Purpose

This tool provides charts and tables of indicators from the World Bank Enterprise Survey (WBES). It is intended to help analysts diagnose the key policy, institutional, or market failures causing suboptimal jobs outcomes at formal private firms in a given country, benchmarked with comparator countries. There are two main steps in conducting a jobs diagnostic. The first step is to frame or identify the main jobs problem(s) and the second is to diagnose the main causes.

Indicators from the WBES comprise only a subset of the indicators one should use in all steps of conducting a jobs diagnostic. Most WBES indicators herein are useful mainly for Step 2; other data and analyses should be used for this step and for Step 1. Some of the indicators are part of the WBES standard indicators, and other indicators are newly developed by the Jobs Diagnostics team using raw data.

If you have any feedbacks to improve the tool or find any errors, we would greatly appreciate it if you can write us. We consistently improve the tool, and update data and your feedbacks are valuable.

Data

The tool uses data from the World Bank Enterprise Survey (WBES) database. Downloaded 20 Jun 2023

Web Link: http://www.enterprisesurveys.org

We thank the Enterprise Analysis Unit of the Development Economics Global Indicators Department of the World Bank Group for making the data available.

We are always working to improve the quality and accuracy of our tool and data. Please be certain to make sure that you are using the newest possible version of this tool as we update it with corrections and additional countries as they become available.

The Enterprise Survey is answered by business owners and top managers. The manufacturing and services sectors are the primary business sectors of interest (firms classified with ISIC codes 10-33, 41-43, 45-47, 49-53, 55-56, 58, 61-62, 69-75, 79, and 95 (ISIC Rev.4). Formal (registered) companies with 5 or more employees are targeted for interview. Services firms include construction, retail, wholesale, hotels, restaurants, transport, storage, communications, professional services, and IT. Firms with 100% government/state ownership are not eligible to participate in an Enterprise Survey.

Enterprise Surveys following the Global methodology are stratified by business sector, location, and firm size. When analyzing ES indicators in these groupings, the results are representative of the associated populations. However, since the Global sampling methodology does not stratify by other subcategories such as exporter status or ownership, the intended level of precision is not guaranteed for indicator values by these groupings.

Video demonstration of this WBES Benchmarking Tool

Diagnosing Binding Constraints to Better Jobs: An Approach and Framework

Web Link

Task-by-Task

| Task 1 | Select Survey (Country and Year) |
| Task 2 | Select Comparison Surveys for Benchmarking |
| Task 3 | Update all Tables and Charts |
| Task 4 | Review Tables and Charts |
| Task 5 | Generate a Specific Table and Chart |
| Export | Save a Copy of This File |

Color coding

123-ABC: Cells filled by the tool and can be modified by the user

123-ABC: Do not modify

Password Protection

To prevent the user from inadvertently overwriting formulas, a password is used protect all sheets. If it becomes necessary to revise the structure of the file, use these buttons:

Protect all sheets

Unprotect all sheets

Contact Details

Jobs Group: jobsccsa@worldbankgroup.org
As outlined in “Diagnosis Binding Constraints to Better Jobs: An Approach and Framework”, the conduct of a jobs diagnostic involves asking and answering a series of questions designed to access and pursue clues to the most binding constraints to better job outcomes. If scare multiple sources of data, and often the questions can only be answered in comparative terms. For example, do firms spend a lot to train their workers? Or Are labor costs per unit of output high? To answer this type of question, one must compare indicators across a range of relevant comparator countries. To facilitate such analyses, the World Bank’s Jobs Group has produced and/or updated data tools that produce many indices comparable. These indicators can then be supplemented with other information and affirmed through a jobs diagnostic framework, to enable the identification of the most crucial constraints to better job outcomes.

Among the data sources to be accessed in conducting a structured Jobs Diagnostic are the World Bank Enterprise Surveys (WBES). This tool includes standardized WBES indicators and illustrates how they can be used as part of an inquiry into the nature and causes of constraints to better job outcomes. While they shed light into some supply-side constraints, they primarily pertain to constraints to labor demand particularly for formal firms with at least 5 employees, which are the population surveyed in a WBES. Some of the indicators are part of the WBES-standard indicators, and other indicators are newly developed by the Jobs Diagnostic team using raw data.

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Diagnostic Binding Constraints to Better Jobs: An Approach and Framework
https://databank.worldbank.org/data/node/identifier?lang=en#diagnostic-boundary-constrained-to-better-jobs-approach-framework-

### Limitations and Caveats

#### Limitation of the number of observations

We encourage users to check the number of observations and standard errors before analysis. The tool keeps all the estimated means or medians for each subcategory in a country, and it is possible that certain sub-categories in a particular country may have very low observations.

#### Caveat on analytical questions

The guiding questions are designed to help users to diagnose and identify relevant labor market constraints. Importantly, however, indicators do not aim to fully provide answers to the associated questions.

All the definitions sections relevant to "profits" of the WBES does not collect all of the necessary information on production costs to calculate gross profits, and labor costs include wage-based terms and contributions. The indicator should be seen as a proxy for profits.

### Outliers

Outliers in d2 (Sales), n3 (Sales - three years ago), n14 (Capital), n2a (Labor cost), n2a (Cost Of Raw Materials And Intermediate Goods Used In Prod. In Last Fiscal Year), n2a (Cost Of Finished Goods/Materials Bought To Resell), n15 (Expenditure for Equip) n16 (Expenditure for Land) and VA (d2 minus n2a for manufacturing firms; minus n2a for service firms), profit (VA minus labor cost) were turned into missing. To find outliers in levels, the variables are transformed as log(1 + y) and group observations by the economy sector (manufacturing and services). Then, (un)weighted means and standard deviations of these transformed variables are estimated within each group. Observations that are more than three standard deviations away from the mean are then marked as outliers and turned into missing.

In addition, for the variable d2 (Sales), n2a (Labor cost), and w14 (the number of workers), if the reported value is "999", it is replaced as missing values. For the variable n14 (Capital), if the reported value is "999", it is replaced as one.

### Steps, Themes, Questions, and Indicators

<table>
<thead>
<tr>
<th>MT</th>
<th>Step</th>
<th>Description</th>
<th>Theme: General Diagnostic Questions</th>
<th>More Specific Question</th>
<th>Indicator</th>
<th>Definition (If Any)</th>
<th>Data Processing</th>
<th>Variable Name</th>
<th>Chart Value Axis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1 Step 1. Characterizing the Jobs Problem and framing the diagnostic questions</td>
<td>Are trends in hiring consistent with the macro data? do they appear healthy or unhealthy?</td>
<td>Are incumbent formal firms expanding their employment levels?</td>
<td>Annual Permanent Full-Time Employment Growth Rate</td>
<td>Annualized growth of permanent full-time workers expressed as a percentage. Annual employment growth is the change in full-time employment reported in the current fiscal year from a previous period. For most countries the difference between the two fiscal year periods is two years. However, for some countries the interval is three years. Hence, an annualized measure is used. The formula is ((1/t) * (d2'-d3') / ((d2'+d3')/2) * 100 where t is the number of years between the current and previous periods. Original question: (1) At the end of fiscal year, how many permanent, full-time individuals work in this establishment? Please include all employees and managers. (2) Three fiscal years ago, at the end of fiscal year, how many permanent, full-time individuals work in this establishment? Please include all employees and managers. Permanent, full-time employees are defined as Permanent, full-time employees are defined as all workers that work for a term of one or more fiscal years and/or have a guaranteed renewal of their employment and they work a full shift.</td>
<td>Survey data are weighted means. Row and column totals in generated tables are averages of surveys selected by user.</td>
<td>perf2</td>
<td>Annual % change</td>
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<td>Are productivity trends similar to those in macro data?</td>
<td>Are firms experiencing growth?</td>
<td>Real Annual Sales Growth Rate</td>
<td>Real annual sales growth is measured as a percentage change in labor productivity between the last completed fiscal year and a previous period, where labor productivity is sales divided by the number of full-time permanent workers. All sales values are deflated to 2005 using each country's GDP-deflator.</td>
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</tbody>
</table>
Step 2 Part I. Low demand

IA. Inadequate economic activity and growth

I. Are firms experiencing growth?

Nominal Annual Sales Growth

Nominal annual sales growth is measured as a percentage change in sales between the last completed fiscal year and a previous period. The values are not deflated. The formula is (100 * (Sales t - Sales t-1)) / Sales t-1, where t is the number of years between the current and previous periods.

Survey data are weighted means. Row and column totals in generated tables are averages of surveys selected by user.

n firms

Annual % change

Step 2 Part I. Low demand

IA. Inadequate economic activity and growth

II. Is sales growth slow?

Nominal Annual Sales Growth by Sector

Nominal annual sales growth is measured as a percentage change in sales between the last completed fiscal year and a previous period. The values are not deflated. The formula is (100 * (Sales t - Sales t-1)) / Sales t-1, where t is the number of years between the current and previous periods.

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n firms

Annual % change

Step 2 Part I. Low demand

IA. Inadequate economic activity and growth

III. Is private investment low?

Percent of Firms Who Invested in Fixed Assets

Firms that invested in fixed assets. If firms spent any amount on purchases of fixed assets (new or used) including land, buildings, machinery, equipment, and vehicles: includes anything used directly by the establishment to produce goods or provide services. Includes transport and loading and unloading vehicles. It should include not only the purchase cost but also all other costs involved in the investment such as transport of the item and installation cost. Computer hardware should be considered as equipment.

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n firms

Step 2 Part I. Low demand

IA. Inadequate economic activity and growth

IV. Is labor productivity low due to under-capitalization of production?

Capital per Worker as % of Sales, Manufacturing Only

Capital (LDC) is divided by the number of workers, then divided by sales (LDC) and multiplied by 100.

Capital: Price of machinery, vehicles, and equipment is measured by variable n7a. Original question: Hypothetically, if this establishment were to purchase [machinery, vehicles, and equipment] it uses now, in their current condition and regardless of whether the establishment owns them or not, how much would they cost, independently of whether they are owned, rented, or leased?

Total annual sales (LCU). The value of all annual sales counting manufactured goods, goods the establishment has bought for re-sale, and services provided. Total sales are based on accrual, not cash flow, and include both invoiced and un invoiced sales.

For wholesale and retail trade, the value is of the total value of sales. Total sales are based on accrual, not cash flow, and include both invoiced and un invoiced sales.

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% capital per worker

Step 2 Part I. Low demand

IA. Inadequate economic activity and growth

V. Is production capital intensive?

Capital Divided by Sales, Manufacturing Only

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Sales per worker

Step 2 Part I. Low demand

IA. Inadequate economic activity and growth

VI. Are firms in manufacturing or services?

Capital Divided by Sales, Manufacturing Only

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Sales per worker
Step 2 Part I. Low demand

### IA. Inadequate economic activity and growth

#### Ak. Are formal firms investing as expected?

<table>
<thead>
<tr>
<th>Total Annual Expenditure</th>
<th>Production Cost</th>
<th>Total Labor Costs as % of Production Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Media</td>
<td>Mean, by Sector</td>
<td>Median</td>
</tr>
</tbody>
</table>

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### Step 2 Part II: Low use of labor

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<th>Economic Activity</th>
<th>Methodology</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Step 2 Part I, II. Low use of labor</td>
<td>Annual percentage change in employment growth divided by percentage change in real annual sales growth. Annual employment growth is the change in full-time employment reported in the current fiscal year from a previous period.</td>
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#### 5.4C and D

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<td>Step 2 Part II, III. High labor market distortions (augmenting or causing excess demand or supply)</td>
<td>Gross profit divided by labor cost. Gross profit (LCU) are calculated as sales - production cost (raw materials for the manufacturing sector) - labor costs.</td>
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II. High Labor Market Frictions or Other Distortions

IIa. Are the costs and/or risks of labor regulation, taxation, or collective bargaining high?

Survey data are weighted means. Row and column totals in generated tables are averages of surveys selected by user.

IIb. Market distortions of labor (augmenting or causing excess demand or supply of labor)

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IIc. Are there significant discrimination against specific groups of workers?

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IIId. Is there significant discrimination against groups of workers or IIa. high returns to / preferences for non-discrimination against workers?

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IIi. Are the costs and/or risks of labor regulation, taxation, or collective bargaining high?

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IIj. Market distortions of labor (augmenting or causing excess demand or supply of labor)

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Step 2 Part IV. What constrains private investment and economic activity?

IVA. Low Private Returns to Economic Activity

IVA. Are the Social Returns to private economic activity low? 

Gross profit (%LCU) are calculated as sales - production cost (raw materials for the manufacturing sector) - labor costs. Total cost of labor includes the total annual wages and all annual benefits, including food, transport, social security (i.e. pensions, medical insurance, and unemployment insurance). 

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B2/IVAlc

Step 2 Part IV. What constrains private investment and economic activity? 

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Capital: The price of machinery, vehicles, and equipment is measured by variable n7a. 

Original question: Hypothetically, if this establishment were to purchase [machinery, vehicles, and equipment] it uses now, in their current condition and regardless of whether the establishment owns them or not, how much would they cost? Independent of whether they are owned, rented, or leased? 

Survey data are weighted means. Row and column totals in generated tables are averages of surveys selected by user.

B2/Nalc

Step 2 Part IV. What constrains private investment and economic activity? 

IVA. Low Private Returns to Economic Activity 

IVA. Are the Social Returns to private economic activity low? 

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53 Step 2 Part IV. What constrains private investment and economic activity? 

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Gross profit (%LCU) are calculated as sales - production cost (raw materials for the manufacturing sector) - labor costs. Total cost of labor includes the total annual wages and all annual benefits, including food, transport, social security (i.e. pensions, medical insurance, and unemployment insurance). 

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B2/Nalc

Step 2 Part IV. What constrains private investment and economic activity? 

IVA. Low Private Returns to Economic Activity 

IVA. Are the Social Returns to private economic activity low? 

Gross profit (%LCU) are calculated as sales - production cost (raw materials for the manufacturing sector) - labor costs. Total cost of labor includes the total annual wages and all annual benefits, including food, transport, social security (i.e. pensions, medical insurance, and unemployment insurance). 

Survey data are weighted means. Row and column totals in generated tables are averages of surveys selected by user.
56 Step 2 Part IV. What constrains private investment and economic activity?
IVA. Low Private Returns to Economic Activity
IVA. Are social returns low due to unreliable power supply?
Number of Power Outages Last Month Last Year
Average number of power outages in a typical month. Original question: Over fiscal year, how many power outages did this establishment experience? Survey data are weighted means. Row and column totals in generated tables are averages of surveys selected by user.
x2 # of power outages per month

57 Step 2 Part IV. What constrains private investment and economic activity?
IVA. Low Private Returns to Economic Activity
IVA. Are social returns low due to unreliable power supply?
Proportion of Firms Experiencing Electrical Cuts
Percentage of firms that experienced power outages over the last complete fiscal year. Original question: Over fiscal year, did this establishment experience power outages? Survey data are weighted means. Row and column totals in generated tables are averages of surveys selected by user.
x6 % of firms

58 Step 2 Part IV. What constrains private investment and economic activity?
IVA. Low Private Returns to Economic Activity
IVA. Are social returns low due to unreliable power supply?
Duration of Power Outages
Average duration of power outages (hours). Original question: In a typical month, how long did these power outages last on average? Survey data are weighted means. Row and column totals in generated tables are averages of surveys selected by user.
x9 hours

59 Step 2 Part IV. What constrains private investment and economic activity?
IVA. Low Private Returns to Economic Activity
IVA. Are social returns low due to unreliable power supply?
Loss from Power Outages As % of Annual Sales
Losses due to electrical outages, as percentage of total annual sales. Original question: Please estimate the losses that resulted from power outages either as a percentage of total annual sales or as total annual losses. The indicator includes all firms not just those who experienced at least one power outage.
x4.2 % of annual sales

60 Step 2 Part IV. What constrains private investment and economic activity?
IVA. Low Private Returns to Economic Activity
IVA. Are social returns low due to unreliable power supply?
Proportion of Electrically Non-Generators
Percentage of electricity supplied from a generation or generation that the establishment owned or shared. Original question: Over the course of last fiscal year, did this establishment own or share a generator? In fiscal year, what percentage of this establishment's electricity came from a generator or that the establishment owned or shared?
x10 % of electricity used

61 Step 2 Part IV. What constrains private investment and economic activity?
IVA. Low Private Returns to Economic Activity
IVA. Are social returns low due to unreliable power supply?
Average Total Time of Street Outages per Month
Average total time of power outages per month and includes zero values. Original question: In a typical month, over the fiscal year, how many power outages did this establishment experience? How long did these power outages last on average?
x15 average total time per month

62 Step 2 Part IV. What constrains private investment and economic activity?
IVA. Low Private Returns to Economic Activity
IVA. Are social returns low due to unreliable power supply?
Proportion of Firms That Consider Electricity as the Biggest Obstacle
Percentage of establishments that consider electricity to be the biggest obstacle. Original question: Can you tell me which of the elements of the business environment included in the list, if any, currently represents the biggest obstacle faced by this establishment?
x9 % of firms

63 Step 2 Part IV. What constrains private investment and economic activity?
IVA. Low Private Returns to Economic Activity
IVA. Are social returns low due to unreliable power supply?
Proportion of Firms That Consider Infrastructure (Electricity) as the Biggest Obstacle
Proportion of Firms That Consider Infrastructure (Electricity) as the Biggest Obstacle. Average rated score on a scale of 0-4 obstacles, 0: Minor obstacle; 1: Moderate obstacle, 2: Major obstacle, 3: Very Severe obstacle.
x12 % of firms

64 Step 2 Part IV. What constrains private investment and economic activity?
IVA. Low Private Returns to Economic Activity
IVA. Are social returns low due to unreliable power supply?
Proportion of Firms That Consider Electricity as the Biggest Obstacle
Proportion of Firms That Consider Electricity as the Biggest Obstacle. Average rated score on a scale of 0-4 obstacles, 0: Minor obstacle; 1: Moderate obstacle, 2: Major obstacle, 3: Very Severe obstacle.
x46 % of firms

65 Step 2 Part IV. What constrains private investment and economic activity?
IVA. Low Private Returns to Economic Activity
IVA. Are social returns low due to unreliable power supply?
Proportion of Firms That Consider Electricity as the Biggest Obstacle
Proportion of Firms That Consider Electricity as the Biggest Obstacle. Average rated score on a scale of 0-4 obstacles, 0: Minor obstacle; 1: Moderate obstacle, 2: Major obstacle, 3: Very Severe obstacle.
x67 score (4-6)

66 Step 2 Part IV. What constrains private investment and economic activity?
IVA. Low Private Returns to Economic Activity
IVA. Are social returns low due to unreliable power supply?
Number of Water Shortages in the Month Last Year
Average number of water shortages in a typical month in the last fiscal year. Original question: Over fiscal year, did this establishment experience insufficient water supply for production? In a typical month, over fiscal year, how many incidents of insufficient water supply did this establishment experience?
x5 number of water shortages per month

67 Step 2 Part IV. What constrains private investment and economic activity?
IVA. Low Private Returns to Economic Activity
IVA. Are social returns low due to unreliable water service?
Proportion of Firms Experiencing Water Shortages
Percentage of firms that experienced insufficient water supply for production over the last complete fiscal year. Original question: Over fiscal year, did this establishment experience insufficient water supply for production? Over fiscal year, did this establishment experience insufficient water supply for production?
x17 % of firms

68 Step 2 Part IV. What constrains private investment and economic activity?
IVA. Low Private Returns to Economic Activity
IVA. Are social returns low due to transport service?
Duration of the Richest Water Service Interruption
Average rated score on a scale of 0-4 obstacles, 0: Minor obstacle; 1: Moderate obstacle, 2: Major obstacle, 3: Very Severe obstacle. Average rated score on a scale of 0-4 obstacles, 0: Minor obstacle; 1: Moderate obstacle, 2: Major obstacle, 3: Very Severe obstacle.
x7 Duration (hours)

69 Step 2 Part IV. What constrains private investment and economic activity?
IVA. Low Private Returns to Economic Activity
IVA. Are social returns low due to transport service?
Proportion of Firms That Consider Transport as the Biggest Obstacle
Percentage of establishments that consider transport to be the biggest obstacle. Original question: Can you tell me which of the elements of the business environment included in the list, if any, currently represents the biggest obstacle faced by this establishment?
x15 % of firms

70 Step 2 Part IV. What constrains private investment and economic activity?
IVA. Low Private Returns to Economic Activity
IVA. Are social returns low due to transport service?
Average Total Time of Outages per Month
Average duration of power outages (hours). Original question: Over fiscal year, did this establishment experience power outages? In a typical month, over fiscal year, how many power outages did this establishment experience? How long did these power outages last on average?
x15 average total time per month

71 Step 2 Part IV. What constrains private investment and economic activity?
IVA. Low Private Returns to Economic Activity
IVA. Are social returns low due to transport service?
Proportion of Products Lost Due to Breaches or Spoilage
Proportion of products shipped to domestic markets lost due to breach or spoilage. Original question: In fiscal year, what percentage of the value of products the establishment shipped to supply domestic markets was lost while in transit because of breach or spoilage?
x14 % of production

72 Step 2 Part IV. What constrains private investment and economic activity?
IVA. Low Private Returns to Economic Activity
IVA. Are social returns low due to transport service?
Proportion of Firms Identifying Transportation as a "Major" or "Very Severe" Obstacle
Proportion of Firms Identifying Transportation as a “Major” or “Very Severe” Obstacle. Average rated score on a scale of 0-4 obstacles, 0: Minor obstacle; 1: Moderate obstacle, 2: Major obstacle, 3: Very Severe obstacle.
x11 % of firms

73 Step 2 Part IV. What constrains private investment and economic activity?
IVB. High Barriers to Entry / Low Contestability
IVB/IVB. Does private market power, uncompetitive behavior and/or high state ownership of productive sectors limit new firm entry?
Average Age (Years) of the Firm Based on the Year in Which the Firm Began Operations
Age of the firm based on the year in which the firm began operations. In what year did this establishment begin operations? Note: Age variable contains “0” years old.
x7 Average age (years)

74 Step 2 Part IV. What constrains private investment and economic activity?
IVB. High Barriers to Entry / Low Contestability
IVB/IVB. Does private market power, uncompetitive behavior and/or high state ownership of productive sectors limit new firm entry?
Average Age (Years) of the Firm Based on the Year in Which the Firm Began Operations
Age of the firm based on the year in which the firm began operations. In what year did this establishment begin operations? Note: Age variable contains “0” years old.
x7 Average age (years)

75 Step 2 Part IV. What constrains private investment and economic activity?
IVB. High Barriers to Entry / Low Contestability
IVB/IVB. Does private market power, uncompetitive behavior and/or high state ownership of productive sectors limit new firm entry?
Average Age (Years) of the Firm Based on the Year in Which the Firm Began Operations
Age of the firm based on the year in which the firm began operations. In what year did this establishment begin operations? Note: Age variable contains “0” years old.
x7 Average age (years)

76 Step 2 Part IV. What constrains private investment and economic activity?
IVB. High Barriers to Entry / Low Contestability
IVB/IVB. Does private market power, uncompetitive behavior and/or high state ownership of productive sectors limit new firm entry?
Proportion of Firms Identified as a "Major" or "Very Severe" Obstacle
Proportion of Firms Identified as a “Major” or “Very Severe” Obstacle. Percentage of the firm owned by the government or state. What percent of this firm’s sales is owned by each of the following: a. Private domestic individuals, companies, or organizations. b. Private foreign individuals, companies, or organizations. c. Government-State, d. Other x7 % of ownership

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Survey data are weighted means. Row and column totals in generated tables are averages of surveys selected by user.

can't % of firms

comp2 % of firms
World Bank Group - Jobs Group
World Bank Enterprise Survey (WBES) Benchmarking Tool

Sheet: Documentation

Step 2 Part VI. Low Appropriability of Returns due to High Micro Risks and Distortions

VIA. Inadequate guarantees of property rights

VIIA. High/low augmenting taxation of economic activity

VIIIA. Inadequate administrative burden

VIIIB. Inadequate guarantees of property rights

VIIIA. Inadequate guarantees of property rights

VIIIA. Inadequate guarantees of property rights

VIIIA. Inadequate guarantees of property rights

VIIIA. Inadequate guarantees of property rights

VIII. Is the tax administration to be the biggest obstacle?

Survey data are weighted means. Row and column totals in generated tables are averages of surveys selected by user.

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117 Step 2 Part VI. Low Appropriability of Returns due to High Micro Risks and Distortions

VB. Inadequate guarantees of property rights

VIB. Is corruption high, either due to weak control or V/C, seriousness of regulation?

Bribes Depth as % of Value of Sales

The depth of Bribery is the percentage of instances in which a firm was either asked to provide a bribe or given payments in return for public services, licenses or permits. This measure uses data from 6 survey questions for each firm. For purposes of computation, a refusal to answer a particular survey question is considered an affirmative answer. In reference to that application for a loan or credit, was an informal gift or payment expected or requested? In reference to that application for a water connection, was an informal gift or payment expected or requested? In reference to that application for an electrical connection, was an informal gift or payment expected or requested? If in any of these inspections or meetings (with tax officials) was a gift or informal payment expected or requested? In reference to that application for an import license, was an informal gift or payment expected or requested? In reference to that application for an operating license, was an informal gift or payment expected or requested?

Survey data are weighted means. Row and column totals in generated tables are averages of surveys selected by user.

govt % of public transactions

118 Step 2 Part VI. Low Appropriability of Returns due to High Micro Risks and Distortions

VB. Inadequate guarantees of property rights

VIB. Is corruption high, either due to weak control or V/C, seriousness of regulation?

Bribes Depth as % of Value of Sales

The depth of Bribery is the percentage of instances in which a firm was either asked to provide a bribe or given payments in return for public services, licenses or permits. This measure uses data from 6 survey questions for each firm. For purposes of computation, a refusal to answer a particular survey question is considered an affirmative answer. In reference to that application for an electrical connection, was an informal gift or payment expected or requested? In reference to that application for a construction-related permit, was an informal gift or payment expected or requested? In reference to that application for a construction-related permit, was an informal gift or payment expected or requested? In reference to that application for an electrical connection, was an informal gift or payment expected or requested? In reference to that application for a construction-related permit, was an informal gift or payment expected or requested? In reference to that application for an electrical connection, was an informal gift or payment expected or requested? In reference to that application for a construction-related permit, was an informal gift or payment expected or requested?

Survey data are weighted means. Row and column totals in generated tables are averages of surveys selected by user.

govt % of public transactions

119 Step 2 Part VI. Low Appropriability of Returns due to High Micro Risks and Distortions

VB. Inadequate guarantees of property rights

VIB. Is corruption high, either due to weak control or V/C, seriousness of regulation?

Average Rated Obstacle Score (%)

Percentage of establishments that consider court to be the biggest obstacle. Original question: Can you tell me which of the elements of the business environment included in the list, if any, currently represents the biggest obstacle faced by this establishment.

Survey data are weighted means. Row and column totals in generated tables are averages of surveys selected by user.

court % of firms

120 Step 2 Part VI. Low Appropriability of Returns due to High Micro Risks and Distortions

VB. Inadequate guarantees of property rights

VIB. Is corruption high, either due to weak control or V/C, seriousness of regulation?

Average Rated Obstacle Score (%)

Average rated score on a scale of 0–4

Percentage of firms identifying court as a “major” or “very severe” obstacle. Original question: To what degree are courts an obstacle to the current operations of this establishment?

Survey data are weighted means. Row and column totals in generated tables are averages of surveys selected by user.

court % of firms

121 Step 2 Part VI. Low Appropriability of Returns due to High Micro Risks and Distortions

VB. Inadequate guarantees of property rights

VIB. Do the courts provide weak protection for property rights?

Percentage of firms paying for security, for example equipment, personnel, or professional security services?

Survey data are weighted means. Row and column totals in generated tables are averages of surveys selected by user.
cost % of firms

122 Step 2 Part VI. Low Appropriability of Returns due to High Micro Risks and Distortions

VB. Inadequate guarantees of property rights

VIB. Do the courts provide weak protection for property rights?

Percentage of firms paying for security, for example equipment, personnel, or professional security services?

Survey data are weighted means. Row and column totals in generated tables are averages of surveys selected by user.
cost % of firms

123 Step 2 Part VI. Low Appropriability of Returns due to High Micro Risks and Distortions

VB. Is politically instability a key constraint in private businesses?

Percentage of firms identifying political instability as a “major” or “very severe” obstacle. Original question: To what degree are political instability an obstacle to the current operations of this establishment?

Survey data are weighted means. Row and column totals in generated tables are averages of surveys selected by user.

124 Step 2 Part VI. Low Appropriability of Returns due to High Micro Risks and Distortions

VB. Is politically instability a key constraint in private businesses?

Percentage of firms paying for security, for example equipment, personnel, or professional security services?

Survey data are weighted means. Row and column totals in generated tables are averages of surveys selected by user.
cost % of firms

125 Step 2 Part VI. Low Appropriability of Returns due to High Micro Risks and Distortions

VB. Is politically instability a key constraint in private businesses?

Percentage of firms paying for security, for example equipment, personnel, or professional security services?

Survey data are weighted means. Row and column totals in generated tables are averages of surveys selected by user.
cost % of firms

126 Step 2 Part VI. Low Appropriability of Returns due to High Micro Risks and Distortions

VB. Is politically instability a key constraint in private businesses?

Percentage of firms paying for security, for example equipment, personnel, or professional security services?

Survey data are weighted means. Row and column totals in generated tables are averages of surveys selected by user.
cost % of firms

127 Step 2 Part VI. Low Appropriability of Returns due to High Micro Risks and Distortions

VB. Does unsecurely raise the risks and costs of doing business?

Percentage of firms experiencing losses due to theft, robbery, vandalism, or arson that occurred on establishment’s premises calculated as a percentage of annual sales. Original question: In fiscal year, did this establishment experience losses as a result of theft, robbery, vandalism or arson? In fiscal year, what were the estimated losses as a result of theft, robbery, vandalism, or arson that occurred on this establishment’s premises either as a percentage of total annual sales or as total annual losses?

Survey data are weighted means. Row and column totals in generated tables are averages of surveys selected by user.
cost1 % of annual sales

cost2 % of annual sales

cost10 % of firms

cost3 % of annual sales

cost15 % of firms

cost4 % of annual sales

cost5 % of product sales
Step 2 Part VI. Low Appropriability of Returns due to High Micro Risks and Distortions

VB: Inadequate guarantees of property rights

VBII. Property Rights: Does the land regime adequately enable land acquisition?

Total Annual Expenditure for Land and Buildings as % of Sales, Mean

Total annual expenditure for land and buildings: Original question. In fiscal year, what was the total annual expenditure for purchases of land and buildings. Land and buildings is the annual investment in land, buildings and structures used directly or indirectly by this establishment to produce goods and services. Included are expenditures for new and used structures (including those under construction at the end of the last complete fiscal year), fixtures and equipment, additions, alterations and improvements to existing facilities, and capitalized repairs. This is only for firms that reported that they invested fixed assets in the last fiscal year (k4).

Survey data are weighted means. Row and column totals in generated tables are averages of surveys selected by user. An observation is considered an outlier if the log form is more than 3 standard deviations away from the mean of the distribution and replaced as missing values.

\% of sales

Step 2 Part VI. Low Appropriability of Returns due to High Micro Risks and Distortions

VB: Inadequate guarantees of property rights

VBII. Property Rights: Does the land regime adequately enable land acquisition?

Total Annual Expenditure for Land and Buildings as % of Sales, Median

Total annual expenditure for land and buildings: Original question. In fiscal year, what was the total annual expenditure for purchases of land and buildings. Land and buildings is the annual investment in land, buildings and structures used directly or indirectly by this establishment to produce goods and services. Included are expenditures for new and used structures (including those under construction at the end of the last complete fiscal year), fixtures and equipment, additions, alterations and improvements to existing facilities, and capitalized repairs. This is only for firms that reported that they invested fixed assets in the last fiscal year (k4).

Survey data are medians. Row and column totals in generated tables are averages of surveys selected by user. An observation is considered an outlier if the log form is more than 3 standard deviations away from the mean of the distribution and replaced as missing values.

\% of sales

Step 2 Part VI. Low Appropriability of Returns due to High Micro Risks and Distortions

VB: Inadequate guarantees of property rights

VBII. Property Rights: Does the land regime adequately enable land acquisition?

Percent of Firms Measuring Access to Land as a Major Constraint

Percentage of firms identifying access to land as a “major” or “very severe” obstacle. Original question: To what degree are land and security to the current operations of this establishment? Average rated score on a scale of 0–4 No obstacle, 0: Minor obstacle, 1: Moderate obstacle, 2: Major obstacle, 3: Very Severe obstacle, 4. Survey data are averages of surveys selected by user. An observation is considered an outlier if the log form is more than 3 standard deviations away from the mean of the distribution and replaced as missing values.

\% of firms

Step 2 Part VI. Low Appropriability of Returns due to High Micro Risks and Distortions

VB: Inadequate guarantees of property rights

VBII. Property Rights: Does the land regime adequately enable land acquisition?

Percent of establishments that consider access to land to be the biggest obstacle faced by this establishment

Percentage of establishments that consider access to land to be the biggest obstacle faced by this establishment. Original question: Can you tell me which of the elements of the business environment included in the list, if any, currently represents the biggest obstacle faced by this establishment.

Survey data are averages of surveys selected by user.

% of firms

Step 2 Part VI. Low Appropriability of Returns due to High Micro Risks and Distortions

VIC: High or highly arbitrary/unpredictable regulatory burden

VIC. Is business regulation unusually burdensome?

Average percentage of senior management’s time that is spent in a typical week with requirements imposed by government regulations (e.g., local customs, labor regulations, licensing and registration), including dealings with officials, completing forms, at offices. Original question: It is a typical week over the last year, what percentage of total senior management’s time was spent on dealing with requirements imposed by government regulations? By senior management I mean managers, directors, and officers above direct supervision of production or sales workers. Some examples of government regulations are taxes, customs and trade regulations, licensing and registration, including dealings with officials and compliances forms.

Survey data are weighted means. Row and column totals in generated tables are averages of surveys selected by user. An observation is considered an outlier if the log form is more than 3 standard deviations away from the mean of the distribution and replaced as missing values.

open Score (0-4)

Step 2 Part VI. Low Appropriability of Returns due to High Micro Risks and Distortions

VIC: High or highly arbitrary/unpredictable regulatory burden

VIC. Are customs and trade regulations unusually burdensome?

Average rated obstacle: Score 0-4: Business environments in which permits as major constraints

Percentage of firms identifying business licensing and permits as a “major” or “very severe” obstacle. Original question: To what degree do business regulations and permits as an obstacle to the current operations of this establishment? Average rated score on a scale of 0–4 No obstacle, 0: Minor obstacle, 1: Moderate obstacle, 2: Major obstacle, 3: Very Severe obstacle, 4. Survey data are averages of surveys selected by user. An observation is considered an outlier if the log form is more than 3 standard deviations away from the mean of the distribution and replaced as missing values.

% of firms

Step 2 Part VI. Low Appropriability of Returns due to High Micro Risks and Distortions

VIC: High or highly arbitrary/unpredictable regulatory burden

VIC. Is business regulation unusually burdensome?

Average percentage of senior management’s time that is spent in a typical week with requirements imposed by government regulations (e.g., local customs, labor regulations, licensing and registration), including dealings with officials, completing forms, at offices. Original question: It is a typical week over the last year, what percentage of total senior management’s time was spent on dealing with requirements imposed by government regulations? By senior management I mean managers, directors, and officers above direct supervision of production or sales workers. Some examples of government regulations are taxes, customs and trade regulations, licensing and registration, including dealings with officials and compliances forms.

Survey data are weighted means. Row and column totals in generated tables are averages of surveys selected by user. An observation is considered an outlier if the log form is more than 3 standard deviations away from the mean of the distribution and replaced as missing values.

% of time

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% of firms
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<table>
<thead>
<tr>
<th>VIC</th>
<th>High or highly arbitrary/uncertain regulatory burden</th>
<th>VIC</th>
<th>or VII. Are exporters able to access export markets?</th>
<th>Proportion of Total Sales that are Domestic Sales (%)</th>
<th>Domestic sales as percentage of total sales. Original question: What percentage of the establishment’s sales were: national sales; indirect exports (sold domestically to third party that exports products); direct exports?</th>
<th>Survey data are weighted means. Row and column totals in generated tables are averages of surveys selected by user.</th>
</tr>
</thead>
</table>
| 152 | Step 2 Part VI. Low Appropriability of Returns due to High Micro Risks and Distortions | | | | | Survey data are weighted means. Row and column totals in generated tables are averages of surveys selected by user. |}

### Step 2 Part VII. High Micro Risks and Distortions

<table>
<thead>
<tr>
<th>VIC</th>
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<th>VIC</th>
<th>or VII. Are exporters able to access export markets?</th>
<th>Proportion of Total Sales that are Exports (Direct or Indirect) (%)</th>
<th>Sales exported directly as percentage of total sales. Original question: What percentage of the establishment’s sales were: national sales; indirect exports (sold domestically to third party that exports products); direct exports?</th>
<th>Survey data are weighted means. Row and column totals in generated tables are averages of surveys selected by user.</th>
</tr>
</thead>
</table>
| 155 | Step 2 Part VI. Low Appropriability of Returns due to High Micro Risks and Distortions | | | | | Survey data are weighted means. Row and column totals in generated tables are averages of surveys selected by user. |}

### Step 2 Part VII. High Micro Risks and Distortions

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<tr>
<th>VIC</th>
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</thead>
</table>
| 159 | Step 2 Part VI. Low Appropriability of Returns due to High Micro Risks and Distortions | | | | | Survey data are weighted means. Row and column totals in generated tables are averages of surveys selected by user. |}

### Step 2 Part VII. High Micro Risks and Distortions

<table>
<thead>
<tr>
<th>VIC</th>
<th>High or highly arbitrary/uncertain regulatory burden</th>
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</table>
| 160 | Step 2 Part VII. High Micro Risks and Distortions due to Innovation-Related Market Failures | | | | | Survey data are weighted means. Row and column totals in generated tables are averages of surveys selected by user. |}

### Step 2 Part VII. High Micro Risks and Distortions due to Innovation-Related Market Failures

| VIC | Market Failures in Innovation | Do innovators tend to grow faster than non-innovators? | Real annual sales growth is measured as a percentage change in sales between the last completed fiscal year and a previous period. All sales values are deflated to 2009 using each country’s GDP deflator. Definition innovators and non-innovators: If either question is Yes, the firm is an innovator. Original question: During the last three years, has this establishment introduced new or significantly improved products or services? During the last three years, has this establishment introduced new or significantly improved process or processes? These include: methods of manufacturing products or offering services; logistics, delivery; or distribution methods for inputs, products, or services; or supporting activities for processes? | Survey data are weighted means. Row and column totals in generated tables are averages of surveys selected by user. |}

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### Step 2 Part VII: Market Failures in Innovation

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<thead>
<tr>
<th>Question</th>
<th>Calculation</th>
<th>Annual % change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are levels of innovation unusually low?</td>
<td>Percentage of firms that introduced new or significantly improved products or services during the last three years.</td>
<td>7% of firms</td>
</tr>
<tr>
<td>Are levels of innovation unusually low?</td>
<td>Percentage of firms that introduced new or significantly improved products or services during the last three years.</td>
<td>9% of firms</td>
</tr>
<tr>
<td>Do firms access foreign technologies?</td>
<td>Percentage of firms that have an internationally recognized quality certification, or ISO 9000, 9002 or 14000.</td>
<td>11% of firms</td>
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<td></td>
</tr>
</tbody>
</table>

### Step 4 Part VII: Market Failures in Innovation

<table>
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<tr>
<th>Question</th>
<th>Calculation</th>
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</tr>
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</table>

### Step 5 Part VII: Market Failures in Innovation

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<tr>
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<th>Annual % change</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>
This tool includes all the surveys for all countries in the standardized dataset of 154 countries, 312 surveys from 2006 to 2022.

The Enterprise Survey is answered by business owners and top managers. The manufacturing and services sectors are the primary business sectors of interest. (firms classified with ISIC codes 10-33, 41-43, 45-47, 49-53, 55-56, 58, 61-62, 69-75, 79, and 95 (ISIC Rev.4). Formal (registered) companies with 5 or more employees are targeted for interview. Services firms include construction, retail, wholesale, hotels, restaurants, transport, storage, communications, professional services, and IT. Firms with 100% government/state-owned ownership are not eligible to participate in an Enterprise Survey.

Each indicator is disaggregated by sub sample category. Averages are calculated with sampling weights.

<table>
<thead>
<tr>
<th>Sub Sample Category</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Size</td>
<td>All at least 10% of its annual sales is derived from direct exports.</td>
</tr>
<tr>
<td>Age Group</td>
<td>The government or state has at least a 10% share in ownership of the firm.</td>
</tr>
<tr>
<td>Export status</td>
<td>All 100% owned by private foreign individuals, companies or organizations.</td>
</tr>
<tr>
<td>Ownership 1</td>
<td>At least 10% owned by private foreign individuals, companies or organizations.</td>
</tr>
<tr>
<td>Ownership 2</td>
<td>The government or state has at least a 10% share in ownership of the firm.</td>
</tr>
<tr>
<td>Sector</td>
<td>Missing sector category</td>
</tr>
<tr>
<td>Size</td>
<td>Small (&lt;20) Medium (20-99) Large (100 and over) Missing size category</td>
</tr>
<tr>
<td>Age Group</td>
<td>Age 0-5 Age 6-9 Age 10-19 Age 20+ Missing age category</td>
</tr>
<tr>
<td>Export status</td>
<td>Nonexporter Exporter Missing exporter category</td>
</tr>
<tr>
<td>Ownership 1</td>
<td>Private Mixed Missing mixed vs private category</td>
</tr>
<tr>
<td>Ownership 2</td>
<td>Domestic Foreign Missing ownership type</td>
</tr>
<tr>
<td>Sector</td>
<td>Manufacturing Services Missing sector category</td>
</tr>
</tbody>
</table>

Excel File Structure

Troubleshoot Opening Excel File and Enabling Macros

1. Make sure the Excel file is downloaded to a physical folder on your computer. Do not use virtual or synced folders because it can interfere with macros.
2. Click to Enable Editing.
3. Click to Enable Macros.
4. If the above does not work, you may be seeing "BLOCKED CONTENT" message.

For an individual file, such as a file downloaded from an internet location or an email attachment the user has saved to their local device, the simplest way to unblock macros is to remove “Mark of the Web”. To remove, right-click on the file, choose Properties, and then select the Unblock checkbox on the General tab. Finally, return to points 2 and 3 above.
Great care must be taken when adding/removing/moving indicators or adding more data to this Excel file. Here are some steps to follow:

For help, please contact Hild Rygnestad

hild@rygnestad.net

1.1 Click button to Unprotect all sheets.

2.1. Copy-Paste VALUES ONLY (not formatting) in all yellow rows on 'Data' sheet columns B-L in Row 3 and below.

2.11. On the 'Lists' sheet, update the list of 'Surveys' to include the new survey - in the correct alpha-numeric order. Copy-paste in VALUES ONLY (not formatting).

2.12. On the 'Lists' sheet, copy-paste the new variable name as VALUES ONLY (no formatting) in the same order in Column B. It must be a unique variable name.

2.13. On the newly inserted indicator row revise all the indicator descriptions listed below. Do NOT change the formulas in the other columns:

2.14. On the newly inserted indicator row revise all the indicator descriptions listed below. Do NOT change the formulas in the other columns:

2.15. Click button to Unprotect all sheets. Save Tool file under new name.

2.2. To add more rows to 'Data' sheet if needed, copy entire row 6877 and insert sufficent number of rows above this. Do NOT add rows below row 6877.

2.3. All must be inside the Pivot_Data range. Click link to check.

2.4. To add more rows to 'Lists' sheet if needed, copy entire row 255 and insert sufficent number of rows above this. Do NOT add rows below row 255.

2.5. In the STATA output file, make sure the 'Subsample' categories are spelled the same way as in this current 'Data' sheet.

2.6. In the STATA output file, make sure the 'Survey' categories are spelled the same way as in the current 'Lists' sheet.

3.1. Click button to Unprotect all sheets.

3.2. On the 'Data' sheet, insert a column to the LEFT of Column CB, and put the new variable name in row 2. Do not add columns to the RIGHT.

3.3. All must be inside the Pivot_Data range. Click link to check.

3.4. On the 'Lists' sheet, copy-paste the new variable name as VALUES ONLY (no formatting) in the same order in Column B. It must be a unique variable name.

3.5. On the 'Documentation' sheet in the appropriate section of indicators - ABOVE row 255 - select ENTIRE row copy it and insert-copied-cells on a new row.

3.6. All must be inside the List_Themes range (click link to check).

3.7. On the newly inserted indicator row revise all the indicator descriptions listed below. Do NOT change the formulas in the other columns:

3.11. Delete all existing 'S' sheets from the new indicator to the last 'S' sheet, because the numbering of the Pivot Tables and Pivot Charts will be wrong.

3.13. Use 'Generate Sheets' button on 'Pivots Defined' sheet to re-generate all the 'S' sheets below the deleted indicator:

3.14. Click button to Unprotect all sheets. Save Tool file under new name.

3.8. On the newly inserted indicator row revise all the indicator descriptions listed below. Do NOT change the formulas in the other columns:

3.9. On the 'Pivot Defined' sheet, select ENTIRE rows copy it and insert-copied-cells on a new row in the same location as on the 'Documentation' sheet (above row 256).

3.10. All data must be inside the List_Pivot_Defined range (click links to check).

3.12. Use 'Generate Sheets' button on 'Pivot Defined' sheet to re-generate all the 'S' sheets below the deleted indicator:


3.14. Click button to Unprotect all sheets. Save Tool file under new name.

Check that the number of rows in the 'Data' sheet is the correct number of rows.

Check that all countries are listed.

Check that the survey names are unique.

Check that there are enough rows included in 'Data' sheet.

Check that all variable names - and therefore pivot table headings - are unique.

Check that all countries are listed.

Check that the header row ranges on 'Data' sheet are the same dimension.

Check that the 'Data' sheet contains the correct number of rows.

Check that all data in 'subsample' column matches 'Data Categories' on 'Lists' sheet.

Check that there are enough rows included in 'Data' sheet.

Check that all variable names - and therefore pivot table headings - are unique.

Check that there are enough rows included in 'Data' sheet.

Check that the 'Data' sheet contains the correct number of rows.

Check that there are enough rows included in 'Data' sheet.

Check that all variable names - and therefore pivot table headings - are unique.

Check that there are enough rows included in 'Data' sheet.
### Documentation

**4 I need to remove an indicator from the Tool:**

1. Click button to Unprotect all sheets.
2. If you are removing only one table/chart and want to keep using the indicator in other charts, go to point 4.4.
3. Go to the 'Data' sheet, select ENTIRE column and delete it (not just CLEAR but DELETE).
4. Go to the 'Documentation' sheet, select ENTIRE row that was used for this deleted indicator. Delete entire row (not just CLEAR but DELETE). Repeat for all rows that used this indicator if you are removing it completely.
5. On the 'Pivot Defined' sheet, select ENTIRE row that was used for this deleted indicator. Delete entire row (not just CLEAR but DELETE). Repeat for all rows that used this indicator if you are removing it completely.

**Analysis:**
- **TRUE** Check the list of indicators against the list of pivot names.
- **TRUE** Check that all variable names - and therefore pivot table headings - are unique.
- **TRUE** Check that there are enough rows included in "Data" sheet.
- **TRUE** Check for errors in formulas on "Data" sheet.

**Go To Cells**
- Use 'Generate Sheets' button on 'Pivot Defined' sheet to re-generate all the 'S' sheets below the deleted indicator.

**5 I need to move an indicator to a different group/section:**

1. Click button to Unprotect all sheets.
2. On the 'Documentation' sheet, select ENTIRE row you want to move. Somewhere ABOVE row 255 cut and insert-cut-row in the appropriate section in the list of indicators.

**Analysis:**
- **TRUE** Check the list of indicators against the list of pivot names.
- **TRUE** Check that all variable names - and therefore pivot table headings - are unique.
- **TRUE** Check that there are enough rows included in "Data" sheet.
- **TRUE** Check that the Pivot_Data range covers all data rows.

**Go To Cells**
- Select which sheets to generate on the 'Pivot Defined' sheet (click link).

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.5</td>
<td>On the newly inserted indicator row in column K, select 'Breakdown by Subcategory' in the yellow cell - for example 'Sector'. Leave blank if no breakdown is required.</td>
</tr>
<tr>
<td>5.6</td>
<td>On the 'Pivot Defined' sheet, select ENTIRE row that was removed. Delete entire row (not just CLEAR but DELETE).</td>
</tr>
<tr>
<td>5.7</td>
<td>On the 'Pivot Defined' sheet, select ENTIRE row above where the new indicator was inserted (above row 236). Copy it and insert-copied-cells in the same location as on the 'Documentation' sheet.</td>
</tr>
<tr>
<td>5.8</td>
<td>All data must be inside 'List Questions' range (click link to check).</td>
</tr>
<tr>
<td>5.9</td>
<td>All data must be inside 'List Pivots Defined' range (click link to check).</td>
</tr>
<tr>
<td>5.10</td>
<td>If 'S' sheets are placed in correct order. Save file under new name.</td>
</tr>
</tbody>
</table>