

ZIMBABWE

Business Enterprise Questionnaire 2013

◆ FOR THE SUPERVISOR:			
Q.1	Province name and code		<input type="checkbox"/>
Q.2	District name and code		<input type="checkbox"/>
Q.3	Ward name and code		<input type="checkbox"/>
Q.4	Name of the village where the business was selected		
Q.5	Who is the respondent?	1 = Owner 2 = Family member of owner 3 = Non-family employee	
Q.6	Does the owner of the business live in the village given in Q.4?	1 = Yes >> Q.8 2 = No	
Q.7	Where does the owner live?	1 = In a nearby village 2 = At a growth point 3 = Elsewhere	
Q.8	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. <i>[use only one]</i>	

Business Codes:		
RETAIL BUSINESSES	SERVICE BUSINESSES	PRODUCTION BUSINESSES
1. Tuck Shop	10. Mill	20. Making Bricks
2. Petty trader/ Vendor	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. Trader (e.g. Livestock)	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.9 Date: dd/mm/yyyy	Q. 10a Time at start: hh/mm	Q 10b Time end: hh/mm	Q.11 Interviewer ID Code
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Supervisor signature when questionnaire is completed _____

CONSENT STATEMENT

Introduction

“Hello. How are you? My name is [ENUMERATOR NAME], and I am working with a team from the Ministry of Labour and Social Services in Harare. 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. It will take approximately an hour.

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 Labour and Social Services. 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 Services Office in Town for more details or clarification of this study.

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

Q.12	Which goods and services do you sell / provide?	1 = Yes 2 = No
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/ Airtime	
11.	Phone calls	
12.	Clothes/Shoes	
13.	Agricultural inputs	
14.	Transport service	
15.	Personal services (traditional healer, repairs, etc)	
16.	Building materials	
17.	Shearing and other livestock services/ Veterinary Services	
18.	Grass cutting and selling	
19.	Charcoal burning and selling	
20.	Medicine	
21.	Loans/money lending	
22.	Training/informal school	
23.	Livestock Trading	
24.	Hairdressing	
25.	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? [ASK TO SEE THEM FOR NEXT QUESTIONS, IF POSSIBLE]	1 = Yes 2 = 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 USD ? <i>(revenue = total sales without detracting costs)</i>		
Q.17	What was your average monthly revenue in the last 12 months in USD ? <i>(revenue = total sales without detracting costs)</i>		
Q.18	What was your total revenue in the worst month for this business in the last 12 months in USD ? <i>(revenue = total sales without detracting costs)</i>		
Q.19	What was your total revenue in the best month for this business in the last 12 months in USD ? <i>(revenue = total sales without detracting costs)</i>		

Q.20	During the last 12 months, did you conduct business with.....? 1 = Yes 2 = No	a) Residents from village	
		b) Other businesses in village	
		c) Intermediaries/middlemen in the village	
		d) Public/gov institutions in village	
		e) To residents or businesses from neighbouring villages	
		f) To residents or businesses from a growth point	
		g) Elsewhere	
Q.21	About what percentage of your total sales of the last 12 months were to each of these (i.e. those mentioned above)? [ROWS SHOULD SUM TO 100%. IF RESPONDENT CANNOT ESTIMATE, USE STONES OR MENTION 'HALF', 'QUARTER', ETC.]	a) Residents from village	
		b) Other businesses in village	
		c) Intermediaries/middlemen in the village	
		d) Public/gov institutions in village	
		e) To residents or businesses from neighbouring villages	
		f) To residents or businesses from a growth point	
		g) Elsewhere	
Q.22	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/respondent)</i> (Enter '0' if none) ♦ Interviewer: Probe for number of adult males, adult females and children under 18 years	a) Adult males	
		b) Adult females	
		c) Girls under 18	
		d) Boys under 18	
Q.23	For how many weeks did [...] work in the business in the last 12 months? [INCLUDE RESPONDENT] Response, in person-weeks =1 or; person-months =2 (Enter '0' if none)	a) Adult males	
		b) Adult females	
		c) Girls under 18	
		d) Boys under 18	
		Code 1 = weeks 2 = months	
Q.24	For how many hours a week, on average, did [...] work? [INCLUDE RESPONDENT] [RESPONSE IN HOURS PER PERSON] (Enter '0' if none)	a) Adult males	
		b) Adult females	
		c) Girls under 18	
		d) Boys under 18	
Q.25	Were any persons that are not part of the owner's household paid to work for the business?	1 =Yes 2 =No >> Q.34	

Q.26	Q.27	Q.28	Q.29	Q.30	Q.31	Q.32	Q.33
What type of employees were there in the past 12 months? [LIST EACH TYPE THAT APPLIES]	How many people did you employ in the past 12 months?	How many of your employees live in each location?	For how many [months or weeks] did you employ each [month or week] in the last 12 months? [ANSWER IN PERSON-MONTHS OR PERSON-WEEKS]	How much did you pay each employee of this type per week or month? <i>(cash only, not in-kind) in USD</i> [PAYMENT PER PERSON]	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? [ANSWER IN PERSON-MONTHS OR PERSON-WEEKS]	What was the value of meals, insurance, or other benefits provided to each employee of this type [month or week]? [VALUE PER PERSON]
1= clerks 5 =cook 2 =helpers 6=driver 3 =cleaners 7=other 4 =apprentice (specify)	<i>Write number of employees for each category</i>	a) in the village b) in a neighbouring village c) in a growth point d) elsewhere	1= Month 2= Week Number Code	1= Month 2= Week Amount Code	1= Yes 2= No >>Next employee	1= Month 2= Week Number Code	1= Month 2= Week Amount Code
		a)					
		b)					
		c)					
		d)					
		a)					
		b)					
		c)					
		d)					
		a)					
		b)					
		c)					
		d)					

Q.34	During the last 12 months did you purchase with cash any inputs for this business?	1 =Yes 2 =No >> Q.41	
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<i>Only include inputs purchased with cash</i>	Q.35	Q.36	Q.37	Q.38	Q.39		Q.40	
	In the last 12 months, did you purchase [input] for the business? 1=Yes 2= No >> Next item	How many months in the last 12 months did you purchase [input] using cash ?	How many times each month do you usually purchase [input]?	On average how much do you spend each time you purchase [input] ? in USD	Of the input purchases you made, what percent of input did you purchase in : a) the village b) a nearby village c) a growth point d) town e) elsewhere		What % of this [input] was purchased from: a) Other Household b) Other Business c) Intermediary/trader d) a large farm e) public/government institution	
a) Food crops such as maize, sorghum, wheat, potatoes, fruits, and vegetables					a)		a)	
					b)		b)	
					c)		c)	
					d)		d)	
					e)		e)	
b) Meat or other animal products, including eggs					a)		a)	
					b)		b)	
					c)		c)	
					d)		d)	
					e)		e)	
c) Other goods (specify):					a)		a)	
					b)		b)	
					c)		c)	
					d)		d)	
					e)		e)	
d) Other goods (specify):					a)		a)	
					b)		b)	
					c)		c)	
					d)		d)	
					e)		e)	
e) Other goods (specify):					a)		a)	
					b)		b)	
					c)		c)	
					d)		d)	
					e)		e)	

Other expenses	Q.41	Q.42	Q.43	Q.44	Q.45
	Did you spend anything on [expense] 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 for this expense per month during the last 12 months?(USD)	Was any part of [expense] paid to an individual, business or institution in the village?	What % of this expense was paid to an individual, business or institution in the village?
	1 = Yes 2 = No >> Next item		Amount	1 = Yes 2 = 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.46	Q.47	Q.48	Q.49	Q.50	Q.51	Q.52
	Do you own [asset] for use in your business?	In what year did you acquire [asset]?	What is the current value of [asset]? (USD)	How much did you pay for materials for the maintenance and repair of [asset] the last 12 months? (USD)	Where did you purchase supplies for maintaining or repairing the asset?	How much did you pay for labor for the maintenance or repairs of the asset in the last 12 months?(USD)	Where did the maintenance or repairs of [asset] take place?
	1 = Yes 2 = No >> Next item	YYYY		<i>If '0' >> Q 51</i>	1= in the village 2 =in a nearby village 3= at a growth point 4=elsewhere	<i>If '0' >> Next item</i>	1= in the village 2 =in a nearby village 3= at a growth point 4= elsewhere
1. Building/Storefront							
2. Vehicle							
3. Machinery (please specify):							
4. Bicycle							
5. Motorbike							
6. Boat/Canoe							
8. Cell phone							
9. Refrigerator							
10. Wheel barrow							
11. Musical system/TV							
12. Other (specify)							
13. Other (specify)							

Q.53	In the last 12 months, did you borrow money or repay money you borrowed to run this business?	1 =Yes 2 =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> 1= Family/friends 8=Loan sharks 2= Micro-lender 9=Other(specify) 3= Community 4= Local enterprise 5 =Bank or financial institutions 6= NGO 7= Government	Where was the creditor located? 1= in the village 2= in a nearby village 3= at a growth point 4=elsewhere	How much money did you borrow from [creditor] in the last 12 months? (USD)	How much money did you repay [creditor] in the last 12 months? (USD)
	<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.65	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? 1 = Poor 2 = Average 3 = Good	a) May			Q.66	Address
		b) June				
		c) July				
		d) August				
		e) September				
		f) October				
		g) November				
		h) December				
		i) January				
		j) February				
				k) March		
		l) April				
Q.59	Do your customers ever buy on credit from you?	1 = Yes 2 = No >> Q.61				
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?	1 = Yes 2 = No >> Q.63			Q.69	Cell number
Q.62	What kind of businesses 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?	1 = Yes 2 = No				

THE END OF INTERVIEW ---- THANK YOU