



CLUSTER ID

SN

REPUBLIC OF ZAMBIA
MINISTRY OF COMMUNITY DEVELOPMENT, MOTHER AND CHILD HEALTH

CGP Business Enterprise Questionnaire 2012

◆ FOR THE SUPERVISOR:			
Q.1	District Name and code		<input type="text"/>
Q.2	Constituency name and code		<input type="text"/>
Q.3	Ward name and code		<input type="text"/>
Q.4	ACC name and code		<input type="text"/>
Q.5	CWAC name and code		<input type="text"/>
Q.6	Name of the village where the business was selected		
Q.9	Does the owner of the business live in the village given in Q.6?	Yes =01 No = 02	<input type="text"/>
Q.12	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.	<input type="text"/>

Business Codes:		
1. Kantemba	10. Carpentry	19. Fish selling
2. Petty trader	11. Metal works(blacksmith, tinsmith)	20. Grocery store
3. Home brewery	12. Traditional healer	21. Grass cutting and selling
4. Public phone	13. Construction	22. Crafts(basket making, reedmat making..)
5. Food preparation	14. Charcoal burning and selling	23. Shoe repair
6. Transport service	15. Mechanic	24. Bicycle repair
7. Bar/tarven/shabeen	16. Agricultural inputs and tools rental	25. Selling game meat
8. Money lender	17. Seamstress/tailor/clothes repair	26. Other (specify):_____
9. Miller	18. Hairdresser	

Q.13	Date: dd/mm/yyyy	Time at start: hh/mm	Time end: hh/mm	Interviewer ID Code

Hello. How are you? My name is [ENUMERATOR NAME], and I am working with a team from the Ministry of Community Development, Mother and Child Health in Lusaka. We are conducting a survey of households in this district, and your household/business was chosen to be interviewed in this community.

I would like to ask you some questions about your business of (mention 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. We hope that this information will eventually benefit the entire community by allowing us to understand the challenges that businesses like yours face, and how to mitigate them.

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 Ministry of Community Development, Mother and Child Health. 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 people in the District Social Welfare Office in Town for more details or clarification of this study.

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

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 Questionnaire completed:

Q.14	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/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.15	Since when have you been operating this business?	YYYY	
Q.16	Do you keep any accounting (written records) of your costs and sales? ♦ Interviewer: if so, ask to see them for next questions, if possible	01 =Yes 02 =No	
Q.17	What was your total revenue in the last 30 days in ZMK? <i>(revenue = total sales without deducting costs)</i>		
Q.18	What was your total revenue in the last 12 months in ZMK? <i>(revenue = total sales without deducting costs)</i>		
Q.19	What was your total revenue in the worst month for this business last 12 months in ZMK? <i>(revenue = total sales without deducting costs)</i>		
Q.20	What was your total revenue in the best month for this business last 12 months in ZMK? <i>(revenue = total sales without deducting costs)</i>		
Q.21	How many months have you been in operation in last 12 months ?	No. of Months	
Q.22	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) Roving Markets	
		e) Public/gov institutions in village in Q6	
		f) To neighboring villages	
		g) Other Parts of Zambia	
		h) Abroad (Exports)	
Q.23	About what percentage of your total sales of the	a) Residents from village in Q6	

	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>	b) Other businesses in village in Q6 c) Intermediaries/middlemen in the village d) Roving Markets e) Public/gov institutions in village in Q6 f) To neighboring villages g) Other Parts of Zambia h) Abroad (Exports)	
Q.24	How many of your household members helped with this business in the last 12 months? Whom? How many? <i>(write numbers and include respondent/owner)</i> (Enter '0' if none) ♦ <i>Interviewer: Probe for number of adult males, adult females and children under 15 years</i>	a) <i>Adult males</i> b) <i>Adult females</i> c) <i>Girls under 15</i> d) <i>Boys under 15</i>	
Q.25	For how many weeks did [...] work in the business in the last 12 months? <i>Interviewer: include respondent</i> (Enter '0' if none)	a) <i>Adult males</i> b) <i>Adult females</i> c) <i>Girls under 15</i> d) <i>Boys under 15</i>	
Q.26	For how many hours a week, on average, did [...] work? <i>Interviewer: include respondent</i> (Enter '0' if none)	a) <i>Adult males</i> b) <i>Adult females</i> c) <i>Girls under 15</i> d) <i>Boys under 15</i>	
Q.27	Did you hire in any employees in the past 12 months?	01 =Yes 02 =No >> Q.36	

Q.28	Q.29	Q.30	Q.31	Q.32	Q.33	Q.34	Q.35
What type of employees did you have in the past 12 months? <i>(please list each type that applies)</i>	How many [...] did you employ at a time in the past 12 months?	How many of your employees live in [...]?	For how many [months or weeks] did you employ [...] in the last 12 months?	How much did you pay each employee type per week or month? <i>(cash only, not in-kind)in ZMK</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?	What was the value of meals, insurance, or other benefits provided to this type of employee each [month or week]?
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 neighboring village 03= elsewhere	01= Month 02= Week Number Code	<i>(Record the total)</i> 01= Month 02= Week Amount Code	01= Yes 02= No >> <i>Next Item</i>	01= Month 02= Week Number Code	<i>(Record the total)</i> 01= Month 02= Week Amount Code
		01					
		02					
		03					
		01					
		02					
		03					
		01					
		02					
		03					
		1					
		2					
		3					

Q.36	During the last 12 months did you purchase (with cash only, not obtain in kind) any inputs for this business <i>in the village in Q6</i> ?	01 =Yes 02 =No >> Q. 43
-------------	---------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------

Only include inputs purchased from village in Q6	Q.37	Q.38	Q.39	Q.40	Q.41	Q.42
	In the last 12 months, did you purchase [] for the business in the village?	How many months in the last 12 months did you purchase [] in the village? <i>(cash only)</i>	How many times each month do you purchase [...] in the village?	On average how much do you spend each time you purchase [...] in the village? in ZMK	Of the purchases you made in the village, did you purchase any [...] from : a) Other Household b) Other Business c) Intermediary/Middleman d) roving market e) public/government institution	What % of this [] was purchased from: a) Other Household b) Other Business c) Intermediary/Middleman d) roving market e) public/government institution <i>(Use proportional piling)</i>
	01=yes 02= no >> Next item			Amount	01= Yes 02 =No >> Next item	%
a) Food crops such as maize, sorghum, wheat, potatoes, fruits, and vegetables					a) <input type="text"/> b) <input type="text"/> c) <input type="text"/> d) <input type="text"/> e) <input type="text"/>	a) <input type="text"/> b) <input type="text"/> c) <input type="text"/> d) <input type="text"/> e) <input type="text"/>
b) Meat or other animal products					a) <input type="text"/> b) <input type="text"/> c) <input type="text"/> d) <input type="text"/> e) <input type="text"/>	a) <input type="text"/> b) <input type="text"/> c) <input type="text"/> d) <input type="text"/> e) <input type="text"/>
c) Local crafts					a) <input type="text"/> b) <input type="text"/> c) <input type="text"/> d) <input type="text"/> e) <input type="text"/>	a) <input type="text"/> b) <input type="text"/> c) <input type="text"/> d) <input type="text"/> e) <input type="text"/>
d) Other goods (specify):					a) <input type="text"/> b) <input type="text"/> c) <input type="text"/> d) <input type="text"/> e) <input type="text"/>	a) <input type="text"/> b) <input type="text"/> c) <input type="text"/> d) <input type="text"/> e) <input type="text"/>
e) Other goods (specify):					a) <input type="text"/> b) <input type="text"/> c) <input type="text"/> d) <input type="text"/> e) <input type="text"/>	a) <input type="text"/> b) <input type="text"/> c) <input type="text"/> d) <input type="text"/> e) <input type="text"/>

Q.43	During the last 12 months did you purchase (with cash only, not obtain in kind) any inputs for this business <i>outside the village mentioned in Q6? (that is, you or someone associated with this business travelled outside this locality to purchase the inputs)</i>	01 =Yes 02 =No >>Q.49	
-------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------	--

	Q.44	Q.45		Q.46	Q.47		Q.48	
	<i>In the 12 months, what inputs for your business did you purchase outside of village in Q6?</i>	How many months in the last 12 months did you purchase [] outside of the village? <i>(cash only)</i>	How many times each month do you purchase [...] outside of the village?	How much do you spend each time you purchased [...] outside of the village? in ZMK	Of the purchases you made outside of the village, did you purchase any [...] in : a) a nearby village b) close town c) elsewhere		What % of this [] was purchased in: a)) a nearby village b) close town c) elsewhere <i>(Use proportional piling)</i>	
				Amount	1=Yes, 2=No		%	
1.					a)		a)	
					b)		b)	
					c)		c)	
2.					a)		a)	
					b)		b)	
					c)		c)	
3.					a)		a)	
					b)		b)	
					c)		c)	
4.					a)		a)	
					b)		b)	
					c)		c)	

Other expenses	Q.49	Q.50	Q.51	Q.52	Q.53
	Did you spend anything on [...] for this business during the last 12 months?	On average how much did you spend for [...] per month during the last 12 months?(ZMK)	For how many months in the last 12 months did you have this expense?	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)					
3. Transport					
4. Rent on your building					
5. Rent on machinery or other (specify):					
6. Insurance					
7. Taxes					
8. License/permits					
77. Other (please specify)					

Business Assets	Q.54	Q.55	Q.56	Q.57	Q.58	Q.59	Q.60	Q.61
	Do you own [...] for use in your business?	In what year did you acquire [...]?	What is the current value of [...]?(ZMK)	How much did you pay for [...] in the last 12 months? (ZMK)	How much did you pay for materials for the maintenance and repair of [...] in the last 12 months? (ZMK)	Where did you purchase supplies for maintaining or repairing [...]?	How much did you pay for labor for the maintenance or repairs of [...] in the last 12 months?(ZMK)	Where did the maintenance or repairs of [...] take place?
	01 = Yes 02 = No >> Next item	YYYY			<i>If '0' >> Q 60</i>	01= in the village mentioned in Q6 02 =in another village 03= in town/city	<i>If '0' >> next item</i>	01= in the village mentioned in Q6 02 =in another village 03= in town/city
1. Building/Storefront								
2. Vehicle								
3. Machinery (please specify):								
4. Bicycle								
5. Motorbike								
6. Boat								
7. Canoe								
8. Cell phone								
9. Fishing nets								
10. Wheel barrow								
11. Musical system								
12. Other (specify)								
13. Other (specify)								

Q.62	In the last 12 months, did you borrow money or repay money you borrowed to run this business?	01 =Yes 02 =No >> Q.67	
-------------	-----------------------------------------------------------------------------------------------	----------------------------------	--

	Q.63	Q.64	Q.65	Q.66
	<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= Family/friends 08=Loan sharks 02= Micro-lender 09=Other(specify) 03= Community 04= Local enterprise 05 =Bank or financial institutions 06= NGO 07= Government	Where was [...] located? 01= in the village 02= in a nearby village 03= elsewhere	How much money did you borrow from [...] in the last 12 months?(ZMK)	How much money did you repay [...] in the last 12 months?(ZMK)
	<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.67	On an average day in a 'good' month (many customers), how many customers do you have for this business?	<i>Number of customers</i>			Q.76	Business name
Q.68	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>				
Q.69	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) September			Q.77	Address
		b) August				
		c) July				
		d) June				
		e) May				
		f) April				
		g) March				
		h) February				
		i) January				
		j) December				
		k) November			Q.78	Proprietor name
		l) October				
Q.70	Do your customers ever buy on credit from you?	01 = Yes 02 = No >> 72				
Q.71	What % of your customers usually buy on credit?(use proportional piling)	%				

Q.72	Do you operate any other business additional to the one this interview has focused on?	01 = Yes 02 = No >> 74			Q.79	Cell number
Q.73	What kind of business do you also operate?	See business codes on the first page.				
Q.74	Do you ever set up your sales point in a location different from your usual/fixed business location?	01 = Yes 02 = No				
Q.75	Have you ever sold goods/services at any payment point (e.g. post office, bank,...)	01 = Yes 02 = No				

THE END OF INTERVIEW