Tool. Semi Structured Interview. Enterprise / business

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| **Business name:** |  |
| **Sector:** |  |
| **Name of the interviewed:** |  |
| **Role in the business:** |  |
| **Phone number/s:** |  |
| **Mail:** |  |
| **Date:** |  |
| **Place:** |  |

## Aim:

We are conducting an analysis of economic opportunities for our target groups: Internal Displaced People (IDPs) and People with Disabilities (PWD) for potential employment (both paid and self-employment) in the region.

Your personal information will not be shared outside of the organization, and you do not need to respond to any question that you are uncomfortable with.

## Duration:

The interview will last between 1 – 1.5 hours

## Introduction:

* Introduction of the meeting participants and circulate the list of participants (if required)
* Introduction of the RC team

MARKET ASSESSMENT

Business information

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| What is the sector of your business/enterprise? (e.g. construction, craft, IT, manufacturing/processing, etc.) | |
| Can you briefly describe what your company does (products / services)? | |
| How long has your business/enterprise been working here? | |
| How many businesses similar to this one exist in the area now? Are they the same size, bigger, smaller (approx.)? | |
| Who are the main buyers / clients of the goods/services you provide? | |
| * Individuals / households * Small business * Small traders * Large business | * Distributors * Government * NGOs / UN agencies * Other, specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Where do you get your raw goods or raw materials from? *Please insert all locations, villages, cities you procure from.* | |
| What are the main challenges that the business faces for production of its goods/services? | |
| * Availability of raw materials * Access to technology * Appropriate skilled labour force * Availability of labour * Availability of tools/equipment * Lack of infrastructure * Security concerns | * Transportation * Competition in the market * Low purchasing power of community * Financial Services * Labour costs * Operating costs * Other, specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| What is the biggest challenge that the business faces in marketing and selling its goods/services? | |
| What are the success & failure factors and risks of your business/enterprise? | |

Employees, job profiles and growth

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| How many employees does this business have? |
| What types of different jobs do you have in your business? *(e.g.: manufacturing, accountant, vendor, transport, etc.)* |
| How many women work in your business? |
| How many IDPs/PWD work in your business? *Ask and record the information for each target group (disaggregated by gender and age, if possible) separately.* |
| What difficulties do IDPs/PWD face to find an employment? *Ask and record the information for each target groups separately.* |
| Dio you purchase your inputs/hire services from self-employed providers? Or is there (or could be) some part of the production process done from home? |
| How can people get a job in your company? *(e.g.: ads in press, social networks, through family, friends, etc.)* |
| If you have to hire someone for your business, what is the ideal profile for a new worker?  *Ask and check for each of the following categories: age, genre, marital status, origin and situation, education*  Age:  15-24;  25-39;  40-59;  60 and above;  No preference  Gender:  men;  women:  No preference  Marital status:  unmarried;  married;  No preference  Education:  Completed primary school;  Completed secondary school;  Completed vocational school;   Completed university;  No preference  Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| What are the most important technical skills for your business and within your sector? *(e.g.: accountant, mechanic, electrician, IT, sales manager, sales agent, etc.)* |
| Is it difficult to find workers with these skills?  If so, what specific technical skills are most difficult to find? And how do you solve these difficulties? |
| What are the three most important soft skills for your business and sector?  *Check the soft skills mentioned and writhe down others skills not included in the list*   conflict-resolution;  interpersonal;  communication,  leadership   good attitude;  work ethic;  Teamwork;  time management   decision making;  empathy;  problem-solving; ;  Other (specify) |
| Does your business accept apprentices?  YES;  NO  And internships?  YES;  NO |
| Do you offer on-the-job training to your employees?  YES;  NO  If yes, what kind of trainings? |
| Are there any Vocational Training Centers in this area or nearby?  If so, could you tell us the name, type of training and/or where they are located? |
| If possible, could you share with us the current hiring conditions?  Contract:  YES;  NO  Currentlysalaries/wages: Non-skilled labour\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; skilledlabour: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| What is your perception of IDPs/PWDs as employees? *(for instance, do you think they are hardworking, reliable, skilled, or on the contrary, do you perceive them as lazy, unreliable, lack of skills…)* |

Sector growth

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| How many people have you hired in the last 1-2 years? Men \_\_\_\_\_\_\_\_\_, Women \_\_\_\_\_\_\_\_\_ |
| Do you plan to increase the number of employees in your company in the coming year?  YES;  NO  If yes, how many? What profiles? |
| Do you have planned an expansion/growth of your business?  YES;  NO  If yes, what kind of expansion? *(e.g.: increase production, expand the plant, set up a new factory/office in this district, set up a new factory/office in another district, diversify products or services; etc.)* |
| Do you know any company (of your sector) that is planning to expand / growth of the business?  If yes, could you please tell us who? |
| Are you planning to move to a different location in the near future? If so, to where? |

Conclusions and recommendations

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| What recommendations would you give us for the economic inclusion of IDPs/PWD?  *Ask and record the information for each target group separately disaggregated by gender.* |
| What recommendations would you give us for for self-employed micro-entrepreneurs, mainly for IDPs/PWD? |

## Closure

* Is there any other key person that you would recommend us interviewing?
* Expression of gratitude
* Repeat how the results will be used
* Make sure requested documents are collected for desk review (secondary information),