Doc 6.6: Assessment Instrument for self-employment and small business/enterprise projects

I – Enterprise Information

1. Name of Enterprise: ________________________________
   Date of start of operation: ___________________________

2. Location of Enterprise: ______________________________

3. Type of Enterprise:
   [ ] Individual (operated by the trainee alone
   [ ] Group (operated by a group in which the trainee is a member)

4. Number and names of trainee-beneficiaries involved in the group (Attach List)

5. Amount of Start-up capital: ____________________

6. Present Asset: P _______________ (Attach details)

7. Where is/are the sources of start-up capital for the enterprise?

   7.1 TREE Project (Tools, Equipment, training/production supplies):
       P _______________

   7.2 Other donors
       • Name/s of Donor/s: ______________________________ P ________
       • Conditions: ________________________________________________
       • Problems encountered: ________________________________________
       ___________________________________________________________
       ___________________________________________________________

   7.3 Loan/Credit: P _________________
       Name of creditor: ______________________________________________
       Basic Conditions:
       [ ] Collateral  What?___________________________________________
       [ ] Mortgage of tools or equipment
       [ ] Specific period of payment
       [ ] Interest rate per year/annum
       Other conditions: ______________________________________________
       Problems encountered: _________________________________________

7.4 Products (If enterprise is engaged in production)
7.4.1 Name/Kinds of Products of the enterprise:

<table>
<thead>
<tr>
<th>Names of Products being produced</th>
<th>Volume of Production/period</th>
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7.5 Services (If enterprise is engaged in services)

<table>
<thead>
<tr>
<th>Names of services being sold/delivered</th>
<th>Volume of clients/period</th>
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II – Business Operation

Production/Service materials

1. What are the raw materials of the products?
   ___________________________________________________________
   ___________________________________________________________

2. From where are they obtained or bought? Give the exact source of the materials?
   ___________________________________________________________

3. What were/are the problems in getting raw materials?
   ___________________________________________________________

4. How did the owner/s solve the problems?
   ___________________________________________________________
   ___________________________________________________________

Production Technology

1. What is the kind of technology used?
   [ ] Purely by hands
   [ ] Mechanized

   If mechanized, what are the tools or machines used? (Provide list)

   From where the tools or machines were bought/made?
Marketing

1. Who are the buyers/customers of the Products/services?
   ______________________________________________________
   [ ] Local
   [ ] Imported
   [ ] Fabricated

2. To what income bracket do they belong?
   [ ] From the poor
   [ ] From the middle class
   [ ] From the upper class
   [ ] Others, please specify ______________________________

3. Is the product being exported?
   To what country/s? ______________________________

4. How does the business promote the Product?
   [ ] by radio
   [ ] by newspaper
   [ ] by TV
   [ ] by their own sales persons
   [ ] by word of mouth
   [ ] by other means __________
   or is there no promotion at all? ______________________

5. How are products being packaged?
   By cartons? ________, by paper? ________ by plastic bags? ________
   by any other material? __________
   or, is there no packaging at all? __________

6. What is/are the Trade Marks used in the products? (if there are any)
   ______________________________________________________

7. Where are the products being sold or displayed for sale?
   (please give the exact places)
   ______________________________________________________
   ______________________________________________________
   (Ask whether the sales outlets are owned by the proprietor/s or by other retailers. Please give short description, or diagram on how the products are being distributed)
8. Are there known competitors of the products? Where are they? What is the advantage of the enterprise’s products over the others? Or what are the advantages of the competitors over the enterprise’s products? (Give short description.)

9. How does the owner/s determine the prices of their products?

“Enterprise system / forward and backward linkages”

1. Is the enterprise DELIBERATELY aware or applying the concept of “enterprise system”, or forward and backward linkages of entrepreneurial activities among its members or within the community?

( ) YES ( ) NO

If yes, describe based on the following:

1.1 From where does the enterprise buys its supplies and other production/service materials?
	_____________________________________________
	_____________________________________________

1.2 To whom does the enterprise sells their products?
	_____________________________________________
	_____________________________________________

1.3 From whom does the enterprise get its capital requirements?
	_____________________________________________
	_____________________________________________

2. What are the benefits experienced?
	_____________________________________________
	_____________________________________________

3. What are the problems or difficulties met?
	_____________________________________________
	_____________________________________________

4. What are the recommendations or suggestions?
	_____________________________________________
	_____________________________________________
Financial Management

1. How does the owner/s determine the prices of their products?
   (Ask and please provide a formula showing the cost of production and profit margins.)

2. Who handles the financial aspect of the business?
   (Find means to interview him/her)

3. Is there any accounting record of the business?
   (Describe and bring a sample if possible)

4. Is it using banks to deposit money?
   If yes, what is the name of the Bank?

5. How does the owner/s make their financial plans, budget, or income or expense forecasts?

6. Did the owner/s made any additional investments aside from the original capital?
   How much is the additional investment?
   Where did they get the money?
   Where did they put their additional investments?

Issues and Problems

What are the problems and issues met by the enterprise operators?

1. In terms of Skills
2. In terms of capital
3. In terms of savings
4. In terms of marketing
5. In terms of production
6. In terms of financial management
7. In terms of the overall business management
8. Others (Government support, etc.)
   (Please list down and describe in detail if possible in another page.)

Motivation

1. What is the most important motivation that drives the respondents to continue operating the enterprise?
2. In what specific aspects of the enterprise do they find satisfaction?
3. Would they want their children to be in the same enterprise project, or to continue the enterprise?

If No, Why? _________________________________________________
________________________________________________________________________

If Yes, Why? __________________________________________________________
________________________________________________________________________

4. Given another chance, would they still want to be in the same enterprise project?

If No, Why? __________________________________________________________
________________________________________________________________________

If Yes, Why? __________________________________________________________
________________________________________________________________________

**Future Plans**

What are the future plans of the enterprise operators?

*(Note: Refer to Issues and Problems as a guide for the interview.)*
III - Findings and recommendations of the Interviewer

(Recommendations shall focus on possible post-training assistance under the TREE Methodology in relation to the outcome of the interview)

Name and Signature of Respondent: _________________________________

Name and Signature of Interviewer: _________________________________

Date of Interview: _________________________________