

**CODE BOOK**

Variable	Explanation/Question	Codes
<i>Section 1</i>		
quesno	questionnaire number	
dataentry	data entry operator(s)	
enterno	enterprise number	
entername	Respondent name	
resphone	respondent phone number	
intername	interviewer name	
intercode	interviewers code	

entername

enterprise name

1\_1\_sector

sector

1. food, beverages and tobacco
2. textile, wearing apparel and leather
3. wood products, including furniture
4. chemical, petroleum, coal,...
5. rubber and plastics
6. metal, machinery and equipment
7. construction material/tile and ridge making/cement/ceramics
8. printing
9. cosmetics
10. glass
11. other

1_2_location	location	<ol style="list-style-type: none"> <li>1. harare &amp; surrounding</li> <li>2. buluwayo</li> <li>3. mutare</li> <li>4. midlands</li> <li>5. other (specify)</li> </ol>
1_3_size	firm size	<ol style="list-style-type: none"> <li>1. 5 - 19 employees</li> <li>2. 20 - 99 employees</li> <li>3. 100 +</li> </ol>
1_12_largerfirm	is this establishment part of a larger firm?	<ol style="list-style-type: none"> <li>1. yes</li> <li>2. no</li> </ol>
1_13a_numbest	what is the number of establishments that form the firm?	
1_13b_headq	where are the headquarters of the firm located?	<ol style="list-style-type: none"> <li>1. zimbabwe</li> <li>2. foreign country</li> </ol>
1_13c_kindesta	what kind of establishment is this?	<ol style="list-style-type: none"> <li>1. HQ without production and/or sales in this location</li> <li>2. HQ with production and/or sales in this location</li> </ol>

- 3. establishment physically separated from HQ and other establishments of the firm
- 4. establishment physically separated from HQ but with other establishments of the firm

1_14_finstat	are the financial statements of the HQ prepared independently from the rest of the establishments?	1. Yes 2. No
1_15_finstats	are the financial statements the establishment the establishments prepared from HQ's statements?	1. Yes 2. No
1_16_finstats	are the financial statements of this establishments independent from other establishment of the same company?	1. Yes 2. No

## *Section 2*

quesno                      questionnaire number

enterno                    enterprise number

2\_1\_gender                gender (of interviewee)

1. male
2. female

2\_2\_age                    how old are you?

2\_3\_owner                are you an owner/controlling shareholder of this firm?

1. yes
2. no

2\_4\_position              if not an owner, what is your current position?

1. chairperson of cooperative
2. general manager/MD/CEO
3. other manager
4. accountant/chief accountant
5. accounts clerk
6. financial administrator

		<ul style="list-style-type: none"> <li>7. administrator</li> <li>8. other</li> </ul>
2_5_relation	what is your relationship to the owner of the firm?	<ul style="list-style-type: none"> <li>1. immediate family</li> <li>2. relative</li> <li>3. family friend</li> <li>4. school/university friend</li> <li>5. not related</li> <li>6. self/owner</li> <li>7. other</li> </ul>
2_6_hieduc	what is the highest level of formal education you successful attained?	<ul style="list-style-type: none"> <li>1. none</li> <li>2. primary/standard 3/tandard 4</li> <li>3. incomplete secondary</li> <li>4. matric</li> <li>5. secondary (O level)</li> <li>6. secondary (A level)</li> <li>7. vocational/polytechnique</li> <li>8. professional</li> <li>9. university</li> <li>10. standard 6/equivalent to ZJC</li> </ul>
2_7a_fathedu	what is the highest level of formal education successful completed by your father?	
2_7b_motheduc	what is the highest level of formal education successful completed by your mother?	
2_8_acquire	what year did you acquire or resume a management role in this firm?	
2_9_workexp	how many years of work experience in general did you have prior to acquiring/becoming a manger in this firm?	

### *Section 3*

quesno	questionnaire number	
enterno	enterprise number	
3A_1_year	when did your enterprise begin operation in this country (year)?	
3A_2a_firmreg	does the enterprise currently have any of the following registrations: firm registration?	1. yes 2. no
3A_2b_vat	does the enterprise currently have any of the following registrations: VAT?	1. yes 2. no
3A_2c_nassa	does the enterprise currently have any of the following registrations: nassa/payee registrations?	1. yes 2. no
3A_3_status	what is the legal status of this firm?	1. sole proprietorship

2. partnership
3. private limited company
4. public listed company
5. corporation (not parastatal)
6. corporation (parastatal)
7. co-operative
8. public/registered under bulawayo city council
9. trust

3A\_4a\_pridom%      what percentage of your enterprise is owned by: private domestic?

3A\_4b\_prifore%      what percentage of your enterprise is owned by: private foreign?

3A\_4c\_govnm%      what percentage of your enterprise is owned by: government?

3A\_4d\_other%      what percentage of your enterprise is owned by: other (NGO, pension fund, public company)?

3A\_5\_foreign      if fully or partially foreign owned, in which country is the foreign company or major foreign shareholder based?

1. united kingdom
2. south Africa
3. india
4. Denmark
5. south korea
6. china

3A\_6a\_black      if partially or fully owned by domestic private sector, what share of ownership are: black zimbabwean?

3A\_6b\_white      if partially or fully owned by domestic private sector, what share of ownership are: white zimbabwean?



3A\_6c\_indian      if partially or fully owned by domestic private sector, what share of ownership are: indian/asian zimbabwean?

3A\_6d\_other      if partially or fully owned by domestic private sector, what share of ownership are: other zimbabwean?

3A\_7\_control      when did current controlling owner(s) take control?

3A\_8a\_answer      who were the previous controlling owners: black zimbabwean?

3A\_8b\_answer 2      who were the previous controlling owners: white zimbabwean?

3A\_8c\_answer 3      who were the previous controlling owners: white zimbabwean?

1. black zimbabwean
2. white zimbabwean
3. other zimbabwean
4. foreign individuals
5. foreign company
6. local corporation
7. new business/founded/no previous owner
8. ownership remained the same/not applicable
9. other

3B\_1\_preftime      what is the preferred time period for you to use in discussing the cost of the inputs and the value of outputs of your production process?

1. one year
2. one month
3. quarterly (three months)
4. four months
5. six months
6. ten months

3B\_2\_canyou      can you provide reliable answers for the fiscal year 2014?

1. yes

2. no

3B_2b_over1	over what period is the first fiscal year? [from]
3B_2b_over1	over what period is the first fiscal year? [to]
3B_3a_ingthfrm	what is the last period of this length for which you have reliable data: from?
3B_3b_ingthto	what is the last period of this length for which you have reliable data: to?
3B_4_average	can this last period be considered as average compared to the year as a whole?
3B_5_percent	by what percentage is the period above or below the average sales compared to the year as a whole?
3B_6_hrsweek	in fiscal year 2014, how many hours per week did this establishment normally operate?
3B_7_capacity	what was this establishment's average capacity utilization in [the period]?
3B_8_addemploy	at the end of the [period] how many additional employees would this establishment have needed to achieve full capacity

- 1. yes
- 2. no, the period is below average
- 3. no, the period is above average

3B_9a_value13	what was your total value of sales of all activities of the firm in this [2013]?
3B_9b_value14	what was your total value of sales of all activities of the firm in this [2014]?
3B_10a_manuf13	what percent of this establishment's total annual sales came from the following activities in [period]: manufacturing 2013?
3B_10a_manuf14	what percent of this establishment's total annual sales came from the following activities in [period]: manufacturing 2014?
3B_10b_trade13	what percent of this establishment's total annual sales came from the following activities in [period]: trading 2013?
3B_10b_trade14	what percent of this establishment's total annual sales came from the following activities in [period]: trading 2014?
3B_10c_service13	what percent of this establishment's total annual sales came from the following activities in [period]: services 2013?
3B_10c_service14	what percent of this establishment's total annual sales came from the following activities in [period]: services 2014?
3B_11a_nation	in [period], what percent of this establishment's total sales were: national sales?

3B\_11b\_export      in [period], what percent of this establishment's total sales were:  
exports?

3B\_12a\_code      in 2010 [or initial year if after 2010], what were the three main  
types of manufactured products/services the firm  
produced/supplied: code? [product 1]

3B\_12b\_code      in 2010 [or initial year if after 2010], what were the three main  
types of manufactured products/services the firm  
produced/supplied: code? [product 2]

3B\_12c\_code      in 2010 [or initial year if after 2010], what were the three main  
types of manufactured products/services the firm  
produced/supplied: code? [product 3]

3B\_12d\_code      in 2010 [or initial year if after 2010], what were the three main  
types of manufactured products/services the firm  
produced/supplied: code? [product 4]

- 16. aluminium and zinc coatings
- 17. pens
- 18. carbon/desk calendars/stationary/envelops
- 19. writing pads/books
- 20. stacking chairs
- 21. desks
- 22. hospital beds/beds
- 23. crowns (can tops)
- 24. cans
- 25. building plasters
- 26. ceiling boards
- 27. tile adhesive
- 28. formal wear/ work wear/ garments
- 29. casual wear/ fashion wear
- 30. school wear/ school uniforms

1. wardrobes
2. bedroom suite
3. kitchen sets/units
4. lounge suites
5. rice
6. dairy
7. candles
8. LDPE sheeting
9. polypropylene products/ plastic products
10. tobacco twine
11. bailing twine
12. synthetic twine
13. thread
14. bronze coatings
15. brass coatings

31. plastic bottles
32. fresh compressed yeast
33. active dry yeast
34. brewers yeast
35. twistgrade bubblegum
36. dandy 12 piece gum
37. bubble gum balls
38. invoice books
39. deposit books
40. posters
41. labels
42. stachets for food and soap
43. special sugars
44. caramel
45. syrups
46. stock feeds

47. human feeds
48. detergents
49. dairy industry chemicals
50. lubricants
51. aerosol
52. cough mixture
53. veterinary prod
54. billiard table packs
55. lady shirts/ dresses
56. men shirts
57. golf tshirts/ t shirts
58. tracksuits
59. buttons
60. plastic moulded products
61. garment labels

77. manhole covers
78. bronze jobs/ brushes
79. plough wheels
80. concrete products
81. terrazoo finishers
82. granite product fittings
83. filters
84. mutton cloth
85. cotton waist
86. cleaning rags
87. files
88. mounted animals
89. tanning
90. leather products/ belts
91. raw exports (wildlife)

107. individuals
108. valve
109. rent
110. belt leather
111. sheep goats
112. shoe leather
113. mosquito nets
114. apc – aluminium profile constructs
115. engineering sections general
116. irrigation
117. coffins
118. cassettes
119. cds
120. dvds

136. chipboard
137. bottle coolers
138. cold rooms
139. butchery displays
140. door frames
141. aluminium frames
142. flue pipes for tobacco curing
143. coffee table
144. plasma stand
145. stop corks
146. bib corks
147. shower phap
148. dust coats
149. professional adhesives
150. porcealart adhesives

62. jerseys	92. hunting boots	121. tiles	151. pipes/ irrigation/ hose pipes
63. protective clothing/ overalls	93. leather bags	122. ridges	152. asbestos roof covering
64. mukwa oil	94. bed	123. pallets	153. medical examination couch
65. dishwashing liquid	95. spring mattress	124. cable drums	154. mine stretcher
66. varnishing cream	96. foam mattress	125. pallet compartments	155. drug trolley
67. battery acid/ other acids	97. mower blades	126. steel drums	156. freezits
68. sandals	98. 50mm sirgless butthatch	127. moulded fibre	157. dairy drinks
69. suits	99. fabrication/installations/general engineering	128. packaging bags	158. bread
70. trousers	100. printable media	129. shrink wrap	159. paineeze
71. boat	101. cut vinyl	130. black sheeting	160. grays capsules
72. trailers	102. home decoration products	131. fancy cakes	161. novadolcol
73. institutional shoes	103. mohair products	132. scones	162. garage door springs/ springs
74. casual shoes	104. motor industry	133. rock buns	163. garden furniture
75. school shoes	105. mining industry/mining equipment	134. craft paper	164. curtain rails
76. fencing/fence making	106. agricultural products	135. mixed waste one ( m1)	165. doors

166. cylinder heads	196. rolls	225. back packs	255. flat packs and labs
167. grinding crankshafts	197. Danish pastry	226. laptop bags	256. stone works
168. reboring	198. Chelsea buns	227. luggage range	257. trailers
169. wheel repairs	199. electricity poles	228. wardrobes (repeated on number 1)	258. commission printing
170. screw conveyors	200. telephone poles	229. kitchen units/ dressers	259. pigment printing
171. feed mixers	201. fencing poles	230. room dividers	260. hair food
172. office furniture	202. gysers	231. rolling stock	261. baby aqueous cream
173. school chairs	203. irrigation hooks	232. structural steel fabrication products	262. normal aqueous cream
174. bearing housing spools	204. engineering accessories	233. installation equipment	263. heating elements
175. farm implements	205. sharpening services	234. industrial fans	264. contractors pva
176. general electrical products	206. metal cutting blade	235. heat extraction systems	265. interior and exterior pva
177. magazines	207. brandering	236. engineering serices	266. satnglo pva
178. advertising collateral	208. tounge and groove	237. insulators for heating elements	267. gloss enamel
179. cement	209. cornice	238. beta products pharmaceuticals	268. flour
180. batteries	210. window frames	239. alpha range pharmaceuticals	269. maize/maize meal

181. precision sales  
182. retail sales  
183. industrial sales  
184. newspapers  
185. packed beer  
186. bulk beer  
187. headboard  
188. 3 tier casket  
189. 2 tier casket  
190. stella tea  
191. tips  
192. tanganda  
193. structural timber  
194. mouldings  
195. church uniforms

211. bags  
212. seed bed covers  
213. black plastic sheeting/ clear  
sheeting  
214. cooling towers  
215. air systems  
216. ducts  
217. tombstones  
218. table tops  
219. granite stone accessories  
220. steel structures  
221. paracetamol syrup  
222. metformin tablets  
223. enalapril  
224. tea loaf

240. delat range pharmaceuticals  
241. horse saddles  
242. head collars  
243. namna  
244. loose biscuits  
245. cream biscuits  
246. marie biscuits  
247. non alcoholic beverages  
248. perfumed petroleum jelly  
249. printed plastic bags  
250. film making  
251. plant spares  
252. process equipment  
253. tobacco threshing and packing  
254. fitted cabinets

270. packing  
271. aluminium ladders  
272. delta hats  
273. sheet metal working  
274. boots  
275. whilly birds  
276. mens shorts  
277. school shorts  
278. mirrors  
279. metal furniture  
280. pa systems  
281. cds (repeated)  
282. dvds (repeated)  
283. cassettes  
284. tylon

285. pritt liquifix  
286. industrial glue  
287. childrens wear  
288. ladies wear  
289. rain wear  
290. protective clothing (repeated)  
300. traditional beer  
301. sanitary wear  
302. screening  
303. conveyors  
304. crusher repairs  
305. tundish boards/dundish cones  
306. cylinders  
307. pumps  
308. axils

323. silk backing  
324. binders  
325. front-end suspension  
326. poly bushes  
327. road servicing  
328. stamp mill  
329. hammer mill  
330. ferrochrome  
331. separators  
337. mega snax  
338. tiggler  
339. plates/saucers  
340. cups  
341. vases  
342. waterproofing

309. mens wear  
 310. steel sections  
 311. wire products  
 312. socks  
 313. pantihose  
 314. mutton cloth (repeated)  
 315. 2kg chicken portions  
 316. whole birds chicken  
 317. 1kg chicken portions  
 318. clay bricks  
 319. jobbing (servicing repairs)  
 320. refractory castables/furnace repairs  
 321. fire essay crucibles (gold and platinum)  
 322. pre-package (salt, sugar, popcorn)

343. seals  
 344. wooden cabin  
 345. compound d  
 346. compound z

3B\_12a\_share%      share of total revenue from sales of manufactured goods/services  
 you produced (%) [product 1]

3B\_12b\_share%      share of total revenue from sales of manufactured goods/services  
 you produced (%) [product 2]

3B\_12c\_share%      share of total revenue from sales of manufactured goods/services  
 you produced (%) [product 3]

3B\_12d\_share%      share of total revenue from sales of manufactured goods/services  
 you produced (%) [product 4]

3B\_12a\_stillpr      do you still produce the product? [product 1]

1. yes  
 2. no



3B_12b_stillpr	do you still produce the product? [product 2]	
3B_12c_stillpr	do you still produce the product? [product 3]	
3B_12d_stillpr	do you still produce the product? [product 4]	
3B_12a_import	do you now trade imported substitutes? [product 1]	1. yes 2. no
3B_12b_import	do you now trade imported substitutes? [product 2]	
3B_12c_import	do you now trade imported substitutes? [product 3]	
3B_12d_import	do you now trade imported substitutes? [product 4]	
3B_13a_mostdesc	what were your firm's three most important manufactured products or services in terms of sales value in [period]: most important?	23. plastic drink bottles 24. fresh compressed yeast 25. active dry yeast
3B_13b_secdesc	what were your firm's three most important manufactured products or services in terms of sales value in [period]: second most important?	26. brewers yeast 27. soft drinks 28. twistgrade bubblegum 29. dandy 12 piece gum
3B_13c_thirddesc	what were your firm's three most important manufactured products or services in terms of sales value in [period]: third most important?	30. dandy blister pads 31. books 32. brochures 33. labels/printing 34. satchets (guest supplies) 35. special sugars
	1. wardrobes 2. bedroom suite/ bedroom furniture 3. kitchen sets/units	

4. lounge suites/ dining room furniture  
5. bronze ingots/ casts  
6. brass ingots/ casts  
7. paint cans 1 litre  
8. paint cans 5 litre  
9. crowns (can tops)  
10. building plasters  
11. tobacco twine  
12. bailing twine  
13. synthetic twine  
14. files  
15. writing pads  
16. pen/carbon/paper/books  
17. stacking chairs  
18. desks  
19. hospital beds  
20. formal wear/ corporate wear

36. caramel  
37. syrups  
38. stock feeds  
39. human feeds  
40. detergents  
41. dairy  
42. lubricants  
43. cotton workwear  
45. polyester workwear/ shirts  
46. pork  
47. beef and chicken  
48. other cold meats  
49. tewanox  
50. ESb3  
51. cough mixture  
52. finished leather hides  
53. shoes

54. billiard table  
55. men shirts  
56. lady shirts/ ladies fashion  
57. golf tshirts/ tshirts  
58. buttons  
59. plastic moulded products  
60. garment labels  
61. jerseys  
62. protective clothing  
63. mukwa oil  
64. dishwashing liquid  
65. varnishing cream

84. cleaning rags  
58. mounted animals  
86. leather furniture  
87. leather products / belts  
88. hunting boots  
89. beds  
90. mattress  
91. mower blades  
92. single or batch holders  
93. fabrication/general engineering  
94. printable media  
95. cutting vinyl

113. dvds  
114. cassettes  
115. tiles  
116. ridge  
117. pallets  
118. cable drums  
119. pallet sheets  
120. moulded fibre egg trays  
121. steel drums  
122. packaging bags  
123. shrink wrap  
124. black sheeting

142. bib cork  
143. shower ptap  
144. poly pipes  
145. professional adhesive  
146. tile fix  
147. porcelain adhesive  
148. asbestos roofs  
149. pipes/ hose pipes  
150. medical examination couch  
151. mine strecher  
152. drug trolley  
153. freezits

66. sandals	96. décor products	125. 2l pet bottles	154. dairy drinks
67. suits	97. mohair products	126. 500ml pet bottles	155. refractory castables
68. trousers	98. motor industry	127. fancy cakes	156. bread
69. boat	99. mining industry/mining equipment	128. scones	157. paineeze
70. trailers	100. manufacturing and agriculture	129. rock buns	158. grays capsules
71. institutional shoes	101. valves	130. craft paper	159. novadolcol
72. ladies duty shoes for nurses and security	102. consulting/ rentals	131. mixed waste ( bond papers)	160. aggregates
73. school shoes	103. cattle belt leather and shoe leather	132. chipboard	161. cement
74. fencing/fence	104. sheep and goat leather	133. bottle coolers	162. springs
75. manhole covers	105. contract tanning	134. cold rooms	163. garden furniture
76. customised bronze products	106. mosquito nets	135. butchery displays	164. curtain
77. three legged pots	107. aluminium profile constructs	136. door frame	165. doors
78. concrete products	108. engineering sections	137. aluminium frames	166. cylinder heads
79. terrazzo finishers	109. irrigation	138. flue pipes (tobacco curing)	167. wheel repairs (rims)
80. granite product fittings	110. spring mattress	139. plasma stand	168. reboring
81. rentals	111. coffins	140. coffee table	169. screw conveyers
82. mutton cloth	112. cds	141. stop cork	170. feed mixers
83. cotton waste			171. school chairs
172. signage	203. fencing poles	236. erection/ installation jobs	268. school shorts
173. office furniture	204. brandering	237. structural jobs	269. mirrors
174. rollers	205. tongue and groove	238. spares (rolling stock)	270. steel furniture
175. bucket elevators	206. cornice	239. industrial fans	271. dry food
176. housing spools	207. armour belt	240. heat extraction systems	272. pa systems
177. fire essay crucibles	208. travel bag	241. engineering services	273. pritt liquifix
178. general electrical products	209. gysers	242. heating elements insulation	274. industrial glue
179. advertising collateral/advertising	210. agric equipment	243. beta products pharmaceuticals	275. rain suits
180. signage (repeated)	211. sharpening services	244. alpha range pharmaceuticals	276. polycotton overalls
181. foam	212. metal cutting blades	245. delta range pharmaceuticals	277. motorbike jackets
182. batteries	213. loose biscuits	246. tobacco packing and threshing	278. traditional beer

183. industrial scale  
184. retail scale  
185. precision scales  
186. newspapers  
187. packed beer  
188. bulk beer  
189. hard board  
190. 3 tier casket  
191. 2 tier casket  
192. stella tea  
193. tips tea  
194. tanganda tea  
195. structural timber  
196. mouldings  
197. church uniforms  
198. rolls  
199. danish  
200. chelsea buns  
201. electricity poles  
202. telephone poles

214. cream biscuits  
215. marie biscuits  
216. window frames  
217. roller shutter doors  
218. seed bed covers  
219. black plastics  
220. non-alcoholic beverages  
221. perfumed petroleum jelly  
222. cooling towers  
223. ducting and air systems  
224. tombstones  
225. stone vases  
226. steel structures  
227. balustrades  
228. plastic bags  
229. paracetamol syrup  
230. metifomin tablets  
231. back packs  
232. laptop bags  
233. luggage bags  
234. room dividers

247. track suits  
248. fitted kitchen cabinets  
249. stone work  
250. flat packs and labs  
251. trailers (repeated)  
252. commission printing  
253. range (clothing printed)  
254. hair food  
255. baby aqueous cream  
256. normal aqueous cream  
257. heating elements  
258. contractors pva  
259. gloss enamel  
260. interior and exterior pva  
261. flour  
262. maize meal  
263. aluminium ladders  
264. sheet meta working  
265. delta huts  
266. boats (? repeated)  
267. whilly birds

279. sanitary wear  
280. engineering products  
281. screening  
282. conveyors/ rollers  
283. crushers repairs  
284. cylinders  
285. pumps  
286. axils  
287. childrens wear  
288. clothes (bundu collection)  
289. mens wear  
290. wire products  
291. socks  
292. pantihose  
293. mutton cloth (repeated?)  
294. chicken 2 kg prtions  
295. chicken whole birds  
296. chicken 1 kg portions  
297. clay bricks  
298. jobbing (servicing repairs)

299. masonary cement  
300. pc15 cement  
301. front-end suspension  
302. poly bushes  
303. envelops  
304. separators  
305. stamp mill  
306. hammer mill  
307. ferro chrome  
308. pylons

309. ruler  
310. marker  
311. industrial catering equipment  
312. general metal sheet  
313. mega snax  
314. tigglers  
315. corporate gifts  
316. safety shoes  
317. pelletizing  
318. waterproof  
319. seals  
320. Beaker  
321. measuring cylinder  
322. beurette  
323. wooden cabins  
324. compound d  
325. compound z

3B_14a_mostotrev	total revenue from each product/service was: most important?
3B_14a_sectotrev	total revenue from each product/service was: second most important?
3B_14a_thitotrev	total revenue from each product/service was: third most important?
3B_14a_totrev	total revenue from each product/service was: total 14a?

3B_14b_percmos	percent of total revenue from sale of manufactured goods & services: most important?
3B_14b_percsec	percent of total revenue from sale of manufactured goods & services: second most important?
3B_14b_percthird	percent of total revenue from sale of manufactured goods & services: third most important?
3B_14b_perctot	percent of total revenue from sale of manufactured goods & services: total 14b?

3B_14c_unitmost	in what units did you sell each of these products: most important?	1. kg
3B_14c_unitsec		2. litres
3B_14c_unitthird		3. tonnes
		4. cases/pairs/kits
		5. deci metres/metres
		6. packs
		7. feet
		8. ml

- 9. pages/books/copy
- 10. square metres
- 11. grams
- 12. items

3B_14d_sellmost	how many/much of each of these products did you sell: most important?
3B_14d_sellsec	how many/much of each of these products did you sell: second most important?
3B_14d_sellthird	how many/much of each of these products did you sell: third most important?
3B_14e_chargmos	on average, how much did you charge for one unit of each product: most important?
3B_14e_chargsec	on average, how much did you charge for one unit of each product: second most important?
3B_14e_chargth	on average, how much did you charge for one unit of each product: third most important?

3B_14f_rawmos	share raw materials in unit price (excluding piece wage rates, rental): most important?
3B_14f_rawsec	share raw materials in unit price (excluding piece wage rates, rental): second most important?
3B_14f_rawthird	share raw materials in unit price (excluding piece wage rates, rental): third most important?
3B_14g_costmos	total cost of raw materials (excluding piece wage rates, rental) for the total amount of each product you sold in [period] was: most important?
3B_14g_costsec	total cost of raw materials (excluding piece wage rates, rental) for the total amount of each product you sold in [period] was: second most important?
3B_14g_costthird	total cost of raw materials (excluding piece wage rates, rental) for the total amount of each product you sold in [period] was: third most important?
3B_14g_total	total cost of raw materials (excluding piece wage rates, rental) for the total amount of each product you sold in [period] was: total 14g?
3B_14g_importmos	what share of raw materials used to produce this product/service were imported: most important?
3B_14g_importsec	what share of raw materials used to produce this product/service were imported: second most important?



3B_14g_importhird	what share of raw materials used to produce this product/service were imported: third most important?	
3B_14h_startmos	did you first start producing this product after 2009: most important?	1. yes 2. no
3B_14h_startsec	did you first start producing this product after 2009: second most important?	1. yes 2. no
3B_14h_starthird	did you first start producing this product after 2009: third most important?	1. yes 2. no
3B_14i_valmanu	calculate value of sales of manufactured products/services total14a/14b	
3B_14j_valraw	calculate value of raw materials used in production/services: total14g/14b	
3B_15a_expmost	did you export this product in [period]: most important product?	1. yes 2. no
3B_15a_expsec	did you export this product in [period]: second most important product?	1. yes 2. no
3B_15a_expthird	did you export this product in [period]: third most important product?	1. yes 2. no
3B_15b_sharmos	what share of output of this product was exported: most important product?	

3B_15b_sharsec	what share of output of this product was exported: second most important product?
3B_15b_sharthird	what share of output of this product was exported: third most important product?
3B_15c_whenmos	when did you first start exporting this product: most important product?
3B_15c_whensec	when did you first start exporting this product: second most important product?
3B_15c_whenthird	when did you first start exporting this product: third most important product?
3B_15d_afrimos	what share of this export value was destined for Africa: most important product?
3B_15d_afrisec	what share of this export value was destined for Africa: second most important product?
3B_15d_afrithird	what share of this export value was destined for Africa: third most important product?
3B_15e_tarifmos	what share of the export value received tariff preferential access: most important product?

3B_15e_tarifsec	what share of the export value received tariff preferential access: second most important product?
3B_15e_tarifthird	what share of the export value received tariff preferential access: third most most important product?
3B_15f_destmos	how many destinations did you export this product to in [period]: most important product?
3B_15f_destsec	how many destinations did you export this product to in [period]: second most important product?
3B_15f_destthird	how many destinations did you export this product to in [period]: third most important product?
3B_15g_africmos	how many African destinations did you export this product to in [period]: most important product
3B_15g_africsec	how many African destinations did you export this product to in [period]: second most important product
3B_15g_africthird	how many African destinations did you export this product to in [period]: third most important product
3B_16a_tradmos	what were your three most important traded products: most important?
3B_16a_tradsec	what were your three most important traded products: most important?

3B\_16a\_tradthird

what were your three most important traded products: most important?

1. stoves
  2. fridges
  3. tv sets
  4. polyester twine
  5. ceiling boards
  6. tile adhesive
  7. lollypops
  8. candles
  9. sugar
  10. gumboots
  11. shoes
  12. leather gloves
  13. hentel glue
  14. health and beauty products
  15. food production
  16. varnishing cream
  17. protective clothing
  19. filters
  20. salt
  21. school shoes
  22. ladies shoes
  23. men's shoes
- 3B\_16b\_profitmos

24. general adhesive
25. very mark products
26. clothing
27. plastics
28. mpm
29. malaria kits
30. ceramic tiles
31. porcelain tiles
32. baby resuscitators
33. blood pressure machines
34. vital sign machine
35. spare parts for cars
36. office chairs
37. cables
38. lighting
39. general sales
40. beer/lagers
41. cigarettes
42. miscellaneous
43. milkshake
44. coke/drinks
45. sadza
46. medium deity fibre

47. galvanized pipes
48. refrigeration compressors
49. cooling pads
50. aluminium ladders
51. eye wear
52. respirators/masks
53. crushing screens
54. conveyors/rollers
55. repairs on crushers
56. spares
57. angle iron
58. channel iron
59. round tube strars
60. front-end suspension
61. poly bushes
63. electrical machines
64. industrial catering equipment
65. bottled food
66. corporate gifts
67. leather products
68. chemicals

what was the gross profit from the sale of each product: most important?

3B_16b_profitsec	what was the gross profit from the sale of each product: second most important?
3B_16b_profithird	what was the gross profit from the sale of each product: third most important?
3B_16b_profittotal	what was the gross profit from the sale of each product: total?
3B_16c_tradingmost	what is the share of these products in total grossprofits from trading? most important
3B_16c_tradingsec	what is the share of these products in total grossprofits from trading? second most important
3B_16c_tradingthird	what is the share of these products in total grossprofits from trading? third most important
3B_16c_tradingtotal	what is the share of these products in total grossprofits from trading? total16c
3B_16d_propmos	what proportion of each traded goods are imported: most important?
3B_16d_propsec	what proportion of each traded goods are imported: second most important?
3B_16d_propthird	what proportion of each traded goods are imported: third most important?
3B_16d_total	what proportion of each traded goods are imported: total?

3B_16e_startmos	did you first start trading this product after 2009: most important?	1. yes 2. no
3B_16e_startsec	did you first start trading this product after 2009: second most important?	1. yes 2. no
3B_16e_starthird	did you first start trading this product after 2009: third most important?	1. yes 2. no
3B_16f_totprof	so the total gross profit from trading was..... (total 16b/16c)	
3B_17a_totval13	what was the total value of all raw materials you used in production/services during [2013]?	
3B_17b_totval14	what was the total value of all raw materials you used in production/services during [2014]?	
3B_18a_elect	indirect costs: what was the cost to your business of each of the following items during the [period]: cost of electricity?	
3B_18b_fuel	indirect costs: what was the cost to your business of each of the following items during the [period]: cost of fuel (vehicle, generator and gas)?	
3B_18c_water	indirect costs: what was the cost to your business of each of the following items during the [period]: cost of water?	
3B_18d_comm	indirect costs: what was the cost to your business of each of the following items during the [period]: cost of communication services?	

3B_18e_security	indirect costs: what was the cost to your business of each of the following items during the [period]: cost of security services?	
3B_18f_advert	indirect costs: what was the cost to your business of each of the following items during the [period]: cost of advertising?	
3B_18g_trans	indirect costs: what was the cost to your business of each of the following items during the [period]: cost of advertising?	
3B_18e_allother	indirect costs: what was the cost to your business of each of the following items during the [period]: cost of security services, advertising, transport etc?	
3B_18f_totindir	indirect costs: what was the cost to your business of each of the following items during the [period]: Total indirect costs (sum of sections a. to e. above)?	
3B_19a_valsal	value of sales of manufactured products/services (Q14i)	
3B_19b_valraw	value of raw materials used in production/services (Q14j)	
3B_19c_valprof	value of profit from trading 2014 (Q16e)	
3B_20_valadd	calculate value added $(19a + 19c) - (19b + 18h)$	
3B_21a_labor	what was the total cost of labour in this [2014], including the wage bill, all allowances and Christmas/November and production bonuses?	
3B_21b_wageb	where there any payments of the wage bill during [period] outstanding?	1. Yes 2. No

3B_21c_outstwg	how much of the wage bill in [period] was outstanding?	
3B_22_grossprof	calculated profits (before depreciation and interest charges)	
3B_23_finish	what was the average value of your inventories of finished goods during [2014]?	
3B_24_rawmat	what was the average value of your inventories of raw materials during [2014]?	
3B_25_domest	pproximately how many formal domestic competitors are there for your principal product or product range sold in the domestic market?	1. none 2. one 3. 2-5 4. 6-10 5. > 10 -77. DK
3B_26_import	are imports a major source of competition for your sales in the domestic market?	1. yes 2. no
3B_27_informal	are informal traders/firms a major source of competition for your sales in the domestic market?	1. yes 2. no
3B_28_mrkts share	what is your market share, i.e., what percentage of the total output for this product sold in domestic market (i.e. including imports and competitor sales) is produced by you?	1. < 5 % 2. 5 - 25 % 3. 26 - 50 % 4. > 50 % -77. DK
3B_29_client	what percentage of your total sales is accounted for by your most important client?	1. < 5 % 2. 5 - 25 % 3. 26 - 50 % 4. > 50 % -77. DK



3B_30_sold	what proportion of your sales are sold to businesses either owned by this firm or by the owner of this firm?	
3B_31_change	in the past year how often did you change the price of your principal product or product range?	<ol style="list-style-type: none"> <li>1. once per week</li> <li>2. once per month</li> <li>3. once every three months</li> <li>4. once every six months</li> <li>5. once a year</li> <li>6. no change</li> <li>7. other (specify)</li> </ol>
3B_32_entry	has there been any entry of new domestic formal competing suppliers for your sales?	<ol style="list-style-type: none"> <li>1. yes</li> <li>2. no</li> </ol>
3B_33_driven	is the entry being driven mainly by?	<ol style="list-style-type: none"> <li>1. formal domestic firms</li> <li>2. formal foreign firms</li> </ol>
3B_34_fordom	have there been any important formal domestic competitors which exited the market within the last year?	<ol style="list-style-type: none"> <li>1. yes</li> <li>2. no</li> </ol>
3B_35_decrease	is the decrease being driven mainly by?	<ol style="list-style-type: none"> <li>1. formal domestic firms</li> <li>2. formal foreign firms</li> <li>3. informal firms</li> </ol>

#### ***Section 4***

quesno	questionnaire number
enterno	enterprise number
4_1_netbook	for firms keeping financial accounts, what was the net book value, the value of assets (land, building machinery & equipment) after depreciation, of the firm at the end of fiscal year 2014?
4_2a_vehiclus	what would it cost to replace the following assets owned by the firm at the end of 2014: in us\$?
4_2a_vehicqnt	what would it cost to replace the following assets owned by the firm at the end of 2014: quantity?

4\_3a\_itemdes1

4\_3a\_itemdes2

4\_3a\_itemdes3

4\_3a\_itemdes4

list your 3 major assets amongst your machinery and equipment (excluding computers and vehicles) which you use for business purpose:  
description of item 1, item 2, item 3

- |                                   |                                |   |                                  |
|-----------------------------------|--------------------------------|---|----------------------------------|
| 1. CNC                            | 27. wrapper                    | 53. wheel machine   | 78. staple gun/nail gun          |
| 2. Panel saw -3mr                 | 28. milling machines           | 54. speed master  | 79.                              |
| 3. compressor                     | 29. blending machines          | 55. crathers machine  | 80. trolley                      |
| 4. all other equipment/ machinery | 30. sewing machines            | 56. blue saw  | 81. pallets                      |
| 5. Dairy processing               | 31. powder filling             | 58. fusing press  | 82. dust extractor               |
| 6. Candle manufacture             | 32. liquid filling             | 59. tanning drums   | 83. bag maker                    |
| 7. Packing/ Packaging equipment   | 33. furniture /and fittings    | 60. shaving machines  | 84. blow moulders                |
| 8. dolly extruder                 | 34. computers                  | 61. wood saw/chain saw  | 85. bulking machines             |
| 9. queens extruder                | 35. injection moulding machine | 62. irons   | 87. fibre cement plant           |
| 10. beilloni extruder             | 36. poly rato drum             | 63. travelling head press   | 88. pipe plat                    |
| 11. doublers                      | 37. rod machine                | 64. cutting machine/vertical cutting machine/crosscutter/slitters | 89. concrete plat                |
| 12. boiler                        | 38. turning button             | 65. foam plant  | 90. non asbestos plat            |
| 13. winder                        | 39. shrink wrapping machine    | 66. spring unit machine/spring making machine                     | 91. rib saw                      |
| 14. lathe machine                 | 40. compressor                 | 67. nail making machine   | 92. saw mill                     |
| 15. furnace                       | 41. forklift                   | 68. wooden/spinning loam  | 93. bending machine              |
| 16. printing machines             | 42. moulds/moulding machine    | 69. spinning wheel/spindle  | 94. power soler                  |
| 17. support equipment             | 43. table saw                  | 70. anodizing chiller   | 95. decanter                     |
| 18. welding machines              | 44. toll lasting machine       | 71. diskjet   | 96. press                        |
| 19. planes                        | 45. cooling chambers           | 72. cassette pupliation   | 97. refinery                     |
| 20. plant and machinery           | 46. raw former/raw mill        | 73. steel drum machine  | 98. guillotine                   |
| 21. land and buildings            | 47. steel worker               | 74. ovens   | 99. drum sander                  |
| 22. separators                    | 48. punchers (for metals)      | 75. laying tables   | 100. press machine               |
| 23. jo mounters                   | 49. knitting machine           | 76. thickness planner/thickness machine                           | 101. skiving machine             |
| 24. extruder                      | 50. cotton waist machine       | 77. tape toge   | 102. reborer                     |
| 25. mixer/ mixing vessels         | 51. flat bet knitting machine  |   | 103. crank shaft grinder/grinder |
| 26. framer                        | 52. cranes                     |   | 104. scheming machine            |

105. bending brick  
106. gear hobber  
107. boring machine  
108. grid casters  
109. assembly line  
110. ctp machine  
111. extraction system  
112. fure sonter  
113. generator  
114. refrigerator  
115. tractors  
116. tele logar  
117. provers  
118. straight heavy duty  
119. polishing machine  
120. creaming machine  
121. bag making machine  
122. printing machine  
123. swell machine  
124. diamond saw  
125. sand blasting machine  
126. polishing machine  
127. roof sheet making machine  
128. c-cupling making machine  
129. roller shutter slate  
130. hevac  
131. water purifier  
132. hplc  
133. threshing plant  
134. laboratory equipment  
135. reverting machine  
136. button hole machine

137. computer aided design  
138. polygon card  
139. ironing bank  
140. fusing machine  
141. roller machine  
142. vehicles  
143. embroidery  
144. wood working machine  
145. cd/dvd duplicating machine  
146. cassette duplicating machine  
147. tylon  
148. industrial adhesive paint  
149. brewing plant  
150. mojing plant  
151. marble plant  
152. pan burry machine  
153. calender machine  
154. vulaniting press  
155. turning machine  
156. testing machines  
157. overlocking machine  
158. button sewing machine  
159. buttonhole machine  
160. gerber machine  
161. laundry equipment  
162. press brakes  
163. vanguard supreme  
164. driers  
165. sock machine  
166. scalder  
167. plucker  
169. earth moving equipment

170. fixed equipment  
171. furnaces  
172. crushers  
173. flour mill  
174. maize mill/grinding mill  
175. weigh bridge  
176. silos (steel)  
177. kiln mill  
178. solnar  
179. hilerbag  
180. Hamada  
181. vacuum pump  
182. electric motor  
183. alloy-recovery plant  
184. mobile equipment  
185. exercise book machinery  
186. plastic injection machinery  
187. envelop making machinery  
188. front-end loader  
189. bulldozer d60  
190. grader cat  
191. radial drill  
192. wire drawing machine  
193. edge bender  
194. fryer  
195. potter's wheel  
196. spraying gun  
197. film line  
198. junt farming machine  
199. laine machine  
200. graduating machine  
201. numbering machine  
202. treatment plant

4_3a_itemcos1	what would it cost to replace item 1 with similar equipment (second-hand) (US\$)?	
4_3a_itemcos2	what would it cost to replace item 2 with similar equipment (second-hand) (US\$)?	
4_3a_itemcos3	what would it cost to replace item 3 with similar equipment (second-hand) (US\$)?	
4_3a_itemcos4	what would it cost to replace item 4 with similar equipment (second-hand) (US\$)?	
4_3a_total	total cost	
4_3b_replaceother	What would it cost to replace all other items of machinery and equipment at the end of [period]?	
4_4aownland	own land	1. yes 2. no
4_4_mktval	what is the market value of the land and buildings, in its current condition, that this enterprise uses?	
4_5_rental	what is the market rental rate of the land and buildings in their current conditions (monthly)?	
4_6_sell	did you sell any land, buildings or equipment in fiscal year 2014?	1. yes 2. no
4_7a_valsold	what was the value of land and buildings sold (US\$)?	
4_7b_valsold	what was the value of land and buildings sold (US\$)?	

4_7c_valsold	what was the value of vehicles sold (US\$)?	
4_7d_valsold	what was the value of other equipment sold (US\$)?	
4_8_purchase	in fiscal year 2014, did this establishment purchase/upgrade any fixed assets, such as machinery & equipment, land or buildings?	1. yes 2. no
4_9a_land	in fiscal year 2014, how much did this total value (US\$) establishment spend on purchases of: land and buildings?	
4_9b_computer	in fiscal year 2014, how much did this total value (US\$) establishment spend on purchases of: computers?	
4_9c_vehicles	in fiscal year 2014, how much did this total value (US\$) establishment spend on purchases of: vehicles?	

4\_10a\_itemdes1

4\_10b\_itemdes2

4\_10c\_itemdes3

list your 3 major investments in machinery and equipment  
(excluding computers and vehicles) assets in 2014: description of  
item 1, item 2 and item 3

1. cnc
2. surface planer
3. plant and machinery
4. voltage regulator
5. extruders
6. electrical gear
7. machinery and equipment
8. punchers (of metal)
9. spares
10. sewing machine
11. hand tools
12. printer/printing machine
13. alarm system
14. furmjane
15. bag maker
16. tabulating machine
17. furniture and fittings
18. plantation
19. sander
20. compressor
21. moulder
22. telelogos
23. crane
24. computers

25. compressor

26. electrical reticulation

27. reverse osmosis plant

28. dyes

29. formpress

30. tempering ton

31. flat beds

32. gallow washer

33. stander

34. multitask machine

35. welding machine

36. mixers/concrete mixers

37. plastic injection machine

38. crushers

41. packing machines

42. extruder

43. injection machine

44. saw mill

45. chain saw

4_10a_itemval1	list your 3 major investments in machinery and equipment (excluding computers and vehicles) assets in 2014: total value of item 1
4_10b_itemval2	list your 3 major investments in machinery and equipment (excluding computers and vehicles) assets in 2014: total value of item 2
4_10c_itemval3	list your 3 major investments in machinery and equipment (excluding computers and vehicles) assets in 2014: total value of item 3
4_11_invest14	what was the estimated value of remaining investment in machinery and equipment in [2014]?
4_12_invest13	what was the estimated value of remaining investment in machinery and equipment in [2013]?
4_13a_repair13	what was expenditure on maintenance and repair in fiscal year 2013: total annual amount?
4_13b_repair14	what was expenditure on maintenance and repair in fiscal year 2014: total annual amount?
4_14a_landint	over fiscal year 2014, please estimate the proportion of this establishment's total purchase of fixed assets (such as machinery & equipment, land or buildings) that was financed from each of the following sources: internal funds or retained earnings



4_14a_equipint	over fiscal year 2014, please estimate the proportion of this establishment's total purchase of fixed assets (such as machinery & equipment, land or buildings) that was financed from each of the following sources: internal funds or retained earnings
4_14b_landown	over fiscal year 2014, please estimate the proportion of this establishment's total purchase of fixed assets (such as machinery & equipment, land or buildings) that was financed from each of the following sources: owner's contribution or issued new equity shares [land]
4_14b_equipown	over fiscal year 2014, please estimate the proportion of this establishment's total purchase of fixed assets (such as machinery & equipment, land or buildings) that was financed from each of the following sources: owner's contribution or issued new equity shares [equipment]
4_14c_landbank	over fiscal year 2014, please estimate the proportion of this establishment's total purchase of fixed assets (such as machinery & equipment, land or buildings) that was financed from each of the following sources: borrowed from banks [land]
4_14c_equipbank	over fiscal year 2014, please estimate the proportion of this establishment's total purchase of fixed assets (such as machinery & equipment, land or buildings) that was financed from each of the following sources: borrowed from banks [equipment]
4_14d_landnon	over fiscal year 2014, please estimate the proportion of this establishment's total purchase of fixed assets (such as machinery & equipment, land or buildings) that was financed from each of the following sources: borrowed from non-bank financial institutions [land]

4_14d_equipnon	over fiscal year 2014, please estimate the proportion of this establishment's total purchase of fixed assets (such as machinery & equipment, land or buildings) that was financed from each of the following sources: borrowed from non-bank financial institutions [equipment]
4_14e_landgrp	over fiscal year 2014, please estimate the proportion of this establishment's total purchase of fixed assets (such as machinery & equipment, land or buildings) that was financed from each of the following sources: borrowed from parent company or other firms in group [land]
4_14e_equipgrp	over fiscal year 2014, please estimate the proportion of this establishment's total purchase of fixed assets (such as machinery & equipment, land or buildings) that was financed from each of the following sources: borrowed from parent company or other firms in group [equipment]
4_14f_landcred	over fiscal year 2014, please estimate the proportion of this establishment's total purchase of fixed assets (such as machinery & equipment, land or buildings) that was financed from each of the following sources: purchases on credit from suppliers and advances from customers [land]
4_14f_equipcred	over fiscal year 2014, please estimate the proportion of this establishment's total purchase of fixed assets (such as machinery & equipment, land or buildings) that was financed from each of the following sources: purchases on credit from suppliers and advances from customers [equipment]

4_14g_landfrnd	over fiscal year 2014, please estimate the proportion of this establishment's total purchase of fixed assets (such as machinery & equipment, land or buildings) that was financed from each of the following sources: moneylenders, friends, relatives, bonds, etc. [land]		
4_14g_equipfrnd	over fiscal year 2014, please estimate the proportion of this establishment's total purchase of fixed assets (such as machinery & equipment, land or buildings) that was financed from each of the following sources: moneylenders, friends, relatives, bonds, etc. [equipment]		
4_14h_landothr	over fiscal year 2014, please estimate the proportion of this establishment's total purchase of fixed assets (such as machinery & equipment, land or buildings) that was financed from each of the following sources: other (specify ..... ) [land]		
4_14h_equipothr	over fiscal year 2014, please estimate the proportion of this establishment's total purchase of fixed assets (such as machinery & equipment, land or buildings) that was financed from each of the following sources: other (specify ..... ) [equipment]		
4_15_primary	what was the primary purpose of the investment in equipment?	1. add to capacity 2. replace old equipment 3. improve productivity 4. improve quality of output 5. produce a new output 6. remove bottlenecks	7. to replace workers 8. to lower security costs 9. as back up 10. to improve efficiency 11. other (specify)
4_16_share	what share of additional equipment was imported (directly or indirectly)?		

## Section 5

quesno	questionnaire number	
enterno	enterprise number	
5_1_supplier	how many suppliers of raw materials do you have?	
5_2_propn	what proportion of your raw materials are sourced from your main supplier?	
5_3_long	how long have you been trading with your main supplier?	
5_4_source	what proportion of your raw materials was sourced from businesses either owned by this firm or by the owner of this firm?	
5_5_replace	have you replaced inputs produced in Zimbabwe with imported inputs in the past 5 years?	1. yes 2. no 7.
5_6_reason	what was the main reason?	1. domestic supplier closed 2. cheaper imported inputs 3. Better quality imported inputs 4. other (specify) 7.

5_7_foreign	are you now buying any inputs that you used to produce by yourself from the following suppliers in the past 5 years: foreign producers/suppliers?	1. yes 2. no
5_7_domest	are you now buying any inputs that you used to produce by yourself from the following suppliers in the past 5 years: domestic producers/suppliers?	1. yes 2. no

## Section 6

quesno	questionnaire number	
enterno	enterprise number	
6A_1_employee	what was the total number of people employed by this firm at the end of the fiscal year 2014: please include all employees and managers?	
6A_2a_fulltime	of these how many were: full-time permanent (include Owner)?	
6A_2b_fulltime	of these how many were: full-time contract (at least 5 days/week)?	
6A_2c_parttime	of these how many were: part-time (less than 5 days/week)?	
6A_3_length	what was the average length of contract of contract workers in months?	
6A_4_hrsper	On average, how many hours per week do part-time workers work hours (e.g. half day per week is generally 20 hours)	
6A_5a_full2005	what is the number of full-time workers that this establishment employed at the end of fiscal years [2005]?	
6A_5b_full2010	what is the number of full-time workers that this establishment employed at the end of fiscal years [2010]?	
6A_5c_full2013	what is the number of full-time workers that this establishment employed at the end of fiscal years [2013]?	
6A_6_seapeak	do you have a peak season?	1. yes

2. no

6A\_7\_monpeak

how many months is the peak season?

6A\_8\_endpeak

was it peak season at the end of the fiscal year [period]?

1. yes

2. no

6A\_9\_hwmany

how many more workers do you hire in the peak season?

6A\_10a\_manage

of your total workforce, how many were in each of the following categories at the end of [period]: managers?

6A\_10b\_degree

of your total workforce, how many were in each of the following categories at the end of [period]: professionals (with degree)?

6A\_10c\_skilled

of your total workforce, how many were in each of the following categories at the end of [period]: skilled production workers?

6A\_10d\_semi

of your total workforce, how many were in each of the following categories at the end of [period]: semi-skilled/unskilled production workers?

6A\_10e\_service

of your total workforce, how many were in each of the following categories at the end of [period]: non-production/service workers?

6A\_10f\_total

of your total workforce, how many were in each of the following categories at the end of [period]: total number of workers?

6A_11a_manage	how many of these were female: managers?
6A_11b_degree	how many of these were female: professionals (with degree)?
6A_11c_skilled	how many of these were female: skilled production workers?
6A_11d_semi	how many of these were female: semi-skilled/unskilled production workers?
6A_11e_service	how many of these were female: non-production/service workers?
6A_11f_total	how many of these were female: total number of workers?
6A_12a_manage	what is the mean total cost to company (wage inclusive of benefits such as housing allowance, medical, vehicle, fuel, schooling, etc.) of each employee per month: managers?
6A_12b_degree	what is the mean total cost to company (wage inclusive of benefits such as housing allowance, medical, vehicle, fuel, schooling, etc.) of each employee per month: professionals (with degree)?
6A_12c_skilled	what is the mean total cost to company (wage inclusive of benefits such as housing allowance, medical, vehicle, fuel, schooling, etc.) of each employee per month: skilled production workers?
6A_12d_semi	what is the mean total cost to company (wage inclusive of benefits such as housing allowance, medical, vehicle, fuel, schooling, etc.) of each employee per month: semi-skilled/unskilled production workers?



6A_12e_service	what is the mean total cost to company (wage inclusive of benefits such as housing allowance, medical, vehicle, fuel, schooling, etc.) of each employee per month: non-production/service workers?
6A_12f_total	what is the mean total cost to company (wage inclusive of benefits such as housing allowance, medical, vehicle, fuel, schooling, etc.) of each employee per month: total number of workers?
6A_12_hire14	how many contract workers did you hire in [2014]?
6A_13_left 14	how many contract workers left in the firm in [2014]?
6A_14_hire14	how many permanent workers did you hire in [2014]?
6A_15_left14	how many permanent workers left the firm in [2014] ?
6A_16a_retrench	of the permanent workers that left, how many: did you retrench?
6A_16b_quit	of the permanent workers that left, how many: quit or absconded?
6A_16c_retired	of the permanent workers that left, how many: retired?
6A_16d_illness	of the permanent workers that left, how many: left because of illness?
6A_16e_fire	of the permanent workers that left, how many: fire due to misconduct?

6A_16f_other	of the permanent workers that left, how many: other (specify)?	
6A_17_eligible	what % of your eligible workforce belongs to a trade union?	
6A_18a_strikes	how many days of production did you lose in 2014 due to: strikes or other labor disputes?	
6A_18b_lose	how many days of production did you lose in 2014 due to: civil unrest?	
6A_18c_death	how many days of production did you lose in 2014 due to: employee absenteeism due to illness, death, funerals?	
6A_18d_other	how many days of production did you lose in 2014 due to: other (specify)?	
6A_19_shifts	how many production shifts do you run per day?	
6B_1_minimum	what is the minimum number of full-time employees you need to maintain current production levels under normal conditions?	
6B_2a_hours	in previous year, have you renegotiated any permanent contracts to reduce: work hours?	1. yes 2. no
6B_2b_salary	in previous year, have you renegotiated any permanent contracts to reduce: wage salary?	
6B_2c_benefit	in previous year, have you renegotiated any permanent contracts to reduce: benefits?	1. yes 2. no
6B_2d_other	in previous year, have you renegotiated any permanent contracts to reduce: other (specify)	1. yes 2. no

6B\_3a\_first  
6B\_3b\_second

what were the main staffing measure you adopt in the face of a decline in demand for your products (include at most two): first measure?

1. vacant posts not field
2. expiry of fixed-term contracts
3. reduce working hours of existing staff
4. redundancy of core staff
5. voluntary redundancy
6. delayed payment of salaries
7. retirement
8. reduce benefits
9. force workers to take unpaid leave
10. switch workers between sisters companies
11. diversify
12. outsourcing
13. do more jobs with less staff
14. nothing
15. other (specify)

6B\_4\_factor

what is the main factor preventing the firm from laying off permanent workers if you wish to?

1. redundancy procedure (e.g., 3rd party approval, retraining requirements)
2. severence pay
3. difficulties in finding/rehiring workers
4. reached minimum threshold
5. none/nothing/no intention to retrench/anticipating a brighter future/business doing well
6. moral grounds/ethical reasons/corporate social responsibility
7. community initiative/project
8. does not apply/new business
9. other (specify)

6B\_5\_layoff

if you layed-off or fired workers in previous year what was total severence pay (only ask if fired worker)?

6B\_5b\_amtincl

is this amount included in the total wage bill provided earlier?

1. Yes
2. No

6B_6_staffing	what is the main staffing measure you adopt in the face of an increase in demand for your products?	<ol style="list-style-type: none"> <li>1. employment with fixed-term contracts</li> <li>2. increase in working hours</li> <li>3. employ more core staff</li> <li>4. no staffing measure taken</li> <li>5. outsourcing production activities</li> <li>6. recall those on leave</li> <li>7. increase staff morale</li> <li>8. other (specify)</li> </ol>
6B_7a_manage	when you want to employ more of following workers how do you find them: managers?	<ol style="list-style-type: none"> <li>1. through other workers</li> <li>2. through family/relatives</li> <li>3. through friends</li> </ol>
6B_7b_profess	when you want to employ more of following workers how do you find them: professionals?	<ol style="list-style-type: none"> <li>4. through community/church/social organization</li> <li>5. through advertising (poster/press/radio)</li> <li>6. through an employment agency</li> </ol>
6B_7c_other	when you want to employ more of following workers how do you find them: other?	<ol style="list-style-type: none"> <li>7. through approaching previous workers</li> <li>8. head hunting</li> <li>9. internal/internal advert/internal promotion</li> <li>10. re-employ retrenched workers</li> <li>11. through grooming</li> <li>12. use own system of employing workers</li> <li>13. from the gate/outside gate/walk in/unsolicited</li> <li>14. keep cvs</li> <li>15. target other firms in the same industry</li> <li>16. ministry of labour</li> <li>17. use all channels or medium possible/all of the above</li> <li>18. not hired</li> <li>19. colleges/graduates</li> <li>20. other (specify)</li> </ol>

## Section 7

quesno	questionnaire number	
enterno	enterprise number	
7A_1a_retained	over fiscal year 2014, please estimate the proportion of this establishment's working capital that was financed from each of the following sources: Internal funds or retained earnings?	
7A_1b_banks	over fiscal year 2014, please estimate the proportion of this establishment's working capital that was financed from each of the following sources: borrowed from banks (private and state-owned)?	
7A_1c_nonbank	over fiscal year 2014, please estimate the proportion of this establishment's working capital that was financed from each of the following sources: borrowed from non-bank financial institutions?	
7A_1d_group	over fiscal year 2014, please estimate the proportion of this establishment's working capital that was financed from each of the following sources: borrowed from other companies in the group?	
7A_1e_supplier	over fiscal year 2014, please estimate the proportion of this establishment's working capital that was financed from each of the following sources: purchases on credit from suppliers?	
7A_1f_friend	over fiscal year 2014, please estimate the proportion of this establishment's working capital that was financed from each of the following sources: other, moneylenders, friends, relatives, etc?	
7A_2_account	at this time, does this establishment have a: checking or savings account?	1. yes 2. no
7A_3_overdraft	does your enterprise currently have any overdraft facilities with banks?	1. yes 2. no

7A_4_collate	was collateral required for the overdraft facilities?	<ol style="list-style-type: none"> <li>1. yes</li> <li>2. no</li> </ol>
7A_5_balance	what was the balance owed on all overdrafts at the end of fiscal year [period]?	
7A_6_interest	what was the annual interest rate on overdrafts at the end of fiscal year [period]?	
7B_1_loans	did this enterprise have any outstanding loans or lines of credit at the end of fiscal year (2014)?	<ol style="list-style-type: none"> <li>1. yes</li> <li>2. no</li> </ol>
7B_2_credit	referring to the most recent line of credit or loan, what type of financial institution granted this loan?	<ol style="list-style-type: none"> <li>1. private commercial bank/private company</li> <li>2. state-owned banks or government agency</li> <li>3. non-bank financial institution</li> <li>4. head office</li> <li>5. building society</li> <li>6. shareholders</li> <li>7. family</li> <li>8. other (specify)</li> </ol>
7B_3_usedfor	what was loan used for?	<ol style="list-style-type: none"> <li>1. purchase new machinery</li> <li>2. working capital</li> <li>3. purchase of land/building</li> <li>4. pay-off debts</li> <li>5. other (specify)</li> </ol>
7B_4_granted	when was it granted (year)?	
7B_5_totval	what was the total value of outstanding loans or lines of credit held by this establishment at the end of fiscal year 2014?	

7B_6_rate	what is the average rate of interest charged on these loans/lines of credit (percent)?	
7B_7_collate	referring only to this most recent loan or line of credit, did the financing require collateral?	1. yes 2. no
7B_8a_land	referring only to this most recent loan or line of credit, what types of collateral were required: land, buildings owned by the establishment?	1. yes 2. no
7B_8b_equip	referring only to this most recent loan or line of credit, what types of collateral were required: machinery and equipment including movables?	1. yes 2. no
7B_8c_recievable	referring only to this most recent loan or line of credit, what types of collateral were required: other (specify)?	1. yes 2. no
7B_8d_perasset 7B_8e_other 7B_9_personal	at this time, what is the value of outstanding personal loans that are used to finance this establishment's business activities?	
7B_10_loans	did this establishment apply for any loans or lines of credit during fiscal year 2014?	1. yes 2. no

7B\_11\_reason

what was the main reason why this establishment did not apply for any line of credit or loan?

1. no need for a loan - establishment had sufficient funds
2. application procedures were complex
3. interest rates were not favorable
4. collateral requirements were too high
5. size of loan and maturity were insufficient
6. did not think it would be approved
7. still servicing another debt
8. business not performing well
9. other (specify)



7B_12_refused	were any of these applications refused?	1. yes 2. no
7B_13_why	why?	1. financial statements were not audited by external auditor 2. financial instability of banks/no funds 3. high collateral wanted 4. outstanding loans 5. financial position of the company/losses 6. government initiative or facility which never got funding 7. no reason
7C_1_cashflow	all firms have cash flow (liquidity problems) at some time. Have you had any cash flow (liquidity) problems in fiscal year 2014?	1. yes 2. no

7C_2a_top1 7C_2b_top2	what were your two main responses to the cash flow problem: top 1 and top 2?	<ol style="list-style-type: none"> <li>1. sold off raw materials</li> <li>2. sold some equipment</li> <li>3. borrowed from bank(overdraft)</li> <li>4. borrowed from bank (loans)</li> <li>5. used personal cash reserves</li> <li>6. borrowed informally</li> <li>7. borrowed from family</li> <li>8. took cash advances from clients</li> <li>9. obtained supplier credit</li> <li>10. offload inventories through promotions/offered discounts for bulk purchases</li> <li>11. prioritised customers who buy using cash/cash on delivery/on cash basis</li> <li>12. delayed payments to suppliers and workers</li> <li>13. negotiated with supplier</li> <li>14. cut salaries/cut fuel allowances/ prioritised or cut down on expenditure</li> <li>15. nothing</li> <li>16. borrowed from shareholders/borrowed from other branches/other businesses</li> <li>17. improve on cash collection/follow up on debt/improve on debt collection/hired debt collectors</li> <li>18. paid staff using products</li> <li>19. helped by donors/donor community</li> <li>20. other (specify)</li> </ol>
7D_1_payable	how much did suppliers owe you (prepayments made for goods and services to be delivered later) at end of fiscal year [2014]?	
7D_2_prepay	how much did suppliers owe you (prepayments made for goods and services to be delivered later) at end of fiscal year [2014]?	
7D_3_receivable	how much did clients owe you (accounts receivable) at end of fiscal year [2014]?	

7D_4_oweclient	how much did you owe clients (prepayments for goods or services to be delivered) at end of fiscal year [2014]?
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*Section 8*

quesno	questionnaire number
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enterno	enterprise number
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8_1_roads	what is the state of the road(s) directly outside the enterprise (note: not the private drive belonging to the enterprise)?	1. sealed road: good 2. sealed road: poor 3. sealed road: extremely poor 4. not sealed road: good 5. not sealed road: poor 6. not sealed road: extremely poor 7. no road
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8_2_phone	does your establishment use a mobile phone for business?	1. yes 2. no
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8_3_computer	what % of your workforce regularly uses a computer in their jobs?
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8_4_spent	how much have you spent on computer hardware & software in the last year?
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8_5_email	does your establishment uses e-mail in its interactions with clients and suppliers?	1. yes 2. no
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8_6_website	does your establishment uses a website in its interactions with clients and suppliers?	1. yes 2. no
8_7_water	over the last six months, on average, how many days per week did you not have an adequate mains water supply?	
8_8_borehole	what percentage of your water comes from a borehole/well or private suppliers?	
8_9_power	over the last six months, on average, how many working hours per month did you experience a power outage?	
8_10_generator	do you own/use a generator?	1. yes 2. no
8_11a_headoff	do you use the generator for: head office?	1. yes 2. no
8_11b_productn	do you use the generator for: production activities?	1. yes 2. no
8_12_capacity	what is the capacity of the generator?	
8_13_percent	at what percentage of full production capacity do you operate under generator?	

## Section 9

quesno                      questionnaire number

enterno                    enterprise number

9\_1a\_prob1                what are your three biggest problems affecting the operation of  
specifically your firm: major problem 1?

9\_1b\_prob2                what are your three biggest problems affecting the operation of  
specifically your firm: major problem 2?

9\_1c\_prob3                what are your three biggest problems affecting the operation of  
specifically your firm: major problem 3?

9\_1d\_prob4                what are your three biggest problems affecting the operation of  
specifically your firm: major problem 4?

1. storage space
2. working capital/ liquidity crunch /cash flow/money circulation problems
3. machinery is obsolete/ old machinery
4. Unavailability of water
5. Statutory changes and requirements for information
6. Domestic raw materials are expensive and of poor quality
7. no demand/ market problems/ declining demand/ shrinking markets
8. lack of investors/ FDI
9. power cuts
10. water cuts
11. import competition/cheap imports/smuggled imports

15. lack of capital/ financial banks sceptical of giving loans/ finance/  
recapitalisation
16. behind in technology
17. accessibility to other areas/lack of infrastructure development
18. local competition/competition from informal sector
19. low staff morale
20. ZIMRA and vat registration delays/ compliance issues
21. high interest rates/ high cost of borrowing
22. price competition
23. logistics (cold chain)
24. bacterial contamination
25. expensive labour/ labour cost
26. low quality inputs from informal sector/china
27. high cost of raw materials/electricity costs
28. corruption/poor ethics/corporate governance issues/transparency
29. cost and availability of utilities
30. lack of raw materials/supplier closed down
31. losses by sister company
32. brain drain/ lack of skilled labour/ skills base lacking
33. labour laws
34. ZIMRA/Fiscal authority/ Taxation is anti-productive
35. high cost of overheads
36. aging workforce
37. high rentals/
38. clients don't pay
39. piracy
40. bad perception by customers/politics/economic environment
41. bad debtors/defaulting
42. price distortion

- 12. finding fresh markets
- 13. expensive raw materials/monopoly in supplying raw materials
- 14. government policy on labour/ government policy inconsistencies

- 43. Economic meltdown/economics decline/challenging environment
- 44. violation of copy rights/intellectual property rights
- 45. political uncertainty/politics need to be sorted out/set the correct tone
- 46. very high v.a.t on imports of capital equipment/import duty
- 47. Declining tourism
- 48. Export permits too high
- 49. government failure to enforce law on illegal sellers/imports
- 50. exchange rate/stronger dollar

9_1_shutdwn	if you were to consider shutting down, what is the most severe factor that would affect your ability to do so?	<ol style="list-style-type: none"> <li>1. Government restrictions on selling enterprise</li> <li>2. Government restrictions on transferring assets</li> <li>3. The legal process of bankruptcy and liquidation</li> <li>4. Other</li> <li>5. No obstacle</li> </ol>
9_2a_ownership	how severe a problem are these government related regulations for your firm now? Regulations on ownership of property	<ol style="list-style-type: none"> <li>1. None</li> <li>2. Minor</li> <li>3. Moderate</li> <li>4. Major</li> <li>5. Very severe</li> </ol>
9_2b_taxrates	how severe a problem are these government related regulations for your firm now? Tax rates	<ol style="list-style-type: none"> <li>1. None</li> <li>2. Minor</li> <li>3. Moderate</li> <li>4. Major</li> <li>5. Very severe</li> </ol>
9_2c_assets	how severe a problem are these government related regulations for your firm now? Restrictions on buying and selling assets	<ol style="list-style-type: none"> <li>1. None</li> <li>2. Minor</li> <li>3. Moderate</li> <li>4. Major</li> <li>5. Very severe</li> </ol>
9_2d_minwage	how severe a problem are these government related regulations for your firm now? Regulatory minimum wages	<ol style="list-style-type: none"> <li>1. None</li> <li>2. Minor</li> <li>3. Moderate</li> <li>4. Major</li> <li>5. Very severe</li> </ol>

9_2e_labreg	how severe a problem are these government related regulations for your firm now? Labour market regulations (hiring/firing)	1. None 2. Minor 3. Moderate 4. Major 5. Very severe
9_2f_licence	how severe a problem are these government related regulations for your firm now? Difficulty in obtainign licences	1. None 2. Minor 3. Moderate 4. Major 5. Very severe
9_2g_corrptn	how severe a problem are these government related regulations for your firm now? Corruption	1. None 2. Minor 3. Moderate 4. Major 5. Very severe
9_2h_burec	how severe a problem are these government related regulations for your firm now? Beuracratic procedures	1. None 2. Minor 3. Moderate 4. Major 5. Very severe



## Section 10

quesno	questionnaire number	
enterno	enterprise number	
10_1_optistic	are you more optimistic today than a year ago regarding profits?	1. yes 2. no
10_2a_sales	what do you expect your firm's sales to be in one year's time compared with today?	1. a lot higher (more than 20% higher) 2. moderately higher (1-20% higher) 3. unchanged 4. moderately lower (1-20% lower) 5. a lot lower (more than 20% lower)
10_2b_employ	what do you expect your firm's employment to be in one year's time compared with today?	1. a lot higher (more than 20% higher) 2. moderately higher (1-20% higher) 3. unchanged 4. moderately lower (1-20% lower) 5. a lot lower (more than 20% lower)
10_2c_invest	what do you expect your firm's investment to be in one year's time compared with today?	1. a lot higher (more than 20% higher) 2. moderately higher (1-20% higher) 3. unchanged 4. moderately lower (1-20% lower) 5. a lot lower (more than 20% lower)
10_lottery	Imagine you win a cash prize in a lottery. The prize is worth USD 1000 and can be paid out AT ONCE. Imagine the lottery, which is a financially trustworthy organization, asks if you are prepared to give you USD 3000 if you wait a year before you get the money. Would you agree to that proposal?	

*Section 11*

quesno                      questionnaire number

enterno                    enterprise number

11\_comment1            is there something you would like to share with us which has not  
been covered?            1. work-in-progress  
[comment 1]

11\_comment2            is there something you would like to share with us which has not  
been covered?  
[comment 2]

11\_comment3            is there something you would like to share with us which has not  
been covered?  
[comment 3]

11\_comment4            is there something you would like to share with us which has not  
been covered?  
[comment 4]

12\_1\_percetion           it is my perception that responses to the questions regarding  
opinions and perceptions;           truthful.....1  
   somehow truthful.....2  
   not truthful.....3

12\_2\_response            the responses to the questions regarding figures (productivity  
and employment numbers);           are taken directly from established records.....1  
   are estimates computed with some precision.....2  
   are arbitrary and unreliable numbers.....3

12_3_comments	interviewer comments	<div>1. interviewer very cooperative</div> <div>2. no records of accounts /figures arbitrary/estimates</div> <div>3. interviewer sceptical/busy/not cooperative</div> <div>4.complied with two visits with different people</div> <div>5. some figures were arbitrary and some are taken from records</div> <div>6.based on financial reports</div> <div>7. interview cancelled midway</div> <div>8. financial information based on annual report</div> <div>9. difficult to get accurate picture of the business because some factory closed and others merged.</div>
12_4_supervisor	<div>this questionnaire was completed:</div> <div>one visit in face-face visit with one person.....1</div> <div>one visit in face-face visit with different managers/staff....2</div> <div>several visits.....3</div>	<div>one visit in face-face visit with one person.....1</div> <div>one visit in face-face visit with different managers/staff....2</div> <div>several visits.....3</div>
12_4b_tottime	total time taken for interview (hours plus minutes)	

