



Doc 3.2. Community Profile Tool

Instructions for the use of the survey form

Purpose

- **'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
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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	_____	_____
Non-farm activity	_____	_____

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
1. Local factory		
a. _____	_____	_____
_____	_____	_____
b. _____	_____	_____
_____	_____	_____
c. _____	_____	_____
_____	_____	_____
d. _____	_____	_____
_____	_____	_____
e. _____	_____	_____
_____	_____	_____

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