

TERMS OF REFERENCE TO ENGAGE A SERVICE PROVIDER/CARPENTER TO PROVIDE FURNITURE FOR ASAMANG AND KOFORIDUA BASIC SCHOOLS IN THE ASUTIFI NORTH DISTRICT OF AHAFO REGION

Background

ActionAid Ghana (AAG), registered in Ghana as a National NGO and working in Ghana since 1990, is member of ActionAid International Federation as the first Southern Affiliate programme. ActionAid mainly use Human Rights Based Approach (HRBA) where right holders are empowered and mobilised to demand for accountability and the fulfilment of their rights. With this approach, AAG work with the active agency of the most vulnerable (poor, excluded and marginalised) and their communities, social movements and people's organizations to protect and promote their rights; build their resilience to poverty and climate change; and ensure the redistribution of resources and power.

However, in some rare occasions ActionAid addresses immediate needs of its constituents. It currently works directly in 11 out of Ghana's 16 administrative regions. These are: Upper East, Upper West, Northern, Savannah, North-East, Bono, Bono East, Ahafo, Volta, Oti and Greater Accra Regions. Its work in Bono, Bono East and Ahafo Regions is over 23 years. Mainly, its work focuses on promoting the rights of children to quality basic education, Rights to Food and Women's rights.

The project

ActionAid Ghana in its quest to improving children's access to quality Basic Education through the provision of modern infrastructure in Asamang and Koforidua communities in the Asutifi North district intends to provide safe and interesting school environment for effective teaching and learning. The project responds to the urgent need to improve access to education for all children in the community by creating enabling teaching and learning environments for all pupils. This project also seeks to provide the necessary infrastructure and materials needed and will encourage and support families to use the facilities.

Objective

The intervention has an objective to improve school infrastructure leading to safe school environment. The purpose of this TOR is to enable a suitable carpenter to be engaged to construct 100 dual desks for lower primary and 100 dual desks for upper primary with 12 teachers' tables and 14 teachers' chairs for Asamang and Koforidua basic schools.

CRITERIA FOR SELECTION OF SERVICE PROVIDER

The selection procedure as outlined in the ToR, includes the following:

1. The carpenter must have a clearly printed invoice.

2. A Carpenter who would do quality work.
3. Carpenter who is assessed to have the capacity to supply the furniture within a maximum time of one month.
4. Carpenter has proven experience of delivering similar tasks.

OBLIGATIONS OF THE CARPENTER/SERVICE PROVIDER

The Carpenter/Service Provider shall,

- Deliver 100 dual desks for lower primary and 100 dual desks for upper primary in Asamang and Koforidua basic schools.
- Deliver 12 teachers' tables and 14 teachers' chairs to Asamang and Koforidua basic schools.

OBLIGATION OF ACTIONAID GHANA

- Provide the appropriate description for the type of furniture required.
- Facilitate to introduce the Carpenter/Service Provider to the project site.
- Ensure prompt payment of all bills excluding withholding tax relating to the provision and installation of the recreational materials to the artisan upon satisfactory completion of the job.

MODE OF PAYMENT

ActionAid shall pay full cost as provided by the selected Carpenter/Service Provider in Ghana cedis to the, in two instalments.

- 20% of the full cost upon signing the contract
- 80% upon satisfactory delivery of the required furniture and cupboards.

DURATION OF CONTRACT

The Carpenter/Service Provider is expected to fully deliver the work within one month after signing the contract.