

**NOZAMED intake form**

**SECTION A: CONTACT & CODING DETAILS\***

**A1. CODING** *(to be filled in prior to the interview from office records)*

A1.1	Code		
A1.2	Compound name		
A1.3	Cohort		
	TB name		
A1.4	Branch name		
A1.5	Recorded name of respondent		
A1.6	Date of first TB meeting	Month [ ] 1998	
A1.7	Reference month (RM)	1 [ ]=March 2[ ]=June 3 [ ]=Sept 4[ ]=Dec	

**A2. PERSONAL DETAILS OF RESPONDENT** *(to be filled in with respondent)*

A2.1	Date of interview	Day [ ] Month [ ] 1998	
A2.2	Interviewer's initials		
A2.3	Place of interview	1 [ ] house 2 [ ] business premises 3 [ ] branch 4 [ ] other <i>(specify)</i> :	
A2.4	Full name of respondent		
A2.5	Relation to HHH	1 [ ] self 2 [ ] spouse/partner 3 [ ] other <i>(specify)</i> :	
A2.6	Marital status	1 [ ] married/partner 2 [ ] single 3 [ ] divorced 4 [ ] widowed	
A2.7	Sex	1 [ ] female 2 [ ] male	
A2.8	Education (final grade)		
A2.9	Has any OTHER household member joined NOZAMED?	1 [ ] yes, present participant(s) 2 [ ] yes, past participant(s) 3 [ ] no	
	<i>If yes, what is their full name?</i>		

**A3. CONTACT ADDRESSES** *(in sufficient detail to permit someone else to relocate)*

A3.1	Address of household residence		
A4.2	Address of main business premises or location		
A4.3	Distance from house to main business location	[      ] km	
A4.4	Distance from house to branch	[      ] km	
A4.5	Distance from business location to branch	[      ] km	

**SECTION C: BUSINESS LEVEL IMPACT****C1 GENERAL DETAILS**

C1.1	What was your main business activity in the last year?		
C1.2	When did you start this business?	[              ] Year	
C1.3	Did anyone in your family operate the same type of business before you?	1 [      ] Yes 2 [      ] No	
C1.4	What other business have you operated or other members of the household operated in the past year? (include only if different code)		
	Description		Code
a			
b			
c			
d			
e			
C1.5	Do you keep a separate record of business and other household income?	1 [      ] Yes 2 [      ] No	

C1.6	Have you had any of the following as preparation for running your own business?		
a	informal help from a relative or close friend?	1 [ ] Yes	2 [ ] No
b	working as an employee for someone else?	1 [ ] Yes	2 [ ] No
c	a formal apprenticeship with someone else?	1 [ ] Yes	2 [ ] No
d	formal business training (excluding Nozamed)?	1 [ ] Yes	2 [ ] No
e	formal technical training?	1 [ ] Yes	2 [ ] No
f	other ( <i>specify</i> )?	1 [ ] Yes	2 [ ] No

## C2. EMPLOYMENT

C2.1 List everyone (including yourself) who was employed in your business(es) in the two years up to the end of March 1998 - including those who have left

		1	2	3	4
	Job title or name	SEX Male=1 Female=2	Household member = 1 Other = 2	Frequency at end of RM – see codes below	Payment at end of RM – see codes below
a	Self		1		
b					
c					
d					
e					
f					
g					
h					
<i>Frequency of employment codes:</i>		<i>Status of employment codes:</i>			
1 = Unpaid worker 2 = Paid employee 3 = Self/HH employed		1 = Irregular or casual (no set time per wk) 2 = Part-time (less than 20 hrs/week) 3 = Full-time			

**C3. INCOME, EXPENDITURE & PROFITS** (for respondent's main business only)

<i>Round all money values to the nearest thousand kwacha</i>		Estimate for the RM.	
	<i>Number of days the business operated</i>		
	<i>Average sales per day</i>		
C3.1	What was your total income from sales in the month?		
	<i>Average purchases of goods &amp; raw materials and other inputs per day?</i>		
C3.2	What did you spend in total during the month buying stock, raw materials and other inputs?		
C3.3	What did you spend on wages (cash equivalent, but excluding self)?		
C3.4	What did you pay to <u>private people</u> in rents, security and storage fees?		
C3.5	What did you pay out to <u>government officials</u> in market fees, storage fees, rates and fines?		
C3.6	What did you pay out for electricity and water for your business?		
C3.7	What did you spend on transport in connection with your business?		
C3.8	What did you spend on hiring tools & equipment?		
C3.9	What other running costs did you incur? (specify):		
C3.10	<i>Calculate total monthly costs (sum C3.2 to C3.9)</i>		
C3.11	<i>Calculate total profits (C3.2 minus C3.10) If the MR disagrees then revise sales &amp; costs accordingly</i>		
		In the last year, up to the RM	
C3.12	For how many months did the business operate?		
C3.13	<i>Estimate total profits for the year (C3.11xC3.12)</i>		

C3.14	Approximately what would you guess your profit was in the same month a year earlier? ( <i>thousand kwacha</i> )		
C3.15	In the light of these estimates, how profitable do you think the business was last year compared to the year before that?	1 [ ] More 2 [ ] No change 3 [ ] Less 4 [ ] Not sure	
C3.15.1a	Any comments on this?		

#### C4. FIXED BUSINESS ASSETS (*for all business activities of the respondent*)

C4.1	Who is the owners of your business(es)? <i>1= Shared with non-HH members, 2=Shared with HH &amp; non-HH members, 3=Shared with HH members, 4=Self only</i>	
C4.2	What is the main location of the business? <i>1= household plot, 2= separate private plot, 3=market 4=roadside, 5=itinerant</i>	
C4.3	Who is the owner of the main premises (if any): <i>1=owned, 2=private rental, 3=public rental 4=not applicable</i>	
C4.4	Of what is the roof (if any) mostly made? <i>0=none, 1= tiles, 2=asbestos sheets, 3=iron sheets, 4=thatch, 5=wood/plastic/sacking, 6=n/a</i>	
C4.5	Of what material were the walls mostly made? <i>0=none, 1=brick, 2=cement (blocks), 3=mud, 4=other, 5=n/a</i>	

#### C5. BUSINESS CREDIT

	<i>Round all money values to the nearest thousand kwacha ("pin")</i>	End of RM
C5.1	Did any customers owe you money for goods & services you had advanced to them on credit? <i>1=Yes, 2=No</i>	
C5.1.1	<i>If yes, What was the value of such outstanding credit?</i>	
C5.2	Did you owe any money for raw material, stocks or inputs advanced to you by your suppliers on credit? <i>1=Yes, 2=No</i>	
C5.2.1	<i>If yes, What was the value of such outstanding debts?</i>	
C5.3	Apart from loans with your suppliers, did you have any <i>other</i> outstanding debts? <i>1=Yes, 2=No</i>	
C5.3.1	<i>If yes, Who from? 1=relatives, 2=neighbours, 3=private moneylender, 4=chilimba, 5=other, 6=more than one of these</i>	
C5.3.2	<i>If yes, What was the total value of such outstanding debt(s)?</i>	

C5.4	On all business loans, what were the total repayments you made during the month? ( <i>interest &amp; principal, but not LIF</i> )		
C5.5	How does this compare with the payments you made in the same month a year before?	1 <input type="checkbox"/> More 2 <input type="checkbox"/> No change 3 <input type="checkbox"/> Less 4 <input type="checkbox"/> Not sure	
C5.6	How did you first learn about CETZAM?	0 <input type="checkbox"/> not aware of it (until now) 1 <input type="checkbox"/> direct from staff 2 <input type="checkbox"/> informally within the compound 3 <input type="checkbox"/> other ( <i>specify</i> )	
C5.7	How many months after this was it before you joined a gulu?	within [       ] months, or 0 [       ] still not a member	
C5.9	<i>If the gap was more than one month, then what explains this gap between hearing about PULSE and joining a gulu?</i>	0 <input type="checkbox"/> not applicable as not a gulu member 1 <input type="checkbox"/> busy with other things, 2 <input type="checkbox"/> unsure it would be worth it, 3 <input type="checkbox"/> wanted to see how it worked for others first, 4 <input type="checkbox"/> difficult finding other gulu members, 5 <input type="checkbox"/> waiting for CETZAM to approve, 6 <input type="checkbox"/> other ( <i>specify</i> )	

**SECTION D: HOUSEHOLD LEVEL IMPACT****D1. HOUSEHOLD COMPOSITION, EMPLOYMENT & INCOME***Fill out details for all household members, including those away, but excluding temporary visitors*

		.1	.2	.3	.4
	Name or Relation to respondent	Male=1 Female=2	Year of birth	Main employment at end of RM (codes at foot of table).	Estimated transfer to total HH income in RM (thousand kwacha).
a	Self				
b					
c					
d					
e					
f					
g					
h					
i					
j					
k					
l					
m					
n					
o					

*Employment codes: 1=unpaid casual/irregular, 2=unpaid part-time, 3=unpaid full-time, 4=paid casual/irregular, 5=paid part-time, 6=paid full-time, 7=self-employed or employed within household's own business(es), 8=study, 9=study & some paid employment, 10=own business and some paid employment, 11=neither employed not studying 12=below school age, 13=other.*

**D2. HOUSING** (*position at the end of the reference month*)

	<i>Codes (for D2.1-D2.8) 1=Yes, 2=No, 3=Don't know</i>	
D2.1	Did you own the house you live in?	
D2.2	Did you rent the house you live in?	
D2.3	Were you the caretaker for the house you live in?	
D2.4	Did you own a house anywhere else?	
D2.5	Did you own a plot/land anywhere else?	
D2.6	Did the house have electricity?	
D2.7	Did the plot have its own toilet or pit latrine?	
D2.8	Did the house have piped water to the plot?	
D2.9	How many rooms did the house have?	
D2.10	What was the <u>main</u> fuel you used for cooking? <i>1=Wood, 2=Charcoal, 3=Gas, 4=Electricity.</i>	
D2.11	What was the main roofing material? <i>1= tiles, 2=asbestos sheets, 3=iron sheets, 4=thatch, 5=other</i>	

**D3. OWNERSHIP OF HOUSEHOLD ASSETS**

		.1	.2
<i>Codes for columns .1 to .3: 0=None, 1=One, 2=Two etc. Fill in column .4 only where the number changes between years. Exclude items rented, borrowed or broken</i>		Owned at end of RM	Value of any items bought or sold in last year ( <i>thousand kw</i> )
D3.1	TVs		
D3.2	Videos		
D3.3	Radios		
D3.4	Dining table & chairs (set)		
D3.5	Sofa/lounge suite (set)		
D3.6	Sewing machines		
D3.7	Bicycles		
D3.8	Car/taxi		
D3.9	Minibus		
D3.10	Electric cooker		

D3.11	Refrigerators		
D3.12	Electric fans		
D3.13	Other ( <i>specify</i> )		

## **SECTION E: INDIVIDUAL IMPACT ON MAIN RESPONDENT**

### **E1. DIET AND HEALTH**

	<i>Check estimate of household food expenditure (E1.8) against total household expenditure estimates in Table D1.</i>	During RM
E1.1	How many meals did you normally have per day?	
E1.2	How many days per week did you eat meat or chicken?	
E1.3	And fish or kapenta?	
E1.4	And vegetables?	
E1.5	And alcohol?	
E1.6	And cigarettes or tobacco?	
E1.7	In what form did you buy most mealie meal? <i>1=25kg bags, 2=Pamela, 3=Mugaiwa/hammer mill</i>	
E1.8	How much ( <i>in thousand kwacha</i> ) do you estimate the whole household spent on food in each month?	
E1.9	Did you have a medical scheme to cover yourself? <i>1=Yes, 2=No</i>	
E1.10	Did you use any modern contraceptive methods? <i>1=Yes, 2=No, 3=Not sure, 4=Not applicable</i>	

### **E2. PERSONAL SAVINGS AND DEBTS**

E2.1	At the end of March 98, did you have any credit or savings (jointly or in your own name) ?	1 [ ] Yes 2 [ ] No 3 [ ] Not sure	
E2.1.1 a,b,c	<i>If yes. How do you mostly keep them? You may tick up to three</i>	1 [ ] cash                      2 [ ] post office 3 [ ] NOZAMED              4 [ ] chilimba 5 [ ] lent to relatives      6 [ ] lent to gulu members 7 [ ] with church            8 [ ] lent to chilimba members 9 [ ] lent to friends        10 [ ] with trader 11 [ ] bank                    12 [ ] private savings scheme 12 [ ] other ( <i>specify</i> )	
E2.2	At the end of the RM, did you have any outstanding debts over and above those incurred for your main business?	1 [ ] yes 2 [ ] no	

E2.2.1 a,b,c	<i>If yes. Who do you owe money to? You may tick up to three</i>	1 [ ] relatives 3 [ ] church 5 [ ] other friends 7 [ ] moneylender 9 [ ] other ( <i>specify</i> )	2 [ ] BT members 4 [ ] chilimba members 6 [ ] trader 8 [ ] bank	
E2.2.2	<i>If yes. How much (roughly) did you owe at the end of the RM?</i>	1 [ ] Increased 3 [ ] No change	2 [ ] Decreased 4 [ ] Not sure	

### E3. DECISION MAKING

How much say do you have in making the following household decisions?

E3.1	Major spending decisions?	1 [ ] not informed 3 [ ] joint decision	2 [ ] informed only 4 [ ] final decision	
E3.2	New business activities?	1 [ ] not informed 3 [ ] joint decision	2 [ ] informed only 4 [ ] final decision	
E3.3	Borrowing money?	1 [ ] not informed 3 [ ] joint decision	2 [ ] informed only 4 [ ] final decision	
E3.4	Use of household savings?	1 [ ] not informed 3 [ ] joint decision	2 [ ] informed only 4 [ ] final decision	
E3.5	Use of family planning methods?	1 [ ] not informed 3 [ ] joint decision 5 [ ] not applicable	2 [ ] informed only 4 [ ] final decision	
E3.6	Any comments?			

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