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THE WORLD BANK GROUP
[COUNTRY] INFORMAL SECTOR BUSINESS SURVEY QUESTIONNAIRE YEAR

GPS Coordinates (recorded automatically)

GPS	gps
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Time (recorded automatically): **sc4my**

Day (dd)	Month (mm)	Year (yyyy)	Hour (00 to 23)	Minutes (00 to 59)

SHORT-FORM QUESTIONNAIRE

INTERVIEWER: COMPLETE ONE SHORT FORM FOR EVERY FOUND BUSINESS IN THE BLOCK. IDENTIFY BUSINESSES BY OBSERVATION OR BY ASKING QUESTIONS. REMEMBER THAT BUSINESSES COULD BE CARRIED OUT INSIDE HOUSEHOLDS

C.1a INTERVIEWER: PLEASE INDICATE THE TYPE OF PREMISES WHERE BUSINESS TAKES PLACE

1	Household
2	Non-household with permanent structure
3	Non-household with temporary structure, including stalls or stands
4	Non-fixed premises, including hawkers
-9	DON'T KNOW (SPONTANEOUS)

cla

A.4**INTERVIEWER: WHAT IS THE MAIN OBSERVED BUSINESS ACTIVITY?**

WHERE THE ACTIVITY IS NOT OBVIOUS BY OBSERVATION, PLEASE BRIEFLY TALK TO THE PERSON OPERATING THE BUSINESS TO LEARN MORE ABOUT THE TYPE OF ACTIVITY. IF THERE IS MORE THAN ONE BUSINESS OR ACTIVITY, SELECT THE BUSINESS OR ACTIVITY WITH THE HIGHEST VALUE OF SALES.

		Main business	
Making goods (Manufacturing) a41a==1	Manufacturing of clothes or shoes	1	a4m
	Manufacturing of food (including bakers)	2	
	Manufacturing of coffee, sugar, oil, dry fruits and other processed foods (exclude restaurants, street food-sellers)	3	
	Manufacturing of handicrafts	4	
	Manufacturing of furniture	5	
	Manufacturing of metal products	6	
	Manufacturing of household items	7	
	Manufacturing of tools and instruments	8	
	Other manufacturing (specify a4x)	14	
Reselling of goods	Selling of agricultural products	151	

(Services) a41a==2	Selling of raw meat and animal	152	a4r
	Selling of food products for immediate consumption (street food seller, restaurants, catering)	153	
	Reselling of finished food products or groceries	154	
	Selling of clothes or household items	16	
	Selling of business/computer/phone services	17	
	Selling of other goods (specify a4x)	18	
Provision of services a41a==3	Transport services	19	a4s
	Cleaning and washing services	20	
	Hairdressers and barber shops	21	
	Professional services (including internet services)	22	
	Repair of motor vehicles and motorcycles	231	
	Repair of machinery and equipment	232	
	Repair of computers, personal and household goods	233	
	Construction	24	
	Other services (specify a4x)	30	

Good day: I'm conducting a study on behalf **[INSERT CONTRACTOR AND/OR THE WORLD BANK DEPENDING ON THE COUNTRY]** to measure how many businesses are located in this neighborhood. Can I please ask you a few questions?

Sc.0	INTERVIEWER: IS THE RESPONDENT WILLING TO PARTICIPATE IN THE SURVEY?
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Yes	1
No	2
Respondent previously answered survey	3

GO TO SfR (at the end)
Duplicate

Sc.2	In [insert last calendar month] , how many people worked in this business? INTERVIEWER: INCLUDE FAMILY MEMBERS, OWNER AND RESPONDENT IF APPLICABLE.
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	Number	DON'T KNOW (SPONTANEOUS)
Number of people working in this business	Sc2	-9

Is this business currently registered with:

Sc.3a | [customize by country, registration agency 1]?

Yes	1	<i>TERMINATE</i>
No	2	
DON'T KNOW (SPONTANEOUS)	-9	
REFUSAL (SPONTANEOUS)	-8	

sc3a

Sc.3b | [customize by country, registration agency 2]?

Yes	1	<i>TERMINATE</i>
No	2	
DON'T KNOW (SPONTANEOUS)	-9	
REFUSAL (SPONTANEOUS)	-8	

sc3b

Sc.3c | [customize by country, registration agency 3]?

Yes	1	<i>TERMINATE</i>
No	2	
DON'T KNOW (SPONTANEOUS)	-9	
REFUSAL (SPONTANEOUS)	-8	

sc3c

Lf. LONG-FORM QUESTIONNAIRE

INTERVIEWER: READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING.

You have been randomly selected to participate in a survey that will help to develop policies for businesses like yours in [COUNTRY]. This survey consists of questions on several topics and will take 15-20 minutes to complete.

INTERVIEWER: IS THE RESPONDENT WILLING TO PARTICIPATE IN THE LONG-FORM QUESTIONNAIRE?

- 1. YES
- 2. NO

B. GENERAL INFORMATION

B.0 Are you the main owner of this business or activity?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

b0

B.1 How many owners does this business or activity have?

Number of owners in this business	b1
DON'T KNOW (SPONTANEOUS)	-9

IF 1 GO TO B.2a

B.2 How many owners are female?

Number of female owners	b2
DON'T KNOW (SPONTANEOUS)	-9

GO TO B.3

THE TOTAL NUMBER OF FEMALE OWNERS SHOULD BE LESS THAN OR EQUAL TO B.1

B.2a Is the owner a female?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

b0

owner **VARIABLE: IF B0=1, owner TAKES THE VALUE OF "YOU", IF B0=2 owner TAKES THE VALUE OF "THE LARGEST OWNER"**

you
the largest owner

B.3 In which year did this business or activity originally start?
INTERVIEWER: PROVIDE FOUR DIGITS FOR YEAR

Year business activity started	b3
DON'T KNOW (SPONTANEOUS)	-9

ASK IF B3 >= 2020

COV.B.3a In which month did this business or activity start?

Month	COVb3a
DON'T KNOW (SPONTANEOUS)	-9

B.4 Did **[owner]** start this business or activity?

Yes	1	GO TO B.8
No	2	
DON'T KNOW (SPONTANEOUS)	-9	

b4

B.6 Please indicate if any of the following were reasons why **[owner]** started this business or activity:
INTERVIEWER: READ OUT

	Yes	No	DON'T KNOW (SPONTANEOUS)
Convenience of location and/or working hours b6a	1	2	-9
The opportunity to start and develop a profitable business b6b	1	2	-9
To have a secondary source of income b6c	1	2	-9
Unable to find another source of income b6d	1	2	-9

B.8 What was the **main** source of money to **[start]** this business or activity?
INTERVIEWER: READ OUT

Own funds	1
Friends or relatives	2
Moneylenders	3
Microfinance institutions	4
Banks	5
Remittances	6
Other sources	7
DOES NOT APPLY (SPONTANEOUS) AS OWNER JOINED THE ACTIVITY	-7
DON'T KNOW (SPONTANEOUS)	-9

b8

B.8a What was **[owner]**'s occupation prior to this business or activity?
INTERVIEWER: READ OUT

Worked for someone else in the same type of business or activity	1
Worked for someone else in a different type of business or activity	2
Self-employed in a different type of business or activity	3
Self-employed in the same type of business or activity	4
Unemployed	5
Other (e.g., housewife, student, etc.)	6
DON'T KNOW (SPONTANEOUS)	-9

b8a

B.9 What is the **[owner]**'s age?

	Years
Age of main [owner]	b9
DON'T KNOW (SPONTANEOUS)	-9

B.10 How many years of experience working in this activity does the **[owner]** have?
INTERVIEWER: IF LESS THAN ONE YEAR, RECORD 1

	Number of years
[owner] 's years of experience	b10
DON'T KNOW (SPONTANEOUS)	-9

B.11 What is [owner]'s highest level of completed education?
INTERVIEWER: READ OUT
[TO BE MODIFIED BY COUNTRY]

No schooling	1
Incomplete primary school	2
Complete primary school	3
Incomplete intermediate secondary school (intermediate baccalaureate)	4
Complete intermediate secondary (intermediate baccalaureate)	5
Incomplete senior secondary school (secondary school certificate)	6
Complete senior secondary school (secondary school certificate)	7
Incomplete preparatory technical school (secondary school certificate/vocational baccalaureate from a technical secondary school)	8
Complete preparatory technical school (secondary school certificate/vocational baccalaureate from a technical secondary school)	9
Incomplete tertiary (university bachelors or technical diploma)	10
Complete tertiary (university bachelors or technical diploma)	11
DON'T KNOW (SPONTANEOUS)	-9

b11

B.12 For how many years [has] the [owner] lived in this city?
INTERVIEWER: IF LESS THAN ONE YEAR, RECORD 1

	Number of Years
Number of years	b12
ENTIRE LIFE	-5
DOES NOT LIVE IN THIS CITY	-7
DON'T KNOW (SPONTANEOUS)	-9

GO TO B.14
GO TO B.14
GO TO B.14

B.13a Name of city, town, province or country [owner] lived before moving to this city?

	Name of city, province or country
Name of city, town, province or country	b13ax
DON'T KNOW (SPONTANEOUS)	-9

B.14 How many people live in [owner]'s household other than [owner]?
INTERVIEWER: INCLUDE RESPONDENT IF APPLICABLE

	Number
Number of household members of the [owner]	b14
DON'T KNOW (SPONTANEOUS)	-9

B.15 How many of [owner]'s household members are less than 6 years old?

	Number
Household members who are less than 6 years old	b15
DON'T KNOW (SPONTANEOUS)	-9

B.16 [Is the]/ [Are] [owner] the primary income earner of the household?

Yes	1	
No	2	
DON'T KNOW (SPONTANEOUS)	-9	
EQUAL INCOME EARNER	-5	

b16

B.17 Does the [owner] currently have a job with either a temporary or permanent contract?
INTERVIEWER: INCLUDE EMPLOYMENT IN EITHER THE PRIVATE OR PUBLIC SECTOR

Yes	1	GO TO B.22
No	2	
DON'T KNOW (SPONTANEOUS)	-9	

b17

B.18 [Has the] [owner] ever had a job with a temporary or permanent contract?

Yes	1	GO TO B.20
No	2	
DON'T KNOW (SPONTANEOUS)	-9	

b18

B.19 When was the last year the [owner] had a job with a temporary or permanent contract?

	Year
Year main owner had job with temporary or permanent contract	b19
DON'T KNOW (SPONTANEOUS)	-9

INTERVIEWER: PROVIDE FOUR DIGITS FOR YEAR

B.20 In the past two years, did the [owner] actively look for a job with a temporary or permanent contract?

Yes	1	
No	2	<i>GO TO B.22</i>
DON'T KNOW (SPONTANEOUS)	-9	<i>GO TO B.22</i>

b20

B.21 Did the [owner] get the job?

Yes	1	
No	2	
DON'T KNOW (SPONTANEOUS)	-9	

b21

B.22 How many of the [owner]'s household members, other than the [owner], have a job with a temporary or permanent contract?

	Number	
Main owner's household members with job with temporary or permanent contract	b22	<i>GO TO IR.4</i>
NONE	0	
DON'T KNOW (SPONTANEOUS)	-9	

B.23 Have any of the [owner]'s household members ever had a job with a temporary or permanent contract?

Yes	1	
No	2	<i>GO TO IR.4</i>
DON'T KNOW (SPONTANEOUS)	-9	<i>GO TO IR.4</i>

b23

B.24 When was the last year the [owner]'s household members had a job with a temporary or permanent contract?
INTERVIEWER: IF SEVERAL HOUSEHOLD MEMBERS HAD A JOB, CHOOSE THE MOST RECENT ONE

	Year
Year [owner]'s household members had job with temporary or permanent contract	b24
DON'T KNOW (SPONTANEOUS)	-9

IR.4 Does this business or activity keep written business records?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

ir4

K.3 Are the accounts of the business or activity kept separately from the household expenses?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

k3

C. LOCATION AND INFRASTRUCTURE

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:

We now turn to another topic

INTERVIEWER: GO TO C.31 IF c1a=4 (business with no fixed premises, including hawkers)

INTERVIEWER: ASK THE FOLLOWING ONLY IF c1a=1 (business within household premises) otherwise go to c3

C.1a Which of the following are reasons the business or activity is located within household premises:
INTERVIEWER: READ OUT

	Yes	No	DON'T KNOW (SPONTANEOUS)
It costs less to run a business from home. c1a1	1	2	-9
It is easier to manage family responsibilities along with work. c1a2	1	2	-9
There is no benefit to working outside the household premises. c1a3	1	2	-9
It is safer and more secure. c1a4	1	2	-9
It minimizes the chance of being identified by tax authorities c1a5	1	2	-9

C.3 What is the main reason for the choice of location for this business or activity?
INTERVIEWER: READ OUT

Access to customers	1
Access to food and toilets	2
Access to water and electricity	3
Safety	4
Freedom from harassment	5
Other	6
DON'T KNOW (SPONTANEOUS)	-9

C.4 **[Does the] [owner]** own the location or space occupied by the business or activity?

Yes	1	GO TO C.31
No	2	
DON'T KNOW (SPONTANEOUS)	-9	

c4

C.5 Does this business or activity pay any fee or rent for the location or space it occupies?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

c5

C.31 Does this business or activity require electricity to produce goods or provide services?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

GO TO C.38

c31

C.31a Is the business or activity connected to the electricity grid?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

GO TO C.32

c31a

C.31b How does this business or activity pay for electricity?
INTERVIEWER: READ OUT

Cash	1
Check or bank transfer	2
Another form of payment (by internet, etc.)	3
No payment for electricity	4
Included in the rent	5
Mobile money	6
DON'T KNOW (SPONTANEOUS)	-9

c31b

C.32 In **[insert last calendar month]**, did this business or activity experience power outages?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

c32

C.38 Does this business or activity use water for its activity, aside from typical consumption and hygiene?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

GO TO C.42

c38

C.39 In **[insert last calendar month]**, did this business or activity experience insufficient water supply?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

c39

C.42 At the present time, does this business or activity use:
INTERVIEWER: READ OUT

	Yes	No	DON'T KNOW (SPONTANEOUS)
Computers (laptop or desktop) or tablet c42a	1	2	-9
Cellphone or smartphone c42c	1	2	-9

ASK IF B3 < 2020 OR (B3=2020 & COVb3a<=March)

COV.IR.1 Did this business or activity experience any of the following changes in response to the COVID-19 outbreak?
INTERVIEWER: READ OUT

	Yes	No	DON'T KNOW (SPONTANEOUS)
Changed the location of the business COVir1a	1	2	-9
Changed products sold or services rendered COVir1b	1	2	-9
Adapted no-contact/contactless sales method COVir1c	1	2	-9

D. SALES AND SUPPLIES

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:
 The next topic to be covered is about this business or activity's sales and purchases.

D.4 In [insert last calendar month], what were the **total sales** of this business or activity?

	LCU
Last month's total sales	d4
DON'T KNOW (SPONTANEOUS)	-9

ASK IF B3 < 2020 OR (B3=2020 & COVb3a<=March)

COV.D.1 Since the outbreak of COVID-19, have the **total sales** in a regular month:

Increase	1
Remain the same	2
Decrease	3
DON'T KNOW (SPONTANEOUS)	-9
	COVd1a

D.6 In a **regular month** last year, what were total sales for this business or activity?

	LCU
Regular month's total sales	d6
DON'T KNOW (SPONTANEOUS)	-9

D.7 In the month with the **lowest** sales last year, what were total sales for this business or activity?

	LCU
Slowest month's total sales	d7
DON'T KNOW (SPONTANEOUS)	-9

D.8 In the month with the **highest** sales last year, what were total sales for this business or activity?

	LCU
The highest total sales in a month	d8
DON'T KNOW (SPONTANEOUS)	-9

D.9 How many **months per year** does this business or activity normally operate?

	Months
Months of operation per year	d9
DON'T KNOW (SPONTANEOUS)	-9

D.10 How many **hours per week** does this business or activity normally operate?

	Hours
Hours of normal operation	d10
DON'T KNOW (SPONTANEOUS)	-9

**INTERVIEWER: READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:
I would now like to ask about relations and interactions with suppliers and customers.**

D.11a Does this business or activity produce or provide services under a contractual or other agreement for another business or person?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

d11a

D.13a Does this business or activity purchase its inputs or supplies from suppliers under a contractual or other agreement?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

d13a

IR. BUSINESS PRACTICES

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:

Now let's talk about how this business or activity is run.

IR.1 In the last three months, has this business or activity done any of the following:
INTERVIEWER: READ OUT

	Yes	No	DON'T KNOW (SPONTANEOUS)
Visited one of its competitor businesses to see what products they have available for sale. ir1a	1	2	-9
Asked existing customers whether there are any other products this business or activity should sell or produce. ir1b	1	2	-9
Talked with former customers to find out why they have stopped buying from this business or activity. ir1c	1	2	-9
Used any special offer to attract customers. ir1d	1	2	-9
Asked suppliers which products are selling well. ir1e	1	2	-9

IR.2 In the last **three months**, has this business or activity attempted to negotiate with a supplier for a lower price?

Yes	1
No	2
DOES NOT APPLY (SPONTANEOUS)	-7
DON'T KNOW (SPONTANEOUS)	-9

ir2

IR.3 How frequently does this business or activity run out of stock of inventories or raw materials?
INTERVIEWER: READ OUT

Never, it always has enough on hand	1
Rarely	2
Sometimes	3
Frequently, at least once every three months	4
DON'T KNOW (SPONTANEOUS)	-9

ir3

IR.6 Does this business or activity have a written budget for monthly costs, such as rent, electricity, maintenance, transport and other costs?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

ir6

IR.7 Does this business or activity have a target for sales over the next year?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

GO TO IR.9

GO TO IR.9

ir7

IR.8 How frequently does this business or activity compare actual sales to target?
INTERVIEWER: READ OUT

Never or do not compare	1
Once a year or less frequent	2
Two or three times a year	3
Monthly or more often	4
DON'T KNOW (SPONTANEOUS)	-9

ir8

IR.9 Has this business or activity made a budget of the costs it is likely to face next year?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

ir9

IR.10 Does this business or activity prepare a profit and loss statement at least once a year?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

ir10

K. FINANCE

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:
I would like to ask you a few questions about how this business or activity finances its operations.

K.4 In the last year, did this business or activity finance its day-to-day operations by using:
INTERVIEWER: READ OUT

		Yes	No	DON'T KNOW (SPONTANEOUS)
Moneylenders	k4b	1	2	-9
Microfinance institutions	k4c	1	2	-9
Banks	k4d	1	2	-9
Friends or relatives	k4e	1	2	-9

K.3b In the last year, did this business or activity buy inputs, goods or supplies on credit?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

k3b

K.3c In the last year, did this business or activity receive advances from customers?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

k3c

K.5 In the last year, did this business or activity sell goods or services on credit?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

K5

K.6 **[Insert reference period]**, did this business or activity buy any new or used machinery or equipment, vehicles or other means of transport?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

GO TO K.10

GO TO K.10

k6

K.8 [Insert reference period], has this business or activity financed the purchases of machinery or equipment, vehicles or other means of transport using:
INTERVIEWER: READ OUT

		Yes	No	DON'T KNOW (SPONTANEOUS)
Moneylenders	k8b	1	2	-9
Microfinance institutions	k8c	1	2	-9
Banks	k8d	1	2	-9
Friends or relatives	k8e	1	2	-9

K.10 Does the [owner] have a bank account to run this business or activity?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

k10

K.11 Does the [owner] use a separate bank account for the household?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

k11

K.11a In its current operations, does this business or activity use [mobile money]?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

GO TO K.12
GO TO K.12

K.11 Does this business or activity use [mobile money] to do the following:
INTERVIEWER: READ OUT

		Yes	No	DON'T KNOW (SPONTANEOUS)
Pay suppliers	k11b	1	2	-9
Save	k11c	1	2	-9
Pay utility bills	k11d	1	2	-9
Receive payments from customers	k11e	1	2	-9
Pay loans	k11f	1	2	-9
Pay its workers, including family members	k11g	1	2	-9

K.12 At this time, does this business or activity or the **[owner]** have a loan for the business or activity?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

GO TO K.17
GO TO K.17

k12

K.13 Referring to the most recently obtained loan, where did this business or activity get the loan from?
INTERVIEWER: READ OUT

Banks	1
Money lenders	2
Microfinance institutions	3
Input suppliers or customers	4
Friends or relatives	5
Others	6
DON'T KNOW (SPONTANEOUS)	-9
	k13

K.16 Referring only to the most recent loan, did the financing require a guarantee?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

k16

K.17 In the last year, did this business or activity apply for any loans?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

GO TO COV.K.1
GO TO COV.K.1

k17

K.18 What was the **main** reason why this business or activity did not apply for any loan?
INTERVIEWER: READ OUT

No need for a loan	1
Application procedures are complex	2
Interest rates are too high	3
Did not have required guarantees	4
Did not think it would be obtained because I am not registered	5
Other (SPONTANEOUS)	6
DON'T KNOW (SPONTANEOUS)	-9

k18

COV.K.1	Since the outbreak of COVID-19, has this business or activity received any national or local government support issued in response to the crisis?
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Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

COVki

L. LABOR

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:

Now I would like to ask you a few questions about the individuals who work in this business or activity

L.1 In [insert last calendar month], how many of the people worked in this business were:
INTERVIEWER: INCLUDE FAMILY MEMBERS, OWNER AND RESPONDENT IF APPLICABLE

	Number	DON'T KNOW (SPONTANEOUS)
Paid	11a	-9
Unpaid	11b	-9

L.2 In [insert last calendar month], how many of the people who worked in this business or activity, including paid and unpaid workers were [owner]'s family members?
INTERVIEWER: EXCLUDE INTERVIEWEE

	Number	DON'T KNOW (SPONTANEOUS)
Family members	12	-9

L.6 In [insert last calendar month], how many females worked in this business or activity, including paid and unpaid workers?
INTERVIEWER: INCLUDE FAMILY MEMBERS, OWNER AND RESPONDENT IF APPLICABLE

	Number	DON'T KNOW (SPONTANEOUS)
Paid and unpaid female workers	16	-9

L.3 In a **regular month** last year, how many people worked in this business or activity, including paid and unpaid workers?
INTERVIEWER: INCLUDE FAMILY MEMBERS, OWNER AND RESPONDENT IF APPLICABLE

	Number	DON'T KNOW (SPONTANEOUS)
Paid and unpaid workers	13	-9

(INTERVIEWER: CHECK THAT THE SUM IS AT LEAST ONE)

L.4 In the **month with the highest number of people working** last year, how many people worked in this business, including paid and unpaid workers?
INTERVIEWER: INCLUDE FAMILY MEMBERS, OWNER AND RESPONDENT IF APPLICABLE

	Number	DON'T KNOW (SPONTANEOUS)
Paid and unpaid workers (highest)	14	-9

L.5 In the **month with the lowest number of people working** last year, how many people worked in this business or activity, including paid and unpaid workers?
INTERVIEWER: INCLUDE FAMILY MEMBERS, OWNER AND RESPONDENT IF APPLICABLE

	Number	DON'T KNOW (SPONTANEOUS)
Paid and unpaid workers (lowest)	15	-9

COV.L.1a Since the outbreak of the COVID-19, in a **regular month**, has the number of people working in this business or activity:
INTERVIEWER: READ OUT

Increased	1
Remained the same	2
Decreased	3
DON'T KNOW (SPONTANEOUS)	-9
DOES NOT APPLY (SPONTANEOUS)	-7

COV1a

COV.L.1b Since the outbreak of the COVID-19, in a **regular month**, has the number of workers that are members of [owner]'s family:
INTERVIEWER: READ OUT

Increased	1
Remained the same	2
Decreased	3
DON'T KNOW (SPONTANEOUS)	-9
DOES NOT APPLY (SPONTANEOUS)	-7

COV1b

L.7 How many of the people working in this business or activity (including **[owner]**) have the following skills?
INTERVIEWER: READ OUT

	Number	DON'T KNOW (SPONTANEOUS)
Can read	17a	-9
Can write	17b	-9
Can use a computer	17c	-9

R. REGISTRATION

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:
We now turn to another topic.

ASK IF owner="you"

R.13 Are you aware of **[Insert the name of first level of registration that defines business as formal at the national (central), provincial, or district levels]**?
INTERVIEWER: READ OUT

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

r13

R.2 Please indicate if any of the following is a reason why this business or activity is not registered with the **[Insert the name of first level of registration that defines business as formal at the national (central), provincial, or district levels]**
INTERVIEWER: READ OUT

	Yes	No	DON'T KNOW (SPONTANEOUS)
Cost and time to register r2a	1	2	-9
Lack information about where and how to register r2f	1	2	-9
No benefit to being registered r2e	1	2	-9
Taxes if registered r2b	1	2	-9
Inspections and meetings with officials if registered r2c	1	2	-9
Informal payments needed if registered r2d	1	2	-9

R.6 As I read several options, please indicate if each one represents a benefit for your business or activity that could be obtained from being registered with the **[Insert the name of first level of registration that defines business as formal at the national (central), provincial, or district levels]**
INTERVIEWER: READ OUT

	Yes	No	(SPONTANEOUS)	
			DON'T KNOW	DOES NOT APPLY
Better access to financing or loans r6a	1	2	-9	-7
Better access to raw materials, infrastructure services, and government services r6b	1	2	-9	-7
Lesser informal payments to pay r6c	1	2	-9	-7
Better access to potential customers r6d	1	2	-9	-7

R.10 How do this business or activity's prices compare to the prices of similar products or services supplied by **registered** businesses?
INTERVIEWER: READ OUT

The prices are lower	1
The prices are roughly the same	2
The prices are higher	3
DON'T KNOW (SPONTANEOUS)	-9

r10

R.5 Does this business or activity have to give gifts, informal payments or bribes to continue operating?

Yes	1
No	2
REFUSAL (SPONTANEOUS)	-8
DON'T KNOW (SPONTANEOUS)	-9

r5

N. ASSETS

READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:

Now, I would like to ask you a few questions about costs and related items. All information you provide will be anonymized, and neither your name nor the name of your establishment will be used in any document based on this survey.

N.2 For **[insert last calendar month]**, please provide the following information about this business or activity:

	LCU	DON'T KNOW (SPONTANEOUS)	DOESN'T APPLY (SPONTANEOUS)
Total cost of workers including salaries and any other form of payment	n2a	-9	-7
Total costs of electricity	n2c	-9	-7

N.3 In its current operations, does this business or activity use any machinery or equipment (regardless of whether they are owned, borrowed, or shared)?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

n3

N.4 In its current operations, does this business or activity use vehicles, cycles, carts, and other modes of transport (regardless of whether they are owned, borrowed, or shared)?

Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

n4

N.7 In **[insert last completed month]**, did this this business or activity make:
INTERVIEWR: READ OUT

A profit	1
A loss	2
Zero profit	3
DON'T KNOW (SPONTANEOUS)	-9

GO TO A.15a
GO TO A.15a
n7

N.7a	In [insert last completed month] , what was the net [profit or loss] of this business or activity in LCU?
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	LCU
The net [profit or loss] of this establishment in the last completed month	n7a
DON'T KNOW (SPONTANEOUS)	-9

A.15a Please complete the following information about the interviewee

Position of main respondent

Largest owner	1
Employee related to largest owner	2
Employee NOT related to largest owner	3
Other	4

a15a1a

	Years with the business or activity	Gender
Main respondent	a15a2a	a15a3a

**THE SURVEY ENDS HERE
THANK YOU VERY MUCH FOR YOUR COOPERATION.**

A.1 Interviewer code

a1

A.2 Supervisor code

a2

A.15b Name of City

a15b

A.15c Name of neighborhood

a15c

A.15 Time face-to-face interview ends:

Day (dd)	Month (mm)	Hour (00 to 23)	Minutes (00 to 59)
a15d	a15m	a15h	a15min

INTERVIEWER COMMENTS:

a17x

(Problems occurred/extraordinary circumstances which could influence results)

RF. INFORMATION ON REFUSALS TO SHORT FORM

INFORMATION CODED BY ENUMERATOR IN THE CASE OF REFUSAL (A0 = 2)

Rf.4	HOW MANY PEOPLE ARE OBSERVED WORKING IN THE BUSINESS ACTIVITY? INCLUDE ALL PEOPLE OBSERVED CURRENTLY WORKING (INCLUDING RESPONDENT)
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	Number
Number of people observed working in the business	rf4

Rf.5	DOES THE BUSINESS HAVE ANY VISIBLE SIGNAGE, INCLUDING DISPLAYED PERMITS?
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Yes	1
No	2

rf5