****** Organizational**

 **Social Impact Survey**

This social impact survey is meant to be conducted on an annual basis with organizations (including enterprises, non-governmental organizations, implementing agencies, etc.) involved in the design, production, and/or distribution of clean and/or efficient cookstoves/fuels. The goal of this survey is to capture some of the output-level social impact data, such as how many individuals the organization employs directly and how many people the organization engages in various roles throughout its value chain.

* The **light blue** modules and questions are optional, as they may not be applicable to some organizations’ operations.
* Some questions are followed by a short description in *italics* to explain the purpose of the question and provide guidance for answering the question or to indicate whether a question should be skipped.
* If the question is not applicable to your organization, please mark your answer “N/A.”

**Before you begin the survey**:

* Decide on the length of the reporting period. Since this survey should be completed once annually, the duration of the reporting period should be one year; if, however, the organization has a large amount of turnover or is changing its operations rapidly, the survey could be completed twice a year, in which case the reporting period would be 6 months. The start-date could coincide with the start of the organization’s fiscal year, if this facilitates the process for obtaining the necessary data, or it could be the 12 months before this survey is completed for the first time. The same length reporting period should be used for subsequent surveys.

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| --- | --- |
| **Organization’s Name:** |  |
| **Today’s Date:** |  |
| **Organization’s Reporting Period:** | **Start Date:** | **End Date:** | **Duration:** |

Please respond to each of the following questions using the information from the reporting period mentioned above. For each question, please answer separately for female and male employees.

1. **Job Information**

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| --- | --- | --- | --- | --- |
| **Question** | **Men** | **Women** | **TOTAL** | **N/A** |
| **1.** | How many **paid full-time and part-time** employees worked at your organization as of the end of the reporting period? *This is the sum of all paid full-time and part-time employees (including management and non-management employees) who are employed at the end of the reporting period; this does not include temporary employees.* |  |  |  |   |
| **2.** | How many **paid full-time** employees worked at the organization as of the end of the reporting period? |  |  |  |   |
| **3.** | How many **paid part-time** employees worked at the organization as of the end of the reporting period? |  |   |   |   |
| **4.** | How many **full-time management** employees worked at the organization as of the end of the reporting period? |  |   |   |   |

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| **Question** | **Men** | **Women** | **TOTAL** | **N/A** |
| **5.** | How many **temporary** employees were paid by the organization during the reporting period?*This metric is intended to capture the number of temporary employees who worked for the organization at any point during the reporting period. For example, if a temporary employee worked at some point during the reporting period but was not employed as of the end of the reporting period, this individual should be counted. Organizations should also include contracted or subcontracted employees as part of this metric.* |  |   |   |   |

1. **Area Within the Value Chain**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Question** | **Men** | **Women** | **TOTAL** | **N/A** |
| **6.** | How many paid employees served as **product designers** of the organization’s products/services as of the end of the reporting period?*This metric is intended to capture individuals employed by the organization who design the organization's products/services. These individuals do not need to exclusively design the organization's products or services. Organizations that rely on assumptions to report against this metric should footnote any assumptions used in the calculation process.* |  |  |  |   |
| **7.** | How many paid employees served as **producers/manufacturers** of the organization’s products/services as of the end of the reporting period?*This metric is intended to capture individuals employed by the organization who produce/manufacture the organization's products or services. These individuals do not need to exclusively produce/manufacture the organization's products or services. Organizations that rely on assumptions to report against this metric should footnote any assumptions used in the calculation process.* |  |  |  |   |
| **8.** | How many individuals—both direct employees and self-employed individuals (entrepreneurs)—served as **wholesale distributors** of the organization’s products/services (i.e., sold the products/services to other distributors or retailers) as of the end of the reporting period?*This metric is intended to capture both employees and self-employed individuals (entrepreneurs) who sell the organization's products or services wholesale (i.e., to other distributors or retailers). Distributors do not need to exclusively sell the organization's products or services. Organizations that rely on assumptions to report against this metric should footnote any assumptions used in the calculation process.* |  |   |   |   |
| **9.** | How many sales agents—both direct employees and self-employed individuals (entrepreneurs)— served as **retail distributors** of the organization's products/services (i.e., sold the products/services to end-users or consumers) as of the end of the reporting period?*This metric is intended to capture sales agents, whether direct employees or self-employed individuals (entrepreneurs), who sell the organization's products or services to the consumer (i.e., retail sales). Distributors do not need to exclusively sell the organization's products or services. Organizations that rely on assumptions to report against this metric should footnote any assumptions used in the calculation process.* |  |   |   |   |
| **10.** | How many paid employees were involved in providing **after-sales service** of the organization’s products/services as of the end of the reporting period?*This metric is intended to capture individuals employed by the organization who provide after-sales service to the organization's products or service , whether to distributors or to the end-users. These individuals do not need to exclusively provide after-sales service to the organization's products/services. Organizations that rely on assumptions to report against this metric should footnote any assumptions used in the calculation process.* |  |   |   |   |

1. **Geographic Location**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Question** | **Men** | **Women** | **TOTAL** | **N/A** |
| **11.** | How many **paid employees** at the organization live in **urban areas** as of the end of the reporting period?*Organizations that rely on assumptions to report against this metric should footnote any assumptions used in the calculation process.* |  |  |  |  |
| **12.** | How many **paid employees** at the organization live in **peri-urban areas** as of the end of the reporting period?*Organizations that rely on assumptions to report against this metric should footnote any assumptions used in the calculation process.* |  |  |  |  |
| **13.** | How many **paid employees** at the organization live in **rural areas** as of the end of the reporting period?*Organizations that rely on assumptions to report against this metric should footnote any assumptions used in the calculation process.* |  |  |  |   |

1. **Wages**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Question** | **Men** | **Women** | **TOTAL** | **N/A** |
| **14.** | What is the value of the average **wage** (including bonuses, excluding benefits) paid to **full-time and part-time** employees of the organization during the last month?*This metric is intended to capture pre-tax wages/salaries paid to the organization's (management and non-management) employees and should not include benefits or payroll expenses. This metric can be calculated by adding all of the salaries paid to full-time and part-time employees over the past month and then dividing that number by the total number of full-time and part-time employees employed by the organization over the past month.* |  |  |  |   |
| **15.** | What is the value of the average **wage** (including bonuses, excluding benefits) paid to **full-time employees** of the organization during the last month?*This metric is intended to capture pre-tax wages/salaries paid to the organization's (management and non-management) employees and should not include benefits or payroll expenses.This metric can be calculated by adding all of the salaries paid to part-time employees over the past month and then dividing that number by the number of part-time employees employed by the organization over the past month.* |  |  |  |   |
| **16.** | What is the value of the average **wage** (including bonuses, excluding benefits) paid to **part-time employees** of the organization during the last month?*This metric is intended to capture pre-tax wages/salaries paid to the organization's (management and non-management) employees and should not include benefits or payroll expenses. This metric can be calculated by adding all of the salaries paid to part-time employees over the past month and then dividing that number by the number of part-time employees employed by the organization over the past month.* |  |  |  |  |
| **17.** | What is the value of the average **wage** (including bonuses, excluding benefits) paid to **full-time management employees** of the organization during the last month?*This metric is intended to capture pre-tax wages/salaries paid to the organization's management employees and should not include benefits or payroll expenses. This metric can be calculated by adding all of the salaries paid to management staff over the past month and then dividing that number by the number of management staff employed by the organization over the past month.* |  |  |  |  |

1. **Training**

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| --- | --- | --- | --- | --- |
| **Question** | **Men** | **Women** | **TOTAL** | **N/A** |
| **18.** | How many employees (full-time, part-time, or temporary) and entrepreneurs were trained through programs provided by the organization during the reporting period?*If the answer to this question is “not applicable,” skip to section F.* |  |  |  |   |

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| **19.** | **20.** | **21.** | **22.** |
| Did your organization offer trainings to employees/ entrepreneurs in any of the following categories during the reporting period?*Write ”yes” or “no” in the column to the right of the trainings listed (a.-n.) to indicate whether or not your organization provided this kind of training during the reporting period.*  | On average, how many days did such a training last? *Write in the number of days for those trainings marked ”yes” in rows 19a.-19n.* | On average, how many hours did each day of this training last? *Write in the number of hours per day for those trainings marked ”yes” in rows 19a.-19n.* | Did participants who completed the trainings receive a certificate of completion?*Write in “yes” or “no” for those trainings marked ”yes” in rows 19a.-19n.* |
| **a.** | Orientation |  |  |  |  |
| **b.** | Marketing |  |  |  |  |
| **c.** | Customer service and support |  |  |  |  |
| **d.** | About the product (its features and its benefits) |  |  |  |  |
| **e.** | Business mapping/planning (analyzing opportunities and constraints) |  |  |  |  |
| **f.** | Production of technology (creating a product or service) |  |  |  |  |
| **g.** | Logistics/distribution of product/ service |  |  |  |  |
| **h.** | Finance (managing money, costing and pricing, book-keeping tools)  |  |  |  |  |
| **i.** | Management of self and others |  |  |  |  |
| **j.** | Business support and networking  |  |  |  |  |
| **k.** | Leadership and/or empowerment  |  |  |  |  |
| **l.** | Action planning for business |  |  |  |  |
| **m.** | **Empowered Entrepreneur Training** |  |  |  |  |
| **n.** | Other (specify): |  |  |  |  |

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| **23.**  |
| ***NOTE:* *This question should only be answered if Question 19m. above (on the Empowered Entrepreneur Training) was marked “yes.”*** Did the training your organization provided to employees/entrepreneurs using the Empowered Entrepreneur Training Handbook during the reporting period cover each of the topics below?*Write ”yes” or “no” in the column to the right of the topics listed (a.-e.) to indicate whether or not your organization provided training on this topic from the Empowered Entrepreneur Training Handbook.* |
| **a.** | Entrepreneurship Core Competencies  |  |
| **b.** | Sex and Gender |  |
| **c.** | Business |  |
| **d.** | Empowerment |  |
| **e.** | Leadership |  |

1. **Ownership**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Question** | **Men** | **Women** | **TOTAL** | **N/A** |
| **24.** | How many total shares in your organization are owned by women, and how many are owned by men, as of the end of the reporting period?*This metric is intended to capture shareholding (where applicable, i.e., for businesses and other entities that have shareholders). Where regional or local laws apply for calculating ownership by previously excluded groups (including women), reporting should be consistent with these laws. Where such laws do not exist, shares that are publicly traded or owned by institutions cannot contribute to the number of women-owned shares.* |  |  |  |   |

1. **Demand-Side Financing/Support**

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| **25.** |
| What financial support did your organization offer to users interested in acquiring/buying your organization’s products/services during the reporting period?*Write ”yes” or “no” in the column to the right of the types of financial support listed (a.-s.) to indicate whether or not your organization provided this kind of financial support to users of clean and/or efficient cooking products/services during the reporting period. If your organization did not provide any demand-side financial support, just write “yes” in the column to the right of 25t.*  |
| **a.** | Grants *(please mark all sub-categories that apply “yes” and those that do not, “no”):* |  |
| **b.** | Grants that cover the full cost of the product/service |  |
| **c.** | Grants that cover a part of the cost of the product/service |  |
| **d.** | Micro-consignment |  |
| **e.** | Rent-to-own schemes |  |
| **f.** | Credit/loans *(please mark all sub-categories that apply “yes” and those that do not, “no”):* |  |
| **g.** | Credit/loans through the organization itself |  |
| **h.** | Credit/loans through another entity (e.g., bank, credit union, micro-finance institution) |  |
| **i.** | Credit/loans with fixed payment schedules |  |
| **j.** | Credit/loans with flexible payment schedules |  |
| **k.** | Credit/loans made available to individual users  |  |
| **l.** | Credit/loans made available to individual users only with the co-signature of a spouse |  |
| **m.** | Credit/loans made available to groups (e.g., women’s groups or self-help groups) |  |
| **n.** | Credit/loans that have credit history requirements |  |
| **o.** | Credit/loans that have no credit history requirements |  |
| **p.** | Credit/loans using the product itself as collateral |  |
| **q.** | Credit/loans using traditional assets (e.g., vehicles) as collateral |  |
| **r.** | Credit/loans using gender-sensitive assets (e.g., jewelry) as collateral |  |
| **s.** | Other (specify):  |  |

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| **26.** |
| What non-financial support did your organization offer to users interested in acquiring/buying your organization’s products/services during the reporting period?*Write”yes” or “no” in the column to the right of the types of non-financial support listed (a.-i.) to indicate whether or not your organization provided this kind of non- financial support to users of clean and/or efficient cooking products/services during the reporting period.* |
| **a.** | Trainings *(please mark all sub-categories that apply “yes” and those that do not, “no”):* |  |
| **b.** | Literacy trainings |  |
| **c.** | Financial literacy trainings |  |
| **d.** | Money management/savings trainings |  |
| **e.** | Demonstrations on using the product/service |  |
| **f.** | Support services *(please check all sub-categories that apply):* |  |
| **g.** | Hotline/phone number to answer users’ questions |  |
| **h.** | Site visits by organization staff |  |
| **i.** | Other (specify):  |  |