

Terms of Reference: Firm to Conduct Qualitative Data Collection and Analysis 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 qualitative research activities related to data gathering, processing and analysis from households participating in the coffee and bean value chains (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 included nine departments of 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 VCs), 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, processing and analysis activities for the qualitative portion of the evaluation. (The final evaluation will be mixed-method in nature, and quantitative data collection and processing are described in a separate Terms of Reference. Both components will inform the final evaluation report, to be produced by IFPRI.) The qualitative portion of the final evaluation will cover both coffee and bean VCs, and is intended to enrich the lessons of the evaluation and better understand the experiences of the beneficiaries. The qualitative component will include focus groups and interviews with key informants.

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 Methodology

The purpose of the qualitative portion of the evaluation is to contextualize the situation of improving the technical capacity of the producers, as well as the progress and business development of the producers' organizations. The aim is to determine whether the project intervention is helping to improve farm management by incorporating new agricultural practices and technologies, and whether this has an impact on productivity and family income.

More specifically, the objectives of this qualitative study are to:

- Qualitatively validate the initial results of the quantitative evaluation and theory of change, and generate recommendations for improvements in similar future projects.
- Determine the relevance of the program in relation to the critical problems encountered in the bean and coffee sector in Honduras, the perceptions of program partners and the potential for program sustainability, including a gender focus.
- Assess whether there is consistency in work plans, goals and the effectiveness of operations.
- Indicate areas of success and identify bottlenecks, perverse incentives or other factors that may have influenced the project from reaching its goals.
- Determine impact and effect by identifying external factors that positively or negatively affected the program's progress.
- Analyze the structure, strengths and weaknesses of the implementation team to identify potential improvements in efficiency and effectiveness.

As noted, the overall final evaluation report, to be produced by IFPRI, will be mixed method in nature – weaving together both the qualitative findings from this component with the quantitative data gathered separately. The qualitative data collection will be sequenced to follow the quantitative data collection, so that prioritized areas of exploration can be developed based on preliminary quantitative findings. From an impact evaluation perspective, it is important to understand:

- The types of techniques farmers are adopting, and whether a minimum of three GAPs are enabling them to achieve at least a 25 percent increase in yields. (This is important to understand how productivity changes can occur.)
- Whether productivity improvements can also be linked to improvements in household or individual welfare. In the coffee QoL, an income effect is expected, while in the bean QoL, households could have both an income effect and an availability effect.
- The business model between farmers and coffee exporting companies, if in addition to generating a differential in income from coffee sales, it encourages and strengthens business structures, negotiation skills, access to new financial products and provides producing families with sufficient resources to continue improving productivity and increasing production volumes. What impact does this commercial relationship have on the improvement of coffee quality, consolidation and penetration of international markets?

- The experiences of bean farmers in particular, especially those who have shifted to other crops (e.g. tomatoes), documenting details about this shift – why, how it is working, and how the project has influenced or not influence this shift. This is of special interest as the quantitative study will not include bean farmers.

The above relates to the following questions from the USDA Food for Progress Learning Agenda (USDA Food for Progress Learning Agenda: Trade Expansion and Agricultural Market Development, July 2016):

Question 14: "What are the best linkage models to help small and medium-sized producers, traders, and post-harvest market players, who often lack collateral, registration, and credit history to access loans...or other financial instruments to effectively expand their businesses? "

Question 15: "Do cooperatives, associations, federations or collectives impact producers' abilities to optimize sales to local, regional or international markets? level? What services provided by cooperatives lead to results? What types of cultural environments are best for these different models to thrive?

Priority Question 21: "In what context is it profitable for agricultural actors, particularly producers and processors, to adopt higher product quality standards for sales to higher value markets, including international markets?"

Question 28, regarding coffee quality: what are the best methods for improving the post-harvest stage of the value chain to maintain crop quality and value after harvest? What aspects of pre-harvest production, such as ensuring input quality and limiting pests and diseases, are most important for reducing post-harvest losses?

Interviews and focus groups

The Consulting Firm will be responsible for carrying out both interviews and focus groups, and developing detailed question guides for each. The interviews should be designed to understand how the activities had an impact from the perspective of the beneficiaries and to understand how they contributed to the achievement of the final results; as well as what types of restrictions the actors faced to achieve them.

In total, the Consulting Firm should plan to carry out 12-15 focus groups, and 15-18 key informant interviews. Further details are provided below:

FGD/KII Type	Meeting Format	Departments (Coffee)	Departments (Bean)
Focus groups with farmers and/or leaders f organizations	Face-to-face	6 (Santa Bárbara, Yoro, Comayagua, El Paraíso, Olancho, Francisco Morazán)	6 (Santa Bárbara, Yoro, Comayagua, El Paraíso, Olancho)
Focus groups with members of community bean seed banks	Face-to-face		3 (Santa Bárbara-Yoro-Comayagua, Olancho, Francisco Morazán, El Paraíso)

Focus groups with Community Trainers (CTs) ¹	Virtual	1 (Comayagua, where the selected CTs will be mobilized)	1 (Comayagua, where the selected CTs will be mobilized)
Interviews with coffee exporters	Virtual	2-3, TBD	
Interviews with bean buyers	Virtual		2-3, TBD
Interviews with bean seed buyers	Virtual		1 (Santa Bárbara)
Interviews with relevant coffee intermediaries	In person or virtual	At least 5 (El Paraíso, Olancho, Comayagua, Yoro, Santa Bárbara)	
Interviews with the MAS+ technical team (as individuals or as a team)	In person or virtual	TBD	TBD
Interviews with other relevant counterparts (e.g. donor, etc.)		2-3, TBD	2-3, TBD

At a minimum, the selected proposal will include the review methods identified above. However, these methods are not considered sufficient to meet all the objectives of the review. Proposals must identify methods to respond to all objectives, comprehensively incorporating the methods identified in the evaluation plan. The content and the questions to be asked will be agreed between IFPRI, TechnoServe and the Consulting Firm. Support on organization and logistics for the aforementioned interviews and focus groups will be provided by TechnoServe.

Questions of interest

The consulting firm will be responsible for developing focus group and key informant interview protocols. To facilitate this process, IFPRI and TechnoServe have prepared a list of questions of interest; note that as this list is extensive, not all of them will be addressed and/or covered with equal levels of detail in the final evaluation.

Project design

- What are the problems/opportunities in bean and coffee chain producers that MAS+ sought to address?
- How well did the program's design align with beneficiaries' needs and priorities?

¹ A community trainer is a qualified professional who delivers agricultural training courses to farmers on behalf of the MAS+ Project.

- How well did the program align with the Honduran Government development priorities as well as the development objectives of USDA and the U.S. Government, TechnoServe and other relevant partners?
- Was the program design practical and appropriate to the economic, cultural and environmental context?
- To what extent did the project reach its objectives and targets? What accounts for any significant shortfalls of planned achievements? (If any).
- Was the MAS's theory of change adequate and accurate for the intervention? Were the assumptions in the theory of change valid during the implementation?
- Have resources been used appropriately?
- Have goals been achieved and are operations effective?
- To what extent were activities cost-effective? Could alternative approaches have achieved similar results with fewer resources?
- How did the MAS management team respond to and implement the recommendations in the mid-term evaluation?
- Is there consistency and follow-up in the work plans and goals?
- Are the assumptions and risks identified in the program valid? What recommendations emerge from this project for TechnoServe staff and key stakeholders for designing similar programs?
- Are project activities being configured in a way that leads to sustained results? To what extent is it likely that benefits generated by MAS will endure after completion of the project? What is the evidence for this?
- To what extent did the MAS project design consider sustainability (of financial, social and environmental impacts; service delivery; etc.)?
- How effectively did the program use its monitoring system to inform management decisions?

Technical capacity of producers

- Were MAS+ recruitment efforts successful in attracting bean and coffee chain producers?
- How did the efforts reflect an interest in including women and other marginalized populations in the program's enrollment?
- How effective have the training modules and production technologies and techniques been?
- Are there modifications needed to these materials, or the training process? What were the key changes (intended and unintended) observed in the beneficiaries as a result of the MAS program? Did the training and transfer of the good agricultural practices and technologies lead to an increase in coffee and bean productivity?
- How is the production record keeping system perceived by farmers and producer organizations?
- Are the results to date on track to meet project life cycle expectations and objectives for adoption and benefits of the system?
- To what extent has the project developed local capacities (technical, financial, etc.) for the activities/services provided via the program to continue post-project? What is the evidence for this?
- Were community seed banks effective in disseminating certified seed of bean varieties?
- Do bean producers understand the value of using certified seed?
- To what extent have the lessons learned from the project been adopted by producers?

- Did producers adopt good agriculture practices as a result of the MAS's assistance? (e.g. training, finance, access to market information, etc.)

Access to Finance

- Are producers in the bean and coffee chain accessing financing? Are the loans covering their input and farm management needs?
- Does the loan guarantee allow financial institutions to increase flexibility in the provision of financial services? What was the default rate on these loans?
- Do bean and coffee chain producers who use loans adopt good agricultural practices at a different level than those who do not use loans?
- To what extent has increased access to financial services contributed to increased productivity and income? To what extent did access to finance help producers to increase the use of improved agricultural techniques /or technologies?
- To what extent did the improvement in the quality of the products (coffee and beans) and the direct market links lead to an increase in sales and incomes compared to those producers who did not receive this support?

Producer organizations

- To what extent have the trainings provided by the program been used/adopted?
- How many services are provided by producer organizations compared to the baseline?
- Are producer organizations adequately staffed to manage service delivery?
- How do farmers perceive the quality and usefulness of the services they receive?
- How successful has the program been in strengthening the capacity of producer organizations to market their products?
- To what extent did the producer organizations upgrade their capacity to provide more and/or better services for their members to better market their products?
- How likely the direct link with buyers/exporters to contribute to a continuing flow of technical assistance to producers and that community trainers' involvement can endure beyond the life of the project? Has the knowledge delivered through the project's training activities been used by producer organizations?

Project monitoring

- Is the program monitoring system functioning properly?
- Do the relevant staff understand and fulfill their supervisory responsibilities?
- Is the project monitoring on the appropriate indicators and in an efficient and timely manner?
- What, if any, were the project's negative results? How might they have been avoided? To what extent can these results be clearly attributed to Program's actions?
- Is management using the information gathered in its decision making?
- Are stakeholders optimally informed about project progress?
- What role do program participants and stakeholders play in program monitoring?
- Is there systematic monitoring of the performance of project indicators including: information flow, capture, analysis, sources of information and means of verification of indicators in general?

- Are some key indicators missing? What broader lessons can be drawn in regard to the program's implementation that can be replicated in other programs in order to capitalize on its successes and avoid or prevent mistakes?

Gender:

- How did MAS implement efforts to promote gender balanced participation in in the project?
- How did MAS implement efforts to improve female participation and access to services provided by producer organizations?
- Did MAS contribute to increase women's participation in paid work activities?

Migration

- To what extent has the MAS+ project's services and accompaniment contributed to rooting the producers with whom you work in their communities of origin and preventing them from joining the international migration flows to the United States?

Resilience: climate change and Covid-19

- To what extent have the MAS+ project services and support contributed to improving the resilience of producers specifically in relation to climate change and the COVID-19 pandemic?
- Was MAS successful in promoting the adoption of environmentally sustainable production practices?

5. Scope of Work

Activities

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

1. Preparation of a data collection plan.
2. Development of interview and focus group instruments, designed by target.
3. Execution of data collection
4. Carry out data analysis using qualitative data analysis techniques and using relevant technology (e.g. NVivo or similar) for coding and analysis, as necessary.
5. Preparation of preliminary report
6. 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 and particular challenges/cases that emerged during field work.
7. Preparation of a final report.

Expected products

1. **Final workplan with schedule and routing, plus instruments for interviews and focus groups.**
The workplan should include:

- Methodological design of the study (including data analysis techniques and technologies) and plan of activities for the process. Describe in detail the methodology to be used in the study that includes the techniques to be developed for information gathering with each stakeholder.
 - Instruments for data collection, designed by target. Note that these tools must be tailored to each stakeholder and must respond the main activities of the program, as indicated above.
2. **Final data collection report (due at the end of the data collection process, but updated weekly during fieldwork):**
 - Report delivered weekly to TechnoServe and IFPRI, indicating implemented activities, with details of location, number of participants, value chain, key stakeholder, etc.
 3. **Preliminary results report, with an outline of content and preliminary findings.**
 4. **Final report incorporating changes/final feedback from IFPRI and TechnoServe in accordance with the provisions of these terms of reference.**
 - A final technical document of the qualitative study. The document must incorporate relevant tables/summaries of the qualitative analysis, with recommendations for improvements, as well as extracting the lessons learned, successes and difficulties in carrying out the activities within the framework of the Project's results. The document will be delivered in English and Spanish.
 - Presentation of the study results. The presentation will be developed and coordinated with the participation of the key actors in the program, and will seek to socialize strengths and weaknesses to identify potential improvements or recommendations.

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

		<ul style="list-style-type: none"> • Experience with qualitative data collection and analysis; and advanced knowledge of relevant software for qualitative data analysis
Quality of the technical proposal	30%	<ul style="list-style-type: none"> • Detailed discussion of proposed methodology • Realistic and appropriate work plan that reflects the needs and characteristics of the desired evaluation methodology
Quality of the economic proposal	20%	<ul style="list-style-type: none"> • Cost-effective proposal

Deadline for completion

The period of fulfillment of any contract arising from this TOR will be effective from approximately August 15, 2022 and end on or around October 30, 2022 (*2.5 months distributed as follows: 3 weeks for planning and interview guide development; 3 weeks for data collection; and the remaining time to develop preliminary and final reports and incorporate feedback*). 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 and 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 and 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 TECHNOSERVE. 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 and dsoto@tns.org, with the subject line **"Proposal for TechnoServe MAS+ Qualitative Evaluation," no later than 5pm EDT on Friday, June 17th**. 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 qualitative data and what is described in the reports, lack of indicated remedies, 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, plus instruments for interviews and focus groups	40% of the total Contract Cost
2. Final data collection report	20% of the total Contract Cost
3. Preliminary results report, with outline of content and preliminary findings.	10% of the total Contract Cost
4. Final results report, reflecting feedback received from IFPRI and TechnoServe.	30% of the total Contract Cost

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

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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 evaluation studies, with special emphasis on qualitative data gathering, analysis and report writing of verifiable projects (programs, type of projects) (maximum 3 pages).
- 4) Outline of the evaluation design, methodology and general evaluation approach, including assignment of roles across the work team and specific approaches for data analysis. (maximum 10 pages)
- 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 appendices.
- 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).
 - 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.



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



Communications								Beans	Coffee
Name	Role	Activity	Qty	Unit	Daily rate	Total	Comments		
						0			
						0			
						0			
						0			
						0			
					Subtotal:	0		0	0
Communications									
	Role	Activity	Qty	Unit	Unit cost	Total	Comments	Beans	Coffee
						0			
						0			
						0			
						0			
					Subtotal:	0		0	0
Travel expenses									
	Role	Activity	Qty	Unit	Unit cost	Total	Comments	Beans	Coffee
						0			
						0			
						0			
						0			
					Subtotal:	0		0	0
Travel expenses: Transportation, lodging, M&IE									
						0		0	0
Office materials									
	Description	Activity	Qty	Unit	Unit Cost	Total	Comments	Beans	Coffee
						0			
						0			
						0			
					Subtotal:	0		0	0
Other expenses									
	Description	Activity	Qty	Unit	Unit Cost	Total	Comments	Beans	Coffee
						0			
						0			
						0			
					Subtotal:	0		0	0



Activities:											
Consultant Fees											
Name		Role	Activity	Qty	Unit	Daily rate	Total	Comments	Beans	Coffee	
							0				
							0				
							0				
							0				
							Subtotal:	0	0	0	
Communications											
Role		Activity	Qty	Unit	Unit cost	Total	Comments	Beans	Coffee		
							0				
							0				
							0				
							0				
							Subtotal:	0	0	0	
Travel expenses											
Role		Activity	Qty	Unit	Unit cost	Total	Comments	Beans	Coffee		
							0				
							0				
							0				
							0				
							Subtotal:	0	0	0	
Travel expenses: Transportation, lodging, M&IE											
							Subtotal:	0	0	0	
Office materials											
Description		Activity	Qty	Unit	Unit Cost	Total	Comments	Beans	Coffee		
							0				
							0				
							0				
							Subtotal:	0	0	0	
Other expenses											
Description		Activity	Qty	Unit	Unit Cost	Total	Comments	Beans	Coffee		
							0				
							0				
							0				
							Subtotal:	0	0	0	
Taxes, among others											
		Description	Qty	Unit	Unit Cost	Total	Comments	Beans	Coffee		
						0					
						0					
						0					
					Subtotal:	0		0	0		
Gran Total:										0	0

Liquidation of expenses is understood as the presentation of documents that attest to all those expenses incurred for the development of the function of project consulting team or company.

- Transportation: Fuel, toll charges, internal transfers (bus, taxi), tire repairs, car wash, vehicle rental, and any other related expenses that may arise to move from the office to the place of destination prior authorization of TechnoServe.
- Food: Food expenses incurred for consulting activities.
- Communication: Sending documents, fax, internet, telephone for local calls.
- Lodging: Accommodation expenses.
- Miscellaneous: Purchases of minor equipment and office supplies, prints, photocopies, among others.

- Personal expenses such as personal items, medicines, laundry, medical consultations, etc.
- Entertainment expenses such as cinema, discos, recreation places, etc.

- Alcoholic beverages.

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"> • Statutes of the society or the bidding business' registration. • 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. • Others (be specific):

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	Presentation of pre-requisites (legal status, accounting/financial statements, operational and functional description, experience in rural businesses, counterpart contribution, audits.	
2	Information of the Consulting Firm	
3	Formulation of the proposal	



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4	General Information of the Sustainable Agricultural Improvement Project	
5	Logic Framework	
5.1	Objective and outcomes	
5.2	Activities, costs and conditions	
5.3	Timetable	
6	Implementation Plan	
8	Budget	

Write your question