DATA CAPTURE

D.1 Please enter the respondent ID to access the questionnaire. **INTERVIEWER:** Insert the five (5) digit Respondent ID given. **OA**

INTERVIEWER: Please ensure that you are positioned within 10 metres or below of address

PROGRAMMER: CAPTURE GPS DATA. STORE LATITUDE (NORTH) AND LONGITUDE (WEST) IN DEGREES, MINUTES AND SECONDS. ADD TO THE DATABASE AS AN ADDITIONAL VARIABLE

PROGRAMMER: CAPTURE DATE AND STORE IN DATABASE AS "DD/MM/YYYY". ADD TO THE DATABASE AS AN ADDITIONAL VARIABLE

PROGRAMMER: CAPTURE TIME AND STORE IN DATABASE AS "INTERVIEW START TIME". ADD TO THE DATABASE AS AN ADDITIONAL VARIABLE

D.2 Note Parish. **UA.**

Kingston	1☐	CONTINUE
St. Andrew	2☐	CONTINUE
Clarendon	3☐	CONTINUE
St. Thomas	4☐	CONTINUE
St. Catherine	5☐	CONTINUE
St. James	6☐	CONTINUE
St. Ann	7☐	CONTINUE

FILTERS

INTERVIEWER: Read the script exactly as written, as well as follow the form of all questions in this questionnaire. Strictly follow the additional instructions on each question that appear in capitals and bolded. Also Note: UA = Unique/ Single Answer only; MA = Multiple Answer Allowed; OA = Open/ Un-coded Answer

F.0. "Good morning/afternoon Mr./Ms. _____. My name is _____, I am an affiliate of XXX and we are executing this interview on behalf of XXX as we agreed with you. Here is my identification card [SHOW ID CARD].

We are conducting this short survey of about 15 minutes to get a better understanding of the economic characteristics of Jamaican entrepreneurs as you have great economic significance for Jamaica's economic and social progress. We extremely appreciate your time and, therefore, will compensate it with a phone card on JM$ 500.

Please be assured that all answers will be treated as strictly confidential. All information collected will be used only for research purposes. It will never be presented in a way that someone can identify your answer, and it will not be forwarded to any governmental organization.

Do you agree in answering the interview? UA.

Yes	1☐	CONTINUE
No	2☐	THANK & TERMINATE

F.1 What is your address? **OA. INTERVIEWER: COMPARE ADDRESS STATED BY RESPONDENT WITH ADDRESS SEEN HERE**
PROGRAMMER: SHOW THE ADDRESS CORRESPONDING TO THIS RESPONDENT ID

F.1.1 INTERVIEWER: IS THE GIVEN ADDRESS THE SAME? UA

Yes	1☐	GO TO F.2
No	2☐	GO TO F.1.2

F.1.2 INTERVIEWER: ENTER ADDRESS AS STATED BY THE RESPONDENT? OA

F.2 Please confirm that this is your name. **OA. INTERVIEWER: SHOW PDA WITH NAME ON THE SCREEN**
PROGRAMMER: SHOW THE NAME CORRESPONDING TO THIS RESPONDENT ID

F.2.1 INTERVIEWER: IS THE GIVEN NAME THE SAME? UA.

Yes	1☐	GO TO F.3
No	2☐	GO TO F.2.2

F.2.2 INTERVIEWER: ENTER FULL NAME (FIRST, MIDDLE AND LAST) AS STATED BY THE RESPONDENT? OA

F.3 Note Gender. **UA.**

Male	1☐	CONTINUE
Female	2☐	CONTINUE

F.4 And can you please tell me your age. **OA. INTERVIEWER: IF RESPONDENT REFUSES TO ANSWER, ASK FOR A FIVE YEAR AGE RANGE. IF RESPONDENT STILL REFUSES TO ANSWER, ASK FOR A TEN YEAR AGE RANGE.**

CONTACT INFORMATION

C.1 Could you please provide the best phone number to reach you? **OA.**

C.2 Could you please provide a secondary phone number to reach you? **OA.**

C.3 Could you please provide your email? **OA.**

C.4 Could you provide contact information of relatives or close friends through whom we could reach you in case we were not able to contact you directly? **UA.**

Yes	1☐	GO TO C.5.1
No	2☐	GO TO B.1A

C.5.1 First name of **Contact 1**? **OA.**

C.5.2 Last name of **Contact 1**? **OA.**

C.5.3 Primary phone number of **Contact 1**? **OA.**

C.5.4 Secondary phone number of **Contact 1**? **OA.**

C.6 Any other Contact? **UA.**

Yes	1☐	GO TO C.7.1
No	2☐	GO TO B.1A

C.7.1 First name of **Contact 2**? **OA.**

C.7.2 Last name of **Contact 2**? **OA.**

C.7.3 Primary phone number of **Contact 2**? **OA.**

C.7.4 Secondary phone number of **Contact 2**? **OA.**

C.8 Any other Contact? **UA.**

Yes	1☐	GO TO C.9.1
No	2☐	GO TO B.1A

C.9.1 First name of **Contact 3**? **OA.**

C.9.2 Last name of **Contact 3**? **OA.**

C.9.3 Primary phone number of **Contact 3**? **OA.**

C.9.4 Secondary phone number of **Contact 3**? **OA.**

BUSINESS INFORMATION

B.1A Are you self-employed in your own business either as primary or secondary economic activity? **UA.**

Yes	1☐	GO TO B.2
No	2☐	GO TO B.1B

B.1B Do you plan to start your own business in the near future? **UA.**

Yes	1☐	GO TO E.2
No	2☐	GO TO E.2

B.2 Did you have any paid employees working for you in the last 30 days? **UA.**

Yes	1☐	CONTINUE
No	2☐	GO TO B.3A

B.2A In the last 30 days how many paid **FULL TIME** employees has your business employed (at least 40 hours per week)? **INTERVIEWER: PLEASE WRITE A NUMBER WITHIN EACH BOX (WRITE 0 IF NO EMPLOYEES) OA.**

B.2B In the last 30 days how many paid **PART TIME** employees has your business employed (less than 40 hours per week)? **INTERVIEWER: PLEASE WRITE A NUMBER WITHIN EACH BOX (WRITE 0 IF NO EMPLOYEES) OA.**

B.3A What was the total amount of sales of your business **IN THE LAST 30 DAYS** (in Jamaican dollars)? It is ok to approximate. **INTERVIEWER: PLEASE WRITE 0 IF THERE WERE NO SALES. OA.**

B.3B What is the total amount of sales of your business **IN A TYPICAL MONTH** (in Jamaican dollars)? It is ok to approximate. **INTERVIEWER: PLEASE WRITE 0 IF THERE WERE NO SALES. OA.**

B.4A What were the total expenses of your business **IN THE LAST 30 DAYS** (in Jamaican dollars)? Expenses are those related to your business but NOT INCLUDING any income you paid yourself. Expenses include purchases of inventories; electricity, water, gas and fuel; interest paid; wages for employees; rent for machinery and equipment; rent for land and buildings; telephone or cellphone charges; taxes; maintenance and general repairs; traveling expenses; and other expenses. It is ok to approximate. **INTERVIEWER: PLEASE WRITE 0 IF THERE WERE NO EXPENSES. OA.**

B.4B What are the total expenses of your business **IN A TYPICAL MONTH** (in Jamaican dollars)? Expenses are those related to your business but NOT INCLUDING any income you paid yourself. Expenses include purchases of inventories; electricity, water, gas and fuel; interest paid; wages for employees; rent for machinery and equipment; rent for land and buildings; telephone or cellphone charges; taxes; maintenance and general repairs; traveling expenses; and other expenses. It is ok to approximate. **INTERVIEWER: PLEASE WRITE 0 IF THERE WERE NO EXPENSES. OA.**

B.5A What was the total income the business earned **IN THE LAST 30 DAYS** (in Jamaican dollars) after paying all expenses INCLUDING the wages of employees, but NOT INCLUDING any income you paid yourself. That is, what were the profits of your business? It is ok to approximate. **INTERVIEWER: IF THEY EXPERIENCED A LOSS PLEASE REPORT IT AS A NEGATIVE NUMBER PLACING A MINUS AT THE BEGINNING. FOR EXAMPLE, IF THERE WAS A LOSS 10,000 JAMAICAN DOLLARS, WRITE "-10,000".**

B.5B What is the total income the business earned **IN A TYPICAL MONTH** (in Jamaican dollars) after paying all expenses INCLUDING the wages of employees, but NOT INCLUDING any income you paid yourself. That is, what were the profits of your business? It is ok to approximate. **INTERVIEWER: IF THEY EXPERIENCED A LOSS PLEASE REPORT IT AS A NEGATIVE NUMBER PLACING A MINUS AT THE BEGINNING. FOR EXAMPLE, IF THERE WAS A LOSS 10,000 JAMAICAN DOLLARS, WRITE "-10,000".**

B.6 During the past 3 months have you made any large investment in your business? **UA.**

Yes	1☐	CONTINUE
No	2☐	GO TO B.7

B.6.1 What was the amount of the investment in Jamaican dollars? **OA.**

B.7 During the past 3 months have you introduced any new product(s) or new production technique(s) in your business? **UA.**

Yes	1☐	CONTINUE
No	2☐	CONTINUE

B.8.1 During the past 3 months have you applied for a loan for your business? **UA.**

Yes	1☐	CONTINUE
No	2☐	GO TO B.9

B.8.2 Was the loan approved? **UA.**

Yes	1☐	CONTINUE
No	2☐	GO TO B.9

B.8.3 What was the amount of the loan in Jamaican dollars? **OA.**

B.9 SHOW CARD B9 Do you keep any kind of accounting records for your business or self-employed activity? **UA. READ OPTIONS.**

Yes, detailed formal accounts (balance sheets, purchase and sales books)	1 ☐
Yes, simplified accounting process	2 ☐
Yes, keeping personal records	3 ☐
No, no accounting	4 ☐
Other: specify	94 ☐

ENTREPRENEURSHIP SKILLS

E.1 Which of the following have you done in your business in the last 3 months? **INTERVIEWER: READ OPTIONS. UA BY ROW**

	Yes	**No**
Asked existing costumers what other products you should offer	1 ☐	2 ☐
Used a special offer to attract new customers	1 ☐	2 ☐
Attempted to negotiate with a supplier for a lower cost of goods	1 ☐	2 ☐
Compared the prices offered by different suppliers	1 ☐	2 ☐
Determined which goods you make the most profit with per item sold	1 ☐	2 ☐
Record every purchase and every sale	1 ☐	2 ☐
Set a target for sales over the next year	1 ☐	2 ☐

E.2 SHOW CARD E2. Think about your behaviour in the last three months. To what extent do you agree with the following statements? **INTERVIEWER: READ OPTIONS. UA BY ROW**

	Strongly disagree	Disagree	Somewhat disagree	Neither agree nor disagree	Somewhat agree	Agree	Strongly agree
I actively attacked problems	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐	6 ☐	7 ☐
I took initiative immediately even when others did not	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐	6 ☐	7 ☐
I used opportunities quickly in order to attain my goals	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐	6 ☐	7 ☐
Whenever there was a chance to get actively involved, I took it	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐	6 ☐	7 ☐
I searched for solutions immediately whenever something went wrong	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐	6 ☐	7 ☐
I usually did more than I was asked to do	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐	6 ☐	7 ☐

I have been particularly good at realizing ideas	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐	6 ☐	7 ☐
I generally saw things through to the end	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐	6 ☐	7 ☐
Unfinished tasks have really bothered me	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐	6 ☐	7 ☐
I hated to stop once I got going on something	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐	6 ☐	7 ☐
I finished whatever I started	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐	6 ☐	7 ☐
I can think of many times when I persisted with work when others quit	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐	6 ☐	7 ☐
I continued to work on hard projects even when others oppose me	1 ☐	2 ☐	3 ☐	4 ☐	5 ☐	6 ☐	7 ☐

CLOSURE AND JUNE SCHEDULING

J.1 Thank you very much for your time! The researchers at XXX would like to investigate how Jamaican entrepreneurs are progressing over time with the objective of finding better ways of supporting small businesses in Jamaica. Would you be willing to answer another interview (approximately in June 2017) for which you will be compensated with JM$ 3,000 in cash? **UA.**

Yes	1☐	**INTERVIEWER: THANK YOU! OUR OFFICE WILL CONTACT YOU AS THE DATE COMES CLOSER TO SCHEDULE IT.**
No	2☐	**INTERVIEWER: I AM SORRY TO HEAR THAT. WE HOPE YOU CHANGE YOUR MIND IN THE NEAR FUTURE, AS YOUR INPUT IS EXTREMELY VALUABLE TO SHAPE POLICIES TOWARDS ENHANCING THE BUSINESS ENVIRONMENT IN JAMAICA.**

PROGRAMMER: THIS ANSWER SHOULD BE ADDED TO THE DATABASE AS AN ADDITIONAL VARIABLE

OBSERVATIONS

O.1 INTERVIEWER: PLEASE ENTER DETAILED DIRECTIONS TO LOCATE THE DWELLING. INCLUDE CROSS STREETS AND REFERENCES AS NECESSARY. OA.

O.2 INTERVIEWER: PLEASE NOTE DOWN HERE ANY PROBLEM YOU NOTICED WITH SOME OF THE QUESTIONS (QUESTIONS THAT WERE NOT CLEAR OR IT WOULD BE BETTER TO ASK IN A DIFFERENT WAY). OA.

O.3 Note Survey Location? **UA.**

In the home	1☐	STOP. END OF QUESTIONNAIRE
In the business place	2☐	CONTINUE

O.4 Does the business have a clear and visible sign outside the store, which indicates which type of business this is? **UA.**

Yes	1☐	CONTINUE
No	2☐	CONTINUE

O.5 INTERVIEWER: HOW WOULD YOU DESCRIBE THE FACILITIES OF THE BUSINESS? OA.

O.6 INTERVIEWER: PLEASE CHOOSE A NUMBER FROM 1 TO 10 WHERE 1 IS DIRTY AND BADLY ORGANIZED, AND 10 IS CLEAN AND WELL ORGANIZED. UA.

Dirty and badly organized									Clean and Well Organized
1	2	3	4	5	6	7	8	9	10

PROGRAMMER: CAPTURE TIME AND STORE IN DATABASE AS “INTERVIEW END TIME”. ADD TO THE DATABASE AS AN ADDITIONAL VARIABLE

PROGRAMMER: ADD “LENGTH OF INTERVIEW” TO THE DATABASE AS AN ADDITIONAL VARIABLE. LENGTH OF INTERVIEW = INTERVIEW START TIME – INTERVIEW END TIME.

END OF QUESTIONNAIRE