

MINISTRY OF AGRICULTURE AND FISHERIES OF MOZAMBIQUE  
and  
Michigan State University/USAID

Micro and Small Enterprise Baseline Survey

December 1996

**Note on confidentiality:** *"Please note that your participation in this survey is voluntary and please be assured that the information you and other households provide in this survey will be strictly confidential. At the analysis stage of the study, specific names will not be attached to any results and the information you provide will be used only for statistical reporting purposes."*

**Objectives of this survey:** *"This survey is designed to obtain information about how households like yours decide on what non-agricultural/livestock production enterprises members of this household decide to operate for their own account. The information will be used to learn about the problems household members face in producing, using and selling products and services from these enterprises. We appreciate your willingness to talk with us and help us meet these objectives."*

**MODULE FOR URBAN AREAS**

PROV _____	Province	
CID _____	City/Town	
QRT _____	Quarteirão	
LOC _____	Location	
EMP _____	Enterprise Number	
Name of the Owner		
INQ _____	Enumerator	
SUP _____	Field Supervisor	
Observations		

**Quality Control**

Activity	Check "Yes" when the activity is done	Date
Interview	Yes    No	
Field Revision	Yes    No	
Office Revision	Yes    No	
Cleaning	Yes    No	
Post-Coding	Yes    No	
Ready for Data Entry?	Yes    No	
Data Entered	Yes    No	
Data Entry Specialist	Sign	

**INSTRUCTIONS**

If possible, the following questions should be answered by the owner of the business. If the owner is not available at the time of the visit, the enumerator can ask someone else that is familiar with the business to provide some information about the enterprise.

**PART I  
FOR ALL TYPES OF ENTERPRISES**

EF-1 \_\_\_\_\_ Is the person being interviewed the owner of the business?

1 = Yes --> Skip to EF-3.  
0 = No --> Ask EF-2.

EF-2 \_\_\_\_\_ Is the interview being conducted with a member/person who works in the business?

1 = Yes  
0 = No

EF-3 \_\_\_\_\_ What is the enterprise/business type? \_\_\_\_\_  
\_\_\_\_\_ (see Code List)

EF-4 \_\_\_\_\_ What is the ownership arrangement?

- 1) Female, one proprietor
- 2) Male, one proprietor
- 3) Multiple proprietors-husband and wife
- 4) Multiple proprietors - blood relatives
- 5) Multiple proprietors - non-family
- 6) Other

EF-4X \_\_\_\_\_ How old is the owner of this enterprise?

**EF-5. When did the Enterprise/Business first get started?**

EF-5A \_\_\_\_\_ In which year did the enterprise/business start?

EF-5B \_\_\_\_\_ In which month did the enterprise/business start? (1=January, 2=February, ..., 12=December)

EF-5X \_\_\_\_\_ Before starting this business, did you (the owner) work (as paid worker, unpaid worker or apprentice) for someone in this same type of activity?

1 = Yes or 0 = No

EF-6 \_\_\_\_\_ What is the location of the enterprise?

- 1) In the owners home
- 2) In a local market
- 3) In a commercial district shop
- 4) Along a roadside
- 5) At a mobile location
- 6) At home and in the local market
- 7) Along a roadside and in the local market
- 8) At home and along a roadside
- 9) Other place

**Enterprise working patterns**

EF-7 \_\_\_\_\_ How many months has the enterprise/business operated since December 1995, i.e., out of the last 12 months? (code 99 if activity is < 1 year old).

EF-8 \_\_\_\_\_ How many days did the enterprise/business operate the last month that it operated? (code 99 if activity is < 1 month old)?

**Enumerator:** Write the number of days the respondent says. Note that:

- All days of the month = 30
- All days except sundays = 25
- Mondays through fridays = 20

EF-9 \_\_\_\_\_ How many hours per day did the enterprise/business operate the last week that it operated?

EF-10 \_\_\_\_\_ Does the this enterprise usually close over lunch?

- 1 = Yes
- 0 = No

We would now like to ask you some questions about the WORK FORCE you use in your enterprise/business.

**Enumerator:** Start this part by asking: **How many people were working in this business in the LAST MONTH of operation this year (1996)? Plug the number in the first line - Column for total # of workers (IV-6).** Then proceed completing the cells for the different categories of workers in the same period. After this, using the same method, ask about the periods.

**Table IV. Work Force Used by the Enterprise/Business**

Employment Period	Number of Workers						# of Female Workers	# of Workers Under 15
	# of Working Owners	# of Paid Workers	# of Unpaid Workers	Apprentices	Total			
Period	IV-1	IV-2	IV-3	IV-4	IV-5	IV-6	IV-7	IV-8
Last Month of operation in 1996	96							
The end of 1995	95							
The end of 1994	94							
In the beginning	01							

EF-11 \_\_\_\_\_ Did any of the workers EMPLOYED IN THE LAST MONTH OF OPERATION IN 1996, work **Part-Time**, i.e., less hours than the total hours/day that the business was normally operating?

- 1 = Yes
- 0 = No --> Skip to question EF-13.

**EF-12. How many of the workers in each of the following categories work part-time?**

- EF-12A \_\_\_\_\_ How many part-time working owners
- EF-12B \_\_\_\_\_ How many part-time paid workers
- EF-12C \_\_\_\_\_ How many part-time unpaid workers
- EF-12D \_\_\_\_\_ How many part-time apprentices

EF-13 \_\_\_\_\_ Do you sometimes hire casual workers?

- 1 = Yes
- 0 = No --> Skip to question EF-15X

EF-14 \_\_\_\_\_ If yes, how many casual workers were hired during the most busy time of the year?

**Migration and Acquisition of Skills during the War**

EF-15X \_\_\_\_\_ Was this business always based at this location?

- 1 = Yes --> Skip to EF-20
- 0 = No

**EF-16X When did you settle down this activity here for the last time?**

EF-16AX \_\_\_\_\_ Year of last establishment here?

EF-16BX \_\_\_\_\_ Month of last establishment here? (1=January, 2= February, ..., 12=December)

EF-17X \_\_\_\_\_ Where were you operating this business prior to this last move?

- 1) Another location in this neighborhood
- 2) Another neighborhood of this City
- 3) In other urban area of this Province
- 4) In a rural area of this Province
- 5) In a City outside this province
- 6) In a rural area outside this Province
- 7) Another City outside Mozambique
- 8) In a rural area outside Mozambique

EF-18X \_\_\_\_\_ Why did you move your business to this location (**see Code List**)

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EF-20 \_\_\_\_\_ What was the main source of income for you (the owner of these enterprise) during the armed conflict?

- |                                 |                                    |
|---------------------------------|------------------------------------|
| 1) Agriculture                  | 7) Soldering                       |
| 2) Paid employment - government | 8) This enterprise                 |
| 3) Paid employment - other      | 9) Other enterprise (indicate type |
| 4) Pensions/retirement          | <b>in EF-21)</b>                   |
| 5) Remittances                  | 10) Other source                   |
| 6) Relief assistance            |                                    |

EF-21 \_\_\_\_\_ If EF-20=9, what type of business was that? \_\_\_\_\_  
**(see Code List)**

EF-22 \_\_\_\_\_ Are you contemplating moving soon?

- 1) Expect to move soon
- 2) May possibly move soon
- 3) Do not expect to move soon

EF-23 \_\_\_\_\_ Did you acquire some skills during the time of the conflict that contribute to your ability to operate a this business?

- 1 = Yes
- 0 = No --> Skip to EF-25

EF-24 \_\_\_\_\_ If yes, please describe the skill acquired (**see Code List**)

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**Education and Training**

EF-25 \_\_\_\_\_ What level of formal education did you (the owner) receive?

- 0) None --> Skip to EF-27
- 1) 1st grade
- 2) 2nd grade
- 3) 3rd grade, ..., 12) 12th grade
- 13) Some University attendance
- 14) Completed University degree

EF-26 \_\_\_\_\_ Was this a technical or academic program?

- 1) Technical
- 2) Academic

EF-27 \_\_\_\_\_ Did this enterprise receive any kind of NON-FINANCIAL ASSISTANCE?

- 1 = Yes
- 0 = No --> Skip to EF-29

**EF-28. If yes, what kind of NON-FINANCIAL ASSISTANCE did this enterprise receive?**

**Enumerator:** Answer for each kind indicated below:

- 1 = Yes
- or 0 = No

- EF-28A \_\_\_\_\_ Management training
- EF-28B \_\_\_\_\_ Technical training/advice
- EF-28C \_\_\_\_\_ Marketing assistance
- EF-28D \_\_\_\_\_ Other advice/training from formal institutions
- EF-28E \_\_\_\_\_ Informal advice/training assistance
- EF-28G \_\_\_\_\_ Other types of Non-Financial assistance

**EF-29. What type(s) of non-financial assistance would you like to receive?**

**Enumerator:** Answer for each type indicated below:

- 1 = Yes
- or 0 = No

- EF-29A \_\_\_\_\_ Management training
- EF-29B \_\_\_\_\_ Technical training/advice
- EF-29C \_\_\_\_\_ Marketing assistance
- EF-29D \_\_\_\_\_ Other advice/training from formal institutions
- EF-29E \_\_\_\_\_ Informal advice/training assistance
- EF-29G \_\_\_\_\_ Other types of Non-Financial assistance

**Enumerator:** If the respondent is not interested in any type non-financial assistance (i.e., EF-29A through EF-29G, all=0), **SKIP TO QUESTION EF-32**).

EF-30 \_\_\_\_\_ If assistance is to be provided, would you prefer this assistance to be offered:

- |                                    |                                       |
|------------------------------------|---------------------------------------|
| 1) One half day or evening session | 4) Longer training sessions           |
| 2) One full day session            | 5) Opportunities to consult as needed |
| 3) One week of training            | 6) Other options                      |

EF-31 \_\_\_\_\_ Would you (the owner) be willing to pay part of the cost for such training/advice?

- 1 = Yes
- 0 = No
- 2 = Not sure

**Participation in Enterprise/Business Groups and Access to Credit**

EF-32 \_\_\_\_\_ Do you (the owner) belong to any business support group or informal business network such as a women's group, trade association, cooperative, or informal business group?

- 1 = Yes
- 0 = No --> Skip to EF-35

EF-33 \_\_\_\_\_ If yes, have you (the owner) received any benefits from such membership?

- 1 = Yes
- 0 = No --> Skip to EF-35

**EF-34. If yes, what type(s) of benefits did you (the owner) received?**

**Enumerator:** Answer for each type indicated below:

- 1 = Yes
- or 0 = No

- EF-34A \_\_\_\_\_ Exchange of information
- EF-34B \_\_\_\_\_ Purchased inputs jointly
- EF-34C \_\_\_\_\_ Sold output jointly
- EF-34D \_\_\_\_\_ Received credit through association/group
- EF-34E \_\_\_\_\_ Access to Non-financial assistance
- EF-34F \_\_\_\_\_ Worked together to change rules or policies
- EF-34G \_\_\_\_\_ Other benefits

EF-35 \_\_\_\_\_ Has this enterprise haver received any type of credit for operating and/or investment purposes?

- 1 = Yes
- 0 = No --> Skip to EF-37

**EF-36. If this enterprise has received credit, from which of the following sources was it obtained?**

**Enumerator:** For each of the cases below, answer:

- 1 = Yes
- or 0 = No



**Table V. Sales of Goods and Services Over the Last 12 Months**

Month of Sales		Did this enterprise have sales this month  1 = Yes 0 = No	What is your estimate of the approximate value of sales during each of these months? (think in terms of summing over all days worked in each of these months)	If the business did not have sales this month (V-2=0), what was the reason?  (see Code List)	
Month/Year	V-1	V-2	V-3	Reason why the business had no sales	V-4
November 1996	961 1				
October 1996	961 0				
September 1996	960 9				
August 1996	960 8				
July 1996	960 7				
June 1996	960 6				
May 1996	960 5				
April 1996	960 4				
March 1996	960 3				
February 1996	960 2				
January 1996	960 1				
December 1995	951 2				

See Code List for question: V-4

**INSTRUCTIONS**

- . If this is a trading enterprise --> Ask questions EF-38 and complete Table VI.
- . If this is a manufacturing, repair or service enterprise --> Ask question EF-39 and complete Table VII.

**PART II**

**TRADING ENTERPRISES**

Could you please tell us what are the five more important products that this business sells?

**Enumerator:** Complete the first column of the Table below, writing the names of the five products indicated by the respondent. Then, ask the questions on the subsequent columns for each product

**Table VX: Sales, Costs of Purchased Goods and Gross Marketing Margins**

Most Important Goods Traded by the Enterprise	Thinking back to the most recent sales period, for each product, what was the quantity sold?			What was the unit sales price of this product? (Meticais)	What was the purchase price (per unit) of this product? (Meticais)		How many times a sales unit fit in one purchased unit?	
	Quantity	Unit (A) (Codes)*	Period 1=Day 2=Week 3=Month	Unit Price (Meticais)	Unit Price (Unit cost) (Meticais)	Unit (B) (Codes)*	(How many units of A are in one unit of B?) (B/A)*	
Product	PROD	VX-1	VX-2	VX-3	VX-4	VX-5	VX-6	VX-7
	1							
	2							
	3							
	4							
	5							

\* Specify in an auxiliary Table in the space below the exact units identified and the calculation for the conversion asked in the last column.

**Codes for units:**

- 1 - 100 kgs bag
- 2 - 90 kgs bag
- 3 - 60 kgs bag
- 4 - 50 kgs bag
- 5 - 25 kgs bag
- 6 - 12,5 kgs bag
- 8 - Grams
- 9 - Units
- 10 - 1 Kgs
- 11 - 25 lts can
- 12 - 20 lts can
- 13 - 5 lts can
- 14 - 2 lts can
- 15 - Liters

**PART III  
FOR ALL TYPES OF ENTERPRISES**

\* You told us before (**Table V**), that you had have a **Monthly Revenue** of \_\_\_\_\_  
\_\_\_\_\_ Meticaïs in the last month of sales.

**Enumerator:** Transfer the total amount of sales for the last month from Table V to the space above. Use this information to start talking about costs in the table below.

EF-39X \_\_\_\_\_ Did you have current expenses in the last month of operation (for example, purchase of inputs, payments of salaries or other labor costs, transport, etc)?

- 1 = Yes -----> Go to Table VIX
- 0 = No -----> Skip to Table VIIX
- 2 = Don't know ---> Skip to question EF-40 in Part IV

We would like to ask a few questions about the costs of operation of this enterprise/business in the most recent month in the past that the business has been operating.

**Enumerator:** Ask each question in the Table below in terms of costs during the last month of operation. If they can only respond in terms of costs per week, or per day, then obtain this data, and make the proper coding in variable VIX-2. Record an answer for each item. Enter 999 if the business does not have a cost in the listed category. Do not include the wages paid to the owner and cost of the purchased products by trading enterprises.

**Table VIX: Current Expenses for all Types of Businesses**

Cost Item	Cost per time period (Meticaïs)	Time Period: 1) Day 2) Week 3) Once --> VIX-4	Number of periods the expense was made	If item was purchased <b>only once</b> how many months is it used for?	
Item	INP	VIX-1	VIX-2	VIX-3	VIX-4
Inputs/...: 1	21				
Inputs/...: 2	22				
Inputs/...: 3	23				
Inputs/...: 4	24				
Inputs/...: 5	25				
Paid labor: Salaries	1				
Paid labor: Piece workers	2				
Paid labor: Other	3				
Electricity for the business	4				
Water for the business	5				
Telephone	6				
Transport: Inputs	7				
Transport: Outputs	8				
Transport: Others	9				
Rent of shop/storage space	10				
License (type? _____)	11				
Taxes/fees	12				
Cost of credit (interest payments)	13				
Repairs or service of machines	14				
Other costs 1	15				
Other costs 2	16				
Other costs 3	17				
Other costs 4	18				

**Enumerator:** In the Table below, you should include non-regular expenses made over the past 12 months, **but not during the last month of operation.**

**Table VIIX: Non-Regular Expenses Over the Past Year (NOT During the Last Month of Operation)**

Expense Item	Did you have any of these expenses over the past 12 months? 1 = Yes 0 = No	Amount spent for this item in the most recent payment/purchase  (Meticais)	For how many months is it going to be used?
Expense	VIIX-1	VIIX-2	VIIX-3
Rents	30		
Taxes/fees	31		
Purchase of inputs	32		
Repairs	33		
Other non-regular expenses 1:	34		
Other non-regular expenses 2:	35		
Other non-regular expenses 3:	36		
Other non-regular expenses 4:	37		

**PART IV  
FOR ALL TYPES OF MICRO AND SMALL ENTERPRISES**

**Starting Up Investment, Working Capital and Funding Sources**

EF-40X \_\_\_\_\_ Mts How much money did you need, in total, to start up this business?

EF-40Y \_\_\_\_\_ Mts Out of the total amount, how much money did you spent for **Fixed Assets** (for example, infra-structures, machinery/tool, etc)?

EF-41X \_\_\_\_\_ Mts Out of the total amount, how much money did you spend in **Working Capital to start up this (first cycle)** (i.e., purchase of goods for sale, payment of workers, transport, etc)?

EF-42 \_\_\_\_\_ What was the principal source of funds used to start the business?

- 1) Own savings, including salary, terminal benefits or profits from another business
- 2) Funds lent by others in family or friends
- 3) Funds offered by others in the family or friends
- 4) ROSCAS (XITIQUE) and loans from savings associations at work place
- 5) Loans from employers
- 6) Borrowing from other informal sources
- 7) Borrowing from formal financial institutions
- 8) Receipts from sale of another business that closed
- 9) Other sources

**Enumerator:** In Table VIII, below, indicate the value that the respondent attributes to each of the items he/she currently has, if they were to be sold today. For Raw Materials (01), Furniture/Fittings (02) and Machinery, Equipment and Hand Tools (03) list below each group the items that currently exist under that group. Then, in the second column indicate individual values attributed to each. After that, add this individual values (for each group) and plug the totals for each category: Raw Materials (01), Furniture/Fittings (02), and so on. For Infra-structures (04), Land (05) and Stored Outputs (06), plug directly the attributed value.

**Table VIII: Value of Current Business Items**

ITEM	For how much would you sell today?	
	VIII-1	VIII-2
Raw Materials	01	
.		
.		
.		
.		
Furniture/Fittings	02	
.		
.		
.		
.		
Machinery, Equipment and Hand Tools	03	
.		
.		
.		
.		
Infra-structure (if owned by proprietor)	04	
Land (if owned by proprietor and used in the business)	05	
Stored Outputs	06	

**Table IX: Sources of Funding for the Current Assets**

ITEM	PD	Sources of Funding (see Codes below)
	IX-1	
Raw Materials	01	
Furniture/Fittings	02	
Machinery, Equipment and Hand Tools	03	
Infra-structure (if owned by proprietor)	04	
Land (if owned by proprietor and used for business)	05	

**Codes for Sources of Funding: IX-2**

- 1) Reinvested profits from the business itself
- 2) Own savings, including salary, terminal benefits or profits from another business
- 3) Funds lent by others in family or friends
- 4) Funds given by others in family or friends
- 5) ROSCAS (XITIQUE) and loans from savings associations at work place
- 6) Loans from employers
- 7) Borrowing from other informal sources
- 8) Borrowing from formal financial institutions
- 9) Receipts from sale of another business that closed
- 10) Other sources of funding

**Profits Earned and Their Uses**

EF-44 \_\_\_\_\_ Mts How much profits (Total Monthly Revenues minus Total Monthly Current Expenses) were earned by this business in the last month of operation?

**EF-45. What are the most important things that you (the owner of this business) normally do with the profits from this business (List in decreasing order of importance)**

- |                              |                               |
|------------------------------|-------------------------------|
| 1) Add a new business        | 6) Give to family/rural areas |
| 2) Reinvest in this business | 7) Put into savings           |
| 3) Invest in Agriculture     | 8) Use for entertainment      |
| 4) Use for household needs   | 9) Medical expenses           |
| 5) Children's education      | 10) Other uses                |

EF-45A \_\_\_\_\_ First most important application of the profits  
 EF-45B \_\_\_\_\_ Second most important application of the profits  
 EF-45C \_\_\_\_\_ Third most important application of the profits

**EF-46. Aside from this enterprise, since August 1995, have you (the owner) received income (in cash or kind) from any or all of the following sources? Enumerator: For each case answer:**

1 = Yes or  
 0 = No

EF-46A \_\_\_\_\_ Agriculture  
 EF-46B \_\_\_\_\_ Wage employment - government  
 EF-46C \_\_\_\_\_ Wage employment - other  
 EF-46D \_\_\_\_\_ Another (or other) small enterprise(s)  
 EF-46E \_\_\_\_\_ Pensions  
 EF-46F \_\_\_\_\_ Remittances  
 EF-46G \_\_\_\_\_ Other sources

**Enumerator:** If there are no alternative sources of income (i.e., EF-46A through EF-46G, all=0), **SKIP TO QUESTION EF-49.**

**EF-47. Over the past year, which of these provided the first and second most important contributions to your (the owner) income (in cash and in kind)? (Enumerator: If the respondent answers "this business, code it as 7.**

- |   |                    |
|---|--------------------|
| 1) Agriculture                            | 5) Pensions        |
| 2) Wage employment - government           | 6) Remittances     |
| 3) Wage employment - other                | 7) This enterprise |
| 4) Another (or other) small enterprise(s) | 8) Other source    |

EF-47A \_\_\_\_\_ First most important income source  
 EF-47B \_\_\_\_\_ Second most important income source

EF-48 \_\_\_\_\_ What proportion of your (the owner) total income is provided by this business?

- 1) Provides all or almost all income
- 2) Provides more than half
- 3) Provides about half of the total income
- 4) Provides less than half of the income
- 5) Provides negligible part of the total income

**Output and Input Markets**

EF-49 \_\_\_\_\_ Who are your principal customers, for the products or services that this business sells?

- 1) Final consumers living in the immediate neighborhood
- 2) Final consumers, from other areas
- 3) Traders, who come to buy at my work place
- 4) Traders - I transport the product to them
- 5) Other businesses (not traders)
- 6) Government institutions
- 7) Other clients

EF-50 \_\_\_\_\_ What is the principal source of inputs for this business?

- 1) collected/gathered/grown by myself or my family
- 2) purchased from neighbors who collect/gather/grow them
- 3) purchased locally from retailers
- 4) purchased locally from wholesalers
- 5) purchased from retailers - I go to town to buy them
- 6) purchased from wholesalers - I go to town to buy them
- 7) other sources

**Problems faced by the Enterprises**

**EF-51. What were the two biggest problems this business has faced over the last year? (Enumerator: If person says CREDIT, ask what kind of problem credit would solve).**

EF-51A \_\_\_\_\_ First problem faced by the business **(see Code List)**

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EF-51B \_\_\_\_\_ Second problem faced by the business **(see Code List)**

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EF-52 \_\_\_\_\_ Have you faced any problems from government regulations, government controls, or other actions of local or central government authorities?

- 1 = Yes  
0 = No

**EF-53. If so (EF-52=1), please describe them:**

EF-53A \_\_\_\_\_ First problem faced from government regulations/other actions **(see Code List)**

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EF-53B \_\_\_\_\_ Second problem faced from government regulations/other actions **(see Code List)**

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EF-54 \_\_\_\_\_ Do you have a license to operate this business?

- 1 = Yes  
0 = No

EF-55X \_\_\_\_\_ Do you have plans to make new investments in this business in the near future?  
1 = Yes  
0 = No  
2 = Don't know (**Skip to EF-57X**)

EF-56X \_\_\_\_\_ Why? (**see Code List**)

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EF-57X \_\_\_\_\_ Do you consider this to be a good business to be undertaken nowadays?  
1 = Yes  
0 = No  
2 = Don't know

EF-58X \_\_\_\_\_ Would you advice your son (or someone younger) to get involved in this business?  
1 = Yes -----> End of the interview  
0 = No  
2 = Don't know ---> End of the interview

EF-59X \_\_\_\_\_ If not, what type of business would you recommend? \_\_\_\_\_  
\_\_\_\_\_ (**see Code List**)

THANK YOU VERY MUCH FOR YOUR TIME AND COOPERATION!