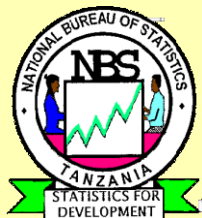




The United Republic of Tanzania

Integrated Business Survey, 2010

Technical Report



National Bureau of Statistics
Ministry of Finance
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LIST OF ABBREVIATIONS

BEST	Business Environment Strengthening for Tanzania
CRE	Central Register of Establishments
CREDIT	A Centre for Research in Economic Development and International Trade
CSTWG	Censuses and Surveys Technical Working Group
DESA	Department of Economic and Social Affairs
DfID	Department for International Development
GDP	Gross Domestic Product
IBS	Integrated Business Survey
ISIC	International Standard Industrial Classification
IT	Information Technology
MITM	Ministry of Industries, Trade and Marketing
MS	Microsoft
NBS	National Bureau of Statistics
NSSF	National Social Security Fund
OCGS	Office of the Chief Government Statistician.
PPF	Parastatal Pension Fund
SIDP	Sustainable Industrial Development Policy
SNA	Strengthening of National Accounts
TOT	Training of Trainers

UN	United Nations
UNIDO	United Nations Industrial Development Organization.
URT	United Republic of Tanzania
USA	United States of America
MKUKUTA	Mkakati wa Kukuza Uchumi na Kupunguza Umasikini Tanzania

FOREWORD

The 2010 Integrated Business Survey (IBS) has taken an important step in supplementing the existing data for the Construction Industry and Distributive Trade sectors and measuring their performances and contributions to the economic growth.

The main objective of the Integrated Business Survey (IBS) was to measure performance of the Construction and Distributive Trade sectors and to provide information on the number and geographical locations of construction and distributive trade establishments.

Getting estimates of the contribution of construction and distributive trade activities to the Gross Domestic Product was another target of the IBS. The survey also aimed at providing data on the type and flow of goods and services in order to allow policy formulation or policy change to strengthen the sectors.

The activities of the Integrated Business Survey were directly under the management of the National Bureau of Statistics. These activities include the preparation of a concept paper, budget and

work plan; forming the administrative organization; sample design; questionnaire design; fieldwork organisation; data processing, analysis and report writing.

The activities were performed under the guidance of the Director of Economic Statistics assisted by two departmental managers, two project desk officers and six statisticians. The project was conducted through the collaboration of two departments namely; Industry and Construction Statistics and Trade, Transport and Tourism Statistics. These constituted the core technical committee of the project which was centrally responsible for all the survey activities. The Regional Statistical Managers were responsible for data collection management.

This institutional arrangement was aimed at facilitating joint participation and ownership by the key stakeholders. A wider Technical Committee comprising senior members of key institutions was formed.

Now that the survey has been completed, I hope that through its results, all its objectives will be met. I wish to sincerely thank each and everyone who in one way or another, has contributed to the successful execution of this survey.

Many thanks should go to all Development Partners (DP's) for their contributions especially DfID for funding the survey. I also extend my cordial thanks to members of the core Technical Team for their tireless efforts which resulted into carrying out the survey successfully and timely.

Dr Albina Chuwa
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Dar es Salaam

CHAPTER ONE

INTRODUCTION

1.1 Background

The National Bureau of Statistics (NBS) is mandated to collect, process, analyze and publish official statistics in the country. This mandate is executed through the conduct of censuses and surveys, as well as the use of administrative records. This is a Technical Report of the 2010 Integrated Business Survey (IBS) which covers Construction and Distributive Trade activities in Tanzania Mainland.

The Construction and Distributive Trade sectors in Tanzania Mainland are among the fast growing sectors but characterized with an inadequate information to accurately measure their performances and contributions to the economy. This is mainly attributed to lack of regular surveys into these sectors. The first and the only survey which covered both construction and distributive trade activities was conducted in 1994 under the project referred to as Strengthening of National Accounts (SNA).

Due to inadequate financial resources, the SNA survey was confined to only ten regions of Tanzania Mainland.

The 1994 SNA survey covered three sectors which are transport, trade and construction and it focused on urban areas only. The 2010 IBS therefore, is a necessary effort and an important step in supplementing the existing data for the sectors and measuring their performances and contributions to the economy.

Chapter one of the report gives the objectives, concepts and definitions as well as sector performances. The concepts used are in line with the international standards so as to facilitate comparison with other countries, (UN, 1997 and DESA, 2008).

1.2 Construction and Distributive Trade Sectors Performances

1.2.1 Construction Sector Performance

Since 2000, Tanzania's real GDP has been growing at an average annual rate of about 6.3 percent, with construction industry being among the major contributors to this growth.

Construction contributes around Tshs 740 billion (£300 million) or about 5.6 percent to the GDP of approximately Tshs 13,000 billion or £5.2 billion. The construction industry is mainly a private sector activity that transforms various resources into constructed physical, economic and social infrastructures necessary for socio-economic development. It embraces the process by which the said physical infrastructure are planned, designed, constructed, altered, repaired, maintained or demolished.

In this regard, the construction industry is a fundamental economic activity which permeates most of the sectors of the economy and it has a major role to play in achieving social economic development objectives of any country yet, is a substantial part of the construction work that takes place in the informal sector of the industry. Most of the buildings and other small infrastructure facilities for this major part of the population are constructed by the informal sector.

The informal construction sector is comprised of unregulated and unprotected individuals engaged in social economic activities that include the supply of labour, materials and building components

to the formal construction sector directly in response to the needs of clients. It also includes works carried out by individuals and groups on a self-help basis without sub-contracting.

The majority of the enterprises in the construction industry in Tanzania are small with a few of them being in the medium category. Small and medium enterprises are a very diverse group, ranging from small establishments to medium-sized units, scattered throughout the country. Small and medium enterprises are vital for ensuring diversity and flexibility of the economy and are responsible for the creation of employment and economic growth.

1.2.2 Distributive Trade Sector Performance

On the average, the contribution of the distributive trade to total GDP was about 14 percent for the period 2005 to 2009 (URT, Economic Surveys). There is a possibility that the above indicator is under or over estimated. Therefore, it is expected that, the IBS results will indicate clearly the actual contribution and performance of the sector.

Wholesaling and retailing are the most common businesses of re-selling goods that have been purchased from formal and informal suppliers. They re-sell goods produced in the districts, regions, or imported from other countries, to the market places where they can be purchased by the consumers. Wholesalers can be thought of as “middle men” who supply goods to industrial or business customers, such as retailers, restaurants, manufacturers, or construction companies. The main characteristic of retailers is that they sell goods primarily to consumers.

The wholesale and retail trade industry has experienced many changes in recent years in Tanzania. These have been driven by political, economic, social, technological and market developments. The distributive trade policies have changed from price controlled and closed to free competitive market economy with an increasing role of private sector. Retailing has always been characterized by a mix of small, privately owned, informal and formal establishments, and new chain stores that have multiple outlets.

For wholesalers and retailers, the value of production is not the same as total sales. Selling prices include the cost of goods sold

plus a profit margin, which is a measure of the value of the services provided by a wholesale or retail establishment. Margins cover expenses such as operating storage or retailing facilities, fuel and trucking services, supplies, rents and wages as well as a return to the owner. In some cases, the margin represents a relatively small percentage of the final selling price. Given the customer-oriented nature of the private sector retailing activities, it is not surprising that the retail trade is more labour-intensive activity than the wholesale trade sub-sector. Wholesale distribution centres are often located in highly populated areas, although smaller wholesale establishments can also be found in most urban and rural areas. Retailing activity occurs in every part of the villages, wards and districts. The regional distribution of workers in this industry closely mirrors the regional distribution of the workforce.

1.3 Objectives of the Integrated Business Survey

The main objective of the Integrated Business Survey was to measure performance of key indicators of the Construction and Distributive Trade sectors of the economy. The information collected will be used in the compilation of

National Accounts aggregates such as Gross Domestic Product (GDP). More specifically, the survey was conducted to:

- Obtain information on the number and geographical distribution of construction and distributive trade establishments;
- Estimate the number of persons engaged in these sectors;
- Obtain data on the type and flow of goods and services in order to allow policy formulation or policy change so as to strengthen the sectors;
- Get estimates on the contribution of the construction and distributive trade activities to Gross Domestic Product (GDP);
- Get information on the effectiveness of the existing economic policies on these sectors; and
- Obtain data that could be helpful in formulating socio-economic plans and programmes.

1.4 Concepts and Definitions

This section introduces few selected concepts and definitions used in the process of undertaking the IBS. The IBS covered the construction and distributive trade activities as defined in the International Standard Industrial Classification (ISIC) Rev 4, (DESA, 2008). The concepts and definitions have been divided into two categories: the *sectoral* which defines the sectors/sub-sectors and the *statistical* which defines the statistical variables/indicators.

1.4.1 Sectoral Concepts and Definitions

The following are the general concepts and definitions used for the sectors/sub-sectors.

1.4.1.1 Construction Sector/Industry

The construction industry is defined to include general construction and specialized construction activities for buildings and civil engineering works. It includes new work, repair, additions and alterations, the erection of prefabricated buildings or structures on the site and also construction of a temporary nature, (DESA, 2008).

General construction is the construction of entire dwellings, office buildings, stores and other public and utility buildings, farm buildings etc., or the construction of civil engineering works such as motorways, streets, bridges, tunnels, railways, airfields, harbors and other water projects, irrigation systems, sewerage systems, industrial facilities, pipelines and electric lines, sports facilities and the like.

This work can be carried out on own account or on a fee or contract basis. Portions of the work and sometimes even the whole practical work can be sub-contracted out. A unit that carries the overall responsibility for a construction project is classified here. Also, included is the repair of buildings and engineering works.

This section includes:

- The complete construction of buildings (division 41);
- The complete construction of civil engineering works (division 42); and
- The specialized construction activities, if carried out only as a part of the construction process (division 43).

The renting of construction equipment with operator is classified with the specific construction activity carried out with this equipment.

This section also includes the development of building projects for buildings or civil engineering works by bringing together financial, technical and physical means to realize the construction projects for later sale. If these activities are carried out not for later sale of the construction projects, but for their operation (e.g. renting of space in these buildings, manufacturing activities in these plants), then, units would not be classified here, but according to its operational activity, such as real estate, manufacturing, etc.

41 Construction of buildings

This division includes general construction of buildings of all kinds. It includes new work, repair, additions and alterations, the erection of pre-fabricated buildings or structures on the site and also construction of temporary nature. Included is the construction of entire dwellings, office buildings, stores and other public and utility buildings, farm buildings, etc, (DESA, 2008).

42 Civil engineering

This division includes general construction for civil engineering objects. It includes new work, repair, additions and alterations, the erection of pre-fabricated structures on the site and also construction of temporary nature. Included is the construction of heavy constructions such as motorways, streets, bridges, tunnels, railways, airfields, harbours and other water projects, irrigation systems, sewerage systems, industrial facilities, pipelines and electric lines, outdoor sports facilities, etc. This work can be carried out on own account or on a fee or contract basis. Portions of the work and sometimes even the whole practical work can be sub-contracted out.

43 Specialized construction activities

This division includes specialized construction activities (*special trades*), i.e. the construction of parts of buildings and civil engineering works without responsibility for the entire project. These activities are usually specialized in one aspect common to different structures, requiring specialized skills or equipment, such as pile driving, foundation work, carcass work, concrete work, brick laying, stone setting, scaffolding, roof covering, etc.

The erection of steel structures is included, provided that the parts are not produced by the same unit. Specialized construction activities are mostly carried out under sub-contract, but especially in repair construction it is done directly for the owner of the property. Also, included are building finishing and building completion activities.

Included is the installation of all kinds of utilities that make the construction function as such. These activities are usually performed at the site of the construction, although parts of the job may be carried out in a special shop. Included are activities such as plumbing, installation of heating and air-conditioning systems, antennas, alarm systems and other electrical work, sprinkler systems, elevators and escalators, etc. Also included are insulation work (water, heat, sound), sheet metal work, commercial refrigerating work, the installation of illumination and signaling systems for roads, railways, airports, harbors, as well as their repair (DESA, 2008).

Building completion activities encompass activities that contribute to the completion or finishing of a construction such as glazing, plastering, painting, floor and wall tiling or covering with other materials like parquet, carpets, wallpaper, etc., floor sanding, finish carpentry, acoustical work, cleaning of the exterior, etc. Also, included is the repair of the same type as the above-mentioned activities.

The renting of construction equipment with operator is classified with the associated construction activity.

432 Electrical, plumbing and other construction installation activities

This group includes installation activities that support the functioning of a building as such, including installation of electrical systems, plumbing (water, gas and sewage systems), heat and air-conditioning systems, elevators etc.

4321 Electrical installation

This class includes the installation of electrical systems in all kinds of buildings and civil engineering structures.

4322 Plumbing, heat and air-conditioning installation

This class includes the installation of plumbing, heating and air-conditioning systems, including additions, alterations, maintenance and repair. It also includes installation in buildings or other construction projects of heating systems (electric, gas and oil); furnaces, cooling towers; non-electric solar energy collectors; plumbing and sanitary equipment; ventilation, refrigeration or air-conditioning equipment and ducts; gas fittings; steam piping; fire sprinkler systems; lawn sprinkler systems; duct work installation.

4329 Other construction installations

This class includes the installation of equipment other than electrical, plumbing, heating and air-conditioning systems or industrial machinery in buildings and civil engineering structures, including maintenance and repair.

1.4.1.2 Distributive Trade Sector/Industry

The distributive trade industry is defined to include wholesale and retail sale (i.e. sale without transformation) of any type of goods and the rendering of services incidental to the sale of these goods, (DESA, 2008). Wholesaling and retailing are the final steps in the distribution of goods. Goods bought and sold are also referred to as merchandise. Also included in this section are the repair of motor vehicles and motorcycles.

Sale without transformation is considered to include the usual operations (or manipulations) associated with trade, for example sorting, grading and assembling of goods, mixing (blending) of goods (for example sand), bottling (with or without preceding bottle cleaning), packing, breaking bulk and repacking for distribution in smaller lots, storage (whether or not frozen or chilled), cleaning and drying of agricultural products, cutting out of wood fibreboards or metal sheets as secondary activities.

Division 45 includes all activities related to the sale and repair of motor vehicles and motorcycles, while divisions 46 and 47 include all other sale activities.

The distinction between division 46 (wholesale) and division 47 (retail sale) is based on the predominant type of customer.

45 Wholesale and retail trade and repair of motor vehicles and motorcycles

This division includes all activities (except manufacturing and renting) related to motor vehicles and motorcycles, including lorries and trucks, such as the wholesale and retail sale of new and second-hand vehicles, the repair and maintenance of vehicles and the wholesale and retail sale of parts and accessories for motor vehicles and motorcycles.

Also included are activities of commission agents involved in wholesale or retail sale of vehicles.

This division also includes activities such as washing, polishing of vehicles etc.

This division does not include the retail sale of automotive fuel and lubricating or cooling products or the renting of motor vehicles or motorcycles.

46 Wholesale trade, except of motor vehicles and motorcycles

This division includes wholesale trade on own account or on a fee or contract basis (commission trade) related to domestic wholesale trade as well as international wholesale trade (import/export).

Wholesale is the resale (sale without transformation) of new and used goods to retailers, business-to-business trade, such as to industrial, commercial, institutional or professional users, or resale to other wholesalers, or involves acting as an agent or broker in buying goods for, or selling goods to, such persons or companies. The principal types of businesses included are merchant wholesalers, i.e. wholesalers who take title to the goods they sell, such as wholesale merchants or jobbers, industrial distributors, exporters, importers, and cooperative buying associations, sales branches and sales offices (but not retail stores) that are maintained by manufacturing or mining units apart from their plants or mines for the purpose of marketing their products and that do not merely take orders to be filled by direct shipments from the plants or mines. Also included are merchandise brokers, commission merchants and agents and assemblers, buyers and

cooperative associations engaged in the marketing of farm products.

Wholesalers frequently physically assemble, sort and grade goods in large lots, break bulk, repack and redistribute in smaller lots, for example pharmaceuticals; store, refrigerate, deliver and install goods, engage in sales promotion for their customers and label design.

This division excludes the wholesale of motor vehicles, caravans and motorcycles, as well as motor vehicle accessories (see division 45), the renting and leasing of goods (see division 77) and the packing of solid goods and bottling of liquid or gaseous goods, including blending and filtering, for third parties.

47 Retail trade, except of motor vehicles and motorcycles

This division includes the resale (sale without transformation) of new and used goods mainly to the general public for personal or household consumption or utilization, by shops, department stores, stalls, mail-order houses, hawkers and peddlers and consumer cooperatives.

Retail trade is classified first by type of sale outlet (retail trade in stores: groups 471 to 477; retail trade not in stores: groups 478 and 479). Retail trade in stores includes the retail sale of used goods (class 4774). For the retail sale in stores, there exists a further distinction between specialized retail sale (groups 472 to 477) and non-specialized retail sale (group 471). The above groups are further sub-divided by the range of products sold. Sale not via stores is sub-divided according to the forms of trade, such as retail sale via stalls and markets (group 478) and other non-store retail sale, e.g. mail order, door-to-door, by vending machines etc. (group 479).

The goods sold in this division are limited to goods usually referred to as consumer goods or retail goods. Therefore goods not usually entering the retail trade, such as cereal grains, ores, industrial machinery etc., are excluded. This division also includes units engaged primarily in selling to the general public, from displayed goods, products such as personal computers, stationery, paint or timber, although these sales may not be for personal or household use. Some processing of goods may be involved, but only incidental to selling, e.g. sorting or repackaging of goods, installation of a domestic appliance etc.

4791 Retail sale via mail order houses or via Internet

This class includes retail sale activities via mail order houses or via Internet, i.e. retail sale activities where the buyer makes his choice on the basis of advertisements, catalogues, information provided on a website, models or any other means of advertising and places his order by mail, phone or over the Internet (usually through special means provided by a website). The products purchased can be either directly downloaded from the Internet or physically delivered to the customer.

1.4.2 Statistical Concepts and Definitions

The following are the general concepts and definitions used in defining the statistical variables/indicators.

1.4.2.1 Establishment: This is a statistical unit of measurement and tabulation. It is an economic unit which engages under a single control, in one or predominantly one kind of industrial/ business activity at a single location i.e an individual firm, workshop or shop.

1.4.2.2 Establishment name: This refers to the registered name of the business or the name under which the production unit does business. For a small unit, which does not have business name, the name of the owner or one of the partners will do.

1.4.2.3 Activity: Is the description of the main economic task being undertaken by an industrial/business establishment.

1.4.2.4 Main activity: Is the one among many activities which is most profitable for the business/organization.

1.4.2.5 Type of ownership: This is determined by the status of shareholders such as:

- Wholly private owned;
- Wholly government owned;
- Jointly government and private owned; and
- Others not stated.

1.4.2.6 Persons engaged: These are persons taking part in the activity of the enterprise/business with or without agreed amount of payment. They could be family members, and apprentices. This category includes permanent, contract and permanent workers.

1.4.2.7 Paid employees: These are persons who work for the establishment /enterprise to earn income. They sell their labour for wages or salaries.

1.4.2.8 Unpaid helpers: These are persons like members of religious institutions, prisoners, national service, militia, family members and the like who work for at least one third of the working time normal for the establishment. They work without regular pay or any agreed amount to be paid for the work done.

1.4.2.9 Working proprietors: These are active owners of the unit/ establishment who have worked for at least one third of the reference period. All working cooperative members should not be regarded as employees. They usually take no regular salary or wages, but earn all the profit resulting from their activity (partners share in whatever ways they have agreed upon).

1.4.2.10 Gross wages: This refers to cash payments made by the employer to the operatives in connection to the work done. This term includes bonuses, commissions, overtime, vocation pay, sick leave, maternity and casual leave payments.

1.4.2.11 Gross salaries: these refer to cash payments paid to other employees in connection with work done. This term includes bonuses, commissions, overtime, vocation pay, sick leave, maternity and casual leave payments.

1.4.2.12 Payments in kind: This refers to payments/ benefits given to employees in forms other than cash. It is the net cost to the employer of those goods and services (which are clearly and primarily of benefit to the employees as consumers) furnished to the employees free of charge or at markedly reduced cost. It includes food, beverages, tobacco, housing, clothing (not uniforms) and medical expenses. Excluded are recreational facilities.

1.4.2.13 Social security schemes: This includes contributions by the employer to National Social Security Fund (NSSF), Parastatal Pension Fund (PPF) and other funds of this nature organized by the establishment concerned.

1.4.2.14 Other payments beneficial to employees: This is the payment by the employer on accounts incurred by the employees such as medical bills, school fees, and telephone accounts and so

on. If these are for the employees just because of their employment, they must be counted as part of their earnings.

1.4.2.15 Revenue: Revenue is a business term for the amount of money that a company/business receives from its activities in a given period, mostly from sales of products and/or services to customers.

1.4.2.16 Gross revenue: Gross revenue is the money generated by all of the company's operations, before deductions for expenses.

1.4.2.17 Sales: The exchange of goods or services for an amount of money or its equivalent; the act of selling. These include sales of bought goods for resale, sales of accommodation and sales of food and drinks.

1.4.2.18 Other operating income: This includes agency fees, commission receivable, rent receivable and other incomes.

1.4.2.19 Non-operating income: This includes interest receivable, share dividend receivable, subsidies and incentives from government and other non-operating incomes.

1.4.2.20 Purchases: Ownership of a security or other asset in exchange for money or value, which include purchase of goods for resale and for other purposes.

1.4.2.21 Purchase of goods for resale: To achieve its goals of making profits, a trading business buys goods to sell after adding some mark-up to cover costs and make the profit. Traders may buy and sell goods without changing them in any way; or they may merely unpack them from large bulky containers and sell them in small packets or small quantities.

1.4.2.22 Running expenses and other costs: These include costs for fuel used to run the business, vehicle registration and business license fees, depreciation, electricity, water charges, bank charges, interests, insurance, postage and telephone, advertisement, rents paid, repair, production tax and other costs of this nature.

1.4.2.23 Inventory: It includes opening stock and closing stock at the start and at the end of the reference period. It represents the value of trading goods held. Those values may change for the following reasons:

- The real level or quantity of goods has changed over time;
- The type of goods carried has changed from low value goods to high value goods or vice versa; and
- The prices of goods have changed a lot over the period.

1.4.2.24 Investment expenditure: This includes items of expenditure for the establishment e.g. cost of housing, other buildings, vehicles, machinery and other equipments and office equipments.

1.4.2.25 Additions: This is the value assigned to fixed assets acquired by the establishment during the reference period. It includes all the costs actually incurred in their acquisition and installation.

1.4.2.26 Disposals: They are shipments or transfers or fixed assets as well as assets discarded. Disposals to others of capital equipment and their parts have been valued at price ex-establishment excluding discounts and direct taxes but including subsidies received.

CHAPTER TWO

APPROACHES AND METHODOLOGIES

This chapter presents approaches and methodologies of the 2010 Integrated Business Survey (IBS). The IBS approaches and methods are according to the Instructions Manuals of the Statistical Commission of the United Nations. The manuals are practical guides to the planning and management of censuses and surveys.

2.1 Organization

The activities in connection with the IBS were directly under the management of the National Bureau of Statistics. Chapter three explains in detail the organizational and institutional framework of the survey.

2.2 Methods and Approaches

The following were the main survey methods and approaches; the preparation of a concept paper, budget and work plan; forming the administrative organization; sample design; questionnaire design; fieldwork organization; data processing, analysis and report writing.

2.2.1 Planning, Design and Concept Paper Preparation

The planning process involved the following activities: preparation of a concept paper, budget and work plan, administrative organization, sample design, questionnaire design, field work organization, data processing, analysis and production of final reports.

A survey budget was carefully prepared taking into account all the activities involved from the planning to the publication and dissemination stage. A total budget of Tshs 1.6 billion was fully funded by DfID while the government provided field vehicles and technical staff.

2.2.2 Arrangement and Preparation

Questionnaire designing

In carrying out the survey, a set of questionnaires were developed taking into account stakeholders' requirements and UN recommendations. For the construction module, two questionnaires (short and long) were used for data collection. The short questionnaire (CIS 1 FORM A) covered establishments of contractors in classes 5 to 7 (*with an average investment cost of less than Tshs 500 million*)

and the long questionnaire (CIS 2 FORM B) covered establishments of contractors in classes 1 to 4 (*with an average investment cost of more than Tshs 500 million*). Likewise for the distributive trade module long questionnaire were used as instrument for data collection. The questionnaire covered establishments with 10 or more persons engaged.

Transport

During the enumeration exercise, most of the field vehicles were obtained from the Regional Statistical Offices.

Purchases of Computer Utilities

The project purchased two laptops, two modern LaserJet printers and two external hard drives to facilitate data processing and enhance backup and storage of data in an electronic format.

Printing of Questionnaires and Instruction Manuals

Upon completion of the development of survey questionnaires and instruction manuals for the supervisors and enumerators, enough copies were printed and distributed to the regions much earlier before the enumeration exercise.

2.2.3 Pilot Survey

The pilot survey was conducted in 2009 in Dar es Salaam region in order to identify necessary corrections and amendments on the pre-designed survey methodology and instruments. More specifically, it aimed at reviewing and establishing the following activities for the main survey: survey plan; sample selection procedure; survey instruments; edit specifications; enumeration procedures and logistics; capability of enumerators to handle two combined surveys; data processing; and tabulation plan.

The pilot survey covered activities of Construction and Distributive Trade as defined under ISIC Rev.4. The survey covered 120 establishments out of which, 60 establishments were of the Construction module and 60 establishments were of the Distributive Trade module.

2.2.4 Refinement of Survey Instruments

After the pilot survey, necessary adjustments were made in the survey plan; sample selection procedure; survey instruments; edit specifications; enumeration procedures

and logistics; capability of enumerators to handle two combined surveys; data processing and tabulation plan.

The main survey instruments particularly the questionnaires were designed according to the international recommendations of the United Nations to allow international comparability and took into consideration the requirements of the parties (data users and producers). The data and information collected were therefore within the needs of national accounts and other users and will be very useful to the government, business community and researchers. The main tools of data collection included detailed structured questionnaires based on the study objectives.

2.2.5 Updating the Sampling Frame

The listing form was designed for the purpose of updating the Central Register of Establishments (CRE) for use in questionnaire distribution. The CRE frame was used for the updating exercise done all over the country to confirm the existence of the establishments in the respective survey locations. In addition, the exercise aimed at finding

out whether the establishments were in operation or not, during the reference period.

2.2.6 Sample Design

Economic censuses and surveys are the major sources of statistics on economic activities. Since mid 1980s, the economy of Tanzania has undergone significant social economic and institutional changes. Studies suggest significant changes in the pattern of the contribution of different economic activities to the total gross domestic product (GDP). Construction and distributive trade activities are among the major production and service sectors in Tanzania. The need for obtaining reliable data and information on these sectors to measure their performances and contributions to the economy is in great demand. The two sectors generate a large portion of employment and contribute significantly to the gross domestic product.

According to the international recommendations, all resident production/service entities are recognized as statistical units and are properly classified in the

International Standard Industrial Classification. The production of construction and distributive trade statistics is based mainly on two major distinct methods i.e. censuses/surveys and administrative records.

Given that in practice, complete coverage is impossible due to cost and time, also, that most of the small establishments doing business in those kinds of activities operate in a manner that makes it very difficult to locate them at the time of field work. Therefore, the survey was done on a sample basis. The classification of activities was based on the International Standard Industrial Classification (ISIC) Revision 4.

For the construction industry, all the 477 establishments in classes 1 to 4 were fully covered while 1,800 establishments in classes 5 to 7 were sampled. For the distributive trade, all the 1,418 establishments engaging 10 or more persons were fully covered. while establishments engaging 5 to 9 persons were not involved in distributive trade analytical report.

The sampling strategy ensured representation by class/size and economic activity at national level. The stratification in

construction was based on the activity and class of the establishment while in distributive trade, stratification was by size of establishment (number of persons engaged) and activity.

In terms of quality control, various measures were applied throughout the survey process to ensure a high quality output. For example, during data collection, maximum supervision was deployed through NBS headquarters and regional offices to ensure that all the errors are corrected right in the field.

The data entry programme had a number of built-in validation rules to ensure that the quality of data captured minimizes errors during data entry. The dataset was further subjected to a series of validation checks during editing stage in order to identify any remaining incorrect or logically misleading data values. If an establishment has some incomplete information, that establishment was re-contacted to complete the missing information. The remaining missing data that were not possible to be obtained from the field for known reasons, those values were imputed using statistical imputation techniques mainly the “hot-deck” imputation techniques.

2.2.7 Response Rate

Out of the 1,800 sampled construction industry establishments, 1,530 responded representing a response rate of 85 percent. In distributive trade industry, out of 1,556 sampled establishments, 1,418 responded representing a response rate of 91 percent.

Weighting

The final cleaned dataset was weighted accordingly to estimate the values of all the units.

2.2.8 Recruitment and Training of Trainers (TOT)

Recruitment of Enumerators

Recruitment of survey enumerators was done by the Human Resource Department assisted by the regional statistical managers. A minimum of secondary school education, discipline and experience in data collection were some of the basic qualities required to become an enumerator. The number of enumerators for each region depended on the workload in each region. More enumerators were assigned to the regions with more establishments and vice versa. About 160 enumerators

were recruited for the assignment in all the regions of Tanzania Mainland.

Training of Trainers (TOT)

The objective of Training of Trainers was to familiarize the selected officials with the survey objectives, coverage and instruments and to acquaint them with the knowledge on how to enumerate and fill in the questionnaires. The participants of this training were the ones to facilitate the training of regional supervisors and enumerators. The training took place in Morogoro from 6th June to 16th June, 2011.

2.2.9 Training of Supervisors and Enumerators

The regional supervisors and enumerators were trained on various aspects of the survey such as survey objectives, interviewing techniques and administration of the questionnaires. The training was conducted for fourteen days from 4th – 17th July, 2011 and took place at five centres namely; Kibaha, Tanga, Dodoma, Iringa and Mwanza. The centres hosted enumerators from the following regions: Kibaha (Pwani, Dar es Salaam, Lindi

and Mtwara), Tanga (Tanga, Manyara, Arusha and Kilimanjaro), Dodoma (Dodoma, Morogoro, Singida, and Tabora), Iringa (Iringa, Ruvuma, Mbeya and Rukwa), and Mwanza (Mwanza, Kigoma, Kagera, Mara and Shinyanga).

The training covered theories, exercises and field practicals. After the training, field materials including questionnaires, notebooks and writing boards were distributed to the regional supervisors and enumerators ready for the enumeration exercise. Regional statistical managers were the supervisors in their respective regions.

2.2.10 Field Work

The data collection of the IBS was done in all the regions. Direct interview method was used for data collection and around 160 enumerators were involved in this exercise. Due to heavy workload in the field, some senior staff of NBS were also involved in data collection.

To ensure quality of the collected data, field supervision was done by regional statistical managers with strong

support from national supervisors who made frequent supervision visits to the field to check the correctness of the filled in questionnaires so as to minimize errors right in the field.

2.2.11 Data Processing

Conventionally, two types of datasets were envisaged: primary and secondary data. The former was undocumented information and data that was obtained from field-work surveys (i.e. through specific questionnaires) and some unprocessed information from official data files. The latter was documented and/or processed information and obtained from the government ministries, departments, agencies, and other published or unpublished sources from other public and private sources.

Data processing was centralized at NBS head office and it started one month after the commencement of fieldwork and continued concurrently with the field enumeration exercise. The data capture system was developed using CSPro version 4.0, MS Access and MS

Excel. The data processing team comprised of two permanent IT department staff who became data processing supervisors, three data editors, two data verifiers and nine data entry operators who were on temporal basis. Data entry work was accomplished in two months time from 19th September, 2011.

Data editors were supposed to edit the questionnaires received from the regions by checking the correctness and filling in the respective codes. Edited questionnaires were then entered into the computer by data entry operators. On completion of data entry, the entered data were cleaned by the IT staff assisted by data verifiers for validation checks of the data variables.

The main investigation variables used for checking consistency of the data entered in the database were employment, labour cost, expenditures and receipts. Data files were created into two databases, the first one was for the construction industry and the second was for the distributive trade industry.

2.2.12 Report Writing

The 2010 Integrated Business Survey was designed to generate three reports namely; the Technical Report; and two main survey reports (Construction and Distributive Trade).

2.1.13 Technical Committee Meetings and National Stakeholders' Workshops and Editing

The last approaches and methodologies were the technical committee meetings and national stakeholders' workshops. The consultative meetings and workshops aimed at soliciting views, comments and contributions from many different stakeholders. To have effective study outcome, the participatory approach was used where several consultations and discussions with various stakeholders were conducted. The discussions involved individuals from all fields, but emphasis was directed to economists. After the completion of the report writing (drafts), the draft reports were then disseminated through stakeholders' workshop for comments and recommendations before the preparation of final reports.

CHAPTER THREE

INSTITUTIONAL FRAME WORK

3.1 Organizational and Institutional Framework

The methodologies, approaches and activities in connection with the 2010 IBS were directly under the management of the Director General of the National Bureau of Statistics. This chapter explains the organizational and institutional framework of the survey. The Director General was supported by the Director of Economic Statistics and two departmental managers, two project desk officers and six statisticians. The project was conducted through the collaboration of two departments namely; Industrial and Construction Statistics and Trade, Transport, Tourism Statistics. The regional statistical managers were responsible for data collection management in their respective regions.

To ensure effective planning and execution of the survey, a strong core technical team made up of permanent staff from NBS under the Director of Economic Statistics and two departmental managers of Industrial and Construction

Statistics and Trade, Transport, Tourism Statistics was formed. The team was centrally responsible for all survey activities such as planning and administration, design of instruments, field work operations, data processing, report writing and dissemination of the results.

In addition to the NBS core technical team, a wider technical committee was formed comprising senior staff from key stakeholders such as the Ministry of Lands and Human Settlements, Ministry of Infrastructure, Ministry Local Government and Regional Administration, Ministry of Industries, Trade and Marketing, Ministry of Finance, Registrar of Companies, National Construction Council and the Registration Board of Contractors. This Institutional Arrangement aimed at facilitating joint participation and ownership by the key stakeholders and ensure that planning and execution of the survey met the needs of the stakeholders. The technical team was also responsible for monitoring and evaluating progress of the survey.

3.2 Other Core Implementing Institutions

During the project implementation, joint efforts were made by different institutions towards the success of the survey. Apart from NBS being the leading institution in the whole exercise, technical assistance was also provided by the Ministry of Finance, Ministry of Industries, Trade and Marketing, Planning Commission and the University of Dar es Salaam. The Department for International Development (DfID) provided financial support.

3.3 Main Stakeholders

The main stakeholders included those institutions which were directly responsible for carrying out the survey through the provision of human and financial resources as well as technical assistance. They also included the suppliers of data as well as the users of the survey results. These institutions include: Ministry of Finance; Planning Commission; Ministry of Industries, Trade and Marketing; Ministry of Natural Resources and Tourism; National Bureau of Statistics; Tanzania Revenue Authority; University of Dar es Salaam; and the East African Community.

3.4 Supporting Institutions

These institutions provided either financial resources or expertise in carrying out the survey. However, the 2010 IBS was fully funded by the DfID whereas the government provided vehicles, human resources and salaries to the permanent staff who participated in the survey.

3.5 Staffing

In conducting the survey, NBS statisticians, IT experts, administration staff and regional statistical offices staff were involved in the exercise from planning to dissemination stage under the supervision of the departments of Industrial and Construction and Trade, Tourism, Transport and Migration Statistics. The regional statistical managers were responsible for the recruitment of field enumerators and supervisors in their respective regions.

Data processing and management was executed by IT experts at NBS headquarters. This exercise which ranged from data entry to production of tables was supervised by a senior programmer from NBS who was also responsible for

the development of data entry system, data cleaning, data validation and tabulation.

3.6 Institutional Competence

The National Bureau of Statistics has a vast experience in conducting social and economic surveys and censuses. Among the economic surveys and censuses carried out by NBS are: industrial censuses and annual / quarterly surveys of industrial production. With the experience in such surveys, NBS with minimal technical support had the required capacity to conduct the 2010 Integrated Business Survey.

3.7 Total Cost and Funding

The budgeted cost for the whole survey was Tshs 1.6 billion. The potential source of funding was the donors' pooled funds under the Censuses and Surveys Technical Working Group (CSTWG). The survey costs mentioned above did not cover Tanzania Zanzibar component. It is therefore anticipated that the same exercise will later be done in Tanzania Zanzibar under the supervision of the Office of the Chief Government Statistician, (OCGS).

CHAPTER FOUR

CONCLUSION

The main survey objectives were to ensure effective compilation, analysis and dissemination of acceptable construction and distributive trade (including hotels, restaurants and tourist service providers) statistics for use by government, business community and general public. More specifically, the survey was intended to provide an up to date statistical information for the improvement in the compilation of National Accounts; set benchmarks for the construction and the distributive trade statistics in Tanzania Mainland; collect information for planning and macro-economic policy formulation such as employment, marketing and financial services and provide poverty indicators for MKUKUTA Monitoring System.

4.1 Main Issues

The 2010 Integrated Business Survey is the first of its kind in Tanzania which was carried out in all the Mainland regions. These economic sectors account for a substantial proportion

of the total economic activity in every developing economy, whether in terms of the contribution of the sector to the gross domestic product or in terms of its share of total employment. These activities are widely scattered within the country. The dynamic and economic function they perform in channeling the flow of goods and services from the producer to the consumer is of great significance.

Data on Construction and Distributive Trade are required for a variety of purposes. One of the most important is, to provide a basis for assessing trends in the economy, i.e. to examine changes in the sectoral distribution and growth of the economy. For this purpose, annual and more frequent survey estimates on the contribution of these sectors to the national economy and the growth of the sectors are very crucial. More specifically, production/sales of goods and services within these sectors, to producers (agriculture and industry) and final consumers; changes in stocks, fixed capital formation /capital investment/ and wages and salaries earned in the sectors would provide useful indicators on the activities, structural distribution and trends of the sectors. Comprehensive data and information on construction and distributive trade broken down by activity are required in building

up indexes which are important indicators of business activities. For planning purposes, an accurate knowledge on the volume and the channels of flow of goods and services are essential.

Construction and distributive trade data help not only in presenting the current picture, but also in studying structural changes, and are the basis in formulating plans for bringing about the desired changes through production, price and distribution policies. The sectors' data are of great use to the sectors themselves, industry and agriculture for market researches, market surveys and trends analysis. Statistics of construction and trade over a period of time by kind of activity can indicate areas of expanding or contracting demands for different commodity groups and broad patterns of changing construction and consumer tastes.

It is acknowledged that the government can make use of the data on construction and distributive trade in different ways. The government needs to assess trends in the economy over both short and long term periods and the contribution of these sectors to the economy. The activities of retail trade for example, reflect final consumption, which is the goal of all economic activities. The rise

and fall of final consumption in consumer – oriented economies, necessarily affect all other economic activities and becomes the single most important indicator to be watched by the governmental agencies responsible for economic policy.

Business sector is the key supplier of distributive trade data and it is the primary user of such data. The decisions made by the government tend to affect the business group weather positively or negatively. These can provide a good basis for making decision on investment by the private sector.

In order to accomplish the objectives of the study that flowed from the general objectives, four independent but complementary methodologies were used. These include [1] design, planning, arrangement and literature survey, [2], piloting and field survey, [3] data entry and management, policy analysis and report writing and [4] national stakeholders’ workshop.

4.2 Limitations of the Survey

It is important to discuss the problems and limitations encountered at all levels from designing to implementation of

the survey. The identification and detailed explanations of these limitations will benefit future surveys.

In order for different stakeholders to understand the objectives of the IBS, the concept paper highlights the importance of the survey. The concept paper which was based on the stakeholders' views was done by consultants. At this stage, not all the stakeholders participated due to participants' nature of the work and willingness to participate in the discussions. In this regard, not all players of the IBS understood the idea behind it and it took time to convince them to join in. The financiers were willing to finance the survey after receiving the pilot report. The pilot was done on a sample basis covering only Dar es Salaam region.

The pilot exercise done in Dar es Salaam region covered both the construction and the distributive trade sectors. The major challenge faced during this period was in the identification of the sampled establishments. Furthermore, it was found that, some of these establishments lacked permanent physical addresses, while some of them changed locations and nature of activities and it was therefore difficult to cover all the selected establishments. The

initial work plan was delayed due to some constraints encountered particularly in the process of funds disbursement.

The 2010 IBS was one of the surveys jointly conducted by several parties. The survey results comprise a comprehensive data set, which the parties as well as other users can make best use of. However, the users are cautioned that, the survey had other specific limitations as listed below:

- i. By the very nature of the sectors in developing countries including Tanzania, there is a large number of micro, unorganized/informal sector activities taking place. Such activities like the following are not usually captured in censuses and surveys:
 - a. Most of micro kiosks or groceries with no regular paid employees;
 - b. ‘Machingas’, side walk vendors, ambulant peddlers, hawkers;

- c. Trading of cell phone cards purchased by dealers particularly those households/employees that serve as dealers;
 - d. Non-store retail selling like selling by vending machines; online buying and selling; house to house selling of goods;
 - e. Trading activities done by members of the households which form part of their secondary source of income (e.g. an employee doing buying and selling); *and*
 - f. Households or own account construction activities, particularly in rural areas.
- ii. The survey was conducted according to the international recommendations of the UN System. The tendency among small and medium scale construction and distributive trade establishments to conceal information relating to outputs and over reporting on inputs due to the belief that information supplied would be transmitted to the income tax authorities were apparent. Regular conduct of such surveys would help in dissipating this fear and at the same

- time improve the quality and reliability of the information supplied.
- iii. A number of establishments were engaged in several equally important but dissimilar activities. Because of non-availability of separate records, these establishments have been classified according to the activity with the highest output/revenue. Figures relating to a particular ISIC group might, therefore, include data for other secondary activities as well.
 - iv. Many establishments could not provide detailed information for certain items such as:
 - a. Consumption of electricity, water and fuels separately;
 - b. Purchase of raw materials and sales from own production by main product;
 - c. Values of stocks as well as values of fixed assets by type; and

- d. Others did not provide information on the level of stocks and assets. These and other missing data had to be estimated.

The 2010 IBS report includes tables on sales and purchases by product category of a few surveyed firms. These should, however, be used with caution since many establishments did not report such details.

The above limitations, however, have no serious effect on the overall quality and reliability of the results. Statistics presented in the two analytical reports reflect the current status and structure of the surveyed establishments in the construction and distributive trade sectors.

The government, researchers, academicians, business community and other users can make good use of the results, which constitute the only available set of construction and distributive trade information based on the international recommendations for industrial statistics. When making use of the construction and trade survey results in policy and other statistical/economic analysis, users have only to keep in mind the above limitations.

This baseline study has also used inputs from other NBS surveys and studies for comparison purposes.

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ANNEXES (QUESTIONNAIRE)

Confidential

FORM A

CIS 1



SERIAL NUMBER

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THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF FINANCE

NATIONAL BUREAU OF STATISTICS

CONSTRUCTION INDUSTRY SURVEY 2010

(For official use only)

ISIC Code

--	--	--	--

Regional Code

--	--

District Code

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Dear Sir/Madam,

Under the Statistics Act 2002, you are required to co-operate in completing this form together with a copy of your **profit and loss account/balance sheet**. In accordance with the Act, all information supplied in this return shall be treated as **STRICTLY CONFIDENTIAL**. The information will be used for statistical purposes only and will not be communicated to any other organisations. The figures should be taken from the accounts of the establishment for the accounting year covering larger part of the reference year. **If actual figures are not available, please give your best estimates.**

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FOR OFFICE USE

Enumerator's Name **Signature**

Supervisor's Name **Signature**

1. CHARACTERISTICS OF ESTABLISHMENT

1.1 Full Name of establishment

1.2 Address of establishment

Telephone Number Fax No.....

E-mail.....

1.3 Physical Location of Establishment:

District:..... Road/Street :.....

Ward: Plot Number:.....

City / Town/ Village :.....

(For official use only)

1.4 Activities of establishment

1. Main activity

--	--	--	--	--	--

2. Secondary activity (if any) (i)

--	--	--	--	--	--

(ii)

--	--	--	--	--	--

1.5 Date of start of operation: Month Year

--	--	--	--	--

1.6 Did your establishment operate in any period of the year 2010? Yes 1 No 2

1.7 The reference period used for filling this form is from January 1st to December 31st 2010 or

From To.....

1.8 Type of ownership of establishment (choose appropriate code)

- | | | |
|-------------------------|---------------------------|--------------------------|
| 1 Individual proprietor | 5 Cooperative | |
| 2 Partnership | 6 Private company | <input type="checkbox"/> |
| 3 Public | 7 Private limited company | |
| 4 Parastatal | 8 Other (specify) | |

1.90 Is the establishment's expenditure separate from that of the owner's household? Yes 1 No 2

1.91 Are the establishment's assets separate from those of the owner's household? Yes 1 No 2

1.92 Do you keep any record of accounts (Receipts & Expenditure) for your establishment? Yes 1 No 2

2. EMPLOYMENT, HOURS OF WORK AND LABOUR COST
2.1 Employment (including expatriates) and hours of work

Employment status	Number of persons engaged on the last month of your operations in 2010				Total hours worked during the month
	Full time		Part time ¹		
	Male	Female	Male	Female	
	1. Operatives				
2. Other employees					
3. Working proprietors					
4. Contributing family worker					
Total					

¹ Persons working less than half of usual working hours of the establishment

2.2 Wages, salaries and other benefits paid for the reporting Year

	000 Tshs	
Gross wages paid to operatives	221	
Gross salaries paid to other employees	222	
Benefits in kind (<i>Medical, food, transport, house allowance</i>)	223	
Social security schemes (<i>NSSF, PPF and other pension funds</i>)	224	
Total labour costs (<i>sum: 221 to 224</i>)	225	

3 COST OF PRODUCTION
3.1 Materials consumed during the reporting month at purchaser's price¹

Description of main materials		("000" Tshs)
1. Cement		311
2. Sand/rocksand		312
3. Aggregates (macadam)		313
4. Blocks		314
5. Steel/iron bars and sheets		315
6. Electrical fittings		316
7. Plumbing (water fittings)		317
8. Tiles and sanitary wares		318
9. Timber (carpentry and joinery)		319
10. Paint		320
11 Electricity		321
12 Water charges		322
13 Paid taxes (VAT, Income etc)		323
14. Openings:		
	(i) Metal	324
	(ii) Other (<i>specify</i>)	325
14. Other (<i>specify</i>): (i)		326
	(ii)	327
	(iii)	328
Total (211 to 328)		329

¹ *Excluding deductible VAT*

4. INCOME

4.1 Income of goods produced/services rendered.

Description	Value ("000" Tshs)
Receipts for services rendered (<i>Contract , repair and maintenance etc</i>) 1	
Rents received on the use of establishment's fixed assets (<i>e.g. buildings, machinery, etc</i>) 2	
Subsidies received 3	
Other receipts (specify) 4	
Total	

¹ *Excluding deductible VAT*

Declaration and Signature

I HEREBY DECLARE that, the information contained in this return is complete and correct to the best of my knowledge and belief

Date:

Name of Person to be contacted if questions arise:

Signature and stamp:

Designation.....

Confidential

FORM B

CIS 2



SERIAL NUMBER

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THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF FINANCE

NATIONAL BUREAU OF STATISTICS

CONSTRUCTION INDUSTRY SURVEY 2010

(For official use only)

Dear Sir/Madam,
 Under the Statistics Act 2002, you are required to co-operate in completing this form, together with a copy of your profit and loss account/balance sheet. In accordance with the Act, all information supplied in this return shall be treated as STRICTLY CONFIDENTIAL. The information will be used for statistical purposes only and will not be communicated to any other organisations. The figures should be taken from the accounts of the establishment for the accounting year covering larger part of the reference year. If actual figures are not available, please give your best estimates.

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District Code

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--

Ward Code

--	--	--

Street Name

FOR OFFICE USE

Enumerator's Name **Signature**

Supervisor's Name **Signature**

1. CHARACTERISTICS OF ESTABLISHMENT

1.1 Full Name of establishment

1.2 Address of establishment

Telephone Number Fax No.

E-mail

1.3 Physical Location of Establishment:

District: Road/Street:

Ward: Plot Number:

City / Town/ Village:

(For official use only)

1.4 Activities of establishment

1. Main activity

--	--	--	--

2. Secondary activity (if any) (i)

--	--	--	--

(ii)

--	--	--	--

1.5 Do you have any branch of your establishments?

1.6 List all establishments/branches covered

Name

Address

.....

.....

1.7 Date of start of operation: Month Year

--	--	--	--

1.8 Did your establishment operate in any period of the year 2010? Yes 1 No 2

1.9 The reference period used for filling this form is from January 1st to December 31st 2010 or

From To

1.10 Type of ownership of establishment (choose appropriate code)

- | | | |
|-------------------------|---------------------------|--------------------------|
| 1 Individual proprietor | 5 Cooperative | <input type="checkbox"/> |
| 2 Partnership | 6 Private company | |
| 3 Public | 7 Private limited company | |
| 4 Parastatal | 8 Other (specify) | |

1.11 Equity participation

(circle appropriate code)

Tanzanian owned ... 1 Joint Tanzanian / Foreign ... 2 Foreign owned..... 3

If 2, state (i) Equity participation : % Foreign

--	--

If 2 or 3, state (ii) Nationality of foreign ownership (main) :

--	--

1.12 Is the establishment's expenditure separate from that of the owner's household? Yes 1 No 2

1.13 Are the establishment's assets separate from those of the owner's household? Yes 1 No 2

1.14 Do you keep any record of accounts (Receipts & Expenditure) for your establishment? Yes 1 No 2

1.15 Does the accounts include those from branches? Yes 1 No 2

4. EXPENDITURE ON GOODS AND SERVICES

4.1 Electricity & water consumed, and waste water charges at purchaser's price¹

Tshs 000

Description	Amount
1. Electricity	
2. Water	
3. Waste water charges	

4.2 Fuel consumed at purchaser's price¹

Tshs 000

	Diesel	Gasoline	LPG (Gas)	Other	Total
1. Fuel for plant and machinery					
2. Fuel for vehicles					
3. Fuel for other purposes					
Total					

4.3 Materials and supplies purchased at purchaser's price¹

Tshs 000

Description	Amount
1. Cement	
2. Sand / rocksand	
3. Aggregates (<i>macadam</i>)	
4. Blocks	
5. Steel / iron bars and sheets	
6. Electrical fittings	
7. Plumbing (<i>water fittings</i>)	
(i) PVC	
(ii) Metal	
(iii) Other, specify	
8. Tiles and sanitary wares	
9. Timber (<i>carpentry and joinery</i>)	
10. Paint	
11. Openings	
(i) Metal	
(ii) PVC	
(iii) Other, specify	
12. Other, specify	
TOTAL	

¹ Excluding deductible VAT

4.4 Expenditure on services at purchaser's price¹

Tshs 000

Description of Services	Amount					
1. Printing						
2. Postage						
3. Bank charges						
4. Warehousing, storage and handling charges						
5. Hire of transport						
6. Security services						
7. Consultancy and management services						
8. Expenses on air tickets						
9. Rental of machinery and equipment						
10. Expenditure i.c.w environment protection services:						
(i) Solid waste (private collection)						
(ii) Liquid waste (private collection & monitoring)						
(iii) Hazardous waste						
(iv) Air emission monitoring						
(v) Embellishment						
11. Research and development						
12. Payment for works subcontracted						
13. Rental of premises						
14. Minor repairs and maintenance:						
(i) Machinery and equipment						
(ii) Vehicles						
(iii) Building						
(iv) Other (<i>specify</i>)						
15. Business services:						
(i) Accounting, legal, auditing, etc						
(ii) Advertising and promotion						
(iii) Sponsorship and sport activities						
(iv) Other (<i>specify</i>)						
16. Other services (<i>specify</i>):	Office use					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> </table>					
(i)						
(ii)						
TOTAL						

¹ Excluding deductible VAT

5. OTHER DISBURSEMENTS

Tshs 000

Description	Amount
1. Rates and licenses:	
(i) Trade License	
(ii) Tenant's tax	
(iii) Road Tax	
(iv) Other (specify)	
2. Value added tax (net amount paid to government)	
3. Interest paid to	
(i) Residents	
(ii) Non-residents	
4. Dividend paid to	
(i) Residents	
(ii) Non-residents	
5. General insurance premiums paid (building, vehicle, etc)	
6. Income tax / corporate tax	
7. Purchase of shares	
8. Environment protection fees	
9. Bad debts written off	
10. Loss on foreign exchange	
11. Land lease	
12. Depreciation	
13. Current transfer to abroad (donations, gifts)	
14. Other (specify)	
TOTAL	

6. RECEIPTS

6.1 Receipts from construction activity excluding VAT

Tshs 000

Description	Amount
1. Value of construction work including repairs (<i>details to be given in Section 10</i>)	
2. Receipts for subcontracted work	
3. Rental of equipment	
TOTAL	

6.2 Other receipts

Tshs 000

Description	Amount
1. Interest received from	(i) Residents
	(ii) Non-residents
2. Dividend received from	(i) Residents
	(ii) Non-residents
3. Insurance claims received	
4. Refund from NSSF	
5. Gain on foreign exchange	
6. Current transfer from abroad (donations, gifts)	
7. Sale of wastes	
8. Other, specify	
TOTAL	

7. FIXED ASSETS

7.1 Fixed assets at purchaser's price for reporting period

Tshs 000

Type of fixed asset	Net book value at beginning of period	Additions *		Sales of fixed assets	Depre- ciation	Reval- uation of fixed assets + \ -	Net book value at end of period
		New assets +	Used assets +				
1. Buildings & structure							
2. Land acquisition							
3. Land improvement							
4. Machinery & transport equipment:							
(i) Production equipment							
(ii) Transport equipment							
(iii) Environment protection equipment							
(iv) Other (specify)							
5. Furniture and fittings							
6. Other (specify)							
TOTAL							

* including alterations, major repairs and also work done by own establishment

7.2 No. of vehicles owned

(i) Car	<input type="text"/>	(iv) Lorry	<input type="text"/>
(ii) Van	<input type="text"/>	(v) Motorcycle	<input type="text"/>
(iii) Bus	<input type="text"/>	(vi) Other, specify	<input type="text"/>

8. DETAILS ON BUILDING AND CONSTRUCTION OPERATIONS DURING REPORTING PERIOD AS REPORTED AT 6.1.1

Tshs 000

Person, firm or authority for whom work is being done	Site of address of job	Type*	Area** (M ²)	Contract value		Work done during reporting period (excluding value of work subcontracted)
				Total	of which subcontracted	
1.						
2.						
3.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

* Detached residential building, block of residential appartments, office building, hotel, school, factory, road, bridge, etc.

** For construction work such as road construction and pipe laying, etc. state length in metres if applicable.

9. MISCELLANEOUS

9.1 Average price charged per unit of construction work

		Tshs		
Description		Unit	Labour only	Labour and materials
1. Residential building	(i) Single or 1 Storey house	M ²		
	(ii) Villa / Bungalow	M ²		
	(iii) Block of flats	M ²		
2. Non-residential building	(i) Hotels	M ²		
	(ii) Shopping malls / Complex	M ²		
	(iii) Schools	M ²		
	(iv) Commercial	M ²		
	(v) Other (specify)			
3. Other construction works	(i) Roads			
	(ii) Bridges			
	(iii) Water works			
	(iv) Waste water works			
	(v) Electrical works			
	(vi) Other (specify)			

Tshs 000

9.2 Debt repayment

9.3 Outstanding debt at end of reporting period

9.4 Does establishment employ a health and safety officer? Yes 1 No 2
(encircle appropriate code) If "yes", state whether: full-time 1 part-time 2

<u>Person to be contacted for queries or further information about this questionnaire</u>	
Name	:
Status in business	:
Telephone No	:
E-mail	:
Website Address	:
Date	:



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DTS10/1

**UNITED REPUBLIC OF TANZANIA
MINISTRY OF FINANCE**



**NATIONAL BUREAU OF STATISTICS
DISTRIBUTIVE TRADE SURVEY 2010**

Purpose of the Survey

The Distributive Trade Survey aims at providing key performance indicators of the trade sector in the economy. The information will be used in the compilation of National Accounts aggregates such as Gross Domestic Product (GDP). The information you provide will enable National Bureau of Statistics (NBS) to update and improve estimates of the GDP for Tanzania.

Collection Authority

The information required is collected under the Statistics Act 2002 of the National Bureau of Statistics. Completion and return of this questionnaire is compulsory and your co-operation is sought.

Confidentiality

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Help Available

In case you have any problems in completing this form, please ask for help from the National Bureau of Statistics representative when he/she calls back, or contact the Regional Statistical Manager.

Identification

Questionnaire number.....

Region.....

District.....

Ward.....

Area name.....

Street/road name.....

Contact address.

Establishment name	
Address (P.O. Box)	
Telephone/mobile (Office)	
Fax	
Email	
Web site	

Questionnaire Control

	Name	Signature	Date
Enumerator			
Supervisor			
Office check/editor			
Data entry			

PLEASE PROVIDE INFORMATION FOR THE YEAR 2010.

Office check

1.0. What was the main activity of your establishment in 2010?

.....:

.....:

2.0. What is the major trade type of the establishment?

Whole sale trade..... =1

Retail trade..... =2

Service trade..... =3

3.0. What is the form of ownership?

Wholly private owned.....=1

Wholly government owned..... =2

Jointly government and private owned.....=3

Other (Specify).....=4

4. Number of persons engaged in this establishment on the last payday in Dec. 2010

Item	Male	Female	Total
4.1.Number of working proprietors			
4.2.Number of paid employees			
4.3.Number of unpaid helpers			
4.4.Total persons engaged			

5. (a) Ideally the information provided should relate to the calendar year of 2010. However, if the establishment’s accounting year is other than a calendar year, then provide the information for the accounting year which covers the largest part of the year 2010. The accounting period covered by this questionnaire is:

(dd/mm/yyyy)

From	<input type="text"/>
to	<input type="text"/>

(b) Units of Currency used.

<i>Please tick one box</i>	
Shillings	
Thousands of Shillings	
Millions of Shillings	

6. Salaries, Wages & Other Payments to/for Employees

Items	Value (Tsh)
6.1. Gross Annual Wages & Salaries	
6.2. Payments in kind to employees (e.g food, transport, housing, etc)	
6.3. Employers' contribution to social security scheme (e.g. NSSF, etc)	
6.4. Other Payments on behalf of employees (e.g. medical bills, school fees, etc)	
6.5. Total payments	

Value (Tsh)

7. Purchases of goods (Total).....

7.1. for resale.....

7.2. for other purposes

8. Running Expenses and Other costs

Items	Value (Tsh)
8.1.Fuel for use in the business	
8.2.Vehicle Registration & business licence	
8.3.Depreciation	
8.4.Electricity	
8.5.Water charges	
8.6.Bank charges	
8.7.Interests paid	
8.8.Insurance	
8.9.Postage, telephone etc	
8.10.Advertisements	
8.11.Rents paid	
8.12.Repair	
8.13 Tax (.Production, VAT, Levy etc)	
8.14. Audit fees	
8.15.Other Costs	
8.16.Total expenses	

9. Stocks(Inventory

Value (Tsh)

9.1. Opening Stocks of goods

9.2. Closing stocks of goods

10. Gross revenue

No.	Item	Value (Tsh)
	Sales	
10.1	Sales of bought goods for resale	
10.2	Sales of accommodation	
10.3	Sales of food and drinks	
10.4	Total	
	Other operating income	
10.5	Agency fees, commission receivable	
10.6	Rent receivable	
10.7	Other operating incomes	
10.8	Total	
	Non operating incomes	
10.9	Interest receivable	
10.10	Share dividend receivable	
10.11	Subsidies and incentives from govnt	
10.12	Other non operating income	
10.13	Total	

Value (Tsh)

11. Net profit or (loss) before taxation.....
12. Investment expenditure

Items	Value (Tsh)	
	Additions	Disposal
12.1. Land and Buildings		
12.2. Vehicles		
12.3. Machinery, furniture & equipment		
12.4. Other Office equipment		
12.5. Total investment expenditure		

13.1. Is there any difficult problem currently affecting the operation of the establishment?

- Yes.....=1
- No.....=2

(If No skip to Quen 14)

13.2. If yes, then what is the most difficult problem?

- Inadequate skills.....=01
- Problems with workers..... =02
- Lack of information/consulting services.....=03
- Harassment from government bodies.....=04
- Shortage of working capital.....=05
- Lack of clarity of regulations.....=06
- Limited market.....=07
- Lack of suitable working place.....=08
- Barriers to free movement of goods.....=09
- Bureaucratic problems in obtaining licences..... =10
- Shortage of goods (commodities).....=11
- Health problems..... =12

- No problem.....=13
- Lack of capital.....=14
- Other (Specify).....=96

14. What is the most useful form of assistance needed by the establishment from the government?

- Access to working place (road, transport)..... =1
- Access to rented building/structure (availability)..... =2
- Assistance in finding markets..... =3
- Better access to bank loans..... =4
- Favorable government rules and regulations.....=5
- Guarantee on property rights.....=6
- Improved availability of government services..... =7
- Technical training for employees.....=8
- Others (Specify)..... =9

Please give details of the person we should contact for more information.

Name.....	When you have completed the entire form please sign here.	
Position.....		
Address.....		
Telephone.....		
Fax.....	Date	Signature
Email.....

END OF INTERVIEW

THANK YOU FOR YOUR CO-OPERATION



Confidential

DTS10/2

**UNITED REPUBLIC OF TANZANIA
MINISTRY OF FINANCE
NATIONAL BUREAU OF STATISTICS**



DISTRIBUTIVE TRADE SURVEY 2010

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to	

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<i>Please tick one box</i>	
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Thousands of Shillings	
Millions of Shillings	

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Items	Value (Tsh)
6.1. Purchases of goods for resale	
6.2. Gross Annual Wages & Salaries	
6.3. Payments in kind to employees (e.g food, transport, housing, etc)	
6.4. Vehicle registration and business licence fees	
6.5. Depreciation	
6.6. All Other Expenses	
6.7. Total payments	

Value

7. Total Revenue

Value

8. Net profit or (loss) before taxation

9.1. Is there any tricky problem currently affecting your operation of the establishment?

Yes.....=1

No.....=2

(If No skip to Q.10)

9.2. If yes, then what is the most difficult problem?

Inadequate skills.....=01

Problems with workers.....=02

Lack of information/consulting services.....=03

Harassment from government bodies.....=04

Shortage of working capital.....=05

Lack of clarity of regulations.....=06

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Address.....		
Telephone.....		
Fax.....	Date	Signature
Email.....

END OF ENTIREVIEW
THANK YOU FOR YOUR CO-OPERATION

National Bureau of Statistics

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Vision

To be a preferable source of official statistics in Tanzania

Mission

To facilitate informed decision-making process, through provision of relevant, timely and reliable user-driven statistical information, coordinating statistical activities and promoting the adherence to statistical methodologies and standards