

Seeking Assistance from Foreign Missions

Purpose

The purpose of seeking assistance from foreign missions is to assist the school in carrying out a major project in preparation for further upgrading of the school's facilities and to establish a working relationship with funding agencies.

Responsibility

The Head Teacher is responsible for the writing up of a project profile to be forwarded to the school committee for approval before submission through the appropriate channel of communication.

Policy

The project profile should describe the work required to upgrade the school or its facilities so that the future needs of the children are better met.

The project profile shall be written according to the standard format for requesting assistance from donor agencies.

The document shall be forwarded through the formal Ministry of Education communication channel – the school shall not approach donor agencies directly.

Any government tender or contract with a total value over VT5 million must go to public tender through the Tenders Board.

Procedure

The Head Teacher arranges the writing of a project profile to be forwarded to the school committee for approval before submission through the appropriate channel of communication.

The project profile should include:

- A comprehensive report on the need for the facility. It should include basic statistics such as:
 - Total population served by the school
 - Number of children
 - An estimate of the number of children in 5 years time
- A survey of the school and surrounding area
- A plan of the school boundary
- The scope of the development (what it should include)
- Whether it is a rehabilitation of an existing building or a new building
- A plan of the proposed facility (developed by the principal maintenance supervisor)
- Cost estimates

- Whether the land is leased and from whom
- Any land ownership disputes affecting the proposal
- The parents contribution to the project
- Maintenance requirements (with estimated annual maintenance costs)

Channel of communication:

Project profiles for small projects, less than VT200,000 in value, may be submitted direct to the foreign mission concerned, with a copy to be sent to the Planning and Implementation Unit at the Ministry of Education.

All projects with a value greater than VT200,000 are to be submitted to the Director of School Education Programs, with a copy to Planning and Implementation Unit at the Ministry of Education.

All purchases, of any value, are subject to official government purchasing procedures. Note that any government tender or contract with a total value over VT5 million must go to public tender through the Tenders Board.

School assets are the property of the Government of Vanuatu, regardless of whether they have been purchased by the Government or another body such as a foreign mission. The assets Officer of the Ministry of Education must be notified of all new assets. Ministry policy concerning disposal of worn out assets must be followed.

Requests to foreign missions for personnel such as volunteers must be made through the Director of School Education Programs, Ministry of Education.