

Terms of Reference (ToR)

Supply of Educational Materials to Sponsored Children

1. Background

ActionAid's child sponsorship programme is central to our mission of ensuring that every child has the right to a life of dignity, access to quality education, and opportunities for personal development. Beyond connecting individual children to sponsors, the programme serves as a conduit for long-term, community-driven development.

Over the years, we have observed that maintaining the active participation of children in the sponsorship programme requires sustained engagement and tangible support that responds to their immediate needs. Many sponsored children, particularly those from rural and underserved communities, lack access to basic educational materials. This not only affects their academic performance but also limits their motivation to actively engage in child sponsorship activities such as message collections, photo updates, and Child Sponsorship (CS) stories.

To address this challenge and sustain children's enthusiasm and sense of belonging within the programme, ActionAid Ghana proposes to distribute branded educational materials—exercise books, math sets, pencils, and pens—to all sponsored children in LRP 12, comprising Bawku municipal, Binduri and Pusiga districts and LRP 6, comprising Talensi and Nabdam districts.

2. Objectives of the Assignment

- To procure and distribute quality, branded educational materials to sponsored children.
 - To motivate sponsored children to actively participate in child sponsorship activities.
 - To reinforce children's engagement and learning in school through material support.
 - To promote visibility and goodwill for ActionAid's Child Sponsorship Programme.
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3. Scope of Work

The education materials will be supplied to 2,147 children across 42 ActionAid-supported schools/communities in the Upper East Region, consisting of 23 schools in LRP12 (Binduri and Pusiga) and 19 schools in LRP6 (Talensi and Nabdam). Specific responsibilities include:

i. Procurement/production

- Source and procure quality educational materials (exercise books, math sets, pens, and pencils).
- Ensure all items meet appropriate child-friendly and educational standards.
- Facilitate branding of materials with the ActionAid logo and relevant messaging.

ii. **Packaging and delivery**

- Sort and package materials into individual kits per sponsored child.
- Label packages with the ActionAid logo.
- Deliver the items to ActionAid Zebilla office

4. Deliverables

Items	Quantity	Specification
AAG-branded Exercise books	8209	<i>Branding in ActionAid Ghana colors & logo</i> <i>Good picture of a school child on the front cover page</i> <i>Strong front- and back cover page</i> <i>80 Gram paper quality for inner pages</i>
AAG-branded Note 3 books	1000	<i>Branding in ActionAid Ghana colors & logo</i> <i>Good picture of a school child on the front cover page</i> <i>Strong front- and back cover pager</i> <i>80 Gram paper quality for inner pages</i>
AAG-branded Math sets	700	<i>Branding in AA Ghana, colors & logo</i>
Big Pens	1000	
HP Pencils	2000	

- Design and share samples of all items listed above with ActionAid Ghana Communications and Admin teams for comments and inputs.
- Brand all requested items in accordance with specifications stipulated.
- Deliver all items on agreed dates

5. Timeframe

The assignment is expected to be completed within **3 weeks** after signing the contract

6. Required Expertise and Qualifications (for suppliers/service providers)

- Demonstrated ability to supply quality educational materials.
- Capacity to meet deadlines and brand materials to specifications.
- Experience in providing such services
- Possess relevant business documents

7. Child Safeguarding and Ethical Compliance

All staff, vendors, and volunteers involved in this activity must adhere strictly to ActionAid's Child Safeguarding Policy. Any interaction with children must be protective, non-exploitative, and aligned with informed consent protocols.