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**TRAINING ON DATA COLLECTION AND ANALYSIS
FOR THE FOLLOW-UP OF MDGs
THE CASE STUDY OF CAMEROON**

**ADDIS-ABABA
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TRAINING ON DATA COLLECTION AND ANALYSIS FOR THE FOLLOW-UP OF MDGs

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MANUAL ON 1-2 SYSTEM AS DEVELOPPED IN CAMEROUN (2005)

System 1-2 on Employment & Informal Sector is a statistical operation with two consecutive phases bearing upon the measurement and follow-up of employment and informal sector. The 1st phase is an LFS that enables to collect data on household members' socio-demographic characteristics and their activities, including informal. The 2nd phase is a survey on non agricultural informal units as identified at phase 1.

1. - PHASE 1 SURVEY

1.1 Objectives and sample design

The Employment survey is an operation based on household's members aiming at analysing the labour force, notably conditions of activity, incomes formation, measurement and characteristics of unemployment and under-employment etc. The survey gives a picture of the labour force structuring the working age population into: unoccupied and occupied active/inactive sub-populations. Specific objectives of the survey are:

1. to study the labour force, focusing on households' manpower, activity rate by age, sex, level of instruction, region and area of residence;
2. to analyze underemployment and unemployment using ad hoc indicators that can permit to measure the level of occupation and main features of these phenomena.
3. to examine the multi-activity and its impact on households' incomes;
4. to investigate on conditions of activity and mobility of work; to capture the different sources of incomes and analyze their distribution;
5. to scrutinize the situation of inactivity and find out its determinants as well as subsistence means of unemployed people;
6. to list all heads of Informal Production Units (UPIs) so as to constitute the sample database of the second phase 2.

Active persons are those participating to economic activities, which aim at producing goods and services for sale. From this point of view, inactive persons are those who have no employment and are not seeking for one. The occupied active persons are those who effectively participate to economic activities as defined above; non employed active population is made of active persons seeking for employment.

Is considered as informal, any activity which does not have the tax payer's number and/or does not keep formal accounts. Such activity can be implemented, as main or secondary job, by a person as employer or worker for own account. Such active person is considered as head of the IPU.

The sample design

The survey took place in the urban, semi-urban and rural localities throughout the national territory. It was carried out on **ordinary** households (collective household are: boarding schools, army barracks, hospitals, convents etc.) situated in the survey field except members of diplomatic corps and their household. About 8,540 households were sampled: 4,990 in the urban area, 1,900 in the semi-urban area and 1,650 households in the rural area.

The stratification criteria were selected according to the area of residence and milieu. Each of Cameroun's ten regions was divided into three strata: rural, semi-urban and urban stratum, giving a total of 32 strata: 10 in rural zones, 10 in the semi-urban areas and 12 in urban areas. In each stratum, enumeration areas (EAs) were drawn at the first stage. At the second stage, households were randomly selected in each chosen EA (14 in Yaoundé/Douala and 10 elsewhere).

1.2- Presentation of data collection instruments

Two types of questionnaires were administered in each surveyed household: a household form or questionnaire and individual questionnaires (one for each member at working age).

The household form

The household form aims at recording all members of the household, getting for each socio-demographic characteristic. This form is sub-divided into *four* modules:

- **Module G (General information)**, identifying household and the team in charge of data collection and processing;
- **Module M (characteristics of the members of the household)** which grasps the characteristics of each member (age, gender, level of education, place of birth, etc.);
- **Module H (Housing)** which grasps the housing conditions and equipments;
- **Module E (Patrimony)** which deals with the description of the household's possessions.

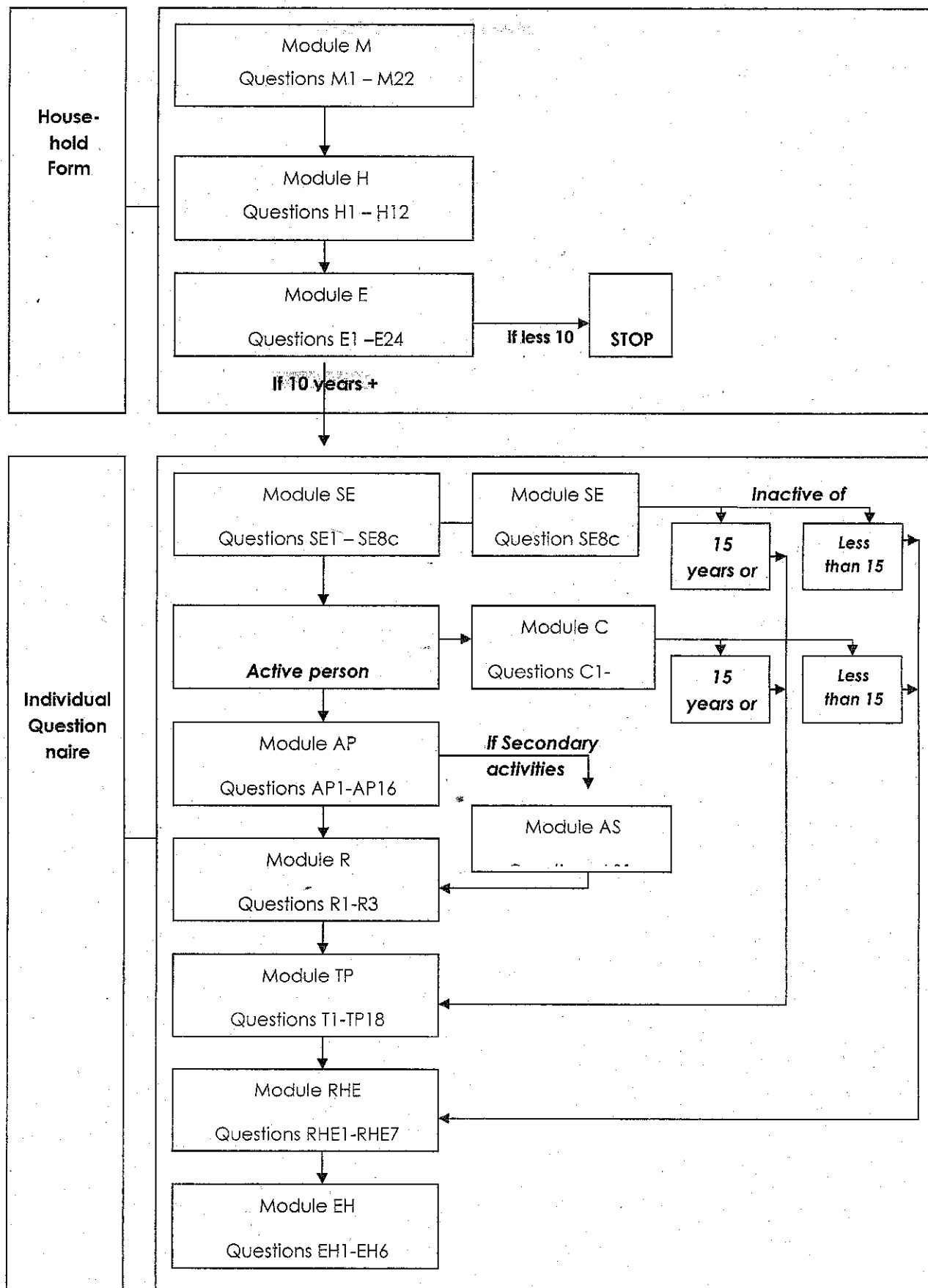
The individual questionnaire

The individual questionnaire was administered to **all household members aged 10 years old and above**. It enables to grasp the activity conditions of the household members. This questionnaire is subdivided into eight modules:

- 1) **Module SE (Employment Situation)** enables to classify the working age population (individuals aged 10 +) in three categories: the occupied active population, the unemployed and the inactive population;
- 2) **Module AP (Principal Activity)** collects information on the type of employment, (characteristics of the enterprise, of the job, remuneration conditions, etc.) for every individual identified as being an active occupied person. It also enables to identify the heads of Informal Production Units (IPUs).
- 3) **Module AS (Secondary Activity)**: Information gathered here is related to the most important secondary job with the same details as those concerning the main activity. As for the module AP, this module enables to identify heads of IPUs.
- 4) **Module R (Seeking for another job)** tackles the reasons and conditions of seeking another employment. This module is meant for those who already have an employment but are seeking for another job.
- 5) **Module C (Unemployment)** has two objectives: (i) to get information on the channels used to seek for jobs by the unemployed, and (ii) to qualify the type of job seekers (first insertion or with professional experience), the unemployment duration, the type of job wanted and the salary claims of the unemployed.
- 6) **Module TP (Employment paths and Prospects)** is meant for persons aged 15 years or more and composed of three parts: (i) handling the issue on social mobility through the characteristics of the interviewee's father's activity; (ii) dealing with the professional mobility by gathering information on former individuals' employment; (iii) prospects of individual employment (characteristics of the sought employment)
- 7) **Module RHE (out of employment income)** on all incomes that are not linked with the activity (main and secondary jobs) received by an individual.
- 8) **Module EH (usual employment)** collects information on each individual's activity situation and characteristics of his employment during the twelve last months.

The sequential structuring of the two questionnaires is presented by the diagram hereafter.

DIAGRAMME 1: Sequence of questionnaires



1.3- Data collection organisation

Data collection operations of the employment survey lasted for 45 days, starting in May and ending in June 2005. In each selected EA, data collection operations had two stages namely: (i) enumeration of households in the chosen EA and (ii) data collection on selected households.

The enumeration works consist in listing all households living within the EA and giving a number to each of them. At the end of the enumeration, a draw was made to select households to be surveyed. In each EA, the data collection was immediately done after the drawing of the sample households.

1.4 Some keys variables or indicators

<i>Modules</i>	<i>Keys variables/indicators</i>
H. Characteristics of the Housing	<ul style="list-style-type: none"> ➤ Occupancy status ; ➤ Type of materials of the walls, the floor and the roof; ➤ Main source of energy used for cooking, main source of lighting used drinkable water supply; ➤ The means to get rid of household waste, the means to get rid of household wasted water.
E. Patrimony	<ul style="list-style-type: none"> ➤ Proportion of households possessing some durable assets (Vehicle, motorbike, television, refrigerator, air conditioner, computer, etc.); ➤ Proportion of households possessing a house to let.
M. Composition and characteristics of the household	<ul style="list-style-type: none"> ➤ relationship with the head of the household, sex, age, , matrimonial status, religion, level of education, etc.
SE. Employment situation	<ul style="list-style-type: none"> ➤ Activity rate, unemployment rate ; ➤ Sources of income of inactive persons.
AP. Main activity	<ul style="list-style-type: none"> ➤ Socio professional category of workers ; ➤ Main job income ; ➤ Work experience ; ➤ Under-employment rate; ➤ Informal economic rate ; ➤ Mode of remuneration ; ➤ Proportion of wage earners ; ➤ Type of allowances received.
AS. Secondary activities	<ul style="list-style-type: none"> ➤ multi-activity rate ➤ Type of secondary activities ; ➤ Second job income; ➤ Proportion of wage earners in the secondary job ; ➤ Institutional sector, work experience in the secondary job.
C. Unemployment	<ul style="list-style-type: none"> ➤ Unemployment rate ➤ Sources on jobseekers incomes ; ➤ Determinants of unemployment ; ➤ Means used to seek for a job.
TP. Path and prospects	<ul style="list-style-type: none"> ➤ Level of education and socio-professional category of the father ; ➤ Duration in the previous job; ➤ Main reasons of employment changing; ➤ Characteristics of the desired job.
RHE. Out of employment incomes	<ul style="list-style-type: none"> ➤ Type and level of out of employment incomes ; ➤ Frequency of out of employment incomes.

2. - PHASE 2- SURVEY

2.1 Objectives and sample design

Objectives

The informal sector survey is based on IPU's identified during the first phase. It aims at collecting information on the activities of the production units of the informal sector, their development and functioning difficulties as well as conceivable solutions. From the results of phase 2, quantitative information on the contribution of the non agricultural informal sector to the national economy, on the working environment in this sector, etc

Sample design

Sampling units are informal production units exercising other activities than agriculture (including livestock poultry, the manufacture of products of animal origin, hunting, fishery and fish-culture).

Phase-1 survey permitted to identify about 6,000 IPU's (from 8,540 households that give a UPI's rate per HH of 0.7) among which 4,815 were selected for the second phase. Stratification variables included the 32 geographic strata and two other criteria:

- Status of the promoter, distinguishing own account workers from bosses - their IPU's having at least one wage earner. Past experiences having proved that 25% of IPU's have wage earners, this criterion was included to assure that IPU's directed by boss were statistically well represented.
- IPU's activity branch: since small retail trade units were more frequent, this criterion was included to assure that this activity is statistically well represented.

2.2 Questionnaire

The questionnaire is divided into eight main modules preceded by a filters module

F: Filters (module F)

This module ensures that the interviewed person is exactly the one who was identified during the Phase 1- survey, therefore eligible to the Phase 2 - survey.

The table below describes the various situations that can occur on the field.

Interviewee situation at phase 1	Filters questions at phase 2 may lead to the following situations:	Instructions to be applied
The interviewee has been identified at phase 1 as employer or working for his own account in his main or secondary activity	Last month, the interviewee has been working in the same activity as employer or for his own account	This interviewee must directly be submitted to phase 2 questionnaire
	Interviewee did not exercise any activity in the course of last month. But he assures you that the activity is not closed and that he will continue to implement it as employer or for his own account	
	Interviewee has changed activity in during last month, while remaining in the same status.	Report it to the coordination team
	Interviewee changed activity during last month and is no longer employer or working for own account	For this interviewee, the questionnaire will be filled till question F4. Report it to the coordination team
	Interviewee has closed down completely his activity as identified at phase 1 and has no more occupation	
	It was an error at phase 1. The interviewee was neither employer nor worker for own account.	

This questionnaire is for persons aged 10 years or more.

DATE OF THE SURVEY

DAY	MONTH	YEAR
		0 5

DURATION OF THE INTERVIEW

Starting Hour	Ending Hour
H MN	H MN

INTERVIEWER'S NAME	
CONTROLLER'S NAME	
SUPERVISOR'S NAME	

QUALITY OF THE SURVEY

Who answered at the interview?

1. Him/ herself 2. Another person | |

If another person, Who? (Name) _____ **Serial N°** | | |

(00 if is not member of the household)

Why ? :

1. Absent 2. unfit to answer (illness) 3. Other _____ (Specify) | |

In your opinion (Interviewer), the quality of the answers given by the interviewee is :

1. Very good 2. Good
3. Average 4. Bad
5. Very bad | |

OBSERVATIONS AND INDICATIONS ON THE DETECTION OF UPI

<u>INTERVIEWER</u>	<u>CONTROLLER</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TO BE FILLED BY THE CONTROLLER AT THE END OF THE INTERVIEW

TO BE FILLED ONLY FOR BOSSES (EMPLOYERS) AND "OWN ACCOUNT" : MAIN ACTIVITY

Socio-professional Category	Accounts	Taxpayer's N°	Eligibility	Activity
1. Employer 2. Own account	1. Nothing 2. STR or formal accounts 3. Non detailed accounts 4. Do not know/other	1. Yes 2. NO	1. Yes 2. NO	_____ _____ _____

TO BE FILLED ONLY FOR BOSSES (EMPLOYERS) AND "OWN ACCOUNT" : SECONDARY ACTIVITY

Socio-professional Category	Accounts	Taxpayer's N°	Eligibility	Activity
1. Employer 2. Own account	1. Nothing 2. STR or formal accounts 3. Non detailed accounts 4. Do not know/other	1. Yes 2. NO	1. Yes 2. NO	_____ _____ _____

ELIGIBILITY AS IPU: ACCOUNTS = 1, 3, 4 OR TAXPAYER'S N° = 2

As far as account is concerned, a coherence control should be made with questions AP6A and AS7A

AP. MAIN ACTIVITY			
We are going to talk about your MAIN EMPLOYMENT (either the one you did within the last 7 days or you use to do)			
AP1. How do you call the profession, the duty, the task of the main employment you did within the last 7 days or you use to do? See nomenclature _____ _____ Name of establishment : _____		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
AP2. What is the activity of the enterprise where you have your main employment or which type of product does it make ? See nomenclature _____ _____		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
AP3. What is your socio-professional category? <u>Wage Earner</u> 01. High rank officer/engineer/assimilated 02. Average cadre, supervisor 03. Skilled employee / labourer 04. Semi skilled employee / qualified labourer 05. Labourer <u>Non wage earner</u> 06. Boss / Employer 07. Worker for own account 08. Family aid 09. Apprentice 10 Can't be classified (describe) _____		<input type="checkbox"/> <input type="checkbox"/>	
AP4. The enterprise where you have your main employment (or that you manage) is a : 1. Public Administration → Go to AP8a1 2. Public or Para Public Enterprise 3. Private non agricultural Enterprise 4. Agricultural farms (plantation, farms, livestock, fishery, etc) 5. International Organization 6. Associative Enterprise (cooperative, NGO, syndicate, etc.) 7. Household → Go to AP8a1		<input type="checkbox"/> <input type="checkbox"/>	
AP5. How many persons in total work in this establishment (including you)? 1. One person (self-employed) 2. 2 persons 3. 3 – 5 persons 4. 6 – 10 persons 5. 11 – 20 persons 6. 21 – 50 persons 7. 51 – 100 persons 8. 101 – 500 persons 9. More than 500 persons		<input type="checkbox"/> <input type="checkbox"/>	
AP6a. This enterprise is under which tax regime? 1. Global tax 2. Basis Regime 3 Simplified regime of the real 4. Regime of the real 5. Don't pay tax 6. Don't know		<input type="checkbox"/> <input type="checkbox"/>	
AP6b. Is the enterprise in which you exercise your main employment (or that you manage) registered? a) Taxpayer's N° 1. Yes 2. No 3. Don't know b) Business Registration N° 1. Yes 2. No 3. Don't know c) NSIF 1. Yes 2. No 3. Don't know		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
AP6c. Availability of relevant documents? a) Taxpayer's card 1. Yes 2. No b) Pay voucher 1. Yes 2. No		<input type="checkbox"/> <input type="checkbox"/>	
AP7. Where do you exercise your main employment ? 01. Hawker, nomadic 02. Improvised post on the highway 03. Permanent post on the highway 04. Vehicle/ motor bike / bike 05. Customer's home 06. In your home without special installation 07. In your home with special installation 08..Market place 09. Business premises (office, store, warehouse, factory) 10. Farm /plantation		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
AP8a1. How long have you been doing that work? (Completed years)		<input type="checkbox"/> <input type="checkbox"/>	
AP8a2. Since how many years are you working in this enterprise ? (completed years)		<input type="checkbox"/> <input type="checkbox"/>	
AP8a3. Have you had a promotion in your enterprise ? 1. Yes 2. No		<input type="checkbox"/>	
AP8a41. Did you have a professional training/refreshers course corresponding to your main job and paid by the enterprise ? 1. Yes 2. No		<input type="checkbox"/>	
AP8a42 Does the employment you exercise correspond to the training you lastly made? 1.yes → Go to AP8a5 2.No		<input type="checkbox"/>	
AP8a43 If no, does it correspond to another training you made previously? 1.yes 2.No		<input type="checkbox"/>	
AP8a5. You said... is your main employment. For how long did you do that work in your active life ? (completed years)		<input type="checkbox"/> <input type="checkbox"/>	
AP8b.How did you get your job? 1. Personal Relations (parents or friends) 2. Directly with the employer 3. Small announcements (radio, newspaper, etc.) 4.National Employment Fund (NEF), 5.Labour Office (LO) 6. Employment Agency (private) 7. Competitive Examination 8. Personal initiative 9. Other (specify) _____		<input type="checkbox"/>	
FOR EMPLOYERS AND OWN ACCOUNT (AP8c1 and AP8c2)			
AP8c1. Do you keep accounts? 1. Nothing 3. Non detailed accounts 2. STR or formal account 4. Don't know/other		<input type="checkbox"/>	
AP8c2. When you started managing the enterprise, how many persons were working there, including yourself ?		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
FOR WAGE EARNERS AND FAMILY AID (AP8d1 and AP8d2)			
AP8d1. Do you have a pay voucher ? 1. Yes 2. No		<input type="checkbox"/>	
AP8d2. Do you have a work contract? 1. Written agreement with undetermined duration 2. Written agreement with fixed duration 3. Verbal agreement 4. Nothing at all		<input type="checkbox"/>	
AP9a. Is the work you are doing in this enterprise: 1. Regular → Go to AP10a 2. Occasional		<input type="checkbox"/>	
AP9b. It is about : 1. an occasional daily employment 2. an occasional task 3. an occasional seasonal job		<input type="checkbox"/>	

AS2. What is the name of the work, the profession of the secondary job you made within the last 7 days or the one you usually do in addition to your main employment ? (see nomenclature) Name of establishment: _____	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	AS9a. How many months did you devote to your secondary job within the past 12 months (or usually per year) ? <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>																
AS3. What is the activity of the enterprise where you had your secondary job or which type of product does it make ? (see nomenclature) 	<input type="text"/> <input type="text"/> <input type="text"/>	AS9b. How many hours did you devote to your secondary job within the last 7 days (or usually per week) ? <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>																
AS4. What is your socio-professional category in this secondary job? Wage Earner 01. High rank officer/engineer/assimilated 02. Average cadre, supervisor 03. Skilled Employee / labourer 04. Semi-skilled employee/semi qualified labourer 05. Labourer Non Wage Earner 06. Boss / employer 07. Worker for own accounts 08. Family aid 09. Apprentice 10. Can't be classified (describe)	<input type="text"/> <input type="text"/>	AS10a. In your secondary job, how much did you earn last month or during the last 12 months (or at how much do you estimate your income from this job) ? 1. Gives the amount: Monthly evaluation 2. Gives the amount: Annual evaluation 3. Don't know/don't want to say Amount declared (in thousands Cfa)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>																
AS5. The enterprise where you had your secondary job (or that you manage) is: 1. Public Administration 2. Public or para-public Enterprise 3. Non agricultural Private Enterprise 4. Agricultural farms (plantation, farms, fishery, ...) 5. International Organization 6. Associative Enterprise (cooperative, syndicate, church, NGO,...) 7. Household (domestic workers)	<input type="text"/>	AS10b. Within which income interval do you fall in your secondary job? <table border="1"> <thead> <tr> <th>Monthly interval</th> <th>Annual Evaluation</th> </tr> </thead> <tbody> <tr> <td>01. less than 23 500 Cfa</td> <td>08. Less than 200.000 Cfa</td> </tr> <tr> <td>02. [23 500 - 47 000 [</td> <td>09. [200 000-400 000 [</td> </tr> <tr> <td>03. [47 000- 94 000 [</td> <td>10. [400 000-800 000 [</td> </tr> <tr> <td>04. [94 000- 188 000 [</td> <td>11. [800 000-1500 000 [</td> </tr> <tr> <td>05. [188 000- 376 000 [</td> <td>12. [1500 000- 3000000 [</td> </tr> <tr> <td>06. [376 000- 752 000 [</td> <td>13. [3000 000- 5000 000[</td> </tr> <tr> <td>07. 752 000 Cfa or more</td> <td>14. [5000 000 Cfa or more</td> </tr> </tbody> </table>	Monthly interval	Annual Evaluation	01. less than 23 500 Cfa	08. Less than 200.000 Cfa	02. [23 500 - 47 000 [09. [200 000-400 000 [03. [47 000- 94 000 [10. [400 000-800 000 [04. [94 000- 188 000 [11. [800 000-1500 000 [05. [188 000- 376 000 [12. [1500 000- 3000000 [06. [376 000- 752 000 [13. [3000 000- 5000 000[07. 752 000 Cfa or more	14. [5000 000 Cfa or more	<input type="text"/> <input type="text"/>
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AS6. How many persons in total work in this establishment (you included) 1. One person (Self employed) 2. 2 persons 3. 3 - 5 persons 4. 6 - 10 persons 5. 11 - 20 persons 6. 21 - 50 persons 7. 51 - 100 persons 8. 101 - 500 persons 9. More than 500 persons	<input type="text"/>	AS11a. FOR BOSSES, EMPLOYERS AND OWN ACCOUNT Do you keep accounts? 1. Nothing 2. STR or formal accounts 3. Non detailed accounts 4. Don't know/Other	<input type="text"/>																
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AP7b. Is the enterprise in which you exercise your main employment (or that you manage) registered? a) Taxpayer's N° b) Business Registration c) NSIF	<input type="text"/> <input type="text"/> <input type="text"/>	R. SEEKING FOR EMPLOYMENT R1. Within The past 4 weeks, did you look for a job (as a wage earner, independent, or of any form) ? 1. Yes 2. No	<input type="text"/>																
AS7C. Availability of relevant documents a) Taxpayer's card b) Pay voucher	<input type="text"/> <input type="text"/>	R2. Why do you look for a new job ? 1. To improve your income 2. To improve on your working conditions 3. To get a more interesting job 4. Other (specify)	<input type="text"/>																
AS8. Where do you carry on your secondary job? 01. Hawker, nomadic 02. Improvised port on the highway 03. Permanent post on the highway 04. Vehicle 05. Customer's home 06. In your home without special installation 07. In your home with special installation 08. Market place 09. Business premises (office, store, warehouse, factory) 10. Plantation/champ	<input type="text"/> <input type="text"/>	R3. You devoted... hours to your main employment within the last 7 days (see AP10C). Are you ready to work more than that ? 1. Yes 2. No If yes, how many more hours per week ?	<input type="text"/> <input type="text"/>																

IF 10-14 YEARS, GO TO THE MODULE OUT OF EMPLOYMENT INCOME (RHE)

IF 15 YEARS AND MORE GO TO THE MODULE PATH AND PROSPECTS (TP)



C. UNEMPLOYMENT		C6b. If unemployment period continues would you be ready to do that type of activity? 1. Yes 2. No _____ → If yes, within how many months? _____	<input type="checkbox"/> <input type="checkbox"/>
C1. Since when are you without employment and seeking for a job ? Month _____ Year _____	<input type="checkbox"/> <input type="checkbox"/>	C7. Which type of employment are you seeking for ?	<input type="checkbox"/>
C2. Why are you seeking for a job ? 1. Loss of previous employment 2. Looking for first job (never worked before) → Go to C4	<input type="checkbox"/>	C7a. 1. Wage earner 2. Independent 3. Indifferent	<input type="checkbox"/>
C3. What is the main reason which made you to loose your employment ? <u>Involuntary</u> 01. Laying off of staff (public sector) 02. Laying off of staff (private sector) 03. Closing down (private sector) 04. Liquidation of a public enterprise 05. Denationalisation, restructuring 06. Sacking 07. End of contract (retirement, etc) <u>Voluntary</u> 08. Insufficient remuneration 09. Unsatisfactory working conditions 10. Uninteresting work 11. Family reasons 12. Other _____ (specify)	<input type="checkbox"/> <input type="checkbox"/>	C7b. 1. Permanent, full time 2. Permanent, part time 3. Provisional (temporary) 4. Indifferent	<input type="checkbox"/>
		C7c. 1. Corresponding with your profession (or to Your qualification) 2. In a different profession or different activity 3. Indifferent → Which activity? _____	<input type="checkbox"/> <input type="checkbox"/>
C4 How do you provide for your needs now that you have no job ? (Main resource) 1. Have a work pension 2. Receive a pension (parents, widowhood, divorce, orphanage) 3. Stock holder (income from properties) 4. Live on his savings 5. Beg 6. Receive a scholarship 7. Taken care of by the family or another persons 8. Other _____ (specify)	<input type="checkbox"/>	C7d. 01. Public Administration 02. Public or Para-public enterprise 03. Big private company 04. Small or medium size enterprise 05. Micro enterprise or own account (small workshop, small business by road side) 06. Agricultural farm (farm, breeding, plantation, fishing, etc) 07. International Organisation 08. Associative enterprise (cooperative, NGO, syndicate, etc.) 09. Household 10. Indifferent	<input type="checkbox"/> <input type="checkbox"/>
		C8a. If seeking for a wage earning job, why ? 1. Did not succeed to settle on own account in good conditions 2. Hope to gain more 3. To have a salary and employment safety 4. It exists a possibility of promotion 5. To get a social welfare provisions 6. Other _____ (specify)	<input type="checkbox"/>
C5. Which means do you use to seek for a job ? (Main means) 0. No means 1. Personal relationship (parents or friends) 2. Directly with the employers 3. Small announcements (radio, newspapers, placards etc) 4. Public employment office (N.E.F., Labour office) 5. Private employment agency 6. Competitive examination 7. Other _____ (specify)	<input type="checkbox"/>	C8b. If seeking for independent job, why ? 1. Did not find a satisfactory wage-earning job 2. Hope to gain more 3. for the flexibility of the time table 4. To have a more varying and interesting job 5. To be his own boss (autonomous) 6. Other _____ (specify)	<input type="checkbox"/>
C6a. Why do you not create or work in a small business (small trade by the road side, small workshop, or small agricultural farm (farm, breeding etc.)? 1. Incomes got are very small 2. Do not correspond to my training and qualification 3. That prevents me from seeking for better other jobs 4. Absence or insufficiency of financial means 5. It is not easy to create such an activity 6. Other _____ (specify)	<input type="checkbox"/>	C9. How many hours per week would you like to work ? _____	<input type="checkbox"/> <input type="checkbox"/>
		C10a. For that number of hours how much would you like to earn ? (convert and code the amount in thousand of CFAF per month) _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		C10b. Are you ready to change your ambitions if the unemployment period continues ? 1. Yes 2. No → Go to C11	<input type="checkbox"/>
		C10c. Minimum monthly acceptable salary or income (Convert and Code in thousand of CFAF)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

C11. Have you any experience with respect to that job? 1. Yes 2. No	<input type="checkbox"/>	TP4. In which sector was he working ? 1. Agriculture, breeding, fishing, hunting 2. Industry 3. Commerce 4. Services	<input type="checkbox"/>
C12a. Are you registered with any structure promoting employment ? 1. Yes 2. No → Go to C12d	<input type="checkbox"/>	TP5. What is the last class he successfully attended ? 1. Give the answer 2. Doesn't know → If Give the answer, see nomenclatures →	<input type="checkbox"/>
C12b. With which structures ? - NEF 1. Yes 2. No - Labour office (LO) 1. Yes 2. No - NGO 1. Yes 2. No - Private structure 1. Yes 2. No - Other public structure 1. Yes 2. No	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	PREVIOUS EMPLOYMENT	
C12c. What do you expect from them? 1. Job offers 2. A training 3. A financing 4. Other (specify) → Go to the module TP if 15 years and more and to RHE if 10-14 years	<input type="checkbox"/>	TP6. You are today (occupied active, unemployed, inactive person). Did you have a previous other employment ? 1. Yes 2. No → Go to TP15	<input type="checkbox"/>
C12d. Why are you not registered with such a structure? 1. Don't know such structures 2. Don't know how to register 3. Don't think that such a structure can help me 4. Other reason (specify)	<input type="checkbox"/>	TP7. What was the name of the trade, profession, of the post, of the task of your previous employment? Name of the establishment :	<input type="checkbox"/>
IF 10-14 YEARS, GO THE MODULE RHE. IF 15 OR MORE CONTINUE BELOW		TP8. What is the activity of the enterprise or of the exploitation in which you had your previous job ? (See nomenclatures) 	<input type="checkbox"/>
TP. PATH AND PROSPECTS For persons aged 15 years or more		TP9. What was your socio-professional category ? <u>Wage Earner</u> 01. High rank officer/engineer/assimilated 02. Average cadre, supervisor 03. Skilled Employee / labourer 04. Semi-skilled employee/labourer 05. Labourer <u>Non Wage Earner</u> 06. Boss / employer 07. Worker for own accounts 08. Family aid 09. Apprentice 10 Can't be classified (describe)	
FATHER'S ACTIVITY		TP10. The enterprise or the exploitation where you had your previous employment (or that you were managing) was : 1. Public Administration → Go to TP13a 2. Public or Para-public enterprise 3. Big private company 4. Small or medium size enterprise 5. International Organization 6. Micro enterprise or own account (small workshop, small business by road side) 7. Agricultural farm (farm, breeding, plantation, fishing etc) 8. Associative enterprise (cooperative, NGO, syndicate, etc.) 9. Household → Go to TP13a	
TP1. When you were 15, was your father working ? 1. Yes 2. No 3. Father absent 4. Doesn't know → Go to TP5	<input type="checkbox"/>	<input type="checkbox"/>	
TP2. What was his socio-professional category ? <u>Wage Earner</u> 01. High rank officer/engineer/assimilated 02. Average cadre, supervisor 03. Skilled Employee / labourer 04. Semi-skilled employee/ labourer 05. Labourer <u>Non Wage Earner</u> 06. Boss / employer 07. Worker for own accounts 08. Family aid 09. Apprentice 10 Can't be classified (describe)	<input type="checkbox"/>	<input type="checkbox"/>	
TP3. In which type of enterprise was he working ? 1. Public Administration 2. Public or Para-public enterprise 3. Big private company 4. Small or medium size enterprise 5. International Organisation 6. Micro enterprise or own account (small workshop, small business by road side) 7. Agriculture (farm, breeding, plantation, fishing etc) 8. Associative enterprise (cooperative, NGO, syndicate, church, etc.) 9. Household	<input type="checkbox"/>	<input type="checkbox"/>	

TP11. How many persons (including yourself were working in that establishment) ? 1. One person (Self employed) 2. 2 persons 4. 6 - 10 persons 6. 21 - 50 persons 8. 101 - 500 persons 3. 3 - 5 persons 5. 11 - 20 persons 7. 51 - 100 persons 9. More than 500 persons		TP16. Wanted employment TP16a. Name of the employment (profession, duty, post, etc) (See nomenclatures): TP16b. Activity: ? (See nomenclature.) TP16c. Type of enterprise : 01. Public Administration 02. Public or Para-public enterprise 03. Big private company 04. Small or medium size enterprise 05. International Organisation 06. Micro enterprise or own account (small workshop, small business by road side 07. Agricultural farm (farm, breeding, plantation, fishing etc) 08. Associative enterprise (cooperative, NG0, syndicate, etc.) 09. Household 10. Indifferent				
TP12. The enterprise where you had your previous employment (or that you managed) was registered ? a) Taxpayer's N° b) Business Registration c) NSIF 1. Yes 2. No 3. Don't know 1. Yes 2. No 3. Don't know 1. Yes 2. No 3. Don't know		TP16d. Socio-professional category : Wage Earner 01. High rank officer/engineer/assimilated 02. Average cadre, supervisor 03. Skilled Employee / labourer 04. Semi-skilled employee/labourer 05. Labourer Non Wage Earner → Go to TP17b 06. Boss / employer 07. Worker for own accounts 08. Family aid 09. Apprentice 10. Can't be classified (describe)				
TP13a. When did you start your previous job ? Year (date) _____		TP17a. If the desired job is wage earning, why? 1. Don't think can settle on own account under good conditions 2. Hope to gain more 3. To have salary and employment safety 4. A possibility of promotion exists 5. To get social allowances 6. Other _____ (specify)				
TP13b. How many years did you put in your previous employment ? Number of years (complete years) _____		TP17b. If the desired job is independent, why? 1. Don't think can get a satisfactory wage earning job 2. Hope to gain more 3. For the flexibility of the time table 4. To get more diversified and more interesting job 5. To be his own boss 6. Other _____ (specify)				
TP14. Why did you leave your previous job ? <u>Involuntary departure</u> 1. Retirement 2. Sacking, bankrupting, restructuring 3. Industrial accident or other invalidity <u>Voluntary Departure</u> 4. For a better remuneration 5. For better working conditions 6. Abandon of activity 7. For a more interesting employment 8. For family reasons 9. Other _____ (specify)		TP18. How long will you take to get the job ? Number of years (completed years) _____				
EMPLOYMENT PROSPECTS TP15. What are your employment projects for the future ? 1. To get first employment 2. To get a new employment in the same enterprise (promotion in the employment) 3. To get a new employment in a different enterprise 4. To keep the present employment or remain inactive → RHE		RHE. OUT OF EMPLOYMENT INCOMES. Apart from employment incomes, do you have other incomes ?				
		1. Yes	2. No	Periodicity	Amount in thousand of CfaF	Monthly amount in thousand of CfaF
RHE1. Work pension						
RHE2. Other pensions						
RHE3. Land and real estate incomes						
RHE4. Stocks and share incomes						
RHE5. Transfer received from other households						
RHE6. Scholarship						
RHE7. Other incomes						
End if active occupied person since a year or more (AP8a1 ≥ 1) having a continuous employment (AP9a=1). Continue to EH if no						

EH: USUAL EMPLOYMENT

This module does not concern active persons occupied since 1 year and over (AP8a1 > 1) having a continuous job (AP9a=1)

Month (write down the 12 last months starting by the last month)	EH1. During the month of ...did you work even for an hour ? 1. Yes 2. No 	EH2. What is the name of the duty, the profession, the post, the task, the job that you exercised ?	EH3. What is the activity of the enterprise in which you worked or which product does it make?	EH4. How much did you earn in that job this month ? (In thousand of francs CFA) 	EH5. Did you seek for a job in the course of this month? 1. Yes 2. No	EH6. Were you immediately available to work if you got a job ? 1. Yes 2. No
Month 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Month 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Month 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Month 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Month 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Month 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Month 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Month 8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Month 9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Month 10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Month 11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Month 12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

END OF QUESTIONNAIRE

REPUBLIQUE DU CAMEROUN

Paix- Travail- Patrie

**INSTITUT NATIONAL
DE LA STATISTIQUE**



REPUBLIC OF CAMEROON

Peace- Work- Fatherland

**NATIONAL INSTITUTE
OF STATISTICS**

SURVEY ON EMPLOYMENT AND THE INFORMAL SECTOR – 2005

SEIS

**PHASE 2
SURVEY ON THE INFORMAL SECTOR**

QUESTIONNAIRE

STRICTLY CONFIDENTIAL AND NOT AIMED FOR TAXES

Information collected during this survey are strictly confidential following law N° 91/023 of 16th December 1991 on censuses and statistical surveys which mentions in its article 5 that «Individual information related to economic or financial situation recorded in any statistical survey form can never be used for economic control or repression».

R. GENERAL INFORMATION

Name or acronym :

Name of promoter:

DATE OF THE INTERVIEW

Day : Month: Year : 0 5

Interviewer's name

Controller's name

Supervisor's name

Name of data entry controller

Name of data entry agent

Date of data entry

Day : Month: Year : 0 5

QUALITY OF THE INTERVIEW

1. Very good 2. Good 3. Average

4. Bad 5. Very bad

Identification Code

(To be copied from the sample form of the IPU)

Survey
Region

Area of
Residence

Sequential N°
of the EA

Household
Sequential N°

Indivi
dual
N°

Employ
ment N°

Characteristics of the interviewee

(To be copied from the sample form of the IPU)

Relationship

Sex

Age

Characteristics of the establishment / IPU

(To be copied from the sample form of the IPU)

Status

Branch

Premises

Size

Tax

Account

Tax

payer's N°

regime

DURATION OF THE INTERVIEW

Starting hour: H MN End : H MN

Starting hour: H MN End : H MN

Total
Duration
(minutes)

Name of the activity (clearly) :

F. FILTERS

F1. In your main or secondary employment during the last month you were :

1. Boss / Employer
2. Own account worker
3. Wage earner
4. Apprentice
5. Family help
6. Other

Go to F4

IF NO TAX PAYER'S NUMBER
(F2a=2) OR NO WRITTEN
ACCOUNTS (F3=1, 3, 4), GO TO
MODULE CUP OF THE
QUESTIONNAIRE
ELSE, GO TO A F4

F2a. Does the production unit you were managing during the last month have a taxpayer's number ?

1. Yes
2. No

F2b. What is the tax regime of the production unit ?

1. Global tax
2. Basic regime
3. Simplified regime of the real
4. Regime of the real
5. Don't know

F3. How do you make your accounts ?

1. Nothing (no accounts)
2. STR or formal accounts
3. Non detailed accounts
4. Other (Specify)

F4. Why is your situation different from the one you declared during the employment survey ?

1. Unemployed, became inactive
2. Changing of activity
3. Error in the employment questionnaire
4. Other (Specify)

END

Interviewer's observations

CUP. CHARACTERISTICS OF THE PRODUCTION UNIT	
CUP 1a. What is the name of the main activity carried out in the production unit you are managing ? (Describe in detail the type of product (good or service) made or sold)	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div>
CUP 1b Do you carry out other activities in the same unit? 1. Yes 2. No	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div>
CUP 2a. In which type of premises (where) do you practise your activity? Without professional premises : 01. Hawking/nomadic 02. Improvised post on the highway 03. Permanent post on the highway 04. Vehicle/motor bike /bike/wheel barrow etc. 05. Customer's home 06. In your home without special installation 07. In your home with special installation 08. Improvised post in a market 09. Other (specify) _____	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div>
With professional premises : Go to CUP2c 10. Permanent premises in a public market (shop, shed) 11. Workshop, shop, restaurant, hotel, etc. 12. Pond 13. Shed 14. Other _____ (Specify)	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div>
CUP 2b. Without premises : Why do you practise your activity out of a professional premises ? 1. Did not find available premises 2. Don't have means to rent or to buy premises 3. Practises his activity with more facility 4. Do not need it 5. Other _____ (Specify)	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div>
CUP 2c. With premises : The premises or the place where you PRACTISE your activity is : 1. Yours (owner) 2. Let (rent) 3. Lent (borrowed) 4. Squated in 5. Other _____ (specify)	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div>
CUP 2d. In your premises do you have : - Running water 1. Yes 2. No - Electricity 1. Yes 2. No - Fixed Telephone 1. Yes 2. No - Mobile phone 1. Yes 2. No	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div>
CUP 2e. If you were to sell these premises or this site, at how much do you think they can buy it ? The sale is possible: 1. Yes 2. No If yes for how much ? _____ (code in the boxes in thousand of Fcfa)	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div>

CUP 3a. Do you have other production units of the same type ? 1. Yes 2. No Go to CUP4	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div>
CUP 3b. How many production units of this very type do you have?	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div>
CUP 4. Is the production unit you are managing registered ? 1. Yes 2. No If no why? a) Tax Payer's N° <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> b) Business Registration N° <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> c) Professional card <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> d) NSIF <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> Why No : 1. Too complicated steps 2. Too expensive 3. Being registered 4. Not obligatory 5. Don't know if they have to register 6. Don't want to collaborate with the State 7. Other (Specify)	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div>
CUP 5a Who created this production unit or took the decision to carry out this activity ? 1. Yourself, alone 2. Yourself with other persons 3. Member(s) of the family 4. Other person(s)	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div>
CUP 5b. Which year was this production unit created?	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div>
CUP 5c. Which year did you start managing or exploiting this production unit ?	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div>
CUP 5d. Why did you create or decide to manage (exploit) this production unit? 1. Did not find salaried work (big enterprise) 2. Did not find salaried work (small enterprise) 3. To get a better income 4. To be independent (his own boss) 5. By family tradition 6. Other _____ (Specify)	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div>
CUP 5e. When you started managing this production unit, how many persons were working there (you included) ?	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div>
MO. MAN POWER	
MO 1. How many persons (including yourself) worked in the production unit even just for an hour during the last month? Total Of which : -Wage earners -Non wage earners	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div>

MO 2. Demographic Characteristics of the Manpower

	Name	Relationship	Sex	Age	School attendance	Apprenticeship	Longevity
1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTENTION : If there are more than 12 employees, take another sheet

Relationship code (MO 2) :

1. Chief of the production unit
2. Spouse of the chief
3. Child of the head
4. Other parent
5. Non related

Sex code (MO 2) :

1. Male
2. Female

Apprenticeship Code (MO 2) :

1. Technical school
2. Big enterprise
3. Small enterprise (like this one)
4. Alone , by practice
5. Other (Specify)

MO 3. Characteristics of the employment

	Status	Stability	Type of contract	Recruitment	Nature of the Payment	Number of working hours within the last month of activity	Remuneration of the last month of activity (In thousand Fcfa)
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL →						<input type="checkbox"/>	<input type="checkbox"/>

Status code (MO 3) :

1. Boss/ employer
2. Own account worker
3. Wage earner
4. Paid Apprentice
5. Non paid apprentice
6. Family help
7. Partner

Stability Code (MO 3) :

1. Permanent
2. Temporary

Type of contract Code (MO 3) :

0. Chief of IPU
1. Written contract without fixed duration
2. Written contract with fixed duration
3. Verbal arrangement
4. On trial
5. No contract

Recruitment Code (MO 3) :

0. Chief of IPU
1. Personal relations (parents, friends)
2. Directly with the employer
3. Small announcements, media (radio, newspapers)
4. Employment agency, NEF, LO
5. Other

Nature of payment Code (MO 3) :

1. Fixed salary (month, fortnight, week)
2. Daily or per hour of work
3. According to task
4. Commission
5. Profits
6. In kind (food, housing, etc.)
7. Without remuneration

MO 4. Characteristics of allowances and bonuses

Allowances and bonuses code (MO 4) :

1. Yes 2. No

	End of year bonuses	Other bonuses	Paid leaves	Profit sharing	NSIF	Other
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

← **MONTHLY TOTALS**(in thousand Fcfa)

MO 5. Have you had the following type of problems with your manpower ?

- a) Lack of skilled manpower 1. Yes 2. No
- b) Lack of manpower 1. Yes 2. No
- c) Instability of employees 1. Yes 2. No
- d) Too high salaries 1. Yes 2. No
- e) Problems with syndicates 1. Yes 2. No
- f) Disciplinary problems or lack of seriousness 1. Yes 2. No
- g) Others (Specify) 1. Yes 2. No

☐
☐
☐
☐
☐
☐
☐

MO 6. How do you fix your employees' salaries ?

1. Following the official salary scale
2. By lining them up on the competitor's y salaries
3. Fixing them yourself in order to ensure the benefits
4. By negotiating with every wage-earner
5. Other (specify) _____
6. No wage earner in the establishment

☐

PV. PRODUCTION AND SALE

PV 1. What was the total amount of your turn over for the last month of activity ?

PV 2. PRODUCTS SOLD AFTER TRANSFORMATION

N°	Name of the product	Period	Unit	Quantity	Unit price (in FCFA)	Monthly value in FCFA	Destination
1							
2							
3							
4							
5							
6							
O							
MONTHLY TOTAL							

PV 3. PRODUCT SOLD WITHOUT TRANSFORMATION

N°	Name of the product	Period	Unit	Quantity	Unit price (in FCFA)	Monthly value in FCFA	Destination
1							
2							
3							
4							
5							
6							
O							
MONTHLY TOTAL							

PV 4. SERVICES OFFERED

N°	Name of the service	Period	Unit	Quantity	Unit price (in FCFA)	Monthly value in FCFA	Destination
1							
2							
3							
4							
5							
6							
O							
MONTHLY TOTAL							

SPACE RESERVED FOR CODIFICATION

(In thousand of Fcfa)

Product code **Monthly value** **Destination**
 (in thousand of Fcfa)

<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"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Product code **Monthly value** **Destination**
 (in thousand of Fcfa)

<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"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Product code **Monthly value** **Destination**
 (in thousand of Fcfa)

<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"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Period code : 1. Day

2. Week

3. Fortnight

4. Month

5. Quarter

6. Year

Destination code :
private enterprise

1. Public or para-public sector

2. Big trading private enterprise

3. Small trading private enterprise

4. Big non-trading

5. Small non trading enterprise

6. Household/individual

7. Direct exportation

8. Autoconsumption

DC. EXPENDITURES AND CHARGES	
1	2
3	4
5	6
7	8
9	10
11	12
13	14
15	16
17	18
19	20
21	22
23	24
25	26
27	28
29	30
31	32
33	34
35	36
37	38
39	40
41	42
43	44
45	46
47	48
49	50
51	52
53	54
55	56
57	58
59	60
61	62
63	64
65	66
67	68
69	70
71	72
73	74
75	76
77	78
79	80
81	82
83	84
85	86
87	88
89	90
91	92
93	94
95	96
97	98
99	100

SPACE RESERVED FOR
CODIFICATION

DC 1a. How much did you spend for your activity within the last month for raw materials ?

	Name of the product	Period	Unit	Quantity	Unit price (n FCFA)	Monthly value (In FCFA)	Financing	Origin
1								
2								
3								
4								
5								
6								
O								
MONTHLY TOTAL								

DC 1b. For products sold without transformation in the course of last month of activity, how much did you spend (cost of stocks)?

	Name of the product	Period	Unit	Quantity	Unit price (in FCFA)	Monthly value (in FCFA)	Financing	Origin
1								
2								
3								
4								
5								
6								
O								
	MONTHLY TOTAL							

[illegible][illegible]

Period code: 1. Day 2. Week 3. Fortnight 4. Month 5. Quarter 6. Year

Financing code: 0. Personal funds of the IPU 1. Savings, gift 2. Supplier credits 3. Loan 4. Other

Origin code: 1. Public Sector 2. Big trading private enterprise 3. Small trading private enterprise 4. Big non-trading private enterprise
5. Small non-trading private enterprise 6. Household/Individual 7. Direct importation 8. IPU itself

DC 2a. Do some of your customer enterprises give you raw materials to transform for them?

1. Yes
2. No → **Go to DC 3a**

Go to DC-3a

<p>DC 3a. Do some of your customers – enterprises in DC2a, impose on you in advance, delays or norms for your production?</p>	<p><input type="checkbox"/></p>
---	---------------------------------

1. Yes ☒ Go to B6

2. No **Go to DL 4**

Go to DC 4

DC 2b1. What is the percentage of the returns from these customers during the period under review ?

% of total returns

DC 3b1. Specify which percentage of your returns these other customers represent ?	
--	--

% of total returns

DC 2b2. Which one is the most important?

1. Public or para-public sector
2. Big trading private enterprise
3. Small trading private enterprise
4. Big non trading private enterprise
5. Small non trading enterprise
6. Household/Individual
7. Direct Exportation (abroad)

DC 3b2. Specify which are the most important of these other customers ?	
---	--

1. Public or para-public sector
2. Big trading private enterprise
3. Small trading private enterprise
4. Big non trading private enterprise
5. Small non trading enterprise
6. Household/Individual
7. Direct Exportation (abroad)

**SPACE RESERVED
FOR CODIFICATION**

<u>Period code</u> :	1. Day	2. Week	3. Fortnight	4. Month	5. Quarter	6. Year
<u>Origin code</u> :	1. Public Sector	2. Big trading private enterprise	3. Small trading private enterprise	4. Big non-trading private enterprise		
	5. Small non-trading enterprise	6. Household/Individual	7. Direct importation			

*OTVP : Occupation Temporaire de la Voie Publique (Temporary occupation of the highway)

DC 6a. How did the activity of your production unit fluctuate within the past 12 months?												
RHYTHM	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
1. Maximum												
2. Average												
3. Minimum												
0. No activity												
Answer code												

DC 6b. Maximum monthly returns and minimum monthly returns :		(In thousand of Fcfa)
Maximum return :		
Minimum return :		
DC 7a. Did you employ temporary labour within the past 12 months ?		
1. Yes 2. No		
Go to CFC 1		
DC 7b. If yes, how many were there the month they were at the maximum number ?		

CFC. CUSTOMERS, SUPPLIERS AND COMPETITORS

CFC 1. Who is your main customer ? (To whom do you mainly sell ?)

- Public or para-public sector
- Big private trading enterprise
- Small trading enterprise
- Big private non trading enterprise
- Small non trading enterprise
- Household/Individual
- Direct Exportation

CFC 2. Who is your principal supplier ? From whom do you mainly buy ?)

- Public or para-public sector
- Big private trading enterprise
- Small trading enterprise
- Big private non trading enterprise
- Small non trading enterprise
- Household/Individual
- Direct Importation
- Not concerned

COMPETITION

CFC 3a. Do you export part of your production ? 1. Yes 2. No

CFC 3b. If yes, what percentage ? _____ %

CFC 3c. To which country mainly ? _____

CFC 4. In the internal market, do you have competitors (it is to say enterprises selling the same products or offering the same services like you) ?

- Yes → Go to CFC 6b
- No

CFC 5. Who is your main competitor ?

- Public or para-public sector
- Big trading private enterprise
- Small trading enterprise
- Big private non trading enterprise
- Small non trading enterprise
- Household/Individual

CFC 6a. From which countries do your competitors' products come?

- National market
- Abroad
- Do not know

Country n°1 : _____

Country n°2 : _____

CFC 6b. Do you yourself sell foreign products ?

- yes
- No

If yes, Country of origin : _____

If no competitors (no at question CFC 4) go to CFC 9

CFC 7. With regard to your main competitors in the internal market indicate how you are situated:

With regard to competitors	Products from the country	Products from abroad	
Your sale prices are :	1. Higher 2. In the average 3. Lower 4. Not concerned	1. Higher 2. In the average 3. Lower 4. Not concerned	
Your cost prices are :	1. Higher 2. In the average 3. Lower 4. Not concerned	1. Higher 2. In the average 3. Lower 4. Not concerned	
Your quality is :	1. Higher 2. In the average 3. Lower 4. Not concerned	1. Higher 2. In the average 3. Lower 4. Not concerned	
The sale of your products is:	1. Rapid 2. In the average 3. Slow 4. Not concerned	1. Rapid 2. In the average 3. Slow 4. Not concerned	

CFC 8. How are your prices compared with those of your main competitors which are big enterprises selling the same products or services like you ?

- For how much are your prices superior ? (%) : _____
- For how much are your prices inferior (%) : _____
- Prices equal → Go to CFC 9
- Don't know → Go to CFC 9

CFC 8a. Why are your prices higher than those of these big enterprises ?

- Your equipment are less productive
- You do not have enough customers
- You do not have access to credits
- Your quality is superior
- Your supply is more expensive
- Other _____ (specify)

CFC 8b. Why are your prices lower than those of these big enterprises ?

- You do not pay or you pay less taxes
- Your labour costs are lower
- Your customers are less rich
- Your quality is inferior
- Other _____ (specify)

CFC 9. How do you determine the prices of your main products or main services ?

- By fixing a constant percentage on the cost price
- After bargaining with customers
- According to the competitor's prices
- Following the official price
- Following the price fixed by the producers' association
- Other _____ (specify)

Country Codes: 1. Cameroon 2. Nigeria 3. CEMAC 4. Other West Africa 5. Other Africa 6. Europe 7. China 8. Other Asia/America 9. Rest of the World

EIF. EQUIPMENTS, INVESTMENT, FINANCING AND DEBT

EIF 1. Note the equipment you made use of within the past 12 months to make your production unit function

Type	Characteristics (Write name)	Quality	Ownership	Origin	Financing	Date of acquisition (month / year)	Present Value (replacement cost) (thousands of Fcfa)
Land	1. 2. O.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Premises	1. 2. O.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Tractors	1. 2. O.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Carts	1. 2. O.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Pulling animals	1. 2. O.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Motor-pumps	1. 2. O.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Motor-bikes	1. 2. O.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Bikes	1. 2. O.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Trucks (Luggage handcart)	1. 2. O.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Professional vehicles	1. 2. O.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Office furniture and equipment	1. 2. O.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Machines	1. 2. O.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Set of tools	1. 2. O.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Other (specify)	1. 2. 3. O.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
TOTAL						<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Quality Code :	1. Bought new	2. Bought second hand	3. Autoproduction
Ownership code :	1. Personal property	2. Hiring	3. Loan or share property
Origin Code :	1. Public Sector	2. Big private trading enterprise.	3. Small private trading enterprise
	4. Big private non-trading enterprise.	5. Small private non-trading enterprise	6. Household
	7. Direct Importations	8. Other (specify) _____	
Financing code :	01. Saving, gift, heritage	02. Family loan	03. Loan from customers
	05. Loan from usurer (money lender)	06. Loan from producers' association	04. Supplier's loan
	08. Bank loan	09. Njangi	07. Loan from micro-finance.
		10. Other (specify) _____	

EIF 2a. Within the past 12 months, did you borrow money to make your production unit function ?									<input type="checkbox"/>	
1. Yes 2. No		Go to EIF 2b							Number of loans	
N°	Origin	Amount of the loan (In thousand of FCFA)	Use of the loan	Type of contract	Mode of repayment	Maturity	Amount or value to repay (in thousand of F CFA)	Amount or value of repayment within the past 12 months (In thousand of FCFA)	Repayment difficulty	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
TOTAL										

EIF 2b. Within the past 12 months did you repay a loan you took before the month of 2004 to make your production unit function ? 1. Yes 2. No									<input type="checkbox"/>	
		Go to EIF 3a							Number of loans	
N°	Origin	Initial Amount (In thousand of FCFA)	Use of the loan	Type of contract	Mode of repayment	Maturity	Amount or value to repay (in thousand of F CFA)	Amount or value of repayment within the past 12 months (In thousand of FCFA)	Repayment Difficulty	
1										
2										
3										
4										
5										
6										
Others										
TOTAL										

Origin Code :		1. Family or friends	2. Customers	3. Suppliers	4. Usurers (money lender)
5. Producers' associations		6. Bank	7. Micro-financing institution	8. Njangi	9. Other _____
Use of loan code		1. Purchase of raw materials	2. Improvement of premises	3. Acquisition or maintenance of equipments	
4. Payment of salary		5. Training of man power	6. Repayment of previous debts	7. Extension of the establishment	8. Other _____ (specify)
Type of contract code:		1. Legally recognised accord	2. Simple written accord	3. Verbal Accord	4. No contract
Mode of repayment code :		1. In cash	2. Goods or services	3. Other _____ (specify)	
Maturity code Total duration of the credit in months (99 = 99 months and above)					
Repayment Difficulties code		1. Bad conjuncture	2. Interest rate too high	3. Maturity too short	4. Without difficulty
				5. Other _____ (Specify)	

EIF 3a. What is the present approximate rate of use of your production capacity ? _____ % Go to PP1 if this rate of use of the production capacity is 100%	<input type="text"/> <input type="text"/> <input type="text"/>	PP 5c. If no why ? 1. Wants to work alone 2. Do not know registration modalities to association 3. Associations take care of other problems 4. Associations are useless 5. Other _____ (specify)	<input type="text"/>
EIF 3b. With your present equipment, by how much can you increase your production ? Without engaging _____ With engaging _____	<input type="text"/> % <input type="text"/> %	PP 6a. Do you belong to a professional organisation of your domain of activity ? 1. Yes 2. No → Go to PP 7	<input type="text"/>
PP. PROBLEMS AND PROSPECTS		PP 6b. For which type of difficulties does this organisation help you ?	
PP 1. What is the main reason that led you to choose _____ [name of the activity] ? 1. Family tradition 2. The profession that you know 3. A better profit than other products or services 4. The insurance of more stable returns than other products 5. Other : _____ (specify)	<input type="text"/>	a) Technical training 1. Yes 2. No b) Training in organization and accounts 1. Yes 2. No c) Assistance for supply 1. Yes 2. No d) Access to modern machines 1. Yes 2. No e) Access to loans 1. Yes 2. No f) Access to information on the market 1. Yes 2. No g) Access to big orders 1. Yes 2. No h) Problems / links with the administration 1. Yes 2. No i) Litigation with the competitors 1. Yes 2. No j) Security problems 1. Yes 2. No k) Other _____ (specify) 1. Yes 2. No	<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"/>
PP 2. How do you determine the level of your activity ? 1. Following firm orders given to you 2. According to the demand that you foresee 3. According to your capacity of production 4. Other : _____ (specify)	<input type="text"/>	Bank and Micro-finance Institutions	
PP 3. How do you behave with your customers ? 1. You wait that they turn up. 2. You try to make yourself known (in the family, in the quarter, among friends) 3. You prospect your customers 4. Other : _____ (specify)	<input type="text"/>	PP 7. If you get a loan what will you do in priority for your activity ? 1. Increase your stock of raw materials 2. Improve your premises, your site 3. Improve your machines, your furnitures, tools 4. Engage 5. Open another establishment with the same activity 6. Open another establishment in another activity: Specify the name of the activity _____ 7. Make expenditures out of the establishment 8. Other : _____ (specify)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
PP 4. Do you have problems or difficulties in the following domains ? : a) Supply of raw materials (quantity or quality) 1. Yes 2. No b) Sale of your production (lack of customers) 1. Yes 2. No c) Sale of your production (too much competition) 1. Yes 2. No d) Treasury (difficulties to get loan) 1. Yes 2. No e) Recruitment of skilled staff 1. Yes 2. No f) Lack of place, adapted premises 1. Yes 2. No g) Lack of machine, of equipment 1. Yes 2. No h) Technical difficulties to manufacture 1. Yes 2. No i) Organization, management difficulty 1. Yes 2. No j) Too much control, taxes 1. Yes 2. No k) Other _____ (Specify) 1. Yes 2. No	<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"/>	PP 8a. Have you ever applied for bank loans for your activity ? 1. Yes 2. No → Go to PP 8d	<input type="text"/>
PP 5. To solve your present problems, will you wish to have help in the following domains ? a) Technical training 1. Yes 2. No b) Training in organization and accounts 1. Yes 2. No c) Assistance for supply 1. Yes 2. No d) Access to modern machines 1. Yes 2. No e) Access to loan 1. Yes 2. No f) Access to information on the market 1. Yes 2. No g) Access to big orders 1. Yes 2. No h) Registration of your activity 1. Yes 2. No i) Publicity for your new products 1. Yes 2. No j) Other _____ (specify) 1. Yes 2. No		PP 8b. If yes, with which bank ? 01. SGBC 02. BICEC 03. Afriland First Bank 04. CLC 05. CBC 06. Amity Bank 07. UBC 08. Standard Chartered Bank 09. Eco Bank 10. Other _____ (specify)	<input type="text"/> <input type="text"/> <input type="text"/>
PP 5a. Can a professional or support association, in your opinion, help to solve problems related to your activity ? 1. Yes 2. No → Go to PP 5c		PP 8c. Did you get loans ? → PP9 1. Yes 2. No PP 8d. If you did not apply for bank loans what is the main reason ? 1. Too complicated proceedings 2. Too high interest 3. Guarantee asked for is too important 4. Do not correspond to your needs 5. Do not want to get a loan 6. Other _____ (specify)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
PP 5b. If yes, which type of association ? → Go to PP 6 1. Association of producers / traders only 2. Independent structure including producers / traders 3. Support organization to micro-enterprises 4. Other _____ (Specify)		PP 9. Apart from banks, do you know the micro-finance institutions 1. Yes 2. No → Go to PP 10	<input type="text"/>
		PP 10. If yes, how did you come to know them ? 1. By 'mouth to ear' (family, friend, neighbour, etc) 2. By my professional milieu 3. By an association of my village people 4. By a visit to the institution 5. By advertisement (radio, television, poster, folder) 6. Other _____ (specify)	<input type="text"/>

PP 11. Can you give the names and the localisation of the three main institutions of micro-credit that you know? Localisation codes : 1. In this quarter 2. In a neighbouring quarter 3. Elsewhere in town 4. Out of town 5. Cannot say Name of the institution : _____ Localisation _____ A _____ [] [] B _____ [] [] C _____ [] []	PP 18. Can you give the names and the localisation of the three main support structures that you know? Localisation codes : 1. In this quarter 2. In a neighbouring quarter 3. Elsewhere in town 4. Out of town 5. Cannot say Name of the institution : _____ Localisation _____ 1 _____ [] [] 2 _____ [] [] 3 _____ [] []
PP 12a. Do you know services proposed by these institutions of micro-credit ? 1. Yes 2. No → Go to PP 16	PP 18a. Did you have a contact with one or several of these support institutions / structures ? 1. Yes 2. No → Go to PP 19
PP 12b. If yes, do you know the type of credits they propose ? 1. Yes 2. No → Go to PP 16	PP 18b. List of support institutions/structures contacted: A- _____ [] [] B- _____ [] [] C- _____ [] []
PP 12c. If yes, have you had a recourse to them ? 1. Yes 2. No → Go to PP 15	
PP 12d. If yes did you get a loan ? 1. Yes 2. No → Go to PP 14	PP 18c. For each of the institutions, what is the type of services asked for and answer got ? ? (Keep the same order as at the list in PP 18b) Service asked for Answer: 1. Favourable 2. Unfavourable A- _____ [] [] B- _____ [] [] C- _____ [] []
PP 13a. If yes, what was the use of the loan? See interviewer's handbook for the codification-PP13a	
PP 13b. Was the loan got within the past 12 months? 1. Yes 2. No, a previous year 3. No, latter	
PP 13c. What was the impact of the loan in the enterprise ? (Go to PP16 after this question) a- Increase in the volume of production 1. Yes 2. No b- Diversification of production 1. Yes 2. No c- Increase of the volume of sales 1. Yes 2. No d- Improvement of competitiveness/profitability 1. Yes 2. No e- Recruitment of additional manpower 1. Yes 2. No f - Reduction of time (charge) of work 1. Yes 2. No g- Utilisation of less manpower 1. Yes 2. No h- Settlement of treasury difficulties 1. Yes 2. No i- Other _____ 1. Yes 2. No	PP 18d. For each of the institutions, if the answer is yes, evaluation of the satisfaction of the demand and reason of the eventual unsatisfaction. (Keep the same order as at the list in PP 18b) Evaluation of satisfaction Reason of unsatisfaction A- [] If evaluation=3 [] B- [] If evaluation=3 [] C- [] If evaluation=3 [] <u>Codes for evaluation of satisfaction</u> 1. It was what I was asking for 2. It was a different thing but it suits me 3. It does not correspond to my needs (unsatisfied) <u>Reasons of unsatisfaction</u> 1. Answer not understandable 2. Already known or obsolete information 3. Misfit information to my enterprise 4. Too expensive service 5. Service taking too much time 6. Allocated with difficult access (localisation, time-table, administrative difficulties, etc) 7. Other reason of unsatisfaction _____ (specify)
PP 14. If your loan application was rejected, why? (Go to PP16 after this question) 1. Incomplete documents 2. Complete but not convincing documents 3. Insufficient guaranties 4. Insufficient initial capital 5. Activity / enterprise deemed not viable 6. Don't know	
PP 15. If you did not apply for a loan, why ? 1. Amount of loan insufficient 2. Too complex proceedings 3. Interest too high 4. Maturity period too short 5. Too many guarantees required 6. Does not need it 7. Other _____ (Specify)	<p style="text-align: center;">Conjuncture and Prospects</p> PP 19. Are you planning to increase the manpower within the next 12 months ? 1. Yes 2. No → Go to PP 19.b PP 19a. If yes, by how many ? TOTAL <div style="float: right; width: 150px;"> Wage earners Apprentices Family helps </div>
<p style="text-align: center;">Other Support Structures</p>	
PP 16. Apart from the institutions previously mentioned (banks, micro-credit institutions), do you know other support structures to small enterprises? 1. Yes 2. No → Go to PP 19	
PP 17. If yes how did you come to know ? 1. By 'mouth to ear' (family, friend, neighbour, etc) 2. By my professional milieu 3. By an association of my village people 4. By a visit to the institution 5. By advertisement (radio, television, poster, folder) 6. Other _____ (specify)	PP 19b. If you were to engage wage-earners, whom will you choose in priority ? 1. Close parents, recommendation, whatever their experience or qualifications are. 2. A former wage-earner of a big enterprise 3. A former wage earner of a small enterprise 4. A former apprentice 5. Anybody 6. Other _____ (specify)

PP 20. In case the demand reduces, which strategy will you carry? 1. Reduce the number of wage earners 2. Reduce salaries 3. reduce your benefits 4. Diversify your activities 5. Seek for another job 6. Improve the quality of your products 7. Abandon the activity 8. Other : _____ (specify)	<input type="checkbox"/>	PP 27b. Compared to last year, have you new customers who were going previously to big enterprises ? 1. Yes 2. No 3. Do not know	<input type="checkbox"/>
PP 21. What is the main difficulty which may make your enterprise disappear ? 01. Lack of raw materials/goods 02. Lack of customers 03. Too many competitors 04. Lack of liquidity 05. Lack of skilled personnel 06. Problems of premises, of site 07. Problems of machines, of equipment 08. Technical problems of manufacturing 09. Problems of organisation, of management 10. Too much controls, taxes 11. Other : _____ (specify) 12. No risk of disappearing	<input type="checkbox"/>	PP 28. In your opinion, how do prices of products or services that you sell raise, compared to prices of other goods and services? 1. Faster 2. Identically 3. Less fast	<input type="checkbox"/>
PP 22. What is the main difficulty which jeopardises the development of your enterprise? 01. Lack of raw materials 02. Lack of customers 03. Too many competitors 04. Lack of liquidity 05. Lack of skilled personnel 06. Problems of premises, of place 07. Problems of machines, of equipment 08. Technical problems of manufacturing 09. Problems of organisation, of management 10. Too much regulations, taxes 11. Other : _____ (specify) 12. No risk of development	<input type="checkbox"/>	PP 28. In your opinion, prices of products or services that you sell, compared to the inflation, raised : 1. Faster 2. Identically 3. Less fast	<input type="checkbox"/>
PP 23. Do you think there is a future for an establishment like yours 1. Yes Go to PP 24a 2. No	<input type="checkbox"/>	Role of the State and Relations with the administration	
PP 23a. If no, do you think of changing activity ? 1. Yes 2. No If yes, for which activity? _____	<input type="checkbox"/>	PP 29. In your opinion, what is the best way to determine the price of products/services that you sell? 1. Assessment of price by the State 2. Assessment of price by the association of producers 3. Assessment by the supply and demand rule	<input type="checkbox"/>
PP 24a. If you had children, will you wish that they take over your activity after you ? 1. Yes 2. No	<input type="checkbox"/>	PP 30. Are you ready to register your activity with the administration ? 1. Yes 2. No 3. Do not know	<input type="checkbox"/>
PP 24b. Why ? _____ (Refer to the interviewer's handbook for the codification)	<input type="checkbox"/>	PP 31a. Have you ever tried to get a tax payer's number? 1. Yes successfully 2. Yes without success 3. No Go to PP 31c	<input type="checkbox"/>
PP 25a. Compared to last year, your profit : 1. Has improved 2. Has remained stable 3. Has decreased Go to PP 26a Go to PP 25c	<input type="checkbox"/>	PP 31b. If yes without success, why did you not succeed? 1. Proceedings are too complex 2. Administrative slowness 3. Too high cost 4. Too much corruption 5. Other : _____ (specify)	<input type="checkbox"/>
PP 25b. If your profit has increased, why? 1. Increase of production sold 2. Increase of the unitary margin applied 3. Increase of the production sold and of the unitary margin Go to PP 26a	<input type="checkbox"/>	PP 31c. In your opinion, what is the main advantage of registering (of having the tax payer's number) ? 1. Access to loan 2. Access to the best site in the market 3. Sale of your products in big firms 4. Publicity 5. Other : _____ (specify) 6. No advantage	<input type="checkbox"/>
PP 25c. If your profit has decreased, why? 1. Decrease of sales 2. Decrease of the unitary margin 3. Decrease of the sales and of the unitary margin	<input type="checkbox"/>	PP 32a. Would you be ready to pay taxes on your activity ? 1. I am paying it already 2. Yes 3. No	<input type="checkbox"/>
PP 26a. Which new strategy have you adopted since the beginning of the year ? 1. Prospection of new customers 2. Changing of supplier to reduce the costs 3. Installation in a less costly premises 4. Limitation of the salary increase 5. None of these strategies	<input type="checkbox"/>	PP 32b. Within the last 12 months, did the production unit you manage pay ? 1. Yes 2. No If no, why? a) The global tax <input type="checkbox"/> <input type="checkbox"/> b) The licence (patente) <input type="checkbox"/> <input type="checkbox"/> c) The VAT <input type="checkbox"/> <input type="checkbox"/> d) The IT <input type="checkbox"/> <input type="checkbox"/> Why Not codes : 1. Proceedings are too complex 2. Too expensive 3. Bad business 4. Not obligatory 5. Do not know if I have to pay 6. Do not want to cooperate with the State 7. Other : _____ (specify)	<input type="checkbox"/>
PP 26b. Compared to last year, have you ? 1. Increased the unitary margin of profit to increase or to maintain your living standard 2. Reduced the unitary margin to attract customers 3. You did not modify your unitary margin	<input type="checkbox"/>	PP 32c. Would you be favourable to the setting of a unique tax on your activity ? 1. Yes 2. No 3. Don't know	<input type="checkbox"/>
PP 27a. Compared to last year, the number of your customers ... 1. Has increased 2. Has decreased 3. Has not changed	<input type="checkbox"/>	PP 32d. Taxes must be paid per 1. Day 2. Week 3. Month 4. Quarter 5. Year	<input type="checkbox"/>
		PP 33. In your opinion, to which institution the tax should be paid? 1. Central Administration 2. Council 3. Do not know	<input type="checkbox"/>
		P 34. In which domain taxes received should be used in priority ? 1. Education, health 2. Infrastructure (roads, markets, etc.) 3. Running (office supply, maintenance,) 4. Civil servants' salary 5. Put in a support fund for micro enterprises 6. Other : _____ (specify)	<input type="checkbox"/>

SS. SOCIAL SECURITY			
SS1. Do you know what social security is ? 1. Yes 2. No		<input type="checkbox"/>	SS7. For such a social contribution and protection system, what is the maximum monthly amount you will wish to pay per personnel ? 1. Less than 500 Fcfa 2. Between 500 and 1000 Fcfa 3. Between 1000 and 2000 Fcfa 4. Between 2000 and 5000 Fcfa 5. Between 5000 and 10 000 Fcfa 6. 10 000 Fcfa or above
SS2. Do you know the National Social Insurance Fund (NSIF) 1. Yes 2. No → Go to SS5		<input type="checkbox"/>	SS8. What are the risks you would wish the system to cover (classify them by priority from 1 to 7) ? a. Industrial accident 1. Yes 2. No b. Professional sickness 1. Yes 2. No c. Old age 1. Yes 2. No d. Invalidity 1. Yes 2. No e. Deceased 1. Yes 2. No f. Family allowance 1. Yes 2. No g. Maternity 1. Yes 2. No
SS3a. Is at least one of your employee registered there ? 1. Yes 2. No → Go to SS4		<input type="checkbox"/>	
SS3b. If no, why ? 1. Excess procedures 2. High cost 3. Not seeing the necessity 4. Does not think to be concerned 5. Other _____		<input type="checkbox"/>	
SS4. What do you think about its present functioning ? 1. Without opinion 2. Very satisfactory 3. Satisfactory 4. Less satisfactory 5. Not satisfactory → Go to SS5		<input type="checkbox"/>	SS9. Have you already subscribed an insurance with a private society to cover professional risks? 1. Yes 2. No → END
SS4a. Why are you not satisfied by its present functioning ? 1. Limited coverage of the population 2. Insufficient allowances 3. Complexity of registration formalities 4. Complexity of taking charge 5. Other : _____ (specify)		<input type="checkbox"/>	SS10. For which type(s) of risk have you subscribed ? a. Old age 1. Yes 2. No b. Deceased 1. Yes 2. No c. Life 1. Yes 2. No d. Schooling 1. Yes 2. No e. Professional Sickness/ accident 1. Yes 2. No f. All risks 1. Yes 2. No
SS5. Are you personally for the creation of a social contribution and protection system for those doing professions like you ? 1. Very favourable 2. Favourable 3. Less favourable 4. Not favourable 5. Indifferent/without opinion → Go to SS 9		<input type="checkbox"/>	<p>THANK YOU FOR YOUR COLLABORATION END OF THE QUESTIONNAIRE</p> <p><i>Comments</i></p>
SS5a. What must be, according to you, the status of such a social system of contribution and protection? 1. Public (managed by the state) 2. Private (managed by the private)		<input type="checkbox"/>	
SS6. What are, according to you the trumps of such a system ? 1. Guarantee the beneficiaries, retirement 2. Insure the beneficiaries in case of incapacity to work 3. Insure the family in case of an untimely death 4. Other : _____ (specify)		<input type="checkbox"/>	