

## **TERMS OF REFERENCE TO ENGAGE A SERVICE PROVIDER/CARPENTER TO PROVIDE FURNITURE FOR BOFIE, WEWA AND BIEMA KINDERGARTEN SCHOOLS IN THE BANDA DISTRICT OF BONO 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 promoting children's access to quality and gender responsive public basic education through the provision of modern and appropriate infrastructure in Wewa, Bofie and Biema communities in the Banda 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 children 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 guide the team in the procurement processes to be followed for a suitable carpenter to be engaged to construct 36 hexagonal KG tables, 216 KG chairs, 6 teachers' chairs and 6 teachers tables for Bofie, Wewa and Biema KGs.

### **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 36 wooden hexagonal KG tables to Bofie, Wewa and Biema KGs
- Deliver 216 wooden KG chairs to Bofie, Wewa and Biema KGs,
- Produce and deliver 6 wooden and polished teachers' chairs and 6 teachers tables to Bofie, Wewa and Biema KGs.

## **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 of the furniture 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 two months after signing the contract.