

REPUBLIC OF RWANDA



SAMPLE CODE:

--	--	--	--

NATIONAL INSTITUTE OF STATISTICS OF RWANDA  
MINISTRY OF PUBLIC SERVICE AND LABOUR

RWANDA NATIONAL MANPOWER SURVEY

**EMPLOYERS MODULE (Informal)**

**Confidentiality Note**

The Information you give in this questionnaire will only be used for statistical purposes. According to the Statistical law individual data are kept confidential and will not be disclosed for any reason what so ever.

**3. INTERVIEW RESULTS**

	A Visit 1 Date : ...../...../.....	B Visit 2 Date : ...../...../.....	C Visit 3 Date : ...../...../.....	D Reason for not responding
<b>0050</b>	1. Fully completed 2. Partially completed 3. Not answered 4. Posponed 5. Other (specify)	1. Fully completed 2. Partially completed 3. Not answered 4. Posponed 5. Other (specify)	1. Fully completed 2. Partially completed 3. Not answered 4. Posponed 5. Other (specify)	1. Refused 2. Not found (owner) 3. Not found (establishment)/ No longer operating 4. Other (specify)
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**4. NAMES AND SIGNATURE OF SURVEYS STAFFS**

Name of the interviewer: .....	Name of the Field Editor: .....	Name of the Team Leader .....	Name of coder: .....	Name of the Data entry clerk: .....
Date of the interview: / /	Editing date: / /	Date: / /	Coding date: / /	Data entry date: / /
Signature:	Signature:	Signature:	Signature:	Signature:

**5. ADDRESS/ LOCATION OF THE ESTABLISHMENT**

5-1. PROVINCE / KIGALI CITY: .....

5-2. DISTRICT.....

5-3. SECTOR.....

5-4. CELL.....

5-5. VILLAGE.....

5-6. ESTABLISHMENT NAME: .....

5-7. ESTABLISHMENT PHONE NUMBER/THE MANAGER .....

5.8. E\_MAIL ADDRESS (OFFICE).....

0040 (option)	Are you registred in RRA?	1. Yes 2. No	<input type="text"/>	If 2 → 0050
0041 (option)	How many working persons do you have ?	1. Less than 5 2. More than 5	<input type="text"/>	If 2 → Fill Formal Questionnaire
0042 (option)	Do you keep regular account books?	1. Yes 2. No	<input type="text"/>	If 1 → Fill Formal Questionnaire
O050 (option)	Position of respondent	1. Owner/Co-owner ( manager) 2. Manager 3. Human resource Manager 4. Other (specify) .....	<input type="text"/>	If 2, 3 or 4 go to M51: B010

**SECTION A. GENERAL PERSONAL INFORMATION ON EMPLOYER (only to be filled if interview with OWNER)**

No.	Question	Options	Code	Go to
M51:A010	Name of the respondent	.....		
M51:A011 (option)	Owner phone number	.....		
M51:A012	Email adress (respondent)	.....		
M51:A020	Sex	1. Female 2. Male	<input type="text"/>	
M51:A030	Age in completed years		<input type="text"/> <input type="text"/>	
M51:A040	Marital status	11. Single/Never married 2. Married 3. Separated 4. Divorced 5. Widowed	<input type="text"/>	
M51:A050	Nationality	1. Burundian 2. Kenyan 3. Rwandan 4. Tanzanian 5. Ugandan 6. The rest of Africa (specify) 7. The rest of the world (specify)	<input type="text"/> .....	
M51:A060	What is the highest level of formal education you have completed?	01. PhD/Doctorate 02. Masters Degree 03. Post Graduate Diploma 04. Bachelors 05. Diploma level (A1) 06. Certificate level (TVET) 07. Secondary-A Level 08. Secondary-O Level 09. Primary 11. Other (specify) 10. None	<input type="text"/> <input type="text"/> .....	If 8,9,10,11 → A072

M51:A070	Please indicate the field of Specialization	.....	ISCED <input type="text"/> <input type="text"/> <input type="text"/> Code-Level 3 for office use	
M51:A071 (option)	Where did you get your highest level of education?	1. Rwanda 2. Other EAC countries 3. Rest of Africa 4. Europe 5. Americas 6. Asia 7. Oceania	<input type="text"/>	
M51:A072 (option)	Are you currently enrolled in further training?	1. Yes 2. No	<input type="text"/>	If 2 → A110
M51:A073 (option)	Please indicate the field/type of training you are enrolled for	.....	<input type="text"/> <input type="text"/> <input type="text"/> ISCED Code-Level 3 for office use	
M51:A074 (option)	What kind of degree are you expecting from that training?	01.PhD/Doctorate 02.Masters Degree 03.Post Graduate Diploma 04.Bachelors 05.Diploma level (A1) 06.Certificate level (TVET) 07.Secondary-A Level 10. None 12.Certificate 11. Other (specify)	<input type="text"/> <input type="text"/>	
M51:A110	What is your current main occupation / job title?	.....	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> ISCO-Level 4 for office use	
M51:A120	Is this your main or secondary occupation / job?	1. Main 2. Secondary	<input type="text"/>	If 1 → A140
M51:A130	What is the other occupation?	.....	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> ISCO-Level 4 for office use	
M51:A140 (option)	Does your current occupation match your official education / training (certificate / degree)?	1. Yes 2. No (other job than qualific.) 3. No (lower level than qualific.) 4. No (higher level than qualific.) 5. Not applicable (no training)	<input type="text"/>	
M51:A150 (option)	Is this your first employment in Rwanda after reaching 15 years old?	1. Yes 2. No	<input type="text"/>	If 1 → A158
M51:A151 (option)	What kind of establishment did you work for before joining your current employer?	1=Ministry and Other institutions 2= Parastatal 3=Company 4=Co-operative / SACCO 5=NGO/CSO/CBO 6=Other (specify)	<input type="text"/>	
M51:A152 (option)	What was your employment status?	1. Owner account worker 2. Employer 3. Employee 4. Unpaid family worker	<input type="text"/>	
M51:A153 (option)	What was the establishment's main economic activity?	.....	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> ISIC-Level 4 for office use	

M51: A154 (option)	What was your occupation?	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> ISCO-Level 4 for office use	
M51:A155 (option)	How long did you work for the previous employer?	(If less than one year enter 00)	<input type="text"/> years <input type="text"/> <input type="text"/>	
M51:A156 (option)	Was the job matched your education?	1. Yes matched 2. No	<input type="text"/>	
M51:A157 (option)	How long have you worked in each sector? (after reaching 15 year of age)	1=Ministry and other institutions 2=Parastatal 3=Company 4=Co-operative / SACCO 5=NGO/CSO/CBO 6=Other (specify)	years 1 <input type="text"/> <input type="text"/> 2 <input type="text"/> <input type="text"/> 3 <input type="text"/> <input type="text"/> 4 <input type="text"/> <input type="text"/> 5 <input type="text"/> <input type="text"/> 6 <input type="text"/> <input type="text"/>	
M51:A158 (option)	What was your highest level of education when you first enter the labour market?(after reaching 15 year of age)	1. No education 2. Primary 3. Secondary 4. TVET 5. Tertiary	<input type="text"/>	If 1 and 2 go to A161
M51:A159 (option)	Indicate the year of your graduation before entering the labour market for the first time.		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
M51:A160 (option)	How long did it take you to find your first job?		Years <input type="text"/> <input type="text"/> Months <input type="text"/> <input type="text"/>	
M51:161 (option)	Do you have any disability?	1. Yes 2. No	<input type="text"/>	If 2 → B010
M51:A162 (option)	If Yes, what type of disability	1. Sight (blind/severe visual limitation) 2. Hearing (deaf, hard of hearing) 3. Communicating (speech impairment) 4. Other Physic. disability/physical handic. 5. Intellectual (difficulties in learning)/ mental problem 6. Emotional (behavioural, psycholog.) 7. Other (specify)	<input type="text"/>	

### SECTION B. ESTABLISHMENT INFORMATION

No.	Question	Options	Code	Go to
M51:B010	When did you start this establishment?	(yyyy)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
M51:B020	What are the goods and services produced or activities performed in your establishment? <i>If more than one activity please start with the main activity in column one</i>	Main activity 1 ..... ..... .....	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> ISIC code for office use	
		Main activity 2 ..... ..... .....	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> ISIC code for office use	
		Main activity 3 ..... ..... .....	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> ISIC code for office use	

M51:B030	What is the the legal status of your establishment	1.Sole proprietorship 2.Limited by share(LTD) 3.Limited by guarantee 4 Limited by both share and guarantee 5.Unlimited 6.Other(specify)	<input type="checkbox"/> .....	If 1, 6 → B040		
M51:B031 (option)	Please record the number shareholders by nationality and sex		Male	Female	Total	
		Rwandese				
		Other EAC				
		Other African				
		Rest of the World				
		Total				
M51:B040	Where do you mainly undertake your business?	01. Workspace in/attached to home 02. Factory, office, workshop, kiosk 03. Independent from home 05. Home or workplace of client 06. Employer's home 07. Construction site 08. Market stall 09.No specified place 10. Other (specify)	<input type="checkbox"/> <input type="checkbox"/> .....			
M51:B050	Ownership of premises	1. Fully owned 2. Joint ownership 3. Permitted by others to use site 4. Rented 5. Donated by the Government 6. Donated by Local authority 7. Not Applicable 8. Other (specify)	<input type="checkbox"/> .....			
M51:B060	Are there plans to register your enterprise with the Registrar of Companies(RDB)?	1. Already registered 2. Already in the process 3. Yes, in the near future 4. No plans 5. Not sure	<input type="checkbox"/>			
M51:B061 (option)	Are there plans to register your enterprise at RRA	1. Already registered 2. Already in the process 3. Yes, in the near future 4. No plans 5. Not sure	<input type="checkbox"/>			
M51:B070	Does the enterprise have any license to operate?	1. Yes 2. No	<input type="checkbox"/>	If 2 → B090		
M51:B080	Under what license does the business operate?	1.Trade License 3.Patente 4.Provisional authorization 5. Other (specify)	<input type="checkbox"/> .....			
M51:B090	What types of utilities are available to your business?  Multiple responses are possible Read each modality and respond by 1 = YES or 2= NO )	1. Water 2. Electricity 3. Toilet / pit latrine 4. Waste disposal 5. Other (specify).....  <b>1 = YES      2= NO</b>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>			

<b>M51:B091</b> <b>(Option)</b>	<b>Which is the source of these above utilities?</b>  (Multiple responses are possible Read each modality and respond by 1=Public/Gvnt 2=Private or 3=Not applicable)	1. Water 2. Electricity 3. Toilet / pit latrine 4. Waste disposal 5. Other (specify <b>1. Public/Gvnt</b> <b>2. Private</b> <b>3. Not applicable</b>	1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5 <input type="text"/>	
<b>M51:B100</b>	<b>Does the government provide these utilities?</b>  Look at Question B091 and respond to B0100	1. Yes all 2. Yes partly 3. None	<input type="text"/>	<b>Don't ask</b>
<b>M51:B110</b>	<b>Does your business have access to the following services?</b> <b>(Multiple answers are possible)</b> <b>Read all and respond by 1= YES or 2= NO</b>	1. Postal Services 2. Banking 4. Telephone 5. Internet 6. Transport (Own car) 8. Other (specify) .....  <b>1= YES      2= NO</b>	1 <input type="text"/> 2 <input type="text"/> 4 <input type="text"/> 5 <input type="text"/> 6 <input type="text"/> 8 <input type="text"/>	

**SECTION C. WORKLOAD / BUSINESS OPERATIONS**

No.	Question	Options	Code	Go to
M51:C010	On average how many hours does your business operate per day?		<input type="text"/> <input type="text"/>	
M51:C020	How many days per week does your business normally operate?		<input type="text"/>	
M51:C030	How many days do you usually work per week?		<input type="text"/>	
M51:C040	Do you keep written records/business records?	1. Yes 2. No	<input type="text"/>	If 1 → D010
M51:B050	Why don't you keep records?	1. Records not necessary 2. Lack of skills 3. Lack of finances 4. Other (specify) .....	<input type="text"/> .....	

**SECTION D. EMPLOYEE CHARACTERISTICS AND VACANT POSTS**

No.	Question	Options	Code			Go to																		
M51 :D010	How many persons are currently engaged in this establishment?		.....																					
M51 :D020	How many of the persons engaged in this establishment fall under the following categories:	1.Working owners 2.Contributing family workers 3.Paid employees 4.Unpaid employees out of the family	1. 2. 3. 4.	<table border="1"> <tr> <th>Male</th> <th>Female</th> <th>Total</th> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2" style="text-align: right;">TOTAL</td> <td></td> </tr> </table>	Male	Female	Total													TOTAL				
Male	Female	Total																						
TOTAL																								
M51 :D021 (option)	Please indicate the total number of employees for the following period as at the 31 <sup>st</sup> December of each of the indicated years ( If not applicalbe, write 999)	2008 (a)	2009 (b)	2010 (c)																				
	3. Total	□ □ □	□ □ □	□ □ □																				
M51 :D022 (option)	Please indicate labour turnover for the following period as at the 31 <sup>st</sup> december of each of the following ( If not applicalbe, write 999)	2008 (aa)	2009 (bb)	2010 (cc)																				
	Total	□ □ □	□ □ □	□ □ □																				





Please indicate any vacancies as of 30<sup>th</sup> september 2011 (option)

M51:D024: Does your establishment have a plan to increase or decrease the number of employees between 2012 and 2021? 1: Yes 2: No  If 2 → D040

M51:D030. Indicate the number of additional workers required for future employment and the kind of occupation/skills needed

Job title / Description  <b>A</b>	Total number of vacant posts  <b>B</b>	Minimum education requirement 1. PHD 2. Masters 3. Postgrad. Diploma 4. Bachelor's Degree A0 5. Diploma A1 6. Certificate A2 7. Other (specify)  <b>C</b>	Field of education requirement  <b>q</b>	Number and Causes of vacant jobs					For official use only	For official use only
				Business Growth (i.e. additional posts)  <b>d</b>	Replacement				ISCO Code  <b>h</b>	ISCED Code  <b>r</b>
					Retirement  <b>e1</b>	employee left  <b>e2</b>	Lack of qualifications  <b>e3</b>	Job termination (fired)  <b>e4</b>		
		.....							<input type="text"/>	<input type="text"/>
		.....							<input type="text"/>	<input type="text"/>
		.....							<input type="text"/>	<input type="text"/>
		.....							<input type="text"/>	<input type="text"/>
		.....							<input type="text"/>	<input type="text"/>
		.....							<input type="text"/>	<input type="text"/>
		.....							<input type="text"/>	<input type="text"/>
		.....							<input type="text"/>	<input type="text"/>
		.....							<input type="text"/>	<input type="text"/>
		.....							<input type="text"/>	<input type="text"/>
		.....							<input type="text"/>	<input type="text"/>



M51 :D040	What is the major factor that influences the number of persons engaged in your establishment?	<ol style="list-style-type: none"> <li>1. Increased or decreased demand</li> <li>2. Apprenticeships</li> <li>3. Location (move to other site, space)</li> <li>4. Access to external financial support</li> <li>6. Introduction of new products / services</li> <li>7. Introduction of new technology</li> <li>5. Other (specify)</li> </ol>	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 50px; height: 20px;"></td> </tr> </table> <p>.....</p>																	
M51 :D060	What skills / qualifications are in general lacking among your staff?  (Multiple answers possible, rank three most important)	<ol style="list-style-type: none"> <li>1. Managerial skills</li> <li>2. Technical skills</li> <li>3. Entrepreneurial skills</li> <li>4. Language skills</li> <li>6. Customer care</li> <li>7. Innovativeness / creativity</li> <li>8. IT skills</li> <li>9. Didactics / teaching skills</li> <li>10. Communication skills</li> <li>11. None</li> <li>5. Other (specify)</li> </ol>	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 50px; height: 20px;">1<sup>st</sup></td> <td style="width: 50px;"></td> </tr> <tr> <td style="width: 50px; height: 20px;">2<sup>nd</sup></td> <td style="width: 50px;"></td> </tr> <tr> <td style="width: 50px; height: 20px;">3<sup>rd</sup></td> <td style="width: 50px;"></td> </tr> </table> <p>.....</p>	1 <sup>st</sup>		2 <sup>nd</sup>		3 <sup>rd</sup>												
1 <sup>st</sup>																				
2 <sup>nd</sup>																				
3 <sup>rd</sup>																				
M51 :D071 (option)	Which challenges do you face that limits training of your staff? (Multiple answers possible, rank three most important)	<ol style="list-style-type: none"> <li>1. Inadequate facilities (space)</li> <li>2. Inadequate materials</li> <li>3. Shortage of skilled trainers</li> <li>4. Time off for the trainees</li> <li>6. Lack of fund</li> <li>5. Other (specify)</li> <li>7. No challenge</li> </ol>	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 50px; height: 20px;">1<sup>st</sup></td> <td style="width: 50px;"></td> </tr> <tr> <td style="width: 50px; height: 20px;">2<sup>nd</sup></td> <td style="width: 50px;"></td> </tr> <tr> <td style="width: 50px; height: 20px;">3<sup>rd</sup></td> <td style="width: 50px;"></td> </tr> </table> <p>.....</p>	1 <sup>st</sup>		2 <sup>nd</sup>		3 <sup>rd</sup>												
1 <sup>st</sup>																				
2 <sup>nd</sup>																				
3 <sup>rd</sup>																				
M51 :D072 (option)	If you have hired graduates of TVET and / or higher institutions, how satisfied are you with their performance?	<ol style="list-style-type: none"> <li>1. Satisfied</li> <li>2. Partially satisfied</li> <li>3. Little satisfied</li> <li>4. Not satisfied</li> <li>5. Not applicable (no such graduates hired)</li> </ol>	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 100px; height: 20px;">TVET</td> <td style="width: 100px; height: 20px;">Higher inst.</td> </tr> </table>	TVET	Higher inst.															
TVET	Higher inst.																			
M51 :D073 (option)	In your view, what has to be improved in the training and education in TVET and higher institutions? (Multiple answers possible, rank three most important)	<ol style="list-style-type: none"> <li>1. Managerial skills</li> <li>2. Technical skills</li> <li>3. Entrepreneurial skills</li> <li>4. Language skills</li> <li>5. Customer care</li> <li>7. Innovativeness / creativity</li> <li>8. IT skills</li> <li>9. Didactics / teaching skills</li> <li>10. Communication skills</li> <li>06. Other (specify)</li> </ol>	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 50px; height: 20px;">1<sup>st</sup></td> <td style="width: 50px;"></td> <td style="width: 50px;"></td> </tr> <tr> <td style="width: 50px; height: 20px;">2<sup>nd</sup></td> <td style="width: 50px;"></td> <td style="width: 50px;"></td> </tr> <tr> <td style="width: 50px; height: 20px;">3<sup>rd</sup></td> <td style="width: 50px;"></td> <td style="width: 50px;"></td> </tr> </table> <p>.....</p>	1 <sup>st</sup>			2 <sup>nd</sup>			3 <sup>rd</sup>										
1 <sup>st</sup>																				
2 <sup>nd</sup>																				
3 <sup>rd</sup>																				
M51:D080	Does your establishment have an industrial att. / apprenticeship / internship progr.?	<ol style="list-style-type: none"> <li>1. Yes (institutionalised)</li> <li>2. Yes (occasionally/informal)</li> <li>3. No</li> </ol>	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 50px; height: 20px;"></td> </tr> </table>		If 3 → D130															
M51:D090	If Yes, how many interns do you have annually?		<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 100px; height: 20px;">Male</td> <td style="width: 100px; height: 20px;">Female</td> <td style="width: 100px; height: 20px;">Total</td> </tr> </table>	Male	Female	Total														
Male	Female	Total																		
M51 :D100 (option)	How many of them are hired afterwards in 2009, 2010, 2011?		<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 50px;"></td> <td style="width: 50px;">Male</td> <td style="width: 50px;">Female</td> <td style="width: 50px;">Total</td> </tr> <tr> <td style="width: 50px;">2009</td> <td style="width: 50px;"></td> <td style="width: 50px;"></td> <td style="width: 50px;"></td> </tr> <tr> <td style="width: 50px;">2010</td> <td style="width: 50px;"></td> <td style="width: 50px;"></td> <td style="width: 50px;"></td> </tr> <tr> <td style="width: 50px;">2011</td> <td style="width: 50px;"></td> <td style="width: 50px;"></td> <td style="width: 50px;"></td> </tr> </table>		Male	Female	Total	2009				2010				2011				
	Male	Female	Total																	
2009																				
2010																				
2011																				

M51 :D110 (option)	How long are the apprenticeships / attachments / internships on average?	(Indicate the average duration in months)	<input type="text"/>							
M51 :D120 (option)	What are the financial agreements?	1. Interns have to pay money 2. Interns receive money 3. Interns sponsored by other institution 4. No payments	<input type="text"/>	→ E010						
M51 :D130 (option)	What is the reason for not hosting interns (Multiple answers possible, rank three most important)	1. No need 2. No capacities 3. Too cumbersome 4. No appropriate candidates 5. Candidates want to be paid 6. Too small 7. Other (indicate)	<table border="1"> <tr><td>1<sup>st</sup></td><td><input type="text"/></td></tr> <tr><td>2<sup>nd</sup></td><td><input type="text"/></td></tr> <tr><td>3<sup>rd</sup></td><td><input type="text"/></td></tr> </table> <p>.....</p>	1 <sup>st</sup>	<input type="text"/>	2 <sup>nd</sup>	<input type="text"/>	3 <sup>rd</sup>	<input type="text"/>	
1 <sup>st</sup>	<input type="text"/>									
2 <sup>nd</sup>	<input type="text"/>									
3 <sup>rd</sup>	<input type="text"/>									

**SECTION E: CAPITAL / REVENUE (Look Employer formal)**

No.	Question	Options	Code	Go to														
M51 :E010	What was the major source of your start-up capital for your business?	1. Own saving 2. Loans from friends/relatives 3. Contributions from others 4. Loans from commercial banks 5. Informal money lenders 6. Government lending agencies 7. Micro finance institutions 8. Public share issuing 9. Inheritance 10. Other (specify) 11. Don't know	<input type="text"/>	If 2 - 11 → E030														
M51 :E020	If own saving, what was the major source?	1. Previous employment public sector 2. Previous employment in private sector 3. Sale of farm products 4. Sale of assets (cattle, property) 5. Other (specify)	<input type="text"/>															
M51 :E030	Have you ever applied for a loan from a bank or another financial institution?	1. Yes 2. No	<input type="text"/>	If 1 → E032														
M51 :E031	Why didn't you apply?  (Mult. answers,)  (Read all and Ask each then respond by 1=Yes or 2=No)	1. No need 2. No guarantee 3. Long procedures 4. High interest rate 5. Lack of information 6. Fear of risks 7. Other(specify)  1=Yes      2=No	<table border="1"> <tr><td>1.</td><td><input type="text"/></td></tr> <tr><td>2.</td><td><input type="text"/></td></tr> <tr><td>3.</td><td><input type="text"/></td></tr> <tr><td>4.</td><td><input type="text"/></td></tr> <tr><td>5.</td><td><input type="text"/></td></tr> <tr><td>6.</td><td><input type="text"/></td></tr> <tr><td>7.</td><td><input type="text"/></td></tr> </table> <p>.....</p>	1.	<input type="text"/>	2.	<input type="text"/>	3.	<input type="text"/>	4.	<input type="text"/>	5.	<input type="text"/>	6.	<input type="text"/>	7.	<input type="text"/>	Go to E040
1.	<input type="text"/>																	
2.	<input type="text"/>																	
3.	<input type="text"/>																	
4.	<input type="text"/>																	
5.	<input type="text"/>																	
6.	<input type="text"/>																	
7.	<input type="text"/>																	
M51 :E032	Have you received a loan from a bank or another financial institution?	1. Yes 2. No	<input type="text"/>	If 1 → E040														

M51 :E033	Why didn't you receive the loan you applied for?	1.Poor/No business plan 2.No guarantee/Insufficient guarantee 3.Lack of start_up fund 4.No feedback from the bank 5.Other (specify)	<input type="checkbox"/>	
M51 :E040	What is the average annually gross income that you are receiving from your establishm in 2010?		<input type="text"/>	

**SECTION F: EXPENDITURE (Look Employer formal)**

M51 : F010 (option) Please indicate your establishment's expenditures on labour as of 30 September 2011 (in FRW)	Permanent		Temporary/casual	
	Number of employees as at 30 september 2011 A.	Amount Paid for the month of 30 september 2011 (in Rwf) B	Number of employees as at 30 september 2011 C	Amount Paid for the month of september 2011( in Rwf) D.
Wages and salaries including overtime pay				
Bonuses				
Allowances				
Social security Contribution				
Training				
Other not else where classified				

M51 :F020 (option)	Can any of your product (good or service) be exported to EAC or Word market?	1= YES; 2= NO	<input type="checkbox"/>	IF 2 go to F060
M51 :F030 (option)	During 2011, have you exported any of your product to EAC or Word market?  (Mult. answers.) (Read all and Ask each then respond by 1=Yes or 2=No)	1. YES to EAC market 2. YES to Other African market 3. YES, out side of Africa  <b>1 = YES 2= NO</b>	1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/>	
M51 :F040 (option)	Before 2011, have you exported any of your product to EAC or Word market?  (Mult. answers.) (Read all and Ask each then respond by 1=Yes or 2=No)	1. YES to EAC market 2. YES to Other African market 3. YES, out side of Africa  <b>1 = YES 2= NO</b>	1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/>	
M51 :F050 (option)	Do you plan to export any of your product to EAC or Word market in the future?  (Mult. answers.) (Read all and Ask each then respond by 1=Yes or 2=No)	1. YES to EAC market 2. YES to Other African market 3. YES, out side of Africa  <b>1 = YES 2= NO</b>	1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/>	

M51 :F060 (option)	What are the major sources of funding for this institution?	1. Government/National budget 2. (International)Donors 3. Shareholders 4. Financial Institutions 5. Faith-based organizations/charties 6. Payments by beneficiaries 7. Selling of output / services 8. Membership contribution fees 9. Others (specify)	<input type="checkbox"/> .....	
-----------------------	---	---	-----------------------------------	--

**SECTION FF. SOURCING FOR REQUIRED STAFF**

No.	Question	Options	Code	Go to												
M51 :FF010 (option)	<b>How do you source personnel to fill vacant posts?</b> (Multiple answers possible, rank three most important for skilled / low-skilled)	1. Media advertisements 2. Own webpage/ Internet 3. LMIS/Registration systems 4. Job agents / bureaus 5. Friends/relatives 6. Training institution 7. Other specify .....	<table border="1" style="width: 100%; text-align: center;"> <tr> <th style="width: 20%;">Rank</th> <th style="width: 20%;">Low skilled</th> <th style="width: 20%;">High and middle skilled</th> </tr> <tr> <td>1<sup>st</sup></td> <td></td> <td></td> </tr> <tr> <td>2<sup>nd</sup></td> <td></td> <td></td> </tr> <tr> <td>3<sup>rd</sup></td> <td></td> <td></td> </tr> </table>	Rank	Low skilled	High and middle skilled	1 <sup>st</sup>			2 <sup>nd</sup>			3 <sup>rd</sup>			
Rank	Low skilled	High and middle skilled														
1 <sup>st</sup>																
2 <sup>nd</sup>																
3 <sup>rd</sup>																
M51 :FF020 (option)	<b>Do you envisage hiring non-nationals in the near future?</b>	1. Yes 2. No	<input type="checkbox"/>	If 2 → FF050												
M51 :FF030 (option)	<b>If Yes, Why?</b> (rank)	1. Cheaper 2. Better qualified 3. Other (specify) .....	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 20%;">1<sup>st</sup></td> <td style="width: 20%;"></td> </tr> <tr> <td>2<sup>nd</sup></td> <td></td> </tr> <tr> <td>3<sup>rd</sup></td> <td></td> </tr> </table>	1 <sup>st</sup>		2 <sup>nd</sup>		3 <sup>rd</sup>								
1 <sup>st</sup>																
2 <sup>nd</sup>																
3 <sup>rd</sup>																
M51 :FF040 (option)	<b>From which countries / regions?</b> (Multiple answers possible, rank three most important)	1. EAC 2. Other African 3. Europe 4. Americas 5. Asia 6. Oceania 7. Any where	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 20%;">1<sup>st</sup></td> <td style="width: 20%;"></td> </tr> <tr> <td>2<sup>nd</sup></td> <td></td> </tr> <tr> <td>3<sup>rd</sup></td> <td></td> </tr> </table>	1 <sup>st</sup>		2 <sup>nd</sup>		3 <sup>rd</sup>		→ G010						
1 <sup>st</sup>																
2 <sup>nd</sup>																
3 <sup>rd</sup>																
M51 :FF050 (option)	<b>If No, Why?</b> (Multiple answers possible, rank three most important)	1. No need 2. Regulations 3. Not acquainted with Rwanda 4. Language problems 5. Problems of sourcing / hiring 6. Cultural problems 7. Other (specify) .....	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 20%;">1<sup>st</sup></td> <td style="width: 20%;"></td> </tr> <tr> <td>2<sup>nd</sup></td> <td></td> </tr> <tr> <td>3<sup>rd</sup></td> <td></td> </tr> </table>	1 <sup>st</sup>		2 <sup>nd</sup>		3 <sup>rd</sup>								
1 <sup>st</sup>																
2 <sup>nd</sup>																
3 <sup>rd</sup>																

**SECTION G. MEMBERSHIP TO EMPLOYEES ORGANIZATIONS**

No.	Question	Options	Code	Go to
M51 :G010	<b>Is your institution a member of any organization/assoc.?</b>	1. Yes 2. No	<input type="checkbox"/>	If 2 → H010
M51 G020	<b>Name that organisation/association</b>	.....		
M51 :G030	<b>In the past year have you received any assistance from these institutions?</b>	1. Yes 2. No	<input type="checkbox"/>	

**SECTION H. EMPLOYMENT WORKING CONDITIONS**

No.	Question	Options	Code	Go to
M51 :H010	What type of employment contract do you have with your employees? <i>(Indicate the most common)</i>	1. Written 2. Oral 3. No contract 4. Not applicable	<input type="text"/>	
M51 :H020	Which of the following benefits are provided for your employees?  <i>(read all and respond by 1=Yes or 2=Yes)</i>	1. Sick leave 2. Paid annually leave 3. Maternity leave 4. Paternity leave 5. Social security 6. Dismissal payments 7. Any other (specify) .....	1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5 <input type="text"/> 6 <input type="text"/> 7 <input type="text"/>	

**1= YES 2= NO**

**SECTION I. HIV/AIDS POLICY AT WORKPLACE**

No.	Question	Options	Code	Go to
M51 :I010	Do you have an HIV / AIDS workplace policy in place?	1. Yes 2. No	<input type="text"/>	If 2 → J010
M51 :I020	Does the HIV / AIDS work-place policy entail/contain the following  <i>(read all and tick if appropriate)</i>	1. VCT services 2. Free ARVs for workers who are HIV+ 3. Free condom distribution for workers 4. Free food rations for workers who are HIV+ 5. Workers' rights 6. Others (specify).....	1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5 <input type="text"/> 6 <input type="text"/>	

**1= YES 2= NO**

**SECTION J. CHALLENGES OF BUSINESS EXPANSION**

N°	Question	Options	Code	Go to									
M1:J010	What are the difficulties affecting the operation / growth of your establishment / enterprise / organization.  <i>(Multiple answers possible, rank three most important)</i>	1. Lack of customers/marketing 2. Non-payment of debts 3. Access to finance 4. Lack of management skills 5. Lack of capital equipment 6. Lack of skilled personnel 7. High taxes and license fees 8. Lack of raw materials/irregular supply 9. Lack of space/land 10. No new technology 11. Difficulties with existing regulations, law 12. Increased competition 13. Access to energy 14. Cost of energy 15. Crime/safety 16. Customs and trade regulations 17. Poor transport system 18. Transport cost 19. Labour regulations 20. High labour turnover 21. Corruption 22. HIV/AIDS 23. Other (specify) 24. No difficulties/No challenge	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>1<sup>st</sup></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>2<sup>nd</sup></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>3<sup>rd</sup></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> <p style="text-align: center;">.....</p>	1 <sup>st</sup>	<input type="text"/>	<input type="text"/>	2 <sup>nd</sup>	<input type="text"/>	<input type="text"/>	3 <sup>rd</sup>	<input type="text"/>	<input type="text"/>	
1 <sup>st</sup>	<input type="text"/>	<input type="text"/>											
2 <sup>nd</sup>	<input type="text"/>	<input type="text"/>											
3 <sup>rd</sup>	<input type="text"/>	<input type="text"/>											

**SAMPLE CODE :**

--	--	--	--

**NAME OF ESTABLISHMENT** .....

**DISTRICT** .....

**ZONE NUMBER**..... 

--	--

**SECTION T: SALE AND PURCHASE VALUES (VALUES IN 2010)**

**T10. SALES (VALUES IN 2010)**

- 1. Sales of final goods produced: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
- 2. Sales of semi-final goods produced: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
- 3. Sales of industrial services lent to others: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
- 4. Sales of goods purchased for resale: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
- 5. Sales of produced services: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
- 6. Interest received: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
- 7. Others: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**T.20. Total sales values in 2010**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**T.30. INPUTS (VALUES IN 2010)**

- 1. Raw materials: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
- 2. Semi finished goods: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
- 3. Cost of goods purchased for resale 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
- 4. Industrial services purchased: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
- 5. Wages and salaries : 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
- 6. Interest paid: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
- 7. Electricity: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
- 8. Water: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
- 9. Fuels: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
- 10. Insurances: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
- 11. Transport: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
- 12. Rent: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
- 13. Communication fees: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
- 14. Depreciation: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
- 15. Others: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**T.40. Total inputs values in 2010**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**T.50. SALES OF THE TOP 10 MAIN FINAL GOODS PRODUCED**

- 1. .... 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
- 2. .... 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
- 3. .... 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
- 4. .... 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
- 5. .... 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

6. ....																				
7. ....																				
8. ....																				
9. ....																				
10. ....																				

**T.60. PURCHASE OF THE TOP 10 MAIN RAW MATERIALS USED**

1. ....																				
2. ....																				
3. ....																				
4. ....																				
5. ....																				
6. ....																				
7. ....																				
8. ....																				
9. ....																				
10. ....																				

**T70: INVENTORIES IN 2010**

	Raw materials	Outstanding products /Work in Progress	Final products /Own production	goods purchased for resale	Total
Opening stock 1/ 1/2010					
Closing stock 31/12/2010					

END OF INTERVIEW  
THANK YOU

**NAMES AND SIGNATURE OF SURVEY STAFFS**

Name of the interviewer: .....	Name of the Field Editor: .....	Name of the Team Leader .....	Name of Supervisor: .....	Name of the Data entry clerk: .....
Date of the interview: / /	Editing date: / /	Date: / /	Date: / /	Data entry date: / /
Signature:	Signature:	Signature:	Signature:	Signature: