

The re-listing and follow-up phases (2004) Methodology

One year after the first wide-scale data collection of the 5000 enterprises, a re-listing of all the enterprises in the selected Shiakhas was conducted. Subsequent to the re-listing, a follow-up survey was conducted.

In the following sections the details of the main results of the two phases will be presented. The main objective of these two phases was to study the dynamics of MSEs.

Are the MSEs sustainable in their operations, or do they grow or shrink and disappear with time? Do they remain functioning in the same economic activity or is there a movement and change in economic activities and/or scope of operations? If there is change, what are the features of change? If there is growth, which factors of production are the most likely to expand?

This part will thus include

Section 1: The re-listing phase: the objectives, the methodology

Section 2: The follow-up phase: the objectives, the methodology

Section 1: The re-listing phase: the objectives, the methodology

The objective of the re-listing phase was to study the basic changes in the enterprises' characteristics in the selected nationally representative sampling framework over a year.

Since the listing and re-listing phases cover a substantially large number of enterprises, the information gathered on each enterprise was limited to the necessary variables that help in the final sample selection. Therefore, the analysis of the re-listing phase will only cover the changes in activity, ownership, number of workers, the regional distribution...etc.

Methodology of the re-listing phase :

All the enterprises in the 120 Shiakhas and villages, which were listed during the listing phase (2003), were re-listed (2004). The interviewers in the re-listing phase were given some information (name of the enterprise, address, name of owner) on the listed MSEs in the first phase. They were instructed to pass by each listed MSE and record in a sheet the following characteristics:

- Name of the enterprise (if changed to record the new name).
- Name and gender of the owner of the enterprise (if changed to record the new name and gender).
- Activity of the enterprise (if changed to record the new activity).
- Number of workers.
- Year of establishment.

Fieldwork Activities:

1-Recruitment of staff

Twenty six listers for the re-listing phase were recruited from among those who participated in the first phase surveys. The interviewers were all highly qualified females and males. Supervisors and office editors were selected from those with good previous experience in such surveys.

2-Training

The training of listers lasted 3 days during the first week of March 2004. The training course consisted of instructions regarding interviewing techniques and field procedures and a detailed review of items on the questionnaires. The training consisted of theoretical lectures, role playing, and field practice.

Section 2: The Follow-up Phase: The Objectives, the Methodology

The primary objective of the follow up study was to update the information of the initial sample survey. A modified smaller version of the MSE questionnaire was developed to be used in the follow up. The modified version collected information on:

- Main activity of the MSE, main products, and secondary activities.
- Other locations of the MSE.
- Working system including number of working hours per day, number of working days per week, number of working weeks per month, and number of working months per year.
- The gender of owner (manager).
- The performance level (in the current and previous years) measured by:
 - Number of workers.
 - Area (space) of the project.
 - Value of assets.
 - Value of final production (average per month).
 - Wages (average per month).
 - Raw materials and intermediate products (average per month).
 - Cost of consumed energy (average per month).
 - Other expenses such as rent, taxes, etc. (average per month).
 - Revenue (average per month).
 - Exports (average per month).
 -
- Future expectations in the next year for:
 - Number of workers.
 - Area (space) of the unit.
 - Products.

- Assets.
- Technology.
- Revenue
- Sales
- Exports

Methodology

Fieldwork Activities:

1-Training of Interviewers

Around 25 university graduates with experience in data collection were recruited for interviewing, supervising, editing, and data entry. All candidates attended training for one week.

The training included:

1. General lectures related to basic interviewing techniques.
2. Sessions on the objective of the survey and definition of SMEs.
3. Specific Sessions with visual aids on how to fill out questionnaires.
4. Role Playing and mock interviews.
5. Field practices.
6. Quizzes.

Trainees who failed to show interest in the survey were terminated. Twelve interviewers, 3 supervisors and 2 general supervisors were selected for data collection operation.

2-Data Collection

The Field Staff was divided into 3 teams; each team had a supervisor and 4 interviewers. The fieldwork for the follow-up study began on the 1st of April 2004 and was completed on May 15th, 2004. The interviewers were responsible for conducting the interviews and completing the questionnaires with the owners or managers of the selected MSEs. In addition to leading the team, supervisors were responsible for field editing of the questionnaires. To assure quality, 2 general supervisors were responsible for checking the collected data by re-interviewing a sample from each interviewer's work (Quality Control). The number of completed interviews reached 4590 out of 4958 units in the base survey (with 93 percent response rate).

3-Data Processing Activities

Office editors reviewed questionnaires for consistency and completeness. Coding was conducted at the office prior to data entry. Office editors were instructed to report any problems detected while editing the questionnaires, which were reviewed by a senior staff, an assistant and 5 office editors recruited for these purposes.

Computer entry and editing began while interviewing teams were still in the field. Data were entered on PCs using a software program developed for the survey. Around 4 data entry personnel were recruited and trained to process the follow-up data. During data entry, 100 percent of the questionnaires were re-entered for verification. Data processing was completed by the last week of May 2004.

Quality Control Measures: Quality of data was assured using several measures such as:

- Selecting and training qualified field staff,
- Field editing (by supervisors),

- Field checking (by general supervisors),
- Office editing, and
- Re-entry of 100 percent of questionnaires.