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**REQUEST FOR TECHNICAL AND FINANCIAL PROPOSALS**

# MUJIMANZOVU COMMUNITY GAME RANCH AND COMMUNITY-LED CONSERVATION

Articulating and developing a business case and business plan for Mujimanzovu Community Game Ranch (12,200hac) and a intensive community-led wildlife conservancy (33,387hac) in Lunga Luswishi GMA and associated open area

**11TH MARCH 2020**

# TABLE OF CONTENT

**Table of Contents**

[TABLE OF CONTENT 2](#_Toc34825902)

[1. General Administrative Provisions 3](#_Toc34825903)

[1.2 TNC’s Procurement Process 3](#_Toc34825904)

[1.3 Customer's Obligations 3](#_Toc34825905)

[1.4 Vendor's Obligations 3](#_Toc34825906)

[1.5 Vendor Submission Requirements 4](#_Toc34825907)

[1.5.1Submission of Proposal: 4](#_Toc34825908)

[1.5.2 Critical Dates 4](#_Toc34825910)

[1.6 Restricted Communications 4](#_Toc34825911)

[1.7 Disposition of Proposals 4](#_Toc34825912)

[1.8 Contractual Commitment of Proposal 5](#_Toc34825913)

[1.9 Confidentiality 5](#_Toc34825914)

[1.10 Conflict of Interest Disclosures 5](#_Toc34825915)

[APPENDIX I: SCOPE OF WORK 6](#_Toc34825916)

[APPENDIX II: CONFLICT OF INTEREST FORMS 10](#_Toc34825920)

# General Administrative Provisions

* 1. **Statement of Purpose**

It is the intention of The Nature Conservancy (“Customer”) to solicit Proposals for a Vendor **“To articulate and develop a business case and business plan for Mujimanzovu Community Game Ranch (12,200hac) and a intensive community-led wildlife conservancy (33,387hac) in Lunga Luswishi GMA and associated open area”** (Details of Scope of Work in Appendix I).

Those receiving this Request for Proposal (RFP) are referred to as “Vendor”.

**THIS IS NOT AN ORDER.**

THE NATURE CONSERVANCY (TNC) is a District of Columbia, USA, non-profit corporation with its principal place of business in Arlington, Virginia, USA and a program office in Zambia at Plot No. 8664 Kudu Road, Lusaka, Zambia.

Since 1951, The Nature Conservancy has been working with communities, businesses and people like you to protect more than 119 million acres of land and 5,000 miles of rivers worldwide. The mission of The Nature Conservancy is to **conserve the lands and waters on which all life depends**.

Please see *www.nature.org* for more details on what the Conservancy does and where we work.

## **1.2 TNC’s Procurement Process**

Procurement activities will be conducted in a nondiscriminatory manner with fair treatment given to all Vendors. The Conservancy reserves the right to reject any and all offers for any reason whatsoever, to waive technicalities, and to pursue purchasing in a manner that is in the best interest of the organization.

## **1.3 Customer's Obligations**

Customer incurs no obligation or liability whatsoever by reason of issuance of this RFP or action by anyone relative thereto.

## **1.4 Vendor's Obligations**

Vendor must analyze and respond to all sections of this RFP providing sufficient information to allow Customer to evaluate the Proposal. Vendor, by submitting its Proposal, agrees that any costs incurred by the Vendor in responding to this RFP, are to be borne by Vendor and may not be billed to Customer.

Vendor’s proposal must match the order in which the RFP was submitted or clearly state where the information resides. If Customer has any confusion or difficulty in retrieving the required information from a Vendor’s proposal, it may result in such proposal to be disqualified. **Vendor may not have the ability to resubmit their proposal to Customer.**

Customer requests firm fixed pricing for the proposal. If a particular entity is chosen as an award winner and any additional costs are presented at the time of agreement negotiations or implementation, Customer has the right to reject that entity as the contract winner.

Vendor shall not use the names, logos, images or any data or results arising from the anticipated contract for advertising without Customer’s prior written consent.

## **1.5 Vendor Submission Requirements**

### **1.5.1 Submission of Proposal:**

Vendor will send its response to this RFP via email

* Email**: moses.nyoni@tnc.org** copying in **“robert.munro@tnc.org”**

# Email subject heading: MUJIMANZOVU COMMUNITY GAME RANCH AND COMMUNITY-LED CONSERVATION

Or submit hard copies to the following address: -

**The Nature Conservancy (TNC)**

*Attention: Community Conservation Projects Manager (Moses Nyoni)*

*Plot 8664 Kudu Road,*

*Lusaka*

*Zambia*

**Phone: +260 968-369909 / 0972-994030 / 0955-345960**

### **1.5.2 Critical Dates**

*Questions Regarding the RFP*

Vendor will submit questions to Customer by close of business on: **Friday, 20th March, 2020.**

Customer will use its best efforts to answer questions by; **Friday, 27th March, 2020.**

Answers may be shared by e-mail with all Vendors. Vendor understands and agrees that it has a duty to inquire about and clarify any RFP questions that the Vendor does not fully understand or believes may be interpreted in more than one way. Customer, however, is not required to answer all questions that are not pertinent to the RFP or are considered to be Customer’s proprietary information.

*Proposal Due Date*

Proposals shall be delivered to The Nature Conservancy on or before *17:00 HRS on* ***Friday, 3th April 2020****.* See Article 1.5 for Submission Requirements.

## **1.6 Restricted Communications**

It is the policy of the Customer to avoid situations which (1) place it in a position where its judgment may be biased; (2) create an appearance of conflict of interest with respect to rendering an impartial, fair, technically sound, and objective decision prior to selection; or (3) give an unfair competitive advantage to competing Vendors. Therefore, to ensure an ethical evaluation process, all inquiries or other communications regarding this RFP shall be exclusively directed to the Customer's authorized Agent, to the person and location specified in Article 1.5.1 of this RFP. Vendors are hereby expressly instructed not to otherwise communicate with Customer’s officers or employees regarding this RFP. This prohibition is also applicable to Vendors' affiliates, officers, employees, agents, consultants, and subcontractors.

## **1.7 Disposition of Proposals**

All materials submitted in response to this RFP will become the property of the Customer and may be returned only at the option of the Customer and at the expense of the Vendor. Successful and unsuccessful bidders will be notified in writing or by phone*.* The Customer shall not be obligated to detail any of the results of the evaluation.

## **1.8 Contractual Commitment of Proposal**

The contents of submitted Proposals will be considered obligations of the successful Vendor. No information should be submitted that is not intended to be incorporated into the Proposal and any contract which may result from such Proposal. If there is any inconsistency between the terms herein and any of the other contract documents, the terms in the other contract documents shall prevail.

## **1.9 Confidentiality**

Any data, documentation or other business information furnished by or disclosed to the Vendor shall be deemed the property of the Customer and must be returned to the Customer upon request.

## **1.10 Conflict of Interest Disclosures**

It is the policy of The Nature Conservancy (“TNC”) to identify actual, potential or perceived conflicts of interest in any situation in which TNC has a significant business interest. To assist TNC in complying with this policy, we request that all individuals and/or organizations that will be involved in a proposed transaction with TNC complete our Conflict of Interest Disclosure Form. This relates to people who will be working, directly or indirectly, to respond to this RFP, as well as may be doing the resultant work if the Vendor receives the contract.

Please complete the attached Conflict of Interest Disclosure Form (Appendix II) and send with your RFP response.

*The information will be kept confidential and given out only on a “need to know” basis.*

# APPENDIX I: SCOPE OF WORK

*Term of reference for Business Planning and Environmental Impact Assessment for a Mujimanzovu Community Game Ranch and an Intensive Community-led Wildlife Conservation Initiative in Lunga Luswishi GMA*

**Title of Consultancy** **Focus of Assignment;** Articulating and developing a business case and business plan for Mujimanzovu Community Game Ranch (12,200hac) and a intensive community-led wildlife conservancy (33,387hac) in Lunga Luswishi GMA and associated open area

**Duration of Project Period -** 2.5 months (April to 15th June 2020)

**Project Location -** Mushindamo Districts (North Western, Province)

**Overall Goal** By June 2020, support HRH Senior Chief Mujimanzovu and his people develop a sustainable wildlife based business case (plan) and complete an Environmental Impact Assessment over 45,387 hac (110,000 acres) of land identified and set aside for the development of a Community Game Ranching initiative and an intensive community conservation zone in Lunga Luswishi GMA and adjustment open area of the chiefdom.

**Immediate Objectives**

1. Analyze fenced and unfenced community game ranching business models across Zambia and Africa and recommend a mix of feasible approaches in assisting Mujimanzovu Chiefdom benefit from wildlife management in the GMA and the open area identified for a Community Game Ranch and community wildlife based management;
2. Identify opportunities, analyze economic, financial and investment scenarios and develop a business case and plan that appropriately captures opportunities and challenges presented by the two pieces of land within which the community of Mujimanzovu would like to develop a community-led conservation footprint that is sustainable, community owned and beneficial to all households with a stake on the land and the chiefdom;
3. Based on opportunities and permissible infrastructure needed to support the most ideal model or combination of models, complete an Environmental Impact Assessment Report or Project Brief (whichever is required) for the community enterprise;
4. On the basis of prevailing opportunities and challenges in the target landscape, recommend best private sector partnerships going forward, investment options, appropriate cost-benefit sharing and sustainability mechanisms/model.

# 1.0 Background

# Since 2018, The Nature Conservancy (TNC) has been working with the Zambia Land Alliance (ZLA) in supporting the community of Mujimanzovu Chiefdom advance a community plan and aspiration to develop a Community Game Ranch in Lunga Luswishi GMA. Following a laborious process that included; a revision of Lunga Luswishi General Management Plan (GMP) in order to open up space for delineation of a development zone up north, conducting a land due diligence assessment/study on the development zone, conducting a study visit of conservancies in Kenya, conducting an ecological assessment of the communal land in question and undertaking community consultations, a 45,587hac piece of land was identified by the local leadership as a parcel of communal land that the community could set aside for community game ranching. Unfortunately, 33, 387 hac of this land sits in the development zone of the GMA and is subject to a GMP and land management provisions as provided for in the Wildlife Act. The remaining 12,200 hac sits outside the GMA. According to the Wildlife Act and advice from the Department of National Parks and Wildlife (DNPW), the community may consider developing a fenced community game range only on a 12,200 hac piece of land sitting outside and west of the development zone of the GMA and not over the 33,387hac piece sitting in the GMA.

# The long-term vision of the community however is to increase their level of effort and involvement in wildlife management across the whole chiefdom and enhancing community beneficiation from a community based nature-based economy; including game ranching. With this view point and disposition, the community intends to proceed in establishing a community ranch on the 12,200 hac piece of land and also work towards enhancing community based conservation actions on the 33,387 hac of communal land designated to wildlife management within the development zone of the GMA.



**2.0 Scope of work**

As a continuation process in supporting the community of Mujimanzovu chiefdom, TNC intends to hire the services of qualified and experienced individual(s) and / or firm to take up a consultancy assignment. The focus of the consultancy is on building up an economic and business case that culminates in the establishment of the envisaged community game ranch (over 12,200 hac, fenced and/or unfenced depending on viability)) and increased community-led conservation actions over the 33,387 hac sitting inside the development zone of the GMA in Mujimanzovu. This focus is premised on community understanding that both the area outside the GMA and that inside the GMA fall under customary tenure and there was no legal reason as to why communities may not take interest in conservation of this section of the GMA within the CRB framework and with supervision of DNPW.

**3.0 Deliverables and timeframes**

Under this consultancy, the client expects to receive three deliverables namely:

* 1. A business case or plan depicting three (3) wildlife business scenarios with the first scenario being; (i.) wildlife business development and management on the target landscape with a fence on the 12,200hac piece with the rest of the area being managed as an open area with support of a CRB (ii) business development of the entire area (45,587hac) as a ‘community conservancy using CRB and Community Scout presence as a protective mechanism and (iii) business development over the 12,200 hac pieces as a stand along community business entity. The business plan and scenarios need to cover a planning period of 10-15years;
	2. Based on all possible options in developing the area as a wildlife based enterprise, assess potential environmental impacts (+ve and -ve) and submit an Environmental Impact Assessment Report;
	3. Investigate and recommend (i) potential private sector co-investment opportunities to catalyze the business model/s (ii) an appropriate benefit sharing model ideal for this initiative and community; (iii) a sustainability pathway for this initiative beyond any initial donor support, based on a range of nature-based income streams.

The following are the timeframes for key deliverables

* Hold an inception meeting where the successful consultant (s) would be required to present his/her technical approach to the assignment with a clear methodology and implementation plan outlined (By April, 10th 2020).
* 1st draft of a detailed Business Plan developed in accordance with 3.1 and 3.3 above is submitted and reviewed by May 30th 2020
* Final copy of a detailed Business Plan developed in accordance with 3.1 and 3.3 submitted by June 10th 2020
* EIA Report completed and lodged with Environmental Council of Zambia by June, 10th 2020

**4.0 Delivery & implementation**

Successful individual(s) or firms will be required to work closely with TNC Zambia Country Director, Community Conservation Manager, HRH Senior Chief Mujimanzovu, Mujimanzovu Development Trust, DNPW and all relevant stakeholders.

**5.0 Desired profile of prospective candidates**

Prospective candidates will be competent in developing viable business models and ideally possess hands-on experience and knowledge of the wildlife sector in Zambia, Southern and/or Eastern Africa. He/she must ideally possess knowledge and experiences with community-led conservation, community game ranching vis-à-vis benefit sharing models in Zambia and across Africa. Knowledge and experience with other community based models likely to benefit this assignment will be an added advantage.

**6.0 Mode of application**

Interested and qualified individuals and or firms must submit (i) a technical paper demonstrating their understanding of the assignment at hand and an outline of their proposed technical approach to the consultancy (Technical Proposal and Budget), (ii) a summary outline of competences, skills sets and experience meeting the application requirements; and (iv) CVs together with relevant referees.

Electronic submissions can be emailed to moses.nyoni@tnc.org with a copy to robert.munro@tnc.org -

**Deadline for receiving expressions of interest and technical proposal is Friday, 3rd April 2020.**

# APPENDIX II: CONFLICT OF INTEREST FORMS

The Nature Conservancy

CONFLICT OF INTEREST DISCLOSURE FORM

It is the policy of The Nature Conservancy (“TNC”) to identify actual, potential or perceived conflicts of interest in any situation in which TNC has a significant business interest. To assist TNC in complying with this policy, we request that all individuals and/or organizations that will be involved in a proposed transaction with TNC complete this form.

**TRANSACTION** *(TNC staff complete transaction section)*

For **Real Estate transactions**, describe the property, its size and the type of deal (e.g., purchase or sale, gift, fee, easement, or other).

For **all other transactions**, describe the type of agreement (e.g., service contract, grant from TNC to grantee, etc.).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**SERVICE CONTRACT**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Total Kwacha value of transaction**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[For cashless barter transactions, provide the value of the benefits being provided each party.]**

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| **STEP 1: ORGANIZATION TYPE** |

Please check the box to indicate the type of party for which this form is being completed, list all individuals and/or

organizations that will be involved in this transaction. An “organization” includes a for profit corporation, partnership, trust, estate, joint venture, limited liability corporation, professional corporation or unincorporated entity of any kind, a foundation, public board, commission, and a 501(c)(3) or other charitable organization.

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| **[ ]**  | **Individuals (list all, then complete Section 1): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| **[ ]**  | **For Profit Organizations (list all, then complete Section 2):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **[ ]**  | **Not for Profit Organizations (list all, then complete Section 3):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |

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| **STEP 2: QUESTIONS** |

Complete the applicable section of questions below. Individuals complete Section 1. For Profit Organizations complete Section 2. Not for Profit Organizations complete Section 3. **Note:** Please refer to the attached list of TNC key employees and current and prior members of TNC’s Board of Directors when completing the rest of this form.

**Section 1. INDIVIDUALS: Please check all that apply and attach an explanation for any “Yes” answers.**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| 1. Are you now, or have you been at any time since July 1, 2013, a **TNC “key employee”** or a **member of the TNC Board of Directors** as identified on the attached list?
 |  |  |
| 1. Are you now or have you been in the last 12 monthsa **TNC employee** (other than a key employee), a **Chapter Trustee** or member of a **Country Program Advisory Council**?
 |  |  |
| 1. Have you **contributed** **to TNC** U.S. $5 million or more during the current fiscal year (July 1 – June 30), or U.S. $25 million or more, cumulatively, in the current fiscal year and the prior four fiscal years?
 |  |  |
| d. To your knowledge, are you a **Family Member** of any individual identified in paragraph a, b or c above? (For these purposes, the term “Family Member” includes the individual’s spouse, ancestors, brothers and sisters (whether whole or half-blood), children (whether natural or adopted), grandchildren, great-grandchildren, and spouses of brothers, sisters, children, grandchildren, and great-grandchildren; and any person with whom the covered person shares living quarters under circumstances that closely resemble a marital relationship or who is financially dependent upon the covered person.) |  |  |

**Section 2. FOR PROFIT ORGANIZATIONS:**

**Please check all that apply and attach an explanation for any “Yes” answers.**

|  |  |  |
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|  | **Yes** | **No** |
| 1. Has the organization made total aggregate contributions to TNC (i) U.S. 5 million or more during the current fiscal year (July 1 – June 30), or (ii) U.S. $25 million or more, cumulatively, during the current fiscal year and the prior four fiscal years?
 |  |  |
| 1. Now or at the time of the proposed transaction, does or will any **Substantial Contributor** (as defined in 1.c.); **TNC employee (includes former TNC employee who left within the last 12 months); member of TNC’s Board of Directors or key employees (see list attached); or TNC Chapter Trustee or Advisory Council member (includes former ones who served within the last 12 months)**, individually or collectively with other such persons (including **Family Members** of such persons; see Section 1(d) above for definition of Family Members), **own more than 35% of the stock or value of the organization** (directly or indirectly)**,** or have the legal or *de facto* **power to exercise a controlling influence over the organization’s management or policies**, e.g., as an officer, key management employee, board member or partner?
 |  |  |
| 1. Now, or at the time of the proposed transaction, have or will any members of **TNC’s current Executive Team or Board of Directors** (see attached list) serve as:
* an officer, director, trustee, key employee, or partner; or
* if the entity is a limited liability corporation, a member; or
* if the entity is a professional corporation, a shareholder?
 |  |  |

**Section 3. NOT FOR PROFIT ORGANIZATIONS**

**Please check all that apply and attach an explanation for any “Yes” Answers.**

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|  | **Yes** | **No** |
| 1. Now or at the time of the proposed transaction, have or will any **Substantial Contributor** (as defined in 1.c.); **TNC employee (includes former TNC employee who left within the last 12 months); member of TNC’s Board of Directors or key employees (see list attached); Chapter Trustee or Advisory Council member (includes former ones who served within the last 12 months)**, or **Family Members** of any of these, individually or collectively, **have the ability to control management of the entity**? See Section 1(d) above for definition of Family Members.
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| **STEP 3: COMMENTS** |

Please explain any “Yes” answers checked above.

**Individuals who in the current fiscal year (FY20) are or during the preceding five fiscal years have been a Conservancy “key employee” or a member of the Board of Directors:**

**Key Employees**

James Asp

David Banks

Charles Bedford

Michelle Beistle

Giulio Boccaletti

Matt Brown

Maria Damanaki

Michael Doane

Andrea Erickson-Quiroz

Santiago Gowland

Sherri Hammons

Wisla Heneghan

Jack Hurd

Marianne Kleiberg

Richard Loomis

Joyce Ma

Pascal Mittermaier

Hugh Possingham

Aurelio Ramos

Lynn Scarlett

Heather Tallis

Michael Tetreault

Leonard Williams

Heather Wishik

**Other/Former Key Employees**

Justin Adams

Kacky Andrews

Karen Berky

Mark Burget

Mario D’Amico

Addison Dana

William Ginn

Lynne Hale

Steve Howell

Peter Kareiva

Joe Keenan

Michelle Lakly

Robert McKim

Brian McPeek

Glenn Prickett

Lois Quam

Angela Sosdian

Michael Sweeney

Mark Tercek

Marc Touitou

Peter Wheeler

Janine Wilkin

Heather Zichal

**Current Board of Directors (FY ‘20)**

Shona L. Brown

Laurence Fink

William Frist

Joseph H. Gleberman

Harry Hagey

Margaret Hamburg

Sally Jewell

Nancy Knowlton

Andrew Liveris

Jack Ma

Claudia Madrazo

Craig McCaw

Ana M. Parma

Douglas Petno

Vincent Ryan

Brenda Shapiro

Thomas J. Tierney

Moses Tsang

Frances A. Ulmer

Margaret C. Whitman

Ying Wu

**Prior Board Members (FYs ’15-’19)**

Teresa Beck

David Blood

Gretchen C. Daily

Steven A. Denning

Jeremy Grantham

Frank E. Loy

Jane Lubchenco

Thomas J. Meredith

Thomas Middleton

Stephen Polasky

Roberto Hernández Ramirez

Muneer A. Satter

Rajiv Shah

Mark Tercek

P. Roy Vagelos

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| **STEP 4: SIGNATURES** |

The undersigned certifies that the information in the disclosure form is true and correct to the best of his/her knowledge.

**Signatures for For Profit or Not for Profit Organizations: Signatures for Individuals:**

Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name of person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_