

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:

Names of Products being produced	Volume of Production/period

7.5 Services (If enterprise is engaged in services)

Names of services being sold/delivered	Volume of clients/period

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?



- Local
- Imported
- Fabricated

Marketing

1. Who are the buyers/customers of the Products/services?

- Local
- Foreigners
- Mixed

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*

to these market outlets.)

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: _____