



**Terms of Reference: Survey Firm to Conduct Quantitative Data Collection for Project Endline Evaluation**

**Project Name: The Sustainable Agricultural Improvement Project**

**(Mejoramiento Agrícola Sostenible, or MAS+, in Spanish)**

**Agreement #: FCC-522-2017/023-00**

**Country: Honduras**

**Project location: El Paraíso, Comayagua, Francisco Morazán, Olancho and Yoro**

**Disclaimer:** Terms subject to change based on funder review

**Date:** May 2022

### **Introduction:**

These terms of reference outline the quantitative research activities related to data gathering and processing from households participating in the coffee value chain (VC), to support an impact assessment of the Sustainable Agricultural Improvement Project (hereinafter referred to as "MAS+"), funded by the United States Department of Agriculture (USDA) and implemented by TechnoServe.

## 1. TechnoServe

TechnoServe is an independent, non-profit, non-governmental organization that provides technical assistance and business advisory services to farmers and entrepreneurs from different countries in Africa and Latin America, including Honduras. TechnoServe's vision is a sustainable world where all people in low-income communities have the opportunity to prosper. TechnoServe's mission is to fight poverty by helping people build regenerative farms, businesses and markets that increase incomes.

## 2. Background

TechnoServe Honduras started the second phase of its Sustainable Agricultural Improvement Project (MAS+) in September 2017, with the objective of improving the family income of 32,000 small coffee and bean producers through technical assistance and direct links with buyers. MAS+'s area of influence includes nine departments in Honduras (El Paraíso, Comayagua, Francisco Morazán, Olancho, Yoro, Intibucá, La Paz, Santa Bárbara and Cortés) with an operational duration of 5 years.

In order to rigorously measure the impact of MAS+, TechnoServe established an alliance with the International Food Policy Research Institute (IFPRI) for the design of an experimental evaluation that has involved several rounds of data collection via surveys. At baseline, IFPRI was responsible for the design of the data collection instruments, as well as for analyzing the information collected in the field from 1,932 farmers (both treatment and control, in both value chains), which was carried out between June and September 2018. Similarly, IFPRI is now responsible for the final impact assessment, which will measure the results along a hypothetical causal chain to understand how impacts may have occurred. Furthermore, when measured against a control group, the final evaluation will help to understand what gains in production and/or productivity can be attributed to the MAS+ project.

To carry out the final evaluation, TechnoServe seeks a consultant/consultancy firm to carry out data collection and processing activities for the quantitative portion of the evaluation. (The final evaluation will be mixed-method in nature, and qualitative data collection, processing and analysis are described in a separate Terms of Reference. Both components will inform the final evaluation report, to be produced by IFPRI.) The quantitative portion of the final evaluation will focus exclusively on coffee.



At baseline, the coffee value chain (VC) was evaluated using a cluster randomized controlled trial. A sample of potential participating villages was established, randomly selecting the treatment group and the control group. This study is longitudinal in nature, so the same 961 households that were visited in the baseline survey in 2018 will be included in the endline. Those households are located in the following departments: El Paraíso, Comayagua, Francisco Morazán, Olancho and Yoro. This sample encompasses 488 MAS+ beneficiaries in the coffee value chain and 473 coffee farmers as controls.

### 3. Summary of MAS+ Programmatic Activities

**Activity 1: Training: Facilitate Improved Farmer Productivity.** MAS+ implements a suite of on-farm training activities tailored to the specific needs of targeted farmers to facilitate improved productivity of coffee and bean parcels. TechnoServe supports targeted producers to produce secondary horticultural crops for additional income.

**Activity 2: Capacity Building: Producer Groups and Cooperatives.** MAS+ builds the capacity of 435 POs to provide effective marketing, financial, and technical assistance to farmers. In addition, we help POs implement value-added services.

**Activity 3: Inputs: Develop Input, Service, and Equipment Providers.** Market-oriented inputs and equipment suppliers understand and supply the input and infrastructure needs of farmers and POs. MAS+ provides business advisory services to existing agricultural input, equipment and service providers, with a particular focus on those providing CSA products for water-harvesting, irrigation, and soil analysis. TechnoServe and our partner Michigan State University (MSU) continues to scale our community seed bank (CSB) model with additional refinements.

**Activity 4: Capacity Building: Agricultural Extension Agents/Services.** To ensure the sustainability of MAS+, TechnoServe helps public sector, private sector, and civil society organizations develop their own agricultural extension services and take over implementation of Activity 1.

**Activity 5: Financial Services: Facilitate Agricultural and SME Lending.** MAS+ strengthens Cajas Rurales, rural savings and loans groups, to facilitate access to finance at the PO level. The program continues to promote innovative agreement mechanisms that can successfully offset risk to exporters, such as factoring, input-supplier loans and harvest advances.

**Activity 6: Market Access: Develop Buyer and Seller Relationships.** MAS+ promotes marketing contracts among farmers and anchor firms. Our partners furthermore coordinate efforts with IHCAFE and the private sector to elevate international recognition of Honduran coffee quality.

**Activity 7: Capacity Building: Government Institutions and Policy Regulatory Framework.** TechnoServe provides technical assistance to the Honduran Ministry of Agriculture (SAG) to validate bean varieties that can help farmers improve yields. TechnoServe collaborates with the Permanent Emergency Contingency Committee (COPECO) and other actors to train targeted local and national government personnel to strengthen areas that enable smallholder producers to respond more effectively to climatic crises, including drought and rain excess.



#### 4. Evaluation Questions and Method Notes

We have identified three primary research questions, all of which relate to the USDA Food for Progress Learning Agenda (USDA Food for Progress Learning Agenda: Trade Expansion and Agricultural Market Development, July 2016). These are proposed as the key evaluation questions from the perspective of the quantitative impact evaluation:

1. What is the effect of agricultural training on productivity and quality?
2. What is the additional effect of access to finance on productivity?
3. What practices are more likely to be adopted by smallholder farmers, and why?

As noted above, the quantitative study will cover 961 coffee producers (488 MAS+ beneficiaries, and 473 in the control group.) Monitoring data from the project will be useful in tracking households participating in the intervention and will be provided to the Consulting Firm by TechnoServe. Prior to beginning data collection, IFPRI and the Consulting Firm will establish procedures for managing attrition and securing the highest possible response rates. Households in the treatment and control groups will only be enumerated if remaining part of the local community, as if they have moved, they cannot have participated in an agricultural program. The research team will analyze whether attrition is random over the treatment and control groups, and will control for any potential bias in impact estimates if they exist. We will plan to do most data analysis using an analysis of covariance model (ANCOVA) along with checking differences in averages; these data will be explored using the qualitative data for context.

For reference, a summary of response rates at baseline and the distribution of producers by department is provided below.

**TABLE 1. COFFEE: COMPLETED SAMPLE AND RESPONSE RATES (BASELINE)**

Department	Control			Treatment		
	Completed	Expected	Response Rate	Completed	Expected	Response Rate
COMAYAGUA	151	168	0.90	153	164	0.93
EL PARAÍSO	163	187	0.87	110	122	0.90
FRANCISCO MORAZÁN				22	30	0.73
LA PAZ	9	10	0.90	13	15	0.87
OLANCHO	104	129	0.81	138	166	0.83
YORO	46	56	0.82	52	75	0.69
<b>Total</b>	<b>473</b>	<b>500</b>	<b>0.95</b>	<b>488</b>	<b>500</b>	<b>0.98</b>

Note: The total “expected” is not equal to the sum by department as we listed (“expected”) more potential households to be able to arrive at the 500 interviewed farmers per treatment condition.

Given the changes in the sample and the difference in the survey instrument used in the surveys, it is important to verify the minimum detectable effects (MDE) within the realized sample. The power analysis using estimated means and variances from the survey is presented in Table 2. The MDE is 30% of the mean for the coffee yields. Compared to the initial sample design above (19% for coffee) these are larger and highlight the need to maintain low attrition in the endline and ensure that the production and area measurements are of good quality. In summary, the results show that the sample design is well powered to detect economically significant differences in yields across the treatment and control groups in the sample.

**TABLE 2 MINIMUM DETECTABLE EFFECTS OF SAMPLE**

Variable	Mean	Standard Deviation	Clusters per	Avg Size of	Total Sample	MDE Achievable	MDE after (after 20%	% of Mean
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			Treatment Condition	Clusters	Size		variance reduction)	
Coffee Yields	45.78	36.22	38 T/39 C	12.6	961	16.97	13.55	30%
Notes: Coffee yields in qq/ha wet parchment; for the MDE calculation the standard deviation is the important quantity.								

## 5. Scope of Work

Following the evaluation terms of reference and under the supervision and guidance of TechnoServe and IFPRI, the consulting firm will contribute to the endline evaluation by preparing for and carrying out survey data collection and providing cleaned, organized datasets to TechnoServe and IFPRI.

### Activities

The Consulting Firm is expected to perform the following activities (note that this is not an exhaustive list):

- Preparation of a data collection plan** that will be delivered to and approved by TechnoServe. This work plan shall include (but is not limited to):
  - Operational plan for the implementation of the survey.
  - Schedule and routes for the daily collection of the surveys, as well as the distribution of the workload for each team (where the expected load of surveys per day and the expected development of activities are specified).
  - Design of the preliminary physical version of the survey to be carried out and the details of the planning of the pilot test. The consultant will be responsible for pre-test and finalization of tools and techniques for the survey and analysis in coordination with TechnoServe and IFPRI.
  - Identification of work teams for the survey and assignment of roles to work teams (identify each work group with its respective supervisor).
  - Development of the monitoring and supervision protocol for the implementation of the survey.
  - Roles and responsibilities of each member of the survey team.
- In-depth review of the instrument** to collect data in the field (to be designed by IFPRI).
- Instrument programming in a CAPI application.** The electronic instrument must be validated by IFPRI and contain all the questions of the questionnaire provided by IFPRI, as well as the specific controls for questions (skips, restrictions, etc.).
- Recruitment of survey staff, including interviewers and supervisors.** The Consulting Firm is solely responsible for conducting the selection, hiring, training and payment of interviewers and supervisors. Survey staff must have previous experience in conducting surveys in the agricultural sector, preferably in the coffee value chains. The Consulting Firm must ensure that this group is properly prepared and masters the material taught in the training.
- Training of supervisors, interviewers, and data entry/transcription/coding agents.** The training session must last at least five (5) days and IFPRI staff will lead the sessions. TechnoServe will participate in support of this activity.
- Training should include:**
  - Interviewers Manual which should explain in detail the purpose of each section and question (IFPRI will provide the supporting material);
  - Supervisor Manual, detailing their roles;



- 3) Manual for Use of Devices for survey work. The consulting firm must provide the necessary devices (cell phones, tablets) for conducting surveys and capture the geo-reference point of the home or farm at the time of conducting the interview.
7. The Consulting Firm must have personnel residing in the country (Honduras), which facilitates and speeds up field activities.
8. **Replacing staff, as needed:** In case the personnel contracted for the training resigns, the Consulting Firm must communicate these changes to TechnoServe and select replacements as soon as possible. These replacements will ideally be selected from the pool of staff who attended the training. In case the number of candidates that were trained is not enough, the Consulting Firm will be in charge of training the new personnel.
9. **TechnoServe will convene the farmers in the treatment communities** so that the survey team collects the surveys according to the sample.
10. The **Consulting Firm will be responsible for identifying and convening the farmers in the control** communities and establishing the routing plan for their survey.
11. **Plan a pilot test to carry out surveys** with a small sample of farmers to validate the form and mastery of the survey in the field by interviewers and supervisors, with IFPRI supervision. The surveys must include a consent note from the person surveyed. The pilot activity will last two (2) days with the entire participating team at the end of the training session.
12. **Preparation of a report on the results of the pilot test**, which includes challenges in finding the farmers to be surveyed, a method to guarantee that the person who owns the farm was surveyed, and the recommendations to ensure mastery of the survey instrument by the interviewers and high quality data collection.
13. **Execute the data collection in the treatment and control** communities/hamlets/villages and in the specific households selected in the sample, according to the routing and daily schedule detailed in the work plan, ensuring compliance and quality in obtaining data and following the survey supervision plan.
14. **Follow up with interviewers and supervisors** during the days of operation (particularly while doing field work). Provide technical and administrative support, monitor the quality of the interviews, as well as the progress towards the established goals; be attentive to issues that arise during the field (such as comprehension issues, consistency issues, device issues, logistics, etc.) and provide timely and appropriate solutions. Issues for which there is no immediate response or where there are concerns should be brought to the attention of TechnoServe and IFPRI immediately.
15. **Provide any clarification, certification, or other documentation** describing the engagement when reasonably requested by TechnoServe or IFPRI.
16. **Ensure that interviewers and supervisors follow the established protocol for the use of the devices.**
17. **Prepare and submit weekly reports to TechnoServe and IFPRI.** They must include the data that has been successfully collected and downloaded from the devices (with access to an online view to verify the data in the surveys sent and approved by the supervisors). The reports can be sent either on Sunday or Monday.
18. **Follow-up calls will be coordinated if necessary**, which will be recorded as a means of feedback for the Consulting Firm. These reports must contain information on progress, attrition, and particular cases during the field work.
19. **The sample may include up to 5% incomplete surveys due to participants declining to participate, and up to 10% incomplete surveys given other situations** such as empty or uninhabited houses, which could not be located in the Municipality at the time of reviewing the interview, people who have migrated, etc. The Consulting Firm, in collaboration with IFPRI, will develop guidelines to limit the number of non-responses as much as possible. In the event that the sample has a higher number of non-responses, in coordination with TechnoServe and IFPRI, an oversample will be selected to reach the goal of 961 coffee producers in the aforementioned municipalities. (For example, in the case of the control group, consider plot-level analysis when the originally surveyed farmers cannot be located.)



- 20. **Perform data quality control.** Although the software will contain the necessary restrictions to avoid outliers, an additional revision will be necessary to avoid typing problems or the like.
- 21. **Process a clean database in SPSS or Stata format.** These databases must be properly organized by modules, where the variables are labeled and organized according to the questionnaire.

### Expected products

The documents and/or products expected from this consultancy are the following:

- **Develop a data collection plan to include the 961 households** that participated in the baseline data collection before intervention, in consultation with the MAS+ Team.
- **Electronic instruments are programmed,** reviewed and approved. The instrument must be ready and error free before starting the training.
- **Materials to be used in the training for interviewers and supervisors,** including manuals for the interviewer, supervisor and on the use of the devices, as well as knowledge assessments (exams) if they are necessary for the training.
- **Report on the results of the pilot** that includes challenges encountered for the survey in the field, preliminary analysis of the characteristics of the groups (defined in consensus with TechnoServe and IFPRI) and recommendations for the extended survey.
- **Share data weekly during collection.** The Consulting Firm must provide weekly access (every Sunday or Monday) to the dataset so that IFPRI and TechnoServe can review quality.
- **Weekly operational progress reports.** The collection of data in the field (including progress, percentage of absences and rejections, areas covered) and the problems found during monitoring, as well as the solutions provided and pending. The Consulting Firm must maintain timely communication, in writing or virtually, to solve problems related to the surveys. Replacements of the people surveyed are to be authorized by IFPRI in the case of absences or refusals to participate.
- **Clean databases in SPSS or STATA format.** The databases must be organized by module, in the specific order of the survey and duly labeled, fully cleaned.

## 6. Selection Criteria and Process

IFPRI and TechnoServe’s multidisciplinary team will review the submitted technical and economic proposals that meet the requirements. The evaluation and selection of the chosen proposal will be based on the following criteria and weighting:

CRITERIA	WEIGHT	FACTORS
Professional Experience	30%	<ul style="list-style-type: none"> <li>• At least 8 years of relevant experience leading/conducting impact and performance evaluations of development programs / projects, particularly on local economic development.</li> <li>• Experience in performing evaluations of agricultural value chain development, especially on the coffee sector would be an asset.</li> </ul>
		<ul style="list-style-type: none"> <li>• Conducted at least 3 final evaluations funded by international donors (e.g. USDA, USAID, IDB, and European Union) in Honduras</li> <li>• Candidates with experience in drafting reports in English would be preferred.</li> </ul>
Profile of the Consultant or the evaluation team	20%	<ul style="list-style-type: none"> <li>• Knowledge of the project’s national and socio-economic context</li> <li>• Relevant university degree (the team leader should have MA or PhD in Economics or relevant social science)</li> </ul>





		<ul style="list-style-type: none"> <li>• Extensive knowledge of issues of economic development and value chain approaches with an emphasis on coffee</li> <li>• Include technicians with advanced knowledge in the use of survey programming software, as well as other software such as SPSS, Microsoft Office: Word, Excel and PowerPoint.</li> </ul>
<b>Quality of the technical proposal</b>	<b>30%</b>	<ul style="list-style-type: none"> <li>• Experience with mobile data collection and quantitative methodologies</li> <li>• Realistic and appropriate work plan that reflects the needs and characteristics of the desired evaluation methodology</li> </ul>
<b>Quality of the economic proposal</b>	<b>20%</b>	<ul style="list-style-type: none"> <li>• Cost-effective proposal</li> </ul>

### Deadline for completion

The period of fulfillment of any contract arising from this TOR will be effective from approximately July 15, 2022 and end on or around September 15, 2022 (*3 months distributed as follows: 1.5 months for planning, training and survey piloting; one month to conduct survey; and two weeks to correct any observations*). Proposals must detail the estimated timeframe needed to fulfill all obligations, with detailed estimates of implementation for each particular activity, as indicated in the/ “Expected Products” section of this TOR. Proposals that comply with all requirements, are rigorous in the proposed methodology, and propose an efficient yet realistic timeframe are desired.

### General terms and conditions

1. The Consultant or Consulting firm, and all parties constituting the Bidder, may have the nationality of any country. All national or international consulting firms or group of individuals acting as a Consulting Group must be legally constituted. In the event that the candidate is a natural person, the following principles apply:
  1. The Consulting firm will act in representation of a group of consultants;
  2. The Consulting firm will receive any remuneration from TechnoServe, to be distributed among the team members as they are defined;
  3. If the Consulting firm finds that any of their staff have committed serious misconduct or low performance, then the consultant shall provide in a timely manner, as a replacement a person with qualifications and experience acceptable to TechnoServe. Penalties will apply if the Consultant does not remedy a failure in the performance of their obligations under the Contract.
2. A bidder must meet all requirements of an independent evaluator indicated in Part 7 CFR 1499.13, articulated in USDA Foreign Service Evaluation Policy. These requirements include but are not limited to:
  1. [Independent evaluator] uses acceptable analytical frameworks such as comparison with non-project areas, surveys, involvement of stakeholders in the evaluation, and statistical analyses;
  2. Uses local consultants, as appropriate, to conduct portions of the evaluation; and,
  3. Provides a detailed outline of the evaluation, major tasks, and specific schedules prior to initiating the evaluation.
3. A bidder must not have a conflict of interest. Bidders who are found to have conflict of interest shall be disqualified. Bidders shall be deemed to have a conflict of interest with one or more parties in this bidding process if they are or have been associated, directly or indirectly, with a company or with any of its affiliates which have been hired by TechnoServe to provide consulting services for the preparation of the design, technical specifications and other documents to be used in the tender for the acquisition of goods subject to these bidding Documents.



4. The Request for Proposal is not and shall not be considered an offer by TechnoServe.
5. All responses must be received on or before the date and time indicated on the RFP. All late responses will be rejected.
6. All unresponsive responses will be rejected.
7. All proposals will be considered binding offers. Prices proposed must be valid for the entire period indicated in the RFP.
8. All awards will be subject to TNS contractual terms and conditions and contingent on the availability of donor funding.
9. TNS reserves the right to accept or reject any proposal or cancel the solicitation process at any time, and shall have no liability to the proposing organizations submitting proposals for such rejection or cancellation of the request for proposals.
10. TNS reserves the right to accept all or part of the proposal when award is provided.
11. All information provided by TNS in this RFP is offered in good faith. Individual items are subject to change at any time, and all bidders will be provided with notification of any changes. TNS is not responsible or liable for any use of the information submitted by bidders or for any claims asserted therefrom.
12. TNS reserves the right to require any bidder to enter into a non-disclosure agreement.
13. The bidders are solely obligated to pay for any costs, of any kind whatsoever, which may be incurred by bidder or any third parties, in connection with the Response. All responses and supporting documentation shall become the property of TNS, subject to claims of confidentiality in respect of the response and supporting documentation, which have been clearly marked confidential by the bidder.

#### Information for Submitting Bids

Questions regarding this RFP may be addressed to [jobs-hr@tns.org](mailto:jobs-hr@tns.org) and [dsoto@tns.org](mailto:dsoto@tns.org), and must be received no later than **5pm EDT Wednesday, June 8th**. Responses to all questions will be appended to the link on TechnoServe's web site for this RFP no later than **Friday, June 10th**.

Interested and qualified parties who intend to submit a proposal for this RFP are asked to confirm their intent by emailing [jobs-hr@tns.org](mailto:jobs-hr@tns.org) and [dsoto@tns.org](mailto:dsoto@tns.org) by **5pm EDT Wednesday, June 15th**. The letter of interest should include the following information: Name of the consultant or consulting firm, contact information and a brief summary of their experience and work developed during the last 5 years related to the actions required by TECHNOSENVE. Applicants who express their intent to submit a proposal by this deadline may request access to the draft Evaluation Plan.

Candidates meeting the aforementioned criteria should address their economic and technical proposals to the attention of [jobs-hr@tns.org](mailto:jobs-hr@tns.org) and [dsoto@tns.org](mailto:dsoto@tns.org), with the subject line "**Proposal for TechnoServe MAS+ Qualitative Evaluation,**" *no later than 5pm EDT on Friday, June 17st*. For logistical questions only: Phone +504 2221 4686/09. Note that **bids must be submitted in Spanish language. Complete all the requested appendixes. Provide the requested payment terms and conditions.** The documentation submitted must include the name of the bidding company, physical address, contact name, job position, electronic mail, mobile and fixed phone number.

Proposals received after the deadline will not be considered, and time extensions are not available for any reason.





### Means of verification of expenses

The means of verification to approve the payment or reimbursement of expenses related to personnel and logistics are described below:

Expenses	Means of verification
Field staff Logistics expenses: Food	Daily attendance lists, indicating recognized / paid meal times
Logistics expenses: Accommodation	Accommodation payment bills
Logistics expenses: Public transport	Generic receipts of recognized transportation cost

Expenses for field personnel and their respective food will be made according to the daily rate defined in the final budget and based on the lists and attendance. Logistics expenses will be recognized according to the supporting documents presented (attendance lists, invoices for accommodation and generic receipts for transportation).

### Quality retentions

- TechnoServe will pay the Consulting Firm no later than 15 calendar days after TechnoServe's written approval of the contractor's request for payment and TechnoServe's representative's approval of the deliverables corresponding to the requested payment.
- TechnoServe will provide written feedback or recorded virtual calls to the Consulting Firm regarding the quality of each final product, specifically in regard to the clear and understandable presentation of the data analysis and written reports, that the observations made are corrected, and will provide up to three opportunities to address feedback.
- If the Consulting Firm fails to correct the observations or findings in the first three opportunities, TechnoServe will retain 5% of the payment for quality assurance, that is, the payment of this 5% will not be made to the consulting firm of the corresponding payment according to what is stipulated in this contract.

Examples of quality deficiencies include inconsistencies in the quantitative analyses, inconsistencies between the quantitative data and what is described in the reports, lack of indicated remedies, modifications of the survey in electronic form (must comply with the required conversions, skips, notes of alert, restrictions, etc.), tools and materials for training and pilot testing, refined databases, among others.

### Payment Schedule and Terms

The form of payment for this consultancy will be carried out in proportion to and upon contractor delivery and TechnoServe approval of each of the following deliverables:

Product/Deliverable	Payment percentage
1. Final work plan with schedule and routing, programmed electronic instrument, training materials	40% of the total Contract Cost
2. Pilot results report that includes challenges encountered and analysis (with statistical significance) of the characteristics of the groups	20% of the total Contract Cost



3. Databases and weekly reports on the progress of the survey at 50% of surveys completed.	10% of the total Contract Cost
4. Digitized and refined databases in SPSS or STATA format ready for analysis	30% of the total Contract Cost

### Timeline

(Note that this timeline includes qualitative and quantitative data collection activities for context, although this TOR only pertains to the latter.)

	July				August				September				October			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Planning meetings between Consulting Firm, TechnoServe and IFPRI			x	x	x											
Consulting firm develops the first deliverables requested in the contract			x	x	x											
Review and approval of the survey questionnaire			x	x	x											
Programming of the questionnaire in CAPI				x	x											
MEL LAC and HN reviews and approves deliverables						x										
Logistics and personnel are prepared to validate the survey in the field						x	x									
Enumerator Training								x								
Survey pilot test									x							
Conduct surveys to collect data through in-person interviews.										x	x	x	x			
Focus groups - Bean (Option #1)										x						
Processing and quality review of surveys										x	x	x	x	x		
Approval of deliverables																x
Focus groups - Coffee																x
Focus groups - Bean (Option #2)																x



## Appendix 1. Guide for the preparation of the technical proposal and work plan

The technical proposal must define the focus of the evaluation, the activities necessary to carry it out, the methodology to be used for the activities of each product/deliverable, and the expected times for the completion of each phase of the consultancy. The proposal must be complemented by a preliminary evaluation work plan – see Appendix 4.

In response to this invitation, interested candidates in submitting a technical and economic evaluation proposal should consider all the aspects outlined in the Terms of Reference (ToR), such as, context/background to the assignment, specific objectives of the evaluation, approach and methodology, and activities. The offer must be presented in Spanish. An evaluation proposal should include the following:

- 1) A cover letter (maximum 1 page).
- 2) Brief introduction, objectives of the consultancy (maximum 2 pages)
- 3) Description of the experience of the consultant or firm carrying out final/longitudinal/panel evaluation studies, development and application of electronic reports in evaluations of verifiable projects (programs, type of projects) (maximum 3 pages). Consider that the programming of the form includes formulas and conversions, with alert notes and restrictions on the interviewer for quality assurance.
- 4) Outline of the evaluation design, methodology and general evaluation approach. (maximum 10 pages)
  - Identification of work teams for the survey and assignment of roles to work teams (identify each work group with its respective supervisor). Also detail the experience and justification for choosing group supervisors
  - Criteria to carry out the pilot and analysis plan
  - Development of the monitoring and supervision protocol for the implementation of the survey.
  - Work routes based on the design of the sample and distribution of workloads by team.
  - Roles and responsibilities of each member of the survey team.
  - Among other relevant activities
- 5) Organizational chart of implementation unit (maximum 1 page).
  - CVs of the evaluator and evaluator team, outlining previous evaluation experience and accomplishments as it relates to demonstrating the skills and knowledge needed to fulfill the requirements of the Terms of Reference. (Please attach an ID document). See the required template in the appendixes.
- 6) Proposed work plan and timetable (must detail all the activities that will be carried out in each phase of the consultancy, maximum 2 pages).
  - Detailed description of how the surveys are intended to be carried out for the final evaluation (e.g. how many people would carry out the survey, composition of work teams and their roles, software used for the survey, monitoring protocol, work routes, estimated time, method to control the quality of survey and data, etc.).
  - Schedule of activities
- 7) Summarized Budget – you must indicate the breakdown of expenses (eg fees, per diem, transportation, etc.). You will also need to submit the document in Excel with the formulas linked (do not use Excel as a word processor).
- 8) Other issues that the consultant/team of consultants deems relevant

## Appendix 2. Consultant's Experience and References

***Relevant services carried out in the last 5 years that best illustrate qualifications:***



Assignment Name	Assignment Date and Duration	Detailed description of the allocation and services provided	Contracting entity	Name, address, telephone, fax and email of the client

### Appendix 3. Team Composition and Assignment of Responsibilities

Professional Staff					
Personnel Name	Profession	Area of Expertise	Relevant Work	Assigned Position	Assigned Activities

### Appendix 4. Work Plan and Calendar of Activities

Activities and Tasks	Responsible	Total time-input (in Weeks)	Week														
			1	2	3	4	5	6	7	8	9	10	11	12			

### Appendix 5. Breakdown of the Contract Price

Expressed in Local Currency. The following format will be shared in Excel to the Consulting Firms that submit their letter of expression of interest.



<b>Consulting firm name:</b>											
<b>Cost Proposal, MAS+ Final Evaluation</b>											
<i>Bidders may add additional lines and categories as necessary</i>											
Currency:	Lempiras	Exchange rate:		According with Honduras Central Bank <a href="https://www.bch.hn/">https://www.bch.hn/</a>							
<b>Activities: Planning, data analysis, reports, among others</b>										Distribution costs per value chain	
<b>Consultant Fees</b>											
<b>Name</b>	<b>Role</b>	<b>Activity</b>	<b>Qty</b>	<b>Unit</b>	<b>Daily rate</b>	<b>Total</b>	<b>Comments</b>	<b>Beans</b>	<b>Coffee</b>		
						0					
						0					
						0					
						0					
						<b>Subtotal:</b>		<b>0</b>	<b>0</b>		
<b>Communications</b>											
<b>Role</b>	<b>Activity</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit cost</b>	<b>Total</b>	<b>Comments</b>	<b>Beans</b>	<b>Coffee</b>			
					0						
					0						
					0						
					0						
						<b>Subtotal:</b>		<b>0</b>	<b>0</b>		
<b>Travel expenses</b>											
<b>Role</b>	<b>Activity</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit cost</b>	<b>Total</b>	<b>Comments</b>	<b>Beans</b>	<b>Coffee</b>			
					0						
					0						
					0						
					0						
Travel expenses: Transportation, lodging, M&IE						<b>Subtotal:</b>		<b>0</b>	<b>0</b>		
<b>Office materials</b>											
<b>Description</b>	<b>Activity</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Cost</b>	<b>Total</b>	<b>Comments</b>	<b>Beans</b>	<b>Coffee</b>			
					0						
					0						
					0						
						<b>Subtotal:</b>		<b>0</b>	<b>0</b>		
<b>Other expenses</b>											
<b>Description</b>	<b>Activity</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Cost</b>	<b>Total</b>	<b>Comments</b>	<b>Beans</b>	<b>Coffee</b>			
					0						
					0						
					0						
						<b>Subtotal:</b>		<b>0</b>	<b>0</b>		

<b>Activities: Surveyors training, pilot surveys, surveys collection</b>											
<b>Consultant Fees</b>											
<b>Name</b>	<b>Role</b>	<b>Activity</b>	<b>Qty</b>	<b>Unit</b>	<b>Daily rate</b>	<b>Total</b>	<b>Comments</b>	<b>Beans</b>	<b>Coffee</b>		
						0					
						0					
						0					
						0					
						<b>Subtotal:</b>		<b>0</b>	<b>0</b>		
<b>Communications</b>											
<b>Role</b>	<b>Activity</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit cost</b>	<b>Total</b>	<b>Comments</b>	<b>Beans</b>	<b>Coffee</b>			
					0						
					0						
					0						
					0						
						<b>Subtotal:</b>		<b>0</b>	<b>0</b>		
<b>Travel expenses</b>											
<b>Role</b>	<b>Activity</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit cost</b>	<b>Total</b>	<b>Comments</b>	<b>Beans</b>	<b>Coffee</b>			
					0						
					0						
					0						
					0						
Travel expenses: Transportation, lodging, M&IE						<b>Subtotal:</b>		<b>0</b>	<b>0</b>		
<b>Office materials</b>											
<b>Description</b>	<b>Activity</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Cost</b>	<b>Total</b>	<b>Comments</b>	<b>Beans</b>	<b>Coffee</b>			
					0						
					0						
					0						
						<b>Subtotal:</b>		<b>0</b>	<b>0</b>		
<b>Other expenses</b>											
<b>Description</b>	<b>Activity</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Cost</b>	<b>Total</b>	<b>Comments</b>	<b>Beans</b>	<b>Coffee</b>			
					0						
					0						
					0						
						<b>Subtotal:</b>		<b>0</b>	<b>0</b>		







## Appendix 7. Information Template of the Bidders Information

*[The bidder must complete this template according to the following instructions. Any alteration to this template will not be accepted nor substitutes will be accepted.]*

Date: *[indicate the date (day, month and year) of the presentation of the offer]*

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Legal name of the bidding <i>[indicate the name legal of the bidder]</i>
2. If it is an association in participation or consortium, legal name of each member: <i>[indicate the legal name of each member of the Association in participation or consortium]</i>
3. Country where the bidder is registered nowadays or country where he or they attempt to register <i>[indicate the country of citizenship of the bidder today or the country where attempts to register]</i>
4. Year of the bidder registration: <i>[indicate the year of the bidder registration]</i>
5. Legal address of the bidder in the country where it is registered: <i>[indicate the legal address of the bidder in the country where it is registered]</i>
6. Information of the authorized representative of the bidder: Name: <i>[name of authorized representative name]</i> Address: <i>[indicate the address of the authorized representative]</i> Fixed and mobile telephone and facsimile numbers: <i>[indicate the telephone numbers and facsimile of the authorized representative]</i> E-mail address: <i>[indicate the authorized representative email address]</i>
7. Copy of the original documents is attached of: <i>[mark the box or boxes of the original documents attached]</i> <ul style="list-style-type: none"> <li>• Statutes of the society or the bidding business' registration.</li> <li>• If it is an association in Participation or Consortium, a letter of intent to form the Association in participation or the Consortium, or Covenant of the Association in participation or Consortium.</li> <li>• Others (be specific):</li> </ul>

## Appendix 8. Bid Template

*[The bidder will complete this template according to the instructions provided. [No alterations are allowed in this template nor will accept substitutions.]*

Date: *[Indicate the date (day, month and year) of the presentation of the offer]*

Alternative Number *[indicate the identification number if this is an alternative offer]*

A: *[Buyer's full name]*

We, the undersigned, declare that:

- (a) We have examined and not find any objection to the tender, even amended documents numbers \_\_\_\_\_ *[indicate the number and the date of issuance of each amendment];*



- (b) We provide the following goods and related services in accordance with the tender documents and in accordance with the Plan of deliveries set in the list of goods: \_\_\_\_\_ [indicate a description short of those goods and related services];
- (c) The price total of our offer, excluding any discount offered in the following category (d) is of: \_\_\_\_\_ [indicate the total price of the offer in words and figures, indicating the respective amounts in different currencies];
- (d) The discounts offered and the methodology for their application is:  
  
**Discounts.** If our offer is accepted, the following discounts will be applicable: \_\_\_\_\_ [detail each discount offered and the specific item in the list of goods to which the discount applies].  
  
**Methodology and Application of Discounts.** The discounts will be applied according to the following methodology: \_\_\_\_\_ [detail the methodology that will be applied to the discounts];
- (e) Our offer will remain valid for the period of \_\_\_ days, from the date limit set. This offer will force us and may be accepted at any time before the expiration of such period;
- (f) If our offer is accepted, we commit to obtain a Fulfillment Guarantee of the Contract in accordance;
- (g) The undersigned, including all the requested subcontractors or vendors to execute any part of the Contract, have the nationality of the eligible countries \_\_\_\_\_ [indicate the nationality of the bidder, even that of all the members comprising the bidder; if the bidder is an association in participation or consortium, and the nationality of every subcontractor and vendor]
- (h) We do not have a conflict of interests of conformity with those detailed in the bidding description;
- (i) Our company, its affiliates or subsidiaries, including all the subcontractors or vendors to execute any part of the Contract, have not been declared ineligible according to the list in the tender;
- (j) The following commissions, bonuses or fees have been paid or will be paid in relation to this tender or the execution of the Contract: [Indicate the full name of each recipient, their complete address, the reason for which each Commission or bonus is paid and the amount and currency of each Commission or bonus]

Name the Recipient	Address	Concept	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(If they have not been paid or will be unpaid, indicate "none".)



- (k) We understand that this offer, along with its proper acceptance in writing, included in the notification of award, shall constitute a contractual obligation between us, until the formal Contract has been perfected by the parties.
- (l) We understand that you are not obliged to accept the lowest evaluated bid or any other offer received.

Signature: \_\_\_\_\_ *[indicate the full name of the person and position played]*

In the condition of \_\_\_\_\_ *[indicate the legal capability of the person signing the offer template]*

Name: \_\_\_\_\_ *[indicate the full name of the person that signs the offer template]*

Duly authorized to sign the offer for and on behalf of: *[indicate the full name of the bidder]*

The day \_\_\_\_\_ of the month \_\_\_\_\_ of the year \_\_\_\_\_ *[indicate the date of the signature]*

## Appendix 9. Declaration of Validity of the Offer

*[The bidder shall complete this template of Declaration of maintenance of the offer in accordance with the provided instructions.]*

Date: *[indicate the date (day, month and year) of presentation of the offer]*

A: *[indicate the full name of the buyer]*

We, the undersigned, declare that:

We understand that, in accordance with their conditions, the offers must be supported by a statement of maintenance of the offer during 60 calendar days.

We accept that we will be automatically declared ineligible to participate in any bid for contract with the buyer for a period of five years, counted from the date in which the award is notified, if we violate our obligation (s) under the terms of the offer if:

- (a) We retreat our offer during the offer period specified by us in the offer template; or
- (b) If after having been notified of the acceptance of our offer during its validity period, (i) we do not execute or refuse to execute the template of the Convention of Contract, if it is required; or (ii) if it is there is information that is different from the one provided in the tender documents.

We understand that this Declaration of Validity of the Offer will expire if we are not selected, and when the first of the following facts occurs: (i) if we receive a copy of its communication with the name of the bidding selected; or (ii) have elapsed thirty days after the expiration of our offer.

Signed: *[signature of the person whose name and capacity is indicated].*

*In the capacity of [indicate the legal capacity of the person that signs the Declaration of validity of the offer]*

Name: *[full name of the person signing the statement of maintenance of the offer]*



Duly authorized to sign the offer for and on behalf of: [full name of the bidder]

Dated of \_\_\_\_\_ day of \_\_\_\_\_ of 2022 [indicate the date of the signature]

Official stamp of the Corporation (if applicable)

[Note: in case of an association in participation or consortium, the statement of validity of the offer shall be in the name of all the members of the Association in participation or consortium that presents the offer].

## Appendix 10. Format for sending questions about the consultancy

General information of the consulting firm or consultant:	
Name of the organization:	
Name of the representative:	
Electronic address of the contact:	
Office telephone:	Mobile phone:

### INDICATE WITH AN "X" THE THEME OF THE QUESTION:

1	<b>Presentation of pre-requisites</b> (legal status, accounting/financial statements, operational and functional description, experience in rural businesses, counterpart contribution, audits.	
2	<b>Information of the Consulting Firm</b>	
3	<b>Formulation of the proposal</b>	
4	<b>General Information of the Sustainable Agricultural Improvement Project</b>	
5	<b>Logic Framework</b>	
5.1	<b>Objective and outcomes</b>	
5.2	<b>Activities, costs and conditions</b>	
5.3	<b>Timetable</b>	
6	<b>Implementation Plan</b>	
8	<b>Budget</b>	

Write your question
---------------------



## Appendix 13. Potential route for conducting surveys

Based on the surveys carried out in the baseline study and the current situation of the assisted beneficiaries of the MAS+ Project, the following table shows the summary of the surveys to be carried out by each region in the final evaluation:

	TREATMENT (BASE LINE)	CONTROL	TOTAL	MUNICIPALITIES	VILLAGES	HAMLET	Approximate # days to conduct surveys	Approximate # days per team
<b>TEAM #1 COMAYAGUA-YORO</b>	<b>172</b>	<b>182</b>	<b>354</b>					
TOTAL YORO	52	46	98	4	8	9	5 a 7	18 a 22
TOTAL COMAYAGUA	120	136	256	11	18	22	13 a 15	
<b>TEAM #2 EL PARAISO</b>	<b>157</b>	<b>187</b>	<b>344</b>					
TOTAL EL PARAISO	110	163	273	4	14	22	14 a 16	18 a 22
TOTALES LA PAZ	13	9	22				1 a 2	
TOTALES COMAYAGUA	34	15	49				3 a 4	
<b>TEAM #3 OLANCHO-FRANCISCO MORAZÁN</b>	<b>160</b>	<b>104</b>	<b>264</b>					
TOTAL OLANCHO	138	104	242	10	17	20	12 a 14	14 a 17
TOTAL FRANCISCO MORAZÁN	22	0	22	1	1	2	2 a 3	
<b>TOTAL SAMPLE</b>	<b>489</b>	<b>473</b>	<b>962</b>				Range of days per team:	17 a 22

Survey collection times are estimates or approximate. TechnoServe will share with the Consulting Firm interested in presenting a proposal for this consultancy, the number of surveys for each village, community, municipality and department, to facilitate cost estimation, considering travel times, etc.

Departamentos	CONTROL	TRATAMIENTO	Total general
<b>COMAYAGUA</b>	<b>151</b>	<b>153</b>	<b>304</b>
<b>AJUTERIQUE</b>		<b>9</b>	<b>9</b>
SAN ANTONIO DEL PLAYON		9	9
SAN ANTONIO DEL PLAYON		9	9
<b>COMAYAGUA</b>	<b>15</b>	<b>40</b>	<b>55</b>
LOMAS DEL CORDERO		15	15
EL ZARZAL		15	15
SAN JOSE DE PANE	15		15
EL MATASANO	15		15
SAN MIGUEL DE SELGUAPA		25	25
SAN MIGUEL DE SELGUAPA		25	25
<b>ESQUIAS</b>	<b>10</b>		<b>10</b>
EL ORO ABAJO	10		10
CALPULES	10		10
<b>LAS LAJAS</b>		<b>27</b>	<b>27</b>
LA PROVIDENCIA		12	12
LA PROVIDENCIA		12	12
SANTA ROSA		15	15
SANTA ROSA		15	15
<b>MINAS DE ORO</b>	<b>44</b>	<b>28</b>	<b>72</b>
AGUA BLANCA		13	13
AGUA BLANCA		13	13
LAS HUERTAS	14		14
LAS HUERTAS	14		14
MONTECITOS	30	15	45
CORRALITOS	15		15
MONTECITOS	15		15
RIO COLORADO		15	15
<b>OJOS DE AGUA</b>		<b>14</b>	<b>14</b>
CORRALITOS		14	14
CORRALITOS		14	14
<b>SAN JERONIMO</b>		<b>7</b>	<b>7</b>



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Departamentos	CONTROL	TRATAMIENTO	Total general
POTRERO SUCIO		7	7
POTRERO SUCIO		7	7
<b>SAN JOSE DE COMAYAGUA</b>	<b>11</b>	<b>14</b>	<b>25</b>
LA PIMIENTA	11		11
LA PIMIENTA	11		11
LOS ANISES		14	14
LOS ANISES		14	14
<b>SIGUATEPEQUE</b>	<b>71</b>		<b>71</b>
EL ACHIOTE	37		37
EL ACHIOTE	24		24
LA TIGRA	13		13
EL PORVENIR	22		22
BALIBREA	7		7
EL PORVENIR	15		15
EL POTRERON	12		12
EL POTRERON O VILLA ALICIA	12		12
<b>TAULABE</b>		<b>14</b>	<b>14</b>
LA UNION DE SAN ANTONIO		14	14
LA UNION DE SAN ANTONIO		14	14
<b>EL PARAISO</b>	<b>163</b>	<b>110</b>	<b>273</b>
<b>DANLI</b>	<b>116</b>	<b>77</b>	<b>193</b>
BAÑADEROS		13	13
BUENOS AIRES		13	13
EL MAGUELAR	14		14
LA DANTA	14		14
EL MATASANO	7	14	21
EL CACAO	7		7
EL OJO DE AGUA		14	14
EL PATASTE	8		8
EL PATASTE	8		8
EL PORVENIR	51		51
EL NARANJO	6		6
LA PRIMAVERA NO.2	13		13
LAS DELICIAS	20		20
LAS PIEDRECITAS	12		12
LA LODOSA		14	14
SAN FRANCISCO		14	14
VILLA SANTA	36	36	72
EL BORDO	10		10
EL NOGAL		12	12
LA ESPERANZA		24	24
PIEDRAS COLORADAS	15		15
SONAGUERA	11		11
<b>EL PARAISO</b>		<b>21</b>	<b>21</b>
LAS SELVAS		21	21
SAN MARCOS		12	12
TRES PIEDRAS ABAJO		9	9
<b>SAN LUCAS</b>	<b>15</b>	<b>12</b>	<b>27</b>
NAVIJUPE	15		15
LOS ARADOS	15		15
TAPAHUASCA		12	12
CERRO BONITO		12	12
<b>TEUPASENTI</b>	<b>32</b>		<b>32</b>
EL OCOTAL	22		22
EL GUAPINOL	11		11
EL ZAPOTILLAL	11		11
SAN ISIDRO	10		10
LA MAJADA	10		10
<b>FRANCISCO MORAZAN</b>		<b>22</b>	<b>22</b>
<b>ORICA</b>		<b>22</b>	<b>22</b>
LA JOYA DEL QUEBRACHO		22	22
LA LIMA O EL COGOTILLO		14	14





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Departamentos	CONTROL	TRATAMIENTO	Total general
SAN JUAN O MONTAÑA DE LA FLOR		8	8
<b>LA PAZ</b>	<b>9</b>	<b>13</b>	<b>22</b>
<b>LA PAZ</b>	<b>9</b>	<b>13</b>	<b>22</b>
SAN JOSE DEL PLAYON	9	13	22
MONTAÑA EL ZANCUDAL	9		9
SAN JOSE DEL PLAYON		13	13
<b>OLANCHO</b>	<b>104</b>	<b>138</b>	<b>242</b>
<b>CAMPAMENTO</b>		<b>25</b>	<b>25</b>
EL NANCE		25	25
EL ZAPOTE #1		10	10
LOS ZAPOTES		15	15
<b>CATACAMAS</b>	<b>18</b>		<b>18</b>
LA COLONIA AGRICOLA	5		5
TERRERO COLORADO O CAJON DE JAMASQUIRE	5		5
SIGUATE	13		13
FINCA BRISAS DEL PINO	13		13
<b>CONCORDIA</b>		<b>14</b>	<b>14</b>
LA LAGUNA		14	14
LAS DELICIAS		14	14
<b>DULCE NOMBRE DE CULMI</b>		<b>37</b>	<b>37</b>
LAS MARIAS		14	14
LAS MARIAS		14	14
RIO NEGRO		10	10
RIO NEGRO		10	10
SAN PEDRO DE PISIJIRE		13	13
LA PROVIDENCIA		13	13
<b>GUALACO</b>	<b>6</b>		<b>6</b>
LA BOCA	6		6
CERRO AZUL	6		6
<b>GUARIZAMA</b>	<b>22</b>		<b>22</b>
GUARIZAMA	14		14
TIERRA CHELA	14		14
LOS CAJONES	8		8
ZACATERAS	8		8
<b>GUAYAPE</b>		<b>7</b>	<b>7</b>
EL PASO DE LA HOYA		7	7
EL PASO DE LA HOYA		7	7
<b>JUTICALPA</b>	<b>58</b>	<b>42</b>	<b>100</b>
EL BIJAO	1	29	30
EL GUARUMO		15	15
LAS DELICIAS	1	14	15
EL PLAN DE LOS CIRUELOS	10	13	23
EL BARRO ABAJO		13	13
EL URRACAL	10		10
SAN ANTONIO DE SAHARA	47		47
LA LIBERTAD	26		26
VILLA NUEVA	21		21
<b>PATUCA</b>		<b>13</b>	<b>13</b>
GUINEO ARRIBA		13	13
LA TRINIDAD		13	13
<b>YORO</b>	<b>46</b>	<b>52</b>	<b>98</b>
<b>EL NEGRITO</b>	<b>36</b>		<b>36</b>
CERRO PRIETO NO.1	11		11
SANTA LUCIA	11		11
LA MAJADA	12		12
EL MANGO	12		12
SAN JOSE DEL NEGRITO	13		13
EL CONGO	13		13
<b>VICTORIA</b>	<b>10</b>	<b>17</b>	<b>27</b>
EL MANGO		11	11
EL AGUACATAL DEL MEDIO		11	11
EL PATASTE		6	6



Departamentos	CONTROL	TRATAMIENTO	Total general
BRISAS DEL HIGUERO		6	6
LAS LOMAS	10		10
EL MANZANO	10		10
<b>YORO</b>		<b>35</b>	<b>35</b>
LA TRINIDAD		21	21
LA LAGUNA		12	12
MATADERO		9	9
SUBIRANA		14	14
EL MUSIQUITO		14	14
<b>Total general</b>	<b>473</b>	<b>488</b>	<b>961</b>