



# Doc 3.2 : Community Profile Tool

## Instructions for the use of the survey form

**The survey form for the Community Profile is to collect the following data:**

- **'Community description'** provides general information on the community.
- **'Raw materials/production inputs'**, looks at what under-utilized raw materials are available in the community.
- **'Present sources of income'**, looks at the local economy, what people in the community do for a living at present and what skills they possess.
- **'Women's participation'**, looks into the nature of women's involvement in economic activities and constraints to their full participation.
- **'Potential for employment creation'**, looks at possible uses of raw materials in new or expanded enterprises, as well as development projects and factories in need of skilled labour;

### Data collection

Whenever available, secondary sources of data are used, especially for the 'community description'. The main way to collect data is by a group interview. The interviewer uses the survey form as the interview guide. The group members discuss data with each other to make sure that it is as accurate as possible. The interviewer then fills in the answers on the form only after the group have agreed among themselves on the correct information. The group could also be broken into smaller groups (not less than 5 members) for different parts of the form to speed up discussion.

### Group interviewees

The group should be composed of both formal and informal community leaders who are knowledgeable about the community and its economy. They could include representatives of agencies providing assistance to the program site. The number of group members should be between five and fifteen to ensure that there will be enough to check information between them but not so many that the discussion is difficult to handle. Suggested members of the group could be:

- Agency representatives of Local Government Departments.
- Trade Organizations (e.g. handicraft association).
- Local NGOs involved in livelihood projects.
- Representatives of local training institutions.
- Informal leaders and specially businessmen.

## Part I Community Description

### **A. Approximate population of program site**

The larger the percentage of un/under-employed in relation to the total labour force, the more justified is the selection of the TREE program site. If there are more un/under-employed females compared to males, it may be worth making women a target group for the program.

### **B. Geographical features**

Data on towns/cities with economic influence on the program site indirectly show sources of supplies and markets for products.

Type of access will show the difficulty or ease of flow of goods in and out of the program site that can affect availability, prices and storage life of products.

Natural land/water resources are (potential) sources of raw materials for economic activities in the program site.

### **C. Climate**

The weather pattern in the program site influences the economic activities in a rural community: it determines when the residents are busy or when they have slack time (e.g. planting/ harvesting seasons and fishing periods).

### **D. Existing services**

The services which exist in a community, directly affect the operation of almost all types of employment activities. Food processing is limited by lack of water supply. Lack of electricity usually limits an enterprise to the use of manually operated equipment; its presence may suggest work for electricians or appliance repairmen. Transport affects how easily raw materials and final products can be transferred.

### **E. Educational and vocational training facilities**

The presence of educational and vocational training facilities will give an indication of the level of education and skills development of the residents that may be crucial to additional training courses. It also shows potential venues for training implementation.

### **F. Credit sources for small/informal activities**

One of the biggest problems of small enterprises is to find capital: there are very few credit institutions that are willing to extend (small) loans without collateral and appropriate feasibility studies.

'Credit sources for small/informal activities' will provide information on the important question of whether new employment activities should be encouraged in the community or if ultimately lack of credit will render such efforts useless. Alternatively if no other source is available, the TREE

program itself may be able to provide the initial funds to set up a revolving fund and/or community funds.

Possible sources of credit for small enterprises can be the following:

- Commercial banks with special lending programs.
- Rural or development banks.
- Development NGOs with own lending funds or administering loan funds for government or private agency programs.
- Cooperatives, if beneficiaries are members.
- Social organizations (e.g. Rotary or Lion clubs) with lending programs for self-employment activities.
- Private money lenders .

## Part II. Raw materials/ production inputs

An economic activity cannot be developed if the raw materials and other production inputs needed are scarce. On the other hand if there is a large supply of raw materials and few people are using it, it may mean that current operations using them could be expanded in number or size. However, it could also mean that its use is not very profitable.

Raw materials and production inputs which are imported from outside the community, suggest an opportunity to substitute them with locally available materials or the production of such inputs. Finished products for one producer, may be raw materials or production inputs for processing by other producers. For instance, fertilizers and pesticides are processed goods, but are raw materials to farmers; animal feeds are finished products to the producers but are raw materials or production inputs for poultry raisers.

## Part III Present sources of income

The data collected here on income sources show the different types of existing employment in the community. Data on agricultural production provides information on possible raw materials for processing. Data on activities and their main products, show what skills exist in the community and what self-employment activities residents are presently involved in. This data is helpful in deciding the opportunities for wage/self-employment activities in the community. It shows which skills need improving or which products could be further improved.

Factories (enterprises that employ at least 5-10 paid production workers) are often one of the best opportunities for wage employment. Factories may also be in need of upgrading of skills or additional skilled workers. Sometimes factories can also be used as venues for on-the-job training sessions.

## Part IV Women's participation in economic activities

Information on the type of economic activities in which women are engaged, will help identify which particular skills they possess and can be a guide to improving the participation of women in economic activities, e.g. through upgrading of their skills.

Data on women's sources of income, refer to their paid participation in economic activities (wage or self-employment), as distinct from duties as 'unpaid family worker' (e.g. helpers or workers in their husbands' ventures).

The important point in identifying employment opportunities for women is whether the activity is economically feasible and whether it is a traditional activity or not.

Insights in the constraints which prevent full participation of women in economic activities, can guide the TREE team to either:

- Identify economic activities in which women can participate despite such problems.
- Add components to the programme that will help reduce the special problems of women to engage in (paid) economic activities.

## Part V Potential for employment creation

This section provides information on the potential for new wage/self-employment in the community. The data will need further checking with producers, traders, residents and other key informants.

### **A. Use of unused/abundant raw materials**

In Part II (above), unused and abundant local raw materials were identified. This information is used in this section to identify products that could be made with these raw materials.

### **B. Development projects in/near the community**

Certain types of development projects require skilled workers. The inventory of existing employment (Part III above) shows whether the specific types of skills needed are already available in the community or not.

If there are not enough skilled workers in the community for use in the programme, it may be an opportunity for training local people for the work - depending on whether the development project is current, about to start, or still at the planning stage.

Other types of development projects that will be of interest to the TREE team are those aiming to encourage the development of self-employment activities. These projects can be sources of support (e.g. funding for training and credit for TREE clients).

Another concern here is possible spin-offs from planned projects. Public projects are more often than not concerned with economic objectives and positive and negative spin-offs from the implementations of the proposed projects are rarely considered. For example a rice irrigation scheme started to increase food production, could result in the unplanned spin-offs of rice paddies being breeding grounds for mosquitoes, giving use to increased malarial attacks and ill-health. To reduce the damage from such a negative spin-off, mosquito spray/insecticides and possibly even mosquito nets could be produced through a small business.

### **C. Factories**

In this section, the need by local/nearby factories (including planned factories) for (skilled) workers will be recorded. If possible, specific information will be gathered on the type of skills needed by the factories.

#### **D. New economic activities**

In the setting up new economic activities, priority should be given to the use of available local resources. In general, because they are nearby, they will be cheaper and easier to use than if they need to be imported from outside the community.

Even when local raw materials are lacking though, it may be worthwhile importing materials to operate a business. In many areas, economic activities that import raw materials have been found to be more feasible than concentrating on those that use local ones.

As long as there is a market for a product, the absence of raw materials or production inputs locally may not be a problem provided it is possible to buy them regularly at a quality and price that is reasonable. One important difference between village markets and towns is that quality may be a more important consideration for sale of products in nearby towns as opposed to the village community.

# Community Profile Survey form

Site/Community: \_\_\_\_\_

District: \_\_\_\_\_ Province: \_\_\_\_\_

## Part I Community Description

### A. Population of the programme site

1. total population \_\_\_\_\_
2. total families \_\_\_\_\_
3. total labour force \_\_\_\_\_
  - a. female \_\_\_\_\_%
  - b. male \_\_\_\_\_%
  - c. Youth (15-24) \_\_\_\_\_%
4. % under/unemployed \_\_\_\_\_
5. of the under/unemployed:
  - a. female \_\_\_\_\_%
  - b. male \_\_\_\_\_%
  - c. Youth \_\_\_\_\_%

### B. Geographical features

1. Nearest towns/cities with influence on the programme site Distance (km)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Villages near the programme site: Distance (km)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Access to programme site from the nearest towns (check appropriate answer):  
\_\_\_ by road (describe type)\_\_\_\_\_

by rail \_\_\_\_\_  
 by river \_\_\_\_\_  
 others (specify) \_\_\_\_\_

4. Natural land/ water resource Comment

River/stream \_\_\_\_\_  
 Lake/sea \_\_\_\_\_  
 Swamps \_\_\_\_\_  
 Farming land \_\_\_\_\_  
 Grazing land \_\_\_\_\_  
 Mining source \_\_\_\_\_  
 Forests \_\_\_\_\_

5. General landscape

Flat  Hilly  Mountainous

**C. Climate**

Season Period

a. Rainy: \_\_\_\_\_  
 b. Dry: \_\_\_\_\_

**D. Available services**

Utility Comments

1. Water for:  
    a. home use \_\_\_\_\_  
    b. irrigation \_\_\_\_\_  
 2. Power/Lighting \_\_\_\_\_  
 3. Transport \_\_\_\_\_

**E. Educational facilities**

Type	Numbers enrolled		Graduated	
	Boys	Girls	Boys	Girls

___ Pre-school	___	___	___	___
___ Elementary	___	___	___	___
___ High school	___	___	___	___
___ Vocational	___	___	___	___
___ College	___	___	___	___

**F. Credit sources for small/informal activities**

Name	Location
1. Local:	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2. Outside of the community:	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**G. Social help organizations assisting small-scale activities**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



## Part II. Raw Materials/Production Inputs

i.e. amount of raw material/production input available for new businesses:  
(Score as **1**-Scarce; **2**-Enough; **3**-Plenty; **4**-Abundant.)

Production input	Score	Comments
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### Agriculture inputs

#### 1. Crop production:

Land	_____	_____
Fertilizers	_____	_____
Seed supply	_____	_____
Tools	_____	_____
Machinery	_____	_____
Other	_____	_____
_____	_____	_____
_____	_____	_____

#### 2. Livestock:

Animals	_____	_____
Young	_____	_____
Animal feeds	_____	_____
Veterinary supplies	_____	_____
Housing	_____	_____
Other	_____	_____
_____	_____	_____
_____	_____	_____

#### 3. Fishing:

Fish source	_____	_____
Boats	_____	_____
Nets	_____	_____
Engines	_____	_____
Other	_____	_____
_____	_____	_____
_____	_____	_____

4. Forestry:

Soft Woods	_____	_____
_____	_____	_____
_____	_____	_____
Hard woods	_____	_____
_____	_____	_____
_____	_____	_____
Tools	_____	_____
Other	_____	_____
_____	_____	_____
_____	_____	_____

**Non-farm activity**

5. Food processing

Mills	_____	_____
Cold stores	_____	_____
Tools	_____	_____
Processing materials	_____	_____
Other	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. Crafts:

Raw materials	_____	_____
Tools	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. Clothing/textiles

Cloth	_____	_____
Tools	_____	_____
Other	_____	_____
_____	_____	_____
_____	_____	_____

8. Mining

Minerals

Tools

Equipment

Clothing

_____	_____
_____	_____
_____	_____
_____	_____

_____	_____
_____	_____

9. Services

Repair shops

Construction

_____	_____
_____	_____

_____	_____
_____	_____
_____	_____

10. Retailing

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

11. Others: Tourism?

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Factory**

12. Within the programme site

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### Part III Present Sources of Income

This list gives possible sources of income in the community. It should be taken only as a guide. Not all spaces provided are meant to be filled-in.

Indicate the numbers of people in the community doing this work as follows:

1 = None    2 = One or two    3 = Many    4 = Most

Activity	Numbers in community (1, 2, 3 or 4)	Comments
Agricultural production		
1. Crop production:		
a. Grains	_____	_____
b. Vegetables	_____	_____
c. Fruits	_____	_____
d. Others	_____	_____
2. Animal husbandry:		
a. Cattle	_____	_____
b. Sheep	_____	_____
c. Goats	_____	_____
d. Pigs	_____	_____
e. Rabbits	_____	_____
f. _____	_____	_____
g. _____	_____	_____
3. Fishing:		
a. Fresh water fish	_____	_____
c. other	_____	_____
d.	_____	_____
4 Forestry		
a. Firewood	_____	_____
b. Charcoal	_____	_____
c. Other	_____	_____
d.	_____	_____
e.	_____	_____

4. Others	_____	_____
	_____	_____
<b>Non-farm activity</b>		
5. Food Processing:		
a. Meat	_____	_____
b. Fish	_____	_____
c. Sweets/candy	_____	_____
d. Cakes	_____	_____
e. Juice	_____	_____
f. Others	_____	_____
g.	_____	_____
6. Crafts:		
a. Wood/bamboo	_____	_____
	_____	_____
b. Rattan	_____	_____
c. Leather	_____	_____
d. Fibers	_____	_____
	_____	_____
e. Metal work:		
Precious	_____	_____
	_____	_____
Iron	_____	_____
	_____	_____
Tin	_____	_____
	_____	_____
Others	_____	_____
	_____	_____
f. Others	_____	_____
	_____	_____
7. Clothing/textiles:		
a. Sewing	_____	_____
	_____	_____
b. Embroidery	_____	_____
	_____	_____
d. Knitting	_____	_____
e. Others:	_____	_____
	_____	_____
8. Mining:		
a. Gravel/sand	_____	_____

b. Limestone	_____	_____
c. Clay	_____	_____
d. Others:	_____	_____
	_____	_____

9. Services:

a. Shops	_____	_____
	_____	_____
	_____	_____
	_____	_____

b. Transport	_____	_____
c. Construction	_____	_____
	_____	_____
d. Other	_____	_____

_____	_____	_____
_____	_____	_____
_____	_____	_____

10. Others:

_____	_____	_____
_____	_____	_____
_____	_____	_____

**Factories that employ local residents**

Type of Factory	Type of Labour provided	Numbers
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11. Within the programme site:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

12. In nearby areas (residents come home daily):

_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_

13 Others (e.g. employment in factories in regional centres or the capital city area)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## IV Women's Participation in Economic Activities

### A. Women's involvement

Economic activity	Major role	Number of women engaged
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#### **Agricultural production**

1. Crop production	_____	_____
	_____	_____
	_____	_____

2. Animal husbandry	_____	_____
	_____	_____
	_____	_____

3. Fishing	_____	_____
	_____	_____
	_____	_____

4. Others	_____	_____
	_____	_____
	_____	_____

#### **Non-farm activities**

5. Food processing	_____	_____
	_____	_____
	_____	_____

6. Craft	_____	_____
	_____	_____
	_____	_____

7. Clothing/textile	_____	_____
	_____	_____
	_____	_____
8. Mining	_____	_____
	_____	_____
	_____	_____
9. Services	_____	_____
	_____	_____
	_____	_____
10. Retailing	_____	_____
	_____	_____
	_____	_____
11. Others	_____	_____
	_____	_____
	_____	_____
12. Factories	_____	_____
	_____	_____
	_____	_____

**B. Most common constraints to women's full participation in economic activities**

- \_\_\_ child bearing/rearing;
- \_\_\_ household work;
- \_\_\_ assisting husband in family's main source of income;
- \_\_\_ lack of knowledge/skills on economic activity;
- \_\_\_ traditional economic activities for women not profitable;
- \_\_\_ cultural (traditional role that women should stay home and care for the family only);
- \_\_\_ others (specify):

\_\_\_\_\_

\_\_\_\_\_

(If more than one answer, ask respondents to put them in order from 1 to 5, with 1 as the most important.)



## Part V Potential for Employment Creation

### A. Use of unused/abundant local raw materials

Raw material	Potential product(s)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### B. Development projects in/near the community

(Classify status **N**-Now; **S**-Soon; **P**-Planned)

Agency/project	Status	Type of labour needed
1. _____	_____	_____
_____	_____	_____
2. _____	_____	_____
_____	_____	_____
3. _____	_____	_____
_____	_____	_____
4. _____	_____	_____
_____	_____	_____
5. _____	_____	_____
_____	_____	_____
6. _____	_____	_____
_____	_____	_____

C. **Factories looking for workers**

(Classify status **N**-Now; **S**-Soon; **P**-Planned)

Name/Type	Status	Type of labour needed
<b>1. Local factory</b>		
a. _____ _____	_____ _____	_____ _____
b. _____ _____	_____ _____	_____ _____
c. _____ _____	_____ _____	_____ _____
d. _____ _____	_____ _____	_____ _____
e. _____ _____	_____ _____	_____ _____

<b>2. Factory in nearby area</b>		
a. _____ _____	_____ _____	_____ _____
b. _____ _____	_____ _____	_____ _____
c. _____ _____	_____ _____	_____ _____
d. _____ _____	_____ _____	_____ _____
e. _____ _____	_____ _____	_____ _____