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**STRENGTHENING INDUSTRIAL PLANNING AND PROGRAMMING IN SUPPORT OF THE
GOVERNMENT'S INDUSTRIAL SECTOR ADJUSTMENT PROGRAMME**

DP/GHA/86/00i

GHANA

**Technical report: Functional training scheme for a national
survey and processing of data and information
relating to small-scale industries in Ghana***

Prepared for the Government of Ghana
by the United Nations Industrial Development Organization,
acting as executing agency for the United Nations Development Programme

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United Nations Industrial Development Organization
Vienna

* This document has not been edited.

EXPLANATORY NOTES

Value of the local currency - Cedis (C)
in terms of United States Dollars
in September 1988:
1 US \$ = 225 Cedis

ABBREVIATIONS

GRATIS Ghana Regional Appropriate Technology Industrial Service

MIST Ministry of Industries, Science and Technology

NBSSI National Board for Small-Scale Industries

TCC Technology Consultancy Centre

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A. BACKGROUND & JUSTIFICATION

There are numerous cottage, informal and modern small-scale industrial enterprises in Ghana including many self-employed artisans and entrepreneurs. All these enterprises, it is estimated, account for over three-fourths of the total employment in the manufacturing sector. Apart from this estimate, no other reliable information is available about these industries, such as, their total number, output, location, etc. This is because no major survey of these industries has been carried out since 1973*. In fact, these industries are also excluded from the Census of Industries being conducted at present by the Statistical Service, Ministry of Finance & Economic Planning.

2. Lack of basic and up-to-date statistics relating to small-scale industries is a serious lacuna and a major hurdle for formulation of policies and plans for their development as an integral part of the overall industrial sector. For planning purposes, it is necessary to collect not only statistics but also information about certain special features of the small-scale sector which are not quite relevant in respect of the organised industrial sector. Considering that at present there are no arrangements for collection of statistics relating to the small-scale sector and also that information has to be collected in respect of its special features, it is necessary to organise training for surveying these industries.

*UNIDO's Industrial Development Review Series: Ghana, document No.PPD.18, dated 29 December 1986, page 8.

Agencies to Organise Training

3. The primary responsibility for the promotion and development of small-scale industries in Ghana rests on the National Board for Small-Scale Industries (NBSSI), a statutory body which has been set up under the Ministry of Industries, Science & Technology (MIST). It is suggested that training in conducting a survey of these industries may be organised by the NBSSI.

4. Several other organisations are also directly concerned with promotion and development of small-scale industries including the Ghana Regional Appropriate Technology Industrial Service (GRATIS) and Technology Consultancy Centres (TCCs). These will be involved in the implementation of the first training scheme for a national survey.

5. It is proposed to make special training arrangements with the Statistical Service for final processing of the data to be collected through the survey.

B. OBJECTIVES OF TRAINING SCHEME

6. The broad objective of the scheme is to train the concerned officials of the NBSSI, the MIST and some of the affiliated agencies to organise and conduct a national survey of small-scale industrial establishments. More important aims of the first training scheme for a national survey will be to collect basic statistics and information to facilitate the NBSSI and the MIST in:-

- (a) assessing the present size and status of these industries in different regions and their contribution in the total employment and production of the overall industrial sector;
- (b) formulation of suitable policies, strategies, programmes and organisational structure for the development of these industries as a part of a national development plan; and
- (c) acquiring practical experience in arranging similar surveys in future for purposes like assessment of industrial potential of

selected areas, prospects for the development of specific industries, identifying suitable locations for establishment of industrial export zones and industrial estates, undertaking impact studies, etc.

C. COVERAGE OF FIRST SURVEY TRAINING SCHEME

7. It is proposed that the first survey may be limited to about 3,000 small-scale units which:

- (a) are registered with the NBSSI and the Ministry, and
- (b) whose investment in machinery, equipment and tools is estimated between C2-10 million (excluding the investment in land, building and vehicles) and/or employ not more than 9 persons (except those engaged in servicing and functioning within residential premises).

8. A copy of the Questionnaire to be used for training for the first survey is attached to this document (Annex I).

9. Taking into account the following percentage of employment in manufacturing industries in different regions, the number of small-scale units proposed to be covered in different regions under the first training scheme is shown in the table below:-

<u>Regions</u>	<u>Percentage of Employment in Manufacturing Industries</u>	<u>No. of Small-Scale Units to be covered under the survey</u>
Accra	50.5	1,515
Ashanti	15.8	474
Western	14.0	420
Eastern	11.5	345
Others	8.2	246
	<u>100.0</u>	<u>3,000</u>

D. FIELD AND SUPERVISORY STAFF

10. For surveying about 3,000 units, about 110-125 enumerators would be required. These enumerators would be trained and formed into teams of 2 persons each. It should be possible for one team to visit 3-4 units in a

day and, thus, cover all the 3,000 units within a period of about one month. Enumerators are proposed to be recruited mainly from educational institutions.

11. It is also proposed to recruit and train about 12 persons (preferably from selected institutions in different regions) to supervise the work of the enumerators.

12. A statement showing the basis of region-wise break-up of the units to be covered by the survey along with the number of enumerators, supervisors and other connected details are tabulated in Annex II.

E. EXPECTED OUTPUTS

13. Implementation of the scheme is expected to yield several significant outputs, some of which are already covered under the earlier section on objectives of the scheme. In addition, it would:

- bring together important socio-economic data and information relating to small-scale industries of Ghana;
- enable the NBSSI to assess, inter alia, the impact and efficacy of the functions of other concerned organisations and agencies;
- bring out the disparities in development of these industries in different districts and regions;
- highlight the major problems of important industries;
- facilitate compilation of a directory of units covered by the survey;
- help in working out a suitable organisational structure at the central and regional levels for implementation of policies and programmes;
- facilitate in formulating a national plan of action for development and promotion of these industries.

F. INPUTS

14. The total project cost is estimated at US \$43,300, including about \$7,300 to be contributed by the NBSSI and MIST in cash or kind and the balance to be contributed by the UNIDO/UNDP. Major items of expenditure are shown below:

	Estimated Expenditure <u>in US \$</u>
I. <u>CONTRIBUTIONS BY NBSSI AND MIST</u>	
(1) Services of 4 officials of NBSSI and 2 officials of MIST for a period of about 3 months	1,800.00
(2) Secretarial and clerical assistance for a period of about 3 months (12-man months)	1,000.00
(3) Transport and travel	<u>4,500.00</u>
	7,300.00
II. <u>CONTRIBUTION BY UNIDO/UNDP</u>	
(4) Preparatory expenses including regional advertisement, official launching and recruitment of field staff	2,050.00
(5) Training kit and survey material for field staff (120 enumerators and 12 supervisors)	10,300.00
(6) Training expenses for one week in Accra for field staff	4,300.00
(7) Services of survey staff for 6 weeks (120 enumerators and 12 supervisors)	13,850.00
(8) Fees for processing data	2,500.00
(9) Contingencies	3,000.00
	<hr/>
	36,000.00
	<hr/>
<u>Grand Total</u>	<u>43,300.00</u>
	<hr/>

G. ACTIVITIES

15. Time schedule for the training scheme for the survey is set out as follows:

SEPTEMBER 1988

1. Approval of the scheme by UNIDO
2. Sanctioning of funds for the scheme
3. Public announcement about the survey and advertisement for recruitment of field staff
4. Preparation of training programme for enumerators and supervisors
5. Selection of enumerators and supervisors.

OCTOBER 1988

6. Training of enumerators and supervisors
7. Commencement of survey.

NOVEMBER-DECEMBER (first 2 weeks) 1988

8. Completion of survey
9. Collection of returns and follow-up action, if any
10. Review and compilation of the returns
11. Editing and coding.

DECEMBER 1988 (last 2 weeks) & JANUARY 1989

12. Data tabulation and analysis
 13. Preliminary survey report.
-

CONFIDENTIAL

NATIONAL BOARD FOR SMALL-SCALE INDUSTRIES (NBSSI)
MINISTRY OF INDUSTRIES, SCIENCE AND TECHNOLOGY (MIST)

P.O. BOX N-39,
ACCRA

DATED _____ 1988

TEL. NO. 666049

NATIONAL SURVEY OF SMALL-SCALE INDUSTRIES, 1987

The Survey is to cover:

- (1) all small-scale units registered with the NBSSI and MIST, and
- (2) other small-scale units whose investment in machinery, equipment and tools is estimated between 2 - 10 million cedis (excluding the investment in land, buildings and vehicles) and/or employ not more than 9 persons, except those (a) engaged in servicing only (viz. maintenance and repairs), and (b) functioning within residential premises (viz., cottage and household units).

To be filled by NBSSI

Region _____ Control No. _____

Local Council _____

Town _____

Enumeration Zone No. _____

Location Number _____

1.0 Name and Location Address of Industrial Unit or Factory

1.1 Name of Unit/Factory

1.2 Postal Address (please give P.O. Box No. and name of Post Office and other mailing address)

P.O. Box No. _____

Name of Post Office _____

7.3 Physical Location (please give name of street,
number of shed/building or
describe location)

1.4 Telephone Number, if any _____

2.0 Registration Number (if registered with IBSSI or
NIST)

IBSSI: _____

NIST: _____

3.0 Year in which the unit was set up or had gone into
production

Year: 19 _____

4.0 Nature of Industry (please tick appropriate box)

- 4.1 Manufacturing (making, producing, processing)
- 4.2 Manufacturing -cum- assembling
- 4.3 Assembling
- 4.4 Manufacturing-cum-serving
- 4.5 Assembling-cum-servicing
- 4.6 Others. (please specify) _____

5.0 Principal Industrial Activities

(Please describe the industrial activities clearly and
in full, e.g., tailoring clothes, processing wood,
making furniture, baking bread, manufacturing belts
and nuts assembling and repairing agricultural machi-
nery, making and repairing leather or other shoes, etc.)

To be filled by IBSSI

- 5.1 _____
- 5.2 _____
- 5.3 _____
- 5.4 _____
- 5.5 _____

6.0 Type of Organisation (please tick appropriate box)

Proprietary

Partnership

Cooperative Society

Others (please specify _____)

7.0 If a proprietor/partnership unit, please specify the following

7.1 Age of proprietor _____ Years

7.2 Ages of partners _____ Years

7.3 Proprietor's/partners educational background:
(please indicate highest level upto which studied)

- Elementary

- Secondary

- University

7.4 Whether the unit is run by the (please tick appropriate box)

- Proprietor

- Partners

- Proprietor & Partners

- Manager

8.0 Please specify the principal source of finance
(please tick appropriate box)

8.1 Personal savings and/or loans from relatives and friends

8.2 Loans from other sources (please specify) _____

9.0 If other sources, whether any Government Organisation, financial or banking institutions were approached for loan or other assistance (please tick appropriate box)

9.1 Before setting up or commencement of production

Government Organisation Yes No

Financial or Banking Institution Yes No

Other Institution Yes No

(please specify institution if reply is yes)

9.2 After setting up or commencement of production

Government Organisation Yes No

Financial or Banking Institution Yes No

Other institution Yes / No
 (please specify institution if reply is yes) _____
 9. 9.3 Amount of loan received/receiving) _____

(000 ₦)

- for machinery & equipment _____

- for working capital _____

- Total _____

9.4 Other assistance received (please specify)

10.C If any technical assistance/advice was received or is being received from any institution, please specify:

10.1 None of the Institution _____

10.2 Nature of technical assistance/advice received (e.g., preparation of project report, selection of machinery, etc) _____

11.0 Total capital investment in machinery, equipment and tools (excluding land, factory structure and vehicles) up to 1987

(000 ₦)

11.1 Estimated capital investment since the unit was set up _____

11.2 Estimated replacement cost of machinery, equipment and tools at current market prices _____

12.0 How far is the unit from the nearest bank? _____ Kms.

12.1 Has the nearest bank been advancing loans to small-scale industries (please tick appropriate box) Yes / No

13.0 Main raw materials consumed in 1987 (please specify monthly/annually)

13.1	<u>Domestic (produced within Ghana)</u>	<u>Quantity</u>	<u>Value</u>
	<u>Unit</u>		<u>(₦'000)</u>
	1)		
	2)		
	3)		

- 13.2 Imported (from outside Ghana) Unit Quantity Value
(G'000)
- 1) _____
2) _____
3) _____
- 14.C Whether using electricity, diesel oil or any other fuel for industrial purposes (please tick appropriate box)
- Electricity Yes No
Diesel Oil Yes No
Other fuels (please specify) _____
- 15.C If using electricity, diesel oil or other fuel, please indicated the estimated average consumption per month or year
- | | <u>Quantity</u> | <u>Value</u> |
|-----------------------------|-----------------|--------------|
| | | (G'000) |
| Electricity (kWh/Units) | _____ | _____ |
| Diesel Oil ('000)gals) | _____ | _____ |
| Other fuel (please specify) | _____ | _____ |
| Fuel and unit) | _____ | _____ |
- 16.C Whether land and shed/structure are owned or rented (please tick appropriate box)
- 16.1 Land - Owned: Yes No
Rented: Yes No
- 16.2 Shed/structure Owned: Yes No
- 17.C Number of persons employed (average per month, in 1987)
- | | <u>Male</u> | <u>Female</u> |
|--|-------------|---------------|
| 17.1 Managerial & Professional | _____ | _____ |
| 17.2 Skilled personnel | _____ | _____ |
| 17.3 Others (clerical and unskilled personnel) | _____ | _____ |
| Total | _____ | _____ |
| 17.4 No. of relatives | _____ | _____ |
- 18.C Total amount of Wages paid per month in 1987 ('000 cedis)

19.0 Production (estimated) during 1985, 1986 and 1987
(monthly/annually)

	<u>Products</u>	<u>Quantity</u>			<u>Value/Sales ('000 ₪)</u>		
		<u>Unit</u>	<u>1985</u>	<u>1986</u>	<u>1987</u>	<u>1985</u>	<u>1986</u>
1)							
2)							
3)							

20.0 Estimated percentage of production capacity utilised during

<u>Percentage</u>	<u>1986</u>	<u>1987</u>
Up to 15%	<input type="checkbox"/>	<input type="checkbox"/>
Up to 30%	<input type="checkbox"/>	<input type="checkbox"/>
Up to 45% or more	<input type="checkbox"/>	<input type="checkbox"/>

21.0 Major Markets (please tick appropriate box)

- 21.1 Confined to local region Yes No
- 21.2 - Most/all other regions Yes No
- 21.3 - Some exported to other countries Yes No
- 21.4 - If some exported, please indicate the estimated percentage of exports to total production _____

22.0 Is the industrial unit facing any problems?
(please tick appropriate box)

Yes No

23.0 If the reply to the above is in affirmative, please indicate whether the problems relate to:

- 23.1 In-adequacy of credit Yes No
- 23.2 Managerial handicaps Yes No
- 23.3 Technological problems Yes No
- 23.4 Inadequacy of factory accommodation Yes No
- 23.5 Non-availability of spare parts Yes No
- 23.6 Others (please specify) _____

24.0 Suggestions for resolving the problems (please be brief).

- 1) _____
- 2) _____
- 3) _____

4) _____

5) _____

25.0 Any plans for the future? (please tick appropriate box)

25.1 Expansion Yes No

25.2 Replacement of plant and machines/modernisation Yes No

25.3 Manufacture of new products Yes No

25.4 Others (please specify)

Particulars of the person interviewed

Name: _____

Designation: _____

Signature: _____
with stamp _____

Enumerator's particulars

Name: _____

Signature: _____

Date: _____

SURVEY OF SMALL-SCALE INDUSTRIES
REGIONAL DISTRIBUTION OF ENUMERATORS

Region	Area in '000 km	Popu- lation ('000)	Ind. Emp- loy- ment %	No. of Units	No. of Teams	No. of Super- visors	Units per Team	Days
	1	2	3	4	5	6	7	8
Accra	3.4	1,420	50.5	1,515	20	3	75	21
Ashanti	24.4	2,090	15.8	474	9	2	53	15
Western	23.9	1,117	14.0	420	9	2	47	13
Eastern	19.3	1,679	11.5	345	5	1	69	20
Volta	20.6	1,201	3.0	90	2	1	45	13
Brong Ahafo	39.5	1,179	2.2	66	2	1	33	
Central	9.8	1,146	2.1	63	2	1	31	9
Northern	70.3	1,163	0.7	21	2			
Upper East	8.8	772) 0.2)	6	2	1	14	4
Upper West	18.5	439						
			100	3,000	53	12		

Col 2 : 1984 population - W.B. country report, 1987

Col 3 : UNIDO - Industrial Development Review Series, Ghana page 40

Col 4 : Total number of units to be surveyed (3000) divided in relation to % employment i.e. Col 3 x 30

Col 5 : Proposed

Col 6 : Proposed

Col 7 : Col 4/Col 5

Col 8 : Calculation at the rate of 3.5 units per day i.e. Col 7/3,5