

## Business Enterprise Questionnaire

◆ FOR THE SUPERVISOR:	
<b>Q.1</b>	District Name
<b>Q.2</b>	Community Council Name
<b>Q.3</b>	<b>Cluster Code</b>
<b>Q.4</b>	Name of the village where the business was selected
<b>Q.5</b>	Code of the village where the business was selected
<b>Q.6</b>	Is this business located in the village given in Q.5 ? Yes =01 ► <b>Q.9</b> No = 02
<b>Q.7</b>	Name of village the business is closest to?
<b>Q.8</b>	Distance of business from the village given in Q.5? KM (estimate)
<b>Q.9</b>	Type of business  <i>If multiple indicate the one for which the person was selected and that will be the object of the interview.</i>
	See business codes below.

Business Codes:		
1. Grocery store	7. Crèche	13. Construction
2. Petty trader/spaza/bar	8. Money lender	14. Initiation school
3. Home brewery	9. Miller	15. Mechanic
4. Public phone	10. Carpentry	16. Agricultural inputs and tools rental
5. Food preparation	11. Metal works	17. Seamstress/tailor/clothes repair
6. Transport service (taxi)	12. Traditional healer	18. Hairdresser
		77. Other (specify): _____

Q.10	Date: dd/mm/yyyy	Time at start: hh/mm	Time at finish: hh/mm	Interviewer ID Code

My name is \_\_\_\_\_ and I work for \_\_\_\_\_

This is a study for the evaluation of the Lesotho Child Grants Programme. This project is run by an international team of researchers on behalf of the Department of Social Welfare in the Ministry of Health and Social Welfare of the Lesotho Government and UNICEF. The purpose of this survey is to collect information about the local economy in the areas where the Child Grant Programme operates.

I would like to ask you some questions about your business of (*mention be business type for which the person was selected*). It is important that throughout the interview you refer to this business only, and not to other businesses that you may also operate. Your business was randomly selected amongst the other businesses of this village. You don't need to be currently receiving the Child grant in order to participate in this study. The information you provide is strictly confidential. Your assistance is critical to this study.

By signing below, you signify that you agree to participate in the study and that your participation is entirely voluntary.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**Supervisor signature when QC completed:**

Q.11	Which goods and services do you sell / provide?	Mark 01 for the relevant rows Leave blank otherwise
1.	Processed food (eg chips, soft drinks-retail)	
2.	Unpackaged foodstuffs (meat, grains, eggs)	
3.	Prepared food	
4.	Fresh fruit, vegetables	
5.	Alcohol (home made)	
6.	Alcohol (branded)	
7.	Household goods/personal items	
8.	Wood products (chairs, coffins)	
9.	Metal products	
10.	Phone cards	
11.	Clothes	
12.	Agricultural inputs	
13.	Phone calls	
14.	Transport service	
15.	Personal services (traditional healer, etc)	
16.	Building materials	
17.	Shearing and other livestock services	
18.	Crèche	
19.	Initiation school	
20.	Medicine	
21.	Loans/money lending	
22.	Training/informal school	
23.	Clothes/sewing	
24.	Hairdressing	
77.	Other? Please specify _____	

Q.12	Since when have you been operating this business?	YYYY	
Q.13	Do you keep any accounting (written records) of your costs and sales? ♦ <i>Interviewer: if so, ask to see them for next questions, if possible</i>	01 Yes 02 No	
Q.14	What was your <b>total revenue</b> in the last <b>30 days</b> ? <i>(revenue = total sales without deducting costs)</i>	MALOTI <i>If not known, 9999</i>	<b>M</b>
Q.15	What was your <b>total revenue</b> in the last <b>year</b> ? <i>(revenue = total sales without deducting costs)</i>	MALOTI <i>If not known, 9999</i>	<b>M</b>
Q.16	What was your total revenue in the <b>worst month</b> for this business last year? <i>(revenue = total sales without deducting costs)</i>	MALOTI <i>If not known, 9999</i>	<b>M</b>
Q.17	What was your total revenue in the <b>best month</b> for this business last year? <i>(revenue = total sales without deducting costs)</i>	MALOTI <i>If not known, 9999</i>	<b>M</b>
Q.18	What was your <b>total profit</b> in the last <b>30 days</b> ? <i>(profit = total revenue - costs)</i>	MALOTI <i>If not known, 9999</i>	<b>M</b>
Q.19	What was your <b>total profit</b> in the last <b>year</b> ? <i>(profit = total revenue - costs)</i>	MALOTI <i>If not known, 9999</i>	<b>M</b>
Q.20	What was your total profit in the <b>worst month</b> for this business last year? <i>(profit = total revenue - costs).</i>	MALOTI <i>If not known, 9999</i>	<b>M</b>
Q.21	What was your total profit in the <b>best month</b> for this business last year? <i>(profit = total revenue - costs)</i>	MALOTI <i>If not known, 9999</i>	<b>M</b>
Q.22	How many months have you been in operation in last 12 months?	<i>No. of Months</i>	

<b>Q.23</b>	During the last 12 months, did you sell anything/provide your services to [ ]?  Yes = 01 No = 02	a) Residents from this village	
		b) Other businesses in this village	
		c) Public/gov institutions in this village	
		d) To neighboring villages	
		e) Other Parts of Lesotho	
		f) Abroad (Exports)	
<b>Q.24</b>	About what percentage of your total sales of the last 12 months were to each of these (i.e. those mentioned above)?  <i>(Rows should sum to 100%. If respondent cannot estimate, use stones or mention 'half', 'quarter'..)</i>	a) Residents from this village	
		b) Other businesses in this village	
		c) Public/gov institutions in this village	
		d) To neighboring villages	
		e) Other Parts of Lesotho	
		f) Abroad (Exports)	
<b>Q.25</b>	Did any of your household members help you with this business in the past 30 days?	01 Yes 02 No ► <b>Q.27</b>	
<b>Q.26</b>	Whom? How many? <i>(write numbers)</i>  ♦ <b>Interviewer:</b> Probe for number of adult males, adult females and children under 15 years	a) Adult males	
		b) Adult females	
		c) Girls under 15	
		d) Boys under 15	
<b>Q.27</b>	Did you hire in any employees in the past 30 days?	01 Yes 02 No ► <b>Q.34</b>	

<b>Q.28</b>	<b>Q.29</b>	<b>Q.30</b>	<b>Q.31</b>	<b>Q.32</b>	<b>Q.33</b>
What type of employees did you have in the past 30 days? <i>(please list each type that applies)</i>	How many [...] did you employ in the past 30 days?	How many hours did you hire this type of employee/s in the past 30 days?	How much did you pay in total for this type of employee in the past 30 days? <i>(cash only, not in-kind)</i>	Did you provide any meals, insurance or other benefits to this type of employee in the past 30 days?	What was the value of meals, insurance, or other benefits provided to this type of employee in the past 30 days?
01 clerks 02 helpers 03 cleaners 04 apprentice 05 cook 06 driver 77 other (specify)	<i>Write number of employees for each category</i>	<i>To calculate total hours: multiply</i>  * people employed * hours a day * number days worked in the last 30 days  <b>HOURS</b>	<i>To calculate total pay: multiply</i>  * people employed * daily salary * number days worked in the last 30 days  <b>MALOTI</b> <i>If not known, 9999</i>	01 = Yes 02 = No ► <b>Next line</b>	<i>To calculate the value: multiply</i>  * number people receiving benefits * value of benefits * number of time provided were provided  <b>MALOTI</b> <i>If not known, 9999</i>
			<b>M</b>		<b>M</b>
			<b>M</b>		<b>M</b>
			<b>M</b>		<b>M</b>
			<b>M</b>		<b>M</b>
			<b>M</b>		<b>M</b>

<b>Q.34</b>	During the last 30 days did you purchase (with <b>cash</b> only, not obtain in kind) any inputs for this business that were <i>produced in this village?</i> <i>(for example, local fruits and vegetables, meat, local crafts)</i>	01 Yes 02 No ► <b>Q.39</b>	
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Only include inputs <b>produced in this village</b>	Q.35	Q.36	Q.37	Q.38
	In the last 30 days, did you purchase [ ] for the business that was produced in this village?	How much did you spend on this [ ] in the last 30 days? ( <i>cash only</i> )	Was any of this [ ] purchased from an intermediary (not the local producer)?	What % of this [ ] was purchased from an intermediary
	01 yes 02 no ► <b>Next item</b>	<i>MALOTI</i> <i>If not known, 9999</i>	01 yes 02 no ► <b>Next item</b>	%
a) Fruits		<b>M</b>		_____
b) Vegetables		<b>M</b>		_____
c) Food crops such as maize, sorghum, wheat, potatoes		<b>M</b>		_____
d) Meat		<b>M</b>		_____
e) Local crafts		<b>M</b>		_____
f) Other local goods (specify):		<b>M</b>		_____
g) Other local goods (specify):		<b>M</b>		_____
h) Other local goods (specify):		<b>M</b>		_____

<b>Q.39</b>	During the last 30 days did you purchase (with <b>cash</b> only, not obtain in kind) <i>in this village</i> any inputs for this business that were <i>produced elsewhere</i> ?	01 Yes 02 No ► <b>Q.45</b>	
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Q.40	Q.41	Q.42	What % of the these inputs were:	
			Q.43	Q.44
Either <b>detail</b> or provide a <b>TOTAL</b> amount of inputs to the business that were <b>purchased in the village</b> in the last 30 days, but were <b>produced elsewhere</b> (other areas of Lesotho or abroad)	How much did you spend on these inputs in the last 30 days?	Were any of these inputs produced in South Africa or in another country?	Produced in other areas of Lesotho, including Maseru?	Produced in South Africa or another country?
	<i>MALOTI</i> <i>If not known, mark 9999</i>	01 = Yes 02 = No ► <b>Next item</b> 99= DK ► <b>Next item</b>	%	%
1.	<b>M</b>		_____	_____
2.	<b>M</b>		_____	_____
3.	<b>M</b>		_____	_____
4.	<b>M</b>		_____	_____
TOTAL	<b>M</b>		_____	_____

<b>Q.45</b>	During the last 30 days did you purchase (with <b>cash</b> only, not obtain in kind) any inputs for this business <i>outside of this village?</i> (that is, you or someone associated with this business traveled outside this locality to purchase the inputs)	01 Yes 02 No ► <b>Q.54</b>	
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<b>Q.46</b>	<b>Q.47</b>	<b>Q.48</b>	<b>Q.49</b>	<b>Q.50</b>	What % of the these inputs were:		
<i>Either <b>detail</b> or provide a <b>TOTAL</b> amount of inputs to the business that were <b>purchased outside this village</b> in the last 30 days</i>	How much did you spend on these inputs in the last 30 days?	Were any of these inputs:			<b>Q.51</b>	<b>Q.52</b>	<b>Q.53</b>
		<b>A.</b> produced in other areas of Lesotho (including Maseru)?	<b>B.</b> produced in South Africa or another country, but purchased in Lesotho?	<b>C.</b> produced in South Africa or another country, and purchased outside Lesotho?	<b>A.</b> produced in other areas of Lesotho (including Maseru)?	<b>B.</b> produced in SA or another country, but purchased in Lesotho?	<b>C.</b> produced in SA or another country, and purchased outside Lesotho?
	MALOTI <i>If not known,9999</i>	01 = yes 02 = no	01 = yes 02 = no	01 = yes 02 = no	%	%	%
1.	<b>M</b>						
2.	<b>M</b>						
3.	<b>M</b>						
4.	<b>M</b>						
<b>TOTAL</b>	<b>M</b>				___	___	___

<b>Other expenses</b>	<b>Q.54</b>	<b>Q.55</b>	<b>Q.56</b>	<b>Q.57</b>
		Did you spend anything on [...] for this business during the last 12 months?	How much did you spend for [...] during the last 12 months?	Was any part of [...] purchased from an individual, business or institution in the village?
	01 = Yes 02 = No ► <b>Next item</b>	MALOTI If not known, mark 9999; If none, mark "00", and ► <b>Next item</b>	01 = Yes 02 = No ► <b>Next item</b>	%
1. Electricity		<b>M</b>		
2. Telephone		<b>M</b>		
3. Transport		<b>M</b>		
4. Rent on your building		<b>M</b>		___
5. Rent on machinery or other (specify):		<b>M</b>		___
6. Insurance		<b>M</b>		
7. Taxes		<b>M</b>		
8. License/permits		<b>M</b>		___
9. Maintenance, construction and or renovation		<b>M</b>		___
77. Other (please specify)		<b>M</b>		___

<b>Q.58</b>	In the last 30 days, did you borrow money to run this business?	01 yes 02 no ► <b>Q.60</b>	
<b>Q.59</b>	From whom did you borrow?  <i>Multiple option</i>	01 Family/friends 02 Micro-lender 03 Community 04 Local enterprise 05 Bank or financial institutions 06 NGO 07 Government	

Now we would like to ask you some questions about your customers and your relationship with them

<b>Q.60</b>	On an average day in a 'good' month (many customers), how many customers do you have for this business?	<i>Number of customers</i>	
<b>Q.61</b>	On an average day in a 'bad' month (not many customers), how many customers do you have for this business?	<i>Number of customers</i>	
<b>Q.62</b>	Thinking back of the last 12 months, was your business able to earn a good, average or poor income during each of the following months?  01 = Good 02 = Average 03 = Poor	a) June b) May c) April d) March e) February f) January g) December h) November i) October j) September k) August l) July	
<b>Q.63</b>	Do your customers ever buy on credit from you?	01 = Yes 02 = No ► <b>Q.65</b>	
<b>Q.64</b>	What % of your customers usually buy on credit?	%	

<b>Q.65</b>	Do you operate any other business additional to the one this interview has focused on?	01 = Yes 02 = No ► <b>Q.67</b>	
<b>Q.66</b>	What kind of business do you also operate?	See business codes on the first page.	
<b>Q.67</b>	Do you ever set up your sales point in a location different from your usual/fixed business location?	01 = Yes 02 = No ► <b>Q.69</b>	
<b>Q.68</b>	Have you ever sold goods/services at any payment point (e.g. post office, bank,...)	01 = Yes 02 = No	
<b>Q.69</b>	◆ <b>Interviewer:</b> Does this person operate a grocery store, petty trader/spaza/bar?	01 = Yes 02 = No ► <b>Q.74</b>	

I am now going to ask you some information about the current retail prices at your shop:

	Item	Q.70	Q.71				Item	Q.72	Q.73		
		Do you sell [ITEM]?	What is the current retail price for [ITEM]?					Do you sell [ITEM]?	What is the current retail price for [ITEM]?		
		01 = yes 02 = no ► <b>Next Item</b>	a) Quantity	b) Unit 01 = kg 02 = gramme 03 = litre 04 = ml 05 = number/unit/ bundle/pack	c) Price  (for DK, write 9999)			01 = yes 02 = no ► <b>Next Item</b>	a) Quantity	b) Unit 01 = kg 02 = gramme 03 = litre 04 = ml 05 = number/unit/ bundle/pack	c) Price  (for DK, write 9999)
1	Maize grain				M	15	Sugar				M
2	Wheat grain				M	16	Table salt				M
3	Sorghum grain				M	17	Locally brewed traditional beer				M
4	Bread		<b>1 loaf</b>	<b>Loaf</b>	M	18	Meal outside the house (one plate)		<b>1 plate</b>	<b>Plate</b>	M
5	Rice				M	19	Tobacco (Best Blend)				M
6	Beef (fresh)				M	20	Toilet soap				M
7	Chicken flesh (whole)				M	21	Paraffin				M
8	Milk (fresh packed or UHT)				M	22	Candle		<b>1</b>	<b>05</b>	M
9	Eggs				M	23	Matches (box)		<b>1</b>	<b>05</b>	M
10	Cooking oil				M	24	Laundry soap				M
11	Dried beans				M	25	Trousers for men (basic)		<b>1</b>	<b>05</b>	M
12	Cabbage				M	26	Skirt for women (basic)		<b>1</b>	<b>05</b>	M
13	Tomatoes				M	27	Rubber Boots (best quality)		<b>1 pair</b>	<b>05</b>	M
14	Potatoes				M	28	Coffin		<b>1</b>	<b>05</b>	M

<b>Q.74</b>	Would it be possible if we came back in a year and asked you some more questions?	01 Yes 02 No ► <b>End Interview</b>	
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**Contact information:**

<b>Q.75</b>	<b>Full Name:</b>												
<b>Q.76</b>	<b>Business name:</b>												
<b>Q.77</b>	<b>Address:</b>												
<b>Q.78</b>	<b>Cell phone number:</b>												