permanent full-time non-production employees
V255	l5	Num. Full-time Employees At End Of Last Fiscal Yr: female	contin	numeric	At the end of fiscal year [insert last complete fiscal year], how many permanent full-time employees of this establishment for the following categories were female?
V256	l6	Num. Full-Time Temporary Employees At End Of Last Fiscal Yr	discrete	numeric	How many full-time temporary employees did this establishment employ in fiscal year [insert last complete fiscal year]?
V257	l6a	Full-time female seasonal or temporary workers employed last fiscal year	discrete	numeric	How many full-time temporary employees employed throughout fiscal year [insert last complete fiscal year], were females?

ID	Name	Label	Type	Format	Question
V258	l8	Avg. Length Of Employment Of All Full-time Temporary Employees In Last Fiscal Yr	discrete	numeric	What was the average length of employment of all full-time temporary employees in fiscal year [insert last complete fiscal year]?
V259	l9a	Average Years Of Education For Typical Production Worker	discrete	numeric	What is the average number of years of education of a typical permanent full-time production worker employed in this establishment?
V260	l9a2	Average number of years of education of typical Female production worker	discrete	numeric	What is the average number of years of education of a typical female permanent full-time production worker employed in this establishment?
V261	l9b	% Of Full Time Workers Completed High School	discrete	numeric	What is the percentage of full-time permanent workers who completed secondary school?
V262	l10	Formal Training Programs For Permanent, Full-time Employees In Last Fiscal Yr	discrete	numeric	Over fiscal year [insert last complete fiscal year], did this establishment have formal training programs for its permanent, full-time employees?
V263	l11a	% Permanent Full-time Production Employees Received Formal Training In Last FFY	discrete	numeric	Referring to the training programs run over fiscal year [insert last complete fiscal year], what percent of permanent, full-time employees of the following categories received formal training? Production full-time permanent employees trained
V264	l11b	% Permanent Fulltime NonProduction Employees Received Formal Training In Last FY	discrete	numeric	Referring to the training programs run over fiscal year [insert last complete fiscal year], what percent of permanent, full-time employees of the following categories received formal training? Non-production full-time permanent employees trained
V265	l30a	How Much Of An Obstacle: Labor Regulations?	discrete	numeric	Using the response options on the card; To what degree are Labor Regulations an obstacle to the current operations of this establishment?
V266	l30b	How Much Of An Obstacle: Inadequately Educated Workforce?	discrete	numeric	Using the response options on the card; To what degree is an Inadequately Educated Workforce an obstacle to the current operations of this establishment?
V267	m1a	Biggest Obstacle Affecting The Operation Of This Establishment	discrete	numeric	By looking at card [insert card number] can you tell me which of the elements of the business environment included in the list, if any, currently represents the biggest obstacle faced by this establishment?
V268	m1d	Rotation Order	discrete	numeric	By looking at card [insert card number] can you tell me which of the elements of the business environment included in the list, if any, currently represents the biggest obstacle faced by this establishment? Rotation (option 1, 2 or 3)
V269	n2a	Total Labor Cost (Incl. Wages, Salaries, Bonuses, Etc) In Last Fiscal Year	discrete	numeric	For fiscal year [insert last complete fiscal year], please provide the following information about this establishment: Total annual cost of labor (including wages, salaries, bonuses, social security payments)
V270	n2e	Cost Of Raw Materials And Intermediate Goods Used In Prod. In Last Fiscal Year	discrete	numeric	For fiscal year [insert last complete fiscal year], please provide the following information about this establishment: Total annual cost of raw materials and intermediate goods used in production
V271	n2f	Total Annual Costs Of Fuel In Last Fiscal Year	discrete	numeric	For fiscal year [insert last complete fiscal year], please provide the following information about this establishment: Total annual costs of fuel

ID	Name	Label	Type	Format	Question
V272	n2b	Total Annual Costs Of Electricity In Last Fiscal Year	discrete	numeric	For fiscal year [insert last complete fiscal year], please provide the following information about this establishment: Total annual costs of electricity
V273	n2ra	Machinery, vehicles and equipment	discrete	numeric	From the financial reports for fiscal year [insert last complete fiscal year], please provide the following information about this establishment: Total annual cost of labor including wages, salaries, bonuses, social security payments
V274	n2rb	Land and building	discrete	numeric	From the financial reports for fiscal year [insert last complete fiscal year], please provide the following information about this establishment:
V275	n2i	Total Annual Cost Of Finished Goods/Materials Bought To Resell In Last Fiscal Yr	discrete	numeric	For fiscal year [insert last complete fiscal year], please provide the following information about this establishment: Total annual cost of finished goods/materials bought to resell
V276	n2j	Other Cost Of Production	discrete	numeric	From the financial reports for fiscal year [insert last complete fiscal year], please provide the following information about this establishment:
V277	n6a	Net Book Value Of Machinery Vehicles, And Equipment In Last Fiscal Year	discrete	numeric	At the end of fiscal year [insert last complete fiscal year], what was the net book value, that is the value of assets after depreciation, of the following: Machinery, vehicles, and equipment
V278	n6b	Net Book Value Of Land And Buildings In Last Fiscal Year	discrete	numeric	At the end of fiscal year [insert last complete fiscal year], what was the net book value, that is the value of assets after depreciation, of the following: Land and buildings
V279	KENk29	Total liabilities	discrete	numeric	
V280	KENk30	Percentage in foreign currency	discrete	numeric	
V281	n7a	Cost For Establishment To Re-Purchase All Of Its Machinery	discrete	numeric	Hypothetically, if this establishment were to purchase the assets it uses now, in their current condition, how much would they cost? Machinery, vehicles, and equipment
V282	n7b	Cost For Establishment To Re-Purchase All Of Its Land And Buildings	discrete	numeric	Hypothetically, if this establishment were to purchase the assets it uses now, in their current condition, how much would they cost? Land and buildings
V283	a15a1x	main respondent's position in the firm	discrete	character	
V284	a15a2	main respondent's years with the firm	discrete	numeric	
V285	a15a3	main respondent's gender	discrete	numeric	
V286	a15b1x	second respondent's position in the firm	discrete	character	
V287	a15b2	second respondent's years with the firm	discrete	numeric	
V288	a15b3	second respondent's gender	discrete	numeric	
V289	a15c1x	Third respondent's position in the firm	discrete	character	
V290	a15c2	Third respondent's years with the firm	discrete	numeric	
V291	a15c3	Third respondent's gender	discrete	numeric	
V292	a15d	Day	discrete	numeric	Time face-to-face interview ends
V293	a15m	Month	discrete	numeric	Time face-to-face interview ends
V294	a15y	Year	discrete	numeric	Time face-to-face interview ends
V295	a15h	Hour	discrete	numeric	Time face-to-face interview ends
V296	a15min	Minutes	discrete	numeric	Time face-to-face interview ends

ID	Name	Label	Type	Format	Question
V297	a16	Perception Of The Questions Regarding Opinions And Perceptions	discrete	numeric	It is my perception that the responses to the questions regarding opinions and perceptions:
V298	a17	Responses To The Questions About Figures Are...	discrete	numeric	The responses to the questions regarding figures (productivity and employment numbers)
V299	a18	This Questionnaire Was Completed In:	discrete	numeric	This questionnaire was completed in:
V300	a19h	If Option 2 Or 3 In A.18, Estimate Duration Of The Whole Interview: Hours	discrete	numeric	
V301	a19m	If Option 2 Or 3 In A.18, Estimate Duration Of The Whole Interview: Minutes	contin	numeric	
V302	l6b		discrete	numeric	
V303	wstrict	Weight according to strict eligibility	contin	numeric	
V304	wmedian	Weight according to median eligibility	contin	numeric	
V305	wweak	Weight according to weak eligibility	contin	numeric	
V306	strata	group(a2 a4anew a6a)	discrete	numeric	



## WEB STD FIRMID (idstd)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 6	Minimum: 539040
Decimals: 0	Maximum: 539399
Range: 539040-539399	

#### Description

Global unique identifier

## interview number (id)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 5	Minimum: 2
Decimals: 0	Maximum: 90055
Range: 2-90055	

#### Description

Country unique identifier

## Record number (recnumber)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 4	Minimum: 1001
Decimals: 0	Maximum: 6124
Range: 1001-6124	

## Rotation (rotation)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 1	
Decimals: 0	
Range: 1-3	

## Cards (cards)

### File: Kenya\_Micro-2013-full data

#### Overview

## Cards (cards)

### File: Kenya\_Micro-2013-full data

Type: Discrete  
 Format: numeric  
 Width: 1  
 Decimals: 0  
 Range: 1-2

Valid cases: 360  
 Invalid: 0

## Questionnaire (a0)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete  
 Format: numeric  
 Width: 1  
 Decimals: 0  
 Range: 1-3

Valid cases: 360  
 Invalid: 0

#### Pre question

CONTROL INFORMATION [TO BE COMPLETED BEFORE INTERVIEW]

#### Interviewer instructions

Questionnaire used in the interview. It is defined according to the screener sector of activity of the establishment

## Country Code (a1)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete  
 Format: numeric  
 Width: 2  
 Decimals: 0  
 Range: 16-94

Valid cases: 360  
 Invalid: 0

#### Pre question

CONTROL INFORMATION [TO BE COMPLETED BEFORE INTERVIEW]

#### Interviewer instructions

Country: self-explanatory

## Language Of The Interview (a1a)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete  
 Format: numeric  
 Width: 1  
 Decimals: 0  
 Range: 1-2

Valid cases: 360  
 Invalid: 0

#### Pre question

CONTROL INFORMATION [TO BE COMPLETED BEFORE INTERVIEW]

## Sampling Region (a2)

### File: Kenya\_Micro-2013-full data

## Sampling Region (a2)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 1	
Decimals: 0	
Range: 1-5	

#### Pre question

CONTROL INFORMATION [TO BE COMPLETED BEFORE INTERVIEW]

#### Interviewer instructions

Sampling region defines the region stratum of the establishment  
It is defined by the regional classification of the establishment in the sample frame

## Region Of The Establishment (a3a)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 1	
Decimals: 0	
Range: 1-5	

#### Pre question

CONTROL INFORMATION [TO BE COMPLETED BEFORE INTERVIEW]

#### Interviewer instructions

Codification of a3x into regions of homogeneous regulation and or business environment conditions, for ex. into regional clusters

## is this city the official capital city? (a3b)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 1	
Decimals: 0	
Range: 1-2	

#### Pre question

CONTROL INFORMATION [TO BE COMPLETED BEFORE INTERVIEW]

#### Literal question

Is this city the official capital city?

## is this city the main business city? (a3c)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 1	
Decimals: 0	
Range: 1-2	

## is this city the main business city? (a3c)

File: Kenya\_Micro-2013-full data

### Pre question

CONTROL INFORMATION [TO BE COMPLETED BEFORE INTERVIEW]

### Literal question

Is this city the main business city?

## Size Of Locality (a3)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 1  
Decimals: 0  
Range: 2-5

Valid cases: 360  
Invalid: 0

### Pre question

CONTROL INFORMATION [TO BE COMPLETED BEFORE INTERVIEW]

### Interviewer instructions

Location control variable: it is defined by the actual location of the establishment

## Industry Sampling Sector (a4a)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: 15-72

Valid cases: 360  
Invalid: 0

### Pre question

CONTROL INFORMATION [TO BE COMPLETED BEFORE INTERVIEW]

### Interviewer instructions

Classification of the establishment's activity as defined in the sample frame

## Industry Screener Sector (a4b)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: 15-72

Valid cases: 360  
Invalid: 0

### Pre question

CONTROL INFORMATION [TO BE COMPLETED BEFORE INTERVIEW]

### Interviewer instructions

Classification of the establishment's activity as defined by the screener questionnaire

## Sector Match Between Screener Information And Sample Frame (a5)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 1	
Decimals: 0	
Range: 1-3	

### Pre question

CONTROL INFORMATION [TO BE COMPLETED BEFORE INTERVIEW]

### Literal question

Sector match between screener information and sample frame

### Interviewer instructions

Self-explanatory

## Sampling Size (a6a)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 1	
Decimals: 0	
Range: 0-3	

### Pre question

CONTROL INFORMATION [TO BE COMPLETED BEFORE INTERVIEW]

### Interviewer instructions

Size of the establishment taken from the sample frame

## Screener Size (a6b)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 1	
Decimals: 0	
Range: 0-3	

### Pre question

CONTROL INFORMATION [TO BE COMPLETED BEFORE INTERVIEW]

### Interviewer instructions

Size of the establishment as determined with the screener questionnaire

## Establishment Is Part Of A Large Firm (a7)

File: Kenya\_Micro-2013-full data

### Overview

## Establishment Is Part Of A Large Firm (a7)

File: Kenya\_Micro-2013-full data

Type: Discrete  
Format: numeric  
Width: 1  
Decimals: 0  
Range: 1-2

Valid cases: 360  
Invalid: 0

### Pre question

CONTROL INFORMATION [TO BE COMPLETED BEFORE INTERVIEW]

### Interviewer instructions

Identifies establishments that are part of a larger firm

## Number Of Establishments In The Firm (a7a)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: 1-21

Valid cases: 360  
Invalid: 0

### Pre question

CONTROL INFORMATION [TO BE COMPLETED BEFORE INTERVIEW]

## Type Of Establishment (a8)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -7-4

Valid cases: 360  
Invalid: 0

### Pre question

CONTROL INFORMATION [TO BE COMPLETED BEFORE INTERVIEW]

### Interviewer instructions

Identifies type of establishment for those that are part of larger firms

## Establishment's Financial Statements Prepared Separately from HQ Statements (a9)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -7-2

Valid cases: 360  
Invalid: 0

### Pre question

CONTROL INFORMATION [TO BE COMPLETED BEFORE INTERVIEW]

### Interviewer instructions

## Establishment's Financial Statements Prepared Separately from HQ Statements (a9)

File: Kenya\_Micro-2013-full data

Information taken from the screener questionnaire

## Establishment's Financial Statements Separate from Other Establishments (a10)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -7-2

Valid cases: 360  
Invalid: 0

### Pre question

CONTROL INFORMATION [TO BE COMPLETED BEFORE INTERVIEW]

### Interviewer instructions

Information taken from the screener questionnaire

## If HQ, Financial Statements Independent Of The Rest Of Establishment (a11)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -7-2

Valid cases: 360  
Invalid: 0

### Pre question

CONTROL INFORMATION [TO BE COMPLETED BEFORE INTERVIEW]

### Interviewer instructions

Information taken from the screener questionnaire

## Interviewer Number (a12)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 4  
Decimals: 0  
Range: 881-9026

Valid cases: 360  
Invalid: 0  
Minimum: 881  
Maximum: 9026

### Pre question

CONTROL INFORMATION [TO BE COMPLETED BEFORE INTERVIEW]

### Literal question

Interviewer code

### Interviewer instructions

## Interviewer Number (a12)

### File: Kenya\_Micro-2013-full data

Information taken from the screener questionnaire

## Supervisor Number (a13)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 4	Minimum: 130
Decimals: 0	Maximum: 8527
Range: 130-8527	

#### Pre question

CONTROL INFORMATION [TO BE COMPLETED BEFORE INTERVIEW]

#### Literal question

Supervisor code

#### Interviewer instructions

Information taken from the screener questionnaire

## Day (a14d)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 2	
Decimals: 0	
Range: 1-31	

#### Pre question

CONTROL INFORMATION [TO BE COMPLETED BEFORE INTERVIEW]

#### Literal question

Date face-to-face interview begins:  
Day (dd)

#### Interviewer instructions

Self-explanatory

## Month (a14m)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 2	
Decimals: 0	
Range: 1-11	

#### Pre question

CONTROL INFORMATION [TO BE COMPLETED BEFORE INTERVIEW]

#### Literal question

Date face-to-face interview begins:  
Month (mm)

## Month (a14m)

File: Kenya\_Micro-2013-full data

### Interviewer instructions

Self-explanatory

## Year (a14y)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 4	
Decimals: 0	
Range: 2013-2014	

### Pre question

CONTROL INFORMATION [TO BE COMPLETED BEFORE INTERVIEW]

### Literal question

Date face-to-face interview begins:  
Year (yyyy)

### Interviewer instructions

Self-explanatory

## Hour (a14h)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 2	
Decimals: 0	
Range: 7-22	

### Pre question

CONTROL INFORMATION [TO BE COMPLETED BEFORE INTERVIEW]

### Literal question

Time face-to-face interview begins:  
Hour (00 to 23)

### Interviewer instructions

Self-explanatory

## Minutes (a14min)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 2	
Decimals: 0	
Range: 0-59	

### Pre question

CONTROL INFORMATION [TO BE COMPLETED BEFORE INTERVIEW]

### Literal question

## Minutes (a14min)

### File: Kenya\_Micro-2013-full data

Time face-to-face interview begins:  
Minutes (00 to 59)

#### Interviewer instructions

Self-explanatory

## Legal Status of the Firm (b1)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-6

Valid cases: 360  
Invalid: 0

#### Pre question

- 1) READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING. The goal of this survey is to gather information and opinions about the investment climate in this country. Ultimately, the information gathered here will help to develop new policies and programs that enhance employment and economic growth. The information obtained here will be held in the strictest confidentiality. Neither your name nor the name of your business will be used in any document based on this survey.
- 2) READ OUT THE FOLLOWING INTRODUCTORY SENTENCE ONLY IF A7 = 1 (yes): The first few questions apply to the firm which your establishment is part of.
- 3) SHOW CARD

#### Literal question

What is this firm's current legal status?

#### Interviewer instructions

A firm's legal status is information well known for the target respondent: CEO, General Manager or owner of the firm. ENUMERATORS DO NOT NEED TO KNOW THE DEFINITION OF EACH TYPE OF LEGAL STATUS.

A firm's legal status is first determined by whether participation on ownership is by shares (first 2 options) or not (options 3 and 4). The fifth option is a combination of the previous ones.

If a firm's shares are publicly traded, it is a shareholding company with shares traded in the stock market. If the shares are not traded or they are traded only privately it is a shareholding company with shares traded privately. A shareholding company with shares traded privately is a firm that is owned by partners or shareholders for whom their claims over the firm are not publicly traded. They may or may not be traded privately. In both of these categories firms have limited liability.

A sole proprietorship is a business owned and operated by one individual natural person. A natural person is a real human being, as opposed to an artificial legal entity such as a corporation or organization that the law treats for some purposes as if it were a person distinct from its members or owner(s).

A firm's legal status defines the extent of the liability which defines the level of responsibility of the owner over the firm's obligations. Under limited liability each owner is only responsible for the proportion of his/her shares.

A partnership allows two or more people to share profits and liabilities, with or without privately held shares. In a partnership, the parties could be individuals, corporations, trusts, other partnerships, or a combination of all of the above. The essential characteristic of this partnership is the unlimited liability of every partner.

Limited partnership is a legal form that includes one or several general partners and one or more limited partners who invest capital into the partnership, but do not take part in the daily operation or management of the business. The limited partners limit their amount of liability to the amount of capital invested in the partnership. The general partners personally shoulder all debts and obligations of the partnership. Business operations are governed, unless otherwise specified in a written agreement, by majority vote of voting partners. Limited liability partnerships are separate legal entities that provide liability protection for all general partners as well as management rights in the business.

Cooperatives and state owned firms should be designated as Other. When other is chosen, the actual form of legal status must be specified in writing by the enumerator on the survey instrument.

## Other (Specify) (b1x)

File: Kenya\_Micro-2013-full data

**Overview**

Type: Discrete  
 Format: character  
 Width: 26

Valid cases: 5  
 Invalid: 0

**Literal question**

What is this firm's current legal status? Other

What Percentage Of This Firm Does The Largest Owner(s) Own?  
(b3)

File: Kenya\_Micro-2013-full data

**Overview**

Type: Discrete  
 Format: numeric  
 Width: 3  
 Decimals: 0  
 Range: -9-100

Valid cases: 360  
 Invalid: 0

**Literal question**

What percent of this firm does the largest owner or owners own?

% owned by Private Domestic Individuals, Companies Or  
Organizations (b2a)

File: Kenya\_Micro-2013-full data

**Overview**

Type: Discrete  
 Format: numeric  
 Width: 3  
 Decimals: 0  
 Range: -9-100

Valid cases: 360  
 Invalid: 0

**Pre question**

SHOW CARD

**Literal question**

What percent of this firm is owned by each of the following:  
 Private domestic individuals, companies or organizations

**Interviewer instructions**

1) Foreign ownership refers to the nationality of the owners. If the primary owner is a foreign national resident in the country, it is still a foreign owned firm. If the owner is another company or institution owned by individuals who are foreign nationals, then it is foreign owned.

Domestic owners are nationals of the country in which the establishment is located. (Follow the same rule for companies.)

A firm that is a subsidiary of a government-owned firm should be considered government-owned.

Firms that operate under a franchise agreement should be classified according to the nationality of those awarded the franchise.

2) INTERVIEWER: CHECK THAT TOTAL SUMS TO 100%

## % owned by Private Foreign Individuals, Companies Or Organizations (b2b)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 3	
Decimals: 0	
Range: -9-100	

### Pre question

SHOW CARD

### Literal question

What percent of this firm is owned by each of the following:  
Private foreign individuals, companies or organizations

### Interviewer instructions

1) Foreign ownership refers to the nationality of the owners. If the primary owner is a foreign national resident in the country, it is still a foreign owned firm. If the owner is another company or institution owned by individuals who are foreign nationals, then it is foreign owned.

Domestic owners are nationals of the country in which the establishment is located. (Follow the same rule for companies.)

A firm that is a subsidiary of a government-owned firm should be considered government-owned.

Firms that operate under a franchise agreement should be classified according to the nationality of those awarded the franchise.

2) INTERVIEWER: CHECK THAT TOTAL SUMS TO 100%

## % owned by Government/State (b2c)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 2	
Decimals: 0	
Range: -9-0	

### Pre question

SHOW CARD

### Literal question

What percent of this firm is owned by each of the following:  
Government/State

### Post question

IF 100% TERMINATE

### Interviewer instructions

1) Foreign ownership refers to the nationality of the owners. If the primary owner is a foreign national resident in the country, it is still a foreign owned firm. If the owner is another company or institution owned by individuals who are foreign nationals, then it is foreign owned.

Domestic owners are nationals of the country in which the establishment is located. (Follow the same rule for companies.)

A firm that is a subsidiary of a government-owned firm should be considered government-owned.

Firms that operate under a franchise agreement should be classified according to the nationality of those awarded the franchise.

2) INTERVIEWER: CHECK THAT TOTAL SUMS TO 100%

## % owned by Other (b2d)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete  
Format: numeric  
Width: 3  
Decimals: 0  
Range: -9-100

Valid cases: 360  
Invalid: 0

#### Pre question

SHOW CARD

#### Literal question

What percent of this firm is owned by each of the following:  
Other

#### Interviewer instructions

1) Foreign ownership refers to the nationality of the owners. If the primary owner is a foreign national resident in the country, it is still a foreign owned firm. If the owner is another company or institution owned by individuals who are foreign nationals, then it is foreign owned.

Domestic owners are nationals of the country in which the establishment is located. (Follow the same rule for companies.)

A firm that is a subsidiary of a government-owned firm should be considered government-owned.

Firms that operate under a franchise agreement should be classified according to the nationality of those awarded the franchise.

2) INTERVIEWER: CHECK THAT TOTAL SUMS TO 100%

## Are any owners female (b4)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 360  
Invalid: 0

#### Literal question

Amongst the owners of the firm, are there any females?

#### Interviewer instructions

Self-Explanatory

## percentage of the firm owned by women (b4a)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete  
Format: numeric  
Width: 3  
Decimals: 0  
Range: -9-100

Valid cases: 161  
Invalid: 199

#### Literal question

What percentage of the firm is owned by females?

## Year Establishment Began Operations (b5)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete  
 Format: numeric  
 Width: 4  
 Decimals: 0  
 Range: -9-2012

Valid cases: 360  
 Invalid: 0

#### Pre question

READ ONLY IF A7=1 (yes)  
 I want to proceed by asking you about this establishment only.

#### Literal question

In what year did this establishment begin operations?

#### Post question

INTERVIEWER: PROVIDE FOUR DIGITS FOR YEAR

#### Interviewer instructions

The objective of this question is to obtain the year in which operations started regardless of who was the owner at the time.

The year when the establishment began operation refers to the year in which the establishment actually started producing (or providing services), not to the year in which it was registered for the first time.

If the establishment was privatized, then the date provided should refer to when the original government-owned establishment began operations.

If the establishment changed its production significantly to change sector classification, then the year when that took place should be provided.

## Number Of Full-Time Employees Of The Establishment When It Started Operations (b6)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete  
 Format: numeric  
 Width: 3  
 Decimals: 0  
 Range: -9-500

Valid cases: 360  
 Invalid: 0

#### Literal question

How many full-time employees did this establishment employ when it started operations? Please include all employees and managers

#### Interviewer instructions

The number of permanent, full-time employees for the time that the enterprise began operations should be provided. All employees and managers (including respondent) should be included.

## Was Establishment Formally Registered When It Began Operations? (b6a)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete  
 Format: numeric  
 Width: 2  
 Decimals: 0  
 Range: -9-2

Valid cases: 360  
 Invalid: 0

## Was Establishment Formally Registered When It Began Operations? (b6a)

File: Kenya\_Micro-2013-full data

### Literal question

Was this establishment formally registered when it began operations?

### Interviewer instructions

Registering refer to registration with the national registry (public or private).

If and only if the respondent asks what formal registration means explain that it's when the establishment registered with:

XXXXXXX "Ministry or department"

## In What Year Was This Establishment Formally Registered? (b6b)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 4  
Decimals: 0  
Range: -9-2013

Valid cases: 360  
Invalid: 0

### Literal question

In what year was this establishment formally registered?

### Post question

INTERVIEWER: PROVIDE FOUR DIGITS FOR YEAR.

### Interviewer instructions

Year of registration refers to the year in which the establishment completed the registration as explained in B.6a.

## How Many Years Of Experience Working In This Sector Does The Top Manager Have? (b7)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-44

Valid cases: 360  
Invalid: 0

### Literal question

How many years of experience working in this sector does the Top Manager have?

### Interviewer instructions

Top Manager as defined in B.7a. B.7 refers to years of Top Manager's managerial experience in the type of sector in which the establishment presently operates.

## Is The Top Manager Female? (b7a)

File: Kenya\_Micro-2013-full data

### Overview

## Is The Top Manager Female? (b7a)

### File: Kenya\_Micro-2013-full data

Type: Discrete  
 Format: numeric  
 Width: 2  
 Decimals: 0  
 Range: -9-2

Valid cases: 360  
 Invalid: 0

#### Literal question

Is the Top Manager female?

## Does Establishment Have An Internationally-Recognized Quality Certification? (b8)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete  
 Format: numeric  
 Width: 2  
 Decimals: 0  
 Range: -9-2

Valid cases: 360  
 Invalid: 0

#### Literal question

Does this establishment have an internationally-recognized quality certification?

#### Post question

INTERVIEWER: If there is need for clarification, some examples are: ISO 9000, 9002 or 14000

#### Interviewer instructions

The question refers exclusively to internationally recognized certifications. Examples are: ISO (International Organization for Standardization) for manufacturing and services, HACCP (Hazard Analysis and Critical Control Point) for food (especially, but not exclusively, for seafood and juices), and AATCC (American Association of Textiles Chemists and Colorists) for textiles.

Certificates granted only nationally not recognized in international markets are not included.

## Application To Obtain An electrical connection Submitted Over The Last 2 Years (c3)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete  
 Format: numeric  
 Width: 2  
 Decimals: 0  
 Range: -9-2

Valid cases: 360  
 Invalid: 0

#### Pre question

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING. Now, we turn to the establishment's operations in fiscal year [insert last complete fiscal year].

#### Literal question

Over the last two years, did this establishment submit an application to obtain an electrical connection?

#### Interviewer instructions

Application for electrical connection.

Electrical connection refers to a new connection or to an increase in voltage of an existing connection that requires an application.

## How Many Days Did It Take For You To Receive An Electrical Connection Service? (c4)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 3  
Decimals: 0  
Range: -9-700

Valid cases: 21  
Invalid: 339

### Literal question

In reference to that application for an electrical connection, approximately how many days did it take to obtain it from the day of the application to the day the service was received?

### Interviewer instructions

Wait for electrical connection. Self-explanatory

## Informal Gift/Payment Expected Or Requested For An Electrical Connection? (c5)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 21  
Invalid: 339

### Literal question

In reference to that application for an electrical connection, was an informal gift or payment expected or requested?

### Interviewer instructions

- 1) Bribe for electrical connection. Self-explanatory
- 2) Sensitive question, no clarification can be offered

## Day when the fiscal year begins (a20dstart)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: 1-20

Valid cases: 360  
Invalid: 0

### Literal question

What is the period of the last complete fiscal year for this firm?

### Interviewer instructions

INTERVIEWER: IF THE RESPONDENT DOES NOT KNOW, FILL IN USING PERIOD JULY 1, 2011 to JUNE 30, 2012

## Month when the fiscal year begins (a20mstart)

File: Kenya\_Micro-2013-full data

### Overview

## Month when the fiscal year begins (a20mstart)

### File: Kenya\_Micro-2013-full data

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: 1-12

Valid cases: 360  
Invalid: 0

#### Literal question

What is the period of the last complete fiscal year for this firm?

#### Interviewer instructions

INTERVIEWER: IF THE RESPONDENT DOES NOT KNOW, FILL IN USING PERIOD JULY 1, 2011 to JUNE 30, 2012

## Year when the fiscal year begins (a20ystart)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete  
Format: numeric  
Width: 4  
Decimals: 0  
Range: 2011-2012

Valid cases: 360  
Invalid: 0

#### Literal question

What is the period of the last complete fiscal year for this firm?

#### Interviewer instructions

INTERVIEWER: IF THE RESPONDENT DOES NOT KNOW, FILL IN USING PERIOD JULY 1, 2011 to JUNE 30, 2012

## Day when the fiscal year ends (a20dend)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: 10-31

Valid cases: 360  
Invalid: 0

#### Literal question

What is the period of the last complete fiscal year for this firm?

#### Interviewer instructions

INTERVIEWER: IF THE RESPONDENT DOES NOT KNOW, FILL IN USING PERIOD JULY 1, 2011 to JUNE 30, 2012

## Month when the fiscal year ends (a20mend)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: 1-12

Valid cases: 360  
Invalid: 0

#### Literal question

What is the period of the last complete fiscal year for this firm?

#### Interviewer instructions

## Month when the fiscal year ends (a20mend)

File: Kenya\_Micro-2013-full data

INTERVIEWER: IF THE RESPONDENT DOES NOT KNOW, FILL IN USING PERIOD JULY 1, 2011 to JUNE 30, 2012

## Year when the fiscal year ends (a20yend)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 4	
Decimals: 0	
Range: 2011-2012	

### Literal question

What is the period of the last complete fiscal year for this firm?

### Interviewer instructions

INTERVIEWER: IF THE RESPONDENT DOES NOT KNOW, FILL IN USING PERIOD JULY 1, 2011 to JUNE 30, 2012

## Over last FY, Did This Establishment Experience Power Outages? (c6)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 2	
Decimals: 0	
Range: -9-2	

### Literal question

Over fiscal year [insert last complete fiscal year], did this establishment experience power outages?

### Interviewer instructions

A power outage occurs when there is equipment malfunction from the failure of adequate supply of power. Blackouts that cause some, but not all equipment to malfunction are also considered power outages.

## Number Of Power Outages Experienced In A Typical Month In Last Fiscal Year (c7)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 275
Format: numeric	Invalid: 85
Width: 2	
Decimals: 0	
Range: -9-40	

### Literal question

In a typical month, over fiscal year [insert last complete fiscal year], how many power outages did this establishment experience?

### Interviewer instructions

## Number Of Power Outages Experienced In A Typical Month In Last Fiscal Year (c7)

File: Kenya\_Micro-2013-full data

If power outages are seasonal the interviewer should ask the respondent to calculate the number of outages in a typical month, excluding both the months in which outages are most frequent and the months where outages are most infrequent. The concept of a typical month must be well understood since it is used several times throughout the questionnaire: it is the most common type of month in the year regarding the characteristic being asked. Thus, for answers such as "electrical outages once every 3 months" in a typical month there are 0 outages (since there will be outages only in 4 months of the year and in the rest 8 months there will be no outages). For the answer "once every other month" write 1 since there will be 6 months with outages and 6 months without them.

## How Long Did The Average Power Outage Last? (c8)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 3  
Decimals: 0  
Range: -9-215

Valid cases: 258  
Invalid: 102

### Literal question

How long did these power outages last on average?

### Interviewer instructions

This refers to the duration of the power outages in a typical month. The respondent should calculate average duration of power outages in the typical month.

## In last FY, losses as % of annual sales due to power outages (c9a)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 3  
Decimals: 0  
Range: -9-100

Valid cases: 228  
Invalid: 132

### Literal question

Please estimate the losses that resulted from power outages either as a percentage of total annual sales or as total annual losses.

Loss as percent of total annual sales due to power outages

### Post question

PROVIDE EITHER ONE OR THE OTHER, NOT BOTH c9a or c9b

### Interviewer instructions

Losses because of power outages: The Manager should estimate the amount of production lost because of power outages.

## In last FY, value of losses due to power outages (c9b)

File: Kenya\_Micro-2013-full data

### Overview

## In last FY, value of losses due to power outages (c9b)

### File: Kenya\_Micro-2013-full data

Type: Discrete  
Format: numeric  
Width: 7  
Decimals: 0  
Range: -9-3600000

Valid cases: 47  
Invalid: 313

#### Literal question

Please estimate the losses that resulted from power outages either as a percentage of total annual sales or as total annual losses.

Annual losses due to power outages

#### Post question

PROVIDE EITHER ONE OR THE OTHER, NOT BOTH c9a or c9b

#### Interviewer instructions

Losses because of power outages: The Manager should estimate the amount of production lost because of power outages.

## Generator Shared Or Owned Over The Course Of Last Fiscal Year? (c10)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 360  
Invalid: 0

#### Literal question

Over the course of fiscal year [insert last complete fiscal year], did this establishment own or share a generator?

#### Interviewer instructions

Establishment owns or shares a generator. Self-explanatory

## % Electricity From Generator Owned/Shared By The Establishment In Last Fiscal Yr (c11)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete  
Format: numeric  
Width: 3  
Decimals: 0  
Range: -9-100

Valid cases: 76  
Invalid: 284

#### Literal question

In fiscal year [insert last complete fiscal year], what percent of this establishment's electricity came from a generator or generators that the establishment owned or shared?

#### Interviewer instructions

Percentage of electricity from own or shared generator. Self-explanatory

## Application To Obtain A Water Connection Submitted Over The Last 2 Years (c12)

### File: Kenya\_Micro-2013-full data

## Application To Obtain A Water Connection Submitted Over The Last 2 Years (c12)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 2	
Decimals: 0	
Range: -9-2	

### Literal question

Over the last two years, did this establishment submit an application to obtain a water connection?

### Interviewer instructions

Application for water connection. Self-explanatory

## How Many Days Did It Take For You To Obtain A Water Connection? (c13)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 15
Format: numeric	Invalid: 345
Width: 2	
Decimals: 0	
Range: -9-90	

### Literal question

In reference to that application for a water connection, approximately how many days did it take to obtain it from the day of the application to the day the service was received?

### Interviewer instructions

Wait for water connection. Self-explanatory

## When You Applied For A Water Connection, Was An Informal Gift/payment Requested? (c14)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 15
Format: numeric	Invalid: 345
Width: 2	
Decimals: 0	
Range: -9-2	

### Literal question

In reference to that application for a water connection, was an informal gift or payment expected or requested?

### Interviewer instructions

- 1) Bribe for water connection. Self-explanatory
- 2) Sensitive question, no clarification can be offered.

## Did You Experience Insufficient Water Supply For Production In Last Fiscal Yr? (c15)

File: Kenya\_Micro-2013-full data

## Did You Experience Insufficient Water Supply For Production In Last Fiscal Yr? (c15)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 67  
Invalid: 293

### Literal question

Over fiscal year [insert last complete fiscal year], did this establishment experience insufficient water supply for production?

### Interviewer instructions

Insufficient water supply: whenever there is equipment failure or cessation of production operations due to the lack of or reduction in water supply.

## Frequency Of Incidents Of Water Shortages In A Typical Month In Last Fiscal Yr (c16)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-30

Valid cases: 18  
Invalid: 342

### Literal question

In a typical month, over fiscal year [insert last complete fiscal year], how many incidents of insufficient water supply did this establishment experience?

### Interviewer instructions

Incidents of insufficient water supply per month can be estimated by considering the number of times water insufficiencies took place per month. The respondent should be asked to exclude months when water insufficiencies are rare or months when water insufficiencies are extreme from the calculation. The calculation should be made based on a typical month. Zero is the answer only if no insufficiencies occurred in a typical month.

## Average Length Of Water Shortages (Affecting Production) In Last Fiscal Year (c17)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-96

Valid cases: 13  
Invalid: 347

### Literal question

How long did these incidents of insufficient water supply last on average?

### Interviewer instructions

Duration of a water shortage can be estimated by considering the average duration of water insufficiencies that took place in a typical month.

## Do You Currently Communicate With Clients And Suppliers By E-Mail? (c22a)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 2	
Decimals: 0	
Range: -9-2	

### Literal question

At the present time, does this establishment use e-mail to communicate with clients or suppliers?

### Interviewer instructions

E-mail and website use.  
 Web page should be considered as part of the website.  
 Website use includes cases when the establishment has its own website but does not actually do any direct communication with clients or suppliers via the website.

## Establishment has its own website (c22b)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 2	
Decimals: 0	
Range: -9-2	

### Literal question

At the present time, does this establishment have its own website?

### Interviewer instructions

E-mail and website use.  
 Web page should be considered as part of the website.  
 Website use includes cases when the establishment has its own website but does not actually do any direct communication with clients or suppliers via the website.

## Cell phones used in operations of the establishment (c28)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 2	
Decimals: 0	
Range: -9-2	

### Literal question

Does this establishment currently use cell phones for the operations of the establishment?

## How Much Of An Obstacle: Electricity To Operations Of This Establishment? (c30a)

File: Kenya\_Micro-2013-full data

### Overview

## How Much Of An Obstacle: Electricity To Operations Of This Establishment? (c30a)

File: Kenya\_Micro-2013-full data

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-4

Valid cases: 360  
Invalid: 0

### Pre question

SHOW CARD

### Literal question

Using the response options on the card; To what degree is Electricity an obstacle to the current operations of this establishment?

### Interviewer instructions

- 1) The manager should be given a card with the different alternatives for 'degree of obstacle' (from 0 to 4).
- 2) Sensitive question, no clarification can be offered.

## How Much Of An Obstacle: Telecommunications To Operations Of This Establishment? (c30b)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-4

Valid cases: 360  
Invalid: 0

### Pre question

SHOW CARD

### Literal question

Using the response options on the card; To what degree is Telecommunications an obstacle to the current operations of this establishment?

### Interviewer instructions

- 1) The manager should be given a card with the different alternatives for 'degree of obstacle' (from 0 to 4).
- 2) Sensitive question, no clarification can be offered.

## Main Product/Service (By The Largest % Of Annual Sales) In Last Fiscal Year (d1a1x)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: character  
Width: 134

Valid cases: 360

### Pre question

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:  
The next topic to be covered is how and where this establishment makes its sales.

### Literal question

In fiscal year [insert last complete fiscal year], what was this establishment's main product, that is, the product that represented the largest proportion of annual sales?

### Interviewer instructions

## Main Product/Service (By The Largest % Of Annual Sales) In Last Fiscal Year (d1a1x)

File: Kenya\_Micro-2013-full data

INTERVIEWER: PLEASE SPECIFY THE ACTIVITY AND MAIN PRODUCT IN AS MUCH DETAIL AS POSSIBLE, FOR EX., MANUFACTURING OF LEATHER SHOES.)

## First Product/Service Isic Code (d1a2)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 4  
Decimals: 0  
Range: 1511-7290

Valid cases: 360  
Invalid: 0

### Interviewer instructions

INTERVIEWER: THE FOLLOWING QUESTION IS NOT PART OF THE INTERVIEW. IT WILL BE FILLED OUT IN THE OFFICE

PLEASE CHOOSE THE 4 DIGIT ISIC REV. 3.1 CODE THAT BEST APPLIES TO THE ESTABLISHMENT'S MAIN ACTIVITY AND PRODUCT OR SERVICE

Categorize the products according to standard industry classification codes. The enumerator should show the respondent the list of codes that correspond to the products identified to ensure agreement with the categorization. The respondent should be directed to look at the card only after he has provided the answer to D.1a1.

It may be that all major products fall into one category or that the establishment has only one main product. If the respondent does not know the code, the enumerator should write the sector and look for the corresponding code in the list of codes before submitting the completed questionnaire.

For the codes use United Nations ISIC Rev.3.1.

## First Product/Service, Percent Of Total Annual Sales (d1a3)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 3  
Decimals: 0  
Range: -9-100

Valid cases: 360  
Invalid: 0

### Literal question

What percentage of total sales does the main product represent?

### Interviewer instructions

The main product is defined in terms of sales in monetary value not volume.

## Did this firm already provide or sell this main activity or product 3 FY ago? (KENd6)

File: Kenya\_Micro-2013-full data

### Overview

## Did this firm already provide or sell this main activity or product 3 FY ago? (KENd6)

File: Kenya\_Micro-2013-full data

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 360  
Invalid: 0

### Literal question

Three (3) complete fiscal years ago, did this establishment already provide or sell this main activity or product?

## In Last Fiscal Year, What Were This Establishment'S Total Annual Sales? (d2)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 9  
Decimals: 0  
Range: -9-640000000

Valid cases: 360  
Invalid: 0

### Literal question

In fiscal year [insert last complete fiscal year], what were this establishment's total annual sales?

### Interviewer instructions

Total sales include the value of all annual sales counting manufactured goods and goods the establishment has bought for trading. For ex. if an establishment makes blue jeans and also imports blue jeans for resale, total sales is the value of all blue jeans sold, both produced and imported. Revenue or receipts for all services rendered and any sales of merchandise for the year, even if the payment may have been received at a later date, are included in total sales.

## d2x - amount in letters (d2x)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: character  
Width: 86

Valid cases: 241  
Invalid: 0

### Literal question

In fiscal year [insert last complete fiscal year], what were this establishment's total annual sales for all products and services?

### Interviewer instructions

PLEASE ALSO WRITE OUT THE NUMBER (I.E. 50,000 AS FIFTY THOUSAND)

## What Were the Establishment Sales 3 years ago (FY 2009) (n3)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 9  
Decimals: 0  
Range: -9-500000000

Valid cases: 360  
Invalid: 0

## What Were the Establishment Sales 3 years ago (FY 2009) (n3)

### File: Kenya\_Micro-2013-full data

#### Literal question

In fiscal year [insert three complete fiscal years ago], three fiscal years ago, what were total annual sales for this establishment?

#### Interviewer instructions

Total sales three complete fiscal years ago include the value of all annual sales counting manufactured goods and goods the establishment has bought for trading. If an establishment makes blue jeans and also imports blue jeans for resale, total sales is the value of all blue jeans sold, both produced and imported. Revenue or receipts for all services rendered and any sales of merchandise for the year even though payment may have been received at a later date are included in total sales. Firms operating on a commission basis should report commissions, fees, and other operating income, not gross billings or sales.

## % of sales: National sales (d3a)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete  
Format: numeric  
Width: 3  
Decimals: 0  
Range: -9-100

Valid cases: 360  
Invalid: 0

#### Pre question

- 1) SHOW CARD
- 2) INTERVIEWER: THESE MUST BE ASKED IN THE ORDER THEY APPEAR ON THE TABLE

#### Literal question

In fiscal year [insert last complete fiscal year], what percent of this establishment's sales were:  
National sales

#### Interviewer instructions

- 1) Where sales are made. The purpose of this question is to determine where the establishment's customers are located.

Domestic sales are when goods or services are sold inside the borders of the country.

An indirect export is when the manufacturer sells its goods to a trader or another agent who then exports the product without modifications. Products that the manager knows are smuggled abroad should be counted as indirect exports.

Direct export is the sale of goods where the immediate recipient is outside the borders of the country.

- 2) INTERVIEWER: CHECK THAT TOTAL SUMS TO 100%

## % o sales: Indirect exports (d3b)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete  
Format: numeric  
Width: 3  
Decimals: 0  
Range: -9-100

Valid cases: 360  
Invalid: 0

#### Pre question

- 1) SHOW CARD
- 2) INTERVIEWER: THESE MUST BE ASKED IN THE ORDER THEY APPEAR ON THE TABLE

#### Literal question

In fiscal year [insert last complete fiscal year], what percent of this establishment's sales were:  
Indirect exports (sold domestically to third party that exports products)

## % o sales: Indirect exports (d3b)

File: Kenya\_Micro-2013-full data

### Interviewer instructions

1) Where sales are made. The purpose of this question is to determine where the establishment's customers are located.

Domestic sales are when goods or services are sold inside the borders of the country.

An indirect export is when the manufacturer sells its goods to a trader or another agent who then exports the product without modifications. Products that the manager knows are smuggled abroad should be counted as indirect exports.

Direct export is the sale of goods where the immediate recipient is outside the borders of the country.

2) INTERVIEWER: CHECK THAT TOTAL SUMS TO 100%

## % of sales: Direct exports (d3c)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 3  
Decimals: 0  
Range: -9-100

Valid cases: 360  
Invalid: 0

### Pre question

1) SHOW CARD

2) INTERVIEWER: THESE MUST BE ASKED IN THE ORDER THEY APPEAR ON THE TABLE

### Literal question

In fiscal year [insert last complete fiscal year], what percent of this establishment's sales were:

Direct exports

### Interviewer instructions

1) Where sales are made. The purpose of this question is to determine where the establishment's customers are located.

Domestic sales are when goods or services are sold inside the borders of the country.

An indirect export is when the manufacturer sells its goods to a trader or another agent who then exports the product without modifications. Products that the manager knows are smuggled abroad should be counted as indirect exports.

Direct export is the sale of goods where the immediate recipient is outside the borders of the country.

2) INTERVIEWER: CHECK THAT TOTAL SUMS TO 100%

## In last FY, avg. num. of days for exported goods to clear customs? (d4)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-14

Valid cases: 7  
Invalid: 353

### Literal question

In fiscal year [insert last complete fiscal year], when this establishment exported goods directly, how many days did it take on average from the time this establishment's goods arrived at their main point of exit (e.g., port, airport) until the time these goods cleared customs?

### Interviewer instructions

## In last FY, avg. num. of days for exported goods to clear customs? (d4)

### File: Kenya\_Micro-2013-full data

Clearing customs for direct exports. The purpose of this question is to determine the efficiency of customs in clearing goods for export.

Main point of exit is the last domestic location (e.g. port, border crossing, airport, or internal custom) from which the goods leave the country.

Whenever different ports of exit are used this question refers to the port where "most goods" exit defined in terms of consignment value (not physical units).

Goods cleared customs They refer to the time it takes to obtain all clearances required from the moment the goods arrived at their point of exit until the moment they satisfy the requirements of the clearance procedures at the customs office. This includes transit procedures.

Average number of days to clear customs. Prompt the respondent to think of all shipments sent to the main point of exit and estimate an average time it took from the time the shipments arrived to the time they left that point of exit.

## In last FY, Export Losses Due To Theft As % Of value of products (d6)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-20

Valid cases: 7  
Invalid: 353

#### Literal question

In fiscal year [insert last complete fiscal year], what percentage of the value of the products exported directly was lost while in transit because of theft?

## In last FY, Export Losses Due To Breakage Or Spoilage As % Of value of products (d7)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-20

Valid cases: 7  
Invalid: 353

#### Literal question

In fiscal year [insert last complete fiscal year], what percentage of the value of the products exported directly was lost while in transit because of breakage or spoilage?

## In What Year Did This Establishment First Export Directly Or Indirectly? (d8)

### File: Kenya\_Micro-2013-full data

#### Overview

## In What Year Did This Establishment First Export Directly Or Indirectly? (d8)

File: Kenya\_Micro-2013-full data

Type: Discrete  
Format: numeric  
Width: 4  
Decimals: 0  
Range: -9-2012

Valid cases: 56  
Invalid: 304

### Literal question

In which year did this establishment first export directly or indirectly?

### Interviewer instructions

First exported directly or indirectly. The purpose of this question is self-explanatory.

## In last FY, % of value of products lost in transit due to theft (d10)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-80

Valid cases: 360  
Invalid: 0

### Literal question

In fiscal year [insert last complete fiscal year], what percentage of the value of products this establishment shipped to supply domestic markets was lost while in transit because of theft?

## In last FY, % of value of products lost in transit due to breakage or spoilage? (d11)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 3  
Decimals: 0  
Range: -9-100

Valid cases: 360  
Invalid: 0

### Literal question

In fiscal year [insert last complete fiscal year], what percentage of value of products this establishment shipped to supply domestic markets was lost while in transit because of breakage or spoilage?

## % Of Material Inputs And Supplies Of Domestic Origin In Last Fiscal Year (d12a)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 3  
Decimals: 0  
Range: -9-100

Valid cases: 67  
Invalid: 293

### Pre question

## % Of Material Inputs And Supplies Of Domestic Origin In Last Fiscal Year (d12a)

File: Kenya\_Micro-2013-full data

SHOW CARD

### Literal question

In fiscal year [insert last complete fiscal year], as a proportion of all of the material inputs or supplies purchased that year, what percent of this establishment's material inputs or supplies were:

Material inputs or supplies of domestic origin

### Interviewer instructions

1) The purpose of this question is to determine from where the inputs for production are obtained and purchased.

The calculation is done as a percent of all purchases of supplies and inputs purchased by the establishment for the fiscal year.

Inputs are materials that go through a mechanical, physical, or chemical transformation that will ultimately make up some portion of the final good produced. Lumber in a furniture factory is a good example of an input.

Supplies are materials or products that are used, expended, consumed, but will not comprise the final good produced. Pencils and writing paper are good examples of a supply.

2) INTERVIEWER: CHECK THAT TOTAL SUMS TO 100%

## % Of Material Inputs And Supplies Of Foreign Origin In Last Fiscal Year (d12b)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 3  
Decimals: 0  
Range: -9-100

Valid cases: 67  
Invalid: 293

### Pre question

SHOW CARD

### Literal question

In fiscal year [insert last complete fiscal year], as a proportion of all of the material inputs or supplies purchased that year, what percent of this establishment's material inputs or supplies were:

Material inputs or supplies of foreign origin

### Interviewer instructions

1) The purpose of this question is to determine from where the inputs for production are obtained and purchased.

The calculation is done as a percent of all purchases of supplies and inputs purchased by the establishment for the fiscal year.

Inputs are materials that go through a mechanical, physical, or chemical transformation that will ultimately make up some portion of the final good produced. Lumber in a furniture factory is a good example of an input.

Supplies are materials or products that are used, expended, consumed, but will not comprise the final good produced. Pencils and writing paper are good examples of a supply.

2) INTERVIEWER: CHECK THAT TOTAL SUMS TO 100%

## Were Any Of These Material Inputs And Supplies Imported Directly? (d13)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 24
Format: numeric	Invalid: 336
Width: 2	
Decimals: 0	
Range: -9-2	

### Literal question

Were any of the material inputs or supplies purchased in fiscal year [insert last complete fiscal year], imported directly?

### Interviewer instructions

The purpose of this question is to determine if the establishment has any interaction with customs when importing inputs and other materials.

## Avg. num. of Days For Imported Goods To Clear Customs In Last Fiscal Year (d14)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 9
Format: numeric	Invalid: 351
Width: 2	
Decimals: 0	
Range: -9-90	

### Literal question

In fiscal year [insert last complete fiscal year], when this establishment imported material inputs or supplies (from outside the EU for European Union members), how many days did it take on average from the time goods arrived to their point of entry (e.g. port, airport) until the time these goods could be claimed from customs?

### Interviewer instructions

The purpose of these questions is to measure the efficiency of customs clearance of imports.

Goods cleared customs includes all clearances required from the moment the goods arrived at their point of entry (e.g., port, airport) until the moment they satisfy the requirement of the clearance procedures at the customs office and can be picked up. It does not include time spent on transportation to reach the point of entry.

Average number of days to clear customs. Prompt respondent to think of various shipments destined to the establishment that originated from abroad, and to estimate an average of the time it took when the shipment arrived to the country's point of entry to the time the establishment was allowed to claim them and begin domestic transport.

## Avg. days of inventory of most important input kept by establishment (d16)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 67
Format: numeric	Invalid: 293
Width: 3	
Decimals: 0	
Range: -9-365	

### Literal question

At the present time, when this establishment receives delivery of its most important input, on average, how many days of inventory, measured in days of production, does this establishment keep?

## Avg. days of inventory of most important input kept by establishment (d16)

File: Kenya\_Micro-2013-full data

### Post question

INTERVIEWER: IF RESPONDENT REQUIRES CLARIFICATION, DEFINE AS STOCK ON HAND

### Interviewer instructions

Days of inventory of main input. The purpose of this question is to assess the efficiency in the supply chain. When firms have to maintain a high level of stock, because they cannot rely on a predictable supply of inputs, this is a source of economic inefficiency. Inversely, if supplies of the main input can be relied upon to be easily available, firms will keep low levels of stock on hand.

The main input is the input that accounts for the highest value among all inputs. It is not the input for which stock is maintained the longest. For example, if a company makes shirts, the most important input is the cloth, not the buttons and thread, though the establishment may actually keep a 90 day supply of buttons on hand and only a 30 day stock of cloth.

Days of inventory should be calculated as the number of days of normal production capacity before running out of stock.

## Avg. days of inventory of main sales item kept by establishment (d17)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 3  
Decimals: 0  
Range: -9-365

Valid cases: 173  
Invalid: 187

### Literal question

At the present time, when this establishment receives its main sales item, on average, how many days of inventory measured in days of sales, does this establishment keep?

### Post question

INTERVIEWER: IF RESPONDENT REQUIRES CLARIFICATION, DEFINE AS STOCK ON HAND

### Interviewer instructions

Days of inventory of main sales item The purpose of this question is to assess the efficiency in the supply chain. When firms have to maintain a high level of sales items in stock, because they cannot rely on a predictable supply, this is a source of economic inefficiency. Inversely, if supplies of the main sales can be relied upon to be easily available, firms will keep low levels of stock on hand.

The main sales item is the item that accounts for the highest percentage of sales among all items that the establishment sells. It is not the item for which stock is maintained the longest.

Days of inventory should be calculated as how many days it would take, under normal sales conditions, to deplete the main sales item held in supply at the establishment's premises.

## How Much Of An Obstacle: Transport? (d30a)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-4

Valid cases: 360  
Invalid: 0

### Pre question

SHOW CARD

## How Much Of An Obstacle: Transport? (d30a)

File: Kenya\_Micro-2013-full data

### Literal question

Is transport No Obstacle, a Minor Obstacle, a Moderate Obstacle, a Major Obstacle, or a Very Severe Obstacle to the current operations of this establishment?

### Interviewer instructions

- 1) The manager should be given a card with the different alternatives for 'degree of obstacle' (from 0 to 4).
- 2) Sensitive question, no clarification can be offered

## How Much Of An Obstacle: Customs And Trade Regulations? (d30b)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-4

Valid cases: 360  
Invalid: 0

### Pre question

SHOW CARD

### Literal question

Are customs and trade regulations No Obstacle, a Minor Obstacle, a Moderate obstacle, a Major Obstacle, or a Very Severe Obstacle to the current operations of this establishment?

### Interviewer instructions

- 1) The manager should be given a card with the different alternatives for 'degree of obstacle' (from 0 to 4).
- 2) Sensitive question, no clarification can be offered

## In last FY, main market for establishment's main product (e1)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-3

Valid cases: 67  
Invalid: 293

### Pre question

SHOW CARD

### Literal question

In fiscal year [insert last complete fiscal year], which of the following was the main market in which this establishment sold its main product?

### Interviewer instructions

## In last FY, main market for establishment's main product (e1)

### File: Kenya\_Micro-2013-full data

The purpose of this question is to get the establishment to define what it considers to be its main market.

The main product is defined by the output that generates the highest proportion of sales. The establishment's main market is defined by the market that generates the most sales for the main product as defined above.

It could be the case that an establishment's main product is sold in smaller proportions in a greater number of markets and that the main product is never the greatest total annual share of revenue in any one market. For example, 51 percent of revenue comes from selling nails, but that is distributed equally in the local, national, and international markets, 33 percent in each. Bolts make up 49 percent of total annual revenues. However, half of the revenue for bolts comes from selling in the international market and half in the local market.

It is clear that bolts sell more in its respective market with respect to nails, but does not generate as much revenue as nails do for the establishment. In such a case, nails should be used as the main product. Whenever local, national and international markets have equal shares choose the national market and do not follow the skip pattern.

## In main market, number of competitors faced by establishment's main product (e2b)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-99

Valid cases: 58  
Invalid: 302

#### Literal question

In fiscal year [insert last complete fiscal year], for the main market in which this establishment sold its main product or service, how many competitors did this establishment's main product or service face?

## Domestic demand for the main product increased, decreased or remained the same? (KENe1)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-3

Valid cases: 351  
Invalid: 9

#### Literal question

In the last complete fiscal year, did the domestic demand for this establishment's main product increase, decrease or remain the same compared to two fiscal years ago?

## Did the firm experience reduction in the quantity of products/services sold? (KENe2a)

### File: Kenya\_Micro-2013-full data

#### Overview

## Did the firm experience reduction in the quantity of products/services sold? (KENe2a)

File: Kenya\_Micro-2013-full data

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 110  
Invalid: 250

### Literal question

Did the establishment experience the following due to the decrease in domestic demand?  
Reduction in the quantity of products and services sold

### Interviewer instructions

INTERVIEWER: READ LIST. RECORD AN ANSWER FOR EACH QUESTION

## Did the firm experience reduction in the quantity of products and services sold? (KENe2b)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 110  
Invalid: 250

### Literal question

Did the establishment experience the following due to the decrease in domestic demand?  
Reduction in the prices at which products and services are sold

### Interviewer instructions

INTERVIEWER: READ LIST. RECORD AN ANSWER FOR EACH QUESTION

## How did the firm react to the reduction in prices? {Reduced profit} (KENe3a)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 65  
Invalid: 295

### Literal question

How did the establishment react to the reduction in prices?  
Reduced profit

## How did the firm react to the reduction in prices? {Reduced employment costs} (KENe3b)

File: Kenya\_Micro-2013-full data

### Overview

## How did the firm react to the reduction in prices? {Reduced employment costs} (KENE3b)

File: Kenya\_Micro-2013-full data

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 65  
Invalid: 295

### Literal question

How did the establishment react to the reduction in prices?  
Reduced employment costs

## Foreign demand increased, decreased or remained the same? (KENE4)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-3

Valid cases: 360  
Invalid: 0

### Literal question

In the last complete fiscal year, did this establishment's foreign demand increase, decrease or remain the same compared to two fiscal years ago?

## Did the firm experience reduction in the quantity of products and services sold? (KENE5a)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 15  
Invalid: 345

### Literal question

Did the establishment experience the following due to the decrease in foreign demand?  
Reduction in the quantity of products and services sold

### Interviewer instructions

INTERVIEWER: READ LIST. RECORD AN ANSWER FOR EACH QUESTION

## Did the firm reduction in the prices at which products and services are sold? (KENE5b)

File: Kenya\_Micro-2013-full data

### Overview

## Did the firm reduction in the prices at which products and services are sold? (KENE5b)

File: Kenya\_Micro-2013-full data

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 15  
Invalid: 345

### Literal question

Did the establishment experience the following due to the decrease in foreign demand?  
Reduction in the prices at which products and services are sold

### Interviewer instructions

INTERVIEWER: READ LIST. RECORD AN ANSWER FOR EACH QUESTION

## How did the establishment react to the reduction in prices? {Reduced profit} (KENE6a)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 12  
Invalid: 348

### Literal question

How did the establishment react to the reduction in prices?  
Reduced profit

## How did the firm react to the reduction in prices? {Reduced employment costs} (KENE6b)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 12  
Invalid: 348

### Literal question

How did the establishment react to the reduction in prices?  
Reduced employment costs

## Did any of this establishment's competitors' reduce prices? (KENE7)

File: Kenya\_Micro-2013-full data

### Overview

## Did any of this establishment's competitors' reduce prices? (KENe7)

File: Kenya\_Micro-2013-full data

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 360  
Invalid: 0

### Literal question

Did any of this establishment's competitors' reduce prices in the last complete fiscal year compared to two fiscal years ago?

## Did the firm experience reduction in the quantity of products and services sold? (KENe8a)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 171  
Invalid: 189

### Literal question

Did the establishment experience the following due to competitors' reducing prices?  
Reduction in the quantity of products and services sold

### Interviewer instructions

(INTERVIEWER: READ LIST. RECORD AN ANSWER FOR EACH QUESTION)

## Did the firm experience reduction in the prices of the products and services? (KENe8b)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 171  
Invalid: 189

### Literal question

Did the establishment experience the following due to competitors' reducing prices?  
Reduction in the prices at which products and services are sold

### Interviewer instructions

(INTERVIEWER: READ LIST. RECORD AN ANSWER FOR EACH QUESTION)

## How did the firm react to the reduction in prices? {Reduced profit} (KENe9a)

File: Kenya\_Micro-2013-full data

### Overview

## How did the firm react to the reduction in prices? {Reduced profit} (KENE9a)

File: Kenya\_Micro-2013-full data

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 132  
Invalid: 228

### Literal question

How did the establishment react to the reduction in prices?  
Reduced profit

### Interviewer instructions

(INTERVIEWER: READ LIST. RECORD AN ANSWER FOR EACH QUESTION)

## How did the firm react to the reduction in prices? {Reduced employment costs} (KENE9b)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 132  
Invalid: 228

### Literal question

How did the establishment react to the reduction in prices?  
Reduced employment costs

### Interviewer instructions

(INTERVIEWER: READ LIST. RECORD AN ANSWER FOR EACH QUESTION)

## Does this firm at present use technology licensed from a foreign-owned company? (KENE10)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-3

Valid cases: 360  
Invalid: 0

### Literal question

In the last complete fiscal year, did this establishment's total input costs increase, decrease or remain the same compared to two fiscal years ago?

## Do You Use Technology Licensed From A Foreign-Owned Company? (e6)

File: Kenya\_Micro-2013-full data

### Overview

## Do You Use Technology Licensed From A Foreign-Owned Company? (e6)

File: Kenya\_Micro-2013-full data

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 67  
Invalid: 293

### Literal question

Does this establishment at present use technology licensed from a foreign-owned company, excluding office software?

### Interviewer instructions

Technology licensed from a foreign owned company: it measures access to foreign technology. The license may be held by the establishment's parent company. The answer is "no" if the establishment uses foreign technology without a license or a formal agreement.

## Does This Establishment Compete Against Unregistered Or Informal Firms? (e11)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 360  
Invalid: 0

### Literal question

Does this establishment compete against unregistered or informal firms?

### Interviewer instructions

- 1) Competition from unregistered or informal firms
- 2) Sensitive question, no clarification can be offered

## How Much Of An Obstacle: Practices of competitors in informal sector? (e30)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-4

Valid cases: 360  
Invalid: 0

### Pre question

SHOW CARD

### Literal question

Using the response options on the card; To what degree are Practices of Competitors in the Informal Sector an obstacle to the current operations of this establishment?

### Interviewer instructions

- 1) The manager should be given a card with the different alternatives for 'degree of obstacle' (from 0 to 4).
- 2) Sensitive question, no clarification can be offered

## New or signif. improved product introduced in last three years? (h1)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 2	
Decimals: 0	
Range: -9-2	

### Pre question

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING

And now we switch to a new topic. In this section "new" means new to the firm but not necessarily new to the market or other firms, and it could have been originally developed by other firms.

### Literal question

During the last three years, has this establishment introduced new or significantly improved products or services? Please exclude the simple resale of new goods purchased from others and changes of a solely aesthetic nature.

### Interviewer instructions

INTERVIEWER: SHOW CARDS IN THIS SECTION CONTAIN EXAMPLES OF INNOVATIONS. THEY ARE MEANT AS EXAMPLES ONLY - THEY DO NOT CONTAIN ALL POSSIBLE INNOVATIONS.

## New or signif. improved product also new to the establishment's main market? (h2)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 199
Format: numeric	Invalid: 161
Width: 2	
Decimals: 0	
Range: -9-2	

### Literal question

Were any of the new or significantly improved products or services of this establishment new to one of this establishment's markets?

### Interviewer instructions

INTERVIEWER: SHOW CARDS IN THIS SECTION CONTAIN EXAMPLES OF INNOVATIONS. THEY ARE MEANT AS EXAMPLES ONLY - THEY DO NOT CONTAIN ALL POSSIBLE INNOVATIONS.

## New or sig. impvd method of manf product or offering services in last 3 years? (h3)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 2	
Decimals: 0	
Range: -9-2	

### Literal question

During the last three years, has this establishment introduced any new or significantly improved methods for the production or supply of products or services?

### Interviewer instructions

## New or sig. impvd method of manf product or offering services in last 3 years? (h3)

File: Kenya\_Micro-2013-full data

INTERVIEWER: SHOW CARDS IN THIS SECTION CONTAIN EXAMPLES OF INNOVATIONS. THEY ARE MEANT AS EXAMPLES ONLY - THEY DO NOT CONTAIN ALL POSSIBLE INNOVATIONS.

## New or significantly improved logistics, delivery, or distribution methods? (h4a)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 360  
Invalid: 0

### Literal question

During the last three years, has this establishment introduced any new or significantly improved logistics, delivery, or distribution methods for inputs, products, or services?

## New or significantly improved organizational structures/management practices? (h4b)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 360  
Invalid: 0

### Pre question

SHOW CARD

### Literal question

During the last three years, has this establishment introduced any new or significantly improved supporting activities for your processes, such as maintenance systems or operations for purchasing, accounting, or computing?

## New or sig. impvd organizational structure introduced in last 3 years? (h5)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 360  
Invalid: 0

### Literal question

During the last three years, has this establishment introduced new or significantly improved marketing methods?

### Interviewer instructions

New or sig. impvd organizational structure introduced in last 3 years? (h5)

File: Kenya\_Micro-2013-full data

INTERVIEWER: SHOW CARDS IN THIS SECTION CONTAIN EXAMPLES OF INNOVATIONS. THEY ARE MEANT AS EXAMPLES ONLY - THEY DO NOT CONTAIN ALL POSSIBLE INNOVATIONS.

New or signif. improved marketing method introduced in last three years? (h6)

File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 360  
Invalid: 0

#### Literal question

During the last three years, did this establishment spend on research and development activities, either in-house or contracted with other companies (outsourced)?

#### Interviewer instructions

INTERVIEWER: SHOW CARDS IN THIS SECTION CONTAIN EXAMPLES OF INNOVATIONS. THEY ARE MEANT AS EXAMPLES ONLY - THEY DO NOT CONTAIN ALL POSSIBLE INNOVATIONS.

INTERVIEWER: Research and development (R&D) is defined as creative work undertaken on a systematic basis in order to increase the stock of knowledge. For example, laboratory research for a new chemical compound of paint would be research and development while market research surveys or internet surfing would not be research and development.

During the last three years, did establ. spend on formal R&D activities? (h7)

File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 360  
Invalid: 0

#### Pre question

SHOW CARD

#### Literal question

During the last three years, did this establishment spend on formal research and development activities, either in-house or contracted with other companies?

During the last 3 years, did establ. give employees time to develop new idea? (h8)

File: Kenya\_Micro-2013-full data

#### Overview

During the last 3 years, did establ. give employees time to develop new idea? (h8)

File: Kenya\_Micro-2013-full data

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 360  
Invalid: 0

#### Literal question

During the last three years, did this establishment give employees some time to develop or try out a new approach or new idea about products or services, business process, firm management, or marketing?

In last FY, What Was The Capacity Utilization (%) Of This Establishment? (f1)

File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete  
Format: numeric  
Width: 3  
Decimals: 0  
Range: -9-100

Valid cases: 67  
Invalid: 293

#### Literal question

In fiscal year [insert last complete fiscal year], what was this establishment's output produced as a proportion of the maximum output possible if using all facilities available (capacity utilization)?

#### Interviewer instructions

A capacity utilization estimate should be compared to a full production capacity capability.

This question only references the production facility and not the administrative offices.

Full production capacity is the maximum level of production that this establishment could reasonably expect to attain during regular working hours, and under normal and realistic operating conditions fully utilizing the machinery, equipment and employees in place.

Number Of Hours Per Week Operated By The Establishment In Last Fiscal Year (f2)

File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete  
Format: numeric  
Width: 3  
Decimals: 0  
Range: -9-168

Valid cases: 67  
Invalid: 293

#### Literal question

In fiscal year [insert last complete fiscal year], how many hours per week did this establishment normally operate?

#### Interviewer instructions

Hours per week of operation are the hours per week in which machines and employees are engaged in some type of mechanical, physical, or chemical transformation of materials into new products or in which the assembly of components into new products takes place, including maintenance.

This question only references the production facility and not the administrative offices.

## Percentage Of The Land Occupied: Owned By This Establishment (g1a)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 3	
Decimals: 0	
Range: -9-100	

### Literal question

Of the land occupied by this establishment, what percent is:  
Owned by this establishment

## Percentage Of The Land Occupied: Rented Or Leased By This Establishment (g1b)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 3	
Decimals: 0	
Range: -9-100	

### Literal question

Of the land occupied by this establishment, what percent is:  
Rented or leased by this establishment

## Percentage Of The Land Occupied: Other (g1c)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 3	
Decimals: 0	
Range: -9-100	

### Literal question

Of the land occupied by this establishment, what percent is:  
Other

## Applic. To Obtain A Construction-Related Permit Submitted Over The Last 2 Years (g2)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 2	
Decimals: 0	
Range: -9-2	

### Literal question

## Applic. To Obtain A Construction-Related Permit Submitted Over The Last 2 Years (g2)

File: Kenya\_Micro-2013-full data

More specifically, over the last two years, did this establishment submit an application to obtain a construction-related permit?

### Interviewer instructions

Application for construction permit. Self-explanatory

## How Many Days Did It Take For You To Obtain A Construction-Related Permit? (g3)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 3  
Decimals: 0  
Range: -9-180

Valid cases: 13  
Invalid: 347

### Literal question

In reference to that application for a construction-related permit, approximately how many days did it take to obtain it from the day of the application to the day the permit was granted?

### Interviewer instructions

Waiting time for construction permit. Self-explanatory

## Informal Gift/Payment Expected Or Requested For A Construction-Related Permit (g4)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 13  
Invalid: 347

### Literal question

In reference to that application for a construction-related permit, was an informal gift or payment expected or requested?

### Interviewer instructions

- 1) Bribe for construction permit. Self-explanatory
- 2) Sensitive question, no clarification can be offered

## What Is The Total Selling Area In This Establishment? (g5a)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 5  
Decimals: 0  
Range: -9-40000

Valid cases: 173  
Invalid: 187

### Literal question

## What Is The Total Selling Area In This Establishment? (g5a)

File: Kenya\_Micro-2013-full data

What is the total selling area of this establishment?

### Interviewer instructions

Total selling area refers to the space where sales take place. It does not include warehouses. Whenever the establishment is composed of several locations the selling areas of each location should be added.

## The Area Is Measured In: (g5b)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 1  
Decimals: 0  
Range: 1-3

Valid cases: 147  
Invalid: 213

### Literal question

What is the total selling area of this establishment?  
SPECIFY UNITS

### Interviewer instructions

Total selling area refers to the space where sales take place. It does not include warehouses. Whenever the establishment is composed of several locations the selling areas of each location should be added.

## Specify Other Units (If Not Included Above) The Area Is Measured In (g5bx)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: character  
Width: 1

Valid cases: 0  
Invalid: 0

### Literal question

What is the total selling area of this establishment?  
SPECIFY UNITS

## Percentage Of The Building Occupied: Owned By This Establishment (g6a)

File: Kenya\_Micro-2013-full data

### Overview

Type: Continuous  
Format: numeric  
Width: 3  
Decimals: 0  
Range: -9-100

Valid cases: 173  
Invalid: 187  
Minimum: -9  
Maximum: 100

### Pre question

SHOW CARD

### Literal question

Of the buildings occupied by this establishment, what percent is owned and what percent is rented or leased?  
Owned by this establishment

### Interviewer instructions

## Percentage Of The Building Occupied: Owned By This Establishment (g6a)

File: Kenya\_Micro-2013-full data

- 1) If establishment occupies several buildings the percentages should be computed for the summation of buildings.
- 2) INTERVIEWER: CHECK THAT TOTAL SUMS TO 100%

## Percentage Of The Building Occupied: Leased or Rented By This Establishment (g6b)

File: Kenya\_Micro-2013-full data

### Overview

Type: Continuous	Valid cases: 173
Format: numeric	Invalid: 187
Width: 3	Minimum: -9
Decimals: 0	Maximum: 100
Range: -9-100	

### Pre question

SHOW CARD

### Literal question

Of the buildings occupied by this establishment, what percent is owned and what percent is rented or leased?  
Rented or leased by this establishment

### Interviewer instructions

- 1) If establishment occupies several buildings the percentages should be computed for the summation of buildings.
- 2) INTERVIEWER: CHECK THAT TOTAL SUMS TO 100%

## Percentage Of The Building Occupied: Other (g6c)

File: Kenya\_Micro-2013-full data

### Overview

Type: Continuous	Valid cases: 173
Format: numeric	Invalid: 187
Width: 3	Minimum: -9
Decimals: 0	Maximum: 100
Range: -9-100	

### Pre question

SHOW CARD

### Literal question

Of the buildings occupied by this establishment, what percent is owned and what percent is rented or leased? Other

### Interviewer instructions

- 1) If establishment occupies several buildings the percentages should be computed for the summation of buildings.
- 2) INTERVIEWER: CHECK THAT TOTAL SUMS TO 100%

## How Much Of An Obstacle: Access To Land? (g30a)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 2	
Decimals: 0	
Range: -9-4	

## How Much Of An Obstacle: Access To Land? (g30a)

File: Kenya\_Micro-2013-full data

### Pre question

SHOW CARD

### Literal question

Is access to land No Obstacle, a Minor Obstacle, a Moderate Obstacle, a Major Obstacle, or a Very Severe Obstacle to the current operations of this establishment?

### Interviewer instructions

- 1) The manager should be given a card with the different alternatives for 'degree of obstacle' (from 0 to 4).
- 2) Sensitive question, no clarification can be offered

## In last FY, Did This Establishment Pay For Security? (i1)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 360  
Invalid: 0

### Pre question

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING: We now turn to another topic.

### Literal question

In fiscal year [insert last complete fiscal year], did this establishment pay for security, for example equipment, personnel, or professional security services?

### Interviewer instructions

Pay for security. Self-explanatory

## Percentage Of Total Annual Sales Paid For Security In Last Fiscal Year (i2a)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-50

Valid cases: 101  
Invalid: 259

### Literal question

In fiscal year [insert last complete fiscal year], what percent of this establishment's total annual sales was paid for security, or what was the total annual cost of security?

Percent of total annual sales for security

### Interviewer instructions

PROVIDE EITHER ONE OR THE OTHER, NOT BOTH

How much pay for security. Self-explanatory

## In Last Fiscal Year, What Is The Total Annual Cost Of Security? (i2b)

File: Kenya\_Micro-2013-full data

## In Last Fiscal Year, What Is The Total Annual Cost Of Security? (i2b)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 110
Format: numeric	Invalid: 250
Width: 6	
Decimals: 0	
Range: -9-670000	

### Literal question

In fiscal year [insert last complete fiscal year], what percent of this establishment?s total annual sales was paid for security, or what was the total annual cost of security?  
Total annual cost of security

### Interviewer instructions

How much pay for security. Self-explanatory

PROVIDE EITHER ONE OR THE OTHER, NOT BOTH

## Losses Due To Theft, Robbery, Vandalism Or Arson Experienced In Last Fiscal Year (i3)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 2	
Decimals: 0	
Range: -9-2	

### Literal question

In fiscal year [insert last complete fiscal year], did this establishment experience losses as a result of theft, robbery, vandalism or arson?

### Interviewer instructions

Experienced losses from theft, robbery, vandalism, arson. Self-explanatory

## Losses Due To Theft, Robbery, Vandalism Or Arson In Last Fiscal Yr (% Of Sales) (i4a)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 36
Format: numeric	Invalid: 324
Width: 3	
Decimals: 0	
Range: -9-100	

### Literal question

In fiscal year [insert last complete fiscal year], what were the estimated losses as a result of theft, robbery, vandalism or arson that occurred on this establishment?s premises either as a percentage of total annual sales or as total annual losses?  
Losses as percent of total annual sales

### Interviewer instructions

Extent of losses from theft, robbery, vandalism, arson. Self-explanatory

PROVIDE EITHER ONE OR THE OTHER, NOT BOTH

## Value Of Losses Due To Theft, Robbery, Vandalism Or Arson In Last Fiscal Yr (i4b)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 15
Format: numeric	Invalid: 345
Width: 7	
Decimals: 0	
Range: -9-1700000	

### Literal question

In fiscal year [insert last complete fiscal year], what were the estimated losses as a result of theft, robbery, vandalism or arson that occurred on this establishment?s premises either as a percentage of total annual sales or as total annual losses? Total annual value of losses

### Interviewer instructions

Extent of losses from theft, robbery, vandalism, arson. Self-explanatory

PROVIDE EITHER ONE OR THE OTHER, NOT BOTH

## How Much Of An Obstacle: Crime, Theft And Disorder? (i30)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 2	
Decimals: 0	
Range: -9-4	

### Pre question

SHOW CARD

### Literal question

Using the response options on the card; To what degree is Crime, Theft and Disorder an obstacle to the current operations of this establishment?

### Interviewer instructions

- 1) The manager should be given a card with the different alternatives for 'degree of obstacle' (from 0 to 4).
- 2) Sensitive question, no clarification can be offered

## In last FY, % Of Material Inputs Or Services Paid For After Delivery (k1c)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 3	
Decimals: 0	
Range: -9-100	

### Literal question

In fiscal year [insert last complete fiscal year], what percentage of material inputs or services were purchased on credit - paid after delivery?

## In last FY, % Of Total Annual Sales Paid For After Delivery (k2c)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete  
Format: numeric  
Width: 3  
Decimals: 0  
Range: -9-100

Valid cases: 360  
Invalid: 0

#### Pre question

SHOW CARD

#### Literal question

In fiscal year [insert last complete fiscal year], what percent of this establishment's total annual sales of its goods or services were: Paid for after delivery?

#### Interviewer instructions

1) The questions refer to an establishment's ability to provide and be provided trade credit arrangements with suppliers and customers.

- a. Paid before delivery means the invoice was paid before the shipment arrived.
- b. Paid for on delivery means that the payment was made at the time the shipment arrived.
- c. Paid for after delivery means that the payment was made at some period after the shipment had arrived.

2) INTERVIEWER: CHECK THAT TOTAL SUMS TO 100%

## % Of Working Capital Financed From Internal Funds/Retained Earnings (k3a)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete  
Format: numeric  
Width: 3  
Decimals: 0  
Range: -9-100

Valid cases: 360  
Invalid: 0

#### Literal question

Over fiscal year [insert last complete fiscal year], please estimate the proportion of this establishment's working capital that was financed from each of the following sources?

## % Of Working Capital Borrowed From Banks (k3bc)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete  
Format: numeric  
Width: 3  
Decimals: 0  
Range: -9-100

Valid cases: 360  
Invalid: 0

#### Literal question

Over fiscal year [insert last complete fiscal year], please estimate the proportion of this establishment's working capital that was financed from each of the following sources?

Borrowed from banks (private and state-owned)

## % Of Working Capital Borrowed From Non-Bank Financial Institutions (k3e)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 3  
Decimals: 0  
Range: -9-100

Valid cases: 360  
Invalid: 0

### Literal question

Over fiscal year [insert last complete fiscal year], please estimate the proportion of this establishment?s working capital that was financed from each of the following sources?  
Borrowed from non-bank financial institutions which include microfinance institutions, credit cooperatives, credit unions, or finance companies.

## % Of Working Capital Purchased On Credit/Advances From Suppliers /Customers (k3f)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 3  
Decimals: 0  
Range: -9-100

Valid cases: 360  
Invalid: 0

### Literal question

Over fiscal year [insert last complete fiscal year], please estimate the proportion of this establishment?s working capital that was financed from each of the following sources?  
Purchases on credit from suppliers and advances from customers

## % Of Working Capital Financed By Other (Money Lenders, Friends, Relatives, Etc) (k3hd)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 3  
Decimals: 0  
Range: -9-100

Valid cases: 360  
Invalid: 0

### Literal question

Over fiscal year [insert last complete fiscal year], please estimate the proportion of this establishment?s working capital that was financed from each of the following sources?  
Other (moneylenders, friends, relatives, etc.)

## Did This Establishment Purchase Any Fixed Assets In Last Fiscal Yr? (k4)

File: Kenya\_Micro-2013-full data

### Overview

## Did This Establishment Purchase Any Fixed Assets In Last Fiscal Yr? (k4)

File: Kenya\_Micro-2013-full data

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 360  
Invalid: 0

### Literal question

In fiscal year [insert last complete fiscal year], did this establishment purchase any fixed assets, such as machinery, vehicles, equipment, land or buildings?

### Interviewer instructions

Purchase of fixed assets, investments, etc. Self-explanatory

## Total Annual Expenditure For Purchases Of Equipment In Last Fiscal Yr (n5a)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 8  
Decimals: 0  
Range: -9-95000000

Valid cases: 102  
Invalid: 258

### Literal question

In fiscal year [insert last complete fiscal year], how much did this establishment spend on purchases of: Machinery, vehicles, and equipment (new or used)

### Interviewer instructions

The category machinery, vehicles and equipment is the annual investment of anything used directly by this establishment to produce. Vehicles include transport and loading and unloading vehicles. It should include not only the purchase cost but also all other costs involved in the investment such as transport of the item and installation cost. Computer hardware should be considered under equipment

Land, buildings is the annual investment in land, buildings and structures used directly or indirectly by this establishment to produce goods and services.

Included are expenditures for new and used structures (including those under construction at the end of last complete fiscal year), fixtures and equipment, additions, major alterations and improvements to existing facilities, and capitalized repairs.

## Total Annual Expenditure For Purchases Of Land And Buildings In Last Fiscal Yr (n5b)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 8  
Decimals: 0  
Range: -9-30000000

Valid cases: 102  
Invalid: 258

### Literal question

In fiscal year [insert last complete fiscal year], how much did this establishment spend on purchases of: Land and buildings

### Interviewer instructions

## Total Annual Expenditure For Purchases Of Land And Buildings In Last Fiscal Yr (n5b)

File: Kenya\_Micro-2013-full data

The category machinery, vehicles and equipment is the annual investment of anything used directly by this establishment to produce. Vehicles include transport and loading and unloading vehicles. It should include not only the purchase cost but also all other costs involved in the investment such as transport of the item and installation cost. Computer hardware should be considered under equipment

Land, buildings is the annual investment in land, buildings and structures used directly or indirectly by this establishment to produce goods and services.

Included are expenditures for new and used structures (including those under construction at the end of last complete fiscal year), fixtures and equipment, additions, major alterations and improvements to existing facilities, and capitalized repairs.

## Last FY, % Fixed Assets Funded By: Internal Funds/Retained Earnings (k5a)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 3  
Decimals: 0  
Range: -9-100

Valid cases: 102  
Invalid: 258

### Pre question

SHOW CARD

### Literal question

Over fiscal year [insert last complete fiscal year], please estimate the proportion of this establishment's total purchase of fixed assets that was financed from each of the following sources?  
Internal funds or retained earnings

### Interviewer instructions

1) Fixed assets include any indivisible purchase made by the establishment as described in K.4. Examples include machinery/equipment, land, buildings, building improvements, etc.

The source of funds for these purchases may be diverse, so it is important for the enumerator to make sure that the various sources do add up to 100%.

2) INTERVIEWER: CHECK THAT TOTAL SUMS TO 100%

## Last FY, % Fixed Assets Funded By: Owners' Contributions Or Issued New Equity (k5i)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 3  
Decimals: 0  
Range: -9-100

Valid cases: 102  
Invalid: 258

### Pre question

SHOW CARD

### Literal question

## Last FY, % Fixed Assets Funded By: Owners' Contributions Or Issued New Equity (k5i)

File: Kenya\_Micro-2013-full data

Over fiscal year [insert last complete fiscal year], please estimate the proportion of this establishment's total purchase of fixed assets that was financed from each of the following sources? Owners' contribution or issued new equity shares

### Interviewer instructions

1) Fixed assets include any indivisible purchase made by the establishment as described in K.4. Examples include machinery/equipment, land, buildings, building improvements, etc.

The source of funds for these purchases may be diverse, so it is important for the enumerator to make sure that the various sources do add up to 100%.

2) INTERVIEWER: CHECK THAT TOTAL SUMS TO 100%

## Last FY, % Fixed Assets Funded By: Bank Borrowing (k5bc)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 3  
Decimals: 0  
Range: -9-100

Valid cases: 102  
Invalid: 258

### Literal question

Over fiscal year [insert last complete fiscal year], please estimate the proportion of this establishment's total purchase of fixed assets that was financed from each of the following sources: Borrowed from banks: private and state-owned

## Last FY, % Fixed Assets Funded By: Non-Bank Financial Institutions (k5e)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 3  
Decimals: 0  
Range: -9-100

Valid cases: 102  
Invalid: 258

### Literal question

Over fiscal year [insert last complete fiscal year], please estimate the proportion of this establishment's total purchase of fixed assets that was financed from each of the following sources:  
Borrowed from non-bank financial institutions which include microfinance institutions, credit cooperatives, credit unions, or finance companies

## Last FY, % Fixed Assets Funded By: Credit From Suppliers/Advances From Customers (k5f)

File: Kenya\_Micro-2013-full data

### Overview

## Last FY, % Fixed Assets Funded By: Credit From Suppliers/Advances From Customers (k5f)

File: Kenya\_Micro-2013-full data

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-60

Valid cases: 102  
Invalid: 258

### Pre question

SHOW CARD

### Literal question

Over fiscal year [insert last complete fiscal year], please estimate the proportion of this establishment's total purchase of fixed assets that was financed from each of the following sources:  
Purchases on credit from suppliers and advances from customers

### Interviewer instructions

1) Fixed assets include any indivisible purchase made by the establishment as described in K.4. Examples include machinery/equipment, land, buildings, building improvements, etc.

The source of funds for these purchases may be diverse, so it is important for the enumerator to make sure that the various sources do add up to 100%.

2) INTERVIEWER: CHECK THAT TOTAL SUMS TO 100%

## Last FY, % Fixed Assets Funded By: Other (Money Lenders\Friends\Relatives\Etc) (k5hdj)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 3  
Decimals: 0  
Range: -9-100

Valid cases: 102  
Invalid: 258

### Literal question

Over fiscal year [insert last complete fiscal year], please estimate the proportion of this establishment's total purchase of fixed assets that was financed from each of the following sources: Other (moneylenders, friends, relatives, bonds, etc.)

## use letter of credit (KENk9)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 360  
Invalid: 0

### Literal question

Did this establishment use letter of credit between the last complete fiscal year and three complete fiscal years ago?

## access to letter of credit become more difficult (KENk9a)

File: Kenya\_Micro-2013-full data

## access to letter of credit become more difficult (KENk9a)

File: Kenya\_Micro-2013-full data

**Overview**

Type: Discrete	Valid cases: 30
Format: numeric	Invalid: 330
Width: 2	
Decimals: 0	
Range: -9-2	

**Literal question**

Did access to letter of credit become more difficult between the last complete fiscal year and three complete fiscal years ago?

## use trade insurance (KENk10)

File: Kenya\_Micro-2013-full data

**Overview**

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 2	
Decimals: 0	
Range: -9-2	

**Literal question**

Did this establishment use trade insurance between the last complete fiscal year and three complete fiscal years ago?

## access to trade insurance become more difficult (KENk10a)

File: Kenya\_Micro-2013-full data

**Overview**

Type: Discrete	Valid cases: 84
Format: numeric	Invalid: 276
Width: 2	
Decimals: 0	
Range: -9-2	

**Literal question**

Did access to trade insurance become more difficult between the last complete fiscal year and three complete fiscal years ago?

## use factoring (KENk11)

File: Kenya\_Micro-2013-full data

**Overview**

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 2	
Decimals: 0	
Range: -9-2	

**Literal question**

Did this establishment use factoring between the last complete fiscal year and three complete fiscal years ago?

## access to factoring becoming more difficult (KENk11a)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 29  
Invalid: 331

### Literal question

Did access to factoring become more difficult between the last complete fiscal year and three complete fiscal years ago?

## Does This Establishment Have A Checking And\Or Saving Account? (k6)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 360  
Invalid: 0

### Literal question

Now let's talk about the establishment's current situation. At this time, does this establishment have a checking or savings account?

### Interviewer instructions

Checking/ savings account. Self-explanatory

## At This Time, Does This Establishment Have An Overdraft Facility? (k7)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 360  
Invalid: 0

### Literal question

At this time, does this establishment have an overdraft facility?

### Interviewer instructions

An overdraft facility is a flexible account that allows firms to draw upon in the event their account balance becomes negative. The firm will incur fees or are subject to interest payments if they exercise this option.

## Average annual interest rate of the most recently approved overdraft facility (A2f1)

File: Kenya\_Micro-2013-full data

### Overview

## Average annual interest rate of the most recently approved overdraft facility (A2f1)

File: Kenya\_Micro-2013-full data

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-30

Valid cases: 38  
Invalid: 322

### Literal question

Referring to the most recent overdraft facility approved for this establishment, what was the average nominal annual interest rate?

### Interviewer instructions

[INTERVIEWER PLEASE ALWAYS RECORD THREE DECIMALS, FOR EXAMPLE X.XXX]

## Overdraft limit of the most recently approved overdraft facility (A2f2)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 9  
Decimals: 0  
Range: -9-600000000

Valid cases: 38  
Invalid: 322

### Literal question

Referring to the most recent overdraft facility approved for this establishment, what was the overdraft limit?

## Establishment has A Line Of Credit Or Loan From A Financial Institution? (k8)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 360  
Invalid: 0

### Literal question

At this time, does this establishment have a line of credit or a loan from a financial institution?

### Interviewer instructions

A line of credit is an available amount of credit that the establishment can draw upon or leave untapped. Lines of credit usually carry monthly interest rates, and are repaid quickly (as soon as the establishment's cash flow allows for repayment). They may or may not have a defined date of expiration.

A loan is generally a much less flexible form of finance. It comes in fixed amounts (rather than ranges), carry annual interest rates (either fixed or floating), and they carry a determined term to maturity (finite period for repayment).

## Was it a line of credit or a loan? (A2f3)

File: Kenya\_Micro-2013-full data

### Overview

## Was it a line of credit or a loan? (A2f3)

### File: Kenya\_Micro-2013-full data

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-3

Valid cases: 82  
Invalid: 278

#### Literal question

Referring to the most recent line of credit or loan, was it a line of credit or a loan?

## Type Of Financial Institution That Granted The Line Of Credit Or Loan (k9)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-4

Valid cases: 82  
Invalid: 278

#### Pre question

SHOW CARD

#### Literal question

Referring to the most recent line of credit or loan, what type of financial institution granted this loan?

#### Interviewer instructions

Institutions that granted loan. Self-explanatory

## The name of the financial inst that granted the most recent line of credit/loan? (A2f4)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: 1-21

Valid cases: 82  
Invalid: 278

#### Literal question

What was the name of the financial institution that granted the most recent line of credit or loan in the last complete fiscal year?

## Other specify (A2f4x)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete  
Format: character  
Width: 31

Valid cases: 34  
Invalid: 0

#### Literal question

What was the name of the financial institution that granted the most recent line of credit or loan in the last complete fiscal year? Other

## What was the main reason why this firm chose this financial institution? (A2f5)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 82
Format: numeric	Invalid: 278
Width: 2	
Decimals: 0	
Range: -9-9	

### Literal question

When applying for the most recent line of credit or loan what was the main reason why did this establishment chose this financial instiution?

## Year When The Most Recent Loan/Line Of Credit Approved (k10)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 82
Format: numeric	Invalid: 278
Width: 4	
Decimals: 0	
Range: -9-2013	

### Literal question

Referring only to this most recent line of credit or loan, in what year was the most recent line of credit or loan approved?

### Interviewer instructions

INTERVIEWER: WRITE YEAR USING 4 DIGITS.

## Average annual interest rate (A2f6)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 82
Format: numeric	Invalid: 278
Width: 3	
Decimals: 0	
Range: -9-224	

### Literal question

What was the average nominal annual interest rate on this most recent line of credit or loan?

### Interviewer instructions

[INTERVIEWER PLEASE ALWAYS RECORD THREE DECIMALS, FOR EXAMPLE X.XXX]

## Total duration (A2f7)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 82
Format: numeric	Invalid: 278
Width: 3	
Decimals: 0	
Range: -9-156	

### Literal question

## Total duration (A2f7)

File: Kenya\_Micro-2013-full data

What was the maturity (total duration) in months of this most recent line of credit or loan at the time of disbursement?

## For The Most Recent Loan, What Was The Value At The Time Of Approval? (k11)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 82
Format: numeric	Invalid: 278
Width: 9	
Decimals: 0	
Range: -9-280000000	

### Literal question

Referring only to this most recent loan or line of credit, what was its value at the time of approval?

### Interviewer instructions

Value of the loan. Self-explanatory

## Financing Required For The Most Recent Line Of Credit Or Loan (k13)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 82
Format: numeric	Invalid: 278
Width: 2	
Decimals: 0	
Range: -9-2	

### Literal question

Referring only to this most recent loan or line of credit, did the financing require collateral?

### Interviewer instructions

Collateral refers to property of the business or personal property of the manager or owners that is used to secure the loan in the event that the establishment defaults on its payment obligations. Collateral only refers to real property or financial assets, not to personal guarantees by third parties.

## Type Of Collateral Required For The Most Recent Loan? Land, Buildings (k14a)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 56
Format: numeric	Invalid: 304
Width: 2	
Decimals: 0	
Range: -9-2	

### Pre question

INTERVIEWER: READ OUT

### Literal question

## Type Of Collateral Required For The Most Recent Loan? Land, Buildings (k14a)

File: Kenya\_Micro-2013-full data

Referring only to this most recent loan or line of credit, what type of collateral was required?  
Land, buildings under ownership of the establishment

### Interviewer instructions

Collateral refers to property of the business or personal property of the manager or owners that is used to secure the loan in the event that the establishment defaults on its payment obligations. Collateral only refers to real property or financial assets, not to personal guarantees by third parties.

## Type Of Collateral Required For The Most Recent Loan? Equipment (k14b)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 56  
Invalid: 304

### Literal question

Referring only to this most recent loan or line of credit, what type of collateral was required?  
Machinery and equipment including movables

### Interviewer instructions

Collateral refers to property of the business or personal property of the manager or owners that is used to secure the loan in the event that the establishment defaults on its payment obligations. Collateral only refers to real property or financial assets, not to personal guarantees by third parties.

## Type Of Collateral Required For The Most Recent Loan? Accounts (k14c)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 56  
Invalid: 304

### Literal question

Referring only to this most recent loan or line of credit, what type of collateral was required?  
Accounts receivable and inventories

### Interviewer instructions

Collateral refers to property of the business or personal property of the manager or owners that is used to secure the loan in the event that the establishment defaults on its payment obligations. Collateral only refers to real property or financial assets, not to personal guarantees by third parties.

## Type Of Collateral Required For The Most Recent Loan? Personal Assets (k14d)

File: Kenya\_Micro-2013-full data

## Type Of Collateral Required For The Most Recent Loan? Personal Assets (k14d)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 56
Format: numeric	Invalid: 304
Width: 2	
Decimals: 0	
Range: -9-2	

### Literal question

Referring only to this most recent loan or line of credit, what type of collateral was required?  
Personal assets of owner (house, etc.)

### Interviewer instructions

Collateral refers to property of the business or personal property of the manager or owners that is used to secure the loan in the event that the establishment defaults on its payment obligations. Collateral only refers to real property or financial assets, not to personal guarantees by third parties.

## Type Of Collateral Required For The Most Recent Loan? Other (k14e)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 56
Format: numeric	Invalid: 304
Width: 2	
Decimals: 0	
Range: -9-2	

### Literal question

Referring only to this most recent loan or line of credit, what type of collateral was required?  
Other forms of collateral not included in the categories above

### Interviewer instructions

Collateral refers to property of the business or personal property of the manager or owners that is used to secure the loan in the event that the establishment defaults on its payment obligations. Collateral only refers to real property or financial assets, not to personal guarantees by third parties.

## Value Of Collateral Required For The Most Recent Credit/Loan (k15a)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 56
Format: numeric	Invalid: 304
Width: 9	
Decimals: 0	
Range: -9-120000000	

### Literal question

Referring only to this most recent line of credit or loan, what was the approximate value of the collateral required?

What is the total nr of outstanding loans or lines of credit held by this firm? (k15b)

File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete	Valid cases: 82
Format: numeric	Invalid: 278
Width: 2	
Decimals: 0	
Range: -9-10	

#### Literal question

What is the total number of outstanding loans or lines of credit held by this establishment?

What is the total value of outstanding loans/lines of credit held by this firm? (k15c)

File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete	Valid cases: 82
Format: numeric	Invalid: 278
Width: 8	
Decimals: 0	
Range: -9-70000000	

#### Literal question

What is the total value of outstanding loans or lines of credit held by this establishment?

Do you have any outstanding personal loans? (k15d)

File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 2	
Decimals: 0	
Range: -9-2	

#### Literal question

At this time, does the owner of this establishment have any outstanding personal loans that are used to finance this establishment's business activities?

In Last Fiscal Yr, Did Establishment Apply For New Loans/Lines Of Credit? (k16)

File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 2	
Decimals: 0	
Range: -9-2	

#### Literal question

## In Last Fiscal Yr, Did Establishment Apply For New Loans/Lines Of Credit? (k16)

File: Kenya\_Micro-2013-full data

Referring again to the last fiscal year [insert last complete fiscal year], did this establishment apply for any loans or lines of credit?

### Interviewer instructions

Apply for new loans in last year. Self-explanatory

## Main Reason For Not Applying For New Loans Or New Lines Of Credit (k17)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-7

Valid cases: 264  
Invalid: 96

### Pre question

SHOW CARD

### Literal question

What was the main reason why this establishment did not apply for any line of credit or loan?

## What was the outcome of the application for line of credit or loan? (k20a)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 68  
Invalid: 292

### Literal question

Referring only to this most recent application for a line of credit or loan, what was the outcome of that application?

## Applications submitted (KENk26)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-4

Valid cases: 68  
Invalid: 292

### Pre question

INTERVIEWER READ THE FOLLOWING:

Now I would like to ask you about ALL APPLICATIONS for loan or line of credit submitted in the last complete fiscal year.

### Literal question

How many applications for loans or lines of credit were submitted in the last complete fiscal year?

## Applications rejected (KENk27)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete	Valid cases: 64
Format: numeric	Invalid: 296
Width: 2	
Decimals: 0	
Range: -9-1	

#### Literal question

Of these applications for loans or lines of credit submitted in the last complete fiscal year, how many of those applications were rejected?

## What was the most common reason given by the lender for those rejections? (KENk28)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete	Valid cases: 10
Format: numeric	Invalid: 350
Width: 2	
Decimals: 0	
Range: -9-6	

#### Pre question

SHOW CARD

#### Literal question

What was the most common reason given by the lender for those rejections applications for a loan or line of credit?

## Financial Statements Checked & Certified By External Auditor In Last Fiscal Yr? (k21)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 2	
Decimals: 0	
Range: -9-2	

#### Literal question

In fiscal year [insert last complete fiscal year], did this establishment have its annual financial statements checked and certified by an external auditor?

#### Interviewer instructions

Certification of financial statements by external auditor. Self-explanatory

## Level of debt increased, decreased or remained the same? (KENk33)

### File: Kenya\_Micro-2013-full data

#### Overview

## Level of debt increased, decreased or remained the same? (KENk33)

File: Kenya\_Micro-2013-full data

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-3

Valid cases: 360  
Invalid: 0

### Literal question

In the last complete fiscal year, did this establishment's level of debt increase, decrease or remain the same?

## Did not pay its debts in time? (KENk34a)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 360  
Invalid: 0

### Literal question

In the last complete fiscal year, did this establishment do the following ...?  
Did not pay its debts in time?

### Interviewer instructions

(INTERVIEWER: READ EACH CATEGORY)

## Restructured its outstanding liabilities? (KENk34b)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 360  
Invalid: 0

### Literal question

In the last complete fiscal year, did this establishment do the following ...?  
Restructured its outstanding liabilities?

### Interviewer instructions

(INTERVIEWER: READ EACH CATEGORY)

## Filed for insolvency of bankruptcy? (KENk34c)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 360  
Invalid: 0

### Literal question

## Filed for insolvency of bankruptcy? (KENk34c)

### File: Kenya\_Micro-2013-full data

In the last complete fiscal year, did this establishment do the following ...?  
Filed for insolvency or bankruptcy?

#### Interviewer instructions

(INTERVIEWER: READ EACH CATEGORY)

## Applied for state aid? (KENk34d)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 360  
Invalid: 0

#### Literal question

In the last complete fiscal year, did this establishment do the following ...?  
Applied for state aid?

#### Interviewer instructions

(INTERVIEWER: READ EACH CATEGORY)

## How Much Of An Obstacle: Access To Finance (k30)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-4

Valid cases: 360  
Invalid: 0

#### Literal question

Using the response options on the card; To what degree is Access to Finance an obstacle to the current operations of this establishment?

## Does this establishment use mobile money for any of its financial transactions? (MMs1)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 360  
Invalid: 0

#### Pre question

INTERVIEWER READ THE FOLLOWING:

Now I would like to ask you about this establishment use of mobile phone to make payments for business related transactions.

#### Literal question

In its current operations, does this establishment use mobile money for any of its financial transactions?

## Main reason this establishment started using mobile money (MMs2)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 240
Format: numeric	Invalid: 120
Width: 2	
Decimals: 0	
Range: -9-6	

### Pre question

SHOW CARD

### Literal question

Please indicate the main reason this establishment started using mobile money for any of its financial transaction.

## Did this establishment use mobile money to pay its employees? (MMs3)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 240
Format: numeric	Invalid: 120
Width: 2	
Decimals: 0	
Range: -9-2	

### Literal question

In the last complete fiscal year, did this establishment use mobile money to pay its employees?

## What percentage of total labor cost was paid using mobile money? (MMs4)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 49
Format: numeric	Invalid: 311
Width: 3	
Decimals: 0	
Range: -9-100	

### Literal question

In the last complete fiscal year, what percentage of total labor cost (salaries and wages of its employees) was paid by this establishment using mobile money?

## Did this establishment use mobile money to pay its suppliers? (MMs5)

File: Kenya\_Micro-2013-full data

### Overview

## Did this establishment use mobile money to pay its suppliers? (MMs5)

File: Kenya\_Micro-2013-full data

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 240  
Invalid: 120

### Literal question

In the last complete fiscal year, did this establishment use mobile money to pay its suppliers?

## Percentage of the annual cost of raw materials/intermediate goods paid using MM? (MMs6)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 3  
Decimals: 0  
Range: -9-100

Valid cases: 138  
Invalid: 222

### Literal question

In the last complete fiscal year, what percentage of the total annual cost of raw materials and intermediate goods (suppliers' bills) was paid by this establishment using mobile money?

## Did this establishment use mobile money to pay the utility bills of the firm? (MMs7)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 240  
Invalid: 120

### Literal question

In the last complete fiscal year, did this establishment use mobile money to pay the utility bills of the enterprise?

## What percentage of the total annual cost of utilities paid using mobile money? (MMs8)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 3  
Decimals: 0  
Range: -9-100

Valid cases: 104  
Invalid: 256

### Literal question

What percentage of the total annual cost of utilities paid using mobile money? (MMs8)

File: Kenya\_Micro-2013-full data

In the last complete fiscal year, what percentage of the total annual cost of utilities (utilities companies' bills) was paid by this establishment using mobile money?

Did this establishment use mobile money to receive payments from customers? (MMs9)

File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 240  
Invalid: 120

#### Literal question

In the last complete fiscal year, did this establishment use mobile money to receive payments from customers?

What percentage of annual sales did this firm receive from customers using MM? (MMs10)

File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-80

Valid cases: 184  
Invalid: 176

#### Literal question

In the last complete fiscal year, what percentage of annual sales did this establishment receive from customers using mobile money?

Why not use MM for financial transactions? {Dont know enough about mobile money} (MMs11a)

File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 120  
Invalid: 240

#### Literal question

Why does this establishment not use mobile money for financial transactions?  
Don't know enough about mobile money

#### Interviewer instructions

READ OUT

## Why not use MM for financial transactions? {Fees are too high} (MMs11b)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 120
Format: numeric	Invalid: 240
Width: 2	
Decimals: 0	
Range: -9-2	

### Literal question

Why does this establishment not use mobile money for financial transactions?  
Fees are too high

### Interviewer instructions

READ OUT

## Why not use MM for financial transactions? {This firm's payment are too large} (MMs11c)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 120
Format: numeric	Invalid: 240
Width: 2	
Decimals: 0	
Range: -9-2	

### Literal question

Why does this establishment not use mobile money for financial transactions?  
Most of this establishment's payment are too large to use mobile money

### Interviewer instructions

READ OUT

## Why not use MM for financial transactions? {Not easy to use} (MMs11d)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 120
Format: numeric	Invalid: 240
Width: 2	
Decimals: 0	
Range: -9-2	

### Literal question

Why does this establishment not use mobile money for financial transactions?  
Not easy to use

### Interviewer instructions

READ OUT

## Why not use MM for financial transactions? {Customers don't use mobile money} (MMs11e)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 120
Format: numeric	Invalid: 240
Width: 2	
Decimals: 0	
Range: -9-2	

### Literal question

Why does this establishment not use mobile money for financial transactions?  
Customers don't use mobile money

### Interviewer instructions

READ OUT

## Why not use MM for financial transactions? {Suppliers don't use mobile money} (MMs11f)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 120
Format: numeric	Invalid: 240
Width: 2	
Decimals: 0	
Range: -9-2	

### Literal question

Why does this establishment not use mobile money for financial transactions?  
Suppliers don't use mobile money

### Interviewer instructions

READ OUT

## The Court System Is Fair, Impartial And Uncorrupted (h7a)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 2	
Decimals: 0	
Range: -9-4	

### Pre question

SHOW CARD

### Literal question

I am going to read some statements that describe the courts system and how it could affect business. For each statement, please tell me if you Strongly disagree, Tend to disagree, Tend to agree, or Strongly agree.  
"The court system is fair, impartial and uncorrupted."

### Interviewer instructions

Self-explanatory

## What % Of Senior Management Time Was Spent In Dealing With Govt Regulations? (j2)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 3  
Decimals: 0  
Range: -9-100

Valid cases: 360  
Invalid: 0

### Literal question

In a typical week over the last year, what percentage of total senior management's time was spent on dealing with requirements imposed by government regulations? [By senior management I mean managers, directors, and officers above direct supervisors of production/sales workers. Some examples of government regulations are taxes, customs, labor regulations, licensing and registration, including dealings with officials and completing forms]

### Interviewer instructions

Percent of total senior management's time. Ask managers to estimate what percentage of their time senior managers spend dealing with government regulations, inspections, negotiations and other bureaucratic burden. This is time that would otherwise be spent on business matters. It should not include time spent negotiating procurement contracts with the government - only time dealing with red tape and bureaucracy.

## Over The Last 12 Months, Was This Establishment Inspected By Tax Officials? (j3)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 360  
Invalid: 0

### Literal question

Over the last year, was this establishment visited or inspected by tax officials?

### Interviewer instructions

Visitations and inspections from tax inspectorate officials. Self-explanatory

## Frequency Of Inspections/Requirement For Meeting By Tax Officials (j4)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-36

Valid cases: 237  
Invalid: 123

### Literal question

Over the last year, how many times was this establishment either inspected by tax officials or required to meet with them?

### Interviewer instructions

Self-explanatory

## In Any Of These Inspections Was A Gift/Informal payment Requested ? (j5)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 237
Format: numeric	Invalid: 123
Width: 2	
Decimals: 0	
Range: -9-2	

### Literal question

In any of these inspections or meetings was a gift or informal payment expected or requested?

### Interviewer instructions

- 1) Bribes from tax inspectors. Self-explanatory
- 2) Sensitive question, no clarification can be offered

## Government Contract Secured (Or Attempted) In The Last 12 Months? (j6a)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 2	
Decimals: 0	
Range: -9-2	

### Literal question

Over the last year, has this establishment secured or attempted to secure a government contract?

### Interviewer instructions

Self-explanatory

## % Of Contract Value Avg. Firm Pays In Informal Gifts To Govt To Secure Contract? (j6)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 39
Format: numeric	Invalid: 321
Width: 2	
Decimals: 0	
Range: -9-20	

### Literal question

When establishments like this one do business with the government, what percent of the contract value would be typically paid in informal payments or gifts to secure the contract?

### Interviewer instructions

- 1) Percent of the contract value. The question is designed to get at the size of the unaudited or unreported payment that is made to a government officials that directly aided in granting a government contract, in part or in whole, or expanded the size of the contract to include the establishment's business.

Again, notice the wording (phrasing) of the question: it asks for the respondent to answer for the "typical" establishment, rather than the establishment being interviewed.

- 2) Sensitive question, no clarification can be offered

## Percent Of Total Annual Sales Paid In Informal Payments (j7a)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete  
 Format: numeric  
 Width: 3  
 Decimals: 0  
 Range: -9-100

Valid cases: 303  
 Invalid: 57

#### Literal question

It is said that establishments are sometimes required to make gifts or informal payments to public officials to "get things done" with regard to customs, taxes, licenses, regulations, services etc. On average, what percent of total annual sales, or estimated total annual value, do establishments like this one pay in informal payments or gifts to public officials for this purpose?

Percent of total annual sales paid as informal payment

#### Interviewer instructions

PROVIDE EITHER ONE OR THE OTHER, NOT BOTH

1) Size of informal payments/gifts Informal payments are payments made to government officials that are unaudited or unreported. They are generally given to an official with the expectation that a service will be performed (such as granting a business license), a violation overlooked (such as violation of health regulation), or because the official threatens the business.

Notice the wording (phrasing) of the question: it asks for the respondent to answer for establishments "like this one" rather than the establishment being interviewed.

2) Sensitive question, no clarification can be offered

## Total Annual Informal Payment (j7b)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete  
 Format: numeric  
 Width: 5  
 Decimals: 0  
 Range: -9-20000

Valid cases: 57  
 Invalid: 303

#### Literal question

It is said that establishments are sometimes required to make gifts or informal payments to public officials to "get things done" with regard to customs, taxes, licenses, regulations, services etc. On average, what percent of total annual sales, or estimated total annual value, do establishments like this one pay in informal payments or gifts to public officials for this purpose?

Total annual informal payment

#### Interviewer instructions

PROVIDE EITHER ONE OR THE OTHER, NOT BOTH

1) Size of informal payments/gifts Informal payments are payments made to government officials that are unaudited or unreported. They are generally given to an official with the expectation that a service will be performed (such as granting a business license), a violation overlooked (such as violation of health regulation), or because the official threatens the business.

Notice the wording (phrasing) of the question: it asks for the respondent to answer for establishments "like this one" rather than the establishment being interviewed.

2) Sensitive question, no clarification can be offered

## Application To Obtain An Import License Submitted Over The Last 2 Years? (j10)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 2	
Decimals: 0	
Range: -9-2	

### Literal question

Over the last two years, did this establishment submit an application to obtain an import license?

### Interviewer instructions

Application for import license Self-explanatory

## How Many Days Did It Take To Obtain Your Import License? (j11)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 34
Format: numeric	Invalid: 326
Width: 3	
Decimals: 0	
Range: -9-270	

### Literal question

Approximately how many days did it take to obtain this import license from the day of the application to the day it was granted?

### Interviewer instructions

Wait for import license Self-explanatory

## When You Applied For An Import License, Was An Informal Gift/payment Requested? (j12)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 34
Format: numeric	Invalid: 326
Width: 2	
Decimals: 0	
Range: -9-2	

### Literal question

In reference to that application for an import license, was an informal gift or payment expected or requested?

### Interviewer instructions

- 1) Bribe for import license Self-explanatory
- 2) Sensitive question, no clarification can be offered

## Application To Obtain An Operating License Submitted Over Last 2 Years? (j13)

File: Kenya\_Micro-2013-full data

### Overview

## Application To Obtain An Operating License Submitted Over Last 2 Years? (j13)

File: Kenya\_Micro-2013-full data

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 360  
Invalid: 0

### Literal question

Over the last two years, did this establishment submit an application to obtain an operating license?

### Interviewer instructions

Application for operating license Self-explanatory-Includes renewals of operating licenses

## How Many Days Did It Take To Obtain Your Operating License? (j14)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 3  
Decimals: 0  
Range: -9-180

Valid cases: 263  
Invalid: 97

### Literal question

Approximately how many days did it take to obtain this operating license from the day of the application to the day it was granted?

### Interviewer instructions

Wait for operating license Self-explanatory

## When You Applied For Operating License Was An Informal Gift/payment Requested? (j15)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 263  
Invalid: 97

### Literal question

In reference to that application for an operating license, was an informal gift or payment expected or requested?

## How Much Of An Obstacle: Tax Rates (j30a)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-4

Valid cases: 360  
Invalid: 0

## How Much Of An Obstacle: Tax Rates (j30a)

### File: Kenya\_Micro-2013-full data

#### Pre question

- 1) SHOW CARD
- 2) ROTATE OPTIONS

#### Literal question

As I list some factors that can affect the current operations of a business, please look at this card and tell me if you think that each factor is No Obstacle, a Minor Obstacle, a Moderate Obstacle, a Major Obstacle, or a Very Severe Obstacle to the current operations of this establishment.

Tax rates

#### Interviewer instructions

- 1) The manager should be given a card with the different alternatives for 'degree of obstacle' (from 0 to 4).
- 2) Sensitive question, no clarification can be offered

## How Much Of An Obstacle: Tax Administrations (j30b)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-4

Valid cases: 360  
Invalid: 0

#### Pre question

- 1) SHOW CARD
- 2) ROTATE OPTIONS

#### Literal question

As I list some factors that can affect the current operations of a business, please look at this card and tell me if you think that each factor is No Obstacle, a Minor Obstacle, a Moderate Obstacle, a Major Obstacle, or a Very Severe Obstacle to the current operations of this establishment.

Tax administration

#### Interviewer instructions

- 1) The manager should be given a card with the different alternatives for 'degree of obstacle' (from 0 to 4).
- 2) Sensitive question, no clarification can be offered

## How Much Of An Obstacle: Business Licensing And Permits (j30c)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-4

Valid cases: 360  
Invalid: 0

#### Pre question

- 1) SHOW CARD
- 2) ROTATE OPTIONS

#### Literal question

As I list some factors that can affect the current operations of a business, please look at this card and tell me if you think that each factor is No Obstacle, a Minor Obstacle, a Moderate Obstacle, a Major Obstacle, or a Very Severe Obstacle to the current operations of this establishment.

Business licensing and permits

#### Interviewer instructions

- 1) The manager should be given a card with the different alternatives for 'degree of obstacle' (from 0 to 4).
- 2) Sensitive question, no clarification can be offered

## How Much Of An Obstacle: Political Instability (j30e)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 2	
Decimals: 0	
Range: -9-4	

### Pre question

SHOW CARD

### Literal question

Using the response options on the card; To what degree is political instability an obstacle to the current operations of this establishment?

### Interviewer instructions

- 1) The manager should be given a card with the different alternatives for 'degree of obstacle' (from 0 to 4).
- 2) Sensitive question, no clarification can be offered

## How Much Of An Obstacle: Corruption (j30f)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 2	
Decimals: 0	
Range: -9-4	

### Pre question

SHOW CARD

### Literal question

Using the response options on the card; To what degree is corruption an obstacle to the current operations of this establishment?

### Interviewer instructions

- 1) The manager should be given a card with the different alternatives for 'degree of obstacle' (from 0 to 4).
- 2) Sensitive question, no clarification can be offered

## How Much Of An Obstacle: Courts (h30)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 2	
Decimals: 0	
Range: -9-4	

### Pre question

SHOW CARD

### Literal question

Using the response options on the card; To what degree are courts an obstacle to the current operations of this establishment?

### Interviewer instructions

- 1) The manager should be given a card with the different alternatives for 'degree of obstacle' (from 0 to 4).
- 2) Sensitive question, no clarification can be offered

## Num. Permanent, Full-Time Employees At End Of Last Fiscal Year (I1)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-5

Valid cases: 360  
Invalid: 0

### Pre question

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING: Now I would like to ask you a few questions about this establishment's labour force.

### Literal question

At the end of fiscal year [insert last complete fiscal year], how many permanent, full-time employees did this establishment employ? Please include all employees and managers

### Post question

INTERVIEWER: include interviewee if applicable

### Interviewer instructions

Number of permanent, full-time employees last complete fiscal year are defined as all paid employees that are contracted for a term of one or more fiscal years and/or have a guaranteed renewal of their employment contract and that work up to 8 or more hours per day.

All employees and managers (including respondent) should be counted.

## Num. Permanent, Full-Time Employees At End Of 3 Fiscal Years Ago (I2)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-8

Valid cases: 360  
Invalid: 0

### Literal question

Three fiscal years ago, at the end of fiscal year [insert three complete fiscal years ago], how many permanent, full-time individuals worked in this establishment? Please include all employees and managers

### Post question

INTERVIEWER: include interviewee if applicable

### Interviewer instructions

Number of permanent, full-time employees three complete fiscal years ago. See definition of permanent, full-time employees in I1

## Num. Full-time Employees At End Of Last Fiscal Yr: production workers (I3a)

File: Kenya\_Micro-2013-full data

### Overview

## Num. Full-time Employees At End Of Last Fiscal Yr: production workers (l3a)

File: Kenya\_Micro-2013-full data

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-5

Valid cases: 67  
Invalid: 293

### Pre question

INTERVIEWER: READ EACH CATEGORY

### Literal question

At the end of fiscal year [insert last complete fiscal year], how many permanent, full-time employees were:  
Production employees

### Interviewer instructions

Number of permanent, full-time production employees are employees (up to the line supervisor level) engaged in fabricating, processing, assembling, inspecting, receiving, storing, handling, packing, warehousing, shipping (but not delivering), maintenance, repair, product development, auxiliary production for plant's own use (e.g., power plant), recordkeeping, and other services closely associated with these production operations. Employees above the working-supervisor level are excluded from this item.

Number of permanent, full-time non-production employees are those employees not engaged in fabricating, processing, assembling, inspecting, receiving, storing, handling, packing, warehousing, shipping (but not delivering), maintenance, repair, product development, auxiliary production for plant's own use (e.g., power plant), recordkeeping, and other services closely associated with these production operations. Managers and other supervisory personnel with responsibilities for the performance of shop floor supervisors and below are included. Do not include shop floor supervisors.

Employees in sales (including driver-salespersons), sales delivery (highway truck drivers and their helpers), janitorial and guard services, advertising, credit, collection, installation and servicing of own products, clerical and routine office functions, executive, purchasing, financing, legal, personnel (including cafeteria, medical, etc.) are included. Also included are employees on the payroll of the manufacturing establishment engaged in the construction of major additions or alterations utilized as a separate work force. Professional, and technical employees are included in this category.

## Num. Full-time Employees At End Of Last Fiscal Yr: non-production workers (l3b)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-12

Valid cases: 67  
Invalid: 293

### Pre question

INTERVIEWER: READ EACH CATEGORY

### Literal question

At the end of fiscal year [insert last complete fiscal year], how many permanent, full-time employees were:  
Non-production employees [e.g., managers, administration, sales]

### Interviewer instructions

## Num. Full-time Employees At End Of Last Fiscal Yr: non-production workers (l3b)

File: Kenya\_Micro-2013-full data

Number of permanent, full-time production employees are employees (up to the line supervisor level) engaged in fabricating, processing, assembling, inspecting, receiving, storing, handling, packing, warehousing, shipping (but not delivering), maintenance, repair, product development, auxiliary production for plant's own use (e.g., power plant), recordkeeping, and other services closely associated with these production operations. Employees above the working-supervisor level are excluded from this item.

Number of permanent, full-time non-production employees are those employees not engaged in fabricating, processing, assembling, inspecting, receiving, storing, handling, packing, warehousing, shipping (but not delivering), maintenance, repair, product development, auxiliary production for plant's own use (e.g., power plant), recordkeeping, and other services closely associated with these production operations. Managers and other supervisory personnel with responsibilities for the performance of shop floor supervisors and below are included. Do not include shop floor supervisors.

Employees in sales (including driver-salespersons), sales delivery (highway truck drivers and their helpers), janitorial and guard services, advertising, credit, collection, installation and servicing of own products, clerical and routine office functions, executive, purchasing, financing, legal, personnel (including cafeteria, medical, etc.) are included. Also included are employees on the payroll of the manufacturing establishment engaged in the construction of major additions or alterations utilized as a separate work force. Professional, and technical employees are included in this category.

## Num. Full-time Employees At End Of Last Fiscal Yr: Skilled Production Workers (l4a)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-4

Valid cases: 67  
Invalid: 293

### Pre question

INTERVIEWER: READ EACH CATEGORY

### Literal question

At the end of fiscal year [insert last complete fiscal year], how many permanent, full-time employees were:  
Skilled production workers

### Interviewer instructions

Numbers of different types of permanent, full-time skilled production workers have some special knowledge or (usually acquired) ability in their work. A skilled worker may have attended a college, university or technical school or, may have learned their skills on the job.

Unskilled production worker are unskilled in that it is not required that they have special training, education, or skill to perform their job.

## Num. Full-time Employees At End Of Last Fiscal Yr: Unskilled Production Workers (l4b)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-3

Valid cases: 67  
Invalid: 293

### Pre question

## Num. Full-time Employees At End Of Last Fiscal Yr: Unskilled Production Workers (l4b)

File: Kenya\_Micro-2013-full data

INTERVIEWER: READ EACH CATEGORY

### Literal question

At the end of fiscal year [insert last complete fiscal year], how many permanent, full-time employees were: Unskilled production workers

### Interviewer instructions

Numbers of different types of permanent, full-time skilled production workers have some special knowledge or (usually acquired) ability in their work. A skilled worker may have attended a college, university or technical school or, may have learned their skills on the job.

Unskilled production worker are unskilled in that it is not required that they have special training, education, or skill to perform their job.

## Num. Full-time Employees At End Of Last Fiscal Yr: female production workers (l5a)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-3

Valid cases: 67  
Invalid: 293

### Literal question

At the end of fiscal year [insert last complete fiscal year], how many permanent full-time employees of this establishment for the following categories were female?  
Female permanent full-time production employees

### Interviewer instructions

Self explanatory

## Num. Full-time Employees At End Of Last Fiscal Yr: female non-production workers (l5b)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-4

Valid cases: 67  
Invalid: 293

### Literal question

At the end of fiscal year [insert last complete fiscal year], how many permanent full-time employees of this establishment for the following categories were female?  
Female permanent full-time non-production employees

### Interviewer instructions

Self explanatory

## Num. Full-time Employees At End Of Last Fiscal Yr: female (15)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Continuous	Valid cases: 293
Format: numeric	Invalid: 67
Width: 2	Minimum: -9
Decimals: 0	Maximum: 20
Range: -9-20	

#### Literal question

At the end of fiscal year [insert last complete fiscal year], how many permanent full-time employees of this establishment for the following categories were female?

## Num. Full-Time Temporary Employees At End Of Last Fiscal Yr (16)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 2	
Decimals: 0	
Range: -9-73	

#### Literal question

How many full-time temporary employees did this establishment employ in fiscal year [insert last complete fiscal year]?

#### Post question

(Full-time, temporary workers are all paid short-term (i.e. for less than a fiscal year) employees with no guarantee of renewal of contract employment and that work full-time)

#### Interviewer instructions

Full-time temporary or seasonal employees are defined as all paid short-term (i.e. for less than a fiscal year) employees with no guarantee of renewal of employment contract and work 40 hours or more per week for the term of their contract.

## Full-time female seasonal or temporary workers employed last fiscal year (16a)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete	Valid cases: 164
Format: numeric	Invalid: 196
Width: 2	
Decimals: 0	
Range: -9-50	

#### Literal question

How many full-time temporary employees employed throughout fiscal year [insert last complete fiscal year], were females?

## Avg. Length Of Employment Of All Full-time Temporary Employees In Last Fiscal Yr (18)

### File: Kenya\_Micro-2013-full data

#### Overview

## Avg. Length Of Employment Of All Full-time Temporary Employees In Last Fiscal Yr (l8)

File: Kenya\_Micro-2013-full data

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-12

Valid cases: 164  
Invalid: 196

### Literal question

What was the average length of employment of all full-time temporary employees in fiscal year [insert last complete fiscal year]?

### Interviewer instructions

Average length of employment of all full-time temporary or seasonal employees refers to the number of months that the employee was contracted for work that occupied employees for 40 hours or more per week. If average full-time temporary or seasonal employment was for less than one month, enumerator should write 1.

## Average Years Of Education For Typical Production Worker (l9a)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-17

Valid cases: 67  
Invalid: 293

### Literal question

What is the average number of years of education of a typical permanent full-time production worker employed in this establishment?

## Average number of years of education of typical Female production worker (l9a2)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-16

Valid cases: 67  
Invalid: 293

### Literal question

What is the average number of years of education of a typical female permanent full-time production worker employed in this establishment?

### Interviewer instructions

(INTERVIEWER: Full secondary education corresponds to 10 years, higher education to 15 years. EDUCATION IN YEARS= NUMBER OF YEARS AT SCHOOL + NUMBER OF YEARS OF PROFESSIONAL EDUCATION, INCLUDING HIGHER EDUCATION. FOR EXAMPLE, SECONDARY (FULL) GENERAL EDUCATION = 10 YEARS, HIGHER = 15 YEARS. IF THE ANSWER IS LESS THAN 6, PLEASE DO ASK AGAIN.)

## % Of Full Time Workers Completed High School (l9b)

File: Kenya\_Micro-2013-full data

### Overview

## % Of Full Time Workers Completed High School (19b)

File: Kenya\_Micro-2013-full data

Type: Discrete  
Format: numeric  
Width: 3  
Decimals: 0  
Range: -9-100

Valid cases: 360  
Invalid: 0

### Literal question

What is the percentage of full-time permanent workers who completed secondary school?

## Formal Training Programs For Permanent, Full-time Employees In Last Fiscal Yr (110)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-2

Valid cases: 360  
Invalid: 0

### Literal question

Over fiscal year [insert last complete fiscal year], did this establishment have formal training programs for its permanent, full-time employees?

### Interviewer instructions

Formal training has a structured and defined curriculum. Formal training may include classroom work, seminars, lectures, workshops, and audio-visual presentations and demonstrations. This does not include training to familiarize employees with equipment and machinery on the shop floor, training aimed at familiarizing employees with the establishment's standard operation procedures, or employee orientation at the beginning of an employee's tenure. In-house training may be conducted by other non-supervisory employees of the establishment, the establishment's supervisors or managers, or the establishments training centers.

## % Permanent Full-time Production Employees Received Formal Training In Last FFY (111a)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 3  
Decimals: 0  
Range: -9-100

Valid cases: 17  
Invalid: 343

### Literal question

Referring to the training programs run over fiscal year [insert last complete fiscal year], what percent of permanent, full-time employees of the following categories received formal training?

Production full-time permanent employees trained

### Interviewer instructions

Percentage of production vs. non-production employees that were trained. Self-explanatory

## % Permanent Fulltime NonProduction Employees Received Formal Training In Last FY (111b)

File: Kenya\_Micro-2013-full data

## % Permanent Fulltime NonProduction Employees Received Formal Training In Last FY (I11b)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 3  
Decimals: 0  
Range: -9-100

Valid cases: 17  
Invalid: 343

### Literal question

Referring to the training programs run over fiscal year [insert last complete fiscal year], what percent of permanent, full-time employees of the following categories received formal training?  
Non-production full-time permanent employees trained

### Interviewer instructions

Percentage of production vs. non-production employees that were trained. Self-explanatory

## How Much Of An Obstacle: Labor Regulations? (I30a)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-4

Valid cases: 360  
Invalid: 0

### Pre question

SHOW CARD

### Literal question

Using the response options on the card; To what degree are Labor Regulations an obstacle to the current operations of this establishment?

### Interviewer instructions

- 1) Self-explanatory
- 2) Sensitive question, no clarification can be offered

## How Much Of An Obstacle: Inadequately Educated Workforce? (I30b)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-4

Valid cases: 360  
Invalid: 0

### Pre question

SHOW CARD

### Literal question

Using the response options on the card; To what degree is an Inadequately Educated Workforce an obstacle to the current operations of this establishment?

### Interviewer instructions

- 1) Self-explanatory
- 2) Sensitive question, no clarification can be offered

## Biggest Obstacle Affecting The Operation Of This Establishment (m1a)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-15

Valid cases: 360  
Invalid: 0

### Pre question

1) READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING: The next set of questions is designed to get a general picture of your opinion about the business environment that affects your operations.  
2) SHOW CARD (DO NOT READ OUT)

### Literal question

By looking at card [insert card number] can you tell me which of the elements of the business environment included in the list, if any, currently represents the biggest obstacle faced by this establishment?

### Interviewer instructions

INTERVIEWER: ONE ANSWER ONLY

## Rotation Order (m1d)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 2  
Decimals: 0  
Range: -9-15

Valid cases: 360  
Invalid: 0

### Pre question

SHOW CARD

### Literal question

By looking at card [insert card number] can you tell me which of the elements of the business environment included in the list, if any, currently represents the biggest obstacle faced by this establishment?  
Rotation (option 1, 2 or 3)

## Total Labor Cost (Incl. Wages, Salaries, Bonuses, Etc) In Last Fiscal Year (n2a)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 8  
Decimals: 0  
Range: -9-30000000

Valid cases: 360  
Invalid: 0

### Pre question

1) READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING: The purpose of the following questions is to allow us to estimate the productivity of establishments like this one. Estimates are made at the aggregate level so the information you provide below will be compiled with the information from other establishments. It is important that this information be as accurate as possible. The individual data are treated as confidential - the identity of your establishment will not be revealed at any point. Please provide the following information from the financial statements of this establishment.  
2) READ OUT

### Literal question

## Total Labor Cost (Incl. Wages, Salaries, Bonuses, Etc) In Last Fiscal Year (n2a)

File: Kenya\_Micro-2013-full data

For fiscal year [insert last complete fiscal year], please provide the following information about this establishment:  
Total annual cost of labor (including wages, salaries, bonuses, social security payments)

### Interviewer instructions

Total cost of labor, including wages, salaries and benefits is the total annual wages and all annual benefits, including food, transport, social security (i.e. pensions, medical insurance, and unemployment insurance).

Raw materials and intermediate goods (M) is the cost of all inputs in the production activity. This is usually an item directly taken from the financial statements

Total annual cost of finished goods and materials purchased to resell: (S) is the cost of all finished goods and materials purchased to be resold.

Fuel (M) is the total annual cost of all fuels consumed for heat, power, transportation, or the generation of electricity. Do not include the estimated costs of fuels, such as sawdust or blast furnace gas, produced as a byproduct of your manufacturing activities. Include anthracite and bituminous coal, coke, natural and manufactured gas, fuel oil, liquefied petroleum gas, gasoline, and all other fuels, including purchased steam. Be sure to include fuel used to power delivery trucks, fork lifts, or other motor vehicles associated with the establishment.

Electricity is the total annual cost of electric energy purchased from public or private utility companies or received from other establishments that belong to the same firm. Exclude the value of electricity generated and used at this establishment.

Total annual depreciation is the amortization of fixed assets due to the wearing down and/or obsolescence

## Cost Of Raw Materials And Intermediate Goods Used In Prod. In Last Fiscal Year (n2e)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 8  
Decimals: 0  
Range: -9-95000000

Valid cases: 67  
Invalid: 293

### Literal question

For fiscal year [insert last complete fiscal year], please provide the following information about this establishment:  
Total annual cost of raw materials and intermediate goods used in production

### Interviewer instructions

## Cost Of Raw Materials And Intermediate Goods Used In Prod. In Last Fiscal Year (n2e)

### File: Kenya\_Micro-2013-full data

Total cost of labor, including wages, salaries and benefits is the total annual wages and all annual benefits, including food, transport, social security (i.e. pensions, medical insurance, and unemployment insurance).

Raw materials and intermediate goods (M) is the cost of all inputs in the production activity. This is usually an item directly taken from the financial statements

Total annual cost of finished goods and materials purchased to resell: (S) is the cost of all finished goods and materials purchased to be resold.

Fuel (M) is the total annual cost of all fuels consumed for heat, power, transportation, or the generation of electricity. Do not include the estimated costs of fuels, such as sawdust or blast furnace gas, produced as a byproduct of your manufacturing activities. Include anthracite and bituminous coal, coke, natural and manufactured gas, fuel oil, liquefied petroleum gas, gasoline, and all other fuels, including purchased steam. Be sure to include fuel used to power delivery trucks, fork lifts, or other motor vehicles associated with the establishment.

Electricity is the total annual cost of electric energy purchased from public or private utility companies or received from other establishments that belong to the same firm. Exclude the value of electricity generated and used at this establishment.

Total annual depreciation is the amortization of fixed assets due to the wearing down and/or obsolescence

## Total Annual Costs Of Fuel In Last Fiscal Year (n2f)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete

Format: numeric

Width: 8

Decimals: 0

Range: -9-70000000

Valid cases: 67

Invalid: 293

#### Literal question

For fiscal year [insert last complete fiscal year], please provide the following information about this establishment:

Total annual costs of fuel

#### Interviewer instructions

Total cost of labor, including wages, salaries and benefits is the total annual wages and all annual benefits, including food, transport, social security (i.e. pensions, medical insurance, and unemployment insurance).

Raw materials and intermediate goods (M) is the cost of all inputs in the production activity. This is usually an item directly taken from the financial statements

Total annual cost of finished goods and materials purchased to resell: (S) is the cost of all finished goods and materials purchased to be resold.

Fuel (M) is the total annual cost of all fuels consumed for heat, power, transportation, or the generation of electricity. Do not include the estimated costs of fuels, such as sawdust or blast furnace gas, produced as a byproduct of your manufacturing activities. Include anthracite and bituminous coal, coke, natural and manufactured gas, fuel oil, liquefied petroleum gas, gasoline, and all other fuels, including purchased steam. Be sure to include fuel used to power delivery trucks, fork lifts, or other motor vehicles associated with the establishment.

Electricity is the total annual cost of electric energy purchased from public or private utility companies or received from other establishments that belong to the same firm. Exclude the value of electricity generated and used at this establishment.

Total annual depreciation is the amortization of fixed assets due to the wearing down and/or obsolescence

## Total Annual Costs Of Electricity In Last Fiscal Year (n2b)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 9	
Decimals: 0	
Range: -9-170000000	

### Literal question

For fiscal year [insert last complete fiscal year], please provide the following information about this establishment:  
Total annual costs of electricity

### Interviewer instructions

Total cost of labor, including wages, salaries and benefits is the total annual wages and all annual benefits, including food, transport, social security (i.e. pensions, medical insurance, and unemployment insurance).

Raw materials and intermediate goods (M) is the cost of all inputs in the production activity. This is usually an item directly taken from the financial statements

Total annual cost of finished goods and materials purchased to resell: (S) is the cost of all finished goods and materials purchased to be resold.

Fuel (M) is the total annual cost of all fuels consumed for heat, power, transportation, or the generation of electricity. Do not include the estimated costs of fuels, such as sawdust or blast furnace gas, produced as a byproduct of your manufacturing activities. Include anthracite and bituminous coal, coke, natural and manufactured gas, fuel oil, liquefied petroleum gas, gasoline, and all other fuels, including purchased steam. Be sure to include fuel used to power delivery trucks, fork lifts, or other motor vehicles associated with the establishment.

Electricity is the total annual cost of electric energy purchased from public or private utility companies or received from other establishments that belong to the same firm. Exclude the value of electricity generated and used at this establishment.

Total annual depreciation is the amortization of fixed assets due to the wearing down and/or obsolescence

## Machinery, vehicles and equipment (n2ra)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 67
Format: numeric	Invalid: 293
Width: 7	
Decimals: 0	
Range: -9-2000000	

### Literal question

From the financial reports for fiscal year [insert last complete fiscal year], please provide the following information about this establishment:

Total annual cost of labor including wages, salaries, bonuses, social security payments

## Land and building (n2rb)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 67
Format: numeric	Invalid: 293
Width: 7	
Decimals: 0	
Range: -9-4120000	

### Literal question

## Land and building (n2rb)

### File: Kenya\_Micro-2013-full data

From the financial reports for fiscal year [insert last complete fiscal year], please provide the following information about this establishment:

## Total Annual Cost Of Finished Goods/Materials Bought To Resell In Last Fiscal Yr (n2i)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete	Valid cases: 173
Format: numeric	Invalid: 187
Width: 9	
Decimals: 0	
Range: -9-120000000	

#### Literal question

For fiscal year [insert last complete fiscal year], please provide the following information about this establishment:  
Total annual cost of finished goods/materials bought to resell

#### Interviewer instructions

Total cost of labor, including wages, salaries and benefits is the total annual wages and all annual benefits, including food, transport, social security (i.e. pensions, medical insurance, and unemployment insurance).

Raw materials and intermediate goods (M) is the cost of all inputs in the production activity. This is usually an item directly taken from the financial statements

Total annual cost of finished goods and materials purchased to resell: (S) is the cost of all finished goods and materials purchased to be resold.

Fuel (M) is the total annual cost of all fuels consumed for heat, power, transportation, or the generation of electricity. Do not include the estimated costs of fuels, such as sawdust or blast furnace gas, produced as a byproduct of your manufacturing activities. Include anthracite and bituminous coal, coke, natural and manufactured gas, fuel oil, liquefied petroleum gas, gasoline, and all other fuels, including purchased steam. Be sure to include fuel used to power delivery trucks, fork lifts, or other motor vehicles associated with the establishment.

Electricity is the total annual cost of electric energy purchased from public or private utility companies or received from other establishments that belong to the same firm. Exclude the value of electricity generated and used at this establishment.

Total annual depreciation is the amortization of fixed assets due to the wearing down and/or obsolescence

## Other Cost Of Production (n2j)

### File: Kenya\_Micro-2013-full data

#### Overview

Type: Discrete	Valid cases: 67
Format: numeric	Invalid: 293
Width: 7	
Decimals: 0	
Range: -9-1000000	

#### Literal question

From the financial reports for fiscal year [insert last complete fiscal year], please provide the following information about this establishment:

## Net Book Value Of Machinery Vehicles, And Equipment In Last Fiscal Year (n6a)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 8  
Decimals: 0  
Range: -9-80000000

Valid cases: 67  
Invalid: 293

### Literal question

At the end of fiscal year [insert last complete fiscal year], what was the net book value, that is the value of assets after depreciation, of the following:  
Machinery, vehicles, and equipment

### Interviewer instructions

Net book value equals the purchase value minus depreciation.

The net book value represents the actual cost of assets at the time they were acquired, including all costs incurred in making the assets usable (such as transportation and installation) minus depreciation accumulated since the date of purchase. Included in the assets are all buildings, structures, machinery, and equipment (production, office, and transportation equipment) for which depreciation reserves are maintained. Accordingly, the value of assets at the end of the year includes the value of construction in progress.

## Net Book Value Of Land And Buildings In Last Fiscal Year (n6b)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 8  
Decimals: 0  
Range: -9-52000000

Valid cases: 67  
Invalid: 293

### Literal question

At the end of fiscal year [insert last complete fiscal year], what was the net book value, that is the value of assets after depreciation, of the following:  
Land and buildings

### Interviewer instructions

Net book value equals the purchase value minus depreciation.

The net book value represents the actual cost of assets at the time they were acquired, including all costs incurred in making the assets usable (such as transportation and installation) minus depreciation accumulated since the date of purchase. Included in the assets are all buildings, structures, machinery, and equipment (production, office, and transportation equipment) for which depreciation reserves are maintained. Accordingly, the value of assets at the end of the year includes the value of construction in progress.

## Total liabilities (KENk29)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 8  
Decimals: 0  
Range: -9-90000000

Valid cases: 360  
Invalid: 0

## Percentage in foreign currency (KENk30)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 3  
Decimals: 0  
Range: -9-100

Valid cases: 360  
Invalid: 0

## Cost For Establishment To Re-Purchase All Of Its Machinery (n7a)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 9  
Decimals: 0  
Range: -9-300000000

Valid cases: 67  
Invalid: 293

### Literal question

Hypothetically, if this establishment were to purchase the assets it uses now, in their current condition, how much would they cost?

Machinery, vehicles, and equipment

### Interviewer instructions

This question is designed to ascertain the market value of the establishment's assets. Data on equipment is the most important. You can ask the manager to estimate the market value if all of the equipment, land and buildings were sold on the open market. If the respondent states that there is no market, ask how much the respondent would be willing to pay for the capital, knowing what it can produce in its current condition. Estimate how much it would cost to buy machinery in the current market which is similar in terms of age and characteristics. This estimate is to give an indication of the capital intensity of the firm. Keep in mind that it is one of the most important questions on the questionnaire.

## Cost For Establishment To Re-Purchase All Of Its Land And Buildings (n7b)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete  
Format: numeric  
Width: 9  
Decimals: 0  
Range: -9-500000000

Valid cases: 67  
Invalid: 293

### Literal question

Hypothetically, if this establishment were to purchase the assets it uses now, in their current condition, how much would they cost?

Land and buildings

### Interviewer instructions

This question is designed to ascertain the market value of the establishment's assets. Data on equipment is the most important. You can ask the manager to estimate the market value if all of the equipment, land and buildings were sold on the open market. If the respondent states that there is no market, ask how much the respondent would be willing to pay for the capital, knowing what it can produce in its current condition. Estimate how much it would cost to buy machinery in the current market which is similar in terms of age and characteristics. This estimate is to give an indication of the capital intensity of the firm. Keep in mind that it is one of the most important questions on the questionnaire.

## main respondent's position in the firm (a15a1x)

File: Kenya\_Micro-2013-full data

**Overview**

Type: Discrete	Valid cases: 360
Format: character	Invalid: 0
Width: 51	

## main respondent's years with the firm (a15a2)

File: Kenya\_Micro-2013-full data

**Overview**

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 2	
Decimals: 0	
Range: 1-44	

## main respondent's gender (a15a3)

File: Kenya\_Micro-2013-full data

**Overview**

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 1	
Decimals: 0	
Range: 1-2	

## second respondent's position in the firm (a15b1x)

File: Kenya\_Micro-2013-full data

**Overview**

Type: Discrete	Valid cases: 16
Format: character	Invalid: 0
Width: 26	

## second respondent's years with the firm (a15b2)

File: Kenya\_Micro-2013-full data

**Overview**

Type: Discrete	Valid cases: 16
Format: numeric	Invalid: 344
Width: 2	
Decimals: 0	
Range: 1-35	

## second respondent's gender (a15b3)

File: Kenya\_Micro-2013-full data

**Overview**

## second respondent's gender (a15b3)

File: Kenya\_Micro-2013-full data

Type: Discrete  
 Format: numeric  
 Width: 1  
 Decimals: 0  
 Range: 1-2

Valid cases: 16  
 Invalid: 344

## Third respondent's position in the firm (a15c1x)

File: Kenya\_Micro-2013-full data

**Overview**

Type: Discrete  
 Format: character  
 Width: 11

Valid cases: 3  
 Invalid: 0

## Third respondent's years with the firm (a15c2)

File: Kenya\_Micro-2013-full data

**Overview**

Type: Discrete  
 Format: numeric  
 Width: 2  
 Decimals: 0  
 Range: 1-12

Valid cases: 3  
 Invalid: 357

## Third respondent's gender (a15c3)

File: Kenya\_Micro-2013-full data

**Overview**

Type: Discrete  
 Format: numeric  
 Width: 1  
 Decimals: 0  
 Range: 1-2

Valid cases: 3  
 Invalid: 357

## Day (a15d)

File: Kenya\_Micro-2013-full data

**Overview**

Type: Discrete  
 Format: numeric  
 Width: 2  
 Decimals: 0  
 Range: 1-31

Valid cases: 360  
 Invalid: 0

**Literal question**

Time face-to-face interview ends

## Month (a15m)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 2	
Decimals: 0	
Range: 1-11	

### Literal question

Time face-to-face interview ends

## Year (a15y)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 4	
Decimals: 0	
Range: 2013-2014	

### Literal question

Time face-to-face interview ends

## Hour (a15h)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 2	
Decimals: 0	
Range: 9-23	

### Literal question

Time face-to-face interview ends

## Minutes (a15min)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 2	
Decimals: 0	
Range: 0-59	

### Literal question

Time face-to-face interview ends

## Perception Of The Questions Regarding Opinions And Perceptions (a16)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 1	
Decimals: 0	
Range: 1-3	

### Pre question

INTERVIEWERS PLEASE ANSWER AT END OF THE INTERVIEW

### Literal question

It is my perception that the responses to the questions regarding opinions and perceptions:

## Responses To The Questions About Figures Are... (a17)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 1	
Decimals: 0	
Range: 1-4	

### Literal question

The responses to the questions regarding figures (productivity and employment numbers):

## This Questionnaire Was Completed In: (a18)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 360
Format: numeric	Invalid: 0
Width: 1	
Decimals: 0	
Range: 1-3	

### Pre question

SUPERVISORS PLEASE ANSWER

### Literal question

This questionnaire was completed in:

## If Option 2 Or 3 In A.18, Estimate Duration Of The Whole Interview: Hours (a19h)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 41
Format: numeric	Invalid: 319
Width: 1	
Decimals: 0	
Range: 0-2	

## If Option 2 Or 3 In A.18, Estimate Duration Of The Whole Interview: Hours (a19h)

File: Kenya\_Micro-2013-full data

### Pre question

- 1) SUPERVISORS PLEASE ANSWER
- 2) If option 2 or 3 in A.18, estimate duration of the whole interview

## If Option 2 Or 3 In A.18, Estimate Duration Of The Whole Interview: Minutes (a19m)

File: Kenya\_Micro-2013-full data

### Overview

Type: Continuous	Valid cases: 41
Format: numeric	Invalid: 319
Width: 2	Minimum: 0
Decimals: 0	Maximum: 57
Range: 0-57	

### Pre question

- 1) SUPERVISORS PLEASE ANSWER
- 2) If option 2 or 3 in A.18, estimate duration of the whole interview

(l6b)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete	Valid cases: 13
Format: numeric	Invalid: 347
Width: 2	
Decimals: 0	
Range: -9-10	

## Weight according to strict eligibility (wstrict)

File: Kenya\_Micro-2013-full data

### Overview

Type: Continuous	Valid cases: 360
Format: numeric	Invalid: 0
Width: 16	Minimum: 1
Decimals: 0	Maximum: 15.4
Range: 1-15.4486906397234	

## Weight according to median eligibility (wmedian)

File: Kenya\_Micro-2013-full data

### Overview

Type: Continuous	Valid cases: 360
Format: numeric	Invalid: 0
Width: 16	Minimum: 1
Decimals: 0	Maximum: 20.6
Range: 1.01900643025669-20.5748668024569	

## Weight according to weak eligibility (wweak)

File: Kenya\_Micro-2013-full data

### Overview

Type: Continuous

Format: numeric

Width: 16

Decimals: 0

Range: 1.37922067066347-40.4516654245689

Valid cases: 360

Invalid: 0

Minimum: 1.4

Maximum: 40.5

## group(a2 a4anew a6a) (strata)

File: Kenya\_Micro-2013-full data

### Overview

Type: Discrete

Format: numeric

Width: 2

Decimals: 0

Range: 1-24

Valid cases: 360

Invalid: 0

Minimum: 1

Maximum: 24

## Related Materials

### Questionnaires

#### Manufacturing Module Questionnaire, Module A (show cards for Innovation)

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Title Manufacturing Module Questionnaire, Module A (show cards for Innovation)  
 Country Kenya  
 Language English  
 Filename ES\_KENYA2012\_Manufacturing\_MOD A\_EN\_11Dec2012.pdf

---

#### Manufacturing Module Questionnaire, Module B (without showing cards for Innovation)

---

Title Manufacturing Module Questionnaire, Module B (without showing cards for Innovation)  
 Country Kenya  
 Language English  
 Filename ES\_KENYA2012\_Manufacturing\_MOD B\_EN\_11Dec2012.pdf

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#### Services Module Questionnaire, Module A (show cards for Innovation)

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Title Services Module Questionnaire, Module A (show cards for Innovation)  
 Country Kenya  
 Language English  
 Filename ES\_KENYA2012\_Service\_MOD A\_EN\_11Dec2012.pdf

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#### Services Module Questionnaire, Module B (without showing cards for Innovation)

---

Title Services Module Questionnaire, Module B (without showing cards for Innovation)  
 Country Kenya  
 Language English  
 Filename ES\_KENYA2012\_Service\_MOD B\_EN\_11Dec2012.pdf

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### Reports

#### Kenya Country Profile 2013

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Title Kenya Country Profile 2013  
 Country Kenya  
 Language English  
 Filename Kenya-2013.pdf

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### Technical documents

#### Description of Kenya ES 2013 Implementation

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Title Description of Kenya ES 2013 Implementation  
Country Kenya  
Language English  
Filename Kenya 2013 Implementation Report.pdf

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## Questionnaire Manual

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Title Questionnaire Manual  
Language English  
Filename QuestionnaireManual2011.pdf

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## Sampling Methodology

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Title Sampling Methodology  
Language English  
Filename Sampling\_Note.pdf

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## ISIC Revision 3.1 Codes

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Title ISIC Revision 3.1 Codes  
Language English  
Filename ISIC\_Rev\_3\_1\_english\_structure.xls

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