



UGANDA BUREAU OF STATISTICS



THE REPUBLIC OF UGANDA

## THE UGANDA NATIONAL MANPOWER SURVEY 2016

### INFORMAL SECTOR QUESTIONNAIRE.

SECTION 1A: IDENTIFICATION PARTICULARS											
1. DISTRICT:											
2. COUNTY/ MUNICIPALITY/DIVISION:											
3. SUB COUNTY/TOWN COUNCIL/WARD:											
4. PARISH/TOWN BOARD :											
5. STREET /ROAD:											
6 .EA NAME											
7. NAME OF ESTABLISHMENT:					UBID CODE						
8. ESTABLISHMENT CONTACT :							a) Tel. Contact (Optional)				
							b) Official Email : (Optional)				
9. CONTACT PERSONS:											
<b>Particulars</b>			<b>Respondent</b>								
a) Names(Optional) :											
b) Telephone (Optional) :											
c) Email( Optional) :											

*THIS SURVEY IS BEING CONDUCTED BY THE UGANDA BUREAU OF STATISTICS UNDER THE AUTHORITY OF THE UGANDA BUREAU OF STATISTICS ACT, 1998.*

THE UGANDA BUREAU OF STATISTICS  
P.O. BOX 7186  
KAMPALA,  
TEL: +256-414-706000, 230370  
Fax: 0414-230370  
E-mail: [ubos@ubos.org](mailto:ubos@ubos.org)  
Website: [www.ubos.org](http://www.ubos.org)

**STRICTLY CONFIDENTIAL**

**SECTION 1B: STAFF DETAILS AND SURVEY TIME**

1. NAME OF INTERVIEWER \_\_\_\_\_

--	--

2. DATE OF INTERVIEW \_\_\_\_\_

DD		MM		YYYY			

3. NAME OF SUPERVISOR \_\_\_\_\_

--	--

4. DATE OF CHECKING \_\_\_\_\_

DD		MM		YYYY			

5. NAME OF EDITOR \_\_\_\_\_

--	--

6. DATE OF INSPECTION \_\_\_\_\_

DD		MM		YYYY			

7. STARTING TIME \_\_\_\_\_

HRS

--	--	--	--

8. GPS  
READING


9. INTERVIEW RESULTS:

A. Visit 1	B. Visit 2	C. Visit 3	D. Reason for Non-response				
<b>Date :</b> ...../...../.....	<b>Date :</b> ...../...../.....	<b>Date :</b> ...../...../.....					
1. Fully completed 2. Partially completed 3. Non response 4. Postponed 96. Other (specify)	1. Fully completed 2. Partially completed 3. Non response 4. Postponed 96. Other (specify)	1. Fully completed 2. Partially completed 3. Non response → D 4. Postponed 96. Other (specify)	1. Refused 2. No contact 3. Not eligible 96. Other (specify)				
<table border="1" style="width: 100%;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>		<table border="1" style="width: 100%;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>		<table border="1" style="width: 100%;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>		<table border="1" style="width: 100%;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>	

9. REMARKS BY INTERVIEWER:

10. REMARKS BY SUPERVISOR:

---



---

**SECTION A. GENERAL PERSONAL INFORMATION ON EMPLOYER (only to be filled if interview with OWNER)**

No.	Question	Options	Code	Go to
M51:A010	Name (optional)	.....		
M51:A020	Sex	1. Female 2. Male	<input type="checkbox"/>	
M51:A030	Age in completed years		<input type="text"/>	
M51:A040	Marital status	1. Single/Never married 2. Married 3. Separated 4. Divorced 5. Widowed	<input type="checkbox"/>	
M51:A050	Nationality	1. Burundian 2. Kenyan 3. Rwandan 4. Tanzanian 5. Ugandan 6. Southsudanese 7. DRC. Congolese 8. The rest of Africa (specify) 9. The rest of the world (specify)	<input type="checkbox"/>	
M151:A050a	How many members are in your household ?		<input type="text"/>	
M51:A060	What is the highest level of formal education you have completed?	01. PhD/Doctorate 02. Masters Degree 03. Post Graduate Diploma 04. Bachelors 05. Diploma level (A1) 06. Certificate level (TVET) 07. Secondary-A Level 08. Secondary-O Level 09. Primary 96. Other (specify) 10. None	<input type="text"/>	If 7, 8,9,10,96 → A110
M51:A070	Please indicate the field of Specialization	.....	<input type="text"/> <i>ISCED Code-Level 3 for office use</i>	
M51:A060a	In which year did you complete your highest level of formal education?		Year <input type="text"/>	
		M51:A110	M51:A120	M51:A130
a	What is your current [.....] occupation / job title?	Main ..... ..... .....	Secondary ..... ..... 997. Not applicable	Other ..... ..... 997. Not applicable
b	<i>ISCO-Level 4 for office use</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>
M51:A140	Does your current occupation match your official education / training (certificate / degree)?	1. Yes 2. No (other job than qualific.) 3. No (lower level than qualific.) 4. No (higher level than qualific.) 7. Not applicable (no training)	<input type="checkbox"/>	
M51:A140a	Would you have liked to change the current employment situation?	1. Yes 2. No	<input type="checkbox"/>	

**Previous working experience**

M51:A150	Do you have any previous working experience?  1. Yes 2. No	What was your previous occupation ? (ISCO)	Sector of employment /Activity (ISIC revIV)	Employment Satus  1.Own account worker 2.Employer 3.Employee 4.Unpaid family worker	Year (if less than one year 00)	Was the Job matching your qualification.  1.Yes matching 2.No
No:		M51:A150a	M51:A150b	M51:A150c	M51:A150d	M51:A150e
1						
2						
3						
4						

**SECTION B. ESTABLISHMENT INFORMATION**

M51:B010a What type of business/enterprise is this? 1. Household based 2. Non household based

(Do not ask the respondent this question)

No.	Question	Options	Code	Go to
M51:B010	When did you start this establishment?	( mm,yyyy)	<input type="text"/>	
M51:B020	What are the goods and services produced or activities performed in your establishment?  <b>If more than one activity please start with the main activity in column one</b>	Main activity 1 ..... .....	<input type="text"/> ISIC code for office use	
		Main activity 2 ..... .....	<input type="text"/> ISIC code for office use	
		Main activity 3 ..... .....	<input type="text"/> ISIC code for office use	
M51:B020a	<b>Sector of Main activity (Do not ask the respondent this Question)</b>	1.Manufacturing,mining and quarrying,construction 2.Trading and services 3.Hotels, Bars and Restaurants 4.Forestry 5.Agriculture		

M51:B020b	Please list your main products and/or services in order of importance	1		CPC (code)					
		2							
		3							
		4							
M51:B031a	Does this establishment have any shareholders?	1.Yes 2.No	<input type="text"/>			If 2 → B040			
M51:B031	Please record the number of shareholders by nationality and sex		Male	Female	Total				
			Ugandan						
			Other EAC						
			Rest of the World						
			Total						
M51:B040	Where do you mainly undertake your business?	01. Workspace in/attached to home 02. Factory, office, workshop, kiosk 03. Independent from home 04. At home with no special working space 05. Home or workplace of client 06. Construction site 07. Market stall/ trade fair 08.No specified place 09.Street/pavement with fixed post 10. Hawking 11. Satellite market 96. Other (specify)	<input type="text"/>						
M51:B050	Ownership of premises	1. Fully owned 2. Joint ownership 3. Permitted by others to use site 4. Rented 5. Donated by the Government 6. Donated by Local authority 7. Not Applicable 96. Other (specify)	<input type="text"/>						
M51:B090	What types of utilities are available to your business?  (Read out each modality and respond by 1 = YES or 2 = NO)	1. Water 2. Electricity 3. Toilet / pit latrine 4. Waste disposal 96. Other (specify).....  1 = YES      2 = NO	1	2	3	4	96	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	If 2 to all skip M51:B110
M51:B091	Which is the source of these above utilities?  ( Read out each modality and respond by 1=Public/Gov't 2=Private or 3=Not applicable)	1.Water 2. Electricity 3. Toilet / pit latrine 4. Waste disposal 96. Other (specify)  1. Public/Gvnt 2. Private 7 Not applicable	1	2	3	4	96	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
M51:B100	Look at Question B091 and respond to B0100 Does the government provide these utilities?	1. Yes all 2. Yes partly 3. None	<input type="text"/>			Don't ask			
M51:B110	Does your business easily access the following services?	1. Postal Services 2. Banking 4. Telephone	1	2	4	<input type="text"/> <input type="text"/> <input type="text"/>			

Read all and record 1= YES or 2= NOas appropriate	5. Internet	5	<input type="text"/>
	6. Transport	6	<input type="text"/>
	96. Other (specify) .....	96	<input type="text"/>
		1= YES	2= NO

**SECTION C. WORKLOAD / BUSINESS OPERATIONS**

No.	Question	Options	Code	Go to
M51:C010	On average how many hours does your business operate per day?		<input type="text"/>	
M51:C020	How many days per week does your business normally operate?		<input type="text"/>	
M51:C030	How many days do you usually work per week?		<input type="text"/>	
M51:C040	Do you keep written records/business records?	1. Yes 2. No	<input type="text"/>	If 1 → D010
M51:B050	Why don't you keep records?	1. Records not necessary 2. Lack of skills 3. Lack of finances 96. Other (specify) .....	<input type="text"/>	

**SECTION D. EMPLOYEE CHARACTERISTICS AND VACANT POSTS**

No.	Question	Options	Code	Go to																								
M51 :D010	How many persons are currently engaged in this establishment?		.....																									
M51 :D020	How many of the persons engaged in this establishment fall under the following categories:	1. Working owners 2. Contributing family workers 3. Paid employees 4. Unpaid employees out of the family	<table border="1"> <thead> <tr> <th></th> <th>Male</th> <th>Female</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>2.</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>3.</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>4.</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td colspan="3" style="text-align: right;">TOTAL</td> <td><input type="text"/></td> </tr> </tbody> </table>		Male	Female	Total	1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	TOTAL			<input type="text"/>	
	Male	Female	Total																									
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>																									
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>																									
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>																									
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>																									
TOTAL			<input type="text"/>																									
M51 :D020a	Does this establishment have any paid employees?	1. Yes 2. No	<input type="text"/>	If 2 → SECTION E																								
M51 :D021	Please indicate the total number of employees for the following period as at the 31 <sup>st</sup> December of each of the indicated years (If not applicalbe, write 999)		2013 (a)	2014 (b)	2015 (c)																							
	3. Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																							
M51 :D022	Please indicate labour turnover for the following period as at the 31 <sup>st</sup> december of each of the following (If not applicalbe, write 999)		2013 (aa)	2014 (bb)	2015 (cc)																							
	Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																							

M51 :D040	What is the major factor that influences the number of persons engaged in your establishment?	<ol style="list-style-type: none"> <li>1. Increased or decreased demand</li> <li>2. Apprenticeships</li> <li>3. Location (move to other site, space)</li> <li>4. Access to external financial support</li> <li>6. Introduction of new products / services</li> <li>7. Introduction of new technology</li> <li>96. Other (specify)</li> </ol>	<div style="border: 1px solid black; width: 50px; height: 20px; margin: 0 auto;"></div> <p>.....</p>										
M51 :D060	<p>What skills / qualifications are in general lacking among your staff?</p> <p><b>(Multiple answers possible, rank three most important)</b></p>	<ol style="list-style-type: none"> <li>1. Managerial skills</li> <li>2. Technical skills</li> <li>3. Entrepreneurial skills</li> <li>4. Language skills</li> <li>6. Customer care</li> <li>7. Innovativeness / creativity</li> <li>8. IT skills</li> <li>9. Didactics / teaching skills</li> <li>10. Communication skills</li> <li>97. None/ Not applicable</li> <li>96. Other (specify)</li> </ol>	<table border="1" style="margin: 0 auto;"> <tr><td style="text-align: center;">1<sup>st</sup></td><td></td></tr> <tr><td style="text-align: center;">2<sup>nd</sup></td><td></td></tr> <tr><td style="text-align: center;">3<sup>rd</sup></td><td></td></tr> </table> <p>.....</p>	1 <sup>st</sup>		2 <sup>nd</sup>		3 <sup>rd</sup>					
1 <sup>st</sup>													
2 <sup>nd</sup>													
3 <sup>rd</sup>													
M51 :D071	<p>Which challenges do you face that limits training of your staff?</p> <p><b>(Multiple answers possible, rank three most important)</b></p>	<ol style="list-style-type: none"> <li>1. Inadequate facilities (space)</li> <li>2. Inadequate materials</li> <li>3. Shortage of skilled trainers</li> <li>4. Time off for the trainees</li> <li>6. Lack of fund</li> <li>96. Other(specify)</li> <li>7. No challenge/Not applicable</li> </ol>	<table border="1" style="margin: 0 auto;"> <tr><td style="text-align: center;">1<sup>st</sup></td><td></td></tr> <tr><td style="text-align: center;">2<sup>nd</sup></td><td></td></tr> <tr><td style="text-align: center;">3<sup>rd</sup></td><td></td></tr> </table> <p>.....</p>	1 <sup>st</sup>		2 <sup>nd</sup>		3 <sup>rd</sup>					
1 <sup>st</sup>													
2 <sup>nd</sup>													
3 <sup>rd</sup>													
M51 :D072	<p>If you have hired graduates of TVET and / or higher institutions, how satisfied are you with their performance?</p>	<ol style="list-style-type: none"> <li>1. Satisfied</li> <li>2. Partially satisfied</li> <li>3. Little satisfied</li> <li>4. Not satisfied</li> <li>7. Not applicable (no such graduates hired)</li> </ol>	<table border="1" style="margin: 0 auto;"> <tr> <td style="text-align: center;">TVET</td> <td style="text-align: center;">Higher inst.</td> </tr> <tr> <td style="height: 30px;"></td> <td style="height: 30px;"></td> </tr> </table>	TVET	Higher inst.								
TVET	Higher inst.												
M51 :D073	<p>In your view, what has to be improved in the training and education in TVET and higher institutions?</p> <p><b>(Multiple answers possible, rank three most important)</b></p>	<ol style="list-style-type: none"> <li>1. Managerial skills</li> <li>2. Technical skills</li> <li>3. Entrepreneurial skills</li> <li>4. Language skills</li> <li>5. Customer care</li> <li>7. Innovativeness / creativity</li> <li>8. IT skills</li> <li>9. Didactics / teaching skills</li> <li>10. Communication skills</li> <li>96. Other (specify)</li> </ol>	<table border="1" style="margin: 0 auto;"> <tr><td style="text-align: center;">1<sup>st</sup></td><td></td><td></td></tr> <tr><td style="text-align: center;">2<sup>nd</sup></td><td></td><td></td></tr> <tr><td style="text-align: center;">3<sup>rd</sup></td><td></td><td></td></tr> </table> <p>.....</p>	1 <sup>st</sup>			2 <sup>nd</sup>			3 <sup>rd</sup>			
1 <sup>st</sup>													
2 <sup>nd</sup>													
3 <sup>rd</sup>													

**SECTION E: CAPITAL / REVENUE**

No.	Question	Options	Code	Go to																								
M51 :E010a	What was the main reason you chose this business activity	1.Existing capital (eg land cash buildings and equipment) 2.lack of other job opportunity 3.Family tradition/ culture 4.Low start up cost 5.Demand 6.It is the profession/skill I know 7.Conditioned by the money lender/ the benefactor 96. Others specify	<input style="width: 50px; height: 20px;" type="text"/>																									
M51 :E010	What was the major source of your start- up and Running capital for your business?	01. Own saving/Retained profits 02. Loans from friends/relatives/SACCOS/ circles(cash rounds) 03. Contributions from others 04. Loans from commercial banks 05. Informal money lenders 06. Government lending agencies 07. Micro finance institutions 08. Public share issuing 09. Inheritance 10.Borrowing from supplier 11. Don't know 96. Other (specify)	<table border="1" style="width: 100%; text-align: center;"> <tr> <td colspan="3">Start- up</td> <td colspan="3">Running</td> </tr> <tr> <td><input style="width: 30px; height: 15px;" type="text"/></td> <td><input style="width: 30px; height: 15px;" type="text"/></td> <td></td> <td><input style="width: 30px; height: 15px;" type="text"/></td> <td><input style="width: 30px; height: 15px;" type="text"/></td> <td></td> </tr> <tr> <td colspan="3">.....</td> <td colspan="3">.....</td> </tr> <tr> <td colspan="3">.....</td> <td colspan="3">.....</td> </tr> </table>	Start- up			Running			<input style="width: 30px; height: 15px;" type="text"/>	<input style="width: 30px; height: 15px;" type="text"/>		<input style="width: 30px; height: 15px;" type="text"/>	<input style="width: 30px; height: 15px;" type="text"/>		.....			.....			.....			.....			If 2 - 11 → E020a
Start- up			Running																									
<input style="width: 30px; height: 15px;" type="text"/>	<input style="width: 30px; height: 15px;" type="text"/>		<input style="width: 30px; height: 15px;" type="text"/>	<input style="width: 30px; height: 15px;" type="text"/>																								
.....			.....																									
.....			.....																									
M51 :E020	If own saving, what was the major source?	1. Previous employment public sector 2. Previous employment in private sector 3. Sale of farm products 4. Sale of assets (cattle, property) 96. Other (specify)	<input style="width: 50px; height: 15px;" type="text"/> .....																									
M51 :E020a	What were the <b>Three</b> most important problems in setting up the business?  (Rank in order of importance & Select from the options provided)	1.Obtaining start-up capital 2. Obtaining technical know-how and skills 3. Accessing raw materials 4. Finding Clients/Market 5. Government rules/regulations 6. Obtaining Water 7.Obtaining Electricity 8.Obtaining Space /premises 9.Obtaining transport 10.Obtaining Other 11.Insecurity/ theft 96. Others(Specify) 13.No problem	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 33%;">1</td> <td style="width: 33%;">2</td> <td style="width: 33%;">3</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	1	2	3																						
1	2	3																										
M51 :E020b	What are the <b>Three</b> main problems in running/expanding this enterprise? (Rank the problems in order if importance)	1.Lack of customers/marketing 2.Access to finance 3.Economic factors(Profitability) 4.Non-payment of debts 5.Lack of raw materials/irregular supply 6.Increased competition 7.Difficulties with existing government regulations/law 8.High taxes and license fees 9.Transport cost 10.Poor transport system 11.Crime/safety 12.Lack of skilled personnel 13.Labour regulations 14.High labour turnover 15.Lack of management skills 16.Lack of space/land 17.Access/cost of energy 18.Access/cost of water 19.Lack of capital equipment	<table border="1" style="width: 100%; text-align: center;"> <tr> <td colspan="3">Running</td> <td colspan="3">Expanding</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	Running			Expanding			1	2	3	1	2	3													
Running			Expanding																									
1	2	3	1	2	3																							

		20.Technical(Machine brake down) 21.No new technology 22.Customs and trade regulations 96.Others specify																
M51 :E020c	Does the enterprise experience competition from the informal AND formal sector?	1.Yes 2.No	<input type="text"/>	If 2 → E030														
M51 :E020d	Who are your competitors? <b>Record 1 if mentioned else record 2</b>	1.Manufacturer 2.Wholeseller 3.Retail trader 4.Household/individual 5.Own production 6.Hawkers 96.Others specify 1= YES      2= NO	<table border="1"> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> <tr><td>5</td><td></td></tr> <tr><td>6</td><td></td></tr> <tr><td>96</td><td></td></tr> </table>	1		2		3		4		5		6		96		
1																		
2																		
3																		
4																		
5																		
6																		
96																		
M51 :E020e	What is the degree of competition from other establishments?	1.Very low 2.low 3.intermediate 4.High 5.Very high	<input type="text"/>															
M51 :E020f	State how your firm performs in each of the following areas with respect to competitors?	1.price 2.Scale(volume) 3.Research&Development capacity 4.Brand recognition/ commercial reputation 5.Capacity to introduce new goods and services 6.Financing facilities offered 7.Labour skills  1=Disadvantaged 2=Same level 3=Advantaged 7=Not applicable	<table border="1"> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> <tr><td>5</td><td></td></tr> <tr><td>6</td><td></td></tr> <tr><td>7</td><td></td></tr> </table>	1		2		3		4		5		6		7		
1																		
2																		
3																		
4																		
5																		
6																		
7																		
M51 :E030	Have you ever applied for a loan in the last 12 months?	1. Yes 2. No	<input type="text"/>															
M51 :E030a	<b>If Yes, from what source ?</b>	1.Friend/relatives 2.Private money lender 3.Land lord 4.Employer 5.Bank 6.SACCOS/ Village cash rounds 7.Deposite taking MFIs eg FINCA 8.Credit institutions 9.Input trader/shop keeper 96.others specify	<input type="text"/>	If 1 in E030 → E032														
M51 :E031	Why didn't you apply?  <b>(Read out the options and record 1=Yes or 2=No)</b>	1. No need 2. No guarantee 3. Long procedures 4. High interest rate 5. Lack of information 6. Fear of risks 96. Other(specify)  1=Yes      2=No	<table border="1"> <tr><td>1.</td><td><input type="text"/></td></tr> <tr><td>2.</td><td><input type="text"/></td></tr> <tr><td>3.</td><td><input type="text"/></td></tr> <tr><td>4.</td><td><input type="text"/></td></tr> <tr><td>5.</td><td><input type="text"/></td></tr> <tr><td>6.</td><td><input type="text"/></td></tr> <tr><td>96.</td><td><input type="text"/></td></tr> </table> <p>.....</p>	1.	<input type="text"/>	2.	<input type="text"/>	3.	<input type="text"/>	4.	<input type="text"/>	5.	<input type="text"/>	6.	<input type="text"/>	96.	<input type="text"/>	Go to E040
1.	<input type="text"/>																	
2.	<input type="text"/>																	
3.	<input type="text"/>																	
4.	<input type="text"/>																	
5.	<input type="text"/>																	
6.	<input type="text"/>																	
96.	<input type="text"/>																	
M51 :E032	Have you received a loan in the last 12 months?	1. Yes 2. No	<input type="text"/>	If 2 → E033														

M51 :E032a	If a Loan was received (codes 02-05) what was the security required?	01.Business Itself 02. Land 03. Cattle 04.House 05.Other properties 06.Salary 07.None 96.Others specify	Start up	Running	
M51 :E032b	What is the repayment period and rate?	1.monthly 2.Quarterly 3.Weekly 4.Annual 5.unspecified 96.Other specify	period	Rate in shillings	
M51 :E033	Why didn't you receive the loan you applied for?	1.Poor/No business plan 2.No guarantee/Insufficient guarantee 3.Lack of start_up fund 4.No feedback from the bank 96.Other (specify)	<input type="checkbox"/>		
M51 :E040	What is the average monthly gross income you received from your establishment?		<input type="text"/>		
M51 :E040a	Do you have Concrete plans to expand the Business?	1.Yes 2.No	<input type="checkbox"/>		If 2 → Q010
M51 :E040b	If YES, please state the main Plan	1.Acquire a loan 2.Buy land /Asset 3.Employ more people 4.Market 5.Relocation from household 6.make it formal 96.Others specify	<input type="checkbox"/>		

**SECTION Q**

M51:Q010	Type of assets		Have you used (ASSET) in the last 12 months mainly for your business activity?  1.Yes 2.No	Ownership of Asset 1. Personal Property 2. Rent 3. lease 4. share property 5. dont know					How is the asset used 1. Exclusively for business 2. Shared with Household 3. Shared with another business 96. Others specify				In uganda shillings (FOR CODES 2 AND 5 DO NOT ASK )		
													What is the Current value of the Asset?	What is the Value of Additions if any?	Value of Disposals if any
	(1)		(2)	(3)					(4)				(5)	(6)	(7)
M51:Q020	Land and Buildings	Land		1	2	3	4	5	1	2	3	96			
M51:Q021		Buildings		1	2	3	4	5	1	2		96			
M51:Q022		Other structures (kiosks, Kitchen House Pen etc)		1	2	3	4	5	1	2	3	96			
M51:Q030	Other Machinery, Equipment & Small Tools			1	2	3	4	5	1	2	3	96			
M51:Q031	Transport Equipment	Bicycle		1	2	3	4	5	1	2	3	96			
M51:Q032		motorcycle		1	2	3	4	5	1	2	3	96			
M51:Q033		motor vehicle		1	2	3	4	5	1	2	3	96			
M51:Q034		Other transport		1	2	3	4	5	1	2	3	96			
M51:Q040	All Other (Furniture and Office Equipment etc)			1	2	3	4	5	1	2	3	96			



SECTION F: MARKET ACCESS

M51:F020a	Who are the main buyers of your products?  (Read out the options and record 1=Yes or 2=No)	1. Uganda 2. Kenya 3. Tanzania 4. Rwanda 5. Burundi 6. South Sudan 7. DRC Congo 8. The rest of Africa (specify) 9. The rest of the world (specify)	<table border="1"> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> <tr><td>5</td><td></td></tr> <tr><td>6</td><td></td></tr> <tr><td>7</td><td></td></tr> <tr><td>8</td><td></td></tr> <tr><td>9</td><td></td></tr> </table>	1		2		3		4		5		6		7		8		9		
1																						
2																						
3																						
4																						
5																						
6																						
7																						
8																						
9																						
M51:F020a1	If Uganda, where are the buyers?	1. Within 30 minutes walk 2. Within the district 3. Within the region 4. The rest of Uganda	<table border="1"> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> </table>	1		2		3		4												
1																						
2																						
3																						
4																						
M51:F020a2	Who are the buyers ?	1. individuals /households 2. micro firms eg makers of chapatis, pancake doughnuts 3. small firms eg Retailers, grinding mills 4. medium/large firms eg Wholesellers institutions, schools, manufacturers 1.	<table border="1"> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> </table>	1		2		3		4												
1																						
2																						
3																						
4																						
M51:F020a1	Does this establishment produce ? 1. Goods 2. Services 3. Both goods and services	<input type="checkbox"/>																				
M51:F020b	List the goods and services your Establishment has introduced to the market since 2015	<i>Not applicable for establishments started in 2016</i>	<table border="1"> <thead> <tr> <th>Goods</th> <th>Services</th> </tr> </thead> <tbody> <tr> <td>1.....</td> <td>1.....</td> </tr> <tr> <td>2.....</td> <td>2.....</td> </tr> <tr> <td>3.....</td> <td>3.....</td> </tr> <tr> <td>7. Not applicable</td> <td>7. Not applicable</td> </tr> </tbody> </table>	Goods	Services	1.....	1.....	2.....	2.....	3.....	3.....	7. Not applicable	7. Not applicable									
Goods	Services																					
1.....	1.....																					
2.....	2.....																					
3.....	3.....																					
7. Not applicable	7. Not applicable																					
M51 :F020	Can any of your product (good or service) be exported to EAC or World market?	1= YES; 2= NO	<input type="checkbox"/>																			
M51 :F020c	Why cant your products (good or service) be exported to EAC or World market?  (Read out the options and record 1=Yes or 2=No)	1=High Prices 2=Poor quality 3= Poor packaging 4= low volume of production 5= Inadequate supply of raw materials 6=Legal status 96=Others specify	<table border="1"> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> <tr><td>5</td><td></td></tr> <tr><td>6</td><td></td></tr> <tr><td>96</td><td></td></tr> </table>	1		2		3		4		5		6		96						
1																						
2																						
3																						
4																						
5																						
6																						
96																						
M51 :F030	During 2016, have you exported any of your product to EAC or World market?	1. YES to EAC market 2. YES to Other African market 3. YES, out side of Africa 4. NO	<table border="1"> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> </table>	1		2		3														
1																						
2																						
3																						

	(Read out the options and record 1=Yes or 2=No)			
M51 :F040	Before 2016, have you exported any of your product to EAC or World market?  (Read out the options and record 1=Yes or 2=No)	1. YES to EAC market 2. YES to Other African market 3. YES, out side of Africa  1 = YES 2= NO	1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/>	
M51 :F050	Do you plan to export any of your product to EAC or Word market in the future?  (Read out the options and record 1=Yes or 2=No)	1. YES to EAC market 2. YES to Other African market 3. YES, out side of Africa  1 = YES 2= NO	1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/>	

**SECTION T: SALE AND PURCHASE VALUES (VALUES IN LAST 7 DAYS)**

**T10. SALES (VALUES IN LAST 7 DAYS)**

Ser no	Item description	Value in shillings
T10a	<b>ALL ENTERPRISES</b>	
1	Income from Rent of Land	<input type="text"/>
2	Income from Rent of Buildings	<input type="text"/>
3	Receipts from services rendered to others, commissions received, consultancy.	<input type="text"/>
4	Interest Receivable (e.g. from village circles)	<input type="text"/>
5	Dividends Receivable	<input type="text"/>
6	Income received as a gift, donation, gain in the sale of assets, remittances etc.	<input type="text"/>
7	Sale of goods purchased from others for resale	<input type="text"/>
T10b	<b>TRADING AND SERVICES</b>	
1	Sale of passenger transport	Bodaboda <input type="text"/>
2		Taxi <input type="text"/>
4	Sale of freight transport	<input type="text"/>
5	Agency fees commissions received	<input type="text"/>
96	Others specify	<input type="text"/>
T10c	<b>HOTELS BARS, &amp; RESTAURANTS</b>	
1	Sale of accommodation	<input type="text"/>
2	Sale of food	Food (meal) <input type="text"/>
3		Roasted food 'muchomos' etc. <input type="text"/>

4	Sale of drinks																			
96	Other service charges																			
<b>T10d</b>	<b>FORESTRY</b>																			
1	Sale of wood for timber																			
2	Sale of wood for firewood																			
3	Sale of wood for poles																			
4	Sale of seedlings																			
5	Sale of non-wood products	Weeds,twigs,grass for handicraft or thatching																		
6		Herbs for medicines																		
7		Bush/wild game meat																		
8		Honey																		
9		Other forest food/fruits																		
96		Others specify																		
<b>T10e</b>	<b>MANUFACTURING/MINING AND QUARRING,CONSTRUCTION</b>																			
1	Sale of products mined/manufactured																			
2	Sale of goods purchased from others for resale																			
3	Construction work done																			
96	Others specify																			
<b>T10f</b>	<b>AGRICULTURE</b>																			
	livestock and poultry products																			
1	Livestock e.g. cow, Goat, Chicken ,Rabbit etc.																			
2	Meat																			
3	Milk																			
4	Butter and chees																			
5	Eggs																			
6	Hides & skin																			
96	Others specify																			
	<b>Fish products</b>																			
1	Fresh fish																			
96	Others specify																			
	<b>Bee keeping products</b>																			
1	Honey																			
96	Others specify																			

T.30. INPUTS (VALUES IN LAST 30 DAYS)

Ser no	Item description	Did you purchase(item)? 1.Yes 2.No	Value in shillings													
1	Raw materials/Inputs:															
1a																
1b																
1c																
1d																
1e																
1f	Others															
2	Semi-finished goods:															
3	Cost of goods purchased for resale :															
4	Industrial services purchased :															
4a	Repair and maintenance of equipments (spare parts etc) :															
4b	Legal expenses :															
4c	Security :															
4d	Advertising cost e.g ( dry cells) :															
5	Wages and salaries :															
6	Interest paid:															
7	Electricity:															
8	Water:															
9	Fuels:															
10	Insurances:															
11	Transport:															
12	Rent:															
13	Communication fees(eg Telephone, Postage.etc):															
14	Depreciation:															
15	Tools and equipment's :															
16	Packaging materials :															
17	Travel allowances paid to employees :															
18	Brokerage and commissions :															
19	Bad debts, donations, less recoveries:															
96	Others :															

T.60	<p>Who are the suppliers of your rawmaterials / inputs?</p> <p><b>Record 1 if mentioned else record 2</b></p>	<p>1.Manufacturer 2.Wholeseller 3.Retail trader 4.Household/individual 5.Own production 6.Direct importation 96.Others specify</p> <p>1= YES      2= NO</p>	<table border="1"> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> <tr><td>5</td><td></td></tr> <tr><td>6</td><td></td></tr> <tr><td>96</td><td></td></tr> </table>	1		2		3		4		5		6		96	
1																	
2																	
3																	
4																	
5																	
6																	
96																	

T.50. SALES OF THE TOP 5 MAIN FINAL GOODS PRODUCED IN THE LAST 30 DAYS  
(APPLICABLE TO MANUFACTURING/MINING/QUARRYING AND CONSTRUCTION ONLY)

Ser no	Item description	Value in Uganda shillings											
1													
2													
3													
4													
5													

**SECTION J. CHALLENGES OF BUSINESS EXPANSION**

N°	Question	Options	Code	Go to									
M1 :J10	What are the environmental challenges faced by your establishment?  (Record up to 3)	1=Pollution/smell 2=Urbanization 3=Tribalism 4= Religion 5=Culture 96=Others specify	<table border="1"> <tr> <td>1<sup>st</sup></td> <td></td> <td></td> </tr> <tr> <td>2<sup>nd</sup></td> <td></td> <td></td> </tr> <tr> <td>3<sup>rd</sup></td> <td></td> <td></td> </tr> </table>	1 <sup>st</sup>			2 <sup>nd</sup>			3 <sup>rd</sup>			
1 <sup>st</sup>													
2 <sup>nd</sup>													
3 <sup>rd</sup>													
M1 :J10a	State the main strategies that your establishment faces in the next 3 years  (Record up to 3)	1.Introduce new products/ services 2.Enter new markets 3.Change the establishment sale channels 4.licensing from others firms 5.reduce personnel 6.Register patents of products 7.Buy new equipment's/ adapt new technology 8.Increase work force 9.Improve quality or design 10.Improve branding and advertisement 11.Train human resources 12.Cooperate with others establishments to gain more important contracts or works 13.Open new commercial offices 14.Open new productive or operative plants 15.Do nothing, stay the same 96.Others specify	<table border="1"> <tr> <th>no</th> <th>strategy</th> </tr> <tr> <td>1</td> <td></td> </tr> <tr> <td>2</td> <td></td> </tr> <tr> <td>3</td> <td></td> </tr> </table>	no	strategy	1		2		3			
no	strategy												
1													
2													
3													
M1 :J10b	What are the main strengths of your establishment?  (Record up to 3)	1 Design of parts of products 2.High volume of output 5.low prices 6.Operating in a specific niche segment 7.Ownership of specific technology 8.Capability to coordinate with suppliers (domestic and foreign) 9.Large number of customers 10.Meets international standards 11.Flexibility to meet demand specific requirements 12.Suppliers 14.Logistics capacity 15.After sales services 16.Positioning of the brand in the market 96.Others specify	<table border="1"> <tr> <th>no</th> <th>strength</th> </tr> <tr> <td>1</td> <td></td> </tr> <tr> <td>2</td> <td></td> </tr> <tr> <td>3</td> <td></td> </tr> </table>	no	strength	1		2		3			
no	strength												
1													
2													
3													

**SECTION B1:REGISTRATATION STATUS**

M51:B070	Does the enterprise have any license to operate?	1. Yes 2. No	<input type="text"/>	IF 2 go to M51:B060																
M51:B080	Under what license does the business operate?	1.Trade License 3.Patent 4.Provisional authorization 96. Other (specify)																		
M51:B060	Are there plans to register/re-register your enterprise with the Registrar of Companies (URSB)?	1. Already registered 2. Already in the process 3. Yes, in the near future 4. No plans 5. Not sure		If 1&2 go to M51:B061																
M51:B060a	<b>If not registered, why don't you want to register your enterprise?</b>  <b>Record 1 if mentioned else record 2</b>	1 .In the process of being registered 2.Do not need to register my business 3.Do not know if I have to register 4.Too many requirements to complete registration 5.Have to pay too much to register 6.Could be bad for my business 96.Other(specify)  <i>1= YES      2= NO</i>	<table border="1"> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> <tr><td>5</td><td></td></tr> <tr><td>6</td><td></td></tr> <tr><td>96</td><td></td></tr> </table>	1		2		3		4		5		6		96				
1																				
2																				
3																				
4																				
5																				
6																				
96																				
M51:B060b	<b>If not registered, what would motivate you to register?</b>  <b>Record 1 if mentioned else record 2</b>	1.Ashort registration process 2.Low registration fees 3.Access to finance i.e loans, financial assistance 4.Better chances of selling to state enterprise/ private companies 5.Eligibility for support programs 6. publicity/ awareness compaigns 7.Dont know 96. Others specify  <i>1= YES      2= NO</i>	<table border="1"> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> <tr><td>5</td><td></td></tr> <tr><td>6</td><td></td></tr> <tr><td>7</td><td></td></tr> <tr><td>96</td><td></td></tr> </table>	1		2		3		4		5		6		7		96		
1																				
2																				
3																				
4																				
5																				
6																				
7																				
96																				
M51:B061	Are there plans to register/re-register your enterprise at URA	1. Already registered 2. Already in the process 3. Yes, in the near future 4. No plans 5. Not sure	<input type="text"/>																	
M51:B080a	Do you pay any of the following taxes? <b>(Read out the options and record 1=Yes or 2=No)</b>	1 .VAT 2 .Pay as you Earn 3.Income tax 96.Other	<table border="1"> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>96</td><td></td></tr> </table>	1		2		3		96										
1																				
2																				
3																				
96																				
M51:B030	What is the legal status of your establishment	1.Sole proprietorship 2.Limited by share(Ltd) 3.Limited by guarantee 4 Limited by both share and guarantee 5.Unlimited 6.Religion 7.NGO 96.Other(specify)																		

END OF INTERVIEW

THANK YOU

END TIME

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

