

Business Identification Number : \_\_\_\_\_

## Survey of 1500 businesses in Lomé January 2015

**confidential**

RESERVED FOR DATA ENTRY SPECIALISTS		
Heading	Name	Code
Batch number	n/a	/ _ _
Data entry specialist 1		/ _
Data entry specialist 2		/ _
Proofreader		/ _

### 1. SECTION 1 : INITIAL CONTACT

#### *To complete before the interview*

- 1.1 Business name : \_\_\_\_\_
- 1.2 Business identification number : \_\_\_\_\_
- 1.3 Last name of the person to be surveyed : \_\_\_\_\_
- 1.4 Given name of the person to be surveyed : \_\_\_\_\_
- 1.5 Industry : \_\_\_\_\_
- 1.6 Status : ..... / \_
- 1 = Surveyed in September 2014, still had a business
  - 2 = Surveyed in September 2014 but didn't have a business anymore
  - 3 = Not surveyed in September 2014

1.7 Interviewer number :    / \_ / \_ /

1.8 Supervision area number : / \_

#### *To complete before the interview (Interviewer)*

1.9 Date of the initial contact (dd/mm/yyyy): / \_ / \_ / \_ \_ / \_ \_ / \_ \_ /

1.10 Time of the initial contact:    / \_ \_ /    / \_ \_

*Instructions for the interviewer appear in bold italics.*

**Interviewer :** Hello, my name is \_\_\_\_\_. Are you **Mr./Ms./Miss [say the full name of the person on your list and confirm that you are talking with the right person] ?**

I am here on behalf of Innovations for Poverty Action (IPA), a nonprofit research institution that aims to find innovative solutions for the challenges to development in many different countries. We are conducting a study in Togo with 1,500 businesses to understand the challenges that micro and small enterprises are facing. One of our collaborators visited you **[in September 2014, if interviewed, and if not, between October 2013 and January 2014]** to talk to you about your business and yourself. We have returned today to ask you some more questions about you and your business. **di, kinyee nye** \_\_\_\_\_ . **Woa nye aCti / aCti [Migbly Cme kly kple kly evelia siwo le agbale dži eye miade dze si be miele nu Cm kple ame si dze.]**

Meva le dýwýC si wya mýnu yeyewo udý hena aúahoho fe aheadada u, numekuku dýwýC afe si wya dý ga C tafozinu afeke manme hena ufofo yeyewo kpykpy na kuxi siwo le mý xem na duký gefewo C gýdede kpykpy. Miele numekuku wým tso 1500 dýwýC sue siwo le Togo u alebe miade dze si kuxi siwo ku C dýwýC sue siwo u. **[Le fe 2014 fe yleti asieke (anyonyo) lia mea ne enye wowo numekuku kple nyanufola alo le 2013 C .leti ewolia va se fe 2014 C .leti gbatý dži la] hadýwýla afe va ku nu me tso miaC dýwýC, wa-tý kple waC u. Miegbugby va egbe awý biabia afewo na mi tso wa kple miaC dýwýC u.**

- 1.11 Could you please confirm whether you were surveyed by me or by one of my colleagues? / **, e miade u kafe dži nam be nye alo nye hadýwýlawo dometý afe ku nu me kple mia ?** ..... / ☐
- 1 = Yes **(SKIP QUESTION 1.12 ET GO ON TO THE REST OF THE INTRODUCTION)**
- 2 = No

- 1.12 Was one of your associates interviewed by me or by one of my colleagues? / **, e nye alo nye hadýwýlawo dometý afe ku nu me kple miaC dý kpefe-utýwo dometý afea ?** ..... / ☐
- 1 = Yes **(Ask to speak with the one who was surveyed.)**
- 2 = No **(DO NOT CONTINUE ; CALL YOUR SUPERVISOR.)**

The goal of this survey is to understand the situation and the characteristics of micro and small enterprises in order to identify the most appropriate programs to support these businesses and to improve existing programs. Even if this study has the advantage of providing information to support programs for businesses like yours, we can't guarantee your participation in these programs. Our survey today will take about one and a half hours, and we will want to come back to see you two more times over the course of the next two years. In order to thank you for your time and your participation in this survey, you will be entered in a raffle to win key chains, calculators, double SIM mobile phones, bottle openers, and planners. At the end of the survey, you can choose a ticket that will be opened to check whether you won a prize. If you participate in all four surveys, you will be entered in a raffle to win a motorcycle. You should also note that all the responses you provide will remain strictly confidential, and your identity will not be shared with anyone.

Tafodzinu si le numekuku sia si lae nye dýwýC suewo C nýnyme kple woC fofowo gýmesese be woade dze si fofo vevi siwo dze hena asityty le esiwo li xoxo la uO Togby be numekuku sia ana be kpekpefe-u fofowo anya nu tso dýwýCwo u abe miaty ene haDa, miade u na mi kakafedzi be miakpy gome le fofowo me o. MiaC numekukua axý gaC feka kple afaCloe. Eye le Caeve siwo gbýna me la miedzro be miawý tsafiri awa mia gbý zi eve Hena akpedada na mi fe .e.iyi si miegu kple miaC gomekpykpy le numekuku sia me la, miakpo gome le togbola fe wona aqe si me miade nu aqú portes-clés, akontabumoviwo, kple sim eve fe alomekafofomoviwo, ahavunuwo kple dzesidegbaléwo, ate nu va eme be mimaqú naneke há o. Le numekuku sia fe nuwuwa la , miade nu tia agbalévi (tiketi) doka si woava uu enumake ne woade dze si be miedu nane.

Ne miekpy gome le numekuku eneawo kataCne la, miakpy gome le dzoakeke fufu C tyCbola wyna afe me. De dze si haCbe miaC ufofowo kataC woawý wo-u dý le .a.la blibo me eye miaC nyenye madze le afi afeke o.

**Business Identification Number :** \_\_\_\_\_

- 1.13 Do you agree to participate in this survey ? \ e nelyíbe yeaný numekuku dý sia mea?.../\_/\_/  
1 = Yes **(SKIP TO QUESTION 1.18)**  
2 = No

- 1.14 Why do you not wish to participate in the survey ? / Nu ka ñuti miele didim be miakpý gome le numekuku sia me o ? ...../\_/\_/  
**(Do not read out the answers.)**  
1 = I don't have the time.  
2 = I distrust surveys. **(END OF THE INTERVIEW ; CALL YOUR SUPERVISOR.)**  
3 = I don't see the point in doing surveys. **(END OF THE INTERVIEW ; CALL YOUR SUPERVISOR.)**  
4 = I would need my spouse's permission.  
5 = I am upset with the PADSP because I wasn't selected.  
6 = I am upset with the PADSP for another reason. **(Explain the reason in 1.14a.)**  
7 = Other or no reason  
**a. Explain the reason :** \_\_\_\_\_

- 1.15 If I were to come back at a date and time of your convenience, would you agree to participate in the survey ? / Ne metry va le azaáple .e. iyi si dze mia ñu la, miava xy fe dzi awy numekuku sia ? ...../\_/\_/  
1 = Yes  
2 = No **(END OF SURVEY)**

1.16 **Date of the appointment set (dd/mm/yyyy) :** \_/\_/\_ / \_/\_/\_ / \_/\_/\_/\_/\_

1.17 **Time of the appointment set** \_/\_/\_ / \_/\_/\_

**END OF INTERVIEW**

- 1.18 **To confirm : Interview location** ...../\_/\_/  
1 = Business premises  
2 = Residence  
3 = Other  
**a. If other, explain :** \_\_\_\_\_

1.19 Could you please remind me of your surname ? \Nya-ufola Æ Æme ñky :

\_\_\_\_\_

1.20 Could you please remind me of your given name(s)? \Nya-ufola Æ ñky(wo) :

\_\_\_\_\_

**VERIFY THAT THE SURNAME AND GIVEN NAME ARE THE SAME AS ON YOUR SHEET.**

- 1.21 Could you please give me your telephone numbers? \Nya-u fola Æ ka Æmý xexle Æme :
- Respondent's telephone number 1 : /\_\_ / \_\_ / \_\_ / \_\_ /
  - Respondent's telephone number 2 : /\_\_ / \_\_ / \_\_ / \_\_ /
  - Respondent's telephone number 3 : /\_\_ / \_\_ / \_\_ / \_\_ /
- 1.22 **Confirm : the person was surveyed in September 2014** ..... /\_\_ /
- 1 = Surveyed in September 2014 and still had a business
  - 2 = Surveyed in September 2014 but didn't have a business anymore
  - 3 = Not surveyed in September 2014 (**SKIP TO QUESTION 1.24**)
- 1.23 Have you changed residences since September 2014 ? / , e mietry ny Æ le fè 2014 fe yleti asieke (anyonyo) lia mea ? ..... /\_\_ /
- 1 = Yes (**SKIP TO QUESTION 1.25**)
  - 2 = No (**SKIP TO QUESTION 1.26**)
- 1.24 Have you changed residences since October 2013 ? / , e mietry ny Æ le Æà 2013 Æ .leti ewolia mea ? ..... /\_\_ /
- 1 = Yes
  - 2 = No (**SKIP TO QUESTION 1.26**)
- 1.25 Now I am going to ask you about your current place of residence. \ Mabilia nya woëtso (ku fe) woàny Æ Æuti
- Neighborhood \ Ký me (**Write down exactly what the person says.**)  


---
  - Neighborhood code** : ..... /\_\_ /
- |                                  |                                   |
|----------------------------------|-----------------------------------|
| 1 = Agbalépédogan                | 17 = KagniKopé                    |
| 2 = Agoé Assi yéyé               | 18 = Klikamé                      |
| 3 = AgoéAtchanvé                 | 19 = Kégué                        |
| 4 = AgoéKossigan                 | 20 = Kodjoviakopé                 |
| 5 = Avénou                       | 21 = Nyekonakpoè                  |
| 6 = Adidogomé – Awatamé          | 22 = Nukafu / Forever             |
| 7 = Attiégu                      | 23 = Togo 2000                    |
| 8 = Amoutiévé / Doulassamé       | 24 = Totsi / Adjidoadin / Avedji  |
| 9 = Baguida                      | 25 = TokoinHopital / Séminaire    |
| 10 = Bè                          | 26 = Tokoin Lycée                 |
| 11 = Bé Kpota / DzifaKpota       | 27 = Wonyomé                      |
| 12 = Dzagblé                     | 28 = Wuiti / Novissi              |
| 13 = Didjolé                     | 30 = Grand marché / Dekon         |
| 14 = Gbadago                     | 31 = Akodessewa / Port / Zoro Bar |
| 15 = Gbossimé / Adewui/Dogbéavou | 32 = Adakpamé / Kagomé            |
| 16 = Hédzranawoé                 | 33 = Ablogamé                     |
|                                  | 29 = Other                        |
- Street number \ A Æme Æ xexle Æme : ..... /\_\_ /\_\_ /\_\_ /\_\_ /  
*(If the person does not know it, look to see whether you can verify it. If not, go on to the next question.)*

**Business Identification Number :** \_\_\_\_\_

- d. Number or name of the street \ Mýa Ɛ ÷ký alo xexleñe :...../\_\_\_/\_\_\_/\_\_\_/\_\_\_/

*(If the person does not know it, look to see whether you can verify it. If not, go on to the next question.)*

- e. The home is not far from \ AƐa medidi tso:

\_\_\_\_\_

**VERIFY WHETHER THIS IS A WELL-KNOWN LOCATION.**

- f. Directions to the home \ Mýfiafia ne woade dzesi aƐa me ayi :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(Draw a map if necessary.)*

- g. Are you the owner of the house ? \ , ee nenye aƐa týa? ..... /\_\_\_/

1 = Yes **(SKIP TO QUESTION 1.26)**

2 = No

- h. Name of the owner \ AƐa tý Ɛ ÷ký : \_\_\_\_\_

1.26 In case we try to contact you for more details in the future and we do not manage to reach you, could you provide us with contact information for two people (personal or professional contacts) who could assist us in reaching you ? \ Ne mæle didim be mæƐ nu kple wo hena nyamefefe bubuwo eye mæete ÷u le kekem fe ÷utiwoðo fe, fe ate ÷u ana ame eve bubu Ɛ xexleñe si akpe fe mia ÷u be mæke fe ÷u woà ? Esia ate ÷u anye woƐkaƐmý alo dýwýƐa tý.

- a. Surname of Contact 1 \ Ame 1 si woakpý Ɛ Ɛme ÷ký : \_\_\_\_\_

- b. Given name of Contact 1 \ Ame 1 si woakpý Ɛ ÷ký : \_\_\_\_\_

- c. What is Contact 1's relationship with you? \ Kadede si le ame 1 si woakpy kple nyanufela dome: ..... / / /

(Only one answer)

- |                         |                                      |
|-------------------------|--------------------------------------|
| 1 = Spouse              | 7 = Friend                           |
| 2 = Mother/Father       | 8 = Employee                         |
| 3 = Child               | 9 = Supplier                         |
| 4 = Brother/Sister      | 10 = Distributor                     |
| 5 = Other family member | 11 = Other personal relationship     |
| 6 = Neighbor            | 12 = Other professional relationship |

- d. Telephone number 1 for Contact 1 \ Ame 1 si woakpy E kaGmy :  
/ / / / / / / /

- e. Telephone number 2 for Contact 1 \ Ame 1 si woakpy E kaGmy :  
/ / / / / / / /

- f. Surname of Contact 2 \ Ame 2 si woakpy E Gme ÷ky: \_\_\_\_\_

- g. Given name of Contact 2 \ Ame 2 si woakpy E ÷ky : \_\_\_\_\_

- h. What is Contact 2's relationship with you ? \ Kadede si le ame 2 si woakpy kple nyanufela dome: ..... / / /

(Only one answer)

- |                         |                                      |
|-------------------------|--------------------------------------|
| 1 = Spouse              | 7 = Friend                           |
| 2 = Mother/Father       | 8 = Employee                         |
| 3 = Child               | 9 = Supplier                         |
| 4 = Brother/Sister      | 10 = Distributor                     |
| 5 = Other family member | 11 = Other personal relationship     |
| 6 = Neighbor            | 12 = Other professional relationship |

- i. Telephone number 1 for Contact 2 \ Ame 2 si woakpy E kaGmy :  
/ / / / / / / /

- j. Telephone number 2 for Contact 2 \ Ame 2 si woakpy E kaGmy :  
/ / / / / / / /

## 2. SECTION 2 : THE COMPANY'S EXISTENCE

1 = Surveyed in September 2014 and still had a business  
2 = Surveyed in September 2014 but didn't have a business anymore (**SKIP TO QUESTION 2.10**)  
3 = Wasn't surveyed in September 2014

Zi mamble si wowo numekuku kple mi, woku nu me kple mi to miaE dɔwɔE si -ky nyɛ [Migblɔ dɔwɔE aE -ky abe alesi wo-lyɛ fi le agbaleE dzi eso] eye dɔwɔwɔa nyɛ[Migblɔ dɔwɔa si le agbaleE dzi] Miega le dɔ wɔm na dɔwɔE maa ? ..... / /

1 = Yes  
2 = No, because the company was closed down (**SKIP TO QUESTION 2.4**)  
3 = No, for another reason (**SKIP TO QUESTION 2.7**)

**(SKIP TO SECTION 3, QUESTION 1)**

**(Do not read out the answers!!)**

- 1 = Problems with regulation or tax payments
- 2 = Lack of clients
- 3 = Too much competition
- 4 = Lack of technical skills
- 5 = Problems with financial management
- 6 = The business owner was sick
- 7 = Family obligations (child, sick relative, death in the family, etc.)
- 8 = Interest in opening another business
- 9 = Opportunity to have a salaried job
- 10 = The business owner retired
- 11 = The business owner traveled
- 12 = Other

a. Month : /    /    /

b. Year : /    /    /    /    /

1 = Yes (SKIP TO QUESTION 2.10)  
2 = No (SKIP TO QUESTION 2.10)  
98 = Doesn't know (SKIP TO QUESTION 2.10)

2.7 What is the main reason why you no longer work for this company ?/ **Nu kae nye tafodzinu vevie si ta miegale dý wým le dýwýŋE sia me o ?** (Do not read out the answers !!)

..... / \_ \_ \_

1 = I wanted to invest in a new company instead

2 = I found a salaried job opportunity

3 = I had family obligations (child, sick relative, death in the family, etc.)

4 = I moved

5 = I retired

6 = I sold the company

7 = I passed the company on to a family member

8 = I was sick

9 = I traveled

10 = Other

a. **If other, explain :** .....

2.8 When did you stop working for this company ? / **.e.iyi ka mee miegbe dý le dýwýŋE sia ?**

a. Month : / \_ \_ \_

b. Year : / \_ \_ \_ \_

2.9 In the next 12 months, do you intend to start working for this company again? / **Le .Jeti wui eve si wogbýna me, miewý susu agbugbý dze dýwýwý gýme na dýwýŋE sia ?**

..... / \_ \_ \_

1 = Yes

2 = No

98 = Doesn't know

2.10 What are you doing at the present ? / **Nu ka wým miele le fifi me ?** ..... / \_ \_ \_

**Do not read out the answers !!! If the person has several occupations, you should ask which one brings in the most income.**

1 = Paid employee in the same industry

2 = Paid employee in another industry

3 = Head of a company in the same industry

4 = Head of a company in another industry

5 = Unpaid worker in a family business

6 = Unpaid worker on a family farm

7 = Unpaid worker in another company

8 = Not working, searching for a salaried position

9 = Not working, not looking for work

10 = Temp or seasonal worker

11 = Student, apprentice

12 = Retired

13 = Other

a. **If other, explain :** .....

2.11 How long have you been in your current situation? / **Tso .e.iyi ka me miele nýnýme sia me?**

a. Month: / \_ \_ \_

b. Year: / \_ \_ \_ \_

2.12 Are you currently the owner or the manager of a company? / **/, e mienye dýteŋfola alo dýdzikpýla le dýwýŋE afe fifia ?** ..... / \_ \_

1 = Yes (SKIP TO SECTION 3, QUESTION 1)

2 = No



**Business Identification Number :** \_\_\_\_\_

- 2.13 Do you meet with a group of entrepreneurs ?/ **dee miedoa ga kple dotededolawo le fufofo ade mea ?** ..... / ☐ / ☐
- 1 = Yes  
2 = No (**SKIP TO SECTION 5, QUESTION 2**)

***For the table, first fill out the first column. Then, fill it in line by line.***

**Business Identification Number :** \_\_\_\_\_

No.	Group name / <b>fufofoa fe nko</b>	When did you start meeting with this group ? / <b>ye ka yi miedze gododo sia gome kple fufofo sia ?</b>		In the past 12 months, how often did you meet with this group ? / <b>Zi nenie miewya gododowo kple hatsotso sia ?</b>		How many entrepreneurs come to these meetings normally, not including you ? / <b>Dote fedola nenie vana gododo siawo me le qodowo nu tovovo na miawo nuto ?</b>	<b>If the person started meeting with the group before January 2013, go on to the following line.</b>  Was the group founded by the participants in PADSP's training program ? / <b>Ame siwo kpo gome le PADSP fe tutuqoa mee qo fufofo sia anyia ?</b> 1 = Yes 2 = No
		Month  <i>Write « 98 » if the person can't remember the month</i>	Year	Number of times	Unit 1 = Week 2 = Month 3 = Year		
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
1							
2							
3							
4							
5							

*Instructions for the interviewer appear in bold italics.*

**Business Identification Number :** \_\_\_\_\_

2.14 In the past 12 months, have you received money in the form of loans or gifts for your business or for a business project from one of these groups or from one of the members of the groups that you belong to ? / Le yleti wui eve siwo va yi me , qee miexo gadodo alo ganana aq̄e le miafe d̄ow̄fēa fē n̄ko me alo le d̄ow̄fē aq̄e d̄odo anyi me to fufofo siwo me miele dometo aq̄e alo tso ame aq̄e si le fufofo siwo me mielea ? ..... /\_\_\_/

1 = Yes

2 = No

2.15 In the past 12 months, have you found a job through one of these groups or through one of the members of the groups that you belong to? / Le yleti wui eve siwo va yi me, qe miekpo d̄o to fufofo aq̄e siwo me miele alo to ame aq̄e si le fufofo siwo me miele la dzia?..... /\_\_\_/

1 = Yes (SKIP TO SECTION 5, QUESTION 2)

2 = No (SKIP TO SECTION 5, QUESTION 2)

### 3. SECTION 3: LOCATION OF THE BUSINESS

3.1 Could you please confirm for me the name of the company ? / D̄ywȳĒa -kȳ:

a. To verify : Is the name really : ..... /\_\_\_/

1 = The name of the business strictly speaking

2 = The business uses the name it is commonly called

**VERIFY WHETHER THE NAME IS THE SAME AS THE NAME OF THE COMPANY ON YOUR SHEET. CLARIFY THAT YOU WISH TO SPEAK WITH THE INTERVIEWEE ABOUT THE COMPANY ON YOUR SHEET. IF YOU ARE NOT SURE, CALL YOUR SUPERVISOR.**

3.2 Do you have a telephone number that you use exclusively for business calls and not for personal calls ? \ , ee kaḠm̄ȳ xexlēmē le asiwōēsi -utidȳ nēw̄ȳna na d̄ywȳĒa eye menye na wōē-utȳ t̄ywō zazāĒ oā?..... /\_\_\_/

1 = Yes

2 = No (SKIP TO QUESTION 3.3)

a. Business phone number: Num1 /\_\_\_/\_\_\_/\_\_\_/\_\_\_/\_\_\_/\_\_\_/\_\_\_/\_\_\_/

Xexlēmē (wo) si(wo) nye d̄ywȳĒa t̄ȳ

b. Business phone number: Num2 /\_\_\_/\_\_\_/\_\_\_/\_\_\_/\_\_\_/\_\_\_/\_\_\_/\_\_\_/

Xexlēmē (wo) si(wo) nye d̄ywȳĒa t̄ȳ

3.3 IF THE INTERVIEW CONCERNS A NEW BUSINESS (Q2.12=1), SKIP TO QUESTION 3.4.

Has your business changed locations since [September 2014 if surveyed, otherwise October 2013] ? / MiaĒ d̄ywȳĒa, fē wotr̄ȳ n̄ȳĒ tso[f̄ē 2014 fē yleti asieke (anyɔnyɔ) lia mea ne enye wowō numekuku kple mi alo Ēa2013 Ēa .leti ewolia (kele) mea] ? ..... /\_\_\_/

1 = Yes

2 = No (SKIP TO SECTION 4, QUESTION 1)

3.4 LET YOUR SUPERVISOR KNOW TO COME BY TO GET THE GPS COORDINATES :

	Degrees (ddd)	Minutes (mm.mmm)	Direction
GPS Latitude	/ _ _ _ _	/ _ _ _ . / _ _ _ _	N
GPS Longitude	/ _ _ _ _	/ _ _ _ . / _ _ _ _	E

3.5 Are you the owner, renter or user of the space in which the business is located?/

, ee teŋ si neŋ la nye tɔwò, fe nehayaa alo neŋ eme koa? / ..... / \_ /

1 = Owner

2 = Renter

3 = User (does not pay rent)

3.6 Who owns the lot where the business is located ?/ Ame ka tye nye teŋ (anyigba) si dɔwɔŋ le ?

(Multiple answers are possible. Read out all of the responses. Write "1" if the person mentions the answer, otherwise write "2.")

1 = The business \ Dɔwɔŋ ..... / \_ /

2 = Myself \ Nye ɔty ..... / \_ /

3 = A member of the family/family land \ Ame feka tso ŋmea me / ŋme 'nyigba ..... / \_ /

4 = A friend \ Xɔlyɛ feka ..... / \_ /

5 = A third party \ Ame bubu afe ..... / \_ /

6 = The government (public space) \ Dzi fu fu (fiaha teŋewo) ..... / \_ /

3.7 To verify : Type of location

If it is a building or room, ask :

Among the following options (in your home ; in another residence ; in a room, a store, a building, or a private space dedicated to the business), in what kind of locale is your business situated ? \ Le tiatia siawo me la: le gbɔwoŋ le nyɛ bubu me; le xɔ-goe feka me, le nudzrafoŋ alo xɔ si wotsɔ na dɔwɔŋ: teŋ kae miaŋ dɔwɔŋ le? ..... / \_ /

(Read out all the pertinent options.)

1 = Specific public space \ fiaha teŋ tɔxɔ

2 = In a market \ le asime

3 = Car, truck, cart, or other movable vehicle \ ŋu vi, ŋu gaŋkekevi alo ŋu bubu ŋmevi

4 = On site with clients \ le nuŋelawo gbɔ

5 = In your home \ le gbɔwoŋ (SKIP TO SECTION 4, QUESTION 1)

6 = In another personal residence \ le nyɛ bubu me

7 = In a room, a store, a building, or a private space dedicated to the business \ le xɔ-goe feka me, le nudzrafoŋ alo xɔ si wotsɔ na dɔwɔŋ

8 = No fixed location (street vendor, transportation of passengers or goods, etc.) \ teŋ gobii manyamesi (SKIP TO SECTION 4, QUESTION 1)

9 = Other type of location

a. If another type of location, explain : \_\_\_\_\_

**Business Identification Number :** \_\_\_\_\_

3.8 Business location \ DýwýEa E fefefia

a. Neighborhood \ Ký me: *(Write down exactly what the person says.)*

\_\_\_\_\_

b. **Neighborhood code** : ..... / \_ / \_ /

- |                                |                                   |
|--------------------------------|-----------------------------------|
| 1 = Agbalépédogan              | 17 = KagniKopé                    |
| 2 = Agoé Assi yéyé             | 18 = Klikamé                      |
| 3 = AgoéAtchanvé               | 19 = Kégué                        |
| 4 = AgoéKossigan               | 20 = Kodjoviakopé                 |
| 5 = Avénou                     | 21 = Nyekonakpoè                  |
| 6 = Adidogomé – Awatamé        | 22 = Nukafu / Forever             |
| 7 = Attiéguou                  | 23 = Togo 2000                    |
| 8 = Amoutiévé / Doulassamé     | 24 = Totsi / Adjidoadin / Avedji  |
| 9 = Baguida                    | 25 = TokoinHopital / Séminaire    |
| 10 = Bè                        | 26 = Tokoin Lycée                 |
| 11 = Bé Kpota / DzifaKpota     | 27 = Wonyomé                      |
| 12 = Dzagblé                   | 28 = Wuiti / Novissi              |
| 13 = Didjolé                   | 30 = Grand marché / Dekon         |
| 14 = Gbadago                   | 31 = Akodessewa / Port / Zoro Bar |
| 15 = Gbossimé/Adewui/Dogbéavou | 32 = Adakpamé / Kagomé            |
| 16 = Hédzranawoé               | 33 = Ablogamé                     |
|                                | 29 = Other                        |



Business Identification Number : \_\_\_\_\_

#### 4. SECTION 4 : INFORMATION ON THE BUSINESS

4.1 What is the main industry that your company is engaged in ? By main industry, I mean the business sector that brings in the most revenue. \ Dýwýna týxý kae le dýwýŋa si ? Wowýna fe sia fe ŋe týxýnyenye, magbly be nudzadzra si hea gakpýkpý gefe vanae.

a. Write down exactly what the person says. \_\_\_\_\_

b. Enter the industry code using the options at the end of the document. .... / \_ / \_ / \_ /

4.2 Does your company conduct business in another industry ? \ , e woedýwýŋa gawya dý bubua ?  
..... / \_ /

1 = Yes

2 = No (SKIP TO QUESTION 4.4)

4.3 What is the second most important business sector for the company ? \ Ekae nye dýwýna ewelia si le vevie wu le dýwýŋa?

a. Write down exactly what the person says. \_\_\_\_\_

b. Enter the industry code using the options at the end of the document. .... / \_ / \_ / \_ /

4.4 How many companies engage in the same line of business as you and are less than 15 minutes away on foot from your business? / Dowoŋe nenie woakpo si te de mia ŋu le miniti wui atõ fe azolizozo me, eye wole miafe dowona sia togbui wom? ..... / \_ / \_ / \_ /

(For the main line of business)

4.5 Now I am going to ask you several questions about a typical week for you. By typical week, I mean a week of ordinary activity, where things go as usual. How many days a week is your business open? / Azýŋabia nya afe wo mi heku fe dýwý kwasifa feka ÷u : le dýwý kwasifa me, medi be magbly be alesi dya yinae kokoko le kwasifa fe sia fe me ene ? ö keke neni dzie dýwýŋa ŋua ŋy alo wya dý le kwasifa me ? ..... / \_ /

4.6 How many hours a day is your business open ? \ Gaŋŋe nenie dýwýŋa wya dý alo ŋua ŋy le dýwýŋa ? ..... / \_ / \_ /

4.7 In a typical week, about how many hours do you personally work for your company ? Also include the time you spend purchasing merchandise or materials, doing production, serving or waiting for customers, or other activities of the company ? / Le dýwý kwasifa afe me , ale si dya yinae kokoko, gaŋŋe nenie mia ÷utý mewya dý le dýwýŋa me ? Mitsý .e .iyi si me miŋa nudzadzrawo, alo dýwýnuwo, awý dý, axý nuŋelawo alo akpý mý na wo alo wya dý bubuwo le dýwýŋa haŋde eme ..... / \_ / \_ / \_ /

4.8 How many customers to you serve in a typical week ? / Nuŋela nene gbý nekpyña le dýwý kwasifa feka me ? ..... / \_ / \_ / \_ /

(If a customer comes in twice a week, that customer should count twice.)

Now I am going to ask you questions about the last six months. / Azýŋawý biabia na mi heku fe .leti ade siwo va yi ÷u

Instructions for the interviewer appear in bold italics.

4.9 Did your business roll out new products or services in the past six months ? \ Woèadzɔ́a, fee wogahe nudzadzra alo dý bubu va .leti ade (6) siwo va yi la mea ?

1 = Yes

/ \_ \_ /

2 = No (**SKIP TO QUESTION 4.12**)

98 = I don't know (**SKIP TO QUESTION 4.12**)

4.10 How many new products or services did you introduce over the past six months ? / Nudzadzra alo dɔwona yeye nenie miehe va dɔwofea me le yleti ade siwo va yi la me ?

..... / \_ \_ \_ /

4.11 Which is the main new product or service that you introduced in the past six months ? By main, I mean the one product or service among your new ones that contributed the most to your revenue. \ Nudzadzra yeye kae nede adzɔ́a (dýwýŋEa) me le .leti ade (6) siwo va yi la me ? Nudzadzra kae hea gakpýkpý gefe vae?

a. Is this new product or service : \ Nu yeye sia siva, fee : ..... / \_ \_ /

**b. (Read out all the answers !! Only one answer.)**

1 = Invented by the company based on its own ideas \ DýwýŋEa ÷utýe fe fe go kple eŋEa susua

2 = Invented by the company but inspired by ideas seen elsewhere \ DýwýŋEa ÷utýe fe fe go, v́y la ex́y susu tso ame bubu gb́y

3 = Purchased from a supplier \ DýwýŋEa ŋee le nudzra la si

4 = Other

i. **If other, explain :** \_\_\_\_\_

4.12 In the past six months, how many business ideas have you had, even if you didn't implement them ? By business ideas, I mean ideas for new product or service lines, new companies, or meaningful improvements to your company. / Le yleti ade siwo va yi me, adzo fe susu vovovo nenie miehe, nenyé be womekpo eme vava o há ? To adzo fe susu vovovowo me , medi be magblo nudzadzra alo dɔwona yeyewo fe susudede, alo DýwýŋEa yeyewo, alo asitoto vevie le dýwýŋEa me ..... / \_ \_ \_ \_ /

**IF 4.12=0, SKIP TO QUESTION 4.14**

a. Could you please describe to me in detail the most innovative idea that you had ?/ de miate nu ade nu me nam tsitotsito tso adzo susu yeye si miehe la ntia?

---



---



---



---



---



---



**Business Identification Number :** \_\_\_\_\_

- b. What really differentiates it from what is usually done on the market?/ Nu kae de  
vovototo adzo susu sia kple esi wom wole fifia la dome?

---

---

---

---

---

---

---

- 4.13 I'd like to verify with you that I wrote your answers down correctly. **For questions 4.12a to 4.12b, only read the answers aloud and verify that they are coherent, complete, and readable, and that they properly convey the idea of the interviewee.** / Medi vevie be mawý numetoto kple  
mi ade dzeii nyuie be me-ly mia-ufowowo nyuie.

- 4.14 In the past six months, what changes have you made within your company? By change, I mean all modifications, even small ones, that you have made to improve your business. \ Le .leti  
ade siwo va yi me, týtrý kawoe miewý le mia-eyiwe? Medi be magbly, týtrý vovovo siwo kata-  
miehe va dýwyea, alekeke wole sue ha-ena mia-eyiwe nyonyo.

**List all the changes that the entrepreneur mentions, one change per number. If the person stops talking or says he or she didn't make any, ask :**

Think one more time. In the past six months have you introduced a[nother] change, even a minor one, to improve your business ?

**If the person repeats that there weren't any changes, or any more changes, go on to the next question.**

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

6. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

7. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

8. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

9. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

10. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- a. **Confirm that the person made at least one change..... / ☐ /**  
**1 = Yes**  
**2 = No (SKIP TO QUESTION 4.16)**

- b. For what change did you assume the most active role ? By active, I mean that you were the most involved or that you put in the most effort personally in implementing the change. / Týtrý ka me mie bi le wuā? Medi be magblý týtrý si me mia -utý miewý dý le wuā? ( -utíla -ple susu fe fewo me )

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The questions that follow are going to be about this change that you just mentioned.. / Bibia siwo gbýna aku fe týtrý si dzi mietý asii la.

*It is important to have as detailed a description as possible for the following questions.*

c. What did you do exactly and how did you arrive at implementing this change ? Please explain every detail and every step to me. / Nu ka tututu miewy eye aleke miefu týrý sia anyii ? Míwý numefefe nam ku fe fe sia fe kple efofo wo ÷u.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**If someone told you to do it, who was it ? / Ne ame afe gblý be miawýs, ame kae ?**  
**If it was your own idea, how did you come up with the idea ? / Nenye be mia ãutý Æ susue,**  
**aleke miewý susu siae ?**

---

---

---

---

---

1 = Yes  
2 = No (**SKIP TO QUESTION 4.15**)  
98 = Doesn't know (**SKIP TO QUESTION 4.15**)

1 = Yes  
2 = No (**SKIP TO QUESTION 4.14h**)  
98 = Doesn't know

- g. What was the difference between the change that you introduced and what your competitor(s) did ? / Nu kae nye vovototo le týrý sí mie he va mia ðé dýwý ða kple nudzrala bubu tý dome ?

(SKIP TO QUESTION 4.15)

- h. What did you do when your competitor copied your idea ? / Nu kae miewý esime nudzrala bubu wý mia ðé susu ÷u dý ?

4.15 I'd like to verify with you that I wrote down your answers correctly. *For questions 4.14 to 4.14h, only read the answers aloud and verify that they are coherent, complete, and readable, and that they properly convey the idea of the interviewee.* / Medi vevie be mawý numetoto kple mi ade dzeii nyuie be me ðí mia ðé ÷u fofowo nyuie.

4.16 Now I am going to ask you questions about how often you do certain things for your business. / Azí ðawý biabia na mi ku fe zi alesi miewýa nanewo le mia ðé dýwý ða me ÷u .

(Provide the sheet to the interviewees who know how to read.)

Please tell me whether you do each of these activities 1 : Never, 2 : About once a month, 3 : About once a week, 4 : Daily. You could also respond by giving just the number that corresponds to your answer. / Mifo nya ÷u ne miewý nu sia dometý afe ale : feka : gbefe o, eve : abe zi feka ene le .Jeti me, etý ðabe zi feka ene le kwasifa me, ene : gbesiagbe

REPEAT « IN THE PAST SIX MONTHS, HOW OFTEN » BEFORE READING EACH LINE.

N°	In the past six months, how often : Le .Jeti ade siwo va yi me fee, alekee nudzadzra nye :	Never \ Gbe fe o	About once a month \ Abe zi feke ene le .Jeti me	About once a week \ Abe zi feke ene le kwasifa me	Daily \ Gbesiagbe
A	have you visited one of your competitors in order to become familiar with their products? \ Tsafifi (÷kutsatsa) le nudzrala bubuwo gbý ne na ðe fe nu siwo dzram wolea ÷u ?	1	2	3	4
AA	have you visited one of your competitors to learn the competitors' prices? \ Tsafifi (÷kutsatsa) le nudzrala bubuwo gbý ne na ðe fe ho nenie wole edzram ÷u ?	1	2	3	4
B	have you asked your customers whether there are products or services that they wish you would offer ? \ ee nebia nugýme wo ðe lawo ku fe nu siwo wodina le nudzadzrawo kple dýwý nawo ÷u le dýwý ða ÷utia	1	2	3	4

Instructions for the interviewer appear in bold italics.

**Business Identification Number :** \_\_\_\_\_

N°	In the past six months, how often : Le .leti ade siwo va yi me fee, alekee nudzadzra nýe :	Never \ Gbefe o	About once a month \ Abe zi fekeene le .leti me	About once a week \ Abe zi fekeene le kwasi fa me	Daily \ Gbesingbe
C	have you asked your customers if they are satisfied with your products or services? \ Mie wya biabia ade dzeii be miaE nudzadzrawo alo dýwýwýwo dzea dzi na nuCɛlawoa ?	1	2	3	4
D	have you assessed whether there's a need or a demand for your product or service on the market? \ , ee neɔoa nugýme ku fe hiaEne nudzadzra -uti le dýwýCɛa -u alo le asia me -ua ?	1	2	3	4
E	have you sought out new markets? \ , ee neɔia asitsaE mýnu bubua	1	2	3	4
F	have you offered promotions to attract customers? \ , ee nefifina nudzadzrawo E asi dzi hena asiyyýa?	1	2	3	4
G	have you identified new potential customers, suppliers, or competitors? \ , ee neɔea dzeii nuCɛla yeve bubuwo, ame siwo si neCɛa nu le kple nudzala bubu siwo ate -u ava emea?	1	2	3	4
H	have you negotiated with suppliers to get a better price? \ , ee neɔlia nuCɛga kple ame si gbý neCɛa nu le hena asityýrý le nuCɛga -ua	1	2	3	4
I	have you compared your suppliers' prices or product quality with those of other suppliers? \ , ee neɔya woen nudzadzrawo E asi alo woE nyonyo le nuCɛlawo gbý kple ame bubuwo tya ?	1	2	3	4
J	have you run out of stock or inputs? \ , ee neɔoa kuxi le nuCɛdafi alo nunýamesiwo E mademade -utia ?	1	2	3	4
K	have you made an inventory of your stock? \ , ee neɔya aký-ta le wo nuCɛdafiwo -utia ?	1	2	3	4
L	have you analyzed whether the sales of your major products or services have increased, decreased, or stayed the same? \ , ee nekua nu me ku fe woen nudzadzrawo veviwo -uti nebye ga yi dzi, alo efifi alo asityýrý meva e-u oa ?	1	2	3	4
M	have you analyzed your company's performance in order to identify ways to improve performance? \ , ee neCɛa -ku fe týtrý si vaa eme le dýwýnawo me le dýwýCɛa -u ne nade dzeii ale si natrý asi le e-utia ?	1	2	3	4
N	have you discussed your business ideas with friends, family, consultants, or other entrepreneurs? \ , ee neɔzroa nu me kple xylyEwo, Gmetý, dya-uti-ubulawo alo dya-utinunyalawo ku fe susu si le asiwoena dya E nyonyo -utia ?	1	2	3	4
O	have you sought additional capital for your company? \ , ee neɔia ga mýnu bubu hena dýwýCɛa ?	1	2	3	4
P	have you consulted the internet, magazines, newspapers, or books in order to learn about new developments in your industry?? \ , ee neɔia internet dzi, alokpýa nyadzýdzý 'gbaleEwo alo agbaleE bubuwo me hena keke fe nu yeyewo -u hena dýwýCɛa ?	1	2	3	4
Q	have you talked with other entrepreneurs in your industry about production techniques, suppliers, or new developments in your market? \ , ee neɔoa dze (Cɛa nu) kple dya-utinunyalawo bubuwo ku fe dýwýCɛa -u le afa-u yeyewo -uti na asimetywo kple ame siwo si neCɛa nu lea ?	1	2	3	4
R	have you actively sought new techniques for production, marketing, or administration? \ , ee didi vevi le asiwoeku fe nu yeyewo -uti, marketing alo dýwýCɛa E kpýkplý -utia	1	2	3	4
S	have you changed the way your products and services are presented to make them more attractive? \ Mie trýa asi le miaE nudzadzrawo alo	1	2	3	4

**Instructions for the interviewer appear in bold italics.**

N°	In the past six months, how often : Le .leti ade siwo va yi me fee, alekee nudzadzra nýe :	Never \ Gbefe o	About once a month \ Abe zi fekeene le .leti me	About once a week \ Abe zi fekeene le kwasi fa me	Daily \ Gbesiagbe
	dýwýwýwo nu be woanyakpýa alebe nuŋelawo nagatefe mia-u tsý wua ?				

We have finished the questions about the frequency of certain activities. ***(Take back the sheet.)***

4.17 In the past six months, have you calculated your production costs or the cost for service delivery ? / Le .leti ade siwo va yi me, miewý aký-ta ku fe miaŋ nu siwo kataŋniezaŋlo dý siwo kataŋ miewý la -ua ? ..... /\_\_/  
***(Production cost : What you spent to manufacture your product, not counting the machinery, equipment, or work tools. Cost for service delivery : What you spent to be able to provide this service.)***

/gasiwozaŋa dýŋwýwý le dýwýŋame)

1 = Yes

2 = No

4.18 In the past six months, have you calculated your earnings or your losses ? / Le .leti ade siwo va yi me miewý miaŋ nukpýfedziwo alo fefufuwo ŋ aký-tawoa ? ..... /\_\_/

1 = Yes

2 = No

4.19 What product or service contributes the most to your earnings ? / Nudzadzra alo dɔwona kae he miafe videwo de ngo wú ?

a. ***Confirm : The person knew after less than one minute the product or service that contributed the most to that person's earnings : ..... /\_\_/***

1 = Yes

2 = No

4.20 Do you set sales goals for your company ? \ , ee tafodzinu le asiwoèle nudzadzra me na dýwýŋa ? ..... /\_\_/

1 = Yes

2 = No ***(SKIP TO QUESTION 4.22)***

**Business Identification Number :** \_\_\_\_\_

4.21 How frequently do you compare your actual sales to the goals set ? \ , ofo kamee ne wya numekuku tso nudzadzrawo kple tafodzina si le asiwo dɔfi le dya wɔwɔ me -u?

**(Read out all the answers.)** ..... / ☐

1 = Never

2 = About once a month

3 = About once a week

4 = Daily

4.22 In the past six months, have you asked clients who don't come into your business anymore why they stopped coming ? / Le yleti ade siwo va yi me , de miebia nuflela siwo megale vavam o la nu si ta womegale miafe dwofoea me vam oa ? ..... / ☐

1 = Yes

2 = No

3 = There aren't any customers who no longer come into the business.

4.23 In the past six months, have you asked a supplier which products sell well in your business sector ? / Le yleti ade siwo va yi me , de miewo biabia na nudzadawo tso nudzadzra si flem wole nyuie le miafe dwofoea me nua ? ..... / ☐

1 = Yes

2 = No

3 = The supplier doesn't have any knowledge about my sector.

4.24 In the past six months, have you already used the following forms of advertising ? \ Le .leti ade (6) siwo va yi me la, fee newɔ dɔ-utigbe dɔfe siawo -udya ?

**(Read each line!)**

N°	Form of advertising	Answer 1 = Yes 2 = No
A	Written press \ Nyadzɔdzɔ 'gbale	/ <input type="checkbox"/>
B	Radio or television \ Didi Erukpɔmɔ kple didi Eusemɔ	/ <input type="checkbox"/>
C	Classified ads through a professional, economic, or religious organization \ Gbe dɔfe sue to dɔwɔhahabɔbɔ, gadimɔnuhabɔbɔ, subɔsubɔ habɔbɔ me	/ <input type="checkbox"/>
D	Fair \ Asifia nudzadzra	/ <input type="checkbox"/>
E	Posters, flyers, or business cards \ Gbe dɔfetaflowo, dzesidɔwɔ dɔ- u gbale siwo, dzeside amefokui 'gbale	/ <input type="checkbox"/>
F	Word of mouth \ Nufofo tso dwofoea nu na ame ade si hã agblo na ame bubu	/ <input type="checkbox"/>

a. In the past six months, have you used another type of advertising ? / Le yleti ade siwo va yi me, de miewo boblododo bubu mɔnu ade nu dɔa? ..... / ☐

1 = Yes

2 = No

4.25 Do you keep a document in which you record accounting transactions such as inflows and outflows of money, inventory, or elements that allow you to compile the balance sheet for the company? \ , ee gakɔ-ta 'gbale hena -kule kple dzesidede gazaza wo, akɔ-tametoto kple bubuawo, si akpe fe dɔwɔ dɔ- u le asiwoa? ..... / ☐

1 = Yes

2 = No **(SKIP TO QUESTION 4.29)**

**Instructions for the interviewer appear in bold italics.**

- a. Could you please show me this document ? \ Me fe kuku, nate ÷u atsý agbalešiwò fiam mahaÈ ..... /\_\_\_/
- 1 = Yes  
2 = No

- 4.26 Do you record all the purchases and sales for the company ? / dee mienloa dwofe a fe nu siwo katà mieflena kple nu siwo katà miedzrana de agbalè afe mea? ..... /\_\_\_/
- 1 = Yes  
2 = No

- 4.27 Are you able to use your account books to know how much money your company has at any given time? / dee miate nju awo miafe gakõntagbalèwo njudo alebe mianya yeawo katà yi ga home si le dwofe a sia? ..... /\_\_\_/
- 1 = Yes  
2 = No

- 4.28 If you wished to request a loan from a bank and the bank was asking for written proof that you would have enough money each month after having paid the company's expenses to make the loan payment, would your account books let you prove that to the bank ? / Ne miedi be miabia gadodo tso gadzrafofe afe si, eye wòdi be yeakpo kakaqedzigbalè be yleti de sia de la, ga ate nju anò dwofe a si nenyè be exe enu fewo katà vo , dee miafe gakõntagbalèwo ate nju na kakaqedzi nenem gadzrafofe a hena ga si wòdo la xexea ? ..... /\_\_\_/
- 1 = Yes  
2 = No  
98 =Doesn't know

- 4.29 Does your company have a written budget ? \ , ee woèdýwýEa ÷lý gakaka ÷uti fofo da fia ? ..... /\_\_\_/
- (Written budget: we mean a written document in which one projects the expenses and proceeds of the company, and the inflow and outflow of money.) /agbalè si me ga siwýavazā alo ga si ava dýwýEa me la le).*
- 1 = Yes  
2 = No (SKIP TO QUESTION 4.30)  
98 =Doesn't know (SKIP TO QUESTION 4.30)

- a. Could you please show it to me ? \ Me fe kuku, fee nate ÷u atsýe afiam mahaÈ **Was the respondent able to show it to you ?...../\_\_\_/**
- 1 = Yes  
2 = No
- b. Does your budget include the sum that you will need to spend each month for rent, electricity, maintenance for equipment, transportation, advertising, and other indirect costs for the company ? / dee miafe dwofe a fe gakaka de dzesi yleti sia yleti fe dziqegbenūsekaqife, xofe, dwoonuwo lele de te, uuqodo, boblododo kple zazā bubuwo oa?..... /\_\_\_/
- 1 = Yes  
2 = No



**Business Identification Number :** \_\_\_\_\_

- c. Do you have a budget that indicates the costs that your company will face in the course of this year ? / **dee miafe dwofoea wo gakaka daqi doqo aqẽ hena fẽ blibo sia fe zazawo oa ?** ..... / ☐ / ☐
- 1 = Yes  
2 = No

- 4.30 Do you combine the money from your business with your own money or savings ? \ , **e nebaE woẽga kple DɔwɔEa tɔa ?** ..... / ☐ / ☐
- 1 = Yes  
2 = No

4.31 In the past full month, how much did you incur in expenses (in CFA francs) for the company in the following categories ? \ Le yleti susue le blibo me sia me la, ga home kae nezañe FCFA me, le dýwýCea me le nu siwo gbýna ale la me ?

**Write down « 0 » if the company did not incur any expenses in a category.**

	Type of expense	Calculation <i>Optional</i>	Total in CFA francs
A	Purchase of inputs and/or goods for resale : \ Nudzadra alo nu siwo wýatro wý gbugbý dzra :		
B	Payments for electricity, gas, water, coal : \ Latriki, gaz, tsi, aka CEE :		
C	Salaries or allowances paid to employees : \ Fetu kple adzý xexe na dýwýlawo :		
D	Loan payments : \ Gadodowo xexe :		
E	Payments for telephone service and internet usage : \ KaGbatafe (Credit) kple internet :		
F	Maintenance or upkeep for equipment or the building : \ Mýfa-uwo alo dýwýCea CE xyá dzadzrafo :		
G	Transportation and travel : \ Mýzýzýwo kple vufofowo :		
H	Payments for rental equipment, machines, and tools : \ Mýfa-u vovovowo dada na fexexe :		
I	Rent for real estate, building, and land : \ Xý, anyigba dada :		
J	Payment for market site(s) : <i>If the business is not in a market, you could put « 0 » and go on to the next line.</i> \ TeCE xyxy le asime :		
K	Taxes or duties : \ Amlykye alo tiketwo :		
L	Payments for incidentals or gifts to facilitate transactions : \ Tamea kple ga nana fe nanewo ta :		
M	Other expenses (explain) : \ GazazaBubuwo, neli la woade dzesii :		

**a. Fill in the following answer yourself. Do not ask the question. Were these totals provided with the help of written materials or from memory ? ...../ \_/**

- 1 = Written materials  
2 = Memory

**Instructions for the interviewer appear in bold italics.**

**Business Identification Number :**

4.32 What [was your revenue/were your profits] in [time period] ? \ Nu kawoe nye woemiaCE [nukpyfedziwa] le[. eyi. i me] ?  
(Fill in line by line. If the person says that his/her profits were negative, write down the loss in parentheses and with the symbol « - ».)

N°	Period \\, eyi. i me	Revenue in CFA francs (sales) \\ Nudzadzra le ga FCFA me (1)			Profits in CFA francs (company revenue after having paid all current expenses and employee salaries, but before paying your own salary) \\ Vifele FCFA me (DýwýEa E nukpýfedzi, ne dýwýEa xe fe fe sia fe, dýwýlawa C fetuwo, hafi woaxe wohańýwo (2)		
		Estimated minimum \\ Asixýxý suetý (optional) (i)	Best estimate \\ Asixýxý nyuitý (ii)	Estimated maximum \\ Asixýxý kýkýtý (optional) (iii)	Estimated minimum \\ Asixýxý suetý (optional) (i)	Best estimate \\ Asixýxý nyuitý (ii)	Estimated maximum \\ Asixýxý kýkýtý (optional) (iii)
A	Last week \\ Kwasifa si va yi						
B	The last full month \\, leti susýea le blibo me						
C	Two months ago \\, leti evee nye esi						

**Check the total sales and the total profits. If the profits (column 2) are greater than the sales (column 1), verify the totals with the respondent.**

- a. **Fill in the following answer yourself. Do not ask the question. Were these totals provided with the help of written materials or from memory ?**  
 ...../\_\_\_  
 1 = Written materials  
 2 = Memory

4.33 Now I am going to ask you about the tools, machines, lots of land, buildings, vehicles, and other assets of the company. This concerns the assets belonging to the company and not your personal assets. You can think of the amount that you will pay to replace these assets with others that are in a similar condition. \ Fifia mabia mi nya ku fe mý fa-uwo mýwo, anyigbawo, xýwo, úuwo kple nunyamesi bubu siwo le dýwýŋe -uti. Dýwýŋe ŋe nunyamesiwoe eye menye mia -utý týwo o. Miate -u abu ga home si miaxe le nunoamesi siawo ŋe lifýfý ta kple esiwo li fi emawo.

*(Fill in the table line by line.)*

N°	Assets Nunoamesiwo	Calculation (optional)	Number of [assets] that the company owns Dýwýŋe ŋe nunyamesiwo Put « 0 » if the company does not have any and skip to column 3. (1)	Approximate value in CFA francs in their current state Ga home si woaka nae le .eyi. i sia me le FCFA me (2)	In the past 12 months, how much did your purchases of [asset] cost in CFA francs ? Le .leti wuieve siwo va yi me la, ga home nenie miezaŋle nuŋeŋewo me : (3)
A	Machines or equipment Mý alo nunýsiwo				
B	Other work tools Dýwýŋu bubuwo				
C	Vehicles (car, motorcycle, bicycle, rickshaw, cart, etc.) Mý siwo taya le gýme na (úu, dzokeke, gasý, kekevi...)				
D	Furniture Xýmenuwo				
E	Land, buildings, kiosks, or other facilities Anyigba, xýtutuwo, fiasewo alo nu bubuwo				
F	Other assets (not including stock) : Nunoamesi bubuwo (nuŋeŋe afewo gale nudzrafoŋe mele eme o) (explain)				

*Instructions for the interviewer appear in bold italics.*

**Business Identification Number :** \_\_\_\_\_

4.34 Do you have stock, such as goods to sell, manufacturing inputs, goods in course of production, and spare parts, that is currently kept at the business ? \ , ee nuCEe afewo gale nudzrafoCE abe nudzadzra, agblemenukuwo, nu siwo woava CE, my, keke alo uu ÷utinuwo siwo gale dýwýCEa sia ?...../\_\_\_/

1 = Yes **(SKIP TO QUESTION 4.35)**

2 = No **(IF THE COMPANY IS NOT IN RETAIL, SKIP TO QUESTION 4.36)**

a. You stated that you don't have any stock, but you are in the retail business. I am asking about the items that you could sell right now. Are you sure that you don't have any stock ? \ Miedee dzesi be nuCEe siwo le nudzrafoCEa feke meli o. Mabia be nudzadzra siwo miadzra le .eyi.i sia me fe ? , ee mieka fe edzi be naneke mele nudzrafoCEa oa ?..... /\_\_\_/

1 = Yes, I'm sure of it. I don't have any stock. **(SKIP TO QUESTION 4.36)**

2 = No, I have stock.

4.35 What is the total value of all the stock that you have at the business in terms of sales prices, including inputs ? \ Nu siwo le nudzrafoCE la CE homee nye ka?

	XOF
--	-----

4.36 I am now going to ask you about the loans that were applied for and received for the company in the past 12 months. This is just about the loans related to the company's activity and not the loans requested for personal reasons.

**Mabia wo be nafo nya siwo le tafoa me ñuti ku fe gadodo si nebia hexy na Dýwý. Menye gadodo na wo ñ-uty wo zaza.**  
(Fill in line by line.)

N°	Type of lender Gadodo ñmevi si wo ñye	In the past 12 months, how many times did you request credit from [type of lender] ? Le yleti wui eve siwo va yi me Zi nenie nebia gadodo tso [ ] ? (1)	In the past 12 months, how many times did you receive a loan from [type of lender] ? Le yleti wui eve siwo va yi me Zi nenie ne ñy gadodo tso [ ] ? (2)	If columns 1 and 2 are 0, skip to column 4  Amount of the last loan received Gadodo susye si nexy E home (3)	Balance remaining for the loans from [type of lender] Ho neni si susy tso gadodo siwo ne ñy ñuti tso [ ] (Write « 0 » if nothing is owed) (4)
A	An individual lender/moneylender/gadziga Ame ñuty E gadodo / Gadzigadola (Gadziga)				
B	A microfinance institution Gadzrafo E nufoanyi				
C	Your partner (husband, wife, domestic partner) Wo ñpefe ñuty (ñutsu alo nyñu)				
D	A family member or friend, not counting your domestic partner Somety alo xylyño vovo na wo ñpefe ñuty				
E	A commercial bank Adzydodo Gadzrafo E				
F	A tontine (not including microfinance institutions) \ Sý dzýdzý (Le gadzrafo E nufoanyi godo)				

Instructions for the interviewer appear in bold italics.

**Business Identification Number :** \_\_\_\_\_

4.37 Do you have an account at a bank or a microfinance institution ? \ e gagbaletɛ le asiwo le Gadzrafo ɛ alo Gadzrafo ɛ sue Nufoanya fe mea ? ...../\_\_\_/

1 = Yes

2 = No (**SKIP TO QUESTION 4.38**)

a. Is the account in the company's name or your name, or do you have two accounts, one in the company's name and one in your personal name ? \ Agbaletɛ sia fe, fe wo ɛ dɔwɔ ɛ a -kɔ me alo le wo ɛ utɔ wo ɛ -kɔ me loo alo gagbaletɛ a evee li : feka na dɔwɔ ɛ a eve evelia na fokuiwoa ? ...../\_\_\_/

1 = I have an account in the company's name

2 = I have an account in my personal name

3 = I have both an account in the company's name and one in my own name

4.38 If your company were facing an unexpected situation and you needed to borrow 50,000 CFA francs for your company within two weeks, would you be able to find a way to borrow that amount ? \ Ne wo ɛ dɔwɔ ɛ a ge fe kuxi makpɔmɔna afe me eye nebia ɛ gadodo fra ɛ kpe blaayɛ (50.000) FCFA le kwasifa eve me na dɔwɔ ɛ a fe, fee mɔnukpɔkpɔ le asiwo ɛ be nakpɛ adoa ? ...../\_\_\_/

1 = Yes

2 = No (**SKIP TO QUESTION 4.40**)

4.39 If your company were facing an unexpected situation and you needed to borrow 150,000 CFA francs for your company within two weeks, would you be able to find a way to borrow that amount ? \ Ne wo ɛ dɔwɔ ɛ a ge fe kuxi makpɔmɔna afe me eye nebia ɛ gadodo fra ɛ kpe alafa feka kple blaayɛ « alafa feka kple alafa » (150.000) FCFA le kwasifa eve me na dɔwɔ ɛ a fe, fee mɔnukpɔkpɔ le asiwo ɛ be nakpɛ adoa ? ...../\_\_\_/

1 = Yes

2 = No

4.40 If your company were facing an unexpected situation and you needed to borrow money for your company within two weeks, what would be the maximum amount that you would be able to borrow ? \ Ne wo ɛ dɔwɔ ɛ a ge fe kuxi makpɔmɔna afe me eye nebia ɛ gadodo na dɔwɔ ɛ a le kwasifa eve me fe, ho nenie nate -u ado ?

	XOF
--	-----

**Verify that the answer to 4.40 is consistent with the answers to 4.38 and 4.39**

4.41 Do you meet with a group of entrepreneurs ? / dee miedoa ga kple dɛtefedɔlawo le fufofo ade mea ? ...../\_\_\_/

1 = Yes

2 = No (**SKIP TO QUESTION 4.48**)

**For the table, start by filling in the first column. Then, fill it in line by line.**

**Business Identification Number :** \_\_\_\_\_

N	Name of the group / <b>fufufoa fe nko</b>	When did you start meeting with this group ? / <b>ye ka yi miedze gododo sia gome kple fufufo sia ?</b>		In the past 12 months, how often have you met with this group ? \ <b>Zi nenie miewya gododowo kple hatsotso sia ?</b>		How many entrepreneurs come to these meetings, not including you ? / <b>Dotefedola nenie vana gododo siawo me le dɔdɔwo nu tovovo na miawo njuto ?</b>	<b><i>If the person began meeting with the group before January 2013, go on to the next line.</i></b>  Was the group founded by participants in the PADSP training program ? / <b>Ame siwo kpo gome le PADSP fe tutuɔɔa mee dɔ fufufo sia anyia ?</b> 1 = Yes 2 = No
		Month  <b><i>Write "98" if the person does not recall the month.</i></b> (b)	Year  (c)	Number of times  (d)	Unit 1 = Week 2 = Month 3 = Year  (e)		
	(a)					(f)	(g)
1							
2							
3							
4							
5							

***Instructions for the interviewer appear in bold italics.***



**Business Identification Number :** \_\_\_\_\_

4.42 In the past 12 months, have you received money in the form of loans or gifts, for your business or for a business project, from one of these groups or from one of the members of the groups that you belong to ? / Le yleti wui eve siwo va yi me , dee miexo gadodo alo ganana ađe le miafe dowafea fe nka me alo le dowafe ađe dodo anyi me to fufofo siwo me miele dometo ađe alo tso ame ađe si le fufofo siwo me mielea ? ..... /\_/\_/

1 = Yes

2 = No

Commented [EM1]: This question also appears in Section 2.

4.43 In the past 12 months, have you found new suppliers through one of the groups or through one of the members of the groups that you belong to ? / Le yleti wui eve siwo va yi me , dee miekpo nudzrala yeyewo to fufofo siwo me miele la dometo ađe alo to ame ađe le fufofo siwo me miele la dometo ađe dzia ? ..... /\_/\_/

1 = Yes

2 = No

4.44 In the past 12 months, have you found new clients through one of these groups or through one of the members of the groups that you belong to ? / Le yleti wui eve siwo va yi me , dee miekpo nuflela yeyewo to fufofo siwo me miele la dometo ađe dzia ? ..... /\_/\_/

1 = Yes

2 = No

4.45 In the past 12 months, have you shared inputs, tools, equipment, or employees with one of the groups or with one of the members of the groups that you belong to ? / Le yleti wui eve siwo va yi me , dee miema nu siwo nudo miewona le dowafea, dawonuwo, mɔɔɔɔɔɔ alo dawolawo kple fufofowo dometo ađe alo ame ađe le fufofo siwo me miele la? ..... /\_/\_/

1 = Yes

2 = No

4.46 In the past 12 months, have you purchased inputs or stock in bulk with one of the groups or with one of the members of the groups that you belong to ? / Le yleti wui eve siwo va yi me , dee miefle nu siwo nudo miewona le dowafea alo nudo siwo le nudzrafo le agbo soso me kple fufofowo dometo ađe alo ame ađe le fufofo siwo me miele la? ..... /\_/\_/

1 = Yes

2 = No

4.47 In the past 12 months, have you made changes to your company following ideas or support given by one of the groups or by one of the members of the groups that you belong to ? / Le yleti wui eve siwo va yi me , dee miewo tɔtrɔwo le miafe dowafea to fufofo siwo me miele fe susudedewo alo kpekpedenwu me alo to ame ađe dzi le nenem fufofowo mea ? ..... /\_/\_/

1 = Yes

2 = No (SKIP TO QUESTION 4.48)

- a. What type(s) of changes have you made following the ideas or support given by the groups that you belong to ? / **Tɔtrɔ ka fomevi (wo) miewɔ to fufofo siwo me miele fe susudeɖewo alo fe kpekpeɖeɲuwo me ?**  
**(Do not read out the answers !! Multiple answers possible. Write « 1 » if the person mentions the answer and « 2 » if not.)**
- Introduction of a new product or service ..... / ☐ / ☐
  - Change in production process ..... / ☐ / ☐
  - Change in customer service or reception..... / ☐ / ☐
  - Modification in the company's management or administration... / ☐ / ☐
  - New marketing strategy ..... / ☐ / ☐
  - Change in facilities..... / ☐ / ☐
  - If other, explain : \_\_\_\_\_

4.48 How many people work for your company, not including yourself ? Include family members who work for the company, unpaid workers, temporary workers, apprentices, managers, and owners who work for the company. / **Ame nenie wɔ́a dý le dýwýŋEa, woɖ-utý manýmee ? Na sý woɖE metý siwo le dý wým le dýwýŋE afe me, dýwýla siwo mexýa fetu o, .eyi. i me dýwýla, dýsýŋEawo, dýdzikpýlawo kple dý 'ŋEý siwo wɔ́a dý le dýwýŋEa, woɖ-utý manýmee. Na ame siwo wɔ́a dý le dýwýŋEa la ŋE -kýwo nam** ..... / ☐ / ☐ / ☐

**IF 4.48 = 0, SKIP TO QUESTION 5.1**

- a. Of these, how many are paid for their work, how many only receive allowances for transportation or subsistence, and how many do not receive any remuneration ? / **Le ame siawo dome, nenie xýa fetu, nenie xýa ùufoga alo nufuga eye nenie mexýa ga afeke o ?**
- How many are paid for their work? / **Nenie xýa fetu ?** ..... / ☐ / ☐ / ☐
  - How many only receive a transportation or subsistence allowance? / **Nenie xýa ùufoga alo nufuga ?** ..... / ☐ / ☐ / ☐
  - How many receive no remuneration? / **Nenie me xýa ga afeke o ?** ..... / ☐ / ☐ / ☐

**Verify that the total from 4.48ai to 4.48aiii is equal to 4.48.**

- b. Of these, how many have a written contract with you, whether for work, for an internship, or for an apprenticeship ? / **Le ame siawo dome , nenie Wý ŋEŋse alo tutufo xýxý le nusýsýŋE megbE ŋE agbaleŋple mi ?** ..... / ☐ / ☐ / ☐

**Verify that 4.48b is less than or equal to 4.48.**

- c. In the past six months, have you sent your employees for training, not counting your apprentices or interns ? / **Le .leti ade siwo va yi me, miefo miaŋE dýwýlawo fe tutufo xýŋE afe, esiwo me miaŋE dýsýŋEwo mele oa ?** ..... / ☐ / ☐
- 1 = Yes  
2 = No
- d. In the past six months, have you yourself given training to your employees, not counting your apprentices or interns ? / **Le .leti ade siwo va yi me , fe mia ÷utý miena tutufo afewo miaŋE dýwýlawo , esiwo me miaŋE dýsýŋEwo mele oa ?** ..... / ☐ / ☐
- 1 = Yes  
2 = No

Business Identification Number : \_\_\_\_\_

- e. In the past six months, how often have you evaluated your employees' performance ? /  
 Le ..leti ade siwo va yi me , zi nenie miedoa mia **ŋe dýwýlawo ŋe nunyawýwo gýmee ?**  
*(Give the sheet to the persons who know how to read. Read out all the answers.)*  
 ...../\_\_\_/
- 1 = Never  
 2 = About once a month  
 3 = About once a week  
 4 = Daily
- f. In the past six months, how often have you given feedback to your employees about their work? / Le ..leti ade siwo va yi me , zi nenie miefea nu me kple mia **ŋe dýwýlawo ku fe woŋe dý ÷u ?** *(Read out all the answers.)* ...../\_\_\_/
- 1 = Never  
 2 = About once a month  
 3 = About once a week  
 4 = Daily

## 5. SECTION 5 : INFORMATION ABOUT YOU AND YOUR IDEAS

This brings us to the last part of our survey, which is about you and your ideas. / **Esiae akplo mí yi numekuku sia fe ɔfe mɔɔto si ku ɔe mi kple miafe susuɔɔɔɔɔɔɔɔ.**

- 5.1 How many companies do you currently own or manage, not including this one? / **Dýwýŋe nenie mienye dýteŋefola alo dýdzikpýla na le fifi me esia manýme ?**  
*(This only concerns enterprises that still exist.)* ...../\_\_\_/

**IF Q5.1=0, SKIP TO QUESTION 5.2**

Nº	Period \\, eyi.i me	In the last full month, what was the total of the profits for the companies that you currently own or manage, not including this one ? By profit, I mean the company's revenue, after having paid all the current expenses for the business and the employees' salaries, but before having paid you a salary. / ...leti susýea le blibo me, nenie nye dýwýŋe siwo mienye dýteŋefola alo dýdzikpýla na le fifi me esia manýme ŋe nukpýfedziwo ? Nukpýfedzi siawo nye ga si susý le esime mie xe dýwýlawo ŋe fetuwo, eye miewý gazazaŋubuwo hafi dýteŋefola ahe fe na efokui.		
		Estimated minimum \\ Asixýxý suetý <i>(optional)</i> (i)	Best estimate \\ Asixýxý nyuitý (ii)	Estimated maximum \\ Asixýxý kýkýtý <i>(optional)</i> (iii)
A	The last full month \\, leti susýea le blibo me			

*Instructions for the interviewer appear in bold italics.*

5.2 Apart from the business(es) that you own or manage, do you have other sources of revenue ?  
By other sources of revenue, I mean the money received for paid work, farming, retirement pensions, and/or money received from an investment. / To vovo na dýwýŋ si nenyé dýtefola alo dýdzikpýla na, fe gákpýmýnu bubuwo gale asi woà ? To gákpýmýnu bubuwo dzi, medi magblý, dýwýwýfetu, agbledede alo gbýfemefetu xýxý kpakple ga si do tso woàdýwýwý afe me..... / ☐

1 = Yes

2 = No (SKIP TO QUESTION 5.3)

N°	Period \\, eyi. i me	How much was your combined revenue from paid work, farming, retirement pensions, and/or money received from an investment in [period] ? / Ho nenie nye miaŋ dýwýwýfetu, agbledede alo gbýfemefetu xýxý kpakple ga si do tso woàdýwýwý afe me.		
		Estimated minimum \\ Asixýxý suetý (optional) (i)	Best estimate \\ Asixýxý nyuitý (ii)	Estimated maximum \\ Asixýxý kýkýtý (optional) (iii)
A	The last full month \\, leti susyea le blibo me			

5.3 Now I am going to ask you about your reactions in certain situations. For each situation, I am going to read you two sentences, and you are going to tell me the sentence that is the closer to your reaction in such a situation. / Fífa mabia nya mí ku ðe miafe nɔnɔme le nudzɔdzɔ aɖewo me ɲuti. Le nɔnɔme ðe sia ðe me maxlɛ nyafɔkpe eve na mi, eye miagblo esi sɔ kpɛ mi le nɔnɔme ðe sia ðe ɲu.

When I don't have anything in particular to do and I am bored, / Ne dɔ tɔxɛ aɖekɛ meli mawɔ o, eye mele modzaka me:...../ ☐

1 = I have a hard time finding the energy to do something. / Eɖea fu nam be makpɔ ɲusɛ ne mawɔ nane

2 = I quickly find something to do. / Mekpɔa nane wɔna kaba

5.4 When I have a problem that's difficult to solve / Ne ele be madi ɲuɖoɖo na kuxi sesɛs aɖe : ...../ ☐

1 = I normally don't have any trouble starting to solve it. / Edziedzi nyemekpɔa kuxi be madze ɲuɖoɖo didi gɔme o

2 = I have difficulty organizing my ideas to be able to start solving the problem. / Mekpɔna kuxi be mawɔ ɖoɖo le nye susudeɖewo me ne mate ɲu dze kuxia dzadzraɖo gɔme

5.5 When I am told that my work was totally unsatisfactory / Ne wogblo nam be nye dɔwɔwɔ menyo kura o la : ...../ ☐

1 = I don't let it bother me for long. / Nyemeɖea mɔ be wɔaɖe fu nam didie o

2 = I feel paralyzed. / Megbɔdzɔna le ɖokuinye me

5.6 When something depresses me / Ne nane le tenyem ðe anyi la : ...../ ☐

1 = I have a hard time doing anything. / Eɖea fu nam be mawɔ nane

2 = I find that it's easy to distract myself by doing something else. / Mekpɔ be ele bobɛ nam be mawɔ nane atso ðe modzaka

**Business Identification Number :** \_\_\_\_\_

- 5.7 When I have a big project to do / **Ne ele be mawo dodo ga aḡe la** : ...../\_\_\_/  
1 = Often I take too much time thinking about where to start. / **Zi geḡe la , mehua susu yeyi**  
**didī aḡe ku ḡe mo si dzi madze egome tsoe la ḡu**  
2 = I don't have any trouble starting. / **Nyemekpo kuxi be madze egome o**
- 5.8 When several things go wrong on the same day / **Ne nu geḡewo mele edzi dzem le ḡekeke me o**  
**la** : ...../\_\_\_/  
1 = Normally I don't know how to face it. / **Le dodoa nu la , nye menya alesi makpe akoe o**  
2 = I carry on like it was nothing. / **Meyia dowa dzo dzi abe naneke medzo va yi o ene (Meyia**  
**dowa dzo dzi megbe makpe)**
- 5.9 When I've given my all to do a very good job and it doesn't work / **Ne mezā nye ḡusē katā be**  
**mawo do nyuie aḡe, eye mele edzi dzem o** : ...../\_\_\_/  
1 = I don't have too much trouble starting another job. / **Nyemekpo kuxi sogbo aḡeke be madze**  
**do bubu gome o**  
2 = I have trouble doing anything else. / **Mekpo kuxi be mawo nu bubu aḡe**
- 5.10 When I have an obligation to do something boring or uninteresting / **Ne enye dzizizi nam be**  
**mawo nane si mahe nuḡiaḡia alo viḡe aḡeke vae o** : ...../\_\_\_/  
1 = I do it and I get it over with. / **Mewonae, eye mewua enu zi ḡeka**  
2 = It normally takes time before I do it. / **Exa yeyi geḡe hafi mewonae**

5.11 Now I am going to present you with several statements that describe people's behavior in general in different situations. Please indicate how well each statement describes your behavior over the past six months, by telling me for each of the following statements whether you : **(Show the card with the words to the respondents who know how to read. Show the card with the images to the respondents who don't know how to read.)**

1 : strongly disagree, 2 : disagree somewhat, 3 : neither agree nor disagree, 4 : agree somewhat ou 5 : strongly agree.

Your answers concern your character as you usually are and not as how you wish to be in the future. You can also answer by just giving the number of the answer you choose.

Fifia matsý nyagbýgbly vovovo siwo fena amewo **Ė** nýnýme fiana le nudzýdzý gefewo me afia woè Gblý nu si tututu fee fia le agbale **Ė** dzi la, fe nýnýme fe sia fe gýme le eye nagbly nya ku fe nyafýkpe siawo ÷u nam nenyè be miený nýnýme siawo dometý afe me .leti ade siwo va yi ale, deka meða asi fe edzi kura o, alo eve meda asi fe edzi o, etý **Ė** neda asi fe edzi alo ene meda asi fe edzi o alo atý **Ė** neda asi fe edzi ÷utý. Mia **Ė** ÷ufofo siawo ku fe nu siwo mienye fifia eye menye nu si miedi be yewoava zu o.

Nº	In the past six months: / Le .leti ade siwo va yi me fe ne :	Strongly disagree Nyeme da asi fe edzi kura o	Disagree somewhat Nyemelye fe edzi o	Neither agree nor disagree Nyemegbe hafo eye nyemelyhafo	Agree somewhat Melye fe edzi	Strongly agree Melye fe edzi vevie
A	As soon as a problem arises, I look for an immediate solution. \ Ne kuxi afe va la, media ÷ufofo enumake.	1	2	3	4	5
B	I normally go beyond what is expected of me. \ Mewya dy wu esiwo wobla tso asinye.	1	2	3	4	5
C	Whenever I have the chance to be actively involved in something, I take it. \ Nenyè be mýnukpýkpý li be makpý gome blibo le dýwýna afe me la, melyeña	1	2	3	4	5
D	I take the initiative immediately even when others don't. \ Mexya ÷gý na nuwýnawo nenyè be ame bubuwo mele ewým o.	1	2	3	4	5
E	I quickly use opportunities in order to reach my goals.. \ Mewya mýnukpýkpýwo ÷uti dy hena nye tafodzinuwo kpýkpý.	1	2	3	4	5
F	I actively tackle problems. \ Mewya kuxiwo ÷uti dy wewie.	1	2	3	4	5
G	I have a gift for implementing ideas. \ ÷utete le asinye le susu fefewo me.	1	2	3	4	5

**Business Identification Number :** \_\_\_\_\_

**5.12 (Give the card with the scale to the respondents who know how to read.)**

On a scale going from 1 to 5 where 1 = not confident at all, 2 = not really confident, 3 = neither confident nor lacking in confidence, 4 = rather confident, et 5 = very confident, what is your level of confidence in your ability to :

Le fofo sia tso 1 va se fe 5 esi me 1 = Nyemeka fe edzi kura o, 2 = nyemeka fe edzi tututu o, 3 = nyemenya ne mekafe edzi loo alo nyemeka fe edzi o, 4 = meka fe edzi, et 5 = mekafe edzi tututu, fofo kae le asiwoe kakafedzi fe woè-utete ÷u :

N°	How confident are you in your ability to :	Not confident at all	Not really confident	Neither confident nor lacking in confidence	Rather confident	Very confident
A	Found a company ? \ DýwýE fofo anyi ?	1	2	3	4	5
B	Spot business opportunities well ? \ ò kulefè nyui fe dýa E mýnukpýkpýwo ÷u le dýa me?	1	2	3	4	5
C	Ensure the business is marketed well ? \ ò kulefè fe dýwýE E marketing ÷utia ?	1	2	3	4	5
D	Set the prices of products or services well ? \ Asikaka nyui na nudzadzawo fe dýwýEa E nudzraga ÷u nyuie?	1	2	3	4	5
E	Negotiate well with other businessmen ? \ ŠoEse wýwý kple adzýdola bubuwoa ?	1	2	3	4	5
F	Manage a team of personnel well ? \ Dýwýla siwo le dýwýEa kpýkpý nyuiea ?	1	2	3	4	5
G	Manage a company well ? \ DýwýEa kpýkpý nyuiea ?	1	2	3	4	5
H	Write a good business plan ? \ Dýwýfofo nyui ÷ý÷ly hena eE ÷gýdedea ?	1	2	3	4	5
I	Find capital financing when a business launches ? \ Gakpekpefe ÷u kpýkpý na dýwýE gýme fofo anyia ?	1	2	3	4	5

**5.13** Now I would like to ask you questions about the members of your household.

How many people in your household are under 18 years of age ? Fifia , medi be mawo biabiawo na mi tso ame siwo le miafe fomea me ñu. Ame nenie le miafe fomea me, eye womexo fe wui enyi haqe o?..... / \_/\_/\_/

*(Household: a group of people who normally live and eat together. In other words, the household is an ensemble of people, related or not, sharing the same meals, recognizing the authority of one same individual called the "head of household," and in general having common resources and expenses. They most often live under the same roof, in the same courtyard or the same lot of land.)*

(Ménage : ameha aqe si le du, eye woqua nu de du. Le gobubu me, ameha sia atso fome deka me, alo matso fome deka me o, adu nu de du, eye woano ame deka fe kpokplote " afeme dzikpola", eye nunamesiwo kple zazawo katã nyena deka godoo. Zi geqe la wona du le afe deka me , le xonu deka alo dogba deka dzi.)

**5.14** How many people in your household are 18 or over, not including you ? /

Ame nenie le miafe fomea me, xo fe wui enyi alo xo wu fe wui enyi?..... / \_/\_/\_/

**If 5.14 = 0, SKIP TO QUESTION 5.15**

**Fill in the first column of the table and then fill it in line by line. Verify that the number of people in the table correspond to question 5.14.**

**Instructions for the interviewer appear in bold italics.**

N°	Could you please provide me with the given names of all the people in your household who are 18 years or older, not including yourself ? / Miate ḡu yɔ ame siwo katā le miafe fomea me, eye woxɔ fɛ wui enyi alo woxɔ wú fɛ wui enyi, mia ḡutɔ miele eme o fe ḡkɔwo nam mahā ?	What's the main occupation of [given name] ? / ḡkɔ evelia fe dɔwɔna vevieto enye ka ? <b><i>Do not read out the answers !!</i></b> 1 = Paid employee 2 = Head of a company / self-employed 3 = Unpaid worker in a family business 4 = Unpaid worker on a family farm 5 = Unpaid worker in a different company 6 = Temporary or seasonal worker 7 = Student, apprentice, intern 8 = Domestic worker in your household (SKIP TO THE NEXT LINE) 9 = No occupation, looking for a salaried position (SKIP TO THE NEXT LINE) 10 = No occupation, not looking for work (SKIP TO THE NEXT LINE) 11 = Retired (SKIP TO THE NEXT LINE) 12 = If other, explain	Approximately how much was [given name]'s income for this occupation in the past month ? / Ho nenie do tso dɔwɔna sia me na ḡkɔ evelia ne woatsɔ ḡku tsoe ayɔ yleti si va yi la me ?  <b><i>Write "98" if the respondent doesn't know.</i></b>
	(a)	(b)	(c)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			



**Business Identification Number :** \_\_\_\_\_

5.15 This brings us to the end of our interview. Just to be sure that I wrote down all your contact information correctly, could you please confirm your telephone numbers for me ? \ MiaE numekukuwo ase fe afi sia. Ne maka fe dzi be me-lyE miaE kaGmý xexleme nyie la, mi gbugbý fo-u wo nam.

- Respondent's telephone number 1 /\_\_ / \_\_ / \_\_ / \_\_ /
- Respondent's telephone number 2 /\_\_ / \_\_ / \_\_ / \_\_ /
- Respondent's telephone number 3 /\_\_ / \_\_ / \_\_ / \_\_ /

**VERIFY THAT THE NUMBERS ARE THE SAME AS IN SECTION 1, QUESTION 21.**

Thank you very much for all the time you've given me. I hope you have an excellent day. / Akpe fe .e.jyi si miegble fe mia -u ta . Mebia -kekea E dzi dzedze nyie na mi

5.16 **Time the interview ended :** /\_\_ / \_\_ / : /\_\_ / \_\_ /

5.17 **Raffle ticket number :** /\_\_ / \_\_ / \_\_ / \_\_ /

5.18 **Prize won in the raffle :** /\_\_ / \_\_ /

- 1 = Key chain
- 2 = Bottle opener
- 3 = Planner
- 4 = Double SIM mobile phone
- 5 = Calculator
- 6 = Nothing

5.19 **Confirm (DO NOT READ OUT !)** : ..... /\_\_ /

- Language used in the interview
  - 1 = French
  - 2 = Ewe
  - 3 = Kabiye
  - 4 = Mix of Ewe and French
  - 5 = Mix of Kabiye and French
  - 6 = Other

a. **If other, explain :** \_\_\_\_\_

- Interview conditions

		Not at all	For part of the interview	During several parts	For the entire interview
A	There was a lot of noise during the interview.	1	2	3	4
B	I think that the interviewee answered truthfully.	1	2	3	4
C	The interviewee did other things during the interview.	1	2	3	4
D	The interview took place under good conditions.	1	2	3	4
E	There were other people around the interviewee who listened in on the interview.	1	2	3	4

**Instructions for the interviewer appear in bold italics.**

c. Comments on the interview conditions :

---

---

---

---

---

---

---

---

FOR THE SUPERVISOR		
Control date	Visa	Observations