**Request for Proposal**

**Evaluation Survey of** *Earthquake Recovery: Helping Local Communities Rebuild Livelihoods in Nepal Project.*  
**Funded by: Heifer International**

<table>
<thead>
<tr>
<th><strong>RFP Release Date:</strong></th>
<th><strong>June 5, 2019</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Performance Period:</strong></td>
<td><strong>10 Days</strong></td>
</tr>
<tr>
<td><strong>Proposal Submission Deadline:</strong></td>
<td><strong>June 15, 2019</strong></td>
</tr>
<tr>
<td><strong>Electronic submission to the attention of:</strong></td>
<td><strong>Administrative Department</strong></td>
</tr>
<tr>
<td><strong>Electronic submission:</strong></td>
<td><strong><a href="mailto:heifer.nepal@heifer.org">heifer.nepal@heifer.org</a></strong></td>
</tr>
</tbody>
</table>
Contents

1. General Information .................................................................................................................. 3
2. Project Background .................................................................................................................. 3
   2.1 Project Identification Data ......................................................................................... 3
   2.2 Development Context ................................................................................................. 3
   2.5 Existing Data ............................................................................................................... 5
3. Rational for the Evaluation Study .......................................................................................... 6
   3.1 Purpose of the Evaluation Study .................................................................................. 6
   3.2 Audience and Intended Uses ....................................................................................... 6
4. Evaluation Design and Methodology ..................................................................................... 7
   4.2 Study Design ............................................................................................................... 7
   4.2 Data Collection Methods and Data Analysis ............................................................... 8
   4.3 Methodological Strengths and Limitation ..................................................................... 8
5. Study Products ....................................................................................................................... 8
   5.1 Deliverables .................................................................................................................. 8
   5.2 Reporting guidelines .................................................................................................... 9
6. Composition and responsibilities of study team .................................................................... 10
7. Survey management .............................................................................................................. 11
   7.1 Logistics ...................................................................................................................... 11
   7.2 Work Schedule ............................................................................................................ 11
   7.3 Budget ......................................................................................................................... 12
   7.4 Proposal submission requirements: ............................................................................. 12
1. General Information

This Terms of Reference (ToR) is being issued in order to solicit applications from potential consulting firms to conduct the evaluation study of Heifer International’s Earthquake Recovery: Helping Local Communities Rebuild Livelihoods in Nepal project. This is a four year, 2.72 M USD project implemented in Nepal from May 2015 to June 2019.

This TOR contains background information related to the project, the desired methodology, including objectives, the timeframe for conducting the evaluation, and a list of deliverables. This document also contains information about the expertise that Heifer is seeking for this activity and guidance on how to submit a proposal for review. Heifer anticipates awarding a Quality and Cost Based Selection (QCBS) for the evaluation study with payments based on the submission and approval of deliverables. The award agreement will include a fixed price payment schedule with specific deliverables.

2. Project Background

2.1 Project Identification Data

<table>
<thead>
<tr>
<th>Project ID</th>
<th>NP3150</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Title</td>
<td>Earthquake Recovery: Helping Local Communities Rebuild Livelihoods In Nepal</td>
</tr>
<tr>
<td>Award Number</td>
<td>HPIAAODRN3150</td>
</tr>
<tr>
<td>Award Dates</td>
<td>5/29/2015-6/30/2019</td>
</tr>
<tr>
<td>Funding</td>
<td>Heifer International USA</td>
</tr>
<tr>
<td>Implementing Organization</td>
<td>Heifer Project International Nepal</td>
</tr>
<tr>
<td>Country Director</td>
<td>Dr. Shubh N. Mahato</td>
</tr>
</tbody>
</table>

2.2 Development Context

Nepal is one of the world’s most earthquake prone regions with major earthquakes occurring almost every 75-80 years. The massive earthquake on the 25th of April 2015, which occurred 81 years after the massive 1934 earthquake, left behind a devastating aftermath. With a 7.8 magnitude on the Richter Scale, the destruction it caused was colossal with the final death toll reaching 8,856, while more than 22,000 people were injured.

It is estimated that the lives of eight million people, almost one-third of the population of Nepal, were impacted by this earthquake. Thirty-one of the country’s 77 districts were affected, out of which 14 were declared ‘crisis-hit’ for the purpose of prioritizing rescue and relief operations; another 17 neighboring districts were partially affected.

This earthquake has greatly impacted all spheres of livelihoods including basic facilities and infrastructure. Due to this destruction, the remainder of the population that survived the
An earthquake has been left to survive in terrifying conditions, exposing them to various risks including health risks and reduced income levels to fight against this and improve their living condition.

Among those severely affected districts, many fell under Heifer International Nepal’s working areas. Of Heifer Nepal’s 32 current working districts, 10 have been affected with 108 people deceased and another 378 injured. Heifer works with over 50,000 families in these areas whose houses and farm level incomes have been impacted by this earthquake. About 21,000 houses have been completely destroyed, 571 large animals, 1,473 small animals and 1,128 poultry were killed.

To support earthquake affected families in Heifer project areas, a project ‘Earthquake Recovery: Helping Local Communities Rebuild Livelihoods in Nepal’ was implemented in 10 districts of Nepal. This project provided support to more than 16,000 families through a community managed revolving fund. It also helped to reignite and strengthen the existing project structures like Project Implementation and Management Committee(PIMC), Project Management Committee (PMC), Self-Help Group(SHG) and cooperative for revival of economic activities.

Project Districts
2.3 Intended Outcomes
The project supported 16,402 families through the community managed fund whose lives were disrupted after the earthquake. These families have chosen to invest in different sectors of livestock, agriculture and other income generating activities under different headings such as small as well as large animal purchase, purchase of seeds, fertilizers, agricultural equipment, animal shed construction/improvement, etc. This support has reigned the affected families in the project activities and moving forward with increased income generation along with community solidarity and enhanced social capital. Although the earthquake had set back the progress of these Heifer families, SHGs, and Coops they have resumed functioning with added zeal and motivation.

2.4 Approach and Implementation
The project was implemented in two phases. In the first phase, the project was implemented in two districts: Dhading and Nuwakot, whereby project families received the revolving fund support. On the other hand, only affected families of the partial affected districts (10 districts) received revolving fund in the second phase of project implementation.

Heifer provided revolving fund of NPR. 15,000 to each needy family. SHG members were encouraged to invest the fund according to their real need. The amount was to be paid back to SHG/Coops after a certain time frame and no interest is charged until 36 months. Major activities performed under this project were provision of SHG support fund, reignition of project structures and short-term income generating activities. Total duration of the project was 4 years.

2.5 Existing Data
Rapid need assessment was carried out to ensure the investment areas of affected families. Based on the need assessment, revolving fund were distributed to 16,402 families. The following table illustrates the summary of investments of the revolving fund in multiple areas according to their need.

<table>
<thead>
<tr>
<th>Areas of investment</th>
<th>Frequency</th>
<th>% of Responses</th>
<th>% of cases</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal shed improvement/construction</td>
<td>7,204</td>
<td>34.02</td>
<td>43.92</td>
</tr>
<tr>
<td>Small animals purchase</td>
<td>6,664</td>
<td>31.47</td>
<td>40.63</td>
</tr>
<tr>
<td>Seeds and Chemical fertilizer</td>
<td>2,750</td>
<td>12.98</td>
<td>16.77</td>
</tr>
</tbody>
</table>
In some of the project areas, Project families refunded the SHG support fund to cooperatives. So far, of the total investment, 53.25% of fund has been recovered at the cooperative level. Cooperatives invested this fund to members in the areas of productive sectors according to members need.

### 3. Rational for the Evaluation Study

The project was conceptualized with an underlying hypothesis that revolving fund as an alternate approach to disaster response would give more flexibility to the victims to respond to the most pressing need and this community managed approach will positively contribute to the rebuilding the livelihood of the victims. Heifer intends evaluate the outcomes and document learnings of this approach.

Heifer intends to evaluate the project intervention and document the trends towards rebuilding livelihoods. It is expected that this will also help to devise strategies and generate learning points to reflect on designing responses in similar situations in future. It will also help to communicate with project stakeholders, donors and target communities regarding the results and lesson learned derived from the project.

#### 3.1 Purpose of the Evaluation Study

- To measure progress against project objectives,
- To access the impacts of direct cash transfer (vs providing materials) to the beneficiaries in their livelihood during emergency/disaster and other opportunities it creates in future if any, and
- To analyze the approach adopted by this project and lessons learned.

#### 3.2 Audience and Intended Uses

The audience of the evaluation report will be Heifer International and related stakeholders, specifically the project team, government stakeholders, and the implementing partners. An Executive Summary and recommendations will be provided to HPI HQ Program Management for a discussion on current and potential strategies in disaster response. Heifer Nepal will also learn about project strengths and weaknesses and adjust in the new program/project intervention accordingly. It is expected that partners and the local governmental offices will...
have the opportunity to discuss how the HPI project assisted them and how this type of project could better assist them in the future to meet goals.

3.3 Evaluation Questions
   a. To what extent was the revolving fund effective for improving livelihoods of earthquake impacted families.
   b. The community managed revolving fund approach in disaster response was designed to reduce dependency on free handout (usually observed post disaster) and to increase the role of the community themselves in overcoming the loss and move towards recovery. To what extend has this approach been effective?

4. Evaluation Design and Methodology

4.2 Study Design
The study will utilize a wide range of appropriate tools and methodologies to assess the project results. Data/ information gathered from both primary and secondary sources will be utilized for measuring the impact of revolving funds and effectiveness of project structures. Secondary sources will comprise reports, database and relevant publications. Primary data will mainly concern with project households, SHGs, cooperatives, and concerned project stakeholders level and from comparison groups.

The consulting firm undertaking the final evaluation study is encouraged to refer to Heifer’s sample size calculation methods. Through this process, sample households should represent project areas of revolving fund mobilization. However, the consulting firm could recommend an appropriate survey design and method for estimating sample size.

For institutional study, representative numbers of SHG/cooperatives will be selected from Heifer project areas. One of the selection criteria will be based on their recovery of funds. Heifer encourages consulting firm to present robust methods of evaluation survey.

The detailed methodology and field work schedule will be finalized in consultation with Heifer Nepal. However, major steps will be:
   • Visit Heifer Nepal office and hold interactions with the project core team to get acquainted with the project, its activities and the proposed work.
   • Prepare a detailed methodology with robust sample size that is aligned with Heifer’s Sampling Guide for household and institutional survey.
   • Prepare and finalize the survey instruments like questionnaires for in-depth interviews, focus group discussions, and key informant interviews in the recommended digital data collection tools. Heifer has a subscription for SurveyCTO, a digital data collection platform, which we recommend to use.
   • Pre-test draft questionnaire and checklists and incorporate the inputs in final questionnaire and checklist.
• Share final version of evaluation tools and checklist and incorporate comments (if any).
• Prepare a detailed plan of action/schedule covering orientation to enumerators, field work, data collection, analysis, interpretation, draft and final report preparation with concerned project staff.
• Share draft report and obtain comments/inputs and incorporate the same into final report,
• Prepare final report and submit (hard copy and electronic version in word format) to Heifer Nepal Country Office.

4.2 Data Collection Methods and Data Analysis
The consultant is requested to review project documents, fund disbursement sheet, and relevant periodic reports during the finalization of methodology and tools. Broadly, data collection methods will be comprised of a mix of method appropriate to the survey questions. These tools may include a combination of the following:

1) Literature Review:
2) Household Survey Questionnaire
3) Focus Group Discussions
4) Document Review of Cooperative
5) Individual Interviews using Checklist or Questionnaire
6) Quantitative analyses of financial returns with appropriate methods

Heifer requests the consulting firm to outline an appropriate methods of data analysis plans. Data/information will be analyzed based on methods as agreed in the data analysis plan that need to be finalize during the inception report. Heifer encourages the consulting firm to suggest other relevant methods for synthesizing data/information.

4.3 Methodological Strengths and Limitation
The proposed methodology of data/information collection is significant and the best for the measurement of project effectiveness. It will also help to reduce the response biasness and important to understand the real aspect of the project participants and target groups. During the execution of the survey, the survey team, in consultation with Heifer can adjust time frame, survey tools etc. if these adjustments will be appropriate and justifiable for this study.

5. Study Products
5.1. Deliverables
The consulting firm will provide the following deliverables within the timeframe stated:
1. Inception Report: within 10 working days of contract start date, a detailed report on the proposed approach to the study will be submitted for approval. This will provide a detailed description of the methodology and tools, research questions, expected outputs, budget with a breakdown of costs and detailed work plan for the entire exercise. Any draft data collection tools will also be submitted for review at this stage.
   The inception report should include:
   - Conceptual framework for undertaking the evaluation;
- Final methodology; including detailed sampling plan and field procedures, detail out
data collection framework and data collection tools, data analysis plan.
- Discussion of any limitations to proposed methodology or approach.
- Quality control measures
- Survey and field work protocol
- Work plan /schedule indicating key deliverables and milestones, including outputs
  and timeline;
- Evaluation team composition and roles

2. Revised Inception report: within 4 working days after receiving comments and feedback from
Heifer in the inception report. The revised inception report should include exact sample size
and distribution across clusters.
3. Draft Report and Presentation: within 30 days after the submission of revised inception
report, the consultant will present the preliminary findings for discussion. The consulting firm
should present and submit the final report with incorporating comments and feedback
provided by Heifer.
4. Final Report: within 7 days of submission of draft report, a detailed report of the overall
findings of the evaluation study will be submitted for approval. This report should incorporate
specific, practical and feasible recommendations for improving project delivery and impact
based on learning from project design, implementation and delivery.

5. A copy of the raw data, (every single survey response to every question in their original form)
and clearly labelled, without calculations or amendments, in STATA/SPSS and Excel in
recommended (matrix/wide-form) format. A copy of the ‘cleaned’ data and all workings sheets
used during the analysis, preferably in STATA/SPSS and excel. Include the scripts that were used
to clean up and to run the statistics.

5.2. Reporting guidelines
The consulting firm should prepare a final version of evaluation report on following structure.
1. Executive Summary—concisely state the most salient findings and indicator wise summary
base value with unit and quantity (5pages);
2. Table of Contents (1 Pages);
3. Introduction—purpose, audience, and scope of work (1 pages);
4. Background—brief overview of the project, HPIN long term plans, strategies and priority
areas, purpose of the evaluation study (2–3 pages);
5. Methodology—study areas, methods, sample size, survey tools and limitation (3 pages);
6. Findings- As agreed in data analysis plan;
8. Issues—provide a list of key technical and/or administrative, if any (1–2 pages);
9. Future Directions (2–3 pages);
10. References (including bibliographical documentation, meetings, interviews and focus group
discussions);
11. Annexes—annexes that document the survey methods and tools, schedules, sampling procedure, interview lists and tables—should be succinct, pertinent and readable.

6. **Composition and responsibilities of study team**

**Required and preferred skills**
The team of experts should have experience on qualitative and quantitative research; clear understanding on research methodology and experiences on using different social research tools and techniques. Work experiences in the areas of agriculture economics, social capital and women empowerment will be an added advantage.

**Team Leader**
Team Leader should have an advance university degree in rural development or social sciences with experiences of having conducted at least three evaluation studies related to humanitarian and local economic development. Additional skills will be:

- Expertise in baseline and evaluation design.
- Expertise working in international development, rural development, relevant social sciences.
- A good understanding of cooperatives governance, institutional development.
- Expertise on donor/funder expectations and requirements.
- Expertise on quantitative and qualitative data management.

Other team members should have experience in the following areas:

**Agricultural Economics:** Minimum Masters’ Degree in agricultural economics with demonstrated experience in agri-livestock sectors.

**Data Analysis:** Master’s Degree in Statistics or relevant fields with demonstrated experience in socio-economic data analysis using credible tools, techniques and software.

**Supervisors and Enumerators:** Bachelors’ degree with relevant field experience.

**Responsibilities**

- a) Develop/design evaluation study including questionnaire for HH survey and checklist and tools for group interaction including FGD with project beneficiaries at different levels.
- b) Share study design including process, methods and questionnaires/checklist with project team, collect feedback and finalize the study design.
- c) Pre-test questionnaires and other tools in one of the project areas.
- d) Prepare data analysis plan, finalize survey methodology, required tools.
- e) Submit inception report.
- f) Debrief/discuss with project team about effectiveness of questionnaire, checklists and other tools used in pre-test, collect feedback and finalize them.
- g) Orient, train and supervise the enumerators.
h) Carry out field work together with enumerators.
i) Ensure the quality of information collected from fields, cross check with the validity of information collected and verify/revise where needed.
j) Update progress of the study on weekly basis to Program Manager- PME.
k) Analyze data and prepare quality report.
l) Present draft report to Heifer, and
m) Submit final report (a compiled version of the report - both hard copy and electronic version in word format) to the project after incorporating the feedbacks and suggestions from Heifer.

7. Survey management

7.1 Logistics

Heifer International Nepal will assign this responsibility to one of its staff, who will manage and coordinate the whole process from Heifer’s side. The Evaluation Coordinator will serve as the primary contact between the consulting firm and the project team, and facilitate the required support from Heifer. Any change in SOW, plan and process, methodology, etc. must be agreed with the Evaluation Coordinator. During the study, the consulting firm may seek and receive additional advice or guidance from the HPIN, but the firm will operate independently, without direct supervision by any Heifer staff.

The assignment will require travel to and staying in the target project region in Nepal. Use of Heifer Nepal office space may be available. Other than office space, all other resources (transport, hotel reservations, data collection enumerators, etc.) should be arranged by the consulting firm itself.

7.2. Work Schedule

Detail will be worked out jointly with the consulting firm and project staff. However, the work is expected to commence from MMDDYY, for an estimated 2 months’ period.

The final report of evaluation will be expected to come within 2 months. The tentative timeframe of the study is given in the following table.

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Activities</th>
<th>M1</th>
<th>M2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Project orientation meeting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Inception report: methodology, sample size, survey tools</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Submission of revised inception report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Training to Enumerators/ pre-test tools</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Data Collection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Data Analysis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Draft Report Submission (first draft)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Submission of final report after incorporating feedback</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
7.3. Budget
Budget should cover all costs for remuneration, travel, workshops, and meetings. Prevailing GoN rules will be applied for tax purpose.
Mode of payment: payments will be made in the following three installments
- 30% of the agreed budget as an advance after submission of inception report
- 40% of the agreed amount after the submission of the 1st draft report.
- Remaining 30% after satisfactory quality check by Heifer after submitting the final report after incorporating the feedback and comments.

7.4. Proposal submission requirements:
All interested consulting firms will submit their proposals with the following information:

12.1 Technical Proposal (not to exceed 10 pages)
General information (not to exceed 2 pages):
- Organization name, legal status, VAT number, Tax clearance status
- Website
- Contact person from the consulting firm

Technical Approach (not to exceed 8 pages):
- A detailed methodology on how the assignment will be conducted, including a qualitative and quantitative data collection approaches, sampling strategy, sample size, data collection methods and systems/technology to use, field procedures, quality control practices and data analysis
- List and briefly describe the team and its proposed personnel, indicating what role each proposed individual will have. (Curriculum vitae (CV) of the team members to be provided in an attachment)
- A clear and comprehensive work plan (draft), outlining the major activities, responsible persons and time schedule
- Organizational capacity statement, including past experiences and activities related to the theme of the study. Reference information must include the location, award numbers, and brief description of work performed
- At least three references of other clients for which similar assignments were undertaken with contact information for each one.

Financial Proposal (in NPR)
- Itemized budget;
- Narrative explanations of line items;

Interested consulting firms legally eligible to implement this assignment in Nepal are requested to submit a proposal. Please include the name of the person in your organization who will be involved in negotiating the contract as well as your telephone and email contact information.
Submission must be in English and typed single-spaced using Times New Romans font size 12, with a complete set of appendices/attachments as applicable. All pages must be numbered and name of the organization at the bottom of each page.

12.2 Late Submissions and Modifications:
Proposal received after the submission deadline will not be considered. Offerors are responsible to ensure that their proposals are submitted according to the instructions stated herein. Heifer retains the right to terminate this RFP or modify the requirements upon notification to the Offerors.

12.3 Selection Criteria
Submitted proposals must clearly demonstrate alignment with the SOW outlined above with appropriate level of details. Proposals will be evaluated according to the following criteria:

12.4 Proposal evaluation focus:
- Accuracy and relevance of the proposed technical approach and methodology 25%
- Completeness of proposal (activity plan, budget, team expertise, etc.) 10%
- Proposed team: expertise and competencies to address project components 20%
- Relevance of the consultant/organization skill base to implement/manage the assignment 20%
- Budget justification and costs realism 25%

The selection committee will evaluate the technical proposal based upon the criteria listed above, and the financial proposal will be assessed for its cost-effectiveness in the budget.

12.5 Award Process and Contract Mechanism
If your organization is selected, all information in this document and the negotiation process are contractually binding.

<table>
<thead>
<tr>
<th>No.</th>
<th>Activity</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Proposal reception</td>
<td>June 5 to 15, 2019</td>
</tr>
<tr>
<td>2</td>
<td>Selection Committee review</td>
<td>June 3rd week, 2019</td>
</tr>
<tr>
<td>3</td>
<td>Notification of award</td>
<td>June 4th week, 2019</td>
</tr>
</tbody>
</table>

12.6 Limitations
This RFP does not represent a commitment to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or to contract for services or supplies. Heifer reserves the right to fund any or none of the applications submitted and reserves the right to accept or reject in its entirety and absolute discretion of any proposal received as a result of the RFP.

12.7 Intellectual Property
Section 1. Ownership Generally. Subject to Section 8.2 below, any intellectual property (including but not limited to copyrights, trademarks, service marks, and patents), intellectual property rights, deliverables, manuals, works, ideas, discoveries, inventions, products, writings, photographs, videos, drawings, lists, data, strategies, materials, processes, procedures, systems, programs, devices, operations, or information developed in whole or in part by or on behalf of Contractor or its employees
or agents in connection with the Services and/or Goods (collectively, the “Work Product”) shall be the exclusive property of HPI. Upon request, Contractor shall sign all documents and take any and all actions necessary to confirm or perfect HPI’s exclusive ownership of the Work Product.

Section 2. Prior-Owned Intellectual Property. Any intellectual property owned by a Party prior to the Effective Date (“Prior-Owned IP”) shall remain that Party’s sole and exclusive property. With regard to any of Contractor’s Prior-Owned IP included in the Work Product, Contractor shall retain ownership, and hereby grants HPI a permanent, non-exclusive, royalty-free, worldwide, irrevocable right and license to use, copy, reproduce, publicly display, edit, revise, perform, and distribute said intellectual property, in any format or any medium, as part of the Work Product.

Section 3. Work Made for Hire. To the extent copyright laws apply to the Work Product, the Parties agree that (a) HPI specially ordered or commissioned the Work Product, (b) the Work Product is a “work made for hire” under United States copyright laws, and (c) HPI shall be deemed the author thereof and shall own all right, title, and interest therein. To the extent such rights, in whole or in part, do not vest in HPI as a “work made for hire”, Contractor hereby irrevocably grants, assigns, and transfers to HPI, exclusively and in perpetuity, all of Contractor’s rights of any kind or nature, now known or hereafter devised, in, to, and in connection with the Work Product, and HPI shall solely and exclusively own any and all rights therein, and in the elements thereof, including but not limited to any and all allied, ancillary, subsidiary, incidental, and adaptation rights. Contractor hereby waives any and all rights known as “moral rights”, and any similar rights, which Contractor may have in connection with the Work Product. The description of Services and/or Goods provided in this Agreement shall in no way limit the manner in which HPI may use the Work Product.

12.8 Eligibility

Offerors must be legally registered to operate in Nepal. The Offeror must be registered in VAT and tax clearance certificate.