

## Teresa Bidart

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**From:** Teresa Bidart  
**Sent:** Wednesday, October 24, 2018 3:28 PM  
**To:** Susan Dobkins; Rebecca Reyes (rsquare1951@gmail.com); Karen Brown; phil tom  
**Cc:** Alonzo Johnson  
**Subject:** Seine Bight group answers  
**Attachments:** Justo Project to Presbyterian church.docx

Hi Everybody,

Please read below and attached the answer to your questions to Seine Bight group.

Have a bless afternoon!!

Teresa

**From:** orlando\_jimenez <landijimenez@gmail.com>  
**Sent:** Tuesday, October 23, 2018 4:51 PM  
**To:** Justo Augustine <justoaugustine59@gmail.com>; Teresa Bidart <Teresa.Bidart@pcusa.org>  
**Subject:** Re: FW: FW: Visit to Belize in March

Dear Mr. Justo:

Attached is the original project proposal written. In it it explains the questions asked by the church:

It explains that a consultant will be sought and interviewed and a good reasonable one will be picked.

It explains in the budget section how the \$3000.00 US will be used and

It explains the risks and the sustainability of the project and the outcomes.

The project has a table of content that can be used as a guide to find the sections.

Best regards,

Orlando Jimenez  
Project Manager, *Community Resilience Building in the Caribbean*  
The Belize Red Cross Society  
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email: [landjimenez@gmail.com](mailto:landjimenez@gmail.com)

On Mon, Oct 22, 2018 at 1:31 PM justoaugustine59 <[justoaugustine59@gmail.com](mailto:justoaugustine59@gmail.com)> wrote:

----- Original message -----

From: Teresa Bidart <[Teresa.Bidart@pcusa.org](mailto:Teresa.Bidart@pcusa.org)>  
Date: 10/22/18 1:21 PM (GMT-06:00)  
To: Justo Augustine <[justoaugustine59@gmail.com](mailto:justoaugustine59@gmail.com)>  
Cc: orlando\_jimenez <[landijimenez@gmail.com](mailto:landijimenez@gmail.com)>  
Subject: FW: FW: Visit to Belize in March

Hi Justo,

I hope this note finds you and your colleagues doing well.

The International Task Force reviewed your request and they asked me to send you the following questions:

- 1.- Please tell us if you have a consultant in mind for this project. If so, please send more information about the consultant such as their qualifications and/or experience to do this work.
  
- 2.- Please send us an itemized budget explaining how the \$3,000 will be used. The application instructions ask for any line item over \$500 to be broken out separately.
  
- 3.- Please give a little more information about what you expect as outcomes from the strategic plan. What will success look like? What might be needed to implement the plan once complete? We know that this could be difficult to answer before the plan is made but think about where the group is now and where you would like to be in a certain period of time, like a year or two from now.

The next international Task Force meeting will be in December, please send the group answer by November 23.

Thank you, look forward to hearing from you.

Teresa Bidart



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# **Seinne Bight Village Council**

**Project Submitted to:**

**Prebyterian Church USA**

**PRESBYTERIAN COMMITTEE ON THE SELF-DEVELOPMENT OF PEOPLE  
(SDOP)**

**Project Name:** Seinne Bight Strategic Plan for sustainable development.

Justo Augustine

August 19, 2018

## **Executive Summary**

This project proposal is submitted by the Seine Bight Village Council under the leadership of Mr. Justo Augustine, Chairman. The project will employ a consultant and a secretary. The duties of both these people will be to develop a strategic development plan for the village. The secretary will be tasked with the daily running of the project operations during the project duration of four months. The consultant will conduct the necessary research and documentation to deliver the end output, the strategic development plan. The cost of the project is estimated at US\$3425.00. Fourteen Eight hundred and fifty from the village council and US \$3000.00 from the donor.

The Project will impact approximately 1310 persons living in the village. It will take into considerations the opinions and needs of the villagers inclusive of men, women and youth. It will respect the policies of the nation and ensure that the three pillars of sustainable development are considered. Additionally, it will look at institutional weaknesses and further cultural aspects of the village.

## **Background**

The Seine Bight Village is located in the Southern Stann Creek District along the Placencia Peninsula. It has a population of 1310 inhabitants (2010 Census) mainly Garifuna. As a village they have access to basic infrastructure: Church, resource center, school, access to electricity, telephone, internet services and potable water. They also have sports infrastructure. There is an organized village council composed of seven members.

The village council is responsible for the daily upkeep of the village and also charged with the community development mandate as stipulated in the Village Council Act revised edition of 2003. The village council is active in guiding social development actions and try desperately to advice development investors.

Although these initiatives exist to satisfy the social component of the villagers, there are other opportunities which are not been strategically channeled to spiral the holistic village development. The Peninsula is very fragile and special attention to development is necessary to avoid pitfalls detrimental to it. It is the concept of the village council that a strategic plan will aid them in taking the right actions that will help them make wise development decisions. It is therefore important to elaborate a strategic development plan to guide the village council to meet their community development mandate effectively and sustainably. The strategic plan will also help investors in making wisest decisions in use of their property.

## **Name of Project**

Seine Bight Strategic Plan for sustainable development.

## **Area or Location**

Seine Bight Village is in the Southern Stann Creek District. The village is in the Placencia Peninsula, East of Independence Village and North of Placencia Village. To the north of Seine Bight is the Cockscomb range which form part of the Maya Mountains.

**Statement of Need or problem to be solved:**

Development in Seine Bight occurs mostly on opinions and perceptions of the villagers or investors. This is dangerous and could result in poor decision making and damages to the peninsula. Many interventions have been implemented and although helping to a certain extent, have not had the impact expected. The village council wish to curve this present modus operandi by the elaboration of a strategic development plan. A strategic plan will take into consideration the needs and potentials of the village and will give positive instructions that will result in planned and sustainable interventions. These interventions will have sound necessary investigations so that they adhere to national development policies. It is envisaged that the strategic plan will help identify sustainable projects to address needs or weaknesses, to capitalize on potentials. The solutions will be including the three pillars of sustainable development, inclusive of gender, institutional and policy development.

**Goal of the Project**

Established strategic plan for guiding the village council in sustainable development in Sienne Bight Village

**Objectives**

1. To enable the village council in attaining their community development mandate using a strategic development plan.
2. To provide for continuity of work upon termination of present village council tenure.

**Specific Objectives:**

1. Employ the services of a consultant to hold village consultations
2. Employ the services of a secretary for the daily operations of the project implementation
3. Elaborate a strategic development plan for Seine Bight Village.

**Beneficiaries of the Project:**

The village of Seine Bight and the Peninsula will benefit from the project. Approximately 1310 persons will be impacted directly. The project will enable a consultant to hold meetings with the villagers to obtain information that will lead to identifications of needs and opportunities. This information will be used to develop project proposals for action or provide information to developers. The project will also benefit a secretary who will be employed to fully assist during the term of the project implementation.

**Term:**

The project will take three months to complete. It is expected to start in September and finish by December 2018

**Table Description of Project**

Specific objective	Activities	Products/Outputs	Expected Results	Achievement indicator
Employ the services of a consultant to hold village consultations to elaborate a strategic development plan for Seine Bight Village	Develop a job description	A job description	Job description explains clearly the necessary activities or tasks	An elaborated job description
	Develop and MOU	MOU document	A MOU agreed on by the village council	An MOU template in place
	Advertise the position	Ads in the newspaper and TV Station	The media advertises the consultancy	Receipts and clips of advertisements; mails from interested consultants
	Interview interested consultants	A least three consultants Interviewed	A consultant shortlisted	A list of questions used. Letters of interest in file. Notes of the interviews.
	Select the consultant	Meeting for a consensus on best consultant	A consensus on which consultant to employ	Minutes of meeting
	Sign MOU	MOU in place	A discussion on the MOU with the consultant	Signed MOU
	Establish dates for consultations	A calendar of activities in place	Calendar of activities with timeframe	A calendar of activities in place. Necessary presentations ready
	Employ a secretary	Support to the consultant and be liaison between the village	A collaborative effort	Signed agreement



		council and the consultant		
	Assist the consultant in organizing the activities of the plan	Organized meetings	Meeting dates and logistics decided	Established dates of meetings set. Logistics in place
	Implement the activity plan	Notes	Venue, food, projectors, markers, paper etc are in place	Invitation letters, attendance sheet, notes in place.
	Review first draft of strategic plan	track changes in the plan	Draft Strategic Plan	Draft Strategic Plan
	Validate plan with the community	Community correcting errors or adding new information	Clearing of vague information	Evident notes on draft plans are
	Review Final Draft of the Strategic plan	Reviewed final Draft	Corrections and new information documented	A final electronic plan in place with seven hard copies.
	Finalize the commitments listed in the MOU.	Receive and make settlements as stipulated in the MOU.		Receipts,

### **Organization and operational management aspects**

The Village Council is made up of seven members: A chairman, Secretary, Treasurer and Counsellors. A few of the members are retired and all have the aptitude for project management and implementation. The Village Council having the mandate for community development will be the main actors and providers of village information. They will invite other important actors to meetings to assist in providing needed information to a consultant for the elaboration of the strategic development plan. The village council will identify and employ the services of a consultant to guide the development of the strategic plan.

The consultant will conduct focus group meetings, personal communication, transect walks mapping of the area and identify institutions that could impact the implementation of the identified interventions. The consultant will ensure that the plan is in conformity with national policies and take into consideration the inclusion of gender and youth in order to have a comprehensive plan. He or She will be responsible for the documentation and supply electronic copies of the strategic plan and seven hard copies.

There will also be the need to employ a secretary to be in charge of the day to day operations of the project needs.

### Project budget

Activity	Donor Contribution (bz \$)	Village Council Contribution (bz \$)	Sub-total in US \$
Develop a job description		0	0
Develop an MOU		0	0
Advertise the position in newspaper and TV		100	500
Interview interested consultants		0	0
Select the consultant		0	0
Sign MOU		0	0
Establish dates for consultations		0	0
Employ a secretary	800		400
Assist the consultant in organizing the activities of the plan (venue, write mails to invite participants, deliver mails, make telephone calls for confirmation of attendance, communicate with consultant and village council,)		500	250
Implement the activity plan (meetings) (include food, materials, documentation, transportation, rental of equipment)	1400		700
Review first draft of strategic plan		200	100
Validate plan with the community	800		400
Review Final Draft of the Strategic plan		50	50
Finalize the commitments listed in the MOU. Consultancy Cost	3000	0	1500
Total	6000	850	3425.00

### Implementation timeline/plan

The project will be implemented in four months starting September 2018 and finalize in December 2018. The initial activities will be preparation of MOU, Job Description, identifying and contracting of Secretary and a consultant.

The second and third month will be the actual activities implementation and the last month will be to document and deliver the final output and submit report to the donor agency.

## Risks of project and strategies for risk management

Category	Description	Counter measures
Environmental	There will be minimal environmental risks involved as the project will only be for the elaboration of a strategic development plan.	During activities interventions, waste will be dealt with accordingly and dumped in designated areas. It will be emphasised that plastic and Styrofoam materials should be avoided.
Technical	The strategic development plan will be done by a Jr. Consultant whose qualifications are at that level.	The NAVCO, DAVCO and Rural Development Department will be provided with draft copies of the strategic plan for advice. Other pertinent government departments such as economic development, environment, culture, cooperatives will be invited to review the draft plan.
Social	The village has been flooded by consultations and their participation might be limited.	To counteract the social risk, the village council and its employed secretary will ensure that key people and stakeholders be invited to the research sessions.
Economic	The village council has limited funds and depend on fund raising activities;	Village Councils are reminded that they are unpaid volunteers and meetings will be held during the weekends or nights when they have time. If any food or beverage is to be provided, that has to come from personal budgets.

### Sustainability of Project actions

The project will provide vital information for community development interventions. This will avoid the hav-havoc interventions and provide a base for meaningful projects for the village.

Interested partners will have a guide available that will enable them to make wise decisions. The village council will be enabled to choose interventions that are sound and be able to make recommendations.

It will discourage the entertainment of perceived projects and reduce unnecessary blunders and expenses.

The document will also be handed over to new village councils who will be able to follow in the plans of the outgoing leadership.

### Participating organization information

**Name of the Group** Seine Bight Village Council

**Address** Stann Creek District

Belize, Central America

**Telephone** 660-1687

**Email** justoaugustine59@yahoo.com

**Contact** Justo Augustine

**Position** Village Council Chairman

