



TERMS OF REFERENCE

**Title: Community Development Intern
Ministry Of Amerindian Affairs
Regions 1 (Moruca & Mabaruma), Guyana
Start Dates: Winter 2012, Spring 2012**

Founded in 1919, the Canadian Institute of Planners (CIP) is the national organization of professional planners in Canada. CIP and seven provincial-level affiliate organizations based across Canada provide membership services. CIP has managed an international internship program on behalf of the Canadian International Development Agency (CIDA) since 1998. Working in partnership with other Canadian private and non-profit organizations the CIP WorldLink Program has successfully placed over 150 interns in over 30 developing countries and economies in transition.

The WorldLink International Aboriginal Youth Internship (IAYI) Program provides Aboriginal youth with the opportunity to experience a new culture while gaining international work experience. Interns will spend four months living in Amerindian villages in Guyana, South America assisting with community development projects. The remaining two months of the internship will be divided between pre-departure training and group debriefing activities including public engagement activities in Canada.

The Program makes available an allowance of CDN\$4,500 plus travel expenses for each six-month placement. This stipend is intended to cover living expenses during the overseas portion of the internship. Interns participate in intercultural training session prior to departure and receive active mentorship during and after program participation. A total of ten interns will be selected during the 2011–2012 intake. The first round placements will begin in early 2012 and the second round will begin in early Spring 2012.

In addition to possessing the skills required for each internship placement, all applicants must meet with the following eligibility criteria:

- a. Hold a secondary school diploma or general equivalency diploma (GED);
- b. Be between the ages of 18 and 35;
- c. Be a Canadian or permanent resident of Canada;
- d. Be of Aboriginal affiliation and willing to sign a CIDA self-declaration form;
- e. Have not completed and are not currently enrolled in University; and
- f. Be interested in community development.

Interested participants should fill out the application form found on the [CIP WorldLink website](#) or contact the Internship Program Coordinator at worldlink@cip-icu.ca.



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Information on Canadian Host Organization

CIP has played an active role in the Caribbean since 1984 in order to enhance the recognition of planning and to expose professionals, decision-makers and the public to good planning practice. CIP has worked directly with partner organizations within the region since 1999 to strengthen planning practice in low-income communities. This work has been supported by the Canadian International Development Agency (CIDA), and has taken the form of training, knowledge transfer, community workshops, and the placement of Canadian recent planning graduates as interns with Caribbean host organizations.

Information on Overseas Host Organization

The Ministry of Amerindian Affairs (MOAA) was established in 2004 after years of being placed within the department of the Office of the President. The ministry receives its mandate by the Amerindian Act of 2006, which outlines the framework for the governance and administration of the Amerindian people of Guyana. It spearheads the recognition and protection of the collective rights of the Amerindians, Amerindian villages and communities, the granting of lands to Amerindians and the promotion of good governance within Amerindian Villages.

Information about the Development Project

The Intern shall work under the supervision of the Community Development Officers (CDOs) who are active in Regions 1 & 2 of Guyana. The CDOs are the focal point persons in the implementation of Ministry projects in the protection of Amerindian lands and in advancing the general welfare of the Amerindian people. Based on the Low Carbon Development Strategy of Guyana, a Community Development Plan was submitted by each of the villages. Economic development projects are based on local priorities and range from agricultural farming to manufacturing and eco-tourism.

CDOs are part of the Projects Department that initiates and manages initiatives resulting from the Community Development Plans. The department is composed of young professionals in Institutional Strengthening, Sustainable Natural Resource Management and Rural Development, Governance, Monitoring and Evaluation, and Project Management. The Projects Department is responsible for Policy Development, Advocacy Support, Resource Generation, Strategic Planning, Project Implementation and Community Development, and Information Management.



Description of the Internship

To support a team of Guyanese and Canadian Professionals by taking part in the implementation and monitoring of sustainable economic development projects in Amerindian Titled Lands located in rural and remote areas of Guyana's Hinterlands (Region 1). The core of the internship will be comprised of the following objectives:

- Creating digital content (e.g., articles, photographs, videos, etc.) for the WorldLink Internship program based on their internship experience; and
- Developing and implementing a capacity-building program for their host villages that includes basic computer literacy skills.

The intern may also contribute to various aspects of MOAA activity in the Regions including:

- Monitoring and evaluation of the CDP(Community Development Plans) economic projects;
- Assisting CDOs with the preparation of community reports and providing training in the use of Excel and word processing;
- Participating in the implementation and monitoring of the Secure Livelihoods Program;
- Accompanying and assisting the CDOs during trips to surrounding villages; and
- Collecting basic statistical data for the Management Information System (MIS).

There are various professional and personal qualities that need to be brought in to this position:

- Ability to live away from family and support networks for an extended period of time;
- Self-assurance and confidence to work on their own;
- Tact and diplomacy to relate to colleagues and people from different backgrounds; and
- Flexibility and adaptability.

Interns shall live in the regional centres and travel to the Villages on as as-needed basis. Interns shall accompany the CDOs and will not be expected to travel within the region independently. Villages can be reached either by boat or road; transportation time ranges between fifteen minutes and two hours.

Country Description

Guyana is a developing nation located in northern South America between Suriname and Venezuela. Guyana borders the North Atlantic Ocean and is the third smallest country in South America with a total land mass of 196,849 square kilometres. The total country population is 744,768 with a median age of 23.9 years. Guyana became a British colony in 1815 and achieved independence in 1966. The primary spoken language is English. The climate is tropical and typically humid and hot. Guyana has ten regions divided in 27 neighbourhood councils. Guyana has one of the largest rainforests in South America and more than 80% of the country is covered by forests.

Region I — Barima-Waini

Barima-Waini (Region One) is a region of Essequibo, Guyana, located in the northwest of the country. It covers an area of 20,339 km². It borders the Atlantic Ocean to the north, the region of *Pomeroon-Supenaam* to the east, the region of *Cuyuni-Mazaruni* to the south and Venezuela to the west. Barima and Waini are two rivers that flow through the densely forested and sparsely populated region. The Region is divided into 3 sub-districts: Mabaruma, Moruca, and Martakai. Major settlements include the regional capital Mabaruma, Port Kaituma, Matthew's Ridge, Morawhanna, Towakaima, Koriabo, Hosororo, Arakaka and Moruca.

Mabaruma is the administrative centre. Before the 1980 administrative reform, the area was known as the North West district. The region has two secondary schools, North West Secondary School in Mabaruma, established in 1965, and Santa Rosa Secondary School, established in 1992.

Each village is headed by a Toshao (Village leader) and a Village Council consisting on councillors.

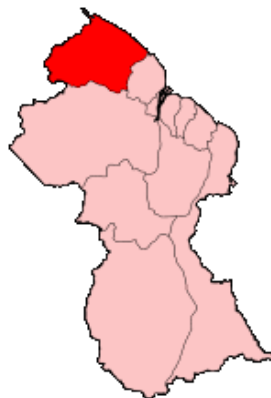


Figure 1. Region I of Guyana

Internship duties

Pre-Departure In-Canada activities (4–6 weeks)

These will include pre-departure briefing and cultural orientation that will include information on international development issues, community planning skills and cultural adaptation techniques. The briefing will review of project documentation, finalize travel logistics and provide the opportunity to meet fellow interns prior to departure. Where practical, meetings with former interns who have travelled to the country under the Canadian Institute of Planners program will also be arranged.

Overseas (4 months)

Throughout the internship, the CIP IAYI liaison will work with the intern to ensure timely reporting, prompt disbursement of expenses and general support with respect to duties and responsibilities and maintain awareness of developing security situations in host countries through the Department of Foreign Affairs and International Trade's Travel Reports.

Specific to the Internship, duties include:

- Provide digital content based on intern experience to be used for the project website;
- Assist the CDOs with tasks as assigned, including project monitoring and evaluation;
- Make private and public presentations about their involvement in MOAA activity to supervisors; boards, commissions, civic groups, MOAA Specialists and the general public;
- Participate fully in daily village life, including agricultural and domestic activities;
- Build capacity in the villages in basic literacy and computer skills;
- Assist with basic surveying and field data collection in the villages for the Management Information System (MIS); and
- Provide bi-weekly updates (pictures, blog posts) of their activities to the WorldLink website coordinator.

Post-Placement In-Canada activities (3–5 weeks)

Once the interns have returned to Canada, they will be responsible for sharing their experience with the Host organization, CIP, CIP members and other Canadian communities. Examples of possible public engagement activities include public speaking events, presenting at local schools or participating in a session organized by CIP. Throughout the internship, Interns will be encouraged to adopt a creative approach to documenting their experience (e.g., multimedia slideshow, voice recording) in addition to written material. These reports will be showcased on the WorldLink website and used to promote the program to future interns. Interns will not receive the final (\$500) instalment of their stipend until all requirements for the internship are satisfied.



Management and Reporting

The Intern will be managed from Canada by CIP's International Internship Program Manager and in Guyana by CDOs and the Manager of the Community Development Program, Projects Departments, Ministry Of Amerindian Affairs, Government of Guyana.

Requirements of Internship Candidates

The ideal applicant should have:

- A high school diploma;
- Knowledge of issues impacting First Nations communities in Canada;
- Skilled in computer use (e.g., Windows, Microsoft office, email, internet etc.);
- Excellent English language communication skills (written and oral);
- Demonstrated interest in community and economic development;
- Demonstrated capacity to cope with the stress of living away from family and friends for an extended period of time; and
- Meet the eligibility criteria for internship program.

Deadlines

Deadline for submission of applications is **October 31, 2011**. Interested applicants should fill out the on-line application form and return it by email at worldlink@cip-icu.ca (do not fax or post applications).

Only applicants selected for an interview will be contacted.