



**S P E E D**

Support for Private Enterprise Expansion & Development

# **PROGRESS REPORT**

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## Executive Summary

The effort to include a module on micro and small enterprises (MSE) in the 2002 Population Census was very successful. A partnership of Uganda Bureau of Statistics (UBOS), Private Sector Development Section (PSD) of the Ministry of Finance, Planning, and Development (MOFPED), and the USAID/SPEED Project designed, funded and conducted a pretest of the MSE module. The pretest showed that inclusion of the module is feasible and the Census Technical Advisory Committee (CTAC) unanimously approved. This recommendation will be carried to the full Population Census Steering Committee for final approval.

This will be the first time that stakeholders and the GOU have a complete statistical framework of the MSE sector. The result will be a large database containing information for approximately 1.5 million MSEs with data on number of owners and persons engaged by sex, and a code describing the type of premises. The database records will be classified by 4-digit ISIC activity codes and detailed geographic codes down to the LC1 level.

Since the MSE data will be collected at the same time as the Population and Agricultural Censuses, the three subject areas can be linked together. This will provide a much richer data source for understanding the MSE sector and its operating environment. It will be possible to relate the demographic and agricultural characteristics of the owner/operator and the household to the MSE enterprise record. Important linkages for operators could be sex, age, disability, educational attainment, literacy, marital status, etc. Household data such as housing characteristics, land tenure, distance from facilities, fuel/power used, available transportation/communication/information facilities, etc. and agricultural data such as area planted by crop, livestock and poultry owned, and fish farming can also be linked to the enterprise. This related information can explain much about the environment in which MSEs operate.

Although several countries have combined two of the census subject matters (population and economic, population and agriculture), Uganda is the first country to conduct a “National Census”, where all three subject matters are combined in the same census. This will be a prototype for all countries in the future.

Economic data are time sensitive. They are most valuable when disseminated as close to the reference period as possible. **It is important to have all industry coding and data processing systems and procedures in place and ready to go when the enumeration is complete.** To achieve the best turnaround, **we strongly recommend that the data be processed in a separate unit outside of UBOS.** This is possible because the MSE questionnaire has been designed so that there is no identifying information. Since UBOS will have a great deal of work to do in processing the population, agriculture, and business enterprise census data, outside processing will result in much more timely dissemination of data.

**This will require some high priority and timely action. We need to put the following in place before the end of September when the MSE booklets will be returned to Kampala.**

- Adequate funding for the coding and processing operation must be found as soon as possible.

- Hire a competent local contractor familiar with the processing of statistical data and statistical surveys.
- Prepare specifications, procedures, and quality control operations for the 4-digit ISIC coding and subsequent data entry.

Outside processing (industry coding and data entry) and preparation of a complete data file will cost approximately U.S.\$350,000 and will take approximately 4 months. A preliminary cost estimate showing selected cost and time parameters is shown in Section 5.5.

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## **1. Introduction**

This visit is an extension of the previous visit of February 26 - March 21 during which we identified a unique opportunity to obtain a complete statistical framework of the MSE sector by adding a module to the 2002 Population Census. At the close of the previous visit, the Population Census Steering Committee decided that the Uganda Bureau of Statistics (UBOS) should conduct a pretest of the MSE module to determine if its inclusion would adversely impact the census enumeration. I was requested to return to Uganda as soon as possible to prepare for the pretest and represent the Ministry of Finance for technical aspects of the project.

This report is organized as follows:

1. Introduction
2. Background
3. The MSE Module Pretest
4. Pre-enumeration Considerations
5. Post-enumeration Processing
6. Data Dissemination
7. Use of the Data for Economic Policy Formulation and Evaluation

Some of the material in this report is a reprise and amplification of the previous Visit Report in order to present a complete view of the subject.

## **2. Background**

The Scope of Work for this visit states:

“The SPEED expert (Robert Torene) in association with the PSD identified a significant opportunity for MOFPED to develop a statistical framework with respect to the SME sector through the “piggy back” of questions related to the sector in the 2002 national census planned to begin in September 2002. Torene also designed the question module and enumerator response data sheet.

“This proposal was enthusiastically supported by MOFPED at the highest levels. The Ministry realized that the proposal represented a once in ten year opportunity to develop a complete statistical framework for the sector that would enhance the value of existing data and future data that may be obtained with respect to the sector.

“MOFPED championed this proposal at meetings with the census implementation team. Further, MOFPED has undertaken to find the funds to implement the proposal. Moreover, SPEED garnered support for the proposal from other stakeholders such as the World Bank and FAO.

“UBoS was convinced of the merits of the proposal and agreed to “pretest” the questionnaire and data sheets over the next 6 weeks. A final decision on whether or not to fully fund and implement the proposal will be made when the results of the pretesting are known.”  
On my arrival, USAID/SPEED, PSD, and UBOS began to determine the parameters of the pretest.

### **3. The MSE Module Pretest**

#### **3.1 Initial Preparations**

Shortly after arrival, UBOS hosted a meeting to determine the parameters of the MSE pretest. Attending were Messrs. Okello, Kaija, and Mukulu of UBOS, Veal and Torene of USAID/SPEED. It was decided that:

- The pretest would be conducted in five (5) enumeration areas (EA) close to the Kampala area to reduce travel costs.
- The EAs would be a mix of rural, urban, and peri-urban.
- The pretest would be conducted in the same manner as the full census enumeration
- The pretest would test all aspects of the census enumeration – population, agricultural, and MSE questions.
- Enumerators would be local LC1 persons with at least an “O” level education.
- Local guides would be employed to direct the enumerators.
- The training would be conducted over a 5-day period. This is 2 days less than the full census training since there was no map reading training required.
- Mr. Andrew Mukulu, the Chief Technical Officer, would be in charge of the pretest and documenting the pretest results.

Following the meeting, USAID/SPEED and UBOS developed a time schedule and budget, and selected the EAs. SPEED provided the funding for the pre-test. It was decided to conduct the pretest in Mukono District. Mr. Mukulu contacted the District Census Officer requesting him to recruit five qualified enumerators and have them report to the Hotel Africana, Kampala at 9 A.M. on Monday, April 15<sup>th</sup>.

All parties to the pretest approved these arrangements. USAID/SPEED agreed to fund all pretest costs and located a meeting room in the Hotel Africana.

#### **3.2 Preparation of Materials**

Using the UBOS Pilot Census enumeration booklets as a guide, USAID/SPEED prepared 46 pretest enumeration booklets for use in the training and pretest enumeration. UBOS also supplied the Pilot Census Training Manual as a guide for the formatting of the MSE module section of the training manual.

Using the UBOS manual as a guide, an MSE training manual was developed and included in the full manual. The MSE section of the training manual is shown in Appendix A. The MSE questionnaire was further refined with additional enumerator notes and instructions included directly in the column headings. Additionally, a “photo page” of examples of different types of premises and a page of “Information for Enumerators” was developed. These materials were combined into a booklet, “Listing of Micro and Small

Business Enterprises”. An example of the first few pages of the booklet that demonstrate these materials in proper sequence is shown in Appendix B.

Stationery, pens, and large envelopes for the enumeration booklets completed the enumerators’ supplies.

### 3.3 Pretest Training

The five enumerators arrived and the training began on schedule on April 15 continuing until April 19. A participant from PSD was present throughout the training period and USAID/SPEED observers were present at various times.

The training was very thorough and professionally conducted by the UBOS staff. The USAID/SPEED advisor delivered the training on the MSE module. The enumerators were intelligent and hard working. Their questions were very insightful and thought provoking. The training consisted of classroom lecture and discussion as well as practice enumeration in the field.

### 3.4 The Pretest Enumeration

The pretest enumeration was conducted from April 20 – 26. UBOS provided vehicles and two supervisors for the entire pretest period. Mr. Mukulu observed the enumeration periodically. The USAID/SPEED advisor observed during the first day of training only; it was decided that his presence could affect the results and delay the enumeration.

### 3.5 Enumerator Debriefing

On Saturday, April 27 a one-half day debriefing was held in the USAID/SPEED Boardroom. Attending were the five enumerators and staff from UBOS, USAID/SPEED, and PSD.

The enumerators reported that they encountered administrative problems that delayed their work. However, most of them were related to lack of publicity; the public was not aware of the enumerator’s intentions and the enumerators had to spend more time explaining their purpose. This is not expected to occur during the main census enumeration. Other problems mentioned included rain, map reading and large EA sizes.

The enumerators reported that most MSEs are located within the household and were easy to identify. Most respondents were also willing to provide the information. However, in some cases the respondent was not the operator of the enterprise and, therefore, did not have full information on the activity of the enterprise. This was most common in cases where women were reporting about their husband’s enterprises. This may be minimized during the actual census enumeration with proper scheduling of the interviews when more knowledgeable respondents are found at home.

### 3.6 The Pretest Report

The main conclusion of the pretest report is “**The pretest has shown that inclusion of the module in census is feasible.**” Two other conclusions are

- “For EAs with less than 140 households, the module will not affect the enumeration time. However, for EAs with more than 140 households (estimated to be \*\*\* countrywide), an extra person-day will be required to complete the enumeration.”

- “UBOS further needs to review the instruction manuals to refine them further so as to better capture the information on the enterprises.”

The full text of the Pretest Report is reproduced in Appendix C.

### 3.7 Decision of the Census Technical Advisory Committee (CTAC)

On June 30, the CTAC convened under the chairmanship of Mr. Mubiru, Deputy Executive Director of UBOS and **approved the inclusion of the MSE module.**

Following the presentation of the report by Mr. Mukulu, the members discussed their concerns and had questions about the module. The major questions revolved around the:

- Decision to collect data for all enterprises, large or small.
- Inclusion of infrequent, casual workers.
- Comparability of data with the Census of Business Enterprises.

After thorough discussion, the Chairman called for a vote. The CTAC members approved unanimously.

## **4. Pre-enumeration Considerations**

### 4.1 Improvements to Training Materials

A review of the returned questionnaires and debriefing comments by the enumerators point out some problems that should be addressed prior to enumerator training for the 2002 Census.

- More emphasis on obtaining more detailed activity descriptions. Perhaps more and better examples can be selected for the training manual. More time for this topic can also be allocated in the training.
- More effort to determine and interview the most knowledgeable respondent for the enterprise.
- Better and clearer definitions of "Owners", "Persons Engaged", and "Premises". The question of infrequent casual workers must be carefully studied to avoid duplication of employees leading to an aggregate overstatement of the number of persons engaged.

Consideration can be given to reproducing the Premises Photo Page in color for more meaningful identification.

- The subject of seasonal activities that are not in operation during the census period should also be reviewed and clarified.

### 4.2 Preparations for Data Processing

Economic data are time sensitive. They are most valuable when disseminated as close to the reference period as possible. It is important to have all industry coding and data processing systems and procedures in place and ready to go when the enumeration is complete. **To achieve the best turnaround, we strongly recommend that the data be processed in a**

**separate unit outside of UBOS.** This is possible because the MSE questionnaire has been designed so that there is no identifying information. Since UBOS will have a great deal of work to do in processing the population, agriculture, and business enterprise census data, outside processing will result in much more timely dissemination of data.

This will require some high priority and timely action. We need to put the following in place before the end of September when the MSE booklets will be returned to Kampala.

- Adequate funding for the coding and processing operation must be found as soon as possible.
- Hire a competent local contractor familiar with the processing of statistical data and statistical surveys.
- Prepare specifications, procedures, and quality control operations for the 4-digit ISIC coding and subsequent data entry.

## ***5. Post-enumeration Processing***

The major part of the work will be the coding operation. Data entry should not be a major problem even though we may have 1.5 million records. The MSE questionnaire is very simple; there are only 14 keystrokes for each enterprise. I estimate that data entry will take about  $\frac{1}{4}$  of the total processing time. The operations of coding and data entry must be closely controlled and supervised.

### ***5.1 Training and Preparation for Coding and Data Processing***

Coders have to become familiar with the International Standard Classification System (ISIC) and go through a 2-3 day training session using actual descriptions reported by enumerators from the MSE questionnaires. They will then be tested and, if passed, will begin to code actual documents.

Data entry personnel will also go through a training session to familiarize themselves with the documents and data entry screens and procedures.

### ***5.2 Development of Control Documents, Specifications, and Procedures***

All MSE booklets will be stored in a systematic way using the UBOS geographic coding system. UBOS will supply a control file of all EAs in the census. From this file a Master Control Document will be prepared so that MSE booklets for individual EAs can be located at all times and the status of the processing can be known at any time. Status reports can be produced at specified periods or on demand.

Further, the number of enterprises in each EA booklet can be counted and entered on the front of the booklet. This can serve as a control to make sure that all enterprises are coded and keyed. This number can also be entered on the Master Control File. A final check for completeness is made by comparing the resulting database against the Master Control File.

All EAs must be represented and compared to the control number. Discrepancies can be re-verified by comparison to the original booklets.

### 5.3 Development of Quality Control (QC) Procedures for ISIC coding

There are many techniques for QC procedures. The techniques that allow the fewest errors are also the most costly. The available budget will determine the quality control procedure to be used.

I strongly suggest the following QC for the coding operation. It leads to the highest accuracy but, of course, is more expensive. Since this operation will not be repeated for 10 years and the results will be used frequently during those ten years, it is worth the extra cost to have more assurance of the coding accuracy.

#### **Double Blind Independent QC**

Each MSE booklet is coded twice as follows.

- An initial coder enters the codes for each enterprise in an EA on a separate coding sheet.
- The coding sheet is removed and stored.
- A second coder independently enters the codes on the MSE booklet itself.
- The initial EA coding sheet is located and attached to the MSE booklet.
- A third comparison coder, who is more experienced and qualified, compares the coding sheet to the booklet. If the codes for an enterprise are the same it is assumed they are correct. When the codes are different the comparison coder determines the correct code. In some difficult cases, even more expert personnel are required to determine the correct code.
- Levels of coding accuracy can be determined and reported on a regular periodic basis or on demand.

An alternative system relies on sample verification of the coding quality, as, shown below:

- For the first week, all coders will be subjected to 100% verification and if their work reaches 95%<sup>1</sup> accuracy will then go to a 10% verification scheme.
- The coder will remain on 10% verification until three successive batches fall below 90% accuracy.
- The coder will then be retrained and returned to 100% verification until their work reaches 95% accuracy when he/she will go back to 10 % verification.
- A coder who fails more than two times will be released or put on some other work, if possible.

### 5.4 Development of Quality Control (QC) Procedures for Data Entry

Data entry will require setting up similar control and verification procedures and structures. Generally, for data entry a more automated QC system is used. It is similar to the Double Blind Independent QC.

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<sup>1</sup> This accuracy level will be reviewed in conjunction with UBOS.

- The data entry operator keys in all enterprises in an EA booklet.
- The resulting data file is loaded into a “Verification Mode” system.
- A second data entry operator keys in the enterprise data and the system compares the entries against the original file and signals the operator if differences exist..
- The data entry operator then corrects any discrepancies.

A sample verification scheme can also be used, but the resulting quality will be lower.

### 5.5 Approximate Processing Costs

Outside processing (industry coding and data entry) and preparation of a complete data file will cost approximately U.S.\$350,000 and will take approximately 4 months.

#### **Salaries:**

Coders and data entry operators including 100 % verification (144 persons x \$400 per month x 4 months)	\$230,400
Other salaries	<u>56,000</u>
Total salaries	286,400

#### **Other costs:**

Rent 25 PCs @ \$200 per month for 4 months	20,000
Venue rent and utilities	10,000
Rent transport plus fuel (4 months x \$1,800)	7,200
Miscellaneous costs	<u>9,000</u>
Total other costs	46,200

Contingency (5% of all costs)	16,630
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<b>Total estimated cost</b>	<b>349,230</b>
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### **6. Data Dissemination**

The data processing of the MSE module will result in a computer database of approximately 1.5 million MSE records. Each record will contain fields for:

- Geographic codes for Districts, Counties, Sub-counties, Parishes, Villages, and Enumeration Areas.
- Household serial number
- Person number
- 4-digit ISIC code
- Number of owners, male
- Number of owners, female
- Number of persons engaged, male
- Number of persons engaged, female
- Type of premises

#### 6.1 Public Use Micro-data Computer Files

It is suggested that Public Use Computer Files be prepared. For advanced computer users, computer files are the most useful and flexible way to distribute data since users can tabulate and analyze the data in any way they require.

These files should contain individual records for each of the MSEs enumerated in the census. To protect the confidentiality of respondents, it is suggested that the Village code, Household

Serial Number, and the Person Number be removed from the records. This would leave the Parish code as the lowest geographic identifier and the much larger population of enterprises at that level would protect respondent confidentiality.

Please note that, because of the large number of records, these files can become very large, very quickly. Even the smallest file, the preliminary MSE file with only 25 characters per record, will be approximately 40 MB. As the population and agricultural data are added, the files can become huge. They will have to be distributed on CDROM.

#### 6.1.1 Preliminary MSE File

The preliminary MSE file should contain only the data collected in the MSE questionnaire as shown above. This file can be prepared quickly and could be available in as little as 4-5 months following the enumeration.

#### 6.1.2 Linking Demographic and Agricultural Census Data

The preliminary MSE file will give a comprehensive picture of the economic framework of the MSE sector that is extremely valuable in its own right. However, adding the Population and Agriculture Census information to the file gives a much more informative description of the enterprise and the conditions in which it operates.

The MSE module listing form will have identifying numbers for the household and the person who operates the enterprise. These numbers can be used to link the demographic and agricultural characteristics of the owner/operator and the household to the MSE enterprise record. Important linkages for operators could be sex, age, disability, educational attainment, literacy, marital status, etc. Household data such as housing characteristics, land tenure, distance from facilities, fuel/power used, transportation/communication/information facilities, etc. and agricultural data such as area planted by crop, livestock and poultry owned, and fish farming can also be linked to the enterprise. This information can explain much about the environment in which MSEs operate.

#### 6.1.3 Intermediate Data File

Depending on the processing schedule, an intermediate data file can be prepared linking either the population or agriculture data to the preliminary MSE file. This step can be omitted if the processing of the data is completed on similar schedules.

#### 6.1.4 Final Public Use MSE Data File

Following the processing and linking of the population and agricultural data to the MSE records the final Enterprise, Demographic, and Agriculture data file can be prepared. This file will contain all relevant information about MSEs and their environment that have been collected in the 2002 Census.

#### 6.2 Printed Reports

Data users with no access to computer facilities or who are not capable of manipulating large data files will rely on printed reports for their understanding of the MSE sector. Following data processing, the final computer file will be delivered to UBOS for report generation as an official UBOS publication. Suggested formats for two tables that portray the MSE data are shown in Appendix D.

## ***7. Use of the Data for Economic Policy Formulation and Evaluation***

One of the major uses of the MSE data, indeed the reason this whole exercise began, is for the informed formulation and evaluation of economic policy for the MSE sector. Without understanding the sector's economic framework, policy formulation is a perplexing activity. Even with good information, well-intentioned policies can have unforeseen adverse impacts. However, without appropriate data the chance of formulating poor policies is greatly increased. To properly use these new data, it is necessary to develop a Policy Formulation and Evaluation Information System.

### ***7.1 Developing a Policy Formulation and Evaluation Information System***

#### ***7.1.1 System Specification and Implementation***

Developing and maintaining a database for policy formulation is not a simple task. The development and implementation work is highly technical and as the database gets larger and more complex formal procedures need to be written and adhered to. This function needs to be carried out by a specialist. There are several stages necessary.

- Preliminary assessment
  - Identify PSD's specific data needs with respect to MSEs
  - Identify available data on MSEs
  - Identify new or alternative sources of data not currently available.
  - Collaborate with other government agencies and other institutions to determine data that is required on a regular basis.
  - Recommend broad outlines of a future PSD database to inform the policy formulation process.
  
- Design and specification of the information system and related databases
  - Specify data series and data items to be included.
  - Specify appropriate linkages and relational data fields.
  - Determine appropriate software for system development.
  - Determine database field layouts and report generation capabilities.
  - Determine maintenance and backup procedures.
  
- Implementation, start-up, and maintenance of the system
  - In-house implementation using easy to use, readily available, and widely understood relational database management system.
  - Installation and debugging of completed system.
  - Data collection and entry into system
  - Training of system users in operation of developed system.
  - Maintenance, including improvement of system operation, addition of new data series and linkages, periodic updating of the data, revised report generation capabilities, addition of new report outputs, etc.
  - Develop periodic backup procedures.

The resulting database will be very large and the above operations will become more complex and time consuming. In the future, there may also be complex requirements for developing aggregate national totals using coefficients for financial and operating characteristics. An in-house person who completely understands the system and its uses, and is totally capable of performing all of the above tasks best accomplishes this function.

### 7.1.2 Computer Hardware

A database of individual records for each enterprise can get seriously large very quickly and requires sufficiently large and fast computers to keep up with the demands. While the original Enterprise File will only be about 40 MB, the combined Enterprise, Demographic, and Agriculture File can be huge. Further, if the statistical framework is augmented with financial and operating characteristics, we can be seeing file sizes in the hundreds of Megabytes.

Processing, storing, maintaining, and backing-up large files requires fast computers with large storage capacities and reserves, including redundancy in the event of equipment breakdowns. I suggest a minimum of two fast computers, each with large redundant hard disks, connected in a network configuration.

Staff concerned with policy formulation, planning, and analysis can access, download, and manipulate the data through the network with proper safeguards and passwords.

### 7.2 Developing More Detailed Operating and Financial Characteristics

Once the statistical framework is in place it opens up some possibilities to get a more complete picture of the MSE sectors' financial and operating characteristics. Financial and operating coefficients can be estimated from future data collection efforts from various government and private sector sources. These can be applied to the framework to develop a more complete picture of the MSE sector. Data sources could include:

- UBOS data from the Census of Business Enterprises, Household Survey, and other current and future surveys.
- Program evaluation and service delivery information from associations, NGOs, and other organizations concerned with the MSE sector.
- Future surveys of the MSE sector using highly efficient, directly targeted samples from the MSE benchmark sample frame.

#### 7.2.1 Use of Available Association Data

Data from associations of MSEs can be very useful to determine the characteristics of the MSE sector. However, association membership can vary substantially from year to year. For example, current active paid membership in the Uganda Small Scale Industries Association (USSIA) is about 800, although they have had a peak membership of about 1,500. Therefore, it is impossible to draw any conclusions about the size of the MSE universe or the increase or decrease of the MSE population from association data. There may be no relationship between the change in association membership and the change in universe totals of MSEs.

However, since associations are a major source of service delivery, association data can be very useful to evaluate programs, monitor service delivery, and can also be used to obtain operating characteristics of member MSEs. Financial and operating coefficients can be calculated to apply to universe totals and estimate for financial and operating universe totals by industry and geographic area.

Because of the association's knowledge of, and their trusting relationships with their members it may be possible to enlist them to obtain additional reliable information on financial and operating characteristics that would otherwise be difficult or impossible to obtain.

### 7.2.2 Periodic Surveys of Micro and Small Enterprises

Periodic baseline surveys of micro and small enterprises should be undertaken at regular intervals. The 2002 census data provides a complete statistical framework for the MSE sector, however, as time passes the framework becomes less representative. While still useful for sample selection it becomes less useful for policy formulation and evaluation as the data become further removed from the reference period.

Presumably, we have set a precedent for inclusion of MSE data collection in future census operations. Therefore, it seems useful to conduct a mid-census MSE survey to see how the sector is progressing and get a better understanding of the changes occurring in MSEs.

Using the sample frame developed above, select highly targeted, efficient samples (including sub-sampling techniques) to obtain more detailed financial and operating information, including information on start-up and operating constraints. To obtain better data with less bias, it may be useful to contract with associations and other private and university study groups to collect financial and operating data. These organizations generally have better relations with respondent groups and obtain more accurate data than government agencies.

### 7.3 Data Requirements on Contractors and Grantees

Program evaluation and service delivery information can be made more of a routine part of contracts, grants, and other financial arrangements. For example, requiring training program delivery organizations to provide information on the before and after situation of their graduates can determine the effectiveness of the training programs themselves and whether or not that was an appropriate intervention for that industry and geographic area. Questionnaires for this type of activity can be standardized to provide consistent information that can be used and summarized in a computerized information system.

To the extent that PSD and donor organizations have the authority to request this type of information, it should be made a part of the program.

### 7.4 Standardized Association/NGO Information

This is an extension of 7.2.1 above. There are a great number of associations and NGOs serving the MSE sector. If they do collect information about their members or the clients they are serving, it is in a non-standardized way that makes the compilation and interpretation very difficult or perhaps, impossible. Perhaps PSD can, in concert with donors and the concerned organizations, develop a standardized questionnaire that can be used by these organizations to collect information from their members that can be more easily compiled and summarized to assist both the associations/NGOs, the donors, and PSD.

### 7.5 Other Sources of Additional Information

#### 7.5.1 Agricultural Prices

One possible source of additional information is the Trade and Commerce Department's collection of agricultural prices. Since many MSEs are working with agricultural commodities, price indicators can provide some information on possible effects on MSE operations of varying price levels.

We visited two Districts, Jinja and Mukono, that are collecting price data. Neither of them seemed to be collecting the data in a similar fashion but both reported that they pass the information to other interested parties, including the Trade and Commerce headquarters in Kampala. District headquarters staff collects daily prices from various markets in Jinja. Prices in Mukono are collected weekly by staff in several Parishes and forwarded to the District headquarters.

***Appendix A***

***MSE Pretest Enumerator Training Manual***

## THE MICRO AND SMALL BUSINESS ENTERPRISE MODULE

### PART 1. INTRODUCTION

243 A 1995 study, funded by USAID and completed by Impact Associates, on micro and small enterprises reported there were approximately 850,000 non-agricultural business enterprises with 2.5 million persons working. Employment in these enterprises was growing at annual rates of 25%. This has probably grown to over 1 million enterprises and about 3 million persons engaged. Therefore, this sector is second only to agriculture in overall economic importance in Uganda and is the most dynamic sector in the economy. However, there has never been a census of these enterprises. There is no information on the overall universe of micro and small enterprises.

244 To resolve this situation, we are including a module to the 2002 Population Census that would collect data on small and micro enterprise activities from households. Although the requested data are simple – description of the activity, employment data, and the type of premises occupied – the resulting database will be enormously useful since it will contain information about **all** such enterprises in Uganda.

245 With this rich, detailed information that you, the enumerators, will provide, government, the donors, and the private sector can, for the first time, understand the composition of this sector down to the smallest administrative area and most detailed economic activity. This will lead to more effective programs and assistance to the hard working entrepreneurs in this sector.

246 Below are definitions of some of the terms that will be used to answer these questions.

### PART 2. DEFINITIONS AND EXPLANATIONS

#### **Business Enterprise**

247 A business enterprise is an economic activity that is operated with a view toward making a profit. For this module, we want information only on non-agricultural business

enterprises. Do not include crop farming, poultry and livestock operations, and other agricultural activities. They should be accounted for in the Agricultural module. Please note, however, that the **processing of agricultural products** (coffee and tea milling and processing, rice milling, manufacture of jaggery, etc.) **is included** and should be reported.

### **Owner / Operator**

248 An owner/operator is the person who owns, leases, or rents the enterprise, and makes the business decisions. He/she is responsible for all aspects of the business enterprise. **An owner/operator works for a profit, not a wage or salary.** Do NOT mistake employed persons for owner/operators. Some examples of owner/operators are:

249 A keeper of a small shop who buys and sells on his/her own account, keeps the profits, and makes the business decisions is an owner/operator. There may be employees, family help, or the shopkeeper may work alone.

A person who works in a shop for a salary or as unpaid family help is considered an employee, not an owner/operator.

250 A person who makes clay pottery from materials that he/she has purchased on his/her own account, and keeps the income from sales is an owner/operator. The equipment he/she works with may be owned, leased, or rented and there may be employees or not.

A person who makes clay pottery from materials owned by others, and who is paid a salary or wage for the work is an employee, not an owner/operator.

251 A taxi driver (or other vehicle driver) who owns, rents, or leases a vehicle, pays for all expenses such as fuel and maintenance, and keeps the profits is an owner/operator. He/she may have employees or work alone.

A taxi driver who is working for the owner of the taxi, **is paid a salary or wage, and returns the profit to the taxi owner, IS NOT an owner/operator.** He/she may also

purchase the fuel and pay for maintenance from the proceeds but is still considered an employee, not an owner/operator.

252 Do you see the differences between an owner/operator and an employee? An owner/operator does not get a salary; he/she is dependent on the profit of the business enterprise. An owner/operator generally buys and sells on his/her own account, even though others may sometimes make those purchases on his/her behalf (the taxi driver example). An owner/operator makes the major business decisions although some decisions can be delegated to others.

### **Industry Classification**

253 An industry is a group of businesses with similar characteristics. For example, all businesses that manufacture radios and televisions are grouped into a single industry, "Manufacture of Radios and Televisions".

254 Industry classification is a way to identify and place similar economic activities into categories. The classification system in use for the census is the International Standard Industrial Classification, Revision 3 (ISIC).

### **The Importance of Detailed Descriptions of Economic Activity**

255 The Census processing will assign detailed economic activity codes. This will require detailed descriptions in order to assign correct codes.

256 For example, a description of "Trade" is not sufficient. We need to know a lot more information. A description of "Retail Trade" is better, but not much. To get a better code we still need to know the product or products that are being sold at retail. A description of "Retail Trade of foodstuffs" is much better. That can be coded at the most detailed level.

257 You will not be entering the codes, so you don't need to bother learning the coding system. However, you do need to know that **it is very important to provide the most detailed description possible.**

Additional examples follow:

258 1. Do NOT report "Trade" but the type of trade, such as "Retail trade of foodstuffs" or "Retail trade of meat" or "Retail trade of men's clothing"

259 2. Do NOT report "Manufacturing" but the type of manufacturing, such as "Manufacture of baskets" or "Manufacture of doors and windows" or "Manufacture of clay roof tiles" or "Manufacture of mud bricks".

260 3. Do NOT report "Transportation" but the type of transportation, such as "Boda-boda transport" or "Taxi (Matatu) transport"

261 4. Do NOT report "Repair" but the type of repair, such as "Motorcycle repair", or "Radio and television repair", or "Repair of small appliances"

262 5. Do NOT report "Bicycles" but what is done with bicycles, such as "Bicycle repair" or "Sale of bicycle parts" or "Sale of bicycles"

263 6. Do NOT report "Clothing" but what is done with clothing, such as "Tailor repairing clothing" or "Tailor manufacturing clothing" or "Sale of used or second-hand clothing" or "Retail sale of men's, women's, and children's clothing".

264 One very important economic activity that you will frequently encounter is a retail vendor that sells a wide variety of products such as foodstuffs, pharmaceuticals, stationery items, soaps, cigarettes, and other products. Report the Activity Descriptions for these as "Retail Trade of General Merchandise".

265 Another specific economic activity that you may encounter is a "General Handyman". He is a person who does not specialize in any one type of repair but repairs a large variety of items and products. Report these activity descriptions as "General Handyman". Remember, however, that if an enterprise specializes in a particular type of repair, you must use the specialized description.

### **Persons Engaged**

266 This refers to all persons working in the enterprise whether paid or unpaid, or working full or part-time. It includes:

- Working proprietors or working partners
- Paid permanent employees
- Paid casual (temporary) employees
- Paid or unpaid apprentices and helpers
- Unpaid family workers

### **Premises**

267 The term “premises” refers to the environment of the enterprise. It tells a lot about the condition and level of organization of the business enterprise. The categories on the questionnaire are:

- Inside structure
  - 1. Structure with walls and roof  
The structure must have at least four walls and a roof, and must not be easily moveable. The walls and roof may be of any material.
  - 2. Inside household  
If the business enterprise is located either inside the household structure or on the household grounds with no structure or only a temporary structure (shelter, shade, etc.), it should be reported in this category.

If the enterprise is on the household grounds, but in a separate structure with four walls and a roof that has a separate entrance for customers and workers, it should be reported as Category 1 above, “Structure with walls and roof”.

- 3. Permanent Daily Market  
Report in this category if the enterprise is located in a permanently assigned stall/shop in a permanent daily market.

- No Structure
  - 4. Roadside/street vendors  
This category applies to persons who are located at or near the roadside/street with no structure or just a shelter or shade. They typically work from the same location and do not move from place to place.
  - 5. Traditional/periodic market  
This category applies to persons who conduct their enterprises at traditional or periodic markets with no permanently assigned stall or space. They may also travel to various periodic markets on a rotating basis.
  - 6. Hawker/Mutembeye  
We all know what a hawker is and how they do business. A hawker carries his merchandise with him and travels from place to place carrying a wide range of merchandise.
  - 7. Other (Describe)  
If the other categories do not seem to fit, enter code “7” and briefly describe the type of premises.

### **PART 3. HOW TO FILL IN THE SMALL AND MICRO ENTERPRISES MODULE**

#### **General information**

268 Use one line for each enterprise found in a household. Remember that there may be more than one enterprise in a household.

269 There should be at least one record (one line) for every household. If there are no businesses to report, enter “NO” in the activity description.

270 Start a new booklet when the LC1 or EA changes.

271 When there are no data for a numeric column under “Number of Owners or Partners” and “Number of Persons Engaged”, enter “0”.

272 The questions to the respondents shown below are only guides to the way the question should be phrased. It may be necessary for you to rephrase the question, or speak in your local language, in order to make the respondent understand the intent of the question.

273 At the end of the interview, be sure that you have enterprises reported for persons who have a code "1" in Question 18 and codes 1-9 in Question 19. If no enterprises are reported for those conditions, request information for enterprises for those persons.

### **Identification Particulars**

274 Enter the District, County, Subcounty, Parish, EA, and LC1 codes on the MSE module cover page and at the top of each page of the MSE booklet. These codes are very important so accuracy should be observed here.

### **Household Particulars**

275 Enter the Household Number from the top right hand corner of the Population questionnaire.

276 Read the following statement.

*"The Government of Uganda is attempting to eradicate poverty. To do so requires a clear understanding of the activities of small enterprises. The information you supply will help government provide the necessary environment for the expansion and growth of small businesses. Therefore, please assist these efforts by cooperating and reporting some minimal information about enterprises operated by members of this household."*

277 Ask:

*"Does any member of the household operate a non-agricultural business enterprise? Do not include persons who are working and receiving a salary or wage, unless they also operate a separate enterprise."*

278 If the respondent refuses to report, read the following statement:

*“Please note that the form requires very little information and no money figures at all. The form also has no name and address data [Enumerator: show the respondent the form and that it has no space for name and address and no money figures are required.] and can’t be traced back to the owner. The data you provide are completely confidential and cannot be used for taxation or other purposes. Please reconsider. Thank you”*

279 If the answer is “No”, Enter “NO” in the Activity Description column. Thank the respondent and continue to the next household.

280 If the answer is “Yes”, identify the household member who owns or operates the enterprise and enter his/her Person No. from the Population questionnaire to the Person No. column on the MSE questionnaire. If the activity is owned jointly by members of the household, record the Person No. for only one of them.

281 Ask the respondent, “Is (Name) present in the household?”

282 If so, continue the interview with (Name), the person responsible for the business.

283 If not, continue the interview with the respondent.

### **Activity Description**

284 Ask:

*“Please describe the activity in as much detail as possible.”*

285 Record the answer, keeping in mind what is required for proper coding as discussed in the training. If the answer is not sufficiently detailed, probe further. Be sure to include the type of products or services the enterprise is concerned with. If the description is too large for the box, you may use the next line as well. If you use a second line for the description, you must leave the Household No. and Person No. blank on the second line.

**Activity Code**

286 This column is for office use. **Do not fill in.**

**Number of Owners or Partners**

287 Ask:

*“Do you (or Name) have any partners in this enterprise?”*

288 If the answer is “No”, record a “1” in the proper sex column.

289 If the answer is “Yes”, ask:

*“How many partners do you (or Name) have in this enterprise and what is their sex?”*

Record the numbers for (Name) and his/her partners in the proper sex column.

**Number of Persons Engaged**

290 Ask:

*“Including you (or Name), how many persons work in the enterprise and what is their sex? Include all persons whether they are paid or not.”*

Record the numbers in the proper sex column.

**Premises**

291 Determine the type of premises from the respondent by probing using the category list on the questionnaire and the photos in the front of the booklet.

292 Show the photos and ask:

*“From the photos that I am showing you, can you identify what your (or Name’s) enterprise most nearly looks like?”*

293 Use the category list for clarification if the respondent cannot clearly indicate the type of premises from the photos.

**Additional Enterprises Operated by the Same Person**

294 Ask:

*“Do you (or Name) operate any other non-agricultural business enterprises?”*

295 If the answer is “Yes”, enter the same Household No. and Person No, on another line and continue with all the questions required to complete the questionnaire for the newly identified business enterprise.

**Additional Enterprises Within a Household**

296 Ask:

*“Do any other persons in the household operate non-agricultural business enterprises?”*

297 If the answer is “No”, thank the respondent and continue to the next household.

298 If the answer is “Yes”, ask all questions above for the newly identified enterprise.

299 Continue until all business enterprises in the household are accounted for.

## Appendix B

### MSE Pretest Questionnaire Booklet

# Uganda Bureau of Statistics

## Listing of Micro and Small Business Enterprises

This Return is collected under the provisions of the Statistics Act No. 12 1998

### Cover Page

<b>District Code</b>	
<b>County Code</b>	
<b>Sub-county Code</b>	
<b>Parish Code</b>	
<b>EA Code</b>	
<b>LC1 Code</b>	

**Daryl – Insert Photo Page Here**



## Information for Enumerators

### **Definitions:**

#### *Non-agricultural Business Enterprise:*

A business enterprise is an economic activity that is operated with a view toward making a profit. For this module, we want information only on non-agricultural business enterprises. Do not include crop farming, poultry and livestock operations, fishing, and other agricultural activities. Please note, however, that **the processing of agricultural products** (coffee and tea milling and processing, rice milling, manufacture of jaggery, etc.) is included and **should be reported**.

#### *Owner / Operator:*

An owner/operator is the person who owns, leases, or rents the enterprise, and makes the business decisions. He/she is responsible for all aspects of the business enterprise. **An owner/operator works for a profit, not a wage or salary.** Do NOT mistake employed persons for owner/operators.

#### *Owners or Partners:*

This is the total number of owners and partners that have contributed to the capital and participate in the profits of the enterprise even though they may not actually work in the enterprise.

#### *Persons Engaged:*

This refers to all persons working in the enterprise whether paid or unpaid, or working full or part-time. It includes working owners or partners, permanent employees, casual (temporary) employees, apprentices and helpers, and family workers.

#### *Premises:*

The term “premises” refers to the environment of the enterprise and the structure (or lack of structure) in which the enterprise operates. It tells a lot about the condition and level of organization of the business enterprise.

**If the respondent is in doubt about the “premises” of the enterprise, show the Photo Page with examples of different types of structures.**

### **General information:**

Use one line for each enterprise found in a household. Remember that there may be more than one enterprise in a household.

The questions below are only guides to the way the question should be phrased. It may be necessary for the enumerator to rephrase the question, or translate it into the local language, in order to make the respondent understand the intent of the question.

Enter the District, County, Subcounty, Parish, EA, and LC1 codes on the MSE module cover page and at the top of each page of the MSE booklet. These codes are very important so accuracy should be observed here.

Enter the Household Number from the top right hand corner of the Population questionnaire. If there are no enterprises in the household, write “NO” in the Activity Description column.

If persons in the household do operate enterprises, identify the household member who owns or operates the enterprise and enter his/her Person No. from the Population questionnaire to the Person No. column on the MSE questionnaire.

Be sure to report a detailed description of the economic activity as discussed in the training.

## **Appendix C**

### **Report on the MSE Pretest**

# The Uganda 2002 Population and Housing Census

## Report of the MSE Pretest

### Introduction

UBOS was requested to include a module on Micro and Small Scale Enterprises (MSE) in the Census 2002. The information would have to be asked from the households and will provide a statistical framework on the MSE sector. It will also be used to generate an area-sampling frame of all MSEs for future data collection.

Prior to the decision on the inclusion of this module, the CTAC decided that a pre-test of the module should be carried out. A Task Force to oversee this was constituted with members from UBOS, MFPED and SPEED project. The pretest was carried out between 20<sup>th</sup> and 26<sup>th</sup> April 2002. The planning and execution of the pretest exercise took place between April 8, 2002 and April 30, 2002. The details are given in Appendix 1.

This report outlines how the pretest was carried out, the major findings and recommendations. This report has been prepared for presentation to the CTAC, and it will form the basis for the decision on whether or not to include MSEs in the Census 2002.

### **1. Objectives**

The objectives of this pretest are to determine the feasibility of including the MSE module in the 2002 Population Census, and if feasible the approximate additional time required to complete the Census questionnaire with the MSE module included.

### **2. The MSE Pre-test Process**

#### **2.1. The Instruments**

The census instruments include the Household Questionnaire, the Community Questionnaire, the MSE Questionnaire, the Summary Forms and Control Sheets. All the census instruments were tested. A separate enumerator was used to administer the Community Questionnaire.

#### **2.2. Study Area**

The Task Force decided that 5 EAs be used for the pretest. To minimize on costs, the EAs should be fairly close to each other from one of the districts near Entebbe (Kampala, Wakiso or Mukono). Since EA maps were only available from Mukono district, it was used for the test. It was further agreed that only EAs which are equivalent to an LC1 will be selected to eliminate the need for Map Reading training. The five (5) EAs were selected as to represent urban, peri-urban and rural areas. Thus, the selected areas were:

<b>Domain</b>	<b>Subcounty</b>	<b>Parish</b>	<b>LC1</b>
<b>Urban</b>	Goma	Seeta	Bugala LC1
<b>Peri-urban</b>	Mukono TC	Namumira	Namumira A
<b>Rural</b>	Naama	Mpooma	Naama 1A
	"	"	Naama 1B
	Naama	Namubiru	Kikubankima

### **2.3. Recruitment and Training**

The MSE pre-test staff were recruited from the selected EAs (as is planned for the main census). The recruitment was carried by the office of the DCO. The enumerators selected included teachers, a clerk with the district administration, a veterinary doctor and an extension worker.

The training was carried out by staff of the Census Technical Office supported by some external trainers. The training was non-residential (in Hotel Africana) and lasted 5 days (April 15 – 19, 2002). The training included classroom lectures, mock interviews and field practice. The field practice was carried out in Mukono district (Kirowoza LC1, Seeta Parish). A detailed timetable for the training is given in Appendix 1.

### **2.4. The Enumeration**

The enumeration took place between April 20 – 26, 2002. Each enumerator covered the entire EA within a maximum of 7 days. The enumerators were supplied with maps showing the location of their respective EAs within the parish.

### **2.5. Post Enumeration Activities**

After the enumeration, a half-day debriefing workshop was held at the SPEED offices on Saturday April 27, 2002. During the workshop, the enumerators shared with the UBOS/MFPED/SPEED staff their experiences during the enumeration.

UBOS staff together with staff from MFPED and SPEED reviewed the field returns. They specifically focused on the following:

- a. Duration of enumeration per household;
- b. Feasibility of completing the enumeration within the specified period and/or the extra time required to complete the work;
- c. Suitability of the questions on MSEs
- d. The concentration of MSEs in the community i.e. average number of MSEs per EA.

## **3. Analysis of the Pretest and the Findings**

The objective of the pretest was to ascertain the feasibility of inclusion of the module in the Census 2002. Therefore, the analysis carried out is for that purpose only and does not include a statistical analysis of the characteristics of the population. The analysis was done using two approaches as outlined below:

- a. A debriefing meeting was held between the enumerators and the review team to share field experiences. In particular, the review focused on the technical and administrative problems especially those associated with the module.
- b. A review of the actual returns for assessment of data quality. In particular, the workload, output and data quality were reviewed.

### **3.1. Administrative Problems**

The enumerators raised several administrative problems, which delayed their work. However, most of them were related to lack of publicity, hence, the public was not aware of

the enumerator's intentions. This is not expected to occur during the main census enumeration.

The other problems mentioned included rain, map reading and large EA sizes.

### **3.2 Identification of Enterprises**

The enumerators reported that most MSEs are located within the household and were easy to identify. Most respondents were also willing to provide the information. However, in some cases the respondent was not the operator of the enterprise and, therefore, did not have full information on the activity of the enterprise. This was most common in cases where women were reporting about their husband's enterprises. This may be minimized during the actual census enumeration with proper scheduling of the interviews when more knowledgeable respondents are found at home.

### **3.3. Workload**

The EA sizes ranged between 91 and 134 households (except for one EA, which was found to be over 300 households) and the average EA size was 128 households. The incidence of MSEs was fairly common, with 29 percent of the households having an enterprise. In the urban EA, 44 percent of the households had an enterprise while in rural EAs it was less than one-third of the households.

However, the incidence of multiple enterprises in the household was very uncommon. Among the households with an enterprise, only 5 percent had multiple enterprises in a single household.

### **3.4. Enumeration Time**

A study of a 10% sample of the returns from each of the enumerators revealed that the average time required to enumerate a household was 18 minutes, while the enumerators estimated about 30 minutes. This is higher than the 12 minutes that was revealed by the Pilot Census and the post-pilot test.

It was not possible to ascertain the difference in time for households with and without enterprises. However, given that the MSE test was carried out in the same fashion as the pilot census, it is believed that some of the difference is attributable to the inclusion of the MSE module since the rest of the questionnaire was tested in the post pilot test.

### **3.5. Data Quality**

The questionnaires were reviewed for data quality. Because of time constraints, the review was limited to the MSE module only.

The review indicates that the information obtained seems reasonable. The activity descriptions were sufficiently detailed to derive a required 4-digit ISIC code. The data on persons engaged and premises also seemed reasonably reported.

The number of enterprises reported for the five EAs is 192. Extrapolating this to a full count for Uganda indicates a total of approximately 1.5 million enterprises countrywide, a very reasonable total.

## **4. Conclusion**

The pretest has shown that inclusion of the module in census is feasible.

For EAs with less than 140 households, the module will not affect the enumeration time. However, for EAs with more than 140 households (estimated to be \*\*\* countrywide), an extra person-day will be required to complete the enumeration.<sup>2</sup>

UBOS further needs to review the instruction manuals to refine them further so as to better capture the information on the enterprises.

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<sup>2</sup> Mr. Mukulu will supply this \*\*\* number. However, at the CTAC meeting, Mr. Kaija stated that all EAs with more than 150 households will be covered by two enumerators. Therefore, for all practical purposes, this means that no extra person-days will be required to complete the enumeration in all EAs.

**Appendix 1: Timetable For Training Enumerators**

<b>Day and Time</b>	<b>Activity</b>	<b>Responsible Officer</b>
<b>Day 1</b>		
9.00 am - 9.30 am	Introduction	D/PSS
9.30 am - 11.00 am	General Instructions	Mukulu
Break		
11.30 am - 12.30 pm	How to fill the questionnaire	Nviiri
Lunch		
2.00 pm - 5.00 pm	Questions 1 – 12	Nabukhonzho
<b>Day 2</b>		
9.00 am - 11.00 am	Presentation on Disability	Dr Nganwa
Break		
11.30 am - 12.30 pm	Questions 13 – 15	Nviiri
Lunch		
2.00 pm - 5.00 pm	Questions 16 – 17 Questions 18 – 20	Nabukhonzho Ssenono
<b>Day 3</b>		
9.00 am - 11.00 am	Housing Conditions	Zirimenya
Break		
11.30 am - 12.30 pm	Household Conditions Household Economy Household Deaths	Nyegenye
Lunch		
2.00 pm - 5.00 pm	Introduction to Agricultural Module	Magezi Apuuli
<b>Day 4</b>		
9.00 am - 11.00 am	Agricultural Module	Magezi - Apuuli
Break		
11.30 am - 12.30 pm	MSE Summary Sheets	Kashugyera Mukulu
Lunch		
2.00 pm - 5.00 pm	Mock interviews in classroom	Nviiri /Apuuli
<b>Day 5</b>		
9.00 am - 11.00 am	Field practice continues	Galande / Menya
Break		
11.30 am - 12.30 pm	Discuss field practice	Mukulu / Nviiri
Lunch		
2.00 pm - 5.00 pm	Discussion and wind up	

**Appendix 2: The Work Plan**

<b>Activity</b>	<b>Responsible Officer</b>	<b>Dates</b>	<b>Place</b>
Planning for the Pretest	CTO/SPEED Consultant	April 8	Entebbe
Selection of Pretest EAs	CTO/CC	April 9	Entebbe
Contact with DCO	CTO	April 10	Districts
Identification & Recruitment of Interviewers	SST/DCO	April 10 – 12	EAs
Production of Final Set of Instruments	DPO	April 9	Entebbe
Reproduction of Materials	SPEED	April 10 – 13	Kampala
Identification of Training Venue	SPEED	April 10 – 13	Kampala
Training of Enumerators	CTO/MFPED	April 15 – 19	Kampala
Contact with LCs	SD	April 15 – 19	EAs
Enumeration	Field Supervisors	April 20 – 26	EAs
Debriefing Workshop		April 27	Kampala
Review of returns and report writing	UBOS/MFPED	April 29 – May 10	Kampala/ Entebbe
Presentation of Report to CTAC	CTO	Week of May 12	Entebbe

**Appendix 2: List of Personnel involved****Trainers**

Mukulu A L (Census Technical Officer)  
Nyegenye Wilson  
Zirimenya Samuel  
Nabukhonzo Pamela  
Menhya Emmanuel (Statistician, Agriculture Statistics)  
Robert Torene (Consultant, SPEED)

***Field Coordinator***

Nyegenye Wilson Senior Statistician (Population)

***Field Supervisors***

Galande Johnstone  
Menya Emmanuel

**MEMO**

To: **NCC**

Thru: **DNCC**

From: **CTO**

Date: April 30, 2002

Subj: **Report of the MSE Pretest**

The MSE pre-test was carried out between April 20 – 26, 2002. Please find attached a Preliminary Report for your consideration.

A. L. Mukulu

## Appendix D

### Proposed Table Plans

**Table 1: Business Enterprises with 5 or Fewer Persons Engaged and  
Number of Persons Engaged by Sex**

**Table 2: Business Enterprises with 5 or Fewer Persons Engaged by  
Type of Premises**



