

MALAWI

Business Enterprise Questionnaire 2013

◆ FOR THE SUPERVISOR:			
Q.1	District (Name and Code)		□□
Q.2	Traditional Authority (Name and Code)		□□
Q.3	Village Cluster (Name and Code)		□□
Q.4	Community (Name and Code)		□□□
Q.6	Name of the village where the business was selected		
Q.7	Who is the respondent?	01. Owner 02. Family member of owner 03. Non-family employee	
Q.8	Does the owner of the business live in the village given in Q.6?	Yes =01 >Q.10 No = 02	
Q.9	Where does the owner live?	01. In a nearby village 02. At a trading centre 03. Elsewhere	
Q.10	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:		
RETAIL BUSINESSES	SERVICE BUSINESSES	PRODUCTION BUSINESSES
1. Tuck Shop	10. Mill	20. Making Bricks
2. Petty trader	11. Mechanic/ Tire repair	21. Construction
3. Butchery	12. Traditional Healer	22. Carpenter
4. Bottle Shop/Grocery	13. Taxi/ Transportation	23. Crafts(basket making, reedmat making..)
5. Clothing/Shoe Store	14. Bar/ Restaurant/Take-Away	24. Home Brewery
6. Hardware Store	15. Electronics/ Phone repair	25. Charcoal
7. Ag inputs Store	16. Agricultural inputs and tools rental	
8. Selling Airtime	17. Seamstress/Tailor/Clothes repair	
	18. Hairdresser/Barber	
9. Other (specify): _____	19. Other (specify): _____	26. Other (specify): _____

Q.11	Date: dd/mm/yyyy	Time at start: hh/mm	Time end: hh/mm	Interviewer ID Code
	□□□□□□□□	□□□□	□□□□	

INFORMED CONSENT STATEMENT

“Hello. How are you? My name is [ENUMERATOR NAME], and I am working with a team from the Centre for Social Research at Chancellor College of the University of Malawi . We are conducting a survey of businesses in this district, and your business (mention business type for which the person was selected) was chosen to be interviewed in this community.

We hope that this information will benefit the entire community by allowing us to understand the challenges that businesses like yours face, and how to mitigate them. The information you provide is strictly confidential. It is important that throughout the interview you refer to this business only, and not to other businesses that you may also operate.

You do not need to talk to me if you do not want to. And if there is any question you do not want to answer, that will be fine. It is important you understand that the answers you give will in no way affect your status with respect to the CSR . If you have any problems, or if you feel uncomfortable answering any question, you should feel free to stop talking with me at any time. You can speak with the Director, CSR for more details or clarification of this study.

Will you please give me some time to speak with you?”

[Enumerator, sign below to indicate that respondent consented to interview.]

ENUMERATOR SIGNATURE _____ DATE _____

Q.12	Which goods and services do you sell / provide?	Yes =01 No = 02
1.	Packaged food (e.g. chips, sugar, UHT milk) and soft drinks	
2.	Unpackaged animal products (meat, eggs, fresh milk)	
3.	Prepared food	
4.	Fresh fruit, vegetables, unprocessed grains	
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/airtime	
14.	Transport service	
15.	Personal services (traditional healer, repairs, etc)	
16.	Building materials	
17.	Shearing and other livestock services	
18.	Grass cutting and selling	
19.	Charcoal burning and selling	
20.	Medicine	
21.	Loans/money lending	
22.	Training/informal school	
23.	Clothes/sewing	
24.	Hairdressing	
77.	Other? Please specify _____	

Q.13	In what year did you begin operating this business?	YYYY	
Q.14	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.15	How many months have you been in operation in last 12 months ?	No. of Months	
Q.16	What was your total revenue in the last 30 days of operation in Kwacha <i>(revenue = total sales without subtracting costs)</i>		
Q.17	What was your average monthly revenue in Kwacha ? <i>(revenue = total sales without subtracting costs)</i>		
Q.18	What was your total revenue in the worst month for this business last 12 months in Kwacha? <i>(revenue = total sales without subtracting costs)</i>		
Q.19	What was your total revenue in the best month for this business last 12 months in Kwacha? <i>(revenue = total sales without subtracting costs)</i>		
Q.20	What was your average monthly profit in Kwacha ? <i>(profit = total sales minus costs)</i>		
Q.21	During the last 12 months, did you sell anything/provide your services to.....? Yes = 01 No = 02	a) Residents from village in Q6	
		b) Other businesses in village in Q6	
		c) Intermediaries/middlemen in the village	
		d) Public/gov institutions in village in Q6	
		e) To residents or businesses from nearby villages	
		f) To residents or businesses from a trading centre	
		g) Elsewhere	
Q.22	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 village in Q6	
		b) Other businesses in village in Q6	
		c) Intermediaries/middlemen in the village	
		d) Public/gov institutions in village in Q6	
		e) To residents or businesses from neighbouring villages	
		f) To residents or businesses from a trading centre	
		g) Elsewhere	

Q.23	<p>How many members of the owner's household helped with this business in the last 12 months? Whom? How many? <i>(write numbers and include owner)</i></p> <p>(Enter '0' if none)</p> <p>◆ Interviewer: Probe for number of adult males, adult females and children under 15 years</p>	a) Adult males	
		b) Adult females	
		c) Girls under 15	
		d) Boys under 15	
Q.24	<p>For how many weeks did [...] work in the business in the last 12 months?</p> <p><i>Interviewer: include respondent</i></p> <p><i>Response, in person-weeks =01 or;</i></p> <p><i>person-months =02</i></p> <p>(Enter '0' if none)</p>	a) Adult males	
		b) Adult females	
		c) Girls under 15	
		d) Boys under 15	
		Code weeks =01 months =02	
Q.25	<p>For how many hours a week, on average, did [...] work?</p> <p><i>Interviewer: include respondent</i></p> <p><i>Response, in hours per person</i></p> <p>(Enter '0' if none)</p>	a) Adult males	
		b) Adult females	
		c) Girls under 15	
		d) Boys under 15	
Q.26	<p>Were any persons that are not part of the owner's household paid to work for the business?</p>	<p>01 =Yes 02 =No >> Q.35</p>	

Q.27	Q.28	Q.29	Q.30	Q.31	Q.32	Q.33	Q.34
What type of employees were there in the past 12 months? <i>(please list each type that applies)</i>	How many [...] did you employ in the past 12 months?	How many of your employees live in [...]?	For how many [months or weeks] did you employ each [...] in the last 12 months? <i>(Answer in person-months or person-weeks)</i>	How much did you pay each employee of this type per week or month? <i>(cash only, not in-kind) in Kwacha per person</i>	Did you provide any meals, insurance or other benefits to this type of employee in the last 12 months?	For how many [months or weeks] did you provide these benefits in the last 12 months? <i>(Answer in person-months or person-weeks)</i>	What was the average value of meals, insurance, or other benefits provided to each employee of this type each [month or week]? Answer per person
01= clerks 05 =cook 02 =helpers 06=driver 03 =cleaners 77=other 04 =apprentice (specify)	<i>Write number of employees for each category</i>	01= in the village mentioned in Q6 02= in a nearby village 03 = elsewhere <i>location Number</i>	01= Month 02= Week <i>Number Code</i>	01= Month 02= Week <i>Amount in Kw Code</i>	01= Yes 02= No >> <i>Next employee</i>	01= Month 02= Week <i>Number Code</i>	01= Month 02= Week <i>Amount in Kw Code</i>
		01					
		02					
		03					
		01					
		02					
		03					
		01					
		02					
		03					

Q.35	During the last 12 months did you purchase with cash any inputs for this business?	01 =Yes 02 =No >> Q. 42	
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Only include inputs purchased <i>with cash</i>	Q.36	Q.37	Q.38	Q.39	Q.40		Q.41	
	In the last 12 months, did you purchase [] for the business?	How many months in the last 12 months did you purchase [] using cash ?	How many times each month do you usually purchase [...]?	On average how much do you spend each time you purchase [...]? in Kwacha	Of the purchases you made what % of {...} did you purchase in: a) the village b) a nearby village c) a trading centre d) town e) elsewhere		What % of this [] was purchased from: a) Other Household b) Other Business c) Intermediary/trader d) public/government institution	
	01=yes 02= no >> Next item			Amount	%		%	
a) Food crops such as maize, sorghum, wheat, potatoes, fruits, and vegetables					a)		a)	
					b)		b)	
					c)		c)	
					d)		d)	
					e)			
b) Meat or other animal products, including eggs					a)		a)	
					b)		b)	
					c)		c)	
					d)		d)	
					e)			
c) Local crafts					a)		a)	
					b)		b)	
					c)		c)	
					d)		d)	
					e)			
d) Other goods (specify):					a)		a)	
					b)		b)	
					c)		c)	
					d)		d)	
					e)			
e) Other goods (specify):					a)		a)	
					b)		b)	
					c)		c)	
					d)		d)	
					e)			

Other expenses	Q.42	Q.43	Q.44	Q.45	Q.46
	Did you spend anything on [...] for this business during the last 12 months?	For how many months in the last 12 months did you have this expense?	On average how much did you spend on [...] per month during the last 12 months?(Kwacha)	Was any part of [...] purchased from an individual, business or institution in the village?	What % of this expense was paid to an individual, business or institution in the village? <i>(Use proportional piling)</i>
	01 = Yes 02 = No >> Next item		Amount	01 = Yes 02 = No >> Next item	%
1. Electricity					
2. Telephone (including cell airtime and charging)					
3. Transport					
4. Rent on your building					
5. Rent on machinery or other (specify):					
6. Insurance					
7. Taxes					
8. License/permits					
77. Other (specify)					

Business Assets	Q.47	Q.48	Q.49	Q.50	Q.51	Q.52
	Do you own [...] for use in your business?	In what year did you acquire [...]?	What is the current value of [...]?(Kwacha)	How much did you pay for [...] in the last 12 months, not including maintenance and repair? (Kwacha)	How much did you pay for materials for the maintenance and repair of [...] n the last 12 months? (Kwacha)	How much did you pay for labor for the maintenance or repairs of [...] in the last 12 months?(Kwacha)
	01 = Yes 02 = No >> Next item	YYYY				
1. Building/Storefront						
2. Vehicle						
3. Machinery (please specify):						
4. Bicycle						
5. Motorbike						
6. Boat/Canoe						
8. Cell phone						
9. Fishing nets						
10. Wheel barrow						
11. Musical system/TV						
12. Refrigerator						
13. Other (specify)						

Q.53	In the last 12 months, did you borrow money or repay money you borrowed to run this business?	01 =Yes 02 =No >> Q.58	
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	Q.54	Q.55	Q.56	Q.57
	<i>From whom did you borrow or repay money for your business in the last year?(Record up to 3 in order of importance)</i> 01. Relative 02. Neighbor 03. Grocery/ local merchant 04. Money lender 05. Employer 07. Bank 09. Other (specify) 06. Religious institution 08. Village Bank	Where was [...] located? 01= in the village 02= in a nearby village 03= at a growth point 04=elsewhere	How much money did you borrow from [...] in the last 12 months?(Kwacha)	How much money did you repay [...] in the last 12 months?(Kwacha)
	<i>Write code</i>		If none, mark "00"	If none, mark "00"
1.				
2.				
3.				

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

Contact information:

					Q.64	Business name	
Q.58	Thinking back over the last 12 months, was your business able to earn a good, average or poor income during each of the following months? 01 = Poor 02 = Average 03 = Good	a) June				Q.65	Address
		b) May					
		c) April					
		d) March					
		e) February					
		f) January					
		g) December					
		h) November					
		i) October					
		j) September					
		k) August					
Q.59	Do your customers ever buy on credit from you?	01 = Yes 02 = No >> 61			Q.66	Proprietor name	
Q.60	What % of your customers usually buy on credit?(use proportional piling)	%					
Q.61	Do you operate any other business additional to the one this interview has focused on?	01 = Yes 02 = No >> 63				Q.67	Cell number
Q.62	What kind of business do you also operate?	See business codes on the first page.					
Q.63	Do you ever set up your sales point in a location different from your usual/fixed business location?	01 = Yes 02 = No					

THE END OF INTERVIEW