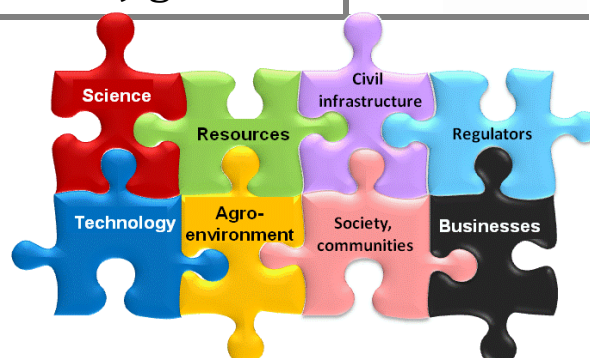


Biofuels Putting together the Green Jigsaw: Questionnaire



Project Title:	Capacity Building in South Africa, Namibia and Ghana to Create Sustainable, Bio-oil Supply Chains
Lead	University of Greenwich
Partners	Turner & Townsend (Pty) Ltd, South Africa University of Namibia, Namibia University of Ghana, Ghana Jatropha Africa Ltd, Ghana Goldex 35 (Pty) Ltd, South Africa Consorzio di Ricerca per lo Sviluppo di Sistemi Innovativi Agroambientali (CoRiSSIA), Italy Marine Biological Association, United Kingdom

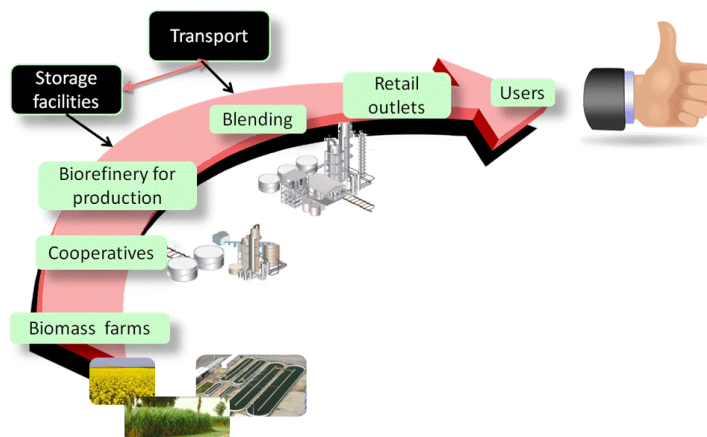
Questionnaire – for adaptation depending on the stakeholder groups interviewed.

For all of the questions try to tease out as much additional information as you can. Ask "why"?

1. Date of Interview:	
1.1 Interviewer's name:	
1.2 Respondent's name:	
1.3 Position within organisation	
1.4 Name of enterprise / project	
1.5 Location, country	

2 Biofuel Supply chain overview
(This question could be sent in advance of an interview to primary stakeholder group)

Biofuel Supply Chain



2.1 In your supply chain, what biomass feedstocks are used?

2.2 From where are they sourced – how far away to storage units or biorefineries?

2.3 How are biomass feedstocks transported from farm to storage unit or refinery? Are they first dried before transportation?

2.4 What are the main technologies used in your supply chain to process biomass eg anaerobic digestion / pyrolysis / oil esterification? What scale?

2.5 Where are the retail outlets / end-users? In the region, in-country, and/or international export?

3 Case study overview

3.1 How involved are you in the day-to-day running of the technology/business?

3.2 How would you classify your business model? *Tick which category(s) apply:*

<input type="checkbox"/>	Creator (buys raw materials or components from suppliers and then transforms or assembles them to create a product sold to buyers)
<input type="checkbox"/>	Distributor (buys a product and resells it to someone else).
<input type="checkbox"/>	Landlord (sells the right to use, but not own, an asset for a specified period of time)
<input type="checkbox"/>	Broker (facilitates sales by matching potential buyers and sellers)

3.3 What type(s) of asset are involved? *Tick which category(s) apply:*

<input type="checkbox"/>	Financial e.g. entrepreneur, financial broker
<input type="checkbox"/>	Physical e.g. manufacturer, retailer/wholesaler, physical broker
<input type="checkbox"/>	Intangible e.g. inventor, IP trader, IP broker
<input type="checkbox"/>	Human e.g. contractor
<input type="checkbox"/>	Other (please describe)

3.4 When was your business created?

3.5 Why was your business created?

3.6 How was the project financed? Give approx. % in one or more *multiple boxes*; if 'other' please specify.

Private investment Grant from NGO Grant from government Other *please specify*:

3.7 Was funding easy to obtain? (*Tick one box*)

1. Very difficult 2. Somewhat difficult 3. Neither difficult or easy 4. Somewhat easy 5. Very easy

3.8 Please provide reasons/give details for your answer – e.g. what enabled or stopped you getting the funding you sought.

3.9 Please could you give an estimate of the size of the operation in terms of any/all of the following:

- annual turnover,
- investment money,
- number of beneficiaries,
- volume/weight of feedstock per year

3.6a Were there written or contractual agreements with suppliers of e.g. equipment, or of biomass sources? YES / NO

3.6b If yes, with whom, and what type of agreement?

4 External drivers

4.1 Which of the following external drivers were important for *initiating* your business?

(*Tick one or more*)

Government mandate Government subsidy Tax exemption Local pressure group Other (please specify)

4.2 Which of the following external drivers were important for *forward progression* of your business?

(*Tick one or more*)

Government mandate Government subsidy Tax exemption Local pressure group Other (please specify)

4.3 Did you adopt established technology? YES / NO

Please give details

Environmental Footprint

4.4 Do you have knowledge of your environmental footprint (*tick one or more of the following boxes*)

1. Carbon footprint 2. Energy footprint 3. Water footprint 4. Water pollution footprint 5. Agricultural land footprint?

4.5 How important is knowledge of your environmental footprint to your business?

Very Somewhat Not at all Other:

4.6 Please explain the reasons for your answer

5 Support

5.1 Have you had support from any of the following:

- Investment Promotion Agency
 Export Promotion Agency
 Trade Associations
 Government agencies
 Other (please indicate)

5.2 Please list the organisations that have provided you with support

5.3 How important has support been to the sustainability of your business?

- Very
 Somewhat
 Not at all
 Other: _____

5.4 Has support had an impact on the way your business plan has evolved? YES / NO

6 Jobs

6.1 How many jobs were anticipated to result from this project?

6.2 How many jobs have been (or were) created so far?

Long term/permanent jobs:

Short term/casual jobs:

6.3 What was the mix of paid and unpaid activities at the start of the project?

Unpaid activities:	Paid activities:
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6.4 What was the mix of paid and unpaid activities now?

Unpaid activities:	Paid activities:
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7 Business Targets and wealth creation

7.1 What have been the achievements of the enterprise so far? (Tick one or multiple boxes; if 'other' please specify)

<input type="checkbox"/>	Made a return on the investment
<input type="checkbox"/>	Provided energy access to poor communities
<input type="checkbox"/>	Other:
<input type="checkbox"/>	Other:
<input type="checkbox"/>	Other:
<input type="checkbox"/>	Other:

7.2 What are your future growth plans?

8 Training

8.1 Were new skills or training needed to adopt the technology? YES / NO

If yes, please give details

8.2 What is/was the background of the managers involved?

8.3 How many people have been trained?

8.4 What percentages of women have been trained?

8.5 Do you have a manual for the technology / business?

9 Local community stakeholder groups

9.1 Which local community stakeholder groups did you engage with? (Please tick all that apply?)

<input type="checkbox"/>	Agricultural land owners
<input type="checkbox"/>	Democratically-elected leaders
<input type="checkbox"/>	Tribal chief
<input type="checkbox"/>	Women's groups -specify which
<input type="checkbox"/>	Other relevant community groups – specify which
<input type="checkbox"/>	Local Traders
<input type="checkbox"/>	Service providers
<input type="checkbox"/>	Policy makers
<input type="checkbox"/>	Regulators

9.2 In what order did you engage with these groups, and why?

9.3 What methods did you use to engage with these groups?

	Group meeting	Personal visit	Letter	Email	Telephone	Mailshot
Agricultural land owners						
Democratically-elected leaders						
Tribal chief						
Women's groups -specify which						
Other relevant community groups – specify						
Local Traders						
Service providers						
Policy makers						
Regulators						

Examples of these methods might be a good documentary source for the report

9.4 How frequently did you engage with the stakeholder groups?

	1 per week	1 per fortnight	1 per 3-month	1 per 6-month	1 per year
Agricultural land owners					
Democratically-elected leaders					
Tribal chief					
Women's groups -specify which					
Other relevant community groups – specify					
Local Traders					
Service providers					
Policy makers					
Regulators					

9.5 Have the stakeholder groups changed with time? YES / NO If yes, which group(s) and how?

Stakeholder	Change

9.6 Were there any conflicts or issues with local community stakeholders? YES / NO If yes, please describe these conflicts/issues and how they were resolved, if at all:

Conflict / issue	Solution

9.7 What were the perceptions of local community stakeholders about what the project would bring e.g. jobs, education, wealth etc?

10 Impact on agricultural practice and livelihoods

10.1 Did the availability of food on local markets change after the project began? YES / NO If yes, describe how?

10.2 Did the type of food on local markets change after the project began? YES / NO If yes, describe how?

10.3 Were there any impacts on the prices of food in local markets? YES / NO If yes, please give details

10.4 Were there any changes in land use? YES / NO If yes, please give details

10.5 How did the project impact (positively or negatively) on livelihoods of surrounding communities?
Please give examples

10.6 How did the project impact (positively or negatively) on women's time burdens?

10.7 How did the project impact (positively or negatively) on household incomes?

11 Recommendations

11.1 If you were to do this project again, what would you do differently, if anything, and why?