



## **Terms of Reference**

### **Title: Lead Village Sustainability Planning (VSP) Facilitators**

### **Type: Individual**

### **Place of Work: In communities (within respective Administrative Regions)**

### **Objective:**

The National Toshias Council (NTC), with support from Conservation International Guyana (CI-Guyana), is seeking Village Sustainability Planning Facilitators (VSP Facilitators) to aid in the development of Village Sustainability Plans (VSPs). The facilitators will be responsible for traveling to different villages, satellites and CDCs within their Administrative Regions to assist them with the planning process, prepare and submit Village Planning Report (s) after each trip, and submit a final Village Sustainability Plan Report for each village and CDC to the NTC, following the terms and conditions outlined in Section 4 of this Terms of Reference. The facilitators will also be responsible for the development of annual/outline plans for villages and CDCs, and for providing support to villages with the implementation of VSPs, where applicable.

### **Background:**

#### **Village Planning**

A village or community plan is a long-term plan (e.g., a 10-year plan) developed by community members for their community to guide sustainable village development. It allows the village/community to direct its own development pathway and outlines a vision of how the village/community can achieve this in the long-term. The village/community plan enables all members to have a clear vision of the village/community goals, helps them to understand and monitor their resources, helps them determine how best resources can be used, highlight possible project areas, guides proposals for future projects, improves territorial management and ensures continuity of projects during the periods of village or community council changes. The preparation of a village/community plan is done through a village or community planning process which is executed by the residents with support from trained facilitators. The facilitator guides the planning team through a planning process which is completed in four (4) stages, using a workshop approach. Specific outputs are produced at the end of each stage and these outputs inform the next step in the process. These steps and requirements are outlined in a Village/ Community Planning Manual which has been co-created by Conservation International - Guyana in collaboration with the Kanuku Mountains Community Representative Group (KMCRG) and communities in the Rupununi, as the main tool to guide

the planning process for Indigenous Peoples and Local Communities (IPLCs) in Guyana. A village or community plan also supports local decision making, guides villages/communities with their priorities for investing funds, and helps the village/community to access funds from various entities for their development. It is a requirement under the Amerindian Act of 2006 and is included in Guyana's Low Carbon Development Strategy 2030 (LCDS 2030) as part of the process/mechanism for villages and communities to access forest carbon revenue.

### **Rationale for Intervention**

The National Toshias Council (NTC), the Ministry of Amerindian Affairs (MoAA), the Low Carbon Development Strategy Secretariat, The Regional Democratic Councils (RDCs), CI-Guyana, and other development partners are working together to support sustainable village and community development planning and management in Guyana. Through collaborative efforts, these entities aim to promote the sustainable use and management of natural resources while supporting the social, economic, and cultural well-being of indigenous peoples and local communities.

The focus is on enabling villages and communities to take an active role in the planning and management of their resources through participatory planning processes. This includes providing technical assistance, capacity building, and support for community-led initiatives that promote sustainable practices such as sustainable agriculture, forestry, nature/community tourism, etc.

### **Scope of Services:**

#### **Responsibilities**

During this engagement, the Lead Village Sustainability Planning (VSP) Facilitators will function as service providers and liaise with Village/Community Councils, the Planning Teams, the NTC, CI-Guyana, and other development partners to:

- Engage with village/community leaders, NTC, CI-Guyana, and Regional Administration for permission to implement the planning process and organize village/community sessions.
- Provide overall supervision and mentorship to a team of VSP facilitators, ensuring quality delivery, adherence to VSP guidelines, and effective community engagement.
- Prepare and submit requests for field trip advances, supported by the required documentation, including internal memos, pre-trip reports, and a detailed activity budget.
- Prepare and submit monthly narrative and activity reports as a condition for payment, outlining facilitation activities, progress, challenges, and recommendations.
- Manage and account for all funds disbursed for field activities, including overseeing expenditures during field trips, clearing advances, and submitting complete post-workshop documentation such as workshop reports, detailed expenditure statements, and receipts.

- Coordinate logistics in collaboration with the Planning Team and NTC before, during, and after workshops.
  - Facilitate workshops, including handling registration, taking photos, and documenting feedback.
  - Ensure adherence to FPIC principles and session ground rules for inclusive participation.
  - Monitor group engagement and encourage free participation from all.
  - Prepare workshop reports and a final planning report for each community.
  - Collaborate on drafting the Village Sustainability Plan with community notetakers and the Planning Team.
  - Support presenting the draft plan to the wider community and revising it based on feedback for approval.
  - Coordinate with and provide reports to NTC and CI-Guyana for guidance and review.
  - Assist village councils in managing VSP documentation.
- **Deliverables/Outputs**

Throughout the process, the Facilitators are expected to work in close collaboration with the Village/ Community Councils and Planning Teams. The NTC expects the following outputs will be completed:

- A. **VSP work-shop reports** used to produce the following components of the village planning process:
- Village plan (long- version): This contains detailed inputs from the residents of the planning team during the village planning process. The Village Council should use this version to ensure that they are addressing the needs of the villages through the implementation of the projects.
  - The Short Plan: This is a short- version or summary of the village plan and is mainly an Information-sharing and fund-raising document that can be easily shared with residents, donors, and other interested development partners.
  - Two-pager handout: This is a very simplified version of the village plan that can be shared with all households. This encourages all residents to interact with their plan.
  - The Village Plan Poster: This is a poster that visualizes a summary of the village plan. It can be prominently placed in the Village Council's office.
  - Village/Community Resource Sketch Map and zoning plan- A Village/Community Resource Sketch Map (RSM) is a visual representation of the natural, social, and economic resources in a community, while the Zoning Plan establishes the rules and guidelines for how those resources can be used and developed.
  - Revised outputs, listed in 1 above, for the Planning Teams and Village/Community for their approval.
  - Annual lessons learned based on the facilitation process in communities

**B. Monthly Narrative and Activity Reports**

- C. **Approved Field Trip Advance Requests-** Complete and timely submission of advance requests with supporting documents, including internal memos, pre-trip reports, and detailed budgets for planned field activities.
- D. **Financial Accountability and Clearance Packages-** Submission of cleared advances with full financial documentation, including detailed expenditure statements, original receipts, vouchers, and any other required financial records.

## **Qualities, Qualifications and Experience**

### **Key Qualities**

- Highly respectable and has a good standing within their respective communities.
- Knowledgeable of and respectful of community protocols and norms.
- A well-spoken and skilled communicator who can make connections between the village planning process and community development.
- Self-driven, motivated, and committed to working with communities for an extended period.
- Willing to learn and share information, knowledge, and experiences with others.
- A good listener who encourages people to participate in discussions during meetings or workshops.
- Passionate about community development or working closely with the Village Council to support the management of village affairs.
- Experience in planning, facilitating, or supporting community engagements would be an asset.
- Possesses good reading and writing skills in English; ability to speak an Indigenous language would be an asset.

### **Additional Qualities and Skills**

- Ability to work independently towards specific targets with a well-organized approach.
- Strong problem-solving skills
- Knowledge of Indigenous communities and the Guyanese context and sensitivity to engage effectively with Guyanese stakeholders and partners.
- Willingness to engage in difficult conversations, manage healthy conflicts, and embrace diverse perspectives.
- Experience in facilitating stakeholder participation within Indigenous communities.
- Ability to use humour to engage stakeholders and colleagues.
- Computer literacy and access would be an asset (Microsoft Office Suite e.g. Word document etc.).

### **Qualifications**

- Demonstrated knowledge of, and experience working with, indigenous peoples and local communities in Guyana.
- Experience in planning, facilitating, or supporting community engagements would be an
- asset.

### **Key Partners Currently Involved in the Village Sustainability Planning Process**

- National Toshias Council (NTC)
- Regional Representative Indigenous Peoples' Organizations such as District Councils and community representative groups
- Regional Democratic Councils (RDCs)
- Ministry of Amerindian Affairs (MoAA)
- Low Carbon Development Strategy Secretariat (LCDSS)
- Conservation International – Guyana (CI-Guyana)