



**State of Palestine
Palestinian Central Bureau of Statistics**

**COVID-19 Business Pulse Survey in Palestine,
(September, 2020)**

User's Guide

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Concepts and Definitions

Statistical Unit:

Statistical unit in economic survey series is an enterprise, and defined as an economic entity that is capable, in its own right, of owning assets, incurring liabilities, and engaging in economic activities and transactions with other entities.

Establishment:

An enterprise or part of an enterprise that is situated in a single location and in which only a single productive activity is carried out or in which the principal productive activity accounts for most of the value added.

Establishment Status:

It refers to the operational status of the establishment. The establishment could be in operation, closed, under preparation, or an auxiliary activity unit.

Economic Activity:

It refers to a process consisting of actions and activities carried out by a certain entity that uses labor, capital, goods and services to produce specific products (goods and services). In addition, the main economic activity refers to the main work of the enterprise based on the (ISIC) contributing to large proportion of the value added, whenever more than one activity exist in the enterprise.

Number of Employed Persons:

This includes unpaid owners and family members, and paid employees both permanent and temporary.

Output:

It is defined as the goods and services produced by an establishment, excluding the value of any goods and services used in an activity for which the establishment does not assume the risk of using the products in production, and excluding the value of goods and services consumed by the same establishment except for goods and services used for capital formation (fixed capital or changes in inventories) or own final consumption.

Intermediate Consumption:

Consists of the value of the goods and services consumed as inputs by a process of production, excluding fixed assets whose consumption is recorded as consumption of fixed capital.

Value Added:

Value added is a central concept of production and refers to the generated value of any unit that carries out any productive activity. Gross value added is defined as the value of gross output less the value of intermediate consumption. The net value added is defined as the gross value less the value of fixed capital consumption.

Value of Compensation of Employees (Indicator):

Measures the total value of cash and kind wages in enterprises, including social security contributions, which is paid to any employee for work performed.

Jerusalem J1:

Includes those parts of Jerusalem which were annexed by Israeli occupation in 1967. Those parts include the following localities: Kafr' Aqab, Beit Hanina, Shu'fat Camp, Shu'fat, Al 'Isawiya, Sheikh Jarrah, Wadi al Joz, Bab as Sahira, As Suwwana, At Tur, Jerusalem (Al Quds), Ash Shayyah ,Ras al 'Amud, Silwan, Ath Thuri, Jabal al Mukabbir, As Sawahira al Gharbiya , Beit Safafa, Sharafat, Sur Bahir, Umm Tuba.

Closure facing:

The institutions that faced closing include closed of institutions at least one day during the closure period (March 5th – May31st, 2020)

Methodology

Questionnaire

- The survey's questionnaire was designed to achieve the objectives of this study. The questionnaire included essential variables required to study the impacts of COVID-19 on small, medium and large institutions in the West Bank and Gaza. It was oriented by joint efforts between PCBS team and the World Bank team and cooperation with GIZ and international institutions adaptation to the Palestinian situation. The questionnaire includes questions on the following dimensions:
 1. Screener Information.
 2. Control Information.
 3. General Information.
 4. Number of employed persons.
 5. COVID-19 impact on institutions (on employment, sales, raw materials.
 6. Dealing with financial problems.
 7. Expectation and uncertainty.
 8. Mechanism for dealing with financial problems in institutions.
 9. Required interventions (policies).
 10. Baseline of economic indicators

Sample population

Sample population of survey included all enterprises working in any of the following activities (industry, construction, internal trade, information and communication, transportation and storage, and services), which collect data for 2020.

Survey	Economic Activity	Code Activity
Industry Survey	<ol style="list-style-type: none">1. Mining and quarrying.2. Manufacturing.3. Electricity, gas, steam and air conditioning supply.4. Water supply and sanitation activities and waste management and treatment.	<ol style="list-style-type: none">(05-09)(10-33)(35)(36-39)
Construction Survey	<ol style="list-style-type: none">1. Construction of buildings.2. Civil engineering.3. Specialized construction activities.	<ol style="list-style-type: none">(41)(42)(43)
Trade Survey	<ol style="list-style-type: none">1. Wholesale and retail trade and repair of motor vehicles and motorcycles.2. Wholesale trade, except of motor vehicles and motorcycles.3. Retail trade, except of motor vehicles and motorcycles.	<ol style="list-style-type: none">(45)(46)(47)
Transport and Storage Survey	<ol style="list-style-type: none">1. Land transport and transport via pipelines.2. Warehousing and support activities for transportation.3. Postal and courier activities.	<ol style="list-style-type: none">(49)(52)(53)

Communication and Information Survey	1. Publishing activities. 2. Motion picture video and television programme production sound recording and music publishing activities. 3. Programming and broadcasting activities. 4. Telecommunications. 5. Computer programming consultancy and related activities. 6. Information service activities.	(58) (59) (60) (61) (62) (63)
Services Survey	1. Hotels and restaurants activities. 2. Real estate activities. 3. Professional, scientific and technical activities. 4. Administrative and support service activities. 5. Education. 6. Human health and social work activities. 7. Arts, entertainment and recreation activities. 8. Other service activities.	(55-56) (68) (69-75) (77-82) (85) (86-88) (90-93) (94-96)
Finance and Insurance	9. Finance and Insurance	(64-66)

Sample and Frame

The sample is One-Stage Stratified Systematic Random Sample (without replacement).

Sample Strata

Three levels are used to divide the population into strata:

1. Region (North of the West Bank in addition to Jericho Governorate, Ramallah and Al-Bireh Governorate, Jerusalem Governorate, Bethlehem Governorate, Hebron Governorate, Gaza Strip)
2. Strata were created based on the fourth digit of ISIC-4, excluding services sector based on the second in which every activity presents an actual stratum.
3. Enterprise size (small, medium, large) by number of employees.

Sample Size

13,974 enterprises were reached of which, 11,243 enterprises responded on COVID-19 questions, and 10,602 enterprises responded on financial questions (baseline of economic indicators)

Weight Calculation

The weight of statistical units (sampling unit) in the sample was defined as the mathematical inverse of the selection probability where the sample of the survey is one-stage stratified systematic random sample, so we calculated the weight of each enterprise depending on the selection probability of each enterprise (a systematic random sample), then weights were adjusted based on interview result.

Reference Date

It is the period which data are gathered about, the period of COVID-19 questions is 2020 , but the period of financial questions (baseline of economic indicators) is 2019 (1/1/2019 – 31/12/2019).

Data Collection

- Face-to-face interviews and the phone interviews were carried out using both PC-Tablets and a paper questionnaire.
- Data collection methods were as follows:
 - **West Bank excluding J1:** All data were collected using PC-tablets.
 - **J1:** Data were collected using paper questionnaires and at the end of the day; an operator entered that data using PC-tablets.
 - **Gaza strip:** All data were collected using PC-tablets
- Data collection started on 21/06/2020 and ended on 30/11/2020. While the data collected through personal interviews for 60% of the sample and the other 40% was by phone.

Response Rate:

For COVID-19 survey the Response rate values is:

- The size of the selected sample in Palestine was 13,974 institutions.
- The size of the achieved sample from the field was 11,243 institutions in Palestine.
- Non-response cases: 1,491.
- Over-coverage cases: 1,240.
- Net sample: 12,734
- Response rate: 88.3%.
- Non-response rate: 11.7 %.
- Over-coverage rate: 8.9%.

For financial questions (baseline of economic indicators), the response rate values is:

- The size of the achieved sample from the field was 10,643 institutions in Palestine.
- Non-response cases: 2,023.
- Over-coverage cases: 1,308.
- Net sample: 12,666
- Response rate: 84.0%.
- Non-response rate: 16.0 %.
- Over-coverage rate: 9.4%.

Quality

Data Accuracy:

Sampling Errors

Data of this survey were affected by sampling errors due to use of the sample. Variance was calculated for the most important indicators, accordingly, it is possible to disseminate the results at regional level.

Non Sampling Error

These types of errors could appear on one or on all of the survey stages that include data collection and data entry; they related to, respondents, fieldworkers, and data entry personnel. To avoid errors and mitigate their impact, a number of procedures were applied to enhance the accuracy of the data through a process of data collection from the field and data processing.

Quality set procedure

- PCBS team tested the application several times before starting the training to ensure data quality and consistency.
- At the end of the fieldwork training, a test was conducted to evaluate the training results and the qualifications and skills of the interviewers.
- During fieldwork, all inquiries and problems were resolved.
- Every two weeks, a copy of raw data was sent to the project coordinator to check consistency and compatibility of data, and to follow up on problems facing some enterprises, whether via another face-to-face interview or via telephone.
- During the data collection phase, IT coordinators were available firsthand to implement updates to the application on PC-Tablets, to solve any problems in samples and to distribute the samples among supervisors.

Office Editing and Coding

- **Editing:** PC-Tablets were used in collecting data in the West Bank and Gaza Strip, The sample was loaded on the tablets and automated rules applied to the program.
- **Coding:** After finishing editing process, the completed questionnaires are subject to coding process to be prepared to the data entry process.

Data Processing

Data processing went through several phases since the beginning of the preparation of data collection on 21/06/2020 until the end of the fieldwork on 30/11/2020. This process included the following phases:

Programming Phase

The data collection application was prepared by the IT staff at PCBS.

IT staff tested the application with the project director and all comments and updates were implemented, skips between questions, and some verification rules were also tested, a final version of the application was provided on time.

Training Phase

All materials were prepared and included in the training manual on the requirements of data processing during fieldwork. The training halls were well prepared and contained microphones and a Wi-Fi. Training for Gaza Strip was carried out separately.

Verification Phase

All verifications and consistency checks were applied to PC-Tablet applications. An error message pops up when entering a wrong value and some error messages show up in red for sensitive questions.

The project coordinator tested the application by entering pilot questionnaires. In addition, there was a pretest by project director before collecting the data.

Other Data Processing Issues

- **PC-Tablets:**
In general, PC-tablets were user friendly and familiar. During training, every interviewer was trained on a PC-tablet for their own use
- **Data Collection Application (Survey Solution):**
The application was well designed and had a user friendly interface. Nevertheless, a programmer needed to be available when an error occurred by any of the supervisors and interviewers.
- **Internet Connection (Wi-Fi):**
During the training, internet connection was available for trainers and trainees.
During fieldwork, 81 SIM cards with internet connection were provided for each PC-tablet by Jawwal Company during data collection process.
- **Administration Website:**
The website was friendly designed and easy to use, as it shows totals of completed questionnaire by interviewers.

Supervisors were supplied by PCBS with four PC-tablets operating on Windows operations system to review and follow up on the data and to fill the sections they were responsible for.

Problems and Obstacles

The survey encountered a number of obstacles including the following:

- A number of business owners refused to complete the questionnaire.
- There was a number of institutions closed throughout the period of data collection due to the Coronavirus pandemic.
- Some governorates were completely closed due to the preventive measures taken to face the Coronavirus pandemic.
- Inability to fill out the questionnaire by some institutions via the phone sample because they did not answer the phone or the phone number is disconnected from service.

Notes on Data

1. The data was separated to two files, one file contains the data for establishment response on COVID-19 questions, and the other contains the data for establishment responses on financial questions (baseline of economic indicators).
2. The financial data (baseline of economic indicators) excluded those parts of Jerusalem which were annexed by Israeli Occupation in 1967.
3. The services survey covers profit, non-profit enterprises, and output of non-profit enterprises in the National Accounts System 2008 (SNA'2008) equals to the value of intermediate consumption, and the value of employee compensation, and the value of depreciation of fixed assets, in addition to the value of net taxes and fees on production.
4. Financial data were collected in NIS.