



Guideline for the Donation of  
**EDUCATIONAL  
RESOURCES**

December 2018

## **Guideline for the Donation of Educational Resources**

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Target Audience: MJF Education Team, MJF Board, Relevant School staff,  
Vanuatu MoE, Members of Public

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## PREFACE

Schools in Vanuatu rely on the donation of educational resources to boost limited access to learning aids and resources. The Melanie Jewson Foundation is committed to supporting education through the ethical and responsible donation of educational resources.

## ACKNOWLEDGEMENTS

This document is built primarily on the foundation provided by Goal 2 to achieve universal primary education under UNICEF's Millenium Development Goals, with an emphasis on gender equality, and utilize the 7 actions to fight poverty by improving education in the developing world listed in Luis Crouch's (RTI International) blog at [www.globalpartnership.org](http://www.globalpartnership.org)

The actions are:

1. Set simple, communicable standards
2. Start curricula where children are
3. Fix the mess in the early years
4. Improve both accountability and pedagogy
5. Work on mother tongue
6. Pay attention to finance and resources
7. Rethink systems

*"Language is the key to inclusion. Language is at the center of human activity, self-expression and identity. Recognizing the primary importance that people place on their own language fosters the kind of true participation in development that achieves lasting results."* **UNESCO Bangkok 2012.**

## ABBREVIATIONS AND DEFINITIONS

**Consumables** – Non-durable educational resources that are ultimately disposable in nature and have a limited lifespan of usage. They are used to support learning activities and classroom practice. Examples include pens, textas, paint, paper etc.

**Durable Educational Equipment (DEE)** – Non-expendable articles used for learning or assessment which are used repeatedly. Examples of educational equipment include: literacy assessment kits, play equipment, educational games, teacher resources etc.

**Learning Resources (LR)** – Learning resources used by students to facilitate learning through specific learning activities, broaden horizons and develop skills. Examples include: literacy readers, fiction and non-fiction readers, mathematics resources.

**MJF** – Melanie Jewson Foundation

**MoE** – Ministry of Education

**VEPS** – Vila East Primary School

# 1. NEEDS ASSESSMENT

*UNICEF: Access to appropriate educational supplies is essential to the fulfilment of children's right to education. UNICEF works with governments, NGOs and communities to assess needs and procure these supplies where appropriate. Evidence from many countries shows that when families have to buy educational materials themselves, such as exercise books and text books, and the greater the percentage of family income spent on this, the less likely it is for children to attend school.*

A needs assessment is a systematic process for determining and addressing needs, or 'gaps' between existing conditions and desired ones. Here, it is a strategic part of the planning process, aimed at identifying, defining and prioritising requirements with regard to educational resources. A thorough needs assessment would include the potential impact on the learning experiences within the schooling system of Vanuatu and should take into account the overall objectives of the schools, the MoE and MJF, long-term plans of use and human resources development.

A needs assessment should be conducted prior to making **every** donation. This should be conducted in thorough collaboration with the relevant school staff members (including the Principal, heads of departments and the Vanuatu MoE) to perform a thorough assessment of:

- 1.1. Educational Need: including an analysis of the nature of the educational need, the impact on the local school community and the amount of time the educational need is anticipated to impact the learning community.
- 1.2. Learning Resources: an analysis of why this requested resource is necessary, how it will be used, why it is superior to currently available options and how it will meet the required demand.
- 1.3. Consumables / Durable Educational Equipment: why these consumables / DEE are required and how they will be used. When consumables / DEE are being donated to support a specific piece of equipment, they need to meet the manufacturer's specifications in order to ensure compatibility.
- 1.4. Quantity: the quantity donated should fit the documented need in order to prevent/reduce waste, fraud and misappropriation or environmental problems.
- 1.5. Impact: how the donated equipment/consumable item is expected to impact the target school, over what timeframe, in what way, and to how many students.
- 1.6. Capacity: does the target school have the capacity and facility to handle the equipment/consumable item. Factors to consider include, but are not limited

to, available and appropriate space, electrical power, heating, ventilation and air conditioning.

- 1.7. Human Resources: is there trained personnel available to install, operate, maintain, and repair the device
- 1.8. Ancillary equipment: is the donating piece accompanied by all necessary ancillary equipment?
- 1.9. Option appraisal: should there be more identified need than the MJF has capacity to fulfil, options should be selected according to how the needs are prioritised, the likely impact of the option, and the availability of resources
- 1.10. Prioritisation should be according to national and international policy as determined by the Vanuatu MoE
- 1.11. The aim is to give first priority to actions that will have the highest positive impact on the delivery of services, with the minimal use of resources:

Finances / resources required	Likely Impact of Change	
	Low	High
Low	Soft target: wait	<b>Win: Go!</b>
High	Refrain or wait	Challenging: wait

## 2. APPROPRIATENESS OF THE DONATION

Ensuring the appropriateness of the donation is among the most important steps in any donation process. If the donated equipment is not appropriate it can create an additional burden for the target school, and potentially impede progress.

### 2.1. General

- 2.1.1. A donation should only be made based on an expressed need, by the target school or Vanuatu MoE
- 2.1.2. A donation should be relevant to the educational needs of the school community
- 2.1.3. The product being considered for donation should be reviewed and approved by the Target school/MoE prior to shipping
- 2.1.4. The donated product should be culturally appropriate for the school community

### 2.2. Learning Resources

- 2.2.1. The MJF should conduct an assessment to ensure that the target school has the capacity to properly utilize the learning resource intended for donation

- 2.2.2. Prior to donation, the MJF and the target school should work together to determine what, if any negative effects may occur as a result of donation.
- 2.2.3. The MJF should ensure that the target school is aware of all necessary support resources, training needs necessary to support the effective use of the learning resources prior to the donation being made.

### **2.3. Consumables / Durable Medical Equipment**

- 2.3.1. Prior to donation, the MJF and the target school should work together to ensure that the items for donation are of the appropriate level, language, type, quantity, size, etc to address the educational needs of the school.
- 2.3.2. No superseded educational product should ever be shipped.

## **3. QUALITY**

It is important to ensure that donations are of a high quality, and that steps have been taken to ensure that quality is maintained. There should be no double standard in quality. If an item is unacceptable in Australia, then it is also unacceptable for donation to Vanuatu.

### **3.1. General**

- 3.1.1. Quality is of foremost importance. All donated products should be obtained from a quality ensured source and meet all quality standards, both in Australia and Vanuatu.
- 3.1.2. Adverse events should be documented in writing, sent to the MJF board, and investigated appropriately.
- 3.1.3. In the event of a recall being placed on the product, the MJF is responsible either for the update to new specifications, or the removal of the donated product.

### **3.2. Learning Resources**

- 3.2.1. The MJF and the target school should communicate to assess the advantages and disadvantages of new learning resources used, ensure it utilises local language and considers gender equity prior to donation.
- 3.2.2. All documentation including relevant instructions/training for use should be included in the donation, in English or Bislama.
- 3.2.3. Prior to making the donation, the MJF is responsible for ensuring that the learning resources are complete and have all essential accessories and supplies.
- 3.2.4. Learning resources should comply with all regulation standards in Vanuatu.
- 3.2.5. Learning resources should have at least two year's technical assistance, and access to replacement parts and accessories.

### **3.3. Consumables / Durable Educational Equipment (DEE)**



- 3.3.1. The MJF should ensure that all consumables / DEE being donated meet the quality standards, both in Vanuatu and Australia
- 3.3.2. The Principal at the target school should be involved in the ordering process, if possible, to ensure the usability of the donation

## 4. LOGISTICS

Proper steps must be taken, both by MJF and the target school to ensure that the product remains the highest quality and arrives as efficiently as possible. This should be done in accordance with the MJF's MOU with the Vanuatu MoE.

### 4.1. Packaging

- 4.1.1. Prior to shipping, the MJF should take all necessary steps and precautions to ensure the safe transport of the product so that it arrives in Port Vila undamaged.

### 4.2. Storage

- 4.2.1. Arrangements for any necessary storage should be made prior to shipping, and a clear understanding reached of who is responsible for paying for said storage.
- 4.2.2. Storage areas should be dry, well ventilated, well-lit and out of direct sunlight.

### 4.3. Shipping and Transportations

- 4.3.1. The MJF will work with a freight forwarder or directly with shipping lines and will prepare and collect all appropriate documentation prior to shipment.
- 4.3.2. The MJF is responsible for ensuring custom's clearance and maintaining a current MOU with the Vanuatu MoE for this purpose.
- 4.3.3. Prior to shipping, the MJF is responsible for ensuring that all components of the donated equipment (eg lithium batteries, IT equipment) are acceptable for import to Vanuatu, and that all regulatory and compliance hurdles have been met.
- 4.3.4. Costs of transportation should be addressed in advance by the MJF/ School. Arrangements to pay required duties should be made prior to shipping, or Duty Free Clearance Status should be ensured prior to the shipment arriving.
- 4.3.5. The shipping documents should be clear, correct and contain all essential data and information required. They should include Bill of Lading, Shipping Notification, Packing List, Commercial Invoice and Donation Letter.
- 4.3.6. Prior to any donation being made, the MJF should perform due diligence to ensure that the donated products are not diverted for export, commercial sale, or into illicit channels.

- 4.3.7. Upon arrival of the shipment to the final destination, the donation should be inspected for any damage that may have occurred during shipping. If damage has occurred, the product should be disposed of in the appropriate manner.

## 5. MAINTENANCE

Ongoing maintenance costs can represent a significant burden on VCH, and the MJF aims to minimise the ongoing financial impact of its donations to ensure that they remain functional and viable long term.

- 5.1. Where there are ongoing requirements for specific consumable items to enable the functioning of a piece of medical equipment, for example, ECG paper, the MJF will determine a long term agreement with VCH prior to donation. Depending on individual circumstance this may include VCH taking over ongoing costs or MJF providing ongoing supplies for an agreed upon period of time.
- 5.2. Donated equipment should have at least two year's technical assistance, and access to spare parts and accessories. Prior to donation, the MJF and VCH will determine an approach to maintenance and spare parts purchase.

## 6. DISPOSAL

Ensuring the proper disposal of unused or expired products is an important aspect of any donation plan to minimise adverse environmental effects. Destruction processes and documentation requirements should be agreed upon by the MJF and the school prior to donation and should take into account Vanuatu's guidelines.

## 7. MONITORING AND EVALUATION

Evaluation is an important step to ensure that donated products are being used properly, as stipulated in an agreement. It is also vital to understand how well the various aspects of the specific donation worked, so that the appropriate changes can be made in the future and ensure that the MJFs funds are being allocated in the most effective way in the future.

- 7.1. The MJF will periodically evaluate donations to measure their impact.
- 7.2. The MJF, the school and Vanuatu MoE should have a plan in place to review the donation program in order to learn from its successes and challenges.
- 7.3. When appropriate, reports and recommendations on post-donation evaluations should be disseminated to the general public to share lessons learned and progress made.

## **8. EMERGENCIES**

The MJF currently does not operate within the sphere of disaster relief. We are committed to providing long-term support to schools aimed at facilitating their usual daily teaching and learning.

## REFERENCES

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