

QUESTIONNAIRE NUMBER **id**

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## THE WORLD BANK ENTERPRISE SURVEY

*Kenya Manufacturing Module (2018)*

**FIELDWORK SUPERVISORS AND MANAGEMENT ARE RESPONSIBLE FOR THE ACCURACY OF THIS SECTION.**

### **INFORMATION ACQUIRED PRIOR TO SCREENING:**

Sampling Information [CODES FROM WBG PROGRESS REPORT]	
Sampling sector	<b>a4a</b>
Sampling size	<b>a6a</b>
Sampling location	<b>a2</b>
Panel	<b>panel</b>

**A. CONTROL INFORMATION [TO BE COMPLETED FROM SCREENER BEFORE INTERVIEW]**

A.4 Industry		Screener sector <b>a4b</b>	Questionnaire <b>a0</b> <b>FROM A4B</b>
<b>Manufacturing</b>	Food	15	1 - manufacturing
	Tobacco	16	
	Textiles	17	
	Garments	18	
	Leather	19	
	Wood	20	
	Paper	21	
	Publishing, printing, and Recorded media	22	
	Refined petroleum product	23	
	Chemicals	24	
	Plastics & rubber	25	
	Non metallic mineral products	26	
	Basic metals	27	
	Fabricated metal products	28	
	Machinery and equipment (29-30)	29	
	Electronics (31-32)	31	
	Precision instruments	33	
	Transport machines (34-35)	34	
	Furniture	36	
	Recycling	37	
<b>Retail</b>	Retail	52	2 - retail
<b>Other Services</b>	Wholesale	51	3 - other services
	IT	72	
	Hotel and restaurants: section H	55	
	Services of motor vehicles	50	
	Construction Section F:	45	
	Transport Section I: (60-64)	60	

A.3a	Screener Region <b>a3a</b>	A.6	Screener Size <b>a6b</b>
Mombasa	1	Small $\geq 5$ and $\leq 19$	1
Kilifi	2	Medium $\geq 20$ and $\leq 99$	2
Machakos	3	Large $\geq 100$	3
Kirinyaga	4		
Kiambu	5		
Trans Nzoia	6		
Uasin Gishu	7		
Nakuru	8		
Kisumu	9		
Nairobi	10		

**CAPI QUESTIONS BEGIN HERE****A. CONTROL INFORMATION [TO BE COMPLETED AT THE TIME OF THE INTERVIEW]****INFORMATION AUTOMATICALLY GENERATED**

<b>GPS COORDINATES</b>	Degrees North (Latitude)	<b>lat</b>
	Degrees East (Longitude)	<b>lon</b>

**A.14 Time face-to-face interview begins:**

<b>Day (dd)</b>	<b>Month (mm)</b>	<b>Year (yyyy)</b>	<b>Hour (00 to 23)</b>	<b>Minutes (00 to 59)</b>
<b>a14d</b>	<b>a14m</b>	<b>a14y</b>	<b>a14h</b>	<b>a14min</b>

A.12 Interviewer code **a12** A.1A Language **a1a** A.1c Frame level **a1c**

		Establishment	1
		Firm	2

A.3x Name of City/town/village

**INTERVIEWER**
 **a3x**
**UPDATE IF INCORRECT****READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING.**

The goal of this survey is to gather information and opinions about the business environment in **Kenya**. The information gathered here will help to develop new policies and programs that enhance employment and economic growth.

The information obtained here will be held in the strictest confidentiality. Neither your name nor the name of your business will be used in any document based on this survey.

<b>A.20</b>	On which calendar date did the last completed fiscal year end?
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<b>Year</b>	<b>Month</b>	<b>Day</b>
<b>a20y</b>	<b>a20m</b>	<b>a20d</b>

**B. GENERAL INFORMATION**

**READ OUT THE FOLLOWING INTRODUCTORY SENTENCE ONLY IF A7 = 1 (yes):**

**The first few questions apply to the firm which this establishment is part of.**

**B.1** What is this firm's current legal status?

**SHOW CARD 1**

Shareholding company with shares trade in the stock market	1
Shareholding company with non-traded shares or shares traded privately	2
Sole proprietorship	3
Partnership	4
Limited partnership	5
<b>OTHER (SPONTANEOUS-SPECIFY) <u>    b1x    </u></b>	6
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**SKIP TO B.2**

**b1**

**INTERVIEWER: PLEASE NOTE WHEN **b1** IS 3 (SOLE PROPRIETORSHIP), WRITE 100% FOR QUESTION **b3**.**

**B.3** What percentage of this firm does the largest owner or owners own?

	Percent
Percentage held by largest owner or owners	<b>b3</b> %
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**B.2** What percentage of this firm is owned by each of the following:

**SHOW CARD 2**

	Percent	<b>DON'T KNOW (SPONTANEOUS)</b>
Private domestic individuals, companies or organizations	<b>b2a</b> %	<b>-9</b>
Private foreign individuals, companies or organizations	<b>b2b</b> %	<b>-9</b>
Government or State	<b>b2c</b> %	<b>-9</b>
Other	<b>b2d</b> %	<b>-9</b>
	<b>100%</b>	

**IF 100% END INTERVIEW**

**INTERVIEWER: CHECK THAT TOTAL SUMS TO 100%  
UNLESS RESPONDENT DOES NOT KNOW**

**B.4** Amongst the owners of the firm, are there any females?

Yes	1	
No	2	<i>SKIP TO KENB.1</i>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<i>SKIP TO KENB.1</i>

**b4**

**INTERVIEWER: PLEASE NOTE WHEN **b1** IS 3 (SOLE PROPRIETORSHIP) and **b4** is 1 (FIRM HAS A FEMALE OWNER), ENTER 100% FOR QUESTION **b4a**.**

**B.4a** What percentage of the firm is owned by females?

	Percent
Percentage of female ownership	<b>b4a%</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**KENB.1** What percentage of this firm is owned by the same family? (If more than one family, refer to the one with largest ownership)

	Percent
Percentage of family ownership	<b>KENb1 %</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**KENB.2** What percentage of this firm is owned by Indians or Kenyan of Indian descent?

	Percent
Percentage of owned by Indians or Kenyan of Indian decent	<b>KENb2 %</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**READ ONLY IF A7=1 (yes)**

**I want to proceed by asking you about this establishment only.**

**B.5** In what year did this establishment begin operations?

	Year
Year establishment began operations	<b>b5</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**INTERVIEWER: PROVIDE FOUR DIGITS FOR YEAR**

<b>B.6</b>	How many full-time employees did this establishment employ when it started operations? Please include all employees and managers. <b>INTERVIEWER: INCLUDE RESPONDENT WHEN APPLICABLE</b>
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	Number
Full-time employees at start-up	<b>b6</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>B.6a</b>	Was this establishment formally registered when it began operations?
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Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**b6a**

<b>B.6b</b>	In what year was this establishment formally registered?
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	Year
Year establishment formally registered	<b>b6b</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>
<b>NEVER REGISTERED (SPONTANEOUS)</b>	<b>-7</b>

**TERMINATE**

**INTERVIEWER: PROVIDE FOUR DIGITS FOR YEAR**

<b>B.7</b>	How many years of experience working in this sector does the Top Manager have?
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	Years
Manager's experience in sector	<b>b7</b>
<b>LESS THAN ONE YEAR</b>	<b>1</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>B.7a</b>	Is the Top Manager female?
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Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**b7a**

<b>B.8</b>	Does this establishment have an internationally-recognized quality certification? <b>INTERVIEWER: SOME EXAMPLES ARE ISO 9000 or 14000, or HACCP</b>
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Yes	1
No	2
<b>STILL IN PROCESS</b>	<b>-6</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**GO TO KENB.3**

**GO TO KENB.3**

**b8**

<b>B.8x</b>	Please specify the internationally-recognized quality certifications.
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Specify certifications	<b>b8x</b>
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<b>KENB.3</b>	Is this establishment, or the firm to which it belongs, part of a formally registered business membership organization, trade association, guild, or chamber of commerce?
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Yes	1	<b>KENb3</b>
No	2	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	

<b>KENB.4</b>	Is this establishment, or the firm to which it belongs, part of an unregistered business association, network, or business support group?
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Yes	1	<b>KENb4</b>
No	2	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	

**C. INFRASTRUCTURE AND SERVICES****READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:****Now, we turn to the establishment's operations**

**C.3** Over the last two years, did this establishment submit an application to obtain an electrical connection?

Yes	1	
No	2	<i>GO TO C.6</i>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<i>GO TO C.6</i>
		<b>c3</b>

**C.4** In reference to that application for an electrical connection, approximately how many days did it take to obtain it from the day of the application to the day the service was received?

	<b>Days</b>
Wait for electrical connection	<b>c4</b>
<b>LESS THAN ONE DAY</b>	<b>1</b>
<b>STILL IN PROCESS</b>	<b>-6</b>
<b>APPLICATION DENIED</b>	<b>-5</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**C.5** In reference to that application for an electrical connection, was an informal gift or payment expected or requested?

Yes	1	
No	2	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	
<b>REFUSAL (SPONTANEOUS)</b>	<b>-8</b>	
		<b>c5</b>

**C.6** Over fiscal year **[Insert last complete fiscal year]**, did this establishment experience power outages?

Yes	1	
No	2	<i>GO TO C.10</i>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<i>GO TO C.10</i>
		<b>c6</b>



<b>C.7</b>	In a typical month, over fiscal year <b>[Insert last complete fiscal year]</b> , how many power outages did this establishment experience?
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	Number	
Number of power outages in a typical month	<b>c7</b>	<b>IF 0, GO TO C.9</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>GO TO C.9</b>

<b>C.8</b>	How long did these power outages last on average?
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	Hours	Minutes
Average duration of power outages	<b>c8a</b>	<b>c8b</b>
<b>LESS THAN ONE MINUTE</b>		<b>1</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>-9</b>

<b>C.9</b>	Please estimate the losses that resulted from power outages either as a percentage of total annual sales or as total annual losses.
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	Percent
Loss as percentage of total annual sales due to power outages	<b>c9a %</b>
<b>NONE</b>	<b>0</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**PROVIDE EITHER ONE OR THE OTHER, NOT BOTH**

	<b>[Insert LCUs]</b>
Annual losses due to power outages	<b>c9b</b>
<b>NONE</b>	<b>0</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>C.10</b>	Over the course of fiscal year <b>[Insert last complete fiscal year]</b> , did this establishment own or share a generator?
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Yes	1	
No	2	<b>GO TO C.12</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>GO TO C.12</b>
		<b>c10</b>

<b>C.11</b>	In fiscal year <b>[Insert last complete fiscal year]</b> , what percentage of this establishment's electricity came from a generator or generators that the establishment owned or shared?
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	Percent
Percentage electricity from generators	<b>c11 %</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**C.12** Over the last two years, did this establishment submit an application to obtain a water connection?

Yes	1	
No	2	<i>GO TO C.15</i>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<i>GO TO C.15</i>
		<b>c12</b>

**C.13** In reference to that application for a water connection, approximately how many days did it take to obtain it from the day of the application to the day the service was received?

	Days
Wait for water connection	<b>c13</b>
<b>LESS THAN ONE DAY</b>	<b>1</b>
<b>STILL IN PROCESS</b>	<b>-6</b>
<b>APPLICATION DENIED</b>	<b>-5</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**C.14** In reference to that application for a water connection, was an informal gift or payment expected or requested?

Yes	1	
No	2	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	
<b>REFUSAL (SPONTANEOUS)</b>	<b>-8</b>	
		<b>c14</b>

**C.15** Over fiscal year **[Insert last complete fiscal year]**, did this establishment experience insufficient water supply for production?

Yes	1	
No	2	<i>GO TO C.22b</i>
The establishment does not use water for production	<b>-7</b>	<i>GO TO C.22b</i>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<i>GO TO C.22b</i>
		<b>c15</b>

**C.16** In a typical month, over fiscal year **[Insert last complete fiscal year]**, how many incidents of insufficient water supply did this establishment experience?

	Number	
Number of incidents of water insufficiency in a typical month	<b>c16</b>	<i>IF 0, GO TO C.22b</i>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<i>GO TO C.22b</i>

<b>C.17</b>	How long did these incidents of insufficient water supply last on average?
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	Hours
Average duration of insufficient water supply	<b>c17</b>
<b>LESS THAN ONE HOUR</b>	<b>1</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>C.22b</b>	At the present time, does this establishment have its own website?
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Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**c22b**

<b>C.30</b>	Using the response options on the card; To what degree is <b>Electricity</b> an obstacle to the current operations of this establishment? <b>SHOW CARD 3</b>
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		No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle	(SPONTANEOUS) <b>DON'T KNOW</b>	<b>DOES NOT APPLY</b>
Electricity	<b>c30a</b>	0	1	2	3	4	<b>-9</b>	<b>-7</b>

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

<b>D.1a1</b>	In fiscal year <b>[Insert last complete fiscal year]</b> , what was this establishment's main activity and product, that is, the activity and product that represented the largest proportion of annual sales? <b>INTERVIEWER: PLEASE RECORD THE DESCRIPTION OF THE ACTIVITY AND PRODUCT IN DETAIL, FOR EXAMPLE, "LEATHER SHOE MANUFACTURING' NOT JUST SHOE MANUFACTURING".</b>
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	<b>d1a1a</b>	<b>DETAILED DESCRIPTION OF MAIN ACTIVITY AND PRODUCT</b>
Manufacturing of	1	<b>d1a1x</b>
Retail trade of	2	
Wholesale trade of	3	
Construction of	4	
Hotel or restaurant	5	
Provide services of	6	

**INTERVIEWER: IF D1A1A IS SERVICES SELECT (2-6), REVIEW TO ENSURE CORRECT MODULE IS BEING ASKED**

<b>D.1a3</b>	What percentage of total sales does the main activity or product represent?
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	<b>Percent</b>
Percentage of sales represented by main activity or product	<b>d1a3</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**INTERVIEWER: PLEASE NOTE THAT THE NEXT QUESTION REFERS TO THE TOTAL SALES OF ALL PRODUCTS AND SERVICES**

<b>D.2</b>	In fiscal year <b>[Insert last complete fiscal year]</b> , what were this establishment's total annual sales for <b>all</b> products and services?
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	<b>[Insert LCUs]</b>
Last complete fiscal year's total sales	<b>d2</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>
<b>PLEASE ALSO WRITE OUT THE NUMBER (i.e. 50,000 AS FIFTY THOUSAND)</b>	
	<b>d2x</b>

<b>N.3</b>	Looking back to fiscal year <b>[Insert last complete fiscal year minus two]</b> , what were total annual sales for this establishment?
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	<b>[Insert LCUs]</b>
Total annual sales in fiscal year <b>[Insert last complete fiscal year minus two]</b>	<b>n3</b>
<b>ESTABLISHMENT WAS NOT IN BUSINESS IN FISCAL YEAR [Insert last complete fiscal year minus two]</b>	<b>-7</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>D.3</b>	Coming back to fiscal year <b>[Insert last complete fiscal year]</b> , what percentage of this establishment's sales were: <b>INTERVIEWER: SKIP PATTERNS MUST BE FOLLOWED IN THE ORDER THEY APPEAR IN THE TABLE</b> <b>SHOW CARD 4</b>
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	<b>Percent</b>	<b>DON'T KNOW (SPONTANEOUS)</b>	
National sales	<b>d3a %</b>	<b>-9</b>	<b>IF 100, GO TO D.10</b>
Indirect exports (sold domestically to third party that exports products)	<b>d3b %</b>	<b>-9</b>	<b>IF 100, GO TO D.8</b>
Direct exports	<b>d3c %</b>	<b>-9</b>	<b>IF 0, GO TO D.8</b>
	<b>100%</b>		

**INTERVIEWER: CHECK THAT TOTAL SUMS TO 100%  
UNLESS RESPONDENT DOES NOT KNOW**

<b>D.4</b>	In fiscal year <b>[Insert last complete fiscal year]</b> , when this establishment exported goods directly, how many days did it take on average from the time this establishment's goods arrived at their main point of exit (e.g., port, airport) until the time these goods cleared customs?
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	<b>Days</b>	
Average number of days to clear customs	<b>d4</b>	
<b>LESS THAN ONE DAY</b>	<b>1</b>	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	
<b>DOES NOT APPLY (SPONTANEOUS)</b>	<b>-7</b>	<b>GO TO D.8</b>

<b>D.5a</b>	In reference to when this establishment exported goods directly, in clearing these goods through customs was an informal gift or payment expected or requested?
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Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>
<b>REFUSAL (SPONTANEOUS)</b>	<b>-8</b>
<b>DOES NOT APPLY (SPONTANEOUS)</b>	<b>-7</b>
	<b>d5a</b>

**D.8** In which year did this establishment first export directly or indirectly?

	Year
Began exporting directly or indirectly	<b>d8</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**INTERVIEWER: PROVIDE FOUR DIGITS FOR YEAR**

**D.10** In fiscal year **[Insert last complete fiscal year]**, what percentage of the value of products this establishment shipped to supply domestic markets was lost while in transit because of theft?

	Percent
Losses due to theft as percentage of the value of the products	<b>d10</b> %
<b>NO LOSSES</b>	<b>0</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>
<b>NO INTERNAL SHIPMENTS MADE (DOES NOT APPLY)</b>	<b>-7</b>

**GO TO D.12**

**D.11** In fiscal year **[Insert last complete fiscal year]**, what percentage of value of products this establishment shipped to supply domestic markets was lost while in transit because of breakage or spoilage?

	Percent
Losses due to breakage or spoilage as percentage of the value of the products	<b>d11</b> %
<b>NO LOSSES</b>	<b>0</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>
<b>NO INTERNAL SHIPMENTS MADE (DOES NOT APPLY)</b>	<b>-7</b>

**D.12** In fiscal year **[Insert last complete fiscal year]**, what percentage of this establishment's purchases of material inputs or supplies were:  
**SHOW CARD 5**

	Percent	<b>DON'T KNOW (SPONTANEOUS)</b>
Of domestic origin	<b>d12a</b> %	<b>-9</b>
Of foreign origin	<b>d12b</b> %	<b>-9</b>
	<b>100%</b>	

**IF 0, GO TO D.30**

**INTERVIEWER: CHECK THAT TOTAL SUMS TO 100%  
UNLESS RESPONDENT DOES NOT KNOW**

**D.13** Were any of the material inputs or supplies purchased in fiscal year **[Insert last complete fiscal year]** imported directly?

Yes	1	
No	2	<b>GO TO D.30</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>GO TO D.30</b>
		<b>d13</b>

<b>D.14</b>	In fiscal year <b>[Insert last complete fiscal year]</b> , when this establishment imported material inputs or supplies, how many days did it take on average from the time these goods arrived to their point of entry (e.g. port, airport) until the time these goods could be claimed from customs?
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	Days
Average number of days to clear customs	<b>d14</b>
<b>LESS THAN ONE DAY</b>	<b>1</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>
<b>DOES NOT APPLY (SPONTANEOUS)</b>	<b>-7</b>

<b>D.15a</b>	In reference to when this establishment imported material inputs or supplies, in claiming these goods from customs was an informal gift or payment expected or requested?
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Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>
<b>REFUSAL (SPONTANEOUS)</b>	<b>-8</b>
<b>DOES NOT APPLY (SPONTANEOUS)</b>	<b>-7</b>

**d15a**

<b>D.30</b>	Using the response options on the card; To what degree are each of the following an obstacle to the current operations of this establishment? <b>INTERVIEWER: READ OUT OPTIONS</b> <b>SHOW CARD 6</b>
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		No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle	(SPONTANEOUS) <b>DON'T KNOW</b>	<b>DOES NOT APPLY</b>
Transport	<b>d30a</b>	0	1	2	3	4	<b>-9</b>	<b>-7</b>
Customs and trade regulations	<b>d30b</b>	0	1	2	3	4	<b>-9</b>	<b>-7</b>

**R. MANAGEMENT PRACTICES****PLEASE READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:**

And now I would like to ask you about management practices in this establishment.

**R.1** Over the last complete fiscal year [Insert last complete fiscal year], what best describes what happened at this establishment when a problem in the production process arose?  
**SHOW CARD 7**

**INTERVIEWER: SELECT "DOES NOT APPLY" (-7) IF THERE WERE NO PROBLEMS IN THE PRODUCTION PROCESS IN THE LAST COMPLETE FISCAL YEAR**

We fixed it but did not take further action	1
We fixed it and took action to make sure it did not happen again	2
We fixed it and took action to make sure that it did not happen again, and had a continuous improvement process to anticipate problems like these in advance	3
No action was taken	4
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>
<b>DOES NOT APPLY (SPONTANEOUS)</b>	<b>-7</b>

**r1**

**R.2** Over the last complete fiscal year [Insert last complete fiscal year], did this establishment monitor any performance indicators?

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**GO TO R.4****GO TO R.4****r2**

**R.3** Over the last complete fiscal year [Insert last complete fiscal year], how many indicators were monitored at this establishment?  
**INTERVIEWER: READ OUT**

1-2 indicators	1
3-9 indicators	2
10 or more indicators	3
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**r3**



<b>R.4</b>	Over the last complete fiscal year <b>[Insert last complete fiscal year]</b> , did this establishment have production targets? Examples of production targets are: production volume, quality, efficiency, waste, or on-time delivery.
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Yes	1	<b>GO TO R.8</b> <b>GO TO R.8</b>
No	2	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	

<b>r4</b>
-----------

<b>R.5</b>	Over the last complete fiscal year <b>[Insert last complete fiscal year]</b> , what best describes the time frame of production targets at this establishment? <b>SHOW CARD 8</b>
------------	--

Main focus was on short term, less than one year	1
Main focus was on long term, one year or more	2
Combination of short-term and long-term targets	3
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>r5</b>
-----------

<b>R.6</b>	Over the last complete fiscal year <b>[Insert last complete fiscal year]</b> , how easy or difficult was it for this establishment to achieve its production targets overall? <b>SHOW CARD 9</b>
------------	---

Achieved without much effort	1
Achieved with some effort	2
Achieved with normal amount of effort	3
Achieved with more than normal effort	4
Only achieved with extraordinary effort	5
Targets were not achieved	6
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>r6</b>
-----------

<b>R.7</b>	Over the last complete fiscal year <b>[Insert last complete fiscal year]</b> , who was aware of the production targets at this establishment? <b>SHOW CARD 10</b>
------------	--

Only senior managers	1
Most managers and some production workers	2
Most managers and most production workers	3
All managers and most production workers	4
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>r7</b>
-----------

<b>R.8</b>	Over the last complete fiscal year <b>[Insert last complete fiscal year]</b> , did this establishment have performance bonuses for managers that were based on production targets?
------------	--

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**GO TO R.10****GO TO R.10****r8**

<b>R.9</b>	Over the last complete fiscal year <b>[Insert last complete fiscal year]</b> , what were managers' performance bonuses mostly based on? <b>SHOW CARD 11</b>
------------	--

**INTERVIEWER: IF THE ESTABLISHMENT IS NOT PART OF A MULTI-ESTABLISHMENT FIRM (A7 IS NO), THEN OPTION 3 DOES NOT APPLY**

Their own performance	1
Their team performance	2
Their establishment's performance	3
Their firm's performance	4
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**r9**

<b>R.10</b>	Over the last complete fiscal year <b>[Insert last complete fiscal year]</b> , what was the primary way non-managers were promoted at this establishment? <b>SHOW CARD 12</b>
-------------	--

**INTERVIEWER: SELECT "DOES NOT APPLY" (-7) IF THERE WERE NO PROMOTIONS OF NON-MANAGERS IN THE LAST COMPLETE FISCAL YEAR**

Based solely on performance and ability	1
Based partly on performance and ability, and partly on other factors (for example, tenure or family connections)	2
Based mainly on factors other than performance and ability (for example, tenure or family connections)	3
Non-managers are normally not promoted	4
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>
<b>DOES NOT APPLY (SPONTANEOUS)</b>	<b>-7</b>

**r10**

<b>R.11</b>	Over the last complete fiscal year <b>[Insert last complete fiscal year]</b> , when was an under-performing non-manager reassigned or dismissed? <b>SHOW CARD 13</b>
-------------	---

**INTERVIEWER: SELECT "DOES NOT APPLY" (-7) IF THERE WERE NO UNDER-PERFORMING NON-MANAGERS IN THE LAST COMPLETE FISCAL YEAR**

Within 6 months of identifying under-performance	1
After 6 months of identifying under-performance	2
Rarely or never	3
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>
<b>DOES NOT APPLY (SPONTANEOUS)</b>	<b>-7</b>

**r11**

## E. DEGREE OF COMPETITION

<b>E.1</b>	In fiscal year <b>[Insert last complete fiscal year]</b> , which of the following was the main market in which this establishment sold its main product? <b>SHOW CARD 14</b>
------------	---

Local – main product sold mostly in same municipality where establishment is located	1	<b>GO TO E.6</b> <b>e1</b>
National – main product sold mostly across the country where establishment is located	2	
International	3	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	

<b>E.2</b>	In fiscal year <b>[Insert last complete fiscal year]</b> , for the main market in which this establishment sold its main product, how many competitors did this establishment's main product face?
------------	--

Number of competitors	<b>e2b</b>
<b>TOO MANY TO COUNT</b>	<b>-4</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>E.6</b>	Does this establishment at present use technology licensed from a foreign-owned company, excluding office software?
------------	---

Yes	1	<b>e6</b>
No	2	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	

<b>E.11</b>	Does this establishment compete against unregistered or informal establishments?
-------------	--

Yes	1	<b>e11</b>
No	2	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	

<b>E.30</b>	Using the response options on the card; To what degree are <b>Practices of Competitors in the Informal Sector</b> an obstacle to the current operations of this establishment? <b>SHOW CARD 15</b>
-------------	---

	No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle	(SPONTANEOUS) <b>DON'T KNOW</b>	<b>DOES NOT APPLY</b>
Practices of competitors in the informal sector <b>e30</b>	0	1	2	3	4	<b>-9</b>	<b>-7</b>

**H. INNOVATION****READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING**

And now we switch to a different topic. In this section “new” means new to the establishment but not necessarily new to the market.

**H.1** During the last three years, has this establishment introduced new or improved products or services?

Yes	1	
No	2	<b>GO TO H.5</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>GO TO H.5</b>
		<b>h1</b>

**H.2** Were any of the new or improved products or services also new for the establishment's main market?

Yes	1	
No	2	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	
		<b>h2</b>

**H.3** Please describe in detail the **main** new or improved product or service that this establishment introduced during the last three years.

The main new or improved product or service is the one that represented the largest proportion of this establishment's sales in value (not volume) during the last three years.

**Description**

**DESCRIPTION SHOULD BE AS DETAILED AS POSSIBLE**

**h3x**

**H.4** Please describe in detail how the **main** new or improved product or service is different than the most similar product or service, if any, previously produced by this establishment.

**INTERVIEWER: IF THERE IS NOTHING SIMILAR ENTER “COMPLETELY NEW”**

**Description**

**DESCRIPTION SHOULD BE AS DETAILED AS POSSIBLE**

**h4x**

<b>H.5</b>	<p>During the last three years, has this establishment introduced any new or improved process? These include:</p> <p>methods of manufacturing products or offering services; logistics, delivery, or distribution methods for inputs, products, or services; or supporting activities for processes?</p>
------------	--

Yes	1	
No	2	<b>GO TO H.8</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>GO TO H.8</b>
		<b>h5</b>

<b>H.6</b>	Please describe in detail the <b>main</b> new or improved process that this establishment introduced during the last three years. The main innovative process is the innovative process that had the largest impact on the operations of the establishment during the last three years.
------------	---

**Description**

<b>DESCRIPTION SHOULD BE AS DETAILED AS POSSIBLE</b>	<b>h6x</b>
--	------------

<b>H.7</b>	Please describe in detail how the <b>main</b> new or improved process is different than the most similar process that is or was used by this establishment.
------------	---

**IF THERE IS NOTHING SIMILAR ENTER "COMPLETELY NEW"**

**Description**

<b>DESCRIPTION SHOULD BE AS DETAILED AS POSSIBLE</b>	<b>h7x</b>
--	------------

<b>H.8</b>	During last fiscal year, did this establishment spend on research and development activities, either in-house or contracted with other companies, excluding market research surveys?
------------	--

Yes	1	
No	2	<b>GO TO KENH.1</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>GO TO KENH.1</b>
		<b>h8</b>

<b>H.9</b>	During last fiscal year, how much did this establishment spend on research and development activities, either in-house or contracted with other companies?
------------	--

	<b>[Insert LCUs]</b>
Cost of research and development activities	<b>h9</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>KENH.1</b>	Over the last <b>THREE</b> years, has this establishment introduced product or process innovations resulting from any of the following?: <b>INTERVIEWER: READ OUT</b>
---------------	--

Innovation resulting from:	Yes	No	<b>DON'T KNOW (SPONT.)</b>
Strategic alliance with other organizations <b>KENh1a</b>	1	2	<b>-9</b>
Collaboration and co-development with other organizations <b>KENh1b</b>	1	2	<b>-9</b>
Acquisition of other companies <b>KENh1c</b>	1	2	<b>-9</b>

**QUESTION KENH1 TO BE SKIPPED IF NEITHER H1 NOR H5 ARE =1  
(THERE WAS NO PRODUCT AND NO PROCESS INNOVATION)**

<b>KENH.2</b>	Over the last <b>THREE</b> years, did this establishment: <b>READ EACH OPTION ALOUD</b>
---------------	--

	Yes	No	<b>DON'T KNOW (SPONT.)</b>
Apply for a patent concerning any product or process innovation <b>KENh2a</b>	1	2	<b>-9</b>
Register an industrial design <b>KENh2b</b>	1	2	<b>-9</b>
Apply for a trademark <b>KENh2c</b>	1	2	<b>-9</b>
Apply for a copyright <b>KENh2d</b>	1	2	<b>-9</b>

**IF QUESTION KENh2a =1 or = -9, SKIP TO QUESTION KENH.4.**

<b>KENH.3</b>	What was the <b>main</b> reason why this establishment did not apply for a patent for a product or process innovation over the last three years? <b>SHOW CARD KEN1</b>
---------------	---

Did not have a product to patent	1
Not aware of the importance to patenting a new product or process	2
Did not know the process to apply	3
Process is cumbersome	4
Process is expensive	5
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**KENh3**

<b>KENH.4</b>	Over the last <b>THREE</b> years, did this establishment license out to other companies any of the following?: <b>READ EACH OPTION ALOUD</b>
---------------	---

		Yes	No	DON'T KNOW (SPONT.)
Patent on its product or process innovation	<b>KENh4a</b>	1	2	<b>-9</b>
Registered industrial design	<b>KENh4b</b>	1	2	<b>-9</b>
Trademark	<b>KENh4c</b>	1	2	<b>-9</b>
Copyright	<b>KENh4d</b>	1	2	<b>-9</b>

<b>KENH.5</b>	Over the last <b>THREE</b> years, did this establishment provide formal training to any of its employees specifically for the development and/or introduction of new products or new processes?
---------------	---

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**KENh5**

<b>KENH.6</b>	Over the last <b>THREE</b> years, has this establishment used any of the incubation labs set up by the government, universities, or private sector?
---------------	---

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**GO TO QUESTION KENH.8**  
**GO TO QUESTION KENH.8**

**KENh6**

<b>KENH.7</b>	Using the response options on the card, overall how do you rate the services offered by these incubation labs in supporting this establishment's efforts on innovation? <b>SHOW CARD KEN2</b>
---------------	--

Not useful	1
Somewhat useful	2
Useful	3
Very useful	4
<b>DON'T KNOW (SPONT.)</b>	<b>-9</b>

**KENh7**

<b>KENH.8</b>	Which of the following is the most important source of information, ideas or advice regarding technological upgrade for this establishment? <b>SHOW CARD KEN3</b> (randomize)
---------------	--

**INTERVIEWER: DO NOT READ OPTIONS**

1- In-house R&D and personnel
2- Knowledge from parent or sister company
3 –Interaction with suppliers
4- Interactions with customers
5- Consultancy firms or individual consultants
6- Business associations
7- Professional journals and trade publications
8- Government programs
9- Internet

Most important source of information	<b>KENh8</b>
<b>NONE OF THEM (SPONT.)</b>	<b>-7</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**Note: Rotation positions vary as the list of options is randomized.**

<b>KENH.9</b>	Using the response options on the card; To what degree is/are <b>[INSERT OPTION]</b> an obstacle to technological upgrading of this establishment? <b>SHOW CARD KEN4</b>
---------------	---

							<b>(SPONTANEOUS)</b>	
	<b>POSITI ON</b>	No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle	<b>DON'T KNOW</b>	<b>DOES NOT APPLY</b>
Lack of skilled manpower <b>KENh9a</b>	<b>skill_pos</b>	0	1	2	3	4	<b>-9</b>	<b>-7</b>
Financial constraints <b>KENh9b</b>	<b>fin_pos</b>	0	1	2	3	4	<b>-9</b>	<b>-7</b>
Incompatibility with existing technology <b>KENh9c</b>	<b>tecn_pos</b>	0	1	2	3	4	<b>-9</b>	<b>-7</b>

**Note: Rotation positions vary as the list of options is randomized.**



**F. CAPACITY**

<b>F.1</b>	In fiscal year <b>[Insert last complete fiscal year]</b> , what was this establishment's output produced as a percentage of the maximum output possible if using all the resources available (capacity utilization)?
------------	--

	Percent
Capacity utilization	<b>f1</b> %
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>F.2</b>	In fiscal year <b>[Insert last complete fiscal year]</b> , how many hours per week did this establishment normally operate? <b>INTERVIEWER: RESPONSE CANNOT BE GREATER THAN 168 HOURS</b>
------------	--

	Hours
Typical hours of operation in a week	<b>f2</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>KENF.1</b>	Referring to fiscal year <b>[insert last completed fiscal year]</b> , please indicate if each of the following is a reason why this establishment did not produce more: <b>READ EACH OPTION ALOUD</b>
---------------	--

		Yes	No	<b>DON'T KNOW (SPONT.)</b>
Lack of demand for its products or services	<b>KENf1a</b>	1	2	<b>-9</b>
Insufficient material inputs	<b>KENf1b</b>	1	2	<b>-9</b>
Obsolete machinery equipment	<b>KENf1c</b>	1	2	<b>-9</b>
Uncertainty about future market prospects	<b>KENf1d</b>	1	2	<b>-9</b>
Political uncertainty	<b>KENf1e</b>	1	2	<b>-9</b>

**G. LAND AND PERMITS**

**G.6** Of the **buildings** occupied by this establishment, what percentage is owned by this establishment?

	Percent	DON'T KNOW (SPONTANEOUS)
Owned by this establishment	<b>g6a</b> %	<b>-9</b>

**G.1** Of the **land** occupied by this establishment, what percentage is owned by this establishment?

	Percent	DON'T KNOW (SPONTANEOUS)	DOES NOT APPLY IS A FLOOR IN A BUILDING(SPONTANEOUS)
Owned by this establishment	<b>g1a</b> %	<b>-9</b>	<b>-7</b>

**G.2** Over the last two years, did this establishment submit an application to obtain a construction-related permit?

Yes	1	
No	2	<b>GO TO G.30</b>
DON'T KNOW (SPONTANEOUS)	<b>-9</b>	<b>GO TO G.30</b>
	<b>g2</b>	

**G.3** In reference to that application for a construction-related permit, approximately how many days did it take to obtain it from the day of the application to the day the permit was granted?

	Days
Wait for a construction-related permit	<b>g3</b>
<b>LESS THAN ONE DAY</b>	<b>1</b>
<b>STILL IN PROCESS</b>	<b>-6</b>
<b>APPLICATION DENIED</b>	<b>-5</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**G.4** In reference to that application for a construction-related permit, was an informal gift or payment expected or requested?

Yes	1	
No	2	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	
<b>REFUSAL (SPONTANEOUS)</b>	<b>-8</b>	
	<b>g4</b>	

0									
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<b>G.30</b>	Using the response options on the card; To what degree is <b>Access to Land</b> an obstacle to the current operations of this establishment? <b>SHOW CARD 15</b>
-------------	---

						(SPONTANEOUS)	
						<b>DON'T KNOW</b>	<b>DOES NOT APPLY</b>
No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle			
Access to land <b>g30a</b>	0	1	2	3	4	<b>-9</b>	<b>-7</b>

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

- I.1** In fiscal year **[Insert last complete fiscal year]**, did this establishment pay for security, for example equipment, personnel, or professional security services including internet security?

Yes	1	
No	2	<b>GO TO I.3</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>GO TO I.3</b>
		<b>i1</b>

- I.2** In fiscal year **[Insert last complete fiscal year]**, what percentage of this establishment's total annual sales was paid for security, or what was the total annual cost of security?

	<b>Percent</b>
Percentage of total annual sales for security	<b>i2a</b> %
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**PROVIDE EITHER ONE OR THE OTHER, NOT BOTH**

	<b>[Insert LCUs]</b>
Total annual cost of security	<b>i2b</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

- I.3** In fiscal year **[Insert last complete fiscal year]**, did this establishment experience losses as a result of theft, robbery, vandalism, arson on this establishment's premises or from internet hacking or fraudulent internet transactions?

Yes	1	
No	2	<b>GO TO I.30</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>GO TO I.30</b>
		<b>i3</b>

- I.4** In fiscal year **[Insert last complete fiscal year]**, what were the estimated losses as a result of theft, robbery, vandalism, arson, internet hacking or fraudulent internet transactions that occurred on this establishment's premises either as a percentage of total annual sales or as total annual losses?

	<b>Percent</b>
Losses as percentage of total annual sales	<b>i4a</b> %
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**PROVIDE EITHER ONE OR THE OTHER, NOT BOTH**

	<b>[Insert LCUs]</b>
Total annual value of losses	<b>i4b</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

0								
---	--	--	--	--	--	--	--	--

<b>I.30</b>	Using the response options on the card; To what degree is <b>Crime, Theft and Disorder</b> an obstacle to the current operations of this establishment? <b>SHOW CARD 15</b>
-------------	--

						(SPONTANEOUS)	
						<b>DON'T KNOW</b>	<b>DOES NOT APPLY</b>
No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle			
Crime, theft and disorder <b>i30</b>	0	1	2	3	4	<b>-9</b>	<b>-7</b>

**K. FINANCE**

**READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:**

I would like to ask you a few questions about how you finance the operations of this establishment.

**K.3** Over fiscal year **[Insert last complete fiscal year]**, please estimate the proportion of this establishment's working capital, that is the funds available for day-to-day operations, that was financed from each of the following sources?  
**SHOW CARD 16**

	Percent	DON'T KNOW (SPONTANEOUS)
Internal funds or retained earnings	<b>k3a</b> %	-9
Borrowed from banks: private and state-owned	<b>k3bc</b> %	-9
Borrowed from non-bank financial institutions, which include microfinance institutions, credit cooperatives, credit unions, or finance companies	<b>k3e</b> %	-9
Purchases on credit from suppliers and advances from customers	<b>k3f</b> %	-9
Other, moneylenders, friends, relatives, etc.	<b>k3hd</b> %	-9
	<b>100%</b>	

**INTERVIEWER: CHECK THAT TOTAL SUMS TO 100%  
UNLESS RESPONDENT DOES NOT KNOW**

**KENK.1** Please estimate the proportion of this establishment's working capital that was financed by Saving and Credit Cooperative Organizations (SACCOs) during **[insert last complete fiscal year]**

	Percent	DON'T KNOW (SPONTANEOUS)
% of working capital from Saving and Credit Cooperative Organizations (SACCOs)?	<b>KENk1</b> %	-9

**ASK ONLY IF K3e>0**

**KENK.2** Please estimate the proportion of this establishment's working capital that was financed by Government grants such as Uwezo, Youth and Women Enterprise Development fund during**[insert last complete fiscal year]**

	Percent	DON'T KNOW (SPONTANEOUS)
% of working capital from Government grants	<b>KENk2</b> %	-9

**ASK ONLY IF K3hd>0**

<b>K.4</b>	In fiscal year <b>[insert last complete fiscal year]</b> , did this establishment purchase any new or used fixed assets, such as machinery, vehicles, equipment, land or buildings, including expansion and renovations of existing structures?
------------	---

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**GO TO QUESTION K.4b****GO TO QUESTION K.4b****k4**

<b>N.5</b>	In fiscal year <b>[Insert last complete fiscal year]</b> , how much did this establishment spend on purchases of: <b>INTERVIEWER: READ OUT</b>
------------	---

	<b>[Insert LCUs]</b>	<b>DON'T KNOW (SPONTANEOUS)</b>
New or used machinery, vehicles, and equipment?	<b>n5a</b>	<b>-9</b>
Land and buildings including expansion and renovations of existing structures?	<b>n5b</b>	<b>-9</b>

<b>K.5</b>	Over fiscal year <b>[Insert last complete fiscal year]</b> , please estimate the proportion or <b>[Insert LCU]</b> amount of this establishment's total purchases of fixed assets that were financed from the following sources: <b>SHOW CARD 17</b>
------------	---

	<b>Percent</b>	<b>OR</b>	<b>Amount [Insert LCUs]</b>	<b>DON'T KNOW (SPONTANEOUS)</b>
Internal funds or retained earnings	<b>k5a%</b>		<b>k5a1</b>	<b>-9</b>
Owners' contribution or issued new equity shares	<b>k5i %</b>		<b>k5i1</b>	<b>-9</b>
Borrowed from banks: private and state-owned	<b>k5bc%</b>		<b>k5bc1</b>	<b>-9</b>
Borrowed from non-bank financial institutions, which include microfinance institutions, credit cooperatives, credit unions, or finance companies	<b>k5e %</b>		<b>k5e1</b>	<b>-9</b>
Purchases on credit from suppliers and advances from customers	<b>k5f %</b>		<b>k5f1</b>	<b>-9</b>
Other, moneylenders, friends, relatives, bonds, etc	<b>k5hdj%</b>		<b>k5hdj1</b>	<b>-9</b>
	<b>100%</b>		<b>n5A+n5B</b>	

**INTERVIEWER: CHECK THAT TOTAL SUMS TO 100% OR THAT TOTAL SUM EQUALS TOTAL PURCHASES IN N5  
UNLESS RESPONDENT DOES NOT KNOW**

**READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:**

**Now I would like to ask you about the fiscal year before last.**

<b>K.4b</b>	In fiscal year <b>[Insert last complete fiscal year minus one]</b> , did this establishment purchase any new or used fixed assets, such as machinery, vehicles, equipment, land or buildings, including expansion and renovations of existing structures?
-------------	---

Yes	1	<b>GO TO K.6</b> <b>GO TO K.6</b>
No	2	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	

**k4b**

<b>N.5c</b> <b>N.5d</b>	In fiscal year <b>[Insert last complete fiscal year minus one]</b> , how much did this establishment spend on purchases of: <b>INTERVIEWER: READ OUT</b>
----------------------------	---

	<b>[Insert LCUs]</b>	<b>DON'T KNOW (SPONTANEOUS)</b>
New or used machinery, vehicles, and equipment	<b>n5c</b>	<b>-9</b>
Land and buildings	<b>n5d</b>	<b>-9</b>

**READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:**  
**Now let's talk about the establishment's present situation.**

<b>K.6</b>	At this time, does this establishment have a checking (current) or savings account?
------------	---

Yes	1	<b>k6</b>
No	2	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	

<b>K.7</b>	At this time, does this establishment have an overdraft facility?
------------	---

Yes	1	<b>k7</b>
No	2	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	

<b>K.8</b>	At this time, does this establishment have a line of credit or a loan from a financial institution?
------------	---

Yes	1	<b>GO TO K.15d</b> <b>GO TO K.15d</b>
No	2	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	

**k8**



<b>K.9</b>	Referring to the most recent line of credit or loan, what type of financial institution granted this loan? <b>SHOW CARD 18</b>
------------	---

Private commercial banks	1
State-owned banks or government agency	2
Non-bank financial institutions	3
Other	4
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

k9

<b>K.10</b>	Referring only to this most recent line of credit or loan, in what year was the most recent line of credit or loan approved?
-------------	--

	Year
Year most recent line of credit or loan approved	<b>k10</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**INTERVIEWER: PROVIDE FOUR DIGITS FOR YEAR**

<b>K.11</b>	Referring only to this most recent line of credit or loan, what was its value at the time of approval?
-------------	--

	[Insert LCUs]
Size of most recent line of credit or loan approved	<b>k11</b>
<b>REFUSAL (SPONTANEOUS)</b>	<b>-8</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>K.13</b>	Referring only to this most recent line of credit or loan, did the financing require collateral?
-------------	--

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**GO TO K.15b****GO TO K.15b****k13**

<b>K.14</b>	Referring only to this most recent line of credit or loan, what type of collateral was required? <b>INTERVIEWER: READ OUT</b>
-------------	--

Collateral	Yes	No	<b>DON'T KNOW (SPONTANEOUS)</b>
Land, buildings under ownership of the establishment <b>k14a</b>	1	2	<b>-9</b>
Machinery and equipment including movables <b>k14b</b>	1	2	<b>-9</b>
Accounts receivable and inventories <b>k14c</b>	1	2	<b>-9</b>
Personal assets of owner (house, etc.) <b>k14d</b>	1	2	<b>-9</b>
Other forms of collateral not included in the categories above <b>k14e</b>	1	2	<b>-9</b>

<b>K.15a</b>	Referring only to this most recent line of credit or loan, what was the approximate value of the collateral required?
--------------	---

	<b>[Insert LCUs]</b>
Value of collateral	<b>k15a</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>K.15b</b>	What is the total number of open lines of credit and outstanding loans held by this establishment?
--------------	--

	<b>Number</b>	
Total number of open lines of credit and outstanding loans	<b>k15b</b>	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>GO TO K.15d</b>

<b>K.15c</b>	What is the total outstanding balance of all open lines of credit and loans held by this establishment?
--------------	---

	<b>[Insert LCUs]</b>
Total outstanding balance of all open lines of credit and loans	<b>k15c</b>
<b>REFUSAL (SPONTANEOUS)</b>	<b>-8</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>K.15d</b>	At this time, does the owner or owners of this establishment have any outstanding personal loans that are used to finance this establishment's business activities?
--------------	---

Yes	1	
No	2	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	
		<b>k15d</b>

<b>K.16</b>	Referring again to the last fiscal year <b>[Insert last complete fiscal year]</b> , did this establishment apply for any lines of credit or loans?
-------------	--

Yes	1	<b>GO TO K.20</b>
No	2	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>GO TO K.21</b>
		<b>k16</b>

<b>K.17</b>	What was the <b>main</b> reason why this establishment did not apply for any line of credit or loan? <b>SHOW CARD 19</b>
-------------	---

No need for a loan - establishment had sufficient capital	1	<b>GO TO K.21</b>
Application procedures were complex	2	<b>GO TO K.21</b>
Interest rates were not favorable	3	<b>GO TO K.21</b>
Collateral requirements were too high	4	<b>GO TO K.21</b>
Size of loan and maturity were insufficient	5	<b>GO TO K.21</b>
Did not think it would be approved	6	<b>GO TO K.21</b>
Other	7	<b>GO TO K.21</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>GO TO K.21</b>

**k17**

<b>K.20</b>	Referring only to this most recent application for a line of credit or loan, what was the outcome of that application? <b>INTERVIEWER: READ OUT</b>
-------------	--

Application was approved in full	1
Application was approved in part	2
Application was rejected	3
Application was withdrawn	4
<b>APPLICATION STILL IN PROCESS</b>	<b>-6</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**k20a1**

<b>K.21</b>	In fiscal year <b>[insert last complete fiscal year]</b> , did this establishment have its annual financial statements checked and certified by an external auditor?
-------------	--

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**k21**

<b>KENK.3</b>	Did this establishment's demand for bank credit increase following the interest rate cap introduced in 2016?
---------------	--

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**KENk3**

<b>KENK.4</b>	Overall, how did the 2016 interest rate cap affect this establishment's access to credit?
---------------	---

Negatively affected	1
Positively affected	2
No effect	3
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**GO TO QUESTION K.30**

## KENk4

<b>KENK.5</b>	What is the main coping mechanism of this establishment to deal with the negative effect of the interest rate cap on its access to credit? <b>SHOW CARD KEN5</b>
---------------	---

Use of retained earnings/internal finance	1
Use of SACCOs	2
Use of MFIs	3
Use of informal lenders	4
No alternatives used	5
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

KENk5

<b>K.30</b>	Using the response options on the card; To what degree is <b>Access to Finance</b> an obstacle to the current operations of this establishment? <b>SHOW CARD 20</b>
-------------	--

							(SPONTANEOUS)	
		No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle	DON'T KNOW	DOES NOT APPLY
Access to finance	k30	0	1	2	3	4	-9	-7

**S. MOBILE MONEY****INTERVIEWER READ THE FOLLOWING:**

Now I would like to ask you about this establishment use of mobile phone to make payments for business related transactions

**MMS.1** In its current operations, does this establishment use mobile money for any of its **financial** transactions?

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**GO TO QUESTION MMS.11**

**GO TO QUESTION MMS.11**

**MMs1**

**MMS.2** Please indicate the main reason this establishment started using mobile money for any of its financial transactions.  
**SHOW CARD KEN6**

Reduce costs of financial transactions	1
Reduce the time spent in financial transactions	2
Reduce the risks in financial transactions	3
Satisfy suppliers' request	4
Satisfy costumers' request	5
Align with competitors' use	6
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**MMs2**

**MMS.3** In the last complete fiscal year, did this establishment use mobile money to **pay its employees?**

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**GO TO QUESTION  
MMS.5**

**GO TO QUESTION  
MMS.5**

**MMs3**

<b>MMS.4</b>	In the last complete fiscal year, what percentage of total labor cost (salaries and wages of its employees) was paid by this establishment using mobile money?
--------------	--

	Percent
Percentage of total labor cost paid using mobile money	<b>MMs4%</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>MMS.5</b>	In the last complete fiscal year, did this establishment use mobile money to <b>pay its suppliers?</b>
--------------	--

Yes	1	
No	2	<b>GO TO QUESTION MMS.7</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>GO TO QUESTION MMS.7</b>
		<b>MMs5</b>

<b>MMS.6</b>	In the last complete fiscal year, what percentage of the total annual cost of raw materials and intermediate goods (suppliers' bills) was paid by this establishment using mobile money?
--------------	--

	Percent
Percentage of annual cost of raw materials paid using mobile money	<b>MMs6%</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>MMS.7</b>	In the last complete fiscal year, did this establishment use mobile money to <b>pay the utility bills of the enterprise?</b>
--------------	--

Yes	1	
No	2	<b>GO TO QUESTION MMS.9</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>GO TO QUESTION MMS.9</b>
		<b>MMs7</b>

<b>MMS.8</b>	In the last complete fiscal year, what percentage of the total annual cost of utilities (utilities companies' bills) was paid by this establishment using mobile money?
--------------	---

	Percent
Percentage of annual cost of utilities paid using mobile money	<b>MMs8%</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**MMS.9** In the last complete fiscal year, did this establishment use mobile money to **receive payments from customers**?

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**GO TO QUESTION J.1**  
**GO TO QUESTION J.1**

**MMs9**

**MMS.10** In the last complete fiscal year, what percentage of annual sales did this establishment **receive from customers** using mobile money?

	Percent
Percentage of annual sales to receive payments from customers	<b>MMs10%</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**MMS.12** In the last complete fiscal year, did this establishment use mobile money to access **loans**?

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**GO TO QUESTION J.1**

**GO TO QUESTION J.1**

**GO TO QUESTION J.1**

**MMs12**

**MMS.11** Please indicate the main reason why this establishment **doesn't use** mobile money for financial transactions  
**SHOW CARD KEN7**

Don't know enough about mobile money	1
Fees are too high	2
Establishment's payments are too large to use mobile money	3
Not easy to use	4
Customers don't use mobile money	5
Suppliers don't use mobile money	6
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**MMs11**

**J. BUSINESS-GOVERNMENT RELATIONS****READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:**

The following questions assess how establishments, such as this one, deal with government officials and their agencies.

**J.1**

Please tell me if you Strongly disagree, Tend to disagree, Tend to agree, or Strongly agree with the statement: "The court system is fair, impartial and uncorrupted".

**SHOW CARD 21**

					<b>(SPONTANEOUS)</b>	
					<b>DON'T KNOW</b>	<b>DOES NOT APPLY</b>
Strongly disagree	Tend to disagree	Tend to agree	Strongly agree			
"The court system is fair, impartial and uncorrupted." <b>h7a</b>	1	2	3	4	<b>-9</b>	<b>-7</b>

**J.2**

In a typical week over the last year, what percentage of total senior management's time was spent on dealing with requirements imposed by government regulations?  
(By senior management I mean managers, directors, and officers above direct supervisors of production or sales workers.)

	<b>Percent</b>
Senior management's time spent on dealing with regulations	<b>j2</b> %
<b>NO TIME WAS SPENT</b>	<b>0</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**J.3**

Over the last year, was this establishment visited or inspected by tax officials or required to meet with them?

Yes	1	<b>GO TO KENJ.1</b> <b>GO TO KENJ.1</b>
No	2	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	
		<b>j3</b>

**J.4**

Over the last year, how many times was this establishment visited or inspected by tax officials or required to meet with them?

	<b>Number</b>
Times inspected or met with tax officials	<b>j4</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>



**J.5** In any of these inspections or meetings was a gift or informal payment expected or requested?

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>
<b>REFUSAL (SPONTANEOUS)</b>	<b>-8</b>

**j5**

**KENJ.1** Over the last year, was this establishment visited or inspected by government officials for compliance with any government regulations other than for tax purpose?

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**GO TO J.6a**

**GO TO J.6a**

**KENj1**

**KENJ.2** Over the last year, how many times was this establishment visited or inspected by government officials for compliance with any government regulations other than for tax purpose?

	Number
Times inspected or met with government regulators	<b>KENj2</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**J.6a** Over the last year, has this establishment secured or attempted to secure a government contract?

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**GO TO J.7**

**GO TO J.7**

**j6a**

**J.6** When establishments like this one do business with the government, what percent of the contract value would be typically paid in informal payments or gifts to secure the contract?

	Percent
Percent of the contract value paid as informal payments or gifts	<b>j6</b> %
<b>NO PAYMENTS</b>	<b>0</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>
<b>REFUSAL (SPONTANEOUS)</b>	<b>-8</b>

**J.7**

It is said that establishments are sometimes required to make gifts or informal payments to public officials to “get things done” with regard to customs, taxes, licenses, regulations, services etc. On average, what percentage of total annual sales, or estimated total annual value, do establishments like this one pay in informal payments or gifts to public officials for this purpose?

	Percent
Percentage of total annual sales paid as informal payment	<b>j7a</b> %
<b>NO PAYMENTS OR GIFTS ARE PAID</b>	<b>0</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>
<b>REFUSAL (SPONTANEOUS)</b>	<b>-8</b>

**PROVIDE EITHER ONE OR THE OTHER, NOT BOTH**

	[Insert LCUs]
Total annual informal payment	<b>j7b</b>
<b>NO PAYMENTS OR GIFTS ARE PAID</b>	<b>0</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>
<b>REFUSAL (SPONTANEOUS)</b>	<b>-8</b>

**KENJ.3**

Now, thinking about the last **THREE** years, has this establishment succeeded in securing a government contract, at the county or national level?

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**GO TO KENJ.5**

**GO TO KENJ.5**

**KENj3**

**KENJ.4**

Please estimate the total value of the most recent government contract as a percentage of total annual sales for that year?

	Percent
Value of most recent government contract as percentage of annual sales for the year	<b>KENj4%</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>KENJ.5</b>	Over the past <b>THREE</b> years, was any of these contracts with the government, local or central, late for payment?
---------------	---

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**GO TO KENJ.7**

**GO TO KENJ.7**

**KENj5**

<b>KENJ.6</b>	On average, by how many months is the government late in making payments?
---------------	---

	Number of Months
Number of months late	<b>KENj6</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>KENJ.7</b>	Over the last <b>THREE</b> years, did this establishment receive any government contracts under the affirmative platform (i.e., procurement for enterprises owned by persons with disability (PWDs), women, youth and micro and small enterprises (MSEs))?
---------------	--

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**GO TO J10**

**GO TO J10**

**KENj7**

<b>KENJ.8</b>	Please estimate the total value of the most recent government contract obtained by this establishment under the affirmative action platform as a percentage of total annual sales for that year?
---------------	--

	Percent
Contract value under affirmative action as a percentage of total sales	<b>KENj8%</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>J.10</b>	Over the last two years, did this establishment submit an application to obtain an import license?
-------------	--

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**GO TO J.13**

**GO TO J.13**

**j10**

<b>J.11</b>	Approximately how many days did it take to obtain this import license from the day of the application to the day it was granted?
-------------	--

	Days
Wait for import license	<b>j11</b>
<b>LESS THAN ONE DAY</b>	<b>1</b>
<b>STILL IN PROCESS</b>	<b>-6</b>
<b>APPLICATION DENIED</b>	<b>-5</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>J.12</b>	In reference to that application for an import license, was an informal gift or payment expected or requested?
-------------	--

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>
<b>REFUSAL (SPONTANEOUS)</b>	<b>-8</b>

**j12**

<b>J.13</b>	Over the last two years, did this establishment submit an application to obtain an operating license?
-------------	---

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**GO TO KENJ.9**  
**GO TO KENJ.9**  
**j13**

<b>J.14</b>	Approximately how many days did it take to obtain this operating license from the day of the application to the day it was granted?
-------------	---

	Days
Wait for operating license	<b>j14</b>
<b>LESS THAN ONE DAY</b>	<b>1</b>
<b>STILL IN PROCESS</b>	<b>-6</b>
<b>APPLICATION DENIED</b>	<b>-5</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>J.15</b>	In reference to that application for an operating license, was an informal gift or payment expected or requested?
-------------	---

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>
<b>REFUSAL (SPONTANEOUS)</b>	<b>-8</b>

**j15**

<b>KENJ.9</b>	Over the last <b>THREE</b> years, has this establishment used the services of any “Huduma Centre”?
---------------	--

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**GO TO KENJ.11**

**GO TO KENJ.11**

**KENj9**

<b>KENJ.10</b>	Using the response options on the card, how do you rate the quality of services offered by the “Huduma Centre”? In case the services of more than one Huduma Center were used, please refer to the Center that provided the most recent service. <b>SHOW CARD KEN8</b>
----------------	---

Below my expectations	1
In line with my expectations	2
Above my expectations	3
<b>DON'T KNOW (SPONT.)</b>	<b>-9</b>

**KENj10**

<b>KENJ.11</b>	Thinking about county-level taxes and levies and comparing the year 2016 to 2012, did the [insert option] increase, decrease, or remain the same? <b>INTERVIEWER: READ OUT</b>
----------------	---

	<b>(SPONTANEOUS)</b>				
	Increase	Decrease	Remain the same	<b>DON'T KNOW</b>	<b>DOES NOT APPLY</b>
Land tax <b>KENj11a</b>	1	2	3	<b>-9</b>	<b>-7</b>
Cost of single business permit <b>KENj11b</b>	1	2	3	<b>-9</b>	<b>-7</b>

**J.30**

Using the response options on the card; To what degree is/are **[INSERT OPTION]** an obstacle to the current operations of this establishment?

**SHOW CARD 23**

							<b>(SPONTANEOUS)</b>	
	<b>POSITION</b>	No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle	<b>DON'T KNOW</b>	<b>DOES NOT APPLY</b>
Tax rates <b>j30a</b>	<b>taxrate_pos</b>	0	1	2	3	4	<b>-9</b>	<b>-7</b>
Tax administration <b>j30b</b>	<b>taxadmin_pos</b>	0	1	2	3	4	<b>-9</b>	<b>-7</b>
Business licensing and permits <b>j30c</b>	<b>permit_pos</b>	0	1	2	3	4	<b>-9</b>	<b>-7</b>
Political instability <b>j30e</b>	<b>instability_pos</b>	0	1	2	3	4	<b>-9</b>	<b>-7</b>
Corruption <b>j30f</b>	<b>corruption_pos</b>	0	1	2	3	4	<b>-9</b>	<b>-7</b>
Courts <b>h30</b>	<b>courts_pos</b>	0	1	2	3	4	<b>-9</b>	<b>-7</b>

**NOTE: ROTATION POSITIONS VARY AS THE LIST OF OPTIONS IS RANDOMIZED**

**INTERVIEWER READ OUT:**

I would like to ask you a few questions about this establishment's labor force. Should I continue with you or with the Human Resources department?

**IF YES, CONTINUE WITH SECTION L WITH CURRENT RESPONDENT**

**IF NO, CONTINUE WITH SECTION M WITH CURRENT RESPONDENT  
AND ASK L SECTION TO A HUMAN RESOURCES REPRESENTATIVE**

## L. LABOR

### READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:

Now I would like to ask you a few questions about this establishment's labor force.

- L.1** At the end of fiscal year **[Insert last complete fiscal year]**, how many permanent, full-time individuals worked in this establishment? Please include all employees and managers.
- Permanent, full-time employees are defined as all employees that are employed for a term of one or more fiscal years and/or have a guaranteed renewal of their employment and that work a full shift.
- INTERVIEWER: INCLUDE INTERVIEWEE IF APPLICABLE**

	Number
Permanent, full-time workers at the end of last fiscal year	<b>11</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

- L.2** Looking back, at the end of fiscal year **[Insert last complete fiscal year minus two]**, how many permanent, full-time individuals worked in this establishment? Please include all employees and managers.
- INTERVIEWER: INCLUDE INTERVIEWEE IF APPLICABLE**

	Number
Permanent, full-time workers in <b>[Insert last complete fiscal year minus two]</b>	<b>12</b>
<b>IF ESTABLISHMENT WAS NOT IN BUSINESS IN [Insert last complete fiscal year minus two]</b>	<b>-7</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

- L.3** Coming back to fiscal year **[Insert last complete fiscal year]**, at the end of the fiscal year, how many permanent, full-time individuals in this establishment were:
- INTERVIEWER: READ EACH CATEGORY**

	Number	<b>DON'T KNOW (SPONTANEOUS)</b>
Production workers	<b>13a</b>	<b>-9</b>
Non-production workers [e.g., managers, administration, sales]	<b>13b</b>	<b>-9</b>

<b>L.4</b>	At the end of fiscal year <b>[Insert last complete fiscal year]</b> , how many permanent, full-time production workers in this establishment were: <b>SHOW CARD 23</b>
------------	---

	Number	DON'T KNOW (SPONTANEOUS)
In highly skilled jobs, that is <b>professionals</b> whose tasks require extensive theoretical and technical knowledge	<b>l4a1</b>	<b>-9</b>
In semi-skilled jobs, that is <b>technicians</b> whose tasks require some level of mechanical or technical knowledge	<b>l4a2</b>	<b>-9</b>
In <b>unskilled</b> jobs, those whose tasks involve no specialized knowledge	<b>l4b</b>	<b>-9</b>

<b>L.5</b>	At the end of fiscal year <b>[Insert last complete fiscal year]</b> , in this establishment how many permanent, full-time workers in each of the following categories were <b>female</b> ? <b>INTERVIEWER: READ OUT OPTIONS</b>
------------	--

	Number	DON'T KNOW (SPONTANEOUS)
Production workers	<b>l5a</b>	<b>-9</b>
Non-production workers	<b>l5b</b>	<b>-9</b>

<b>L.6</b>	How many full-time seasonal or temporary employees did this establishment employ during <b>[Insert last complete fiscal year]</b> ?  Full-time, temporary workers are all short-term, that is for less than a year, employees with no guarantee of renewal of employment and work full-time.
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	Number
Full-time seasonal or temporary workers employed last fiscal year	<b>l6</b>
<b>NO FULL-TIME SEASONAL OR TEMPORARY WORKERS</b>	<b>0</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**GO TO L.9b**

**GO TO L.9b**

<b>L.6a</b>	How many full-time seasonal or temporary employees during fiscal year <b>[Insert last complete fiscal year]</b> , were female?
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	Number
Full-time female seasonal or temporary workers employed last fiscal year	<b>l6a</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>



<b>L.8</b>	What was the average length of employment of all full-time temporary employees in fiscal year <b>[Insert last complete fiscal year]</b> ?
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	Months
Average length full-time seasonal or temporary employment last fiscal year, in months	<b>18</b>
<b>LESS THAN ONE MONTH</b>	<b>1</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>L.9b</b>	What percentage or how many of the full-time permanent workers completed secondary school?  Please provide the percentage or number, not both.
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	Percent	OR	Number
Percentage or number of full time permanent workers who completed secondary school	<b>19b</b>		<b>19b1</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>		<b>-9</b>

<b>L.10</b>	Over fiscal year <b>[Insert last complete fiscal year]</b> , did this establishment have formal training programs for its permanent, full-time employees?
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Yes	1	
No	2	<b>GO TO I30a</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>GO TO I30a</b>
		<b>I10</b>

<b>L.11</b>	Referring to the training programs run over fiscal year <b>[Insert last complete fiscal year]</b> , what percentage of permanent, full-time employees of the following categories received formal training? If easier please provide the total numbers (provide one or the other but not both).
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	Percent	OR	Number	IF NO EMPLOYEES IN A CATEGORY WERE TRAINED	DON'T KNOW (SPONTANEOUS)
Production full-time permanent employees trained	<b>I11a %</b>		<b>I11a1</b>	<b>0</b>	<b>-9</b>
Non-production full-time permanent employees trained	<b>I11b %</b>		<b>I11b1</b>	<b>0</b>	<b>-9</b>

<b>L.30</b>	Using the response options on the card; To what degree are each of the following an obstacle to the current operations of this establishment? <b>INTERVIEWER: READ OUT OPTIONS</b> <b>SHOW CARD 24</b>
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		No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle	(SPONTANEOUS) <b>DON'T KNOW</b>	<b>DOES NOT APPLY</b>
Labor regulations <b>I30a</b>		0	1	2	3	4	<b>-9</b>	<b>-7</b>
Inadequately educated workforce <b>I30b</b>		0	1	2	3	4	<b>-9</b>	<b>-7</b>

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**M. BUSINESS ENVIRONMENT**


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<b>M.1</b>	By looking at the list of elements of the business environment please tell me which one, if any, currently represents the biggest obstacle faced by this establishment. <b>INTERVIEWER: SHOW RANDOMIZED LIST TO THE RESPONDENT. DO NOT READ OPTIONS.</b>
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	<b>POSITION</b>
1-Access to finance	<b>finance_pos</b>
2-Access to land	<b>land_pos</b>
3-Business licensing and permits	<b>permit_pos</b>
4-Corruption	<b>corruption_pos</b>
5-Courts	<b>courts_pos</b>
6-Crime, theft and disorder	<b>crime_pos</b>
7-Customs and trade regulations	<b>trade_pos</b>
8-Electricity	<b>electricity_pos</b>
9-Inadequately educated workforce	<b>workforce_pos</b>
10-Labor regulations	<b>labor_pos</b>
11-Political instability	<b>instability_pos</b>
12-Practices of competitors in the informal sector	<b>informal_pos</b>
13-Tax administration	<b>taxadmin_pos</b>
14-Tax rates	<b>taxrate_pos</b>
15-Transport	<b>transport_pos</b>

Biggest obstacle	<b>m1a</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>
<b>DOES NOT APPLY (SPONTANEOUS)</b>	<b>-7</b>

**NOTE: ROTATION POSITIONS VARY AS THE LIST OF OPTIONS IS RANDOMIZED**

QUESTIONNAIRE NUMBER **id**

0									
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**INTERVIEWER READ OUT:**

**I would like to ask you a few questions about this establishment's financial results. All these responses will be held in the strictest confidentiality, and neither you nor the firm will be identified. Should I continue with you or with the financial department or accounting?**

**IF YES, CONTINUE WITH SECTION N WITH CURRENT RESPONDENT**

**IF NO, CONCLUDE WITH THE RESPONDENT AND ENSURE THAT ALL SECTIONS (INLCUDING L AND N) ARE COMPLETE.**

**N. PERFORMANCE****READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:**

Now, we would like to ask you a few questions about the financial results of this establishment. It is important that this information be as accurate as possible. The individual data are treated as confidential. The identity of your establishment will not be revealed at any point.

<b>N.2</b>	From this establishment's Income Statement for fiscal year <b>[Insert last complete fiscal year]</b> , please provide the following information: <b>SHOW CARD 25</b>
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**INTERVIEWER: READ OUT**

	<b>[Insert LCUs]</b>	<b>DON'T KNOW (SPONTANEOUS)</b>
Total annual cost of labor including wages, salaries, bonuses, social security payments	<b>n2a</b>	<b>-9</b>
Total annual cost of raw materials and intermediate goods used in production	<b>n2e</b>	<b>-9</b>
Total annual cost of electricity	<b>n2b</b>	<b>-9</b>
<b>TOTAL COST OF SALES SHOULD INCLUDE ALL ABOVE COSTS AND OTHER COSTS NOT LISTED ABOVE</b>		
Total cost of sales	<b>n2p</b>	<b>-9</b>

<b>N.2e1</b>	From this establishment's Income Statement for fiscal year <b>[Insert last complete fiscal year minus one]</b> , please provide the total cost of raw materials and intermediate goods used in production
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	<b>[Insert LCUs]</b>	<b>DON'T KNOW (SPONTANEOUS)</b>
Total cost of raw materials and intermediate goods used in production in <b>[Insert last complete fiscal year minus one]</b>	<b>n2e1</b>	<b>-9</b>

<b>N.7</b>	Hypothetically, if this establishment were to purchase all the machinery, vehicles, and equipment it <b>uses now</b> , in their current condition and regardless of whether the establishment owns them or not, how much would they cost, independently of whether they are owned, rented or leased?
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	<b>[Insert LCUs]</b>	<b>DON'T KNOW (SPONTANEOUS)</b>
Machinery, vehicles, and equipment	<b>n7a</b>	<b>-9</b>

**INTERVIEWER: IF SECTION L OR N WILL BE COMPLETED WITH A DIFFERENT RESPONDENT, PLEASE ARRANGE FOR THOSE TO BE COMPLETED.**

## POST-INTERVIEW INFORMATION

## INTERVIEWER READ AT THE END OF THE INTERVIEW:

The survey ends here. I would like to gather a few final details. Thank you for your time and cooperation.

## A.15 Time face-to-face interview ends:

Day (dd)	Month (mm)	Year (yyyy)	Hour (00 to 23)	Minutes (00 to 59)
a15d	a15m	a15y	a15h	a15min

## A.15a1 Please indicate which option best describes the main respondents position:

Owner	1
President, Executive Director, or CEO	2
Chief Financial, Chief Operational Officer (CFO/COO)	3
Operational or plant manager	4
Sales or marketing manager	5
Accountant	6
Lawyer	7
Other Administrative	8
Other Management	9
Other (Specify) <u>a15a1ax</u>	10

a15a1

## A.15a Please complete the following information about the interviewee(s)

	Position in the establishment	Years with the establishment	Gender	Email
Main respondent		a15a2a	a15a3	Email1x
Second respondent	a15a1bx	a15a2b	a15b3	Email2x
Third respondent	a15a1cx	a15a2c	a15c3	Email3x

ENTER 1 WHEN YEARS WITH THE ESTABLISHMENT IS LESS THAN ONE. FOR GENDER 1: MALE, 2: FEMALE, -8: REFUSAL

**INTERVIEWER: THE SURVEY ENDS HERE.  
PLEASE FILL OUT THER REMAINING INFORMATION ON YOUR OWN**

**A.16** It is my perception that the responses to the questions regarding opinions and perceptions were:

Truthful	1
Somewhat truthful	2
Not truthful	3

**a16**

**A.17** The responses to the questions regarding figures (productivity and employment numbers) were:

Taken directly from establishment records	1
Estimates computed with some precision	2
Arbitrary and unreliable numbers	3
In some case taken from books in some case estimates	4

**a17**

**INTERVIEWER COMMENTS:**

**a17x**

(Problems occurred/extraordinary circumstances which could influence results)

**A.18** This questionnaire was completed in:

One visit in face-to-face interview with one person	1
One visit in face-to-face interview with different managers/staff	2
Several visits	3

**STOP HERE**

**a18**

**A.19** If option 2 or 3 in **A.18**, estimate duration of the whole interview

<b>Hour</b>	<b>Minutes</b>

**a19h**

**a19m**

**SUPERVISOR SECTION**

**A.13** Supervisor code **a13**

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**INFORMATION BASED ON LOCATION OF INTERVIEW (a3x). ENSURE A3X IS THE NAME OF AN OFFICIAL LOCALITY AND NOT A NEIGHBORHOOD**

Is this city the official capital city?	a3b	Is this city the main business city?	a3c	Size of locality	a3
Yes	1	Yes	1	City with population over 1 million	2
No	2	No	2	Over 250.000 to 1 million	3
				50.000 to 250.000	4
				Less than 50.000	5

**SUPERVISOR: THE DESCRIPTION OF THE ESTABLISHMENT'S MAIN PRODUCT AND ACTIVITY IS PROVIDED IN d1a1x. PLEASE REVIEW d1a1x IN ORDER TO IDENTIFY THE CORRESPONDING SECTOR CODE IN d1a2**

<b>D.1a2</b>	<b>PLEASE CHOOSE THE 4-DIGIT ISIC REV. 3.1 SECTOR CODE THAT BEST APPLIES TO THE ESTABLISHMENT'S MAIN ACTIVITY AND PRODUCT.</b>
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	<b>Code</b>
<b>CODE OF THE MAIN PRODUCT AND ACTIVITY</b>	<b>d1a2</b>