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62989

**AGENCY FOR INTERNATIONAL DEVELOPMENT**  
**UNITED STATES A. I. D. MISSION TO BELIZE**  
**EMBASSY OF THE UNITED STATES OF AMERICA**  
**BELIZE CITY, BELIZE, CENTRAL AMERICA**

July 28, 1988

Mr. William Tillett  
Chairman  
Council of Voluntary Social Services  
Belize City, Belize

Subject: Grant No. 505-0026-GA-00-8002 - 01

Dear Mr. Tillett:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "A.I.D." or "Grantor") hereby amends the Grant dated August 28, 1984 to the Council of Voluntary Social Services (hereinafter referred to as "CVSS" or "Grantee") and increases the total Grant to \$200,000. The purpose of this Amendment is to extend the project for three additional years and to obligate the additional sum of \$30,000 to increase the employability of Belizean youth through counselling, guidance and a placement service as described in the schedule of this Grant Amendment and the Attachment II, entitled "Program Description".

This Grant Amendment is effective and obligation is made as of August 1, 1988, and shall apply to commitments made by the Grantee in furtherance of program objectives during the period beginning with the effective date and ending July 31, 1991. This Grant Amendment is made to CVSS on condition that the funds will be administered in accordance with the terms and conditions as set forth in Attachment I, entitled the Schedule, Attachment II, entitled "Program Description," and Attachment III entitled "Standard Provisions," which have been agreed to by your organization in the original Grant.

Attachment I, the Schedule, in the original Agreement is deleted in its entirety and replaced by a new Schedule attached to this Amendment.

All other terms and conditions of the original Grant letter and its amendments remain in full force and effect.

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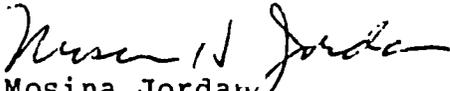
Mr. William Tillett

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July 28, 1988

If you are in agreement with all of the provisions described herein, please sign the original and three (3) copies of this letter to acknowledge your agreement, and return the original and two (2) copies to USAID/Belize.

Sincerely,

  
Mosina Jordan  
A.I.D. Representative

Accepted:   
Mr. William Tillett  
Chairman

Date: 29/7/88

Attachments

- I Schedule
- II Program Description
- III Standard Provisions

FISCAL DATA

|                        |   |                    |
|------------------------|---|--------------------|
| Appropriation          | : | 72-1181021         |
| Budget Plan Code       | : | LDEA-88-25505-KG13 |
| Project No.            | : | 505-0026           |
| Total Estimated Amount | : | US\$200,000        |
| Total Obligated Amount | : | US\$110,000        |
| This Obligation        | : | US\$ 30,000        |
| Control No.            | : | A810396            |

## ATTACHMENT I

### SCHEDULE

#### A. Purpose of Grant Amendment

The purpose of this Amendment is to increase the employability of Belizean youth through counselling, guidance and a placement service as more specifically described in Attachment II to the Agreement entitled "Program Description".

#### B. Period of Grant Extension

The effective date of this Grant Amendment is August 1, 1988 and the expiration date is July 31, 1991.

#### C. Grant Amount, Obligated Amount and Payment

1. The total amount of this Grant is US\$200,000, subject to availability of funds.

2. Notwithstanding the total Grant amount, the Grantee acknowledges that only \$110,000 is presently obligated for payments to the Grantee. Such amount is estimated to be sufficient for Grant expenses through April 31, 1989. Until this Grant is amended to increase the obligated amount, the A.I.D. obligation is limited to the U.S. dollar figure shown in this paragraph.

3. Payment shall be made to the Grantee in accordance with procedures set forth in Attachment 3 in the Standard Provision entitled "Payment - Periodic Advance".

#### D. Summary Financial Plan

1. The following is the Summary Financial Plan for this Grant Amendment, including local cost financing items, if authorized. The plan presented below is based on a more detailed financial plan in the Program Description. The Grantee will be expected to adhere to the detailed Financial Plan presented in the Program Description. Revisions to the Financial Plan shall be made in accordance with Standard Provision of this Grant, entitled "Revision of Financial Plans"

2. Without the prior written approval of the A.I.D. Representative, the Grantee may not adjust the costs for any individual line item in the "Total Obligated Amount" by more than 15 percent of such line item.

SUMMARY FINANCIAL PLAN  
(U.S.\$)

A.I.D. Contribution

| <u>Line Item</u>    | <u>Total Grant Amount</u> | <u>Prior Oblig. Amount</u> | <u>Oblig. This Amendt.</u> | <u>Total Oblig. Amount</u> |
|---------------------|---------------------------|----------------------------|----------------------------|----------------------------|
| Personnel           | 143,675                   | 62,425                     | 19,000                     | 81,425                     |
| Technical Asst.     | 8,515                     | 3,165                      | 2,250                      | 5,415                      |
| Equipment           | 12,751                    | 7,236                      | 3,000                      | 10,236                     |
| Operational costs   | 29,024                    | 7,174                      | 5,000                      | 12,174                     |
| Training            | 3,000                     | -                          | 750                        | 750                        |
| Contingency         | 3,035                     | -                          | -                          | -                          |
| <b>Total A.I.D.</b> | <b>\$200,000</b>          | <b>\$80,000</b>            | <b>\$30,000</b>            | <b>\$110,000</b>           |

C.V.S.S. Contribution (Estimated Cash and In-Kind)(US\$)

| <u>Line Item</u>      | <u>Total Grant Amount</u> | <u>Original Grant Amount</u> | <u>Additional This Amendment</u> |
|-----------------------|---------------------------|------------------------------|----------------------------------|
| Personnel             | 26,485                    | 12,000                       | 14,485                           |
| Equipment             | 2,050                     | -                            | 2,050                            |
| Operational Costs     | 3,675                     | 8,000                        | 675                              |
| Training              | 1,400                     | -                            | 1,400                            |
| Subvention            | 10,000                    | -                            | 10,000                           |
| Income (Fees)         | 45,400                    | 30,000                       | 15,400                           |
| <b>Total C.V.S.S.</b> | <b>\$94,010</b>           | <b>\$50,000</b>              | <b>\$44,010</b>                  |

E. Reporting and Evaluation

Financial reporting will be accomplished according to the Standard Provision entitled "Payment - Periodic Advance".

1. The original and two copies of all financial reports shall be submitted to the USAID Mission in Belize. In addition to the monthly liquidation vouchers, the Grantee will submit semi-annual reports on cash and in-kind contributions by the Grantee and the Government of Belize. A format for CVSS and other contributions has been provided to the Grantee.

2. During the life of the Project, the Grantee shall submit quarterly progress reports in accordance with the following schedule:

| <u>Quarterly Reports due at USAID</u> |  | <u>Period Covered</u> |
|---------------------------------------|--|-----------------------|
| End November                          |  | Aug, Sept, Oct        |
| End February                          |  | Nov, Dec, Jan         |
| End May                               |  | Feb, March, April     |
| End August                            |  | May, June, July       |

This report will cover a discussion of overall progress during the quarter, a review of objective targets or indicators and accomplishments/achievements of indicators during the quarter, a discussion of education linkages, statistical data on youth processed, and planned activities for the next quarter.

3. The Grantee shall also submit to USAID/Belize a detailed annual Implementation Plan, which shall include all intended project activities and budget, and a schedule indicating the approximate time they will take place. The next Implementation Plan shall be submitted to USAID/Belize by September 15, 1988.

4. Progress of the Program extension supported by this grant, shall be subject to evaluation, which will be carried out cooperatively between A.I.D., the Grantee, the Ministry of Labor and Social Services, and outside consultants, as agreed upon by A.I.D. and the Grantee. A final evaluation is contemplated.

#### Waiver of Indirect Costs

Notwithstanding the provision of the clause of the Standard Provisions of this Agreement, entitled "Negotiated Overhead Rates", the Grantee has waived claim to any indirect costs. It is further agreed that such cost contributed on the part of the Grantee will not be carried forward as a loss by the Grantee in any subsequent overhead negotiation.

G. Title of Property

Title to all equipment, materials and supplies shall be in the name of the Grantee.

H. Authorized Geographic Code

The authorized geographic codes for procurement of goods and services under this Grant Amendment are the United States and Belize, unless A.I.D. agrees otherwise in writing.

\_\_\_\_\_ END OF SCHEDULE \_\_\_\_\_

ATTACHMENT II

PROGRAM DESCRIPTION

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APPLICATION FOR FINANCIAL SUPPORT FROM

CVSS GUIDANCE AND PLACEMENT CENTRE

Guidance & Placement Centre Grant Proposal

Project Title: Guidance and Placement Centre

Project Location: BELIZE

Duration: Three Years Extension (1988-1991)

Expected Starting Date of Extension: August 1988

Requesting Agency: Council of Voluntary Social Services (CVSS)

Executing Agency: Council of Voluntary Social Services (CVSS)

Contact Person in Belize: Executive Director, CVSS

Contact Address in Belize: 14 Cemetery Road  
P.O. Box 435  
Belize City Belize  
Telephone: (02) 3712

Date of Submission to USAID  
in Belize: April 18, 1988  
Revision: July 27, 1988

Additional Funds Requested: Bze \$ 240,000      \$ not applicable  
in-kind

Additional CVSS Contribution: Bze \$ 61,220      \$ 26,800  
cash      in-kind

Bank: Belize Bank  
Address: Market Square, Belize City  
Telephone: (02) 77132/33/34/35

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GUIDANCE AND PLACEMENT CENTRE  
GRANT PROPOSAL

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## ACRONYMS

|       |  |
|-------|--|
| CVSS  | Council of Voluntary Social Services                     |
| GPC   | Guidance and Placement Centre                            |
| USAID | United States Agency for International<br>Development    |
| MOE   | Ministry of Education                                    |
| VoTec | Vocational and Technical Education Unit                  |
| BTC   | Belize Teachers' College                                 |
| TEP   | Training for Employment and Productivity                 |
| YMCA  | Young Men's Christian Association                        |
| PVO   | Private & Voluntary Organization                         |
| BIM   | Belize Institute of Management                           |
| BTIA  | Belize Tourist Industry Association                      |
| BCCI  | Belize Chamber of Commerce and Industry                  |
| MOL   | Ministry of Labor  |
| GOB   | Government of Belize                                     |
| BAPSS | Belize Association of Principals of<br>Secondary Schools |

## A. PROJECT PURPOSE AND DESCRIPTION

### A.1 Final Goal

The overall goal of the extension of the Guidance and Placement Centre (GPC) Project is to significantly increase the employability of Belizean youths between the ages of 14 and 25 who have limited education and job skills through a system of career counselling, vocational guidance and placement service. At the end of the three year extension it is anticipated that the GPC will have established a lasting system for youth employment.

### A.2 Objectives

Over the duration of the Guidance and Placement Centre Project it is expected that the following objectives will be achieved by the operation of the center:

- a. To provide a job placement service for young adults between the ages of 14 and 25;
- b. To help young people think realistically about their choice of employment;
- c. To assist young Belizeans to plan their careers and to execute these plans according to their interests, abilities and capabilities;
- d. To give advice and information which will assist individuals in choosing, preparing for, entering and progressing in an occupation;
- e. To increase funding support of the GPC from the Government of Belize and from other external donor agencies to allow its continued existence and development;
- f. To develop a career counselling program in the primary and secondary schools of Belize based on the manpower needs of the country;
- g. To facilitate skills training activity in Belize (particularly for non-qualified persons not already provided for by other agencies;
- h. To forge institutional linkages with other agencies in Belize that can provide financial and training support for the center's activities.

It is important to note that certain assumptions have been made about the continued operation of the GPC and its impact on the level of unemployment in Belize. These assumptions are:

- a. That a placement service/counselling service provided for young adults will continue to contribute to the economic development of the country as a whole;
- b. That the provision of such service will tend to level out the demand for the different types of occupations that are available in Belize;
- c. That young people will continue to be convinced of the economic benefits to be derived from the use of such a center;
- d. That more employers will fully avail themselves of the service offered by such a center.

#### A.3 General Description

This three year extension will continue the operation of a guidance and placement centre for young Belizean adults between the ages of 14 and 25. During the period of extended financial support from USAID-Belize, the Guidance and Placement Centre will continue to conduct all guidance and placement activities presently being offered to clients. This includes registration of new clients, counselling in career choices, job market awareness, and job placement. The Centre will seek to provide more effective guidance and placement services to its clients by improving the design and delivery of these services. Areas to be addressed will be the registration system, guidance and counselling sessions, employer service and the referral and placement system. This will mean the redesign of the management structure and the administrative system to accomplish the stated end.

In recognition of the need for greater staff development, the project will provide technical assistance to its personnel in areas of management, counselling, research and materials development to further the goal of the Centre.

Another area to be addressed in the extended life of the project is the establishment of other funding support of the Centre's activities. It has been clearly shown that it is unlikely that such a centre as now operates can become self-

sufficient financially. As part of the activities of the project, attempts will be made to seek financial support from the Government of Belize and from other external donor agencies, which, in addition to the income generated at the Centre, will be used to offset the costs of operating the Centre. Greater attention will be paid to the income generating potential of the Guidance and Placement Centre through the collection of fees for services rendered.

As it now functions, the GPC operates in relative exclusion of the formal educational system and of the labor and social services systems of the government. A major thrust of the revised project will be to seek to establish formal institutional linkages with organizations in the private and public sectors in order to tap the resources of such bodies and to promote the achievement of the final goal of the Centre, the increased employability of Belizean youths in keeping with market demands.

## B. PROJECT BACKGROUND

### B.1 Historical Situation

Belize is a small, developing nation geographically located in Central America, with an area of 8,664 square miles. While it shares borders with Latin American neighbors, Mexico on the north and Guatemala on the south and west, Belize has very strong identity with the Caribbean countries. Numerous cayes and the longest barrier reef in the western hemisphere edge the almost 200 mile long coastline of Belize.

The economy of the country is based primarily on the production of sugar, citrus, marine products, bananas and timber. The Government of Belize has declared tourism as the number one priority on the short-term development plan, and agriculture as number one on the long-term development plan. The largest employers in the country are the Government and the quasi-government bodies, followed by business and commerce. Other sizeable employers are trade and industries with agriculture following next.

Education is free and compulsory up to the age of fourteen in the primary school system. Secondary education has traditionally emphasized the academic subjects although major efforts have been undertaken to diversify the curriculum through the introduction of vocational and technical subjects. The national educational policy has been revised to establish technical and vocational education as priority areas in the school system. The Belize Junior Secondary Schools, the Belize Technical College, the Belize College of Agriculture, the Orange Walk Technical High School, and the newly established Vocational

and Technical Unit of the Ministry of Education give meaning to that revision. On an average, approximately 60% of the primary school leavers sitting the high school entrance examination (the Belize National Selection Examination, BNSE) proceed to secondary schools. Still fewer receive post-secondary training.

Population statistics reveal that of an estimated 170,382 inhabitants, 51,000 people live in the Belize District with 34% of the populace being between the ages of 10 and 24. Roughly half of the total population is female. Most Belizeans are employed in urban-related services. This is not surprising since 50% of the population reside in the urban areas. Thus, despite the national policy of emphasis on agriculture, the vast majority of the population aspires to urban-type jobs. Essentially, this trend appears to be rooted in the school curricula which still stress the academic. Schools, therefore, continue to produce students with very little knowledge of the job market in general and of the opportunities available to them in specific areas of work.

Given the high proportion of people in the age group of 10 to 24 years, and given the limited number of employment opportunities available, both typical conditions in developing countries, the rate of unemployment is increasing. School leavers are unable to locate employment, not only because of the aforementioned conditions, but also because they are unaware of the existing opportunities and because their levels of aspiration are generally unrealistic and prevent them from being gainfully employed.

A survey conducted during the period 1980-1982 to determine the aspirations of young girls and their attitudes to non-traditional skills revealed that

- a. they had limited ideas about the types of opportunities available to them;
- b. they did not know what skills and qualifications were needed to perform effectively in particular jobs;
- c. in choosing future occupations for themselves, they tended to select jobs with some form of social status attached to them (lawyer, doctor).

Analysis of the girls' choices versus educational background revealed that they were to a great degree unrealistic since interests, abilities and aptitudes did not correlate with the choices. While this survey was restricted to female subjects, it has been assumed that since both males and females go through the same educational process, boys would also experience the same problems in making informed and realistic occupational choices. It was recommended that the machinery be set up to allow respondents to make informed choices about the careers they would

like to follow and the alternatives available to them.

If Belize is to continue on the path to development, the future men and women of the country ought to be given the opportunity to contribute in a meaningful way to the economy by performing in jobs which match their interests and abilities. Thus in August 1984 the Guidance and Placement Centre Project Proposal was agreed to by the United States Agency for International Development and the Council of Voluntary Social Services. The purpose of the grant agreement (No. 505-0026) was to provide support for a program in guidance, counselling and placement service for Belizean youths to increase job market awareness, to provide career planning and job placement service. It was anticipated that this would lead to an increase in the productivity of youths.

Since its inception in 1984 the Guidance and Placement Centre has functioned in the capacity described in the previous paragraph, offering job skills training, career counselling and job referrals to unemployed youths. That there is a demand for the services offered by the GPC is clear. Mid-term assessment and the final evaluation of the GPC in January 1988 both support the continued existence of the Centre based on need for the services available and on the potential of the Centre to offer improved and more effective service.

#### B.2 Relation of the Project to the Goals of CVSS

The Council of Voluntary Social Services exists "to bring together on a permanent basis, voluntary social services organizations of Belize, in order to secure a comprehensive view to relevant problems and needs, and to mobilize resources for action." An umbrella agency which coordinates the activities of more than twenty agencies in the voluntary sector, CVSS is a government-recognized organization which serves the country through needs identification, program and development planning and monitoring. While CVSS does not neglect relief services, its present focus is on preventative, educational and developmental needs of the people, and it has identified key problems among youth, families, the aged, the disabled, men and women. The project for continued funding of the Guidance and Placement Centre fully relates to the sphere of action which CVSS has identified. The GPC activities which are proposed are preventative, educational and developmental and they address the key problem area of unemployed youths in Belize.

The continued existence of a funded GPC will reduce the level of unemployment among school leavers and should consequently decrease the incidence of social problems related to high unemployment. This is clearly a preventative measure. The GPC project will continue to serve educational needs of Belizean youths in providing job skills training, other skills training

activities, counselling and vocational guidance. The project is developmental both from a national perspective and a personal one. The individual who uses the services of the Centre will derive personal benefits in terms of his occupational preparedness, his job market awareness, and his career planning. From the viewpoint of national development, a GPC should assist in the resolution of a national problem related to unemployment and youth productivity.

### B.3 Host Country Activities

The GPC operated by the CVSS is the only complete package of career planning, counselling and vocational guidance, and placement service available in the country. The GOB, through its Ministry of Labor, runs a Labor Exchange program at all the district labor offices. The employment service, offered free of cost to all Belizean job-seekers and employers, functions in registering prospective employees and providing information to employers who approach the Exchange. Registrants at the Exchange are advised of job opportunities as they arise and they are requested to present themselves to employers for interviews. Where registrants are not suited to the jobs advertised, the Exchange makes public announcements of the job opportunities requesting that applicants present themselves to the Labor office at a scheduled time for interviewing by employers.

Educational institutions which provide some form of guidance, counselling and placement services are the Belize Technical College, the Belize Vocational Training Center and the Belize Youth Development Center. While several other schools do provide some career counselling, it is primarily on an ad hoc basis. Students are given guidance through career days and seminars, usually in the last year of high school. The Belize Vocational Training Center has recently introduced a compulsory course called "Employability Skills" into its curriculum. The Training for Employment and Productivity Project of the Ministry of Education in one of its components has planned for the introduction of a course in employment guidance and counselling in the secondary schools of the country, although the implementation system has not yet been devised and will take some time before it can be executed.

### B.4 Private Sector Activities

The Private Sector, as represented by the Belize Chamber of Commerce and Industry, has not engaged in any activities of career guidance, counselling and placement to date. There are no plans for the BCCI to initiate such activities at the present time. The Belize Institute of Management (BIM) has the capacity to offer skills training to youths, but the plans to initiate such training require that it be done at a subsidized cost. Thus the service will not be free to participants and the economic issue will affect the ability of unemployed youths to attend

## . C. PROJECT ANALYSIS

### C.1 Socio-Economic Effects and Benefits

The direct beneficiaries of the project will be the unemployed youths between the ages of 10 and 24 years who use the centre. Given awareness of the job market, greater employability skills and the referral and placement services of the GPC, these youths should be able to lead more productive lives in society. The indirect beneficiaries of the project will be the families of these youths who use the Centre. With the increased income available through employment, the quality of life should improve for the families concerned.

It has been the experience of the GPC that the individuals who use the services are generally from the lower socioeconomic groups in Belizean society. It is expected that there will be decreased social costs as a result of the continuation of the GPC activities. Unemployment creates certain social conditions that weaken the fabric of a society. A reduction in the rate of unemployment resulting from the placement of clients into permanent and temporary positions should alleviate some of the stress placed on Belizean society. The work of the GPC should also then decrease the burden on the Department of Social Services in the Ministry of Labor.

One of the results of the GPC activities has been an unanticipated involvement of clients with the Centre on a volunteer basis. This has increased the available volunteer manpower for CVSS and is noted as a positive outcome.

One of the long term effects of the GPC is the strengthening of the national capability to cope with socioeconomic problems of poverty and unemployment as well as with the status of women by addressing the issue of women performing non-traditional jobs.

### C.2 Institutionalization of the GPC

By the end of the project years the GPC will have been firmly established as an institution offering guidance and placement services to Belize. Successful institutionalization will depend on the establishment during the extended life of the project of a source of continued financial support since the Centre cannot generate sufficient income to defray its operational costs, through linkage with national and international organizations and through cooperation and collaboration with established programs and projects.

At present the major local income generating source is the fees that are charged to clients for registration and placement and to employers for placement of workers. The current

schedule of fees is described in the Income Plan found in Appendix F.3. One of the activities of the GPC personnel over the next three years will be strengthening collection and the periodic review of the schedule of fees to keep it in line with costs of managing and operating the Centre and with income of the clients using the services offered.

To further enhance institutionalization, the award of a subvention from the Government of Belize through the Ministry of Labor will be requested to support the GPC. The GPC staff and the CVSS Board will negotiate with the said Ministry for a sum to be determined by the personnel of GPC. Discussions with the Ministry of Labor will have to address the issue of costs to customers using the service of the Centre.

Further funding support of the GPC will be explored with other donor agencies external to the Government of Belize such as the International Labor Organization, in order to achieve continuity of the program.

Institutionalization will also occur through linkage with the Government especially the Ministry of Labour and Social Services and the Ministry of Education. By placing clients in available posts on a best-match basis, the GPC will extend the capacity of the Ministry of Labor to offer an employment service for Belizeans. Employers who contact the Ministry of Labor can be connected with the extensive manpower available through the GPC records of registration and can be better and more efficiently served through the Centre.

As has been noted above, the Department of Social Services should also experience some alleviation of the burden of social problems created by unemployed youths. This is a long term gain that should not be negated. Institutionalization of the Centre will also mean the collaboration of the GPC with related projects, programs and institutions offering and needing services of the Centre. This is visualized as collaboration with the components of TEP - BIM/BCCI, the Vocational and Technical Unit of the Ministry of Education, with the educational institutions which can provide training for clients of the Centre and with those which need the services of the Centre. Since at the present time the Ministry of Education, through its TEP commitment has not yet instituted a program of employment counselling in the schools of Belize, the counselling and guidance activities of the GPC will further the ends of TEP and at such time as when the MOE is prepared to commence work in this area, the GPC can collaborate with the MOE to conduct training. Discussions will be carried on with BIM to determine areas in which it can provide technical assistance for GPC staff and skills training for clients of the Centre. The Centre will also conduct discussions with the Ministry of Education and other trainers

to better utilize their resources in skills training, particularly for clients who need up-grading to qualify for jobs, and to institute career counselling in the secondary schools via teacher-training courses.

The Florida Association of Voluntary Agencies for Caribbean Action (FAVA/CA) is willing and prepared to give technical assistance to the Guidance and Placement Centre in the areas of counselling, materials development, management and staff training, if requested.

It is envisioned that the GPC will become a recognized agency for job placement and counselling.

#### D. PROJECT DESIGN AND IMPLEMENTATION

##### D.1 THREE YEAR PROGRAM OF ACTIVITIES

The project is designed to achieve the broad objectives outlined below through the activities listed under each.

##### Objective I

To conduct guidance and placement services for youths between the ages of 14 and 25.

##### Activities:

1. Register job-seekers
2. Provide group and individual career guidance and counselling sessions to all Centre Clients.
3. Refer and place clients on a 'best-match' basis in vacancies advertized by employers through the Centre.

##### Objective II

To improve the design and delivery of guidance and placement services at the Centre.

##### Activities:

1. Improve the system of registration of unemployed youths.
2. Improve the calibre of the guidance and counselling sessions provided.
3. Increase placement service to employers
4. Increase the number of youths registered and placed by the Centre.
5. Revise the referral and placement system used.
6. Provide technical training for the GPC staff in counselling using FAVA/CA and other technical assistance sources.

### Objective III

To develop the resources of the GPC library.

#### Activities:

1. Revise current library holdings in order to make them more relevant and applicable to the Belizean environment.
2. Acquire additional resource materials in the form of books, magazines, posters, brochures, video/audio-tapes, and tests of aptitude, attitude and personal preference.

### Objective IV

To redesign the management structure and the administrative system of the GPC.

#### Activities:

1. Conduct a management audit with the assistance of a consultant.
2. Provide management training for GPC staff through attendance at local BIM courses.
3. Revise the job descriptions of GPC personnel.
4. Introduce a system of staff performance appraisal.
5. Review implementation plans periodically.

### Objective V

To develop a program of skills training for clients in areas not provided for by technical and vocational institutions.

#### Activities:

1. Liaise with vocational/technical institutions to provide skills training for non-qualified applicants.

### Objective VI

To establish additional sources of funding support for the GPC.

#### Activities:

1. Seek the award of a subvention from the GOB through the Ministry of Labor by the second year of the project.
2. Increase the generation of income from GPC activities.
3. Request financial support for GPC from external donor agencies.

### Objective VII

To establish formal linkages with existing institutions that have need for GPC services or that can provide services to GPC.

#### Activities:

1. Solicit assistance from the Labor Exchange for employer referrals.
2. Collaborate with the following organizations to provide employment training for clients and professional training for GPC staff: BCCI/BIM, YMCA, BTC, Belize Youth Development

Centre, Belize Continuation School, the VoTec Unit of the MOE.

### Objective VIII

To institute a program of teacher training counselling in the primary and secondary schools.

#### Activities:

1. Organize counselling workshops for in-service teachers in conjunction with MOE.
2. Discuss a career counselling teacher training program with personnel of the MOE, BAPSS and general managers of primary schools
3. Offer career counselling services to teachers in Belize City and the district towns.

#### D.2 Implementation Plan - Year One

In its first year of extended support the GPC will engage in the following activities with respect to its objectives.

##### I Guidance and Placement Activities

- a) register new clients according to the established daily schedule.
- b) counsel clients on a twice-weekly basis
- c) referral of job-seekers on an on-going basis as job opportunities arise
- d) fill of job vacancies as a continuous process
- e) site visits to employers twice each week

##### II Providing more effective service

- a) revision of the Centre registration form to include training recommendations and data on client follow-up.
- b) devise a system of counselling more homogeneous groups using innovative techniques and better materials
- c) revamp and centralize an employer record system
- d) develop a marketing and promotion strategy to attract new employers and to increase GPC visibility among targeted population
- e) obtain a needs assessment survey report with refinements from the Votec Unit.
- f) devise an efficient system of contacting registrants about job orders
- g) develop a follow-up system on clients
- h) make contacts with BTIA about job referrals
- i) purchase the services of a local counsellor or FAVA/CA to provide two weeks of daily counselling-training for GPC staff.

### III Development of Library Resources

- a) purchase of resource materials
- b) request for technical assistance from BIM and/or FAVA/CA to develop and revise materials

### IV Improvement of Management

- a) solicit assistance of a consultant from the USA or Caribbean to conduct a management audit
- b) revise job descriptions for GPC staff
- c) train staff through attendance at BIM courses in management, computer applications, marketing,...
- d) attach on a short-term one GPC staff member to a GPC in USA or Caribbean for one week
- e) organize one planning conference for key staff of GPC, CAC and CVSS Board
- f) develop staff annual performance appraisal form

### V Skills Training

- a) liaison with the Votec Unit, BIM and similar organizations to tap skills training resources

### VI Financial Support

- a) discuss a subvention and the conditions of such from GOB with the MOL
- b) review fee schedules
- c) search for possible donor agencies to be approached
- d) strengthen and maintain a fee collection system

### VII Establishment of Linkages

- a) request the MOL to provide employer referrals in skilled and semi-skilled areas
- b) exchange services between Votec Unit, schools and GPC
- c) discuss training activities for clients with BIM and other skill training institutions.

### VIII Classroom Counselling Program

- a) conduct monthly visits to district secondary schools to provide counselling
- b) visit two Belize City schools per month to offer career counselling.

### D.3 Measurement & Evaluation of Project Accomplishments

In addition to the bench mark dates of activities in the implementation plan, progress of the project will be measured and reported on a quarterly basis using the following specific

YEAR 1 IMPLEMENTATION PLAN  
AUGUST 1988 TO JULY 1989

| ACTIVITY   | 1988 |   |    |    |    | 1989 |   |   |   |   |   |   |
|--|------|---|----|----|----|------|---|---|---|---|---|---|
|  | 8    | 9 | 10 | 11 | 12 | 1    | 2 | 3 | 4 | 5 | 6 | 7 |
| <b>Guidance and Placement</b>                            |      |   |    |    |    |      |   |   |   |   |   |   |
| Register new clients                                     | X    | X | X  | X  | X  | X    | X | X | X | X | X | X |
| Counselling  | X    | X | X  | X  | X  | X    | X | X | X | X | X | X |
| Referrals  | X    | X | X  | X  | X  | X    | X | X | X | X | X | X |
| Placements   | X    | X | X  | X  | X  | X    | X | X | X | X | X | X |
| Site visits  | X    | X | X  | X  | X  | X    | X | X | X | X | X | X |
| <b>Service Improvement</b>                               |      |   |    |    |    |      |   |   |   |   |   |   |
| Revise registration forms                                | X    |   |    |    |    |      |   |   |   |   |   |   |
| Devise more efficient and appropriate counselling system | X    | X | X  |    |    |      |   |   |   |   |   |   |
| Revamp employer record system                            | X    | X | X  |    |    |      |   |   |   |   |   |   |
| Develop and implement marketing/promotion strategy       | X    | X |    |    |    |      |   |   |   |   |   |   |
| Obtain needs assessment info.                            | X    |   |    |    |    |      |   |   |   |   |   |   |
| Improve client contact system                            | X    | X |    |    |    |      |   |   |   |   |   |   |
| Develop follow-up system                                 | X    |   |    |    |    |      |   |   |   |   |   |   |
| Make contacts with BTIA                                  | X    | X | X  | X  | X  | X    | X | X | X | X |   |   |
| Train staff in counselling                               |      | X | X  |    |    |      |   |   |   |   |   |   |
| <b>Development of Library Resources</b>                  |      |   |    |    |    |      |   |   |   |   |   |   |
| Purchase resource materials                              |      |   |    |    | X  | X    |   |   |   |   |   |   |
| Develop materials  |      |   |    |    | X  |      |   |   |   |   |   |   |
| <b>Improvement of Management</b>                         |      |   |    |    |    |      |   |   |   |   |   |   |
| Conduct management audit                                 | X    |   |    |    |    |      |   |   |   |   |   |   |
| Revise GPC job descriptions                              | X    |   |    |    |    |      |   |   |   |   |   |   |
| Staff development training                               |      |   |    |    | X  | X    | X | X | X | X | X | X |
| Implement staff appraisal                                |      |   |    |    | X  |      |   |   |   |   |   |   |
| Undertake planning conference                            |      |   |    |    |    |      |   |   |   |   | X |   |
| <b>Skills Training</b>                                   |      |   |    |    |    |      |   |   |   |   |   |   |
| Tap skills training resources of BIM, MOE, etc.          | X    | X | X  | X  | X  | X    | X | X | X | X | X | X |
| <b>Financial Support</b>                                 |      |   |    |    |    |      |   |   |   |   |   |   |
| Negotiate GOB subvention                                 |      |   |    |    | X  | X    |   |   |   |   |   |   |
| Review fee schedule                                      |      |   |    |    |    |      |   |   |   |   |   | X |
| Seek funding sources                                     | X    | X |    |    |    |      |   |   |   |   |   |   |
| <b>Establishment of Linkages</b>                         |      |   |    |    |    |      |   |   |   |   |   |   |
| Request referrals from MOL                               |      |   |    |    | X  | X    | X | X | X | X | X | X |
| Services exchange  |      |   |    |    | X  | X    | X | X | X | X | X | X |
| Negotiate BIM training service                           |      |   |    |    | X  | X    | X | X | X | X | X | X |
| <b>School Counselling Program</b>                        |      |   |    |    |    |      |   |   |   |   |   |   |
| Visit district high schools                              |      |   |    |    | X  | X    | X | X | X | X | X | X |
| Visit Belize City Schools                                |      |   |    |    | X  | X    | X | X | X | X | X | X |

MEASUREABLE OUTPUTS (OBJECTIVELY VERIFIABLE INDICATORS)

| OUTPUT   | INDICATOR   | YEAR 1 | YEAR 2 | YEAR 3 |
|--|---|--------|--------|--------|
| 1. Registration of clients   | No. of registrants                                      | 400    | 500    | 600    |
| 2. Provision of Placement Service  | No. employers contacted                                 | 60     | 75     | 75     |
|  | No. of site visits                                      | 30     | 35     | 40     |
|  | No. of employers using the service                      | 75     | 90     | 105    |
|  | No. of requests to fill vacancies                       | 125    | 150    | 175    |
|  | No. of permanent job placements:                        |        |        |        |
|  | unskilled   | 25     | 35     | 45     |
|  | skilled   | 50     | 65     | 75     |
|  | technical/professional                                  | 25     | 25     | 30     |
|  | No. temporary placements                                | 20     | 25     | 40     |
| 3. Provision of guidance and counselling service   | No. of guidance and counselling sessions                | 104    | 104    | 104    |
| 4. Fee collection  | Registration fees                                       | 2000   | 2200   | 2400   |
|  | Placement fees  | 2800   | 3600   | 4000   |
|  | Employer Fees   | 3600   | 4800   | 5400   |
| 5. Provision of other services   | No. of workshops for teachers and service organizations | 0      | 1      | 2      |
|  | No. of visits to district schools                       | 8      | 8      | 8      |
|  | No. of school visits                                    | 16     | 16     | 16     |
| 6. Training services to unskilled clients  | No. of unskilled clients receiving skills training      | 25     | 35     | 50     |
| 7. Occupational retraining of skilled/semi-skilled clients meet needs identified in job market | receiving retraining                                    | 15     | 25     | 40     |

indicators:

- a) number of clients registered
- b) number of site visits to employers per month
- c) number of employers using the service during the given period
- d) number of requests received to fill job vacancies
- e) number of temporary and permanent job placements made for unskilled, skilled and technical/professional workers
- f) number of guidance and counselling sessions provided
- g) number of clients counselled
- h) amount of registration fees collected
- i) amount of placement fees collected
- j) amount of employer fees collected
- k) number of workshops held for in-service school teachers and service organizations
- l) number of visits to district schools
- m) number of visits to Belize City schools
- n) number of unskilled clients receiving skills training
- o) number of skilled clients receiving retraining.
- p) progress in obtaining subvention from GOB.
- q) activities to acquire assistance from other organizations.

E. FINANCIAL PLAN

E.1 Budget Narrative (all in Belizean dollars)

1.0 RECURRENT- GENERAL AND ADMINISTRATIVE  
Salaries

This section provides for the continued employment of personnel in the already established posts of Coordinator, Placement Officer, Assistant Placement Officer and Secretary/Receptionist. Job descriptions for each of these posts are attached in Appendix F2. In addition, payment is required to be made to the CVSS Executive Director for actual hours of administrative support given to the GPC. In-kind contributions from the CVSS board, Citizens Advisory Committee and volunteers are calculated at \$1,400 as Board time and \$6,600 as volunteer and Advisory Committee time.

Accounting services will continue to be provided to the GPC on the present part-time basis.

Technical Assistance

The extension of the GPC project calls for the provision of counselling training for personnel, the conduct of needs assessment survey of the manpower requirements of Belize, the development of materials for the promotion of the GPC and for the Centre Library, as well as for the conduct of a management study. A breakdown of these expenses is outlined below.

Counselling - The services of a trained counsellor will be purchased from local sources if available to deliver training in counselling techniques to GPC staff members over a ten-day period at \$150.00 per day with an additional \$500 budgeted for counselling materials. Technical assistance may be available from FAVA/CA on a subsidized basis.

Research - To better achieve the goal of an increase in employability of youths the GPC must be acquainted with the manpower needs of the country. It is proposed that since the VoTec Unit of the MOE has recently conducted a comprehensive survey in this area, that the GPC obtain these results and, if necessary, purchase certain stipulated refinements from the VoTec Unit.

Materials Development - Assistance in the development of relevant resource materials and promotional materials will have to be sought. It is anticipated that professional assistance can be obtained locally, from FAVA/CA, or other sources for revision of materials and production of promotional materials such as posters, brochures, and pamphlets. A daily rate of \$100.00 over a six-week period will be paid for the services of a materials developer.

Management Study - In order to offer more effective service, the GPC will conduct a management study over a five day period at the rate of \$300 per day plus per diem allowance of \$180 and airfare at \$1000. This assistance may be available from FAVA/CA on a subsidized basis.

Transportation - Funds are provided for rental of vehicles for for visits to districts and for hiring taxis. Ten district visits per year at \$300 per visit is included.

Office Supplies - This figure, based on prior GPC experience and anticipated needs, covers costs related to the purchase of basic office materials (pens, paper, typewriter, ribbons, etc.)

Service fees - The budgeted figure relates to the cost of an annual audit of GPC accounts and of any professional services that may be required by the Centre (e.g. legal fees)

Insurance - Insurance on Centre equipment is about \$300 per annum will be paid by CVSS.

Office facilities - This item covers one-half the cost of rental of the building housing the GPC.

Maintenance and Repairs - CVSS also expends additional funds on the upkeep of office equipment and facilities.

## 2.0 RECURRENT - TRAINING

Client Training - This item provides for workshops for clients in skills training and for trainee counsellors (teachers) in the school system. Two workshops will be planned for two days each for about twenty participants in the last two years of the project after the period of training given to staff in counselling and management. CVSS in-kind contributions for each workshop is calculated by the following formula:

$$= \frac{2 \text{ days workshop}}{260 \text{ days/year}} \times \text{Cost of operating GPC annually}$$

$$= \$700 \text{ IN-KIND CONTRIBUTION PER WORKSHOP}$$

Staff Training - In the first year, GPC personnel will attend nine BIM courses in relevant areas (computer applications, management, finance) The attachment of one GPC staff member to a counselling centre in the USA or the Caribbean for one week is planned for with the following costs:

$$\begin{aligned} \text{AIRFARE: } & \$1000 \\ \text{per diem: } & \$180 \times 7 = \$1260 \end{aligned}$$

In the second year, a similar short-term attachment of another staff member will occur at similar costs. In this year, the coordinator or placement officer will attend one conference abroad in guidance and placement activities to further expand the GPC program development. A one-week trip is proposed with CVSS in-kind contribution for conference registration of \$1000, airfare of \$1000 and per diem of \$180. To continue the professional development of staff and to collaborate with local agencies, personnel will attend six BIM courses over the second year.

Plans for staff development in Year Three will include the attendance of one staff member at a conference in guidance and placement activities and the attendance of GPC personnel in six BIM courses dealing with subjects relevant to the operations of the Centre.

## 3.0 CAPITAL EXPENSES

The equipment itemized in the budget for purchase as capital expenditures are defensible from the standpoint that they are required for effective functioning of the GPC.

Training equipment itemized in the budget are needed if GPC is to fulfil the recommendation of the final evaluation to add more innovative methods and materials to its counselling sessions. The purchase of a computer was considered but not included at this time; the need can be reviewed after another year of operation.

#### 4.0 REVENUES

All income earned at the GPC are detailed in the budget. The three sources of income are employer fees, client placement fees and registration fees. The income plan in Appendix F.3 details these fees.

| FINANCIAL PLAN BUDGET (Bz\$)  | YEAR 1        | YEAR 2        | YEAR 3        | TOTAL          |
|-------------------------------|---------------|---------------|---------------|----------------|
| <b>a. A.I.D. Contribution</b> |               |               |               |                |
| <b>-----</b>                  |               |               |               |                |
| <b>Personnel</b>              |               |               |               |                |
| Coordinator                   | 16,000        | 17,000        | 18,000        | 51,000         |
| Placement Officer             | 10,500        | 11,000        | 11,500        | 33,000         |
| Asst. Placement Officer       | 7,200         | 7,500         | 7,800         | 22,500         |
| Clerical                      | 4,700         | 4,900         | 5,100         | 14,700         |
| Administrative Support        | 4,000         | 5,000         | 6,000         | 15,000         |
| Accounting Service            | 3,000         | 3,000         | 3,000         | 9,000          |
| Staff Devel Trg               | 5,200         | 8,200         | 3,900         | 17,300         |
| <b>Sub-total</b>              | <b>50,600</b> | <b>56,600</b> | <b>55,300</b> | <b>162,500</b> |
| <b>Technical Assistance</b>   |               |               |               |                |
| Consultant Services           | 6,000         | 4,700         | 0             | 10,700         |
| <b>Sub-total</b>              | <b>6,000</b>  | <b>4,700</b>  | <b>0</b>      | <b>10,700</b>  |
| <b>Equipment</b>              |               |               |               |                |
| 3 Standing Fans               | 380           | -             | -             | 380            |
| 1 Cassette Rec/Player         | 250           | -             | -             | 250            |
| 1 Calculator                  | 400           | -             | -             | 400            |
| 1 VCR/Monitor/Camera          | 4,000         | -             | -             | 4,000          |
| Books/Magazines               | 2,000         | 2,000         | 2,000         | 6,000          |
| <b>Sub-total</b>              | <b>7,030</b>  | <b>2,000</b>  | <b>2,000</b>  | <b>11,030</b>  |
| <b>Operational Costs</b>      |               |               |               |                |
| Travel/Subsistence            | 4,000         | 4,000         | 4,000         | 12,000         |
| Rent                          | 2,400         | 2,400         | 2,400         | 7,200          |
| Telephone/Postage             | 3,000         | 3,000         | 3,000         | 9,000          |
| Transportation                | 2,500         | 2,500         | 2,500         | 7,500          |
| Materials/Supplies            | 2,000         | 3,000         | 3,000         | 8,000          |
| <b>Sub-total</b>              | <b>13,900</b> | <b>14,900</b> | <b>14,900</b> | <b>43,700</b>  |
| <b>Training</b>               |               |               |               |                |
| Seminars/Workshops            | 2,000         | 2,000         | 2,000         | 6,000          |
| <b>Sub-total</b>              | <b>2,000</b>  | <b>2,000</b>  | <b>2,000</b>  | <b>6,000</b>   |
| Contingency                   | 1,470         | 1,800         | 2,800         | 6,070          |
| <b>Total A.I.D.</b>           | <b>81,000</b> | <b>82,000</b> | <b>77,000</b> | <b>240,000</b> |

V.S.S. Contributions - Three Year Extension  
(Belize Dollars)

|                              | <u>8/88-7/89</u> |                | <u>8/89-7/90</u> |                | <u>8/90-7/91</u> |                | <u>8/88-7/91</u>     |                |
|------------------------------|------------------|----------------|------------------|----------------|------------------|----------------|----------------------|----------------|
| <u>Personnel</u>             | <u>Cash</u>      | <u>In-kind</u> | <u>Cash</u>      | <u>In-kind</u> | <u>Cash</u>      | <u>In-kind</u> | <u>Cash</u>          | <u>In-kind</u> |
| Admin. Support               |                  | 8,000          |                  | 8,000          |                  | 8,000          |                      | 24,000         |
| Soc. Security                | 1,620            |                | 1,650            |                | 1,700            |                | 4,970                |                |
| <br><u>Equipment</u>         |                  |                |                  |                |                  |                |                      |                |
| Repairs/Maint.               | 1,700            |                | 1,700            |                | 1,700            |                | 4,100                |                |
| <br><u>Operational Costs</u> |                  |                |                  |                |                  |                |                      |                |
| Insurance                    | 300              |                | 300              |                | 300              |                | 900                  |                |
| Utilities/Water              | 150              |                | 150              |                | 150              |                | 450                  |                |
| <br><u>Training</u>          |                  |                |                  |                |                  |                |                      |                |
| Clients                      | -                | -              |                  | 1,400          | -                | 1,400          |                      | 2,800          |
| <br><u>Subvention</u>        |                  |                |                  |                |                  |                |                      |                |
|                              | -                |                | 10,000           |                | -                | 10,000         | -                    | 20,000         |
| <br><u>Income (Fees)</u>     |                  |                |                  |                |                  |                |                      |                |
| Client Regist.               | 2,000            | -              | 2,200            | -              | 2,400            | -              | 6,600                | -              |
| Client Placemt               | 2,800            | -              | 3,600            | -              | 4,000            | -              | 10,400               | -              |
| Employer Fees                | 3,600            | -              | 4,800            | -              | 5,400            | -              | 13,800               | -              |
| Total C.V.S.S.               | 12,170           | 8,000          | 24,400           | 9,400          | 25,650           | 9,400          | 61,220               | 26,800         |
|                              |                  |                |                  |                |                  |                | Total Cash & In-kind | <u>88,020</u>  |

1988 - 1991 SUMMARY OF CONTRIBUTIONS FROM ALL FUNDING SOURCES (BZE\$)

| ITEM                 | YEAR ONE OF EXTENSION |           |              | YEAR TWO OF EXTENSION |           |              |
|----------------------|-----------------------|-----------|--------------|-----------------------|-----------|--------------|
|                      | USAID                 | CVSS CASH | CVSS IN-KIND | USAID                 | CVSS CASH | CVSS IN-KIND |
| PERSONNEL            | \$50,600              | \$1,620   | \$8,000      | \$50,600              | \$1,650   | \$8,000      |
| TECHNICAL ASSISTANCE | \$6,000               | \$0       | \$0          | \$4,700               | \$0       | \$0          |
| OPERATIONAL COSTS    | \$13,900              | \$450     | \$0          | \$14,900              | \$450     | \$0          |
| TRAINING COSTS       | \$2,000               | \$0       | \$0          | \$2,000               | \$0       | \$1,400      |
| EQUIPMENT            | \$7,030               | \$1,700   | \$0          | \$2,000               | \$1,700   | \$0          |
| SUBVENTION           | \$0                   | \$0       | \$0          | \$0                   | \$10,000  | \$0          |
| INCOME (FEES)        | \$0                   | \$8,400   | \$0          | \$0                   | \$10,600  | \$0          |
| CONTINGENCY          | \$1,470               | \$0       | \$0          | \$1,800               | \$0       | \$0          |
| TOTAL                | \$81,000              | \$12,170  | \$8,000      | \$82,000              | \$24,400  | \$9,400      |

1988 - 1991 SUMMARY OF CONTRIBUTIONS (BZE\$) - CONTINUED

=====

| ITEM                 | YEAR THREE OF EXTENSION |           |              | TOTAL FOR THREE YEAR EXTENSION |           |              |
|----------------------|-------------------------|-----------|--------------|--------------------------------|-----------|--------------|
|                      | USAID                   | CVSS CASH | CVSS IN-KIND | USAID                          | CVSS CASH | CVSS IN-KIND |
| PERSONNEL            | \$55,300                | \$1,700   | \$8,000      | \$162,500                      | \$4,970   | \$24,000     |
| TECHNICAL ASSISTANCE | \$0                     | \$0       | \$0          | \$10,700                       | \$0       | \$0          |
| OPERATIONAL COSTS    | \$14,900                | \$450     | \$0          | \$43,700                       | \$1,350   | \$0          |
| TRAINING COSTS       | \$2,000                 | \$0       | \$1,400      | \$6,000                        | \$0       | \$2,800      |
| EQUIPMENT            | \$2,000                 | \$1,700   | \$0          | \$11,030                       | \$4,100   | \$0          |
| SUBVENTION           | \$0                     | \$10,000  | \$0          | \$0                            | \$20,000  | \$0          |
| INCOME (FEES)        | \$0                     | \$11,800  | \$0          | \$0                            | \$30,800  | \$0          |
| CONTINGENCY          | \$2,800                 | \$0       | \$0          | \$6,070                        | \$0       | \$0          |
| TOTAL                | \$77,000                | \$25,650  | \$9,400      | \$240,000                      | \$61,220  | \$26,800     |

GUIDANCE AND PLACEMENT CENTRE: ( A CVSS AGENCY ): - APPLICATION FORM

Surname  Other names  Reg. No.   
 Address  Tel. No.

Soc. Sec. No.  Date of birth   
 Sex:  Height  Weight  Marital Status  Children   
 Religion/Denomination

Physical Disabilities (if any)  Father's name

Present employment (if any) Start  Salary  Position

Reason for wanting to leave

Previously employed by  From  To  Salary

Type of job  Reason for leaving

Employment before above  From  To  Salary

Type of job  Reason for leaving

Circle highest year of schooling completed. Primary STD High School Sixth Form U.S. Unit

1 2 3 4 5 6    1 2 3 4    1 2    1 2 3 4  
 List External Exams passed

| Course of Study | From | To | Examination | Grade | Examination | Grade |
|-----------------|------|----|-------------|-------|-------------|-------|
|                 |      |    |             |       |             |       |
|                 |      |    |             |       |             |       |
|                 |      |    |             |       |             |       |
|                 |      |    |             |       |             |       |

What other languages can you speak/write?

What are your hobbies?

Do you have a Driver's pass?  What classes?

Have you ever been arrested?  If so, do you have a police record?

What types of equipment do you operate? eg. Office machines, Telex, etc.

Would you accept any job?  What would you prefer?

What is the minimum salary that you would accept?  Based on

What is your career goal?  Voluntary work experience

What organizations do you belong to?

I hereby certify that the information given above is correct and agree to pay

on obtaining a job through this agency.

Date  Signature



EVALUATION SCHEMATA

Areas Evaluated

Scaling Ratio

- |                           |          |
|---------------------------|----------|
| (1) Appearance            | Low (1)  |
| (2) Education             | Fair (2) |
| (3) Consideration of self | Good (3) |
| (4) Ability to learn      |          |
| (5) Application           |          |
| (6) Personality           |          |
| (7) Self-education        |          |
| (8) Initiative            |          |
| (9) Encouragement of self |          |
| (10) Work habits          |          |

DEFINITION OF TERMS

- (a) Job Search Plan
- (b) Self Assessment
- (c) Interviewing Process
- (d) Review of Evaluation

Best Available Document

OUTPLANT AND PLACEMENT CENTRE

Job Vacancy - Modified By Emp. 1970

|  |    |  |    |    |    |    |    |
|--|----|--|----|----|----|----|----|
| Name of Employer                             |    | Job Vacancy No.  |    |    |    |    |    |
| Ad. No.                                      |    | Job. Class. No.  |    |    |    |    |    |
| Job Title                                    |    | Job. Title   |    |    |    |    |    |
| No. of Workers Required                      |    | <table border="1"> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> </table> |    | 11 | 12 | 13 | 14 |
| 11   | 12 | 13   | 14 |    |    |    |    |
| Description of Job<br>(Including Grades)     |    | Job Description  |    |    |    |    |    |
| Highest Academic Qual.<br>(Including Grades) |    | Exceptional<br>(a) Minimum   |    |    |    |    |    |
| Place of Work                                |    |  |    |    |    |    |    |
| Duration of Work                             |    |  |    |    |    |    |    |
| Working Hours                                |    |  |    |    |    |    |    |
| Rate of Pay                                  |    |  |    |    |    |    |    |
| Pay Period                                   |    |  |    |    |    |    |    |
| When Required                                |    | (b) Preferred:   |    |    |    |    |    |
| Date / Time for Interview                    |    | SPECIAL SKILLS   |    |    |    |    |    |
| Date   |    |  |    |    |    |    |    |
| Place  |    |  |    |    |    |    |    |
| (Agent Office)                               |    |  |    |    |    |    |    |

Employee Referral Card  
Vocational Guidance/Placement Centre  
( A CVSS Agency) 14 Cemetery Rd., Belize City

Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone No. \_\_\_\_\_

This is to introduce the above named person who is registered at our agency and is qualified for the job you have vacant. We would appreciate your considering his/her application and to be notified of your decision to hire, or not. Please call if you have need for additional information and comment. We will call you after the interview about the client. This card is to be returned to this office.

Date \_\_\_\_\_ Job interview for \_\_\_\_\_  
Hired/not hired \_\_\_\_\_ Starting date \_\_\_\_\_

Comment \_\_\_\_\_  
\_\_\_\_\_

Job Description

Coordinator-Vocational Guidance Counsellor

The Coordinator-Vocational Guidance Counsellor will familiarize himself/herself with the range of occupations available in Belize so as to equip himself/herself with information to transmit to his clients. The Counsellor will work closely with schools since the Guidance Centre will draw a large proportion of its clients from this source. The Vocational Guidance Counsellor will formulate programmes related to guidance and counselling within the educational context. The Vocational Guidance Counsellor will also be involved in administrative and training issues and must be flexible to respond to these needs accordingly. He/She must collaborate with the Board of the Council of Voluntary Social Services in determining policy and carrying it out. He must be committed to the ideals of guidance and counselling and understand fully the circumstances peculiar to the service in Belize and support the Board of CVSS in its efforts to achieve maximum efficiency.

The VGC has the responsibility of efficiently operating and expanding the [Vocational] Guidance Centre under the direction of the Board and the Executive Director. Other than providing guidance and counselling, he/she will liaise with schools in order to effectively carry out the goal of the Centre. The VGC should, therefore, be able to relate to people, and should preferably possess professional qualifications and experience in career guidance and counselling. Some administrative skills in career guidance would be an advantage.

In terms of component elements, the VGC's position may be specifically describe as follows:

Programme

The Vocational Guidance Counsellor is delegated the responsibility for effectively managing the [Vocational] Guidance Centre under the direction of the Board and the Executive Director.

- (a) Assist in the development of projects which emphasize the Vocational development of the young adult in Belize in collaboration with existing educational/vocational institutions and employers.

- (b) Schedule guidance sessions both collectively and individually
- (c) Establish good relationship with employers to determine their needs in terms of types of labour needed
- (d) Liaise with schools with the aim of developing a career education programme.
- (e) Undertake the preparation of programme documents (e.g. project plan etc.)
- (f) Prepare and implement workshops for teachers, clients and students
- (g) Undertake the preparation of the quarterly reports in conjunction with the Placement Officer and Executive Director.

### Client Support

The Coordinator Vocational Guidance Counsellor will be responsible for providing guidance and counselling to all clients who avail themselves of the service.

The VGC will:

- (a) Set up appointments so that his/her clients will be able to discuss in confidential atmosphere his ambitions, career hope, etc.
- (b) Work with individual clients to resolve any educational or vocational needs.
- (c) Provide the necessary materials, resources to the clients so as to enable them to make suitable choices.

### Training

The VGC will work with CVSS in designing modules for the training of ancillary staff of the Centre. The Coordinator will work with the consultants and resource persons to organize, prepare and facilitate workshops for clients and target groups identified.

### Administration

The VGC will be responsible for the day to day administration of the Centre. He will be responsible for the direct supervision of the Placement Officer and other staff person attached to the Centre.

The VGC will work closely with CVSS to achieve its goals.

### General

The Vocational Guidance Counsellor must be a professional with the motivation and the will to do initiate activities and carry out tasks without constant supervision. He/She must be able to relate well with clients, employers, parents and teachers as well as members of the support staff. He must have the capacity for programme planning and implementation and should be able to utilize such skills as analyzing and finding solutions to problems personnel supervision and office administration.

## Job Description

### Placement Officer

#### General Duties

The Placement Officer will be responsible for the job placement of all clients and helping with established yearly goals and objectives as outlined. This will require the following skills.

Interviewing, testing, job analysis, job promotion, familiarity with training resources and understanding of youth and their aspirations. It will be necessary to make varied employer visits and contacts, school consultations, utilize training facilities, be familiar with the business and labour community. It is important to be aware of this present and future job situation, client resources and skills and employers demand as well as labour conditions and development of new industries.

#### Specific Duties

Under the direct supervision of the Centre Coordinator perform the following activities and engage in such other related work as assigned from time to time.

#### Programming

1. Contact all employers and their employment resources like Rotary, Lions, and Chamber of Commerce to promote job clients.
2. Visit plants offices and other employment sites for new jobs. Evaluate and report on these visits.
3. Confer with employers for specific clients and also promote new job for other clients where there are labour problem like high turnover.
4. Survey and analyse employer establishments for inexperienced job candidates to promote their employment.
5. Report to Coordinator on a weekly basis on visit to employers and schools and follow-up on job placements.

### Programming Cont'd

6. Visiting employers in preparation for employment for present and future clients.
7. Participating with the Vocational Guidance Counsellor in programme planning.
8. Participating in other committees with programming potential.
9. Establishing criteria for screening job applications.
10. Assist in the development and implementation of workshop approved by the Citizen Advisory Committee.

### Client Support

1. Visiting employers and maintaining discussion with manager, training officers etc.
2. Maintain statistical record of service offered by the Centre on a quarterly basis.
3. Testing and evaluation to match individual to job demand.
4. Placement of clients into suitable employment and visit those clients already employed to find alternative employment should they desire to do this.
5. Assist clients with information about available training facilities and technical resources.
6. Work with Vocational Guidance Counsellor in planning and conducting job conferences, career days and other workshops related to occupational guidance.
7. Briefing Guidance Counsellor on issues which require his/her intervention

### Training

The Placement Officer will work with the Vocational Guidance Counsellor in devising training for clients and will be expected to participate in some of these training schemes.

1. Refer clients to training center for training or retraining or skills.
2. Assisting the Vocational Guidance Counsellor in planning and designing training programme.

General Assist in the preparation and production of Quarterly Reports in collaboration with the Coordinator.

## Job Description

### The Assistant Placement/Counselling Officer

#### General Duties

The Assistant Placement/Counselling Officer will be responsible for assisting in placement activities training, and generally helping the Coordinator Counsellor and Placement Officer in achieving yearly goals and objectives. This requires the following skills.

Interviewing testing, job analysis, job promotion, familiarity with training resources and understanding of youths and their aspirations. It will be necessary to assist in training, and to be familiar with the business and labour community. It is important to be aware of client resources and skill and employer demands as well as labour condition and development of new industries.

#### Specific Duties

Under the direct supervision of the Centre's Coordinator and Placement Officer the A.P.C.O. should perform the following activities.

1. Conduct interviews with clients on a daily basis.
2. Provide clients with information about available training facilities and technical resources.
3. Responsible for assisting in guidance and counselling session collectively and individually.
4. Conduct and plan in consultation with G.P.C. staff job conferences, career days and other workshops related to occupational guidance.
5. Responsible for assisting with the preparation of visual aids, handouts for workshops and training sessions.
6. Maintain records on each client to facilitate continuity and follow up.
7. Responsible for the selection of clients for placement in consultation with supervisors.
8. Responsible for assisting with compilation of the centre statistics.
9. Secure clients for job opportunities.
10. Maintain and keep up G.P.C. library.
11. Perform any other assignment from time to time.

## Job Description

### Clerk/Typist/Receptionist

The Clerk/Typist/Receptionist will be responsible for the secretarial, clerical and receptionist operation of the Guidance and Placement Centre. She will assist the Coordinator and Placement Officer in any other way assigned in establishing yearly goals and objectives of the Centre.

### Specific Duties

#### A. Secretarial

1. Type all correspondence, reports, minutes, etc.
2. Operation of Gestetner, Photo Copier and Scanner machines under the supervision of C.V.S.S. Secretary.
3. Screen calls and scheduling appointments for Coordinator, Placement Officer, (Clients and Employers).
4. Maintaining filing system of correspondence, reports, minutes, forms etc.
5. Register Clients.
6. Supervise circulation of G.P.C. Correspondence brochure, forms, etc.
7. Responsible for entering registrants in register.
8. Compile monthly statistics using the data collected.

### Purchasing Supply

9. Supervise and assist in ordering office supplies.

### Other

10. Secretarial and clerical assistance at Committee Meeting and training workshops C.V.S.S.
11. Perform any other assignment from time to time.

### Educational and Experience requirements

Preference shall be given to candidate with High School Diploma, Secretarial qualification or some knowledge of bookkeeping is required also a basic knowledge of office procedure.

Appendix E.3

Income Plan

A registration fee will be charged to all clients using the service and each client placed in a job will be charged a placement fee. Each employer using the service will be charged a placement fee for each client employed on a permanent basis and also for each client employed from six to eight weeks on a temporary basis.

These fees are calculated based on experience gained over the past three years

1. Clients registration fee: ~~in~~ \$4.00 per client for all categories.

Projected Income from Registration fees

| <u>1988</u>            | <u>1989</u>            | <u>1990</u>            |
|------------------------|------------------------|------------------------|
| 500 X \$4.00 = \$2,000 | 550 X \$4.00 = \$2,200 | 600 X \$4.00 = \$2,400 |

2. Client Job Placement Fees: \$20.00 per client for all permanent categories

Projected Income from client Job Placement Fees

| <u>1988</u>          | <u>1989</u>          | <u>1990</u>          |
|----------------------|----------------------|----------------------|
| 140 X \$20 = \$2,800 | 180 X \$20 = \$3,600 | 200 X \$20 = \$4,000 |

3. Employers Placement Fees

Projected Income from Employers Placement Fees

| <u>1988</u>          | <u>1989</u>          | <u>1990</u>          |
|----------------------|----------------------|----------------------|
| 120 X \$30 = \$3,600 | 160 X \$30 = \$4,800 | 180 X \$30 = \$5,400 |

| <u>Summary</u>                | <u>1988</u> | <u>1989</u> | <u>1990</u> | <u>Total</u> |
|-------------------------------|-------------|-------------|-------------|--------------|
| Registration Fees             | 2,000       | 2,200       | 2,400       | 6,600        |
| Job Placement Fees (Client)   | 2,800       | 3,600       | 4,000       | 10,400       |
| Job Placement Fees (Employer) | 3,600       | 4,800       | 5,400       | 13,800       |
| Total                         | 8,400       | 10,600      | 11,800      | 30,600       |

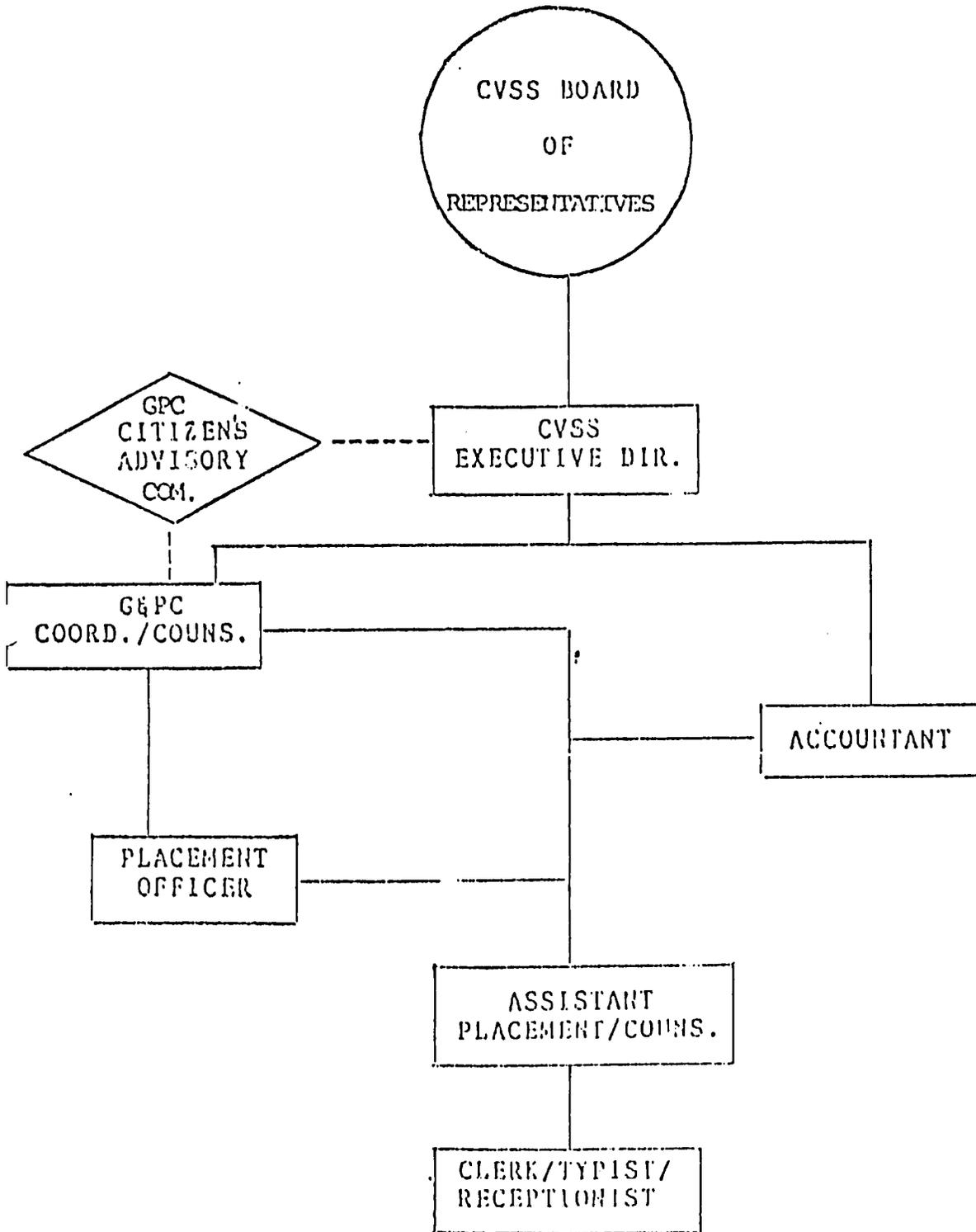
The Employers' placement fee is calculated on a sliding scale according to the category of worker employed. The income generated from this source is based on the fourth category of worker employed on a temporary basis; therefore the income from the source should be considerably higher. Listed below is the suggested price scale that employers should pay for clients employed through the Guidance and Placement Centre.

Suggested Price Scale for Employers

|                         | <u>Temporary</u> | <u>Permanent</u> |
|-------------------------|------------------|------------------|
| Messenger               | \$15.00          | \$25.00          |
| Semi - Skilled Domestic | 20.00            | 35.00            |
| Semi - Skilled Labourer | 20.00            | 35.00            |
| Skilled Craftsman       | 30.00            | 45.00            |
| Clerical                | 25.00            | 40.00            |
| Salesman                | 35.00            | 50.00            |
| Manager                 | 50.00            | 70.00            |
| Engineer                | 45.00            | 60.00            |

Appendix F.4

GPC Organizational Chart



**AGENCY FOR INTERNATIONAL DEVELOPMENT  
 UNITED STATES A. I. D. MISSION TO BELIZE  
 EMBASSY OF THE UNITED STATES OF AMERICA  
 BELIZE CITY, BELIZE, CENTRAL AMERICA**

June 26, 1989

Mr. Hallett Moody, Jr.  
 Chairman  
 Council of Voluntary Social Services  
 Belize City, Belize

Subject: Grant No. 505-0026-GA-00-8002  
 Amendment No. 2

Dear Mr. Moody:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "A.I.D.") hereby amends the Grant Agreement dated August 28, 1984 and as amended July 29, 1988 to the Council of Voluntary Social Services (hereinafter referred to as "CVSS" or the "Grantee") to obligate the additional sum of US\$90,000 to increase the employability of Belizean youth through counseling, guidance and a placement service.

This additional obligation is effective as of the date of this Amendment and brings the total cumulative obligation to US\$200,000, the total amount of the Grant.

The Schedule, Attachment I to Amendment 1 to the Grant Agreement dated July 28, 1988, is hereby further amended as follows:

1. Paragraph C.2 is deleted in its entirety.
2. The A.I.D. contribution section of the Summary Financial Plan in Paragraph D.2 is deleted and replaced with the following:

SUMMARY FINANCIAL PLAN (U.S.\$)

| <u>A.I.D. Contribution</u> | <u>Total</u>     | <u>Prior</u>     | <u>Oblig.</u>   | <u>Total</u>     |
|----------------------------|------------------|------------------|-----------------|------------------|
| <u>Line Item</u>           | <u>Grant</u>     | <u>Oblig.</u>    | <u>This</u>     | <u>Oblig.</u>    |
|                            | <u>Amount</u>    | <u>Amount</u>    | <u>Amendt.</u>  | <u>Amount</u>    |
| Personnel                  | 143,675          | 81,425           | 62,250          | 143,675          |
| Technical Asst.            | 8,515            | 5,415            | 3,100           | 8,515            |
| Equipment                  | 12,751           | 10,236           | 2,515           | 12,751           |
| Operational Costs          | 29,024           | 12,174           | 16,850          | 29,024           |
| Training                   | 3,000            | 750              | 2,250           | 3,000            |
| Contingency                | 3,035            | -                | 3,035           | 3,035            |
| TOTAL A.I.D.               | <u>\$200,000</u> | <u>\$110,000</u> | <u>\$90,000</u> | <u>\$200,000</u> |

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All other terms and conditions of the original Grant letter and its amendments remain in full force and effect.

Please sign the original and three (3) copies of this Amendment to acknowledge your acceptance and return the original and two copies to A.I.D.

Sincerely,



Mosina H. Jordan  
A.I.D. Representative

Accepted: \_\_\_\_\_



Mr. Hallett Moody, Jr.  
Chairman

Date: 28/6/89

FISCAL DATA

|                        |   |                    |
|------------------------|---|--------------------|
| Appropriation          | : | 72-1191021         |
| Budget Plan Code       | : | LDEA-89-25505-KG13 |
| Project No.            | : | 505-0026           |
| Total Estimated Amount | : | US\$200,000        |
| Total Obligated Amount | : | US\$200,000        |
| This Obligation        | : | US\$ 90,000        |
| Control No.            | : | A910319            |