



EUROPEAN COMMISSION

DIRECTORATE-GENERAL FOR HUMANITARIAN AID AND CIVIL PROTECTION - ECHO

**SINGLE FORM FOR HUMANITARIAN AID ACTIONS : Final Report****1. GENERAL INFORMATION****1.1 Name of Humanitarian Organisation / Country of registration**

CROIX-ROUGE-NL

**1.2 Title of the Action\***

Building the Resilience to Disasters in the Department of Petén, Guatemala

**1.3 Area of intervention\*****World area :**

America

**Country :**

Guatemala

**Region :**

Department of Petén, Municipality Las Cruces

**1.4 Start date of the Action**

Start date : 01/07/2012

**If the Action has already started explain the reason that justifies this situation (urgent Action or other reason)**

n/a

**1.5 Duration of the Action in months \*****Months\***

18

**Days\***

0

**1.6 Start date for eligibility of expenditure****Is the start date for eligibility of expenditure equal to the date of submission of the initial proposal ?\***

no

**Explain expenses charged to the budget between date of submission of the initial proposal and start date of the action**

The following actions will start from this date:

- Hiring of coordinator, administrator and person in charge of logistics for the project
- Advertising, selection and hiring of technical personnel
- Opening of bank accounts to be used in the area of intervention

- Installation of office work spaces
- Hiring and installation of telephone and internet services
- Purchase and installation of office equipment
- Induction to the Project of technical personnel and Red Cross volunteers, including the International Committee of the Red Cross' (ICRC) Safer Access Framework
- Initial KAP (Knowledge, Attitudes, Practices) Study

**If no, enter the start date for eligibility and explain above**

01/06/2012

### 1.7 Requested funding modalities for this agreement

**Requested funding\***

Co-financing

**In case of 100% financing, justify the request**

n/a

**Action total amount ( copied from 11. Financial overview) :** 0NaN      Eur

**DG ECHO contribution requested ( copied from 11. Financial overview) :** 490.000,00 Eur

### 1.8 Urgent action

**Is urgent?\***

no

### 1.9 Control mechanism to be applied

P

### 1.10 Proposal and reports

**Submission date of the initial request** 30/03/2012

**Purpose of this submission** Final report

**Echo reference** 2012/00484/FR/01/01

**Agreement number**

**Date of submission** 31/03/2014

### 1.11 [INT] List the supplementary agreements and exchange of letters after signature of the Agreement up to intermediate report stage

Date of request*	Date of agreement*	Subject*	Reference*
------------------	--------------------	----------	------------

## 1.12 [FIN] List the supplementary agreements and exchange of letters after signature of the Agreement up to final report stage

Date of request*	Date of agreement*	Subject*	Reference*
------------------	--------------------	----------	------------

## 2. NEEDS ASSESSMENT

### 2.1 Date(s) of assessment; methodology and sources of information used; organisation/person(s) responsible for the assessment\*

Over the years the Guatemalan Red Cross (GRC) has provided humanitarian aid in Petén and more specifically in Las Cruces after various disasters. Consequently they were aware of its vulnerability to disasters, and decided to prioritize this area for this proposal.

From 19 to 25 February 2012, GRC with support from NLRC, the NRC and the SRC conducted an assessment in the municipality of Las Cruces, Petén, extending into 10 communities of the rural area and the urban area of Las Cruces which have been affected by floods caused by overflowing bodies of water. The GRC recently assisted 9 communities with Humanitarian Aid as a response to the flooding caused by TD 12E, so they had prior knowledge of the area.

The objectives of the assessment were to identify the main risks, threats and vulnerabilities of the population, to prepare an analysis of community-, municipality- and institution preparedness to disasters and emergencies, and to identify and characterize the potential beneficiaries.

The assessment consisted of collecting information in the field and analysing the information according to the objectives established in the DIPECHO VIII meetings, mainly taking into account municipal authorities, representatives of the municipalities, government institutions, communities, (leaders and general population), schools, Health Units and rural health posts.

Several techniques were used to collect the information:

- Focus Groups: conducted at the community level, three per community. Community leaders, women and youth participated in them. In each community a questionnaire was given to each focus group, one for women, for youth and for community leaders after which it was discussed.
- Community characterization forms: used with each community to collect specific information. These forms were completed by leaders and elders from the communities.
- Interviews and forms for rural health posts, Health Units and Schools: An interview was conducted with people working in the rural health posts and Health Units. Interviews were also conducted with directors and teachers of the schools visited. At the same time an information form was completed for each health unit and school attending the analysed communities.
- A workshop with municipal authorities and community based organisations (22 February 2012). Among the participants were Representatives and staff from the municipal government, the District's Health Direction, the District's Education Direction, National Police, Armed Forces, RENAP, assistant Mayors, and NGOs present in the municipality. The workshop was structured like an open forum (large focus group) in which themes related to disaster management, (risks, consequences of disasters, causes -vulnerabilities-, existing capacities, possible solutions) were introduced so as to hear the participants' opinions on each of these until everyone was heard and the majority agreed on a position.
- Interviews with authorities at the Departmental level: meetings were held with the Petén Regional Delegate of the SE-CONRED (Executive Secretariat of the National Coordination Committee for Risk Reduction) and with the Department's Governor.
- Consultation with the ICRC in Guatemala regarding security matters.

The assessment was conducted by a multidisciplinary group of more than 20 people, made up of technical and logistics staff and volunteers from the GRC Secretariat of Health and Disaster Management and their delegation in Petén, representatives from NLRC, the NRC and the SRC and support from an external consultant.

**See Annex 2 "Assessment" for more details.**

### 2.2 Problem statement and stakeholder analysis\*

The Petén Department and particularly the population in the Municipality of Las Cruces, are highly susceptible to disaster caused

The Petén Department, and particularly the population in the Municipality of Las Cruces, are highly susceptible to disasters caused by hydro-meteorological events and the flooding of the Usumacinta and La Pasión Rivers. The flat topography of the area causes flooding in the large expansions of land in which the prioritized populations and their livelihood are located. At the urban level floods are due to the intensity of the rain and problems derived from poor urban development.

**The main problem the project intends to address is the need to reduce the high disaster risk of the area, due to a combination of existing threats -particularly floods-, the high level of environmental, social, organisational, economic, and educational vulnerability, and the insufficient institutional capacity for prevention, preparedness and response to disasters at the municipal and departmental level.**

#### Local stakeholders' analysis

Most stakeholders have expressed a strong interest in implementing DRR actions. A brief description of the main local stakeholders, their position regarding the project and their anticipated participation in its implementation is summarized below:

**Rural and urban vulnerable population:** they have shown a strong interest in the implementation of an action that leads to reduce the damages and losses they suffer as a result of the floods. They will actively participate in and contribute to the local disaster management strengthening process.

**COCODEs** (Community Development Councils): the community leaders are very interested in improving their organisational capacities to support the development of their communities. The leaders will convene the people to meetings and actively participate in the local capacity building process.

**Municipality:** They are very interested in the trainings on and creation of disaster risk reduction (DRR) structures. They will be a strategic stakeholder, and will have both a direct beneficiary role and a supporting role at the community level.

Representatives and personnel from the **Ministries of Education (MINEDUC), Health (MSPAS) and Agriculture (MAGA)** at the municipal level: they want to participate in the training of DRR structures and strengthen bonds with the rural and urban communities. They will participate in the trainings and will support the planning of the activities related to each sector.

**Department Government:** the recently appointed Governor is very interested in the strengthening of the disaster response capacities in the Municipality of Las Cruces. He chairs the CODRED -Departmental Coordination Committee for Risk Reduction-, responsible for the DRR in the Department of Petén.

**SE-CONRED Petén Delegation:** fully endorses the project; they will support the coordination of activities at the municipal level and the improvement of early warning mechanisms. They will accredit the DRR structures formed.

**State Security Forces:** Due to the delicate security situation in the area the Army and the National Police were uneasy with the idea of frequent activity taking place. However, the well-known neutrality of the Red Cross inspires their trust and they have agreed to participate in the DRR coordination. They will provide support to guarantee security during implementation of the activities.

**NGO Casa Maya Petén:** This Las Cruces based NGO has a Health Clinic in the Las Cruces capital and usually supports humanitarian assistance activities after disasters. They fully validate the Action and want to participate in its implementation both as supporters and as beneficiaries.

**See Annex 4 "Stakeholder analysis" for more details.**

## 2.3 Summarise findings of the assessment (include full report in annex, if relevant) and link these to the Action\*

Organization and capacities for disaster preparedness and response at the community and Municipality level are weak. There are

- Organisation and capacities for disaster preparedness and response at the community and municipality level are weak. There are COCODEs in almost every community, but the population is scattered, there are no COLREDs -Local Coordination Committee for Risk Reduction-, there is no COMRED-Municipal Coordination Committee for Risk Reduction-, no response plans or people trained in DRR and the shelter infrastructure is not adequate.

- At the departmental level there are strong limitations to properly alert of and respond to disasters, both with respect to available trained personnel and technical means.

- Health problems (like acute complications during labor, diarrhea, acute respiratory infections, and vector-borne illnesses) in disaster prone areas increase after emergencies, due to the little knowledge of the community on health prevention and basic care, and to the deficient coverage and capacities to attend to people during emergencies of the Guatemalan Public Health System.

- Children's education is affected in disasters, as school infrastructure and resources are damaged, and by suspension of classes for long periods of time. The schools in the Municipality do not have the knowledge or resources to cope with emergencies from the educational needs perspective.

- Rural livelihood is mainly agriculture and domestic stockbreeding for subsistence; in the urban area there is also an important commercial activity. Livelihoods are highly exposed to the existing threats, and economic losses because of disasters are recurrently suffered by the prioritized communities. The population appears unprepared to protect their livelihood from disasters by adapting their economic activities to the situation.

- The population shows empiric knowledge about the threats they are exposed to and the causes for disasters but they do not identify all the risk factors. Analysis shows they are unaware of how to prevent disasters and how to prepare and respond to them.

- The area of the Usumacinta River has an irregular migration dynamic. In an emergency situation, many people in the communities go into Mexico seeking income to purchase their basic needs or seeking assistance from the Mexican Health System.

The aforementioned findings show the need and/or the opportunity to:

- Carry out integrated processes for community and municipal DRR strengthening (in organisation, training and provision of supplies).

- Strengthen risk management capacities at the departmental level (Petén) and even at the national level (SE-CONRED), in support to the local and municipal DRR organisation.

- Improve local capacities for the prevention of health problems and attention to them during emergencies within the process of DRR strengthening

- Organize and train school communities (teachers, parents, students) in DRR and provide them with mechanisms and resources to enable the prompt resuming of school activities.

- Address possible forms of risk mitigation, support to disaster response actions and livelihood protection with the communities that can be implemented to reduce future damages and economic losses.

- Inform, educate and increase awareness in the Las Cruces population on disasters, familiarizing them with proper attitudes and practices.

- Identify and deepen the understanding of the informal migratory flow, putting in place a mid or long term advocacy process that leads to resolving the migration related problems that are identified.

See Annex 2 "Assessment" for more details.

**\* The tables ( if necessary ) must be annexed.**

#### Tables with additional information

--

#### 2.4 [INT] If changes in needs assessment at intermediate report stage, please explain

There were no changes encountered at the time of writing the intermediate report.

#### 2.5 [FIN] If changes in needs assessment after intermediate report, please explain

No changes to report

### 3. HUMANITARIAN ORGANISATION IN THE AREA OF INTERVENTION

### 3.1 Humanitarian Organisation's presence in the area of intervention

#### brief overview of strategy and current or recent activities in the country

The **Netherlands Red Cross** (NLRC) is present in Guatemala since 1997 supporting the GRC to implement and achieve its mission. These initiatives are aligned to the "NLRC Strategy in Latin America and the Caribbean," and the Cooperation Agreement for the Movement in Guatemala. Conditions for these initiatives with the GRC are based on:

- Programs that focus on improving the conditions of the most vulnerable in Guatemala through actions related to Community Health and Risk Management by providing assistance in emergencies and DRR/DP. Programs promote sustainable development of the communities. Leaders and communities participate in program formulation, planning, implementation, and evaluation.
- Programs include gender strategies, intercultural exchange and reduced discrimination of persons in marginal situations. They are based on GRC's capability to initiate horizontal cooperation between GRC and NLRC. All of these will contribute to strengthen GRC's capabilities and image in Guatemala.

NLRC supported post-Mitch reconstruction from 1999 to 2002, financed by the Development Cooperation Agencies of the Netherlands (SHO) and the Government of the Netherlands. From 2003 to 2005, NLRC carried out several actions within the European Union's PRRAC Programme. NLRC has been leader of Red Cross Consortium implementing DIPECHO projects since its 4<sup>th</sup> Action Plan. Since 2004, NLRC has promoted climate change adaptation projects linked to DRR and with an ecosystem approach, with funds of the Dutch Government and own funds. NLRC is currently (2011-2014) leading the "Partners for Resilience" alliance with 4 Netherlands NGOs (CARE, CORDAID, Climate Centre, Wetlands International).

The **Spanish Red Cross** (SRC) has been present in Guatemala since the 1976 earthquake. In 1996, after de Peace Agreements, SRC supported GRC's assistance to conflict's demobilized people. In October 1998, after hurricane Mitch, SRC's presence in Guatemala became permanent with a Delegation. In 2005 (hurricane Stan) SRC supported GRC in their efforts to provide humanitarian assistance to 2.400 families from the high plateau (altiplano), schools rehabilitation, and sheltering people. After Tropical Storm Agatha (2010) 2.800 families were assisted by the GRC with the support of the SRC, and in 2011 (TD 12-E) 1.200 families were assisted by GRC-SRC in the south-western Departments.

Regarding disaster preparedness (DP), the SRC and the GRC carried out projects such as SATHA DIPECHO in Petén, Izabal, Zacapa, Quetzaltenango, San Marcos and Sololá Departments. In 2008, the SRC implemented a project aimed at the GRC's disasters response capacity building, and it is currently executing DP in Amatitlán and Quetzaltenango. The SRC was a member of the 4 Red Cross Consortia that implemented DIPECHO projects in Guatemala.

The **Norwegian Red Cross** (NRC) has been supporting the GRC bilaterally since 2005, initially for rehabilitation activities after the hurricane Stan, with emphasis on water and sanitation. A representative is working with the GRC since this year. In 2007, the NRC began a regional programme on disaster risk reduction in the Americas, with funds from the Norwegian Ministry of Foreign Affairs. GRC is part of this programme. The programme has a focus on health in emergencies and building capacities of the National Society and the communities to prevent, prepare for and respond to health emergencies. The NRC also assisted the GRC in the response to TS Agatha and TD 12-E. The NRC was a member of the Red Cross Consortium that implemented the DIPECHO 6 action plan. Currently the NRC supports the GRC in the areas of mother and child health, HIV prevention and stigma reduction, as well as violence prevention.

### 3.2 Actions currently on-going and funding requests submitted to other donors (including other EC services) in the same area of intervention - indicate how overlap and double funding would be avoided

No other actions by public or private institutions being executed or pending financing by the EU or other donors have been detected in the area of intervention.

The Italian NGO COOPI is carrying out an ECHO-funded Humanitarian Aid action in the Municipality of Sayaxché (adjacent to Las Cruces) that will conclude in the first four-month period of 2012, and it is not expected to continue.

The GRC carried out Humanitarian Assistance actions in Las Cruces in recent years but has no permanent action in the area.

The International Federation of the Red Cross (IFRC) is submitting a regional proposal for DIPECHO VIII, which will include an urban DRR component, with pilot projects in Guatemala and another two countries. The intervention in Guatemala will be in another area of the country, the Municipality of Villa Canales in the Guatemala City area, avoiding overlapping actions but facilitating a coordinated work and learning exchange about DRR in urban areas between both actions.

### 3.3 [FIN] List other actions carried out by the humanitarian organisation or its implementing partners in the same period in that area of intervention and how risks for double funding were avoided

No other actions were carried out in the same period and area

## 4. OPERATIONAL FRAMEWORK

#### 4.1 Exact location of the Action (include map of action location)

<u>world area</u>	<u>country</u>	<u>region</u>	<u>location*</u>
America	Guatemala	Department of Petén, Municipality Las Cruces	La Pasi3n-Usumacinta: San Luis Buena F3, El Sacrificio, Ixcoch, Kemane, Flor de la Esperanza, Ixmucan3. Vista Hermosa: Mi Bella Guatemala. Bethel: Monte Sinai, Bethel. Las Cruces: Urban area Las Cruces. Sayaxch3. Isla San F3lix

#### Map of action location (reference)

The action is situated in the Department of Pet3n, with emphasis on the Municipality of Las Cruces.

The communities in the watershed area of the Usumacinta and La Pasion Rivers, the Yaxtunila Stream, the Ixcoche Lagoon in the southwest and west part of the municipality and the urban population near the municipal capital of Las Cruces have been prioritized. Communities in the Usumacinta area border the Mexican State of Chiapas. The action includes the Isla San Felix community territorially belonging to the municipality of Sayaxch3, since due to its location it receives little attention from this Municipality.

See Annex 5 "Maps of the location of the Action"

#### 4.2 Beneficiaries

##### 4.2.1 Total number of direct beneficiaries

**Total number** \*21.317

**Total number [INT]** 21.264

**Total number [FIN]** 21.366

#### Comments

They are divided into two groups:

1 Las Cruces prioritized vulnerable population: 21068

2 Personnel from institutions: 249

The total beneficiary population includes approximately 2,150 students at the primary and secondary levels, and their parents.

Vulnerable population of 10 rural communities and the Las Cruces capital (21.068) will be specifically benefitted directly from the local disaster management. Rural communities population will benefit from the small scale infrastructure and services and livelihoods and economic assets protection sectors of the intervention. Institutional direct beneficiaries include personnel from DRR institutions, participants in the trainings and other activities for the Institutional linkages and advocacy and information, education and communication sectors (see 4.2.7 *Direct beneficiaries per sector for more detail*).

#### Prioritized Communities within the direct beneficiaries:

No.	Micro region	Community	Families	Population
1	La Pasi3n-Usumacinta	San Luis Buena F3	66	334
		El Sacrificio	76	405
		Ixcoch	45	235
		Kemana	30	155
		Flor de la Esperanza	71	356
		Ixmucan3	95	482
7	Vista Hermosa	Mi Bella Guatemala	90	455
8	Bethel	Monte Sinai	36	182
		Bethel	168	858
10	Las Cruces	Urban Area Las Cruces	2.786	17.471
11	Sayaxch3	Isla San F3lix	27	135
	<b>TOTAL</b>		3.490	21.068

#### Tables with additional information

Direct Institutional Beneficiaries

**Direct institutional beneficiaries:**

Nº	Institution	Number of People
1	Teaching and administrative staff from schools	90
2	COMRED Las Cruces and their Committees	50
3	Personnel from the Bethel Health Post	7
3	Personnel from the Las Cruces Health Unit	21
3	GRC - HQs and Petén Delegation	30
4	Technical personnel from DRR institutions and civil society	30
5	CODRED Petén	10
6	SE-CONRED Petén regional Delegation	11
	<b>Total</b>	<b>249</b>

**4.2.2 Status of the direct beneficiaries\* (multiple options possible)**

- ☐ IDPs
- ☐ Refugees
- ☐ Returnees
- ☒ Local population
- ☐ Others e.g. for Grant Facility, Capacity building, etc.

**4.2.3 Specificities of direct beneficiaries (please elaborate according to SF guidelines)\***

In the Municipality of Las Cruces, the majority of the population (68%) is not indigenous. Indigenous population (32%) of Kekchi, Q'iche, Mam and Achí origin owe their presence to migration from other areas of the country. It is important to point out that this indigenous population utilizes Spanish in communicating and the other languages Kekchi, Q'iche, Mam y Achí only among people of that origin.

Population of the prioritized communities is 52% men and 48% women. Minors represent almost 50% of the population, 13% of the minors are under the age of 5.

No	Microregion	Community	Families	< 5 yrs	5-18 yrs	18-50 yrs	>50 yrs	Men	Women	Total
1	La Pasión-Usumacinta	San Luis Buena Fé	66	43	122	125	44	181	153	334
		El Sacrificio	76	52	149	150	54	229	176	405
		Ixcoch	45	30	86	88	31	122	113	235
		Kemane	30	19	57	59	20	79	76	155
		Flor de la Esperanza	71	45	131	133	47	182	174	356
		Ixmucané	95	62	177	179	64	239	243	482
7	Vista Hermosa	Mi Bella Guatemala	90	58	167	170	60	236	219	455
8	Bethel	Monte Sinaí	36	23	66	69	24	96	86	182
		Bethel	168	110	315	319	114	422	436	858
10	Las Cruces	Urban area Las Cruces	2.786	2.253	6429	6448	2341	9.135	8.336	17.471
11	Sayaxché	Isla San Félix	27	17	49	51	18	73	62	135
	Total		3.490	2.712	7.748	7.791	2.817	10.994	10.074	21.068
				13%	37%	37%	13%	52%	48%	
%	13%	37%	37%	13%	52%	48%				

**4.2.4 Direct beneficiary identification mechanisms and criteria\***

Several criteria were taken into account in selecting the area for the proposal:



Several criteria were taken into account in selecting the area for the proposal:

- Within the prioritized areas in the Guatemala DIPECHO Country Document
- Serious threats occurring frequently
- High presence of vulnerable population within the disaster-prone areas
- Low or no previous presence of DRR institutions - low coverage of DRR actions
- Weak municipal capacities for disaster preparedness and response
- Far-off communities affected previously by disasters
- Previous experience of the GRC in the area

In spite of suffering from frequent disasters that affect thousands of people, the southern area of Petén is one of the areas where less DRR interventions have been implemented. Floods and rains are the most frequent origin of disaster in the Department -37%- , followed by forest fires -31%- (<http://www.desinventar.net/DesInventar/profifiletab.jsp>).

During the last ten years, the GRC carried out Humanitarian Assistance actions in Petén, and more specifically in the Municipality of Las Cruces. This allowed an understanding of the problem and to learn of the communities will to strengthen their capacities for disaster preparedness and response, which is why they decided to prioritize the area in preparing this proposal.

The Municipality of Las Cruces (belonging to the Municipality of La Libertad until November 2011) is one of the most threatened and its population is highly vulnerable, having been recurrently affected by emergency situations in the last ten years. This added to their low response capacity and the distance to the municipal capital implied grave afflictions to the people in the rural as well as the urban areas.

Among the bigger disasters occurred in the last years, are the floods caused by Tropical Depression 12E in October 2011. They affected 6,675 people and forced evacuation of 1,644. In October 2008, a tropical depression affected 5.320 people and forced evacuation of over 3.000 people in those communities prioritized for this proposal.

Prioritization of the selected communities for local disaster management components took place after conversations with departmental authorities, the Regional Delegation of the SE-CONRED and municipal authorities, as well as after field verification (the assessment) which included the previously mentioned discussions with the communities' population and their leaders. The criteria considered for community selection were, in summary, the level of exposure to threats and a high degree of vulnerability.

With regard to institutional beneficiaries, meetings took place at the municipal and national levels of the institutions where they expressed their needs and support to the proposal.

#### 4.2.5 Describe to what extent and how the direct beneficiaries were involved in the design of the Action\*

The leaders and population of the prioritized communities (at the rural level and at the urban level in the most disaster prone areas), municipal authorities, representatives and technical personnel from other public institutions in the municipality, (MINEDUC, MPSPAS, PNC, FFAA, etc.), as well as other local organisations involved in disaster response were consulted through interviews and focal groups (which included men, women and youth).

These consultations permitted a cross-referencing of the information about threats and vulnerability available in the GRC and from secondary sources, as well as preliminary ideas about needs for the DRR with the information, opinions and feelings of the beneficiary population. Therefore, a shared thread of thought was reached with respect to the existing problems, their causes and possible solutions, with the very beneficiaries identifying their obligation to play an active role during and after the Project, being not only beneficiaries but co-responsible for many of the activities.

In this manner, the vulnerable population and the beneficiary institutions identified their threats, vulnerabilities and capacities, the factors that hinder the reduction of the risk to disasters and the structural and non-structural measures that must take place. The creation and strengthening of community structures for risk management, improvement of general awareness on disaster risks and attitudes and daily practices for prevention and to reduce damages and losses suffered recurrently, were all needs expressed almost permanently in the different consultation events. The need for government institutions to reinforce their support to the Municipality of Las Cruces through improved access to social services (education, health, security, etc.) and productive social investment were also among the concerns expressed by the majority, not only because of the existing needs but also due to its recent creation as Municipality. In order to receive feedback from them during the elaboration of the proposal, the logical framework was shared with the mayor of the Municipality of Las Cruces.

#### 4.2.6 Other potential beneficiaries (indirect, "catchment", etc.)

**Number of other potential beneficiaries**

NaN

**Comment**

The entire population of the Municipality of Las Cruces - **37.414** - will indirectly benefit from the strengthening of the COMRED and the public and private institutions involved in disaster response.

Improvements to the mechanisms of early warning systems will reach the entire Petén population - **638.296** - especially in the municipalities of La Libertad and San Juan Ch'ol, which are in flood-prone and drought-prone areas.

the municipalities of La Libertad and Sayaxché which are influenced by said mechanisms. Actions to improve awareness will also have a potential impact on the DRR of the whole Department of Petén.

On a national level, strengthening of DRR institutions through a formative process, exchanges and dissemination of experiences will benefit participating institutions and indirectly the population under risk of disasters these institutions attend to. Finally, a potential national impact is expected from the future application by the SE-CONRED and the DRR institutions of the Guide for the Development of Municipal Response Plans that will be developed.

#### 4.2.7 Direct beneficiaries per sector \*

##### Comments\*

Sector	Subsector	Sub-component	N° beneficiaries	Description
Disaster Preparedness	Local disaster management	Local Capacity Building/Training	21.068	Population of the prioritized communities
		Early Warning Systems	21.068	Population of the prioritized communities
	Institutional Linkages and advocacy	Advocacy	21.068	Population of the prioritized communities
		Facilitation of coordination	15+ institutions, 21.068	Population of the prioritized communities. DIP partners and other DRR institutions. COMRED, COLRED, CODRED
		Institutional Strengthening	189	COMRED las Cruces MINEDUC (staff from schools) MSPAS (staff from health units) CODRED SE CONRED
	Information, education and communication	Raising public awareness	21.068	Population of the prioritized communities
		Education	120 2.150 students and their parents+ 90 teachers	Personnel from DRR institutions School communities
		Systematization and dissemination	15+ institutions	DIPECHO partners and other DRR institutions in Guatemala
	Small scale infrastructure and services	Infrastructure support and mitigation works	3.597	Population of the prioritized communities
	Livelihoods and economic assets protection	microprojects to adapt, prepare or protect livelihoods against natural disasters	3.597	Population of the prioritized communities

Sector name	Number of beneficiaries per sector		
	Target	[INT]	[FIN]
Disaster Risk Reduction / Disaster Preparedness	0	0	21.366

#### 4.2.8 [INT] In case of changes, please explain

A census of the community and educational centers was conducted in the first months of the project's execution in order to obtain detailed information of the population at the community level and in the schools where work is being done.

The results of the census showed that there is a 1.16% increase in teachers and students at schools. In this case, there are 91 people including teachers and parents and 2,175 students. This is a result of the opening of a new school in San Felix community, which did not have a school at the time of the proposal-writing. In 2013, there are students and one teacher is in charge of the school.

There is some difference at the community level compared to the numbers put at proposal stage, as there are is total of 21,015 people, which is a 0.25% reduction: the number in the proposal was 21.068. Some reasons for this are: migration to Mexico and the United States, internal migration of families, mainly young people looking for a job. *See Annex 1, table 1 and 2, Census of Community and Educational Centers.*

It is also important to mention that according to the census conducted in the communities, there are 16 disabled men and 13 disabled women, which represent approximately 1 percent of the population assisted in the communities. *See annex 1. Table. 1 Community Census Las Cruces*

**4.2.9 [FIN] In case of changes, please explain**

--

**4.2.10 [FIN] Estimate per type of beneficiaries (in %)**

<b>Women*</b>	48
---------------	----

<b>Men*</b>	52
-------------	----

<b>Infants less than 5</b>	14
----------------------------	----

<b>Children less than 18</b>	37
------------------------------	----

<b>Elderly more than 50</b>	12
-----------------------------	----

4. OPERATIONAL FRAMEWORK

4.3.1 OPERATIONAL OVERVIEW OF THE ACTION : Logical framework

Title of the Action : Building the Resilience to Disasters in the Department of Petén, Guatemala

Principal objective : To reduce the impact of future disasters on vulnerable communities in Guatemala

Intervention logic	Objectively verifiable indicators	Sources of verification
<b>Specific objective</b>  Increased resilience to disasters and reduced the vulnerability of rural and urban population in the Department of Petén	<b>Indicator (1)</b>  At the end of the project, the Municipality of Las Cruces has at least a 0,75 qualification on the Regional Matrix of Indicators for First Response Capacities in the Municipal Structures  target value : .75	<b>Sources of verification (1)</b>  Initial and Final state of the Regional Matrix of Indicators for First Response Capacities in the Municipal Structures to Disasters of Socio-Natural Origin
	<b>Indicator (2)</b>  At the end of the project, the COLREDs and the COMRED have agreed on a plan to follow-up and provide technical and financial support to the LRP's and the MRP, endorsed by the CODRED  target value : 1 Plan	<b>Sources of verification (2)</b>  Surveys and interviews with DRR institutions
	<b>Indicator (3)</b>  At the end of the project, the KAP study shows that the 10 prioritized communities reach an average score of 75% increased knowledge on disaster risks, DP and the protection measures they can undertak  target value : 75%	<b>Sources of verification (3)</b>  Initial and Final KAP studies,Direct observation of agreement documents
	<b>Indicator (4)</b>  At the end of the project, the KAP study demonstrates that 13 schools in the 10 communities changed their practice on how they respond to disasters and resume school activities in emergency situations  target value : 13 schools in 10 comm's	<b>Sources of verification (4)</b>  Initial and Final KAP studies, Direct observation of agreement documents
<b>Result (1)</b>  Prioritized communities have DRR structures with knowledge, tools and mechanisms adequate for disaster preparedness and response	<b>Indicator (1)</b>  At the end of the Project ten COLRED are organized, trained, equipped, accredited by the SE-CONRED and are linked at the municipal level  Target value : 10	<b>Sources of verification (1)</b>  Records of the constitution of the COLRED, Delivery Receipts of equipment to COLREDs. Reports on trainings to the COLRED
	<b>Indicator (2)</b>  At the end of the project, the 10 communities have a LRP based on theVCA including risk information and available resources, procedures and responsibilities in emergency situations, approved by CONRED	<b>Sources of verification (2)</b>  VCA Assessments Local Response Plans Reports on Practice Drills

Assumptions and Risks

Assumptions:  
The context is sufficiently secure and stable for the institutions and organisations that work in DRR to develop activities of preparedness and disaster response.  
  
The SE-CONRED, the MINEDUC and the MSPAS provide the technical counterpart contributions anticipated.  
  
DRR actors in the Municipality maintain their interest and prior commitments for the implementation of the Project.  
  
Climactic and soil conditions necessary to execute the actions exist.  
  
Prices do not escalate more than usual.  
  
Risks:  
The Security Conditions in the area of intervention will worsen, which will make the development of the activities of the involved DRR institutions more difficult.  
  
De DRR actors on municipal, departmental and national level loose interest and do not keep their promise and commitment to the implementation of the project.  
  
The economic situation of the country worsens, interfering with the development of the Project activities.  
  
A big disaster/emergency occurs that will affect the entire Project área.

Target value : 10 LRP		
Indicator (3)	Sources of verification (3)	
At the end of the project, the participants of the Health During emergencies trainings reach an average score of 75% on the post training knowledge test on how to detect and attend to health problems	Initial and Final KAP studies Surveys	
Target value :		
Indicator (4)	Sources of verification (4)	
At the end of the project, the final KAP Study shows that 60% of the communities' members who benefit from the Early Warning System know the communication mechanisms of the EWS established	Initial and Final KAP studies Surveys Receipts of EW equipment and established protocols	
Target value : 60%		
Result (2)	Indicator (1)	Sources of verification (1)
Increased capacities for DRR of institutions, local actors, and prioritized population in Petén.	At the end of the project, there is a trained and equipped COMRED in the municipality of Las Cruces, with a budget line destined for preparedness and mitigation actions accredited by the SE-CONRED	Formulation of MRP guide, Records of the constitution of the COMRED. Reports on trainings. Delivery receipts of materials and equipment to the COLRED. Simulation reports. Letter of budgetline created.
	Target value : 1 COMRED	
	Indicator (2)	Sources of verification (2)
	At the end of the project, the COMRED has an MRP, based on the VCA, that includes risk information and available resources, procedures and responsibilities in emergency situations, approved by CONRED	Guide for the formulation of Municipal Response Plans -PMR- edited and in electronic version accepted by the SE-CONRED, Municipal Response Plans.
	Target value : 1 MRP	
	Indicator (3)	Sources of verification (3)
	At the end of the project, the final KAP study shows that 60% of the participants of GRC Petén and the Health Units, increased their Disaster Response knowledge with 75% on their average score	Post Test / Surveys post. Initial and final KAP study
	Target value : 60%	
	Indicator (4)	Sources of verification (4)
	At the end of the project, at least 60 people from institutions with presence in Petén or from Las Cruces civil society have been trained in DRR components	DRR training workshops reports, Delivery Receipts for the delivery of equipment to DRR Institutions.
	Target value : 60	
	Indicator (5)	Sources of verification (5)
	At the end of the project, a study on migratory dynamics has been disseminated among relevant authorities to have recommendations be incorporated in the Emergency Response planning	Assessment of the migratory phenomenon and diffusion and advocacy meetings minutes, Contingency Plans
	Target value : 1 Study	

<b>Result (3)</b> Increased knowledge and public awareness at the municipal, departmental and national levels on DRR	<b>Indicator (1)</b> At the end of the project, 10 Prioritized communities and Petén DRR institutions have been reached by a public awareness campaign on DRR Target value : 10	<b>Sources of verification (1)</b> Reports and materials developed on awareness activities Report and products from the systematization and dissemination activities. Surveys.
	<b>Indicator (2)</b> At the end of the project, the Departmental Government and Municipalities of the Department of Petén know the characteristics of a resilient city and agree on a multiphased plan to achieve this. Target value : 1 Government	<b>Sources of verification (2)</b> Initial and Final KAP studies, Reports on Trainings completed.
	<b>Indicator (3)</b> At the end of the project, the KAP shows 13 education centres in the prioritized urban and rural communities are organized and knowledgeable of their capacities and vulnerabilities facing disasters Target value : 13 schools	<b>Sources of verification (3)</b> KAP studies Records of the constitution of School Emergency Committees Reports on practice drills Delivery receipts for equipment. Reports on Training Completed ISCE assessment
	<b>Indicator (4)</b> At the end of the project, the Red Cross has participated in the update of DIPECHO Country and Regional Documents Target value : 2 Documents	<b>Sources of verification (4)</b> Reports of DIPECHO Consultation Workshops. Country Document DIPECHO and its credits.
	<b>Indicator (5)</b> At the end of the project, 15 of Petén's DRR institutions, the SE-CONRED, and the DIPECHO partners know the project's results and lessons learned Target value : 15	<b>Sources of verification (5)</b> Systematization Document. Surveys to population and DRR institutions Reports on Exchange Encounters
<b>Result (4)</b> Mitigated the risk of damages and losses and facilitated a faster recovery after disasters in the rural prioritized communities	<b>Indicator (1)</b> At the end of the project, the ten organized COLRED identify, prioritize and include in their LRPs actions to mitigate risks and to protect and adapt their livelihoods to disasters Target value : 10	<b>Sources of verification (1)</b> Local Response Plans. Reports on trainings completed. Designs for the works/equipment.
	<b>Indicator (2)</b> At the end of the project, the 10 prioritized rural communities have improved their physical resources to reduce disaster risks and/or impacts Target value : 10	<b>Sources of verification (2)</b> Reports, profiles, and reception records of mitigation works, delivery of equipment, and/or projects to protect livelihood. Photographs. Direct Observation

<b>Activity (1-1)</b>
VCA assessments in the communities

<b>Activity (1-2)</b>
Establishing and training of the COLRED and their Committees in the rural areas prioritized

<b>Activity (1-3)</b>
Training the COLRED in the development and validation of their Local Response Plans

<b>Activity (2-1)</b>
Design, diagramming and development of the electronic version (software) of the "Guide for the Formulation of Municipal Response Plans -MRP-"

<b>Activity (2-2)</b>
Establishment and training of the Las Cruces COMRED and its Committees

<b>Activity (2-3)</b>
Training of the COMRED in the development and validation of its Municipal Response Plan and the creation of a Municipal fund for Disaster Response

<b>Activity (3-1)</b>
Development of recreational-educational activities on DRR

<b>Activity (3-2)</b>
Revision, adjustment, production and distribution of materials to increase public awareness about DRR

<b>Activity (3-3)</b>
Promotion of the ten steps of the campaign for resilient cities

<b>Activity (4-1)</b>
Training community members on protection of livelihood and early recovery during disasters

<b>Activity (4-2)</b>
Identification and selection of priorities for the execution of small mitigation works and/or livelihood protection measures

<b>Activity (4-3)</b>
Execution of mitigation Works and/or livelihood measures prioritized

---

Pre-conditions :



#### 4.3.2.1 Specific Objective

---

**Specific Objective**

Increased resilience to disasters and reduced the vulnerability of rural and urban population in the Department of Petén

**Detailed description****Intermediate report comment**

To date, there has been significant progress in the activities that were planned in the project for the reduction of vulnerability and the increase of resilience in the target population, since we have managed to strengthen the organizational disaster response level through the creation and training of Local Committees for Disaster Reduction (COLRED) in each community, as well as the creation and training of the Municipal Coordinating Board of Risk Reduction (COMRED). Both communities and municipal levels know about their threats, vulnerabilities, and risks, and based on that, they have started the drafting of their local response plans according to the contingency affecting them; they have identified some type of equipment that provides them with the tools to face their emergencies. The training process for educational centers and health centers has started.

**Final report comment**

NA

**Indicator ( 1/4 )****Short description**

At the end of the project, the Municipality of Las Cruces has at least a 0,75 qualification on the Regional Matrix of Indicators for First Response Capacities in the Municipal Structures

**Sources of verification**

Initial and Final state of the Regional Matrix of Indicators for First Response Capacities in the Municipal Structures to Disasters of Socio-Natural Origin

**Target value** .75

**Intermediate value**

**Final value** .58

**Detailed description**

**A first approximation to the current score of the Municipality on the Matrix, completed with data available is attached as Annex. To assess the target value, an exercise was done by the Consortium members to make a projection of its state at the end of the project, taking into consideration only the project itself and therefore identifying the foreseeable improvement. We will assess the Municipality in the areas of 1 analysis (Risk knowledge), 2 (Institutional and legal framework) and 3 (Preparedness and response procedures and mechanisms).**

**Intermediate report comment**

At the beginning of the project, it was not possible to apply the municipal indicators matrix, since Las Cruces had recently been named as a municipality and due to the recent creation and reorganization of its municipality, it did not yet have a Municipal Coordinating Board for Disaster Risk Reduction, nor did it have any training or tools for emergency or disaster response as a municipality. We expect to be able to apply the indicators in the course of the project. However, we have managed to advance in the creation of the COMRED, its training concerning operations, coordination with the departmental and national system, and we have also managed to advance in the drafting of its municipal response plan. The municipality is part of the resilient cities campaign being coordinated with UNISDR as part of its regional project.

**Final report comment**

According to the implementation of the Regional Matrix for First Response Capacity Indicators for Municipal Structures during Socio-Natural Disasters, the project's Final KAP shows that the Las Cruces municipality had a score of **0.58** (calculating the value of the indicator at 77%) in the areas of analysis: 1 (Knowledge of Risk), 2 (Legal and Institutional Framework), 3 (Preparedness and Response Mechanisms and Procedures.). This score was compared to the Initial KAP which had a score of 0 (zero) in the area of Analysis for the Municipality (the low score was due to the recent creation of the Las Cruces Municipality and due to the start of operations of the institutions at municipal level).

(See Annex 29 Initial KAP / See Annex 30 Final KAP / See Annex 31 External Evaluation)

**Indicator ( 2/4 )****Short description**

At the end of the project, the COLREDs and the COMRED have agreed on a plan to follow-up and provide technical and financial support to the LRP and the MRP, endorsed by the CODRED

**Sources of verification**

Surveys and interviews with DRR institutions

**Target value** 1 Plan

**Intermediate value**

**Final value** 1 Plan

**Detailed description**

**This Plan will be drafted in the CODRED-COMRED-COLRED meeting, and it will be the main output of that activity. COMRED can develop in more in a later stage, but the main outcomes should have been agreed on in the previously mentioned meeting.**

**Intermediate report comment**

One of the first steps given is the earmarking of part of the municipal mayoral office's annual budget to disaster preparedness and response actions, which shows good will and interest in the subject by authorities. On the other hand, we have managed to foster good coordination between the representatives of COLREDs at the community level and the municipal COMRED, which is also coordinated with the departmental CONRED. It is expected that as the project becomes strengthened in the communities and municipalities, we will be able to have a follow up plan and sustainability of actions carried out at both levels.

**Final report comment**

Upon project completion, agreement was reached to work on a Follow-up and Support Plan for the LRP and MRP in the catchment areas. This has the approval of COMRED and CODRED. The Follow-up Plan includes helping to strengthen topics such as disaster preparedness, LRM and MRP updates and simulation exercises in the Las Cruces communities and municipality,

(See Annex 32. Las Cruces MRP )

(See Annex 35. Follow-up Plan COMRED)

(See Annex 36. Follow-up Plan agreed)

**Indicator ( 3/4 )****Short description**

At the end of the project, the KAP study shows that the 10 prioritized communities reach an average score of 75% increased knowledge on disaster risks, DP and the protection measures they can undertake

**Sources of verification**

Initial and Final KAP studies, Direct observation of agreement documents

**Target value** 75%

**Intermediate value**

**Final value** 75%

**Detailed description**

**The baseline value will be available through the Initial KAP Study programmed in the action, which will determine the knowledge indicators and its measuring methodology. The target value was estimated based on the assessment done for the proposal which indicated that the communities' population knowledge on disaster risks, DP and protection measures is very low. We therefore think it is possible to increase the communities' knowledge with 75% on average.**

**Intermediate report comment**

At the end of the project, the percentage of knowledge obtained will be shown, when we have the final KAP results.

To date, the COLRED structure has been created with the endorsement and under the umbrella of the Local Development Committee (COCODE); their knowledge level has been strengthened in the identification of their risk scenarios, the management of psychosocial support in an emergency situation, first aid, forest fire response and prevention, and the drafting of the local response plan; therefore, we can conclude that there is a high percentage of progress in this indicator.

**Final report comment**

The Final KAP states that 10 communities have an average score of **75% for increased knowledge** on the disaster risks they face. According to the Initial KAP, the main risks for the focus groups were identified as: floods (95%), strong winds (17%), forest fires (5%), draughts (5%), and hurricanes/storms (4%).

The Final KAP assessment shows **96% of people** surveyed acknowledge floods as the most relevant risk in all 10 communities: 73% of people accept disasters are caused by the occurrence of natural phenomena / 87% of people recognize the importance and usefulness of simulations / 77% of people know the location of evacuation routes.

(See Annex 29 Initial KAP / See Annex 30 Final KAP / See Annex 31 External Evaluation)

**Indicator ( 4/4 )****Short description**

At the end of the project, the KAP study demonstrates that 13 schools in the 10 communities changed their practice on how they respond to disasters and resume school activities in emergency situations

**Sources of verification**

Initial and Final KAP studies, Direct observation of agreement documents

**Target value** 13 schools in 10 comm's

**Intermediate value**

**Final value** 14 schools in 10 comm's

**Detailed description**

**Same as in the previous indicator. In this case, the "change" will be measured in specific practice indicators and assessed through statistics (i.e. number of days without school after an emergency) surveys and observing the presence of DP and DR resources at school level**

**Intermediate report comment**

We have managed to establish coordination efforts with the Ministry of Education in order to approach directors of the educational centers planned, one has been added from Isla San Felix community, totaling 14 educational centers. The level of knowledge and organizational capacities of the educational centers selected has been strengthened through the creation of the school emergency committees and the training on school safety aimed at teachers of these schools.

**Final report comment**

The Final KAP shows that communities have changed and improved their disaster response practices in the **14 schools** located in the 10 communities and in the urban area.

Success in this indicator -according to the Final KAP assessment- was achieved based on the following results: During an event such as a flood: Schools suspend classes / 40% of students know to seek higher places to seek protection/ All the schools in the project are familiar with and received the "School in a Kit" materials, which will help resume classes promptly during an emergency situation or disaster.

As for the activities with boys/girls, the conclusion is that "All students state they know what to do in the case of an emergency. Students in San Félix, Flor de la Esperanza, Ixmucané and San Luis Buena Fe recognized and understood the signage for the evacuation routes and safeplaces."

The 14 schools located in the 10 communities and the urban area of Las Cruces have identified improved practices resulting from the participation of School Committees; they are familiar with the School Plans; students know what to do in case of an emergency; they recognize and understand the evacuation route signs and the safe places in school.

(See Annex 29 Initial KAP /See Annex 30 Final KAP / See Annex 31 External Evaluation)

## 4. OPERATIONAL FRAMEWORK

## 4.3.2.2 MORE DETAILED INFORMATION PER RESULT - Result (1)

Details**Result's short description**

Prioritized communities have DRR structures with knowledge, tools and mechanisms adequate for disaster preparedness and response

**Total amount** 179.203,00 €

**[INT] Total amount** 64.337,00 €

**[FIN] Total amount \*** 169.226,00 €

**Sector** Disaster Risk Reduction / Disaster Preparedness

**Sub-sectors** Local disaster management components

**Number of beneficiaries** 21.068

**Intermediate number of ben.** 21.015

**Final actual number** 21.015

**Status of beneficiaries** IDP ☐ Population ☒ Refugees ☐ Returnees ☐ Others ☐

**Detailed description****Intermediate report comment**

Average compliance with indicators for these results indicates a progress level of 55.5% as of the date of the intermediate report. Prioritized communities already have a structure for emergency or disaster response (COLREDES) and they have knowledge on their risk scenarios through the analysis of vulnerabilities and capacities, tools and skills for first aid assistance, fire response, and emotional support, and evacuation, and the drafting of their local response plan, based on their risk scenarios has started. Coordination channels with the municipality and the departmental CONRED have been established. The planned training sessions focused on health and the continuity of community warning mechanisms, which are still in the process of field visits, still need to be concluded.

**Final report comment**

At the end of the project 10 communities are organized to be able to give an adequate response in case of an emergency or disaster (COLRED). The COLRED's have been accredited by SE-CONRED, as they meet the minimal requirements set by the institution. The Guatemalan Red Cross strengthens the COLRED's through capacity building on themes they already have experience with, for example 'Health in Emergencies'. Finally, the 10 communities have a communication and early warning system, which is part of the communication system of SE-CONRED.

**Objectively verifiable indicators****Indicator ( 1/4 )**

Short description	Sources of verification
At the end of the Project ten COLRED are organized, trained, equipped, accredited by the SE-CONRED and are linked at the municipal level	Records of the constitution of the COLRED, Delivery Receipts of equipment to COLREDs. Reports on trainings to the COLRED
Target value	10
Intermediate value	10
Final value	10
<b>Detailed description</b> <p>Throughout the implementation of the activities related to this indicator, the linkage of the COLRED to the municipal level will be central. It will be established through the agreements they have with the COMRED and the verification of the mutual knowledge on each level.</p>	
<b>Intermediate report comment</b> <p><b>Progress at 81%</b></p> <p>A total of 10 COLRED have currently been confirmed and they are organized according to guidelines issued by SE-CONRED. Commissions are being trained and their equipping and accreditation will be finalized with SE-CONRED by the end of June. During this process, linkages have been created between COLRED and municipality members, with whom the drills will be carried out jointly.</p>	
<b>Final report comment</b> <p><b>Ten Local Committees for Disaster Reduction (COLRED) were created for the communities in the Las Cruces municipality. The creation and accreditation of said COLREDs complied with SE-CONRED guidelines; accreditation took place at the end of the training process.</b></p> <p>The 10 COLREDs underwent a training process that increased their response capabilities; basic equipment was delivered as part of the strengthening process. Several commissions received training, especially the health commissions. The 10 COLREDs have their Local Response Plans (LRP) and a community-level communication and alert system.</p> <p>The catchment area includes 10 COLREDs with resources for first response during an emergency or disaster; said resources are credited and linked to the Las Cruces' COMRED Municipal Response Plan.</p> <p>(See Annex 1: Statistics Project.)</p> <p>(See Annex 4: COLRED Bethel member list.).</p> <p>(See Annex 5: COLRED accreditation.)</p>	

**Indicator ( 2/4 )**

Short description	Sources of verification
At the end of the project, the 10 communities have a LRP based on the VCA including risk information and available resources, procedures and responsibilities in emergency situations, approved by CONRED	VCA Assessments Local Response Plans Reports on Practice Drills
Target value	10 LRP
Intermediate value	9
Final value	10 LRP
<b>Detailed description</b> <p>The SE-CONRED's approval of the LRP will establish the indicator's accomplishment</p>	
<b>Intermediate report comment</b> <p><b>Progress at 70%</b></p> <p>A total of 90% of COLREDs have been trained in the drafting of their Local Response Plans. The initial versions of nine Local Response Plans are available, and will be validated with drills in September 2013. The LRP are based on the information of the VCA diagnostics.</p>	

**Final report comment**

All 10 COLRED have prepared a LRP based on the Vulnerability and Capacity Assessment (VCA). Their creation was a participatory effort in which the community provided all the information, took ownership of the plan, disseminated it and validated it via a simulation.

The plan describes which are the resources in the community, including the equipment provided by the project, as prioritized by the community. It defines the roles for each commission and who is responsible; it includes the protocols to be followed, especially the Communication and Alert System.

Local Plans are the community tool that guides COLRED and the community during a disaster. The project has succeeded in providing this tool to all the communities in the catchment area and in increasing their response capabilities.

(See Annex 1: Statistics Project)

(See Annex 6: LRP Bethel Community)

(See Annex 2. El Sacrificio VCA.)

**Indicator ( 3/4 )****Short description**

At the end of the project, the participants of the Health During emergencies trainings reach an average score of 75% on the post training knowledge test on how to detect and attend to health problems

**Sources of verification**

Initial and Final KAP studies  
Surveys

**Target value** \_\_\_\_\_

**Intermediate value** \_\_\_\_\_

**Final value**

**Detailed description**

The post training knowledge tests will be developed by the project's technical staff, and done at the end of each of the trainings with the participants. Also, the final KAP study will include questions on this matter and the external evaluation will most likely also include it in its research.

**Intermediate report comment****Progress at 10%**

Trainings are planned to begin in May, but coordination has been set up with the different actors to harmonize the trainings and their materials, and to make sure the actors are involved (for instance from the Ministry of Health).

**Final report comment**

Training specifically addressed the topic of health during emergencies; it targeted health units and COLRED health commissions in 10 communities. Personnel from the GRC Health Directorate facilitated the trainings regarding this topic. The average score of the post-training knowledge and skills test for the health units was 80%, thus surpassing the goal of 75%.

At community level, because of their limited experience with written tests, the tests had to be oral and in groups. After the topics were presented, facilitators asked direct questions to the attendees. Average score for the COLRED health commissions was 85%.

The 10 COLRED health commissions have knowledge to address the topic of health during emergencies -or to request help- when the population is affected by an emergency. (See annex 31. External Evaluation)

**Indicator ( 4/4 )****Short description**

At the end of the project, the final KAP Study shows that 60% of the communities' members who benefit from the Early Warning System know the communication mechanisms of the EWS established

**Sources of verification**

Initial and Final KAP studies  
Surveys  
Receipts of EW equipment and established protocols

**Target value**

**Intermediate value** \_\_\_\_\_

**Final value**

**Detailed description**

**The KAP methodology will establish the way to measure this knowledge.**

#### Intermediate report comment

The progress on this activity will be clear once the final KAP study has been done, therefore will be reported upon in the final report.

According to the results of the survey, only 40% of respondents said that they had received alerts or warnings for the most recent emergency, which was the flooding caused by Tropical Depression E12. The most common means to disseminate the warnings include the COCODES (36%) who communicate by phone, the media - radio, newspapers and TV (34% of answers), directly observing the natural signs (22%), neighbors (21%) and the Municipality (2%). It also shows the actions usually carried out by communities to somehow monitor the river's rising level, based on their prior experience or communication over the phone they have established with community leaders, who let them know of possible rising levels in the river. Communication house to house among neighbors is an alternative alert mechanism.

*See Annex # 2 Initial KAP*

#### Final report comment

The Communication and Alert System installed in the catchment area includes the 10 communities and the Las Cruces COMRED.

The communication system was integrated to the SE-CONRED National Communication System to allow for immediate communication between communities, municipalities and the Petén CODRED. Community radio operators received training on how to use and manage the equipment. Also at community level, people were informed on how alert mechanisms work.

The Final KAP and the External Evaluation show that:

In the region there are now information, communication and local warning mechanisms to raise alerts on possible flooding and that 100% of the target communities monitor the river level.

The entire target population is familiar with the means used for communicating alerts: through COCODE/COLRED (19%), the media (14%), personally observing the natural signals (9%), and through neighbors (5%).

60% of the target population at the end of the project know and understand the mechanisms established

It is important to note that according to the technical considerations from SE-CONRED it is not an Early Warning System but a **Community Alert System**, which has established functionality protocols to be operational.

(See Annex 30. KAP Final /See Annex 31. External Evaluation)



**Activities****Activity ( 1/6 )****Short description**

VCA assessments in the communities

Start date \_\_\_\_\_

End date \_\_\_\_\_

**Detailed description**

The VCA (Vulnerabilities and Capacities Assessment) methodology will be applied in the prioritized communities to identify capacities and vulnerabilities. As part of the VCA process, and with community participation, the threats to which they are exposed will be identified to elaborate risk maps for each community in which areas of major and minor risks, watershed areas, evacuation routes, safe places, and resources available to support emergencies, etc. will be identified.

**Intermediate report comment**

The project started with the official presentation to municipal and departmental authorities, as well as to the beneficiary communities. A total of 637 people participated (*See detail in Annex 1 Table # 3 training AVC*). This activity allowed participants to learn about the scope of the project and what is expected both of authorities and partners, as well as of the communities involved.

With the purpose of strengthening the local capacity to recognize the risks of their environment and the mechanisms to impact and transform vulnerabilities into capacities at the community level, a workshop on the application of the VCA methodology was held with the participation of 19 people: 19 men and 8 women from GRC ; COOPI, Se-Conred and institutions of the municipality. (*See detail in Annex 1 Table # 3*)

The application of community diagnostics with the VCA methodology allowed the integration of leaders and inhabitants of the communities into the analysis process, which facilitates the ownership, cohesion, and collective search for solutions in response to the threats and problems identified in each community. This type of exercise, in turn, strengthens the local structure and community organization.

The application of the VCA diagnostic was carried out with the support of volunteers from the GRC Delegation in Peten. A total of 879 people participated (512 women and 367 men) (*See detail in Annex 1, Table No: 3*). The 10 VCA reports have already been drafted (*See example of El Sacrificio community in Annex No. 3*). Upon the conclusion of the analysis, it is validated again with the communities in order to combine their knowledge, resources, and potential, and transform their vulnerabilities into capacities. This phase allows the identification of preparedness and/or livelihoods micro-projects that will be carried out in the next months in the communities identified.

**Final report comment**

100% completed at intermediate stage

**Activity ( 2/6 )****Short description**

Establishing and training of the COLRED and their Committees in the rural areas prioritized

Start date \_\_\_\_\_

End date \_\_\_\_\_

**Detailed description**

Following the SE-CONRED norms for establishment of the COLRED, leaders in the ten communities will be identified and selected to be part of them. Once the COLRED are established their members will be trained on themes related to disaster preparedness and response, such as first aid, shelter management, humanitarian aid management, health in emergencies and D.A.N.A.

**Intermediate report comment****Executed by 81 %**

A total of 10 Local Coordination Committees for Disaster Reduction (COLRED) have been created. They have been established following the guidelines issued by SE-CONRED. With the purpose of establishing the COLRED's capacities for disaster emergency response in the communities assisted by the project, and through a structure organized in different committees and sub-committees, the training process of their members has started according to the subjects proposed by the governing body -CONRED. As a result, progress has been made as follows:

**Table 1. "Workshops provided to the COLRED structure"**

Nº	Subject	Participants	Comments
1	Structure and the lay-out of the functioning of CONRED:	398 participants (220 women and 178 men).	Held in 10 communities

2	Creation of COLREDS	398 participantes (220 mujeres y 178 hombres)	See structure in Annex No 5. COLRED BETHEL
3	Psychological First Aid:	58 women and 32 men.	Held in 9 communities
4	Community First Aid:	212 members of COLRED (109 women and 103 men).	Held in the 10 communities.
5	Search and location	187 participantes (93 mujeres y 94 hombres)	Held in the 10 communities. Staff of Se-Conred and Forest Firefighters participated.
6	Training on fire breakout	187 participantes (93 mujeres y 94 hombres)	The First Aid Sub-commission was created with the support of the Department CONRED and Forest Firefighters of SIPECIF. A total of 10 COLRED in the 10 communities have been trained.

**Source: Internal data; project statistics; March 2013**

Through this training process, the skills, knowledge, and capacities of the communities are being strengthened. At the same time, changes to safer and healthier behaviors are being promoted in the target populations. During workshops, leaders and other participants have shown great interest and active participation. At all times, equal participation of men and women is promoted in order to destroy the myths surrounding the social roles that have been historically assigned not only to men, but also to women.

The training process will be concluded in the coming months. The pending subjects are:

- Shelter Management
- Humanitarian Aid Management
- Administration of information

**Final report comment**

Achieved 100%

The ten Local Coordinators for Disaster Reduction (COLRED) comply with SE-CONRED guidelines and the organized structure of its commissions.

Training for its members concluded for the topics (proposed by its steering agency (CONRED)) as: CONRED structure and tiered operations COLRED creation, psychological first aid, community first aid, search and rescue, "*fire fighting and extinguishing*" course, shelter management, humanitarian relief and information management. The training focused on strengthening their community skills, knowledge and capacities and on changing their practices to be better prepared during a disaster (i.e. community organization.) The community showed much interest and active participation during the activities and gave a very good score to the activities (activities were evaluated at the end, where participants chose between: Very Good, Good, Moderate, Bad and Very bad; 87% of participants assessed the activity as Very Good, 11% as good and 2% as a Moderate). (See Annex 1: Statistics Project.)

Equal participation of both genders was encouraged in the community (See Annex 4: COLRED Bethel member list.). Attendance was of approximately 212 persons.

Additionally, there was another training session to strengthen certain skills - as identified by the communities in the simulation evaluation sessions (validated by the LRP)-to reinforce the knowledge acquired by the COLRED commissions.

When the COLRED training ended, they received accreditation for having complied with SE-CONRED regulation (See Annex 5: COLRED accreditation.)

**Activity ( 3/6 )****Short description**

Training the COLRED in the development and validation of their Local Response Plans

Start date \_\_\_\_\_

End date \_\_\_\_\_

**Detailed description**

As part of the VCA methodology and in line with the Guide for Development of the Local Response Plans -LRP- by the SE-CONRED, the ten COLRED will be trained and receive technical support in the development of their LRP. The purpose is that the COLRED feel ownership of the LRP, decided by them, and not a product received from the Red Cross. Once developed, the LRP will be validated at the community level followed by, or during the same event, validation by the SE-CONRED, whose accompaniment in the process will be promoted from the start. As part of the validation process practice drills will be carried out in each community.

**Intermediate report comment****Executed by 75%**

Nine COLRED have received training through the workshop on Local Response Plans (LRP), where the objectives, purpose, and legal basis of LRP were discussed, as well as their structure. A total of 13 representatives of the COLRED of the target area participated, as well as 2 volunteers of the GRC Peten Delegation, and 5 representatives of Cooperazione Internazionale (COOPI). The main result of this workshop is the first draft of the 9 proposed LRP.

It is important to point out that the LRP software jointly designed with SE-CONRED in the framework of DIPECHO VII will be used, starting as of April 2013.

**Final report comment**

100% Achieved. Training was provided on the LRP for the COLREDs (as stated in the intermediate report.) The LRP information was afterwards disseminated with the communities -each community with its corresponding COLRED and community leaders-and when the final version of the LRP was available, it was validated. The communities considered the VCAs as part of the work done in preparation of their LRP.

Simulations were used in the 10 communities to validate the LRP. These simulations followed a previously determined script and were reviewed after the fact. Three simulations had the participation of the Las Cruces COMRED and the Petén CODRED. When the simulation ended, the community came together to self-assess the activity; there was feedback on the comments and any changes stated by the community were made out the LRP. The outcome of the exercises was the 10 validated Local Response Plans. (See Annex 1: Statistics Project; Annex 6: LRP Bethel Community.)

The 10 LR Phad the approval of COMRED and the departmental CODRED; they received a copy of the 10 LRP.

## Activity ( 4/6 )

### Short description

Equipment of the COLRED in the rural communities prioritized to respond to disasters

Start date \_\_\_\_\_

End date \_\_\_\_\_

### Detailed description

Each COLRED will be equipped with basic supplies to respond to disasters in order to reinforce the capacity to respond acquired through the organisation and training. In addition, documents such as their LRP and risk maps, printed in durable materials will be provided to the COLRED

### Intermediate report comment

#### Executed by 81 %

The distribution of equipment to COLREDs of the 10 communities, considering the training received, has started. The distribution of equipment has been prioritized according to the information provided by the VCA diagnostics, meetings with members of COLRED and staff of the Departmental CONRED.

The purpose of the equipment is to strengthen the COLRED's disaster response capacity. In addition, documents printed in durable material, such as risk maps, will be provided.

The final distribution of equipment is planned for April 2013. *See annex # 6 List of equipment.*

### Final report comment

#### Achieved in 100 %

The equipment that the COLRED required in the catchment area was prioritized according to the community VCA, the requests submitted by the COLREDs and the recommendations issued by the departmental CODRED.

Ten COLREDs were equipped with tools that can be used by the different COLRED commissions during in response to the (predefined) disasters in the 10 communities in the catchment area. The equipment was delivered in the communities and in the Las Cruces COMRED, as well as in the CODRED in Petén. They are aware of this and will monitor this equipment is used correctly as stated in Annex 35 Follow up Plan COMRED. (For related information please refer to Annex 7: COLRED Equipment List). This equipment seeks to strengthen the disaster response capabilities of the COLRED. Printed materials were also distributed (i.e. LRP, VCA, and the hazard and vulnerability maps in durable materials.) (See Annex 37: Project Photographs.)

## Activity ( 5/6 )

### Short description

Training the COLRED's Health Committees

Start date \_\_\_\_\_

End date \_\_\_\_\_

### Detailed description

Complementary to the process with the COLREDs, Health Committees will be formed inviting health promoters, midwives and other interested people to join. The Health Committees will be trained in promoting healthy practices and in the detection of health problems including epidemic control, safer water and sanitation practices, psychosocial support and maternal health, attention to them and/or referral to a public establishment during emergency situations.

### Intermediate report comment

**Executed by 15%**

Coordination was done with the National Health Directorate of the Guatemalan Red Cross for the holding of training sessions in the target area with specialized staff. Training includes subjects such as: Impact of disasters on public health, water and sanitation in emergencies, HIV and STDs, and food in emergencies.

It is important to mention that a Health Commission, formed by the community's health promoters and midwives, who will be trained on different subjects, has been created in the COLRED's structure. These training activities are expected to start in the last week of April.

**Final report comment****Achieved in 100%**

The COLRED health commissions (health promoters, community midwives and population in general) received training on the impact of disasters on health, water and sanitation during emergencies, HIV, STIs. This training had the collaboration of the GRC National Health Directorate.

Attendance included 65 men and 70 women from the communities in the catchment areas. Health Center personnel attended these trainings.

**Activity ( 6/6 )****Short description**

Design, equipment and implementation of the community early warning communication and monitoring systems

Start date \_\_\_\_\_

End date \_\_\_\_\_

**Detailed description**

The Project will strengthen institutional capacity to detect and receive disaster warnings and to coordinate the corresponding actions. To this end, in close coordination with the SE-CONRED, communication systems and sensors at the river levels in selected communities and in the Departmental Government Offices will be installed and their users trained. The warning mechanisms established will be broadcast in the communities so that they are capable of identifying them and know how to act upon them. In Annex 21 (which includes the CV's of the staff), we also included the technical fiche regarding the EWS.

**Intermediate report comment****Executed by 40%**

Through coordination efforts with the Early Warning Systems (EWS) Directorate and the Se-Conred Departmental Directorate, a field visit was made in order to prepare a diagnosis that would determine the components of the system in the communities. In addition to the Se-Conred staff, this visit included members of Las Cruces Municipality and the project team.

The EWS diagnosis is expected for the end of March 2013, and the beginning of the process to purchase and install the equipment, and training on the use of the early warning system is expected for April 2013.

Community leaders have actively participated in the process, in the tours of the visited areas and by providing the information required by the SE-CONRED staff.

**Final report comment****Achieved in 100%**

Using the EWS prepared by SE-CONRED (See Annex 9: EWS Diagnosis) it was possible to determine the design and limits of the communication system in the project area. Subsequently, the equipment was purchased and installed in the communities.

The communication system installed is part of the SE-CONRED National Communication System and it expands its coverage to the entire nation, i.e. Petén. The process required constant communication between SE-CONRED and the Petén CODRED.

A relay antenna had to be installed in the Bethel community so the short wave radios would operate correctly. Increased coverage and communication in this region in Petén now allows for communication with the relay antenna in the El Caoba village (almost 200 kms away from Las Cruces) and nation wide.

All 10 communities were linked to the communication system and received training on the use and management of radios, especially the radio operator. At community level, training was provided on the use of the system and community alerts. Each community received an alarm, their own alerts and radio linked to the Las Cruces COMRED, Petén CODRED, and nationally.

When the communities validated their LRP they were able to use the communication system to call in the hypothetical situation of their community to the COMRED in Las Cruces. This resulted in communication capacity building for SE-CONRED, especially by providing the community the capacity to communicate and by giving them early warning during a disaster.

**Means and costs**

Mean ( 1/3 )

**Short description**

Personnel costs

Costs

65.886,00 €

Intermediate report amount

25.582,00 €

Final report committed

64.417,00 €

**Detailed description**

Category	Sub Category / Account Description	Total in Euro
PERSONNEL COST	Salaries, travel expenses, insurance and expatriate	65.886

**Intermediate report comment**

Category	Sub Category / Account Description	Budget	Expenditure	Balance
PERSONNEL COST	National Staff salaries	45,760.99	17,478	28,283
	National staff travel expenses	3,962.47	2,401	1,561
	National staff insurance	1,954.42	390	1,564
	Expatriate staff	14,207.98	5,313	14,208
Total		65,886	25,582	40,303

**Final report comment**

PERSONNEL COSTS	Budget	Expenditure	Balance
National Staff salaries	45,760.99	43,687	2,074
National Staff travel expenses	3,962.47	6,006	- 2,044
National Staff Insurance	1,954.42	1,229	726
Expatriate staff	14,207.98	13,495	- 821
TOTAL	65,885.85	64,417	- 64

Mean ( 2/3 )

**Short description**

Equipment Costs

Costs

4.436,00 €

Intermediate report amount

3.513,00 €

Final report committed

5.099,00 €

**Detailed description**

<b>EQUIPMENT COSTS</b>	Office consumable and supplies	4,436
------------------------	--------------------------------	-------

**Intermediate report comment**

Category	Sub-category/account description	Budget	Expenditure	Balance
EQUIPMENT COSTS	Office consumable and supplies	4,435.65	3,513	923

	PC, printers, scanner, camera, desks, chairs, etc.	4,435.65	3,513	923
--	--	----------	-------	-----

**Final report comment**

EQUIPMENT COSTS	Budget	Expenditure	Balance
Office consumable and supplies	4,435.65	5,099	- 663
<i>Equipment cost Subtotal</i>	<i>4,435.65</i>	<i>5,099</i>	<i>- 663</i>

Mean ( 3/3 )

**Short description**

Consumables and Good costs	<b>Costs</b>	108.881,00 €
	<b>Intermediate report amount</b>	35.242,00 €
	<b>Final report committed</b>	99.710,00 €

**Detailed description**

<b>CONSUMABLES AND GOOD COSTS</b>	Components of <u>local disaster management</u> (including amongst others: VCA, LRP meetings, COLRED trainings, equipment, Early Warning Equipment)	82,649
	Per diem, Volunteers, GRC and Headquarters	2,453
	Office expenses, communication, internet, etc.	6,107
	Running costs, fuel and vehicle maintenance	17,672

**Intermediate report comment**

<b>CONSUMABLES AND GOOD COSTS</b>	<b>Local disaster management</b>	<b>82,648.68</b>	<b>24,279</b>	<b>58,370</b>
<b>GRC Volunteers per-diem</b>	<b>CRC Volunteers per diem</b>	<b>2,452.96</b>	<b>1,211</b>	<b>1,242</b>
<b>Office expenses</b>	<b>Office expenses, telecommunications and public services, etc.</b>	<b>6,107.27</b>	<b>3,097</b>	<b>3,010</b>
<b>Running costs</b>	<b>Fuel and vehicle maintenance</b>	<b>17,671.81</b>	<b>6,655</b>	<b>11,017</b>
<b>Consumables and good cost sub-total</b>		<b>108,880.72</b>	<b>35,242</b>	<b>73,639</b>

**Final report comment**

CONSUMABLES AND GOOD COST	Budget	Expenditure	Balance
Local disaster management	82,648.68	76,343.85	6,304.83
GRC Volunteers per-diem	2,452.96	4,010	- 1,557
Office expenses, telecommunications and public services, etc.	6,107.27	5,911	196
Running costs	17,671.81	13,445	4,226
<b>TOTAL</b>	<b>108,880.72</b>	<b>99,710</b>	<b>9,171</b>

## 4. OPERATIONAL FRAMEWORK

## 4.3.2.2 MORE DETAILED INFORMATION PER RESULT - Result (2)

**Details****Result's short description**

Increased capacities for DRR of institutions, local actors, and prioritized population in Petén.

**Total amount** 154.945,00 €

**[INT] Total amount** 47.433,00 €

[FIN] Total amount \* 145.736,00 €

Sector Disaster Risk Reduction / Disaster Preparedness

Sub-sectors Institutional linkages and advocacy

Number of beneficiaries 21.272

Intermediate number of ben. 21.067

Final actual number 21.366

Status of beneficiaries IDP ☐ Population ☒ Refugees ☐ Returnees ☐ Others ☐**Detailed description**

Beneficiaries:

Vulnerable population: 21.068

Personnel from the institutions: 189

DIPECHO partners and other DRR Institutions: 15

**Intermediate report comment**

According to the level of compliance with each indicator for this result, progress achieved is 49%. Achievements to date include the creation and training of the Municipal Coordinating Board for Disaster Risk Reduction (COMRED); tools for risk analysis (VCA integrating the urban risk approach) have been applied; strengthening through response planning tools, with the first draft of the municipal response plan, which is currently being reviewed; the appropriate equipment has been identified; and local institutions, such as El Peten Delegation of the Red Cross, have been strengthened through training and equipment. The training process has not yet been started in the health center. Coordination efforts have been made with the regional DIPECHOs for the drafting of the country document and the entire process that this entails.

At this moment, 21.015 beneficiaries from communities were reached, as well as as 52 representatives from regional and local authorities.

**Final report comment**

At the level of the municipality of las Cruces, the project achieved to accredit, train, and equip CONRED, facilitating the process of elaborating and validating the municipality response plan, taking into account the reality of the communities. As part of the CONRED commission, two health centres of las Cruces were strengthened, actualizing their contingency plan and providing basic equipment to be able to respond to emergencies. At departmental level, organizations present have been strengthened (the Red Cross branch and ACJA), training their staff in DRR themes.



**Objectively verifiable indicators****Indicator ( 1/5 )**

Short description	Sources of verification
<p>At the end of the project, there is a trained and equipped COMRED in the municipality of Las Cruces, with a budget line destined for preparedness and mitigation actions accredited by the SE-CONRED</p>	<p>Formulation of MRP guide, Records of the constitution of the COMRED. Reports on trainings. Delivery receipts of materials and equipment to the COLRED. Simulation reports. Letter of budgetline created.</p>
<b>Target value</b> <input style="width: 80%;" type="text" value="1 COMRED"/>	
<b>Intermediate value</b> <input style="width: 80%;" type="text"/>	
<b>Final value</b> <input style="width: 80%;" type="text" value="1 COMRED"/>	
<b>Detailed description</b> <p><b>The activities carried out to achieve this indicator, will also have this linkage to the Departmental level central to their implementation. The linkage will be established through the agreements COMRED will make with the CODRED and the verification of the mutual knowledge on each level</b></p>	
<b>Intermediate report comment</b> <p><u><b>Executed by 44%</b></u></p> <p>The creation of the COMRED in Las Cruces Municipality is 100% finished. The organizations and institutions that are present in the municipalities were involved in this process. The COMRED has been trained and will be accredited by SE-CONRED at the end of the training process and after the validation of its Municipal Response Plan. The Departmental SE-CONRED has actively participated in the activities. <i>See Annex 6. List of equipment COLRED.</i></p>	
<b>Final report comment</b> <p>In the Las Cruces municipality, which was recently given the status of a municipality, the creation of a COMRED initiated with the participation of 15 institutions and organizations in the municipality. The process was monitored and approved by the departmental SE-CONRED.</p> <p>Because the municipality is fairly new, many of the institutions arrived not too long ago to the area and others underwent an internal reorganization (changing representatives or municipal managers), which called for an extension in the time scheduled for the creation of the COMRED.</p> <p>After the COMRED was created, training began for the COMRED commissions (disaster preparedness.) The COMRED was equipped according to the needs identified (response) and the prioritization exercise done by the Departmental CONRED members and advisors.</p> <p>Today, the Las Cruces Municipality has a COMRED which groups 15 municipal institutions and organizations that have received training on disaster preparedness and are accredited by SE-CONRED. The Departmental CONRED and the Las Cruces COMRED have provided advisory and monitoring support to the actions implemented at departmental level.</p> <p>This has been included in the Follow-up Plan agreed by both parties.</p> <p>(See Annex 35. Follow-up Plan COMRED / See Annex 36. Follow-up Plan agreed)</p>	

**Indicator ( 2/5 )**

Short description	Sources of verification
<p>At the end of the project, the COMRED has an MRP, based on the VCA, that includes risk information and available resources, procedures and responsibilities in emergency situations, approved by CONRED</p>	<p>Guide for the formulation of Municipal Response Plans -PMR- edited and in electronic version accepted by the SE-CONRED, Municipal Response Plans.</p>
<b>Target value</b> <input style="width: 80%;" type="text" value="1 MRP"/>	
<b>Intermediate value</b> <input style="width: 80%;" type="text"/>	
<b>Final value</b> <input style="width: 80%;" type="text" value="1 MRP"/>	
<b>Detailed description</b> <p><b>The SE-CONRED approval of the MRP will establish the indicator's accomplishment</b></p>	
<b>Intermediate report comment</b>	



**Executed by 65%**

COMRED Las Cruces elaborated the first draft of the Municipal Response Plan, which will be socialized and validated through a municipal drill exercise at the municipal level, involving the 10 COLRED in the communities. A municipal budget item has been created for disaster assistance at the municipal level.

**Final report comment****Achieved in 100%**

Las Cruces did a VCA in the urban area and 10 VCAs in the 10 communities in the catchment area. These VCAs have key information on risks, resources available to the communities and their organizations. This information was used to elaborate the Municipal Response Plan. (See Annex 2: El Sacrificio VCA; See Annex 11: Las Cruces VCA.)

The Las Cruces COMRED has a Municipal Response Plan (MRP) which was prepared by COMRED with collaboration from the Petén CODRED and the project. The MRP contains clear information on the action mechanisms and states how activities are distributed among the institutions responsible for the COMRED commissions. This MRP was validated with the participation of 29 people from the organizations and institutions in the municipality. It is also important to mention that the municipality has a municipal budgetline to provide assistance in municipal disasters (Q100,000.00) to address an emergency or disaster in the municipality (See Annex 15: Las Cruces Budget Heading.)

The result is that the institutions present in Las Cruces, through the institutional organization (COMRED) have a specific guide that tells them how to respond correctly during an emergency. (See Annex 32: Las Cruces MRP.)

**Indicator ( 3/5 )****Short description**

At the end of the project, the final KAP study shows that 60% of the participants of GRC Petén and the Health Units, increased their Disaster Response knowledge with 75% on their average score

**Sources of verification**

Post Test / Surveys post. Initial and final KAP study

**Target value**

**Intermediate value**

**Final value**

**Detailed description**

**The baseline value will be measured through the Initial KAP, after which the final KAP can demonstrate the increase in knowledge of the participants. However, before the trainings, the technical staff will also do a baseline test so as to compare the outcomes of the post tests to these.**

**Intermediate report comment**

**Progress and results will be described ones the results of the final KAP study are known, therefore reported upon in the final report.**

According to the results of the KAP survey, the existing capacities in the health sector (Las Cruces Health Center and La Palma Health Post) are partial and are a result of isolated actions from external actors or cooperation, and not promoted by the Health Ministry. The District Health Center in Las Cruces seems to have better coverage of aspects such as Emergency Plan, resources available for emergency assistance, trained staff, certain equipment, and transportation. In both cases, community liaison is through promoters, facilitators, and midwives.

In the case of the Guatemalan Red Cross, a SWOT analysis was conducted, since at the time of the KAP the application of instruments was not possible. The SWOT analysis reflects that the strength is based on its human resources. Some 6% of the staff has an advanced level of Basis Support to life, and 15% are part of the National Intervention Teams of the GRC.

Progress made with the Guatemalan Red Cross Peten Delegation, include the beginning of training on the VCA diagnostics, Induction to the National CONRED System, responsibilities of COMRED, first aid, SWOT workshop, drafting and update of response plans. (See annex 8. SWOT analysis CRG Delegación Petén)

**Final report comment**

The Final Evaluation shows that according to the literature review and statistical project and findings at field level by the evaluators, can be determined that 63% of participants of GRC and Health Units achieved an increase of 75% on the knowledge of disaster response. This should have been picked up by the final KAP study, which was not the case, but at least it was shown in the Final Evaluation.

**Indicator ( 4/5 )****Short description****Sources of verification**

At the end of the project, at least 60 people from institutions with presence in Petén or from Las Cruces civil society have been trained in DRR components

DRR training workshops reports, Delivery Receipts for the delivery of equipment to DRR Institutions.

Target value

Intermediate value

Final value

#### Detailed description

**The number of people participating in each of the trainings will be counted during each training. Each person has to have received at least one full course in order to be counted as a beneficiary. Each person can only be counted once.**

#### Intermediate report comment

##### Executed by 40%

A total of 27 members of the civil society have been trained, including representatives of 4 organizations and institutions, on the VCA methodology (Las Cruces Health Center, Las Cruces Municipality, Departmental SE-CONRED, GRC Petén Delegation). Volunteers of the GRC Petén Delegation have been also trained in Basic First Aid.

#### Final report comment

Resources and efforts were used throughout project implementation to train the civil society and institutions in Petén on DRR related components.

Training activities included: VCA Methodology, Humanitarian Charter Workshop, Sphere Project, Family Response Plans, First Aid, Search and Rescue, Water and Sanitation.

Aspart of the organized civil society, we provided training to AJCA and Petén CRGand to the following institutions in Petén: Health Ministry (Las Cruces Health Center and the Health Clinic in Bethel), Las Cruces Municipality, Departmental SE-CONRED, FirstLady's Secretariat for Community Services (SOSEP), Guatemalan Military, Institute for Municipal Development (INFOM), National Forest Institute (INAB), Active Cruceño Youth Association (AJCA) and the GRC Petén Delegation .

At the end of the process, 19 persons from institutions and organizations received training on the Sphere Project, 57 on AJCA and 20 volunteers (men and women) on the Petén GRC Delegation.

A total of **96 people** received training or more than 100% of the indicator. (See Annex 1. Statistics Project)

#### Indicator ( 5/5 )

#### Short description

At the end of the project, a study on migratory dynamics has been disseminated among relevant authorities to have recommendations be incorporated in the Emergency Response planning

Target value

Intermediate value

Final value

#### Detailed description

**Relevant authorities include national, regional and/or local representatives of public and private institutions with competence in any of the migration-related sectors assessed in the study (i.e. Health, Security, Migration, Commerce, Risk Management, etc.) and a proper level of decision making capacity to address the recommended measures**

#### Intermediate report comment

Executed by 38%

The study of the migration dynamics has been coordinated with the ICRC (International Committee of the Red Cross) and the Red Cross consortium. The scope of the study was reviewed and a draft has been prepared of the Terms of Reference to carry out consultancy work for the study. When the final version of the study is available (expected around July 2013), an event will be held in order to have impact at the municipal level and include actions in their Disaster Response Plan.

#### Final report comment

#### Sources of verification

Assessment of the migratory phenomenon and diffusion and advocacy meetings minutes, Contingency Plans

A migratory dynamics assessment -Analysis of the Migratory situation in Las Cruces, Petén, as pertaining to the Municipal Emergency Plan during emergencies or disasters- was conducted.

The assessment was presented to the Las Cruces Municipality institutions that are part of the COMRED. Special attention was paid to the final recommendations of the assessment as:

The Planning and Liaison commission must socialize the Municipal Emergency Response Plan to the boards of cooperatives and other leaders present in communities (committees, deputy mayors, groups of men and women involved in projects and COLRED).

To include as actors in coordination with COLRED, people with boats and vehicles that are serving the community, as well as hotel owners and dining rooms as they can disseminate existing aid measures. To operationalize this recommendation the first thing would be that each COLRED has a socialized (with other institutions within the Municipal Response Plan) database of social leadership in each community linked to human mobility.

To take advantage of the agreements between Mexico and Guatemala governors (as reported by the COMRED) in case of disaster to attend the victims and include ways to monitor maritime traffic in the "Usumacinta", especially in areas of high hazard identified by the populations.

This assessment was used to raise awareness in the institutions on the migration situations; several actions are analyzed in the MRP that was elaborated. The actions considered were:

Socialize Municipal Response Plan with the 10 COLRED and the community leaders in the area.

Identify and share information resources and leadership in the communities through the exchange made between COMRED and COLRED.

The presentation of said assessment had the participation of 10 men and 7 women, or 4 of the institutions and organizations in the municipality. (See Annex 23. Migratory Dynamics diagnosis)

**Activities****Activity ( 1/11 )****Short description**

Design, diagramming and development of the electronic version (software) of the "Guide for the Formulation of Municipal Response Plans -MRP-"

Start date \_\_\_\_\_

End date \_\_\_\_\_

**Detailed description**

Reduction being carried out by the SE-CONRED through the development of an instrument that can be applied nationally at the municipal level and second to methodologically facilitate the process of strengthening municipal capacities for DRR in Las Cruces. It will be carried out in close coordination with the SE-CONRED.

**Intermediate report comment****Executed by 25%**

There is a double purpose to this activity: on the one hand, to contribute to the process of standardizing the risk management done by SE-CONRED through the preparation of an instrument that can be applied at the municipal level in the entire country, and on the other hand, to methodologically facilitate the process of strengthening the municipal capacities for DRR in Las Cruces. This will be done in close coordination with SE-CONRED.

The first coordination efforts for the conclusion of the Software for the PMR guide have been carried out and have involved different departments of SE-CONRED (Preparedness, Logistics and IT, Response and Coordination). Final revision and authorization of the Guide for the Drafting of PMR are still pending, and this is a requirement in order to continue with the preparation of the software. A proposal was made to provide follow up to the conclusion and socialization of the final version of the Guide, and at the same time the Logistics and IT Directorate will supervise the work on the software with the project's support.

The software will also be taken as a reference for the drafting of local response plans and the manual for the integration of DRR in municipal development plans drafted within the framework of DIPECHO VII with the support of Red Cross.

**Final report comment****Achieved in 100%**

As a result of a joint effort with SE-CONRED we were able to make a software program called "Guide for Municipal Response Plans." This took a full year to develop and with SE-CONRED we designed the Terms of Reference for the software. After this, a consultant was hired to program the tool.

Several SE-CONRED offices participated in the activities, including IT who was there to give support to the system being proposed. Because the final version of the Guide for Municipal Response Plans was in the making, it was necessary to wait for it to be uploaded into the system. We also provided valuable help to SE-CONRED in the design of the MRP.

SE-CONRED has a first version of the Guide for Municipal Response Plans software. It was created according to SE-CONRED requirements. Information from anywhere in Guatemala can be uploaded into this tool to generate a MRP searchable database in SE-CONRED.

(See annex 12. MRP Software/ See annex 13. MRP guide)

**Activity ( 2/11 )****Short description**

Establishment and training of the Las Cruces COMRED and its Committees

Start date \_\_\_\_\_

End date \_\_\_\_\_

**Detailed description**

The VCA methodology will be also applied at the municipal level, under the leadership of the Municipality, with the participation of the DRR institutions and community leaders of the urban area of Las Cruces. With the same actors and following the norms of the SE-CONRED for the establishment of the COMRED, the members of the COMRED will be selected, including urban community leaders. In the same manner the sectorial Committees, (Health, Education, Shelter, among others) will be established. Their members will be trained in themes related to preparedness and disaster response such as first aid, shelter management, humanitarian aid management, health in emergencies, D.A.N.A. and early warning mechanisms.

**Intermediate report comment**

**Executed by 39%**

The VCA diagnostic process at the municipal level in Las Cruces has started through different informational events, such as meetings with the COCODES, staff of the municipal authorities, CONRED, and data collection with the Municipal Council and the staff of the Municipal Planning Department (DMP) of Las Cruces. The application of tools with leaders and neighbors of the different sectors of the urban area in Las Cruces has been planned for April, and the activity is planned to conclude in June 2013. It is also important to mention that members of Las Cruces municipality and the project's technical team have been trained in the preparation of VCA diagnostics in urban contexts, an activity carried out by the regional DIPECHO VIII project of the IFRC. (See annex.1 Table 1. VCA workshop).

After the VCA process started, the creation of the Municipal Coordinating Board for Disaster Reduction (COMRED) in Las Cruces Municipality has been carried out. El Peten Department SE-CONRED has participated in the process, thereby linking from the beginning the Las Cruces COMRED with the Peten CODRED.

The Las Cruces COMRED includes the following institutions: Las Cruces Municipality, Army of Guatemala, General Planning Secretariat (SEGEPLAN), Institute for Municipal Promotion and Executing Unit for Rural Aqueducts (INFOM/UNEPAR), Ministry of Public Health and Social Welfare (MSPAS), represented by Las Cruces Health Center, National Civilian Police (PNC), Energy for Guatemala (ENERGUATE), Ministry of Agriculture, Livestock and Food (MAGA), National Council for Protected Areas (CONAP), Defensores de la Naturaleza, Association of Health Community Services (ASECSA), National Registry of Persons (RENAP), Maya-Peten Health Program, Association of Assistant Mayors of Las Cruces Municipality, Executing Unit for Road Maintenance (COVIAL), Social Pastoral of the Catholic Church, Association of Evangelical Churches, Association of Transport Companies and GRC Delegation Peten, Ministry of Education (MINEDUC) Peten, National Forestry Institute (INAB) and Secretariat of First Lady's Social Works (SOSEP). *See annex.7 Minutes for the creation of Las Cruces COMRED and Annex 1. Table. 6 Integration of Las Cruces COMRED*

It is worth mentioning that support was received from IFRC's Regional Project for the integration of the Peten COMRED.

Training provided to COMRED as of the date of the intermediate report includes:

Induction to the CONRED National System. Responsibilities of COMRED, and Basic First Aid. A total of 52 members of the different organizations and institutions that are part of COMRED participated in the training sessions. (See annex. 1 Table. 7 COMRED Trainings).

**Final report comment****Achieved in 100%**

The COMRED was created in 2012 with introductory trainings on the CONRED National System, COMRED activities, and Basic First Aid. A total of 52 people -members of different institutions and organizations part of COMRED- have participated in the training sessions.(As reported in the intermediate report.)

In2013, COMRED continued with its training activities as follows:

No.	Topic	Attendees	Observations
1	Emergency Operation Center (COE)	14 (11M / 3W)	7 organizations and institutions participated
2	Incident Command System (SCI)	26 (14M / 12W)	10 organizations and institutions participated
3	First Aid	43 (24M / 19W)	This activity was specifically addressed to the City of Las Cruces as they wanted to have their staff prepared.
4	Search and Rescue	21 (18M / 3W)	8 organizations and institutions participated
5	Damage assessment and Vulnerability Analysis	43 (34M / 9W)	8 organizations and institutions participated
6	Housing Management and Humanitarian Relief	14 (9M and 5W)	7 organizations and institutions participated
7	Central American Policy on Integrated Risk Management	21 (14M and 7W)	17 organizations from Petén participated

After the VCA workshop in urban surroundings (intermediate report) for project personnel, the Las Cruces Municipality collaborated in the VCA diagnosis of the urban area. (Please see Annex 11 Las Cruces VCA) We had the collaboration of 10 people from the 4 areas part of the urban area in Las Cruces. The VCA for the urban area was used as input for the municipal MRP. Because the VCA process in urban surroundings is more complex, it took longer to complete.

Afterthe COMRED commission members received training, the organization is strengthened with more knowledge to respond during an emergency in the municipality. (See Annex 1. Statistics Project / See Annex 33. COMREDOrganization.)

**Activity ( 3/11 )****Short description**

Training of the COMRED in the development and validation of its Municipal Response Plan and the creation of a Municipal fund for Disaster Response

Start date \_\_\_\_\_

End date \_\_\_\_\_

**Detailed description**

Through a process similar to the one carried out with the COLRED but expanded to a municipal scale, the COMRED established will be trained and receive technical support in utilizing the Guide for MRP developed for the development of their MRP which will be validated by the SE-CONRED. This MRP will have a Municipal territorial ambit while emphasizing DRR in the urban environment and response to emergencies in the areas of highest risk in the municipal capital. During this process the Central American Policy on Integral Disaster Management (PCGIR) of the CEPREDENAC will be disseminated and will contribute to the planning process.

From this process, the main achievement will be that the MRP are linked to the Municipal Development Plans and have a budgetline that will guarantee the sustainability of the process. This is why the Risk Management Manual will be used in the Municipal Development Process, developed by CONRED and the RED Cross under DIPECHO VII.

#### Intermediate report comment

##### Executed by 38%

The drafting of the Municipal Response Plan has been coordinated with the Peten Departmental CONRED. The first version of the PMR is already available and has been socialized at the COMRED level. Contributions and suggestions were jointly provided in order to complete this version.

#### Final report comment

##### Achieved in 100%

The Petén Department CONRED collaborated in the process of elaborating the MRP. They trained COMRED on the Municipal Plans and, with the collaboration of project staff, followed up the dissemination and validation process for the MRP. This was done by 65 people representing 13 institutions in Petén, most of them present in Las Cruces. (See Annex 1: Statistics Project.)

To validate the MRP, a simulation was organized with 24 participants. The activity was scripted and carried out; an evaluation was made to determine the positive and negative elements of the activity.

(See Annex 32: Las Cruces MRP / See Annex 32 / A \_Evaluation Report)

#### Activity ( 4/11 )

#### Short description

Basic equipment of the COMRED to respond to disasters

Start date \_\_\_\_\_

End date \_\_\_\_\_

#### Detailed description

To reinforce the capacities to respond to disasters acquired through the organisation and training the COMRED will be equipped with basic supplies to respond to disasters. In addition, documents such as its PMR, DRR tools, and the developed PLR and Risks maps printed in durable materials will be given to the COMRED.

The basic equipment that will be delivered will depend on the needs encountered in the response teams. It could be search and rescue equipment, first aid equipment, gurneys, first aid kits, helmets, ropes, lights, vests and so forth.

#### Intermediate report comment

##### Executed by 50%

In the process of drafting the Las Cruces PMR, the equipment needed for the establishment of the Emergency Operations Center (EOC) in Las Cruces has been identified, as well as the equipment for response to floods and forest fires. Different organizations that are part of COMRED have participated and the Municipality leadership has contributed to the prioritization of the necessary resources for the appropriate operation of COMRED in the municipality.

The Las Cruces COMRED is expected to be equipped in April.

#### Final report comment

##### Achieved in 100%

During the creation of the Las Cruces MRP, the need to provide equipment to the Emergency Operations Center (COE) became evident, as did the need for response equipment during floods and forest fires. Different organizations in COMRED participated in the prioritization exercise, with the Municipality in the lead.

Equipping the COMRED included office equipment and materials for a COE (meeting desks, projector, chairs, situation chart in durable materials) and the Las Cruces municipality provided a space which is being used by COMRED as emergency operations center and will continue to be used as needed. The equipment and tools for response to forest fires (rakes, pulaskis - a special hand tool used in wildland firefighting -) and personal equipment for emergency response (boots, jackets, helmets, anti ophidic serum).

(See Annex 14: Equipment Request and COMRED Delivery Receipt.)



## Activity ( 5/11 )

## Short description

DRR training of personnel and volunteers from institutions present in Petén

Start date \_\_\_\_\_

End date \_\_\_\_\_

## Detailed description

Several courses will be offered, designed for technical personnel from public institutions, NGOs and/or civil society:

"Open Course in Management of Reduction of Risks to Disasters (GDRR)" of the SE-CONRED. This 20-hour course is designed to create a culture of management for the reduction of risks to disasters -GDRR - and aims to generate capacities and abilities among representatives of public and private institutions, NGOs, and organized civil society through facilitating a process on the focus and principles of GDRR, in such a way that they acquire the theoretical outline and practical processes of prevention, mitigation, response preparedness, and recovery (See **Annex 7** "Open course for a culture of management for the reduction of risks to disasters")

"Sphere workshop". A four-day workshop that instructs participants in the knowledge, promotion and use of Sphere standards.

"DRR training of the GRC in Petén". Courses will include VCA Methodology, DANA (Damages Assessment and Needs Analysis), epidemic control, and other disaster response issues. It will be targeted to the GRC personnel and volunteers in Petén although participants from other DRR institutions may also be considered.

## Intermediate report comment

**Executed by 55%**

Regarding the training of staff and volunteers of institutions working in El Peten on topics pertaining to DRR, training has been provided on the following topics:

- **VCA Methodology Workshop:** This workshop provided training on the VCA methodology to volunteers of the GRC Peten Delegation, CONRED, Las Cruces Municipality, Las Cruces Health Center, and technical staff of the DIPECHO VIII project executed by COOPI.

- **Workshop for Methodological Transfer:** This workshop was conducted by SE-CONRED and was aimed at the technical staff of the DIPECHO projects executed by CARE, ACH, COOPI and GRC. A total of 40 people participated and they were certified as trainers on DRR subjects.

- **Safer Access Workshop:** This event was held internally at the GRC with the purpose of learning about the Security Standards established by the International Federation of the Red Cross and Red Crescent (IFRC) for safer access in all activities carried out by the Movement. The workshop was facilitated by the International Committee of the Red Cross (ICRC) and received the support of the Disaster Risk Management Directorate of the GRC (37 participants of the GRC Directorates).

- **Basic First Aid Workshop:** This workshop was aimed at GRC volunteers of El Peten Delegation with the support of the GRC Integrated Training Institute (IFI) and a total of 24 people participated.

On the other hand, coordination efforts started with SE-CONRED in order to establish the dates to hold the basic open course on "Management for Disaster Risk Reduction" in El Peten Department, aimed at members of the department's institutions with the participation of staff and volunteers.

It is important to point out that with the support of the regional project being implemented by International Plan /UNICEF, the project's staff has been trained on the INEE Standards (3 members). In addition, they have provided support as facilitator on these topics, as part of the activities of the regional project.

Members of the technical team participated in the Modification of the VCA Tools in order to apply them to urban environments. This was done in coordination with the IFRC Regional Project.

The training process will conclude in the coming months. The pending subjects include:

- Workshop on the SPHERE standards
- Open basic course on Disaster Risk reduction Management

## Final report comment

**Achieved in 100%**

Trainings for Petén personnel and volunteers on DRR has included the following topics: VCA Methodology Workshop, Methodological Transfer, Safer Access and Basic First Aid (as reported in the intermediate report.)

Other training included:

**Workshop on the Humanitarian Charter and Sphere Project:** The activity was held in the Municipality of Petén; attendance included 8 members from different institutions and organizations in the department and in the Las Cruces municipalities (11 women and 15 men.) Attendees were able to identify the Humanitarian Charter and the minimum standards listed as a Sphere Project guide.

**Family Plan Workshop:** At the beginning, plans included holding an open basic course called "Disaster Risk Reduction Management," which SE-CONRED hosts. Early in 2013, SE-CONRED informed us the course was not being publicized and that they now had two courses: one for the private sector and the other was Family Plans, aimed at an urban-community level.

Using the information provided by SE-CONRED, the project taught a Family Plan course to 57 young men and women from ACJA on the elements to be included in a Family Plan and the importance of having one.

**Training for ACJA:** ACJA is a solidarity organization that supports response actions developed by COMRED in Las Cruces; as such, it was strengthened with disaster response knowledge, specifically Housing Management, Humanitarian Aid, FirstAid, Search and Rescue, and Water and Sanitation. ACJA collaborated with COMRED in 2013 on the actions implemented during the floods in Zone 1 of the urban area. Attendees totaled 49 (27 men and 22 women.)

It is worth mentioning that the training activities included in the proposal were expanded as a result of the dynamics and the efficient use of resources. (See Annex 1. Statistics Project)

## Activity ( 6/11 )

### Short description

Development and updating of the contingency plans of DRR institutions in the area of intervention

Start date \_\_\_\_\_

End date \_\_\_\_\_

### Detailed description

Technical assistance will be provided to the GRC-Petén branch, the Las Cruces Health Unit and the Bethel Health Post to develop or update their Contingency Plans. In the Health Unit's Plan a surveillance system will be included and linked to the Bethel Health Post's Plan and to the communities' PLRs.

### Intermediate report comment

#### Executed by 55%

**CRG El Peten Delegation:** Technical support has been provided for the drafting of the Contingency Plan to cover the activities programmed for the Baktun 13 Celebrations (Celebration of the new Cycle of the Maya Calendar) in El Peten. Support was also provided in the drafting of the Contingency Plan for Easter Week and support is being provided for the final review of the Delegation's Emergency Response Plan.

**Las Cruces Health Center:** Technical assistance has been provided for the review and update of the Emergency Response Plan of Las Cruces Health Center. The final version and its socialization are expected to take place in April in order to link it to the COMRED Plan and respond appropriately in case of a disaster.

### Final report comment

#### Achieved in 100%

**GRC Petén Delegation:** The Petén delegation initiated the contingency plan update process by applying a SWOT analysis of the Delegation. We also helped with contingency plans for important activities implemented in Petén (included in the intermediate report) and the implementation of the Delegation Emergency Response Plan. This activity had the participation of 23 male and female volunteers from the Delegation.

(See annex 16: SWOT Petén Delegation / See annex 17. Petén Response Plan)

**Las Cruces Health Units:** The update process for the contingency plans began with the SWOTs for the Health Center and Bethel Health Clinic. We reviewed their Institutional Contingency Plans and found several weaknesses (which we explained) and updated the Contingency Plans in several sessions, using the Health Ministry institutional format.

(See Annex 18 SWOT of Las Cruces Health Center / See annex 19. SWOT Bethel Health Clinic / See annex 20. Las Cruces Health Center Contingency Plan/ See annex 21. Bethel Health Clinic Contingency Plan)

The Contingency Plans for the Health Units were validated in the simulation, with the participation of the Las Cruces COMRED and communities in the rural area. 18 members of health units participated in the contingency plan update and validation.

## Activity ( 7/11 )

### Short description

Basic equipment of the GRC-Petén and the Health Units

Start date \_\_\_\_\_

End date \_\_\_\_\_

### Detailed description



According to their Contingency Plans, the GRC-Petén, the Las Cruces Health Unit and the Bethel Health Post will be provided with basic equipment for disaster response.

Among the equipment foreseen to be delivered to the Health Centres, are: Birth-equipment, stethoscopes, an electric generator, a refridgerator for the conservation of the medicines and vaccinations, gurneys and reposition materials.

Among the equipment to be delivered to the GRC branch of Petén: a communication radio, reposition materials, vests, mannequins for first aid, ropes, helmets, gurneys, canes, computers, water bottles.

#### Intermediate report comment

##### Executed by 13%

**Equipping of the GRC El Peten Delegation:** A SWOT diagnostic has been done to identify the equipment needs for Emergency Response. The Response Plan and Contingency Plans are being drafted and at the same time the equipment for the Delegation has been prioritized. Equipment is being purchased in order to have better emergency response.

**Equipping of Las Cruces Municipality Health Units:** A SWOT diagnostic has been done at Las Cruces Health Center and, together with the update of the Response Plan, priority has been given to the equipping of the health units. The equipment will improve disaster response, mainly with regard to patient care at the Health Unit.

#### Final report comment

##### Achieved in 100%

**Equipment for the GRC Delegation in Petén:** After the SWOT analysis and the Response Plan, the Delegation prioritized the equipment needs by considering aid requirements during a disaster. The request was analyzed and the equipment was purchased. The equipment was delivered to strengthen the response capacities of the Petén Delegation and included: pre-hospital care equipment and materials (first aid kits), search and rescue (lamps, tools) and personal protection equipment for the volunteers participating in the response activities.

**Equipment for the Health Units in the Las Cruces Municipality:** After the SWOT analysis and the contingency plans were updated by the health units and the health center prioritized the equipment needed and submitted their request to the project, several weaknesses were detected as:

Regarding Office resources: there is a lack of resources as furniture and equipment, mainly for pre-hospital care.

At staff and facilities level: small infrastructure, workload, lack of medical staff in the various departments in Las Cruces.

Drugs and supplies are insufficient; there is no concierge or cleaning equipment.

Not enough vehicles to cover emergencies or fuel for constant mobilization.

Please refer to Annex Annex 18 SWOT of Las Cruces Health Center / See annex 19. SWOT Bethel Health Clinic).

The equipment delivered by the project to the health units increased their resources and strengthened their emergency response capacities. The equipment is aimed mostly to aid patients affected during or after an emergency, e.g.: first aid kits, stretchers, and equipment for deliveries, lamps, and minor surgery materials.

(See Annex 22: Las Cruces Health Center Equipment Request / See Annex 20: Las Cruces Health Center Contingency Plan.)

#### Activity ( 8/11 )

#### Short description

Conducting a municipal practice drill (simulation) to validate the municipal response plan

Start date \_\_\_\_\_

End date \_\_\_\_\_

#### Detailed description

This exercise will be carried out jointly with all the actors involved at the municipal capital and participation by the SE-CONRED and, in as much as possible with representatives from some COLRED.

#### Intermediate report comment

##### Executed by 0%

The drill is planned for May 2013.

#### Final report comment

**Achieved in 100%**

After disseminating the MRP with the COMRED members, it was validated using a simulation.

(See Annex32: Las Cruces MRP)

The simulation was coordinated with COMRED and had the participation of the 5 institutions present in the Las Cruces municipality (11 men and 18 women) including the CODRED. Each commission was activated (according to its role). The Las Cruces COMRED prepared the situation chart; this exercise connected with the El Sacrificio and Kemané communities who gave their information and it was placed in the COMRED situation chart.

COMRED used the simulation to determine its strengths as the coordinator and its weaknesses that need to improve (i.e. internal communication, to which the assessment team gave some recommendations for improvement). It was a participatory exercise with much value for the participants (according to the Final KAP, for 87% of participants simulations are useful, in addition to the importance given by the staff of Las Cruces COMRED and CODRED Petén).

(See Annex1:Statistics Project.)

**Activity ( 9/11 )****Short description**

Exchange meetings between the COLRED, COMRED and CODRED

Start date \_\_\_\_\_

End date \_\_\_\_\_

**Detailed description**

Two exchange meetings will be carried out, each one during a work day at Las Cruces. A first meeting will be organized on month 10 of the action, in which the COLREDS will present their VCA assessments and LPRs to the COMRED in order to receive feedback and link both levels, advocating for a continuous relationship between them and the participation of the COLREDS in the DRR decision making spaces at municipal level. At the end of the Project another exchange meeting will be organized, with the added participation of the CODRED, seeking to encourage an exchange of the lessons learned and capacities acquired at each DRR level, and to consolidate coordination among them.

**Intermediate report comment****Executed by 50%**

An exchange encounter between COMRED Villa Canales, Guatemala, where the Regional DIPECHO project of IFCR carries out activities, and COMRED Las Cruces was held. COMRED Villa Canales presented the process it has followed for the organization and implementation of its activities and COMRED Las Cruces learned about the experience. There is a commitment to hold another exchange encounter at the end of 2013. The purpose is to learn about successful processes achieved by each COMRED and analyze the limiting factors at the municipal level.

**Final report comment****100% implemented**

There were two exchanges during project implementation; one was the exchange between the Villa Canales COMRED and the Las Cruces COMRED (included in the intermediate report); the second was between the COLRED, COMRED and CODRED in the catchment area.

The exchange took place in the Las Cruces municipality. The COLRED members submitted and presented their VCA assessment and their Local Response Plans. During the exchange COMRED, CODRED and COLRED agreed on the most effective way to coordinate and COMRED submitted its MRP and the relation of its plan to the 10 communities.

The event had the participation of 15 COLRED members and 28 Las Cruces COMRED members.(See Annex 1. Statistics Project)

**Activity ( 10/11 )****Short description**

Assessment and advocacy on migration to Mexico in the area of the prioritized communities

Start date \_\_\_\_\_

End date \_\_\_\_\_

**Detailed description**

As stated in chapter 2.3, in the area of the Usumacinta River, and especially in emergency situations, many people in the communities cross irregularly into Mexico seeking income to purchase their basic needs or seeking assistance from the Mexican Health System. To address this situation and its related problems, a thorough assessment will be done with technical assistance from the ICRC to identify and analyze the different aspects of the migratory dynamic in the area, emphasizing migration due to emergency situations, its causes and the problems associated with it, with the purpose of using the findings to advocate with the involved authorities for the improvement of the conditions of the migratory population and the carrying out of solutions to the problems detected, particularly those related to the migration in emergency situations.

#### Intermediate report comment

##### Executed by 38%

As presented in the ICRC (International Committee of the Red Cross) proposal, because of its expertise in the migration problem and studies in this area, technical advice has been received and the coordination of technical support has been carried out in order to conduct the study. This issue has been discussed in the consortium and with the International Federation of the Red Cross. To date, progresses made include:

1. Review of the scope of the study.
2. Consultancy services will be hired to carry out the study on migration with the support of the technical team.
3. Elaboration Terms of Reference
4. Review (currently) by the consortium of the terms of reference for the consultancy.

The terms of reference are expected to be finalized in April and the study is expected to start at the end of May, so that results can be socialized later and actions can be identified for the Municipal Response Plan.

#### Final report comment

##### Achieved in 100%

The participation of the IFRC and the Red Cross Consortium defined the limits of the assessment and the objective of the consultancy, i.e.: Identify the different aspects of emigration dynamics, analyzing its causes and effects and identifying its stakeholders.

The assessment "Amigratory dynamics assessment: Analysis of the Migratory situation in Las Cruces, Petén, as pertaining to the Municipal Emergency Plan during emergencies or disasters" was done. Some conclusions stated: "*Communities in the catchment area have specific dynamics and significant commonalities. As for the first, the Laureles and Ixmucané communities have a greater migration flow of temporary, cross-border workers (male and female), and less international migration, contrary to what happens in the La Técnica, Bethel and Monte Sinai communities close to Corozal where there is greater international migration (as it is closer to the migrant route going to Villa Hermosa in México, less immigration of temporary cross-border migration, since Corozal does not provide job opportunities (their property is, in many cases, a forestry reserve) and there is more presence of international tourism due to its proximity to numerous archeological sites.*"

(See Annex 23: Migratory Dynamics diagnosis.)

The assessment was presented at municipality level as part of the activities organized and with emphasis on the conclusions and recommendations. This presentation raised awareness in the Las Cruces COMRED on the topic of emergency migration. During the dissemination of the study 10 men and 7 women participated from 4 institutions in Las Cruces.

#### Activity ( 11/11 )

#### Short description

Co-organization and participation in national and regional meetings for updating the DIPECHO Country Document and Regional Document

Start date \_\_\_\_\_

End date \_\_\_\_\_

#### Detailed description

This activity will be undertaken in coordination with the other DIPECHO partners on a national and regional level, also coordinated with the ECHO Managua office. The outputs of this activity will be an updated Country Document and a Regional Document. With the same partners, there will also be a regional meeting in August 2012 and in August 2013.

#### Intermediate report comment

**Executed by 50%**

A representative of the Guatemalan Red Cross and a representative of the Netherlands Red Cross participated in the regional planning workshop organized by the International Strategy for Disaster Reduction (ISDR) and the ECHO office. In this event, action plans proposed as projects were reviewed and synergies with actions planned with other partners were identified with the purpose of sharing methodologies, experiences, work tools, internships for the project's technical staff. In addition, in the case of Guatemala, a dialogue and coordination were established with CONRED and the Education Ministry to allow for a better flow of the actions to be carried out with these institutions.

A representative of the Guatemalan Red Cross participated in the international disaster risk reduction platform also organized by ISDR (EIRD) Argentina. This participation was requested by ECHO in order to have presence and show the work that Central America has done within the framework of DIPECHO, a commitment assumed by the Red Cross and COOPI.

The update of the country document is being steered by ISDR as part of the regional DIPECHO project. At first, the process included in the strategy for the achievement of this result was presented in coordination with all DIPECHO partners. The proposed format was also shared for the drafting of the country document, which allowed us to provide our input regarding the format.

In the meetings for coordination and follow-up with DIPECHO partners and CONRED that are carried out on a monthly basis, coordination of actions with ISDR has started in March-April in order to understand the process for the drafting of the country document, the methodology, tools, the process to register the municipalities in the campaign of resilient cities, and steps to follow on this topic have been defined.

**Final report comment****Achieved in 100%**

**Regional Meetings:** We had participation in the two events developed regionally (one in Roatán, Honduras (included in the intermediate report; and the other in Panamá.) As mentioned the UNISDR led these meetings, which had the participation of National Dipecho partners in each country, CONRED representatives and civil protection in Central America and Regional partners.

**National Meetings:** At national level, we participated in the monthly meetings coordinated by SE-CONRED in their facilities. The different topics discussed included coordination and agreements for the event in Guatemala to draft a Country Document. The contribution of the project was the collection of all the information for the Regional Matrix in 3 municipalities in Petén. (See Activity 3.11)

**Means and costs**

Mean ( 1/3 )

**Short description**

Means and related costs

Costs

56.950,00 €

Intermediate report amount

22.112,00 €

Final report committed

55.681,00 €

**Detailed description**

Category	Sub Category / Account Description	Total in Euro
Personnel Costs	Salaries, travel expenses, insurance and expatriate	56,950

**Intermediate report comment**

Category	Sub Category / Account Description	Budget	Expenses	Balance
PERSONNEL COST	National Staff salaries	39,555	15,107	24,448
	National staff travel expenses	3,425	2,070	1,350
	National staff insurance	1,689	337	1,352
	Expatriate staff	12,281	4,592	7,689
<i>Personnel Costs Subtotal</i>		<i>56,950</i>	<i>22.113</i>	<i>34,838</i>

**Final report comment**

PERSONNEL COSTS	Budget	Expenses	Balance
National Staff salaries	39,555	37,762	1,793
National Staff travel expenses	3,425	5,191	- 1,766
National Staff Insurance	1,689	1,062	627
Expatriate staff	12,281	11,665	- 709
<b>TOTAL PERSONNEL COSTS</b>	<b>56,950</b>	<b>55,681</b>	<b>- 56</b>

Mean ( 2/3 )

**Short description**

Equipment costs

Costs

3.834,00 €

Intermediate report amount

3.037,00 €

Final report committed

4.407,00 €

**Detailed description**

Category	Sub Category / Account Description	Total in Euro
EQUIPMENT COSTS	Office consumable and supplies	3,834

**Intermediate report comment**

Category	Sub-category/account description	Budget	Expenses	Balance
EQUIPMENT COSTS	Office consumable and supplies	3,834	3,037	798

**Final report comment**

EQUIPMENT COSTS	Budget	Expenses	Balance
Office consumable and supplies	3,834	4,407	- 573

Mean ( 3/3 )

**Short description**

Consumables and Good costs	<b>Costs</b>	94.161,00 €
	<b>Intermediate report amount</b>	22.284,00 €
	<b>Final report committed</b>	85.647,00 €

**Detailed description**

Category	Sub Category / Account Description	Total in Euro
<b>CONSUMABLES AND GOOD COSTS</b>	Institutional linkages and advocacy	71,486
	Per diem, Volunteers, GRC and Headquarters	2,120
	Office expenses, communication, internet, etc.	5,279
	Running costs, fuel and vehicle maintenance	15,275

**Intermediate report comment**

Category	Sub-category/ account description	Budget	Expenses	Balance
<b>CONSUMABLES AND GOOD COSTS</b>	<b>Institutional linkages and advocacy</b>	<b>71,486</b>	<b>12,995</b>	<b>58,491</b>
	<b>GRC Volunteers per-diem</b>	<b>2,120</b>	<b>1,047</b>	1,073
	<b>Office expenses</b>	<b>5,279</b>	<b>2,677</b>	2,602
<b>Running costs</b>	<b>Running costs (fuel and vehicle maintenance)</b>	<b>15,275</b>	<b>5,752</b>	9,523
Subtotal		94,161	22,284	71,877

**Final report comment**

CONSUMABLES AND GOOD COSTS	Budget	Expenses	Balance
Institutional linkages and advocacy	71,486	65,450	6,036
GRC Volunteers per-diem	2,120	3,466	- 1,346
Office expenses	5,279	5,109	170
Running costs	15,275	11,622	3,653
<b>TOTAL</b>	<b>94,161</b>	<b>85,647</b>	<b>8,513</b>

## 4. OPERATIONAL FRAMEWORK

## 4.3.2.2 MORE DETAILED INFORMATION PER RESULT - Result (3)

Details

<b>Result's short description</b>	
Increased knowledge and public awareness at the municipal, departmental and national levels on DRR	

  

<b>Total amount</b>	135.123,00 €
<b>[INT] Total amount</b>	45.796,00 €
<b>[FIN] Total amount *</b>	144.335,00 €

  

<b>Sector</b>	Disaster Risk Reduction / Disaster Preparedness
<b>Sub-sectors</b>	Information, education, communication

  

<b>Number of beneficiaries</b>	24.503
<b>Intermediate number of ben.</b> 23.190	
<b>Final actual number</b> 23.888	
<b>Status of beneficiaries</b> IDP <input type="checkbox"/> Population <input checked="" type="checkbox"/> Refugees <input type="checkbox"/> Returnees <input type="checkbox"/> Others <input type="checkbox"/>	

**Detailed description**

Vulnerable population: 21.068 people

Students and their parents and teachers: 3,300 people

Personnel from institutions: 120 people

DIPECHO partners and other DRR institutions: 15 people

**Intermediate report comment**

The progress achieved in this result is 29%. Currently, most activities planned have been coordinated and prepared with the Education Ministry both at the departmental and national level. The drafting of a cooperation agreement has been coordinated in order to access schools and the training process of teachers has started. With the preparation of the awareness campaign, tools have been agreed to with SECONRED, which could be reproduced within the framework of the project, as well as the preparation of new tools; radio spots are being reviewed. The Celebration of the International Day for DRR was held both at the local and national level in coordination with SECONRED. There is participation with UNISDR for the preparation of the consultation workshops for the drafting of the country document, as well as for the registration of municipalities in the resilient cities campaign. As a result, most activities are planned to be held from April to October this year.

At this point, 23.190 people have been reached for this Result; these are both the beneficiaries from the communities (21.015) and from the educational institutions: 2.175.

**Final report comment**

At the end of the project, 14 education centres prioritized in the project, 4 in urban zones and 10 in rural area, have been strengthened. These centres now have an organized and trained school committee with a school plan. The acquired knowledge and capacity will enable schools to respond adequately to a disaster and maintain active class time in the post-emergency phase.

**Objectively verifiable indicators****Indicator ( 1/5 )**

Short description	Sources of verification
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">           At the end of the project, 10 Prioritized communities and Petén DRR institutions have been reached by a public awareness campaign on DRR         </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>Target value</b>     <input style="width: 80%;" type="text" value="10"/> </div> <div style="width: 45%; border-bottom: 1px solid black;"></div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>Intermediate value</b>     <input style="width: 80%;" type="text"/> </div> <div style="width: 45%; border-bottom: 1px solid black;"></div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>Final value</b>     <input style="width: 80%;" type="text" value="10"/> </div> <div style="width: 45%; border-bottom: 1px solid black;"></div> </div>	<div style="border: 1px solid black; padding: 5px;">           Reports and materials developed on awareness activities            Report and products from the systematization and dissemination activities. Surveys.         </div>
<b>Detailed description</b> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><b>Campaigns and other awareness activities' targets will be established ex - ante. A community will be counted as a beneficiary if a majority of surveyed can correctly name an awareness activity and its main message</b></p> </div>	
<b>Intermediate report comment</b> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u><b>Executed by 51%</b></u></p> <p>The celebration of the International Day for "Disaster Risk Reduction" was held at the municipal level with the participation of students and teachers of Las Cruces urban area. The participation was active and cheerful, given that it was the first time such an event was held in this municipality. It created a space for children, parents and municipal authorities to acknowledge the importance of being prepared, of knowing their main threats and risks and it this helped to increase the awareness of this subject. In addition, we participated in the Cultural Festival for a Resilient Guatemala "No More Disasters" organized by SE-CONRED in Guatemala City.</p> <p># of participants: 46 boys, 48 girls y 26 adults in the urban part of Las Cruces.</p> </div>	
<b>Final report comment</b> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>100% Achieved. A disaster preparedness awareness campaign was organized in the schools in the 10 communities. It included climate change and violence prevention and had an attendance of 345 boys and girls and 75 school teachers. We also handed out awareness notebooks to students and teachers from 14 schools; the notebooks have key messages on how to prepare for a disaster. Total notebooks distributed: 2.522.</p> <p>The communities have also been involved in a constant awareness process with training, informative posters and messages played on the radio. We purchased airtime in the radio stations that have the best coverage in Las Cruces.</p> <p>At municipal level, there were two celebrations for the International Disaster Risk Reduction Day in the urban area of the Las Cruces Municipality (2012 and 2013). The activity emphasized the "Women and Girls, the Invisible Force of Resilience" in 2012 and 2013 with special attention on the "Living with Disabilities and Disasters" campaign. (See Annex 1. Statistics Project.)</p> </div>	

**Indicator ( 2/5 )**

Short description	Sources of verification
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">           At the end of the project, the Departmental Government and Municipalities of the Department of Petén know the characteristics of a resilient city and agree on a multiphased plan to achieve this.         </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>Target value</b>     <input style="width: 80%;" type="text" value="1 Government"/> </div> <div style="width: 45%; border-bottom: 1px solid black;"></div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>Intermediate value</b>     <input style="width: 80%;" type="text"/> </div> <div style="width: 45%; border-bottom: 1px solid black;"></div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>Final value</b>     <input style="width: 80%;" type="text" value="1 Government"/> </div> <div style="width: 45%; border-bottom: 1px solid black;"></div> </div>	<div style="border: 1px solid black; padding: 5px;">           Initial and Final KAP studies,            Reports on Trainings completed.         </div>
<b>Detailed description</b> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><b>Tests will be run with participants at the end of the training. The KAP study will research a sample of Municipalities and we will agree on a plan on how to achieve becoming a resilient city in various phases.</b></p> </div>	
<b>Intermediate report comment</b> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> </div>	



**Executed by 40%**

The socialization of the 10 steps for a Resilient City has been carried out with COMRED Las Cruces. An event will be held in the department for the promotion of the guide. (52 participants, 44 men y 8 women).

**Final report comment****Achieved in 80%**

Two events were held in the departmental capital of Petén, aimed to promote the "Tensteps towards a resilient city". Coordination was performed with the Department of Planning and Procedures of SE-SECONRED for the implementation of both events. Since for the first event only the Municipality of Las Cruces and institutions at the departmental level were able to participate, a second event was held to engage municipal representatives from Petén.

In total, representatives of three municipalities and 17 institutions of Petén, involving regional and national actors, participated.

This activity had little participation from municipal representatives. One of the reasons was the difficulty faced by the Petén Governor's office during that time, which resulted in limited coordination and limited summoning of municipal authorities. (Please refer for more information to the External Evaluation, Annex 31 where you'll find mentioned that limiting for this action was that the issue of DRR is not present in the agenda of public institutions, the development council and political actors, , so that limits any action aimed toward this end) (See Annex 1. Statistics Project.)

**Indicator ( 3/5 )****Short description**

At the end of the project, the KAP shows 13 education centres in the prioritized urban and rural communities are organized and knowledgeable of their capacities and vulnerabilities facing disasters

**Sources of verification**

KAP studies  
Records of the constitution of School Emergency Committees  
Reports on practice drills  
Delivery receipts for equipment.  
Reports on Training Completed  
ISCE assessment

**Target value**

**Intermediate value**

**Final value**

**Detailed description**

**Besides the indicated sources, the collaboration of the Ministry of Education will be sought in order to check the indicator's accomplishment**

**Intermediate report comment****Executed by 17%**

Teachers of 100% of Educational Centers (14) have been trained in the creation and drafting of the plan for *Emergency School Committees* in order to strengthen schools in case of disasters.

The KAP study will provide more insight in the final outcome of this indicator.

**Final report comment****Achieved in 100%**

Because a new school opened in the San Felix community during project implementation, the project worked with 14 schools. Each school organized their risk management school committees and received training on disaster preparedness and increased their overall knowledge.

According to the final evaluation, the success of the Red Cross training process is reflected in the fact that all surveyed communities have School Committees established. These School Committees may vary slightly in the number of its members but maintain the same qualitative guidelines developed in the training.

Finally the evaluation shows that school members understand what risk is and which measures to take if a disaster happens during school hours.

**Indicator ( 4/5 )****Short description****Sources of verification**

At the end of the project, the Red Cross has participated in the update of DIPECHO Country and Regional Documents

Reports of DIPECHO Consultation Workshops.  
Country Document DIPECHO and its credits.

Target value 2 Documents

Intermediate value

Final value 2 Documents

#### Detailed description

**GRC and a representative of either NLRC, NRC or SRC will attend each national and regional workshops and contribute to the drafting of the DIPECHO Documents.**

#### Intermediate report comment

##### Executed by 38%

We have participated in coordination meetings with national and regional partners. In May, a training session on the use of the tool for the gathering of information is expected.

#### Final report comment

##### Achieved in 100%

The Red Cross participated in all the meetings and actions implemented nation-wide to update the National Document. Collaboration consisted of data collection in 3 municipalities in Petén and permanent communication open as well as support during the different activities coordinated by UNISDR. We also participated in the regional activities coordinated by UNISDR in Roatán, Honduras and Panamá.

### Indicator ( 5/5 )

#### Short description

At the end of the project, 15 of Petén's DRR institutions, the SE-CONRED, and the DIPECHO partners know the project's results and lessons learned

Target value 15

Intermediate value

Final value 18

#### Sources of verification

Systematization Document.  
Surveys to population and DRR institutions  
Reports on Exchange Encounters

#### Detailed description

**To achieve this indicator, the institutions have to have attended the exchange meeting, participated in the systematization process and/or received the systematization document.**

#### Intermediate report comment

##### Executed by 0%

The socialization of the systematization of lessons learned in the project will be done in September.

#### Final report comment

##### Achieved in 100%

In Guatemala, the systematization of experiences was a joint effort with SE-CONRED. The consultant worked with different partners and the topics were chosen and disseminated jointly.

The Red Cross systematized two experiences: COMRED creation and strengthening process in Las Cruces, Petén; lessons learned; lessons on livelihoods and disaster preparedness; lessons and difficulties.

These were communicated to the DIPECHO and SE-CONRED partners. A document compiled the information from all the partners in Guatemala ("Somos Socios en Guatemala") for the IX DIPECHO Action Plan in Guatemala.

**Activities****Activity ( 1/11 )****Short description**

Development of recreational-educational activities on DRR

Start date \_\_\_\_\_

End date \_\_\_\_\_

**Detailed description**

Activities will take place to disseminate a culture of risk prevention focusing on adaptation to climactic changes, culture of peace, etc., such as a mega school festival, among others.

**Intermediate report comment****Executed by 62%**

As part of educational recreational activities planned, 22 volunteers of the Guatemalan Red Cross are trained on the issue of "recreational-educational methodologies and techniques" that they received in a workshop. The purpose of this training is to provide volunteers with knowledge and tools on this subject that will allow them to facilitate and replicate the activities in schools and communities with an approach to risk reduction, climate change adaptation, and a culture of peace.

The educational campaign has started at the Official Rural School Bethel with the participation of 111 children and the direct support of trained GRC volunteers. The objective is to raise awareness on the issue of disaster preparedness among children and teachers at schools.

Recreational activities will be carried out in all educational centers of the target area and they are planned for execution in April to September, concluding with the celebration of the International Day for Disaster Reduction 2013. It is important to point out that these actions are also being coordinated with SECONRED and other partners like COOPI, with whom the cooperation is very good.

**Final report comment****Achieved in 100%**

As part of the recreational, educational activities planned, 22 GRC volunteers received training in the "recreational-educational methodologies and techniques" workshop. The goal of this workshop is to communicate knowledge and tools to volunteers to facilitate and replicate the activities in schools and communities on the topics of risk reduction, climate change adaptation, and a culture of peace.

The educational campaign has also begun in the school "Escuela Oficial Rural Mixta Bethel," with the participation of 111 boys and girls and the direct support of volunteers trained by the GRC. The purpose of this campaign was to raise awareness on the topic of disaster preparedness for students and teachers.

The educational campaign for all schools in the area (14 schools, 1448 boys and girls) had the direct support of the volunteer trained by the GRC. The purpose of this campaign was to raise awareness on the topic of disaster preparedness, climate change and violence prevention for students and teachers.

The activities consisted of playing the "Riskland (Riesgolandia)" game and playful techniques were used: for example the Story of "Climate Is My Friend" and "Lottery for disaster prevention" of the SE-CONRED.

Five schools participated in the "The Voice of Children" awareness and communication campaign sponsored by Plan/UNICEF; it focused on disaster risk reduction and had the participation of 171 boys and girls from the five schools. All the attending children wrote their messages in the "kipu" which was shown in the eChildren's Forum on Disaster Risk Reduction in Panamá. (See annex 1. Statistics Project / See annex 37 Project Photograph)

**Activity ( 2/11 )****Short description**

Revision, adjustment, production and distribution of materials to increase public awareness about DRR

Start date \_\_\_\_\_

End date \_\_\_\_\_

**Detailed description**

We will make use of the materials validated in previous projects (DIPECHO VII and others) adapting them to the current context, new materials will be developed for distribution among the targeted population through different means (brochures, radio campaigns, etc.). They will include awareness about the developed LRP and MRP.

**Intermediate report comment**

**Executed by 40%**

The review of the different materials prepared to raise awareness on DRR (in the different DIPECHOS) has been conducted. The results are 5 edited radio spots; a school notebook has been designed with an awareness message on disaster preparedness, an informational two-page brochure, and a newsletter with the project's progresses.

Contacts were also made with local radio stations of Cobán, Alta Verapaz y Petén, with whom negotiations are ongoing regarding the airing of the spots, which will be aired as of April.

See Annexes:

- Annex 9. *Guión viñetas radiales*
- Annex 10. *Portada del cuaderno escolar*
- Annex 11. *Bifoliar informativo*
- Annex 12. *Boletín de avances/actividades del proyecto*

**Final report comment****Achieved in 100%**

**Promotional materials on disaster preparedness awareness:** The project created 1 information brochure on the project activities, 3 progress brochures that were distributed to people and personnel from institutions in Petén. A booklet was designed to advertise the creation of School Committees and these were distributed among the boys and girls from the 14 schools served. The communities received posters with key messages on fire control, climate change and water.

**Educational materials to work on disaster preparedness:** Educational materials for national distribution were printed with SE-CONRED. These were and will be utilized in schools and communities: Guide to prepare Local Response Plans, Manual and the *Caravana de la Rana* guide, "Juguemos a Prevenir Desastres" lottery, Guide to organize the School Committee, Psychosocial Support Guide.

Other Red Cross documents were also printed: the First Aid Community Manual, Social Microprojects, the "Climate is My Friend" story and the "Climate is My Friend", coloring book.

**Radio messages:** We purchased air time in two radio stations: Radio Guacamaya 98.1 FM and Radio Imperial 91.1, both part of the Emisoras Unidas de Guatemala radio chain. The two radio stations have the best coverage in the catchment area and have strong coverage in Petén. The stations will play four radio spots during six months aimed at children and adults with awareness messages on climate change and disaster preparedness.

The Ministry of Health, the Ministry of Education, SE-CONRED and the GRC Disaster Risk Management Division, schools and community leaders received copies of the CREEC modules and DE-CONRED guides.

**Activity ( 3/11 )****Short description**

Promotion of the ten steps of the campaign for resilient cities

Start date \_\_\_\_\_

End date \_\_\_\_\_

**Detailed description**

A two-day workshop will be carried out, in which the characteristics of a resilient city and the ten steps of the ISDR's campaign will be explained, in order to increase awareness and achieve an attitudinal change at both municipal and departmental levels. (See **Annex 17** "Ten steps for becoming a resilient city").

**Intermediate report comment****Executed by 50%**

In the exchange event between COMRED Villa Canales and COMRED Las Cruces held in El Peten, a presentation was made on the Resilient Cities campaign, which discussed the 10 Steps for a Resilient City. It is important to point out that Las Cruces municipality is a potential candidate to become a member of the campaign.

The project promoted and supported the participation of the Municipal Mayor of Las Cruces, El Peten, in the "First Course-Workshop: Disaster Risk Management and Promotion of Sustainable Development in Municipal Governments" held in Panama in November 2012. The participation of the municipal mayor in this course-workshop has strengthened the municipality's interest in the project's activities and they are supporting them. In the municipal budget, an budgetline has been included for emergency disaster response (for an amount of Q.100,000), which shows the impact the project has had.

An event is planned to be held in the El Peten seat of government with the participation of representatives of El Peten municipalities for the promotion of the 10 Steps for a Resilient City, in which regional and national actors will also participate.

**Final report comment**

**Achieved in 100%**

Three activities promoted the "Ten Steps towards becoming a Resilient City." One activity took place in Las Cruces (at municipal level) and the other two at departmental level in Petén.

1. The Resilient Cities presentation took place in a meeting with the COMRED in Villa Canales and the COMRED in Las Cruces. The presentation included the 10 steps needed to become a resilient city. The Las Cruces Municipal Mayor participated in the "First Course/Workshop on Disaster Risk Management and Sustainable Development Promotion in Municipal Governments" in Panamá on November 2012.
2. Two activities took place in Petén's capital and had the participation of representatives from three municipalities, 17 institutions in Petén and regional and national stakeholders. This activity was coordinated with and had the support of the Planning and Procedures Department in SE-CONRED.

This activity had little participation from municipal representatives. One of the reasons was the difficulty faced by the Petén Governor's office during that time, which resulted in limited coordination and limited summoning of municipal authorities. (See annex 1. Statistics Project)

**Activity ( 4/11 )****Short description**

Celebration of DRR International Day

Start date \_\_\_\_\_

End date \_\_\_\_\_

**Detailed description**

Activities -to be defined- will be supported on each of the two DRR International Days that will take place during the project, in coordination with the other DIPECHO partners.

**Intermediate report comment****Executed by 50%**

The celebration of the International Day for Disaster Risk Reduction was held in the urban area of Las Cruces Municipality. The activity focused on the promotion of the campaign entitled "Women and girls: the invisible force behind resilience."

Recreational educational activities (Riskland and four challenges to find the treasure-understanding the resilience concept) were carried out with the participation of 120 children. A drawing contest was held and it focused on the campaign theme. An award was given in two categories (6 to 9 and 10 to 12 years old) to participating children. A total of 70 children representing 5 schools in Las Cruces participated.

At the national level, and in coordination with SE-CONRED, the International Day was celebrated in Guatemala City with active participation in the First Cultural Festival for a Resilient Guatemala "No more disasters" organized by SE-CONRED. The event had excellent attendance and participation from different actors, such as the DIPECHO VIII partners, the Ministries of Health and Education, the GRC, Firefighters and CONRED, therefore achieving the expected outcome. Every participant could put a stand in which they can show the work done to the other participants and to raise awareness on this subject of DRR. In addition, there were theatre plays and presentations of Guatemalan artists related to DRR.

**Final report comment****Achieved in 100%**

At municipal level, there were two celebrations for the International Disaster Risk Reduction Day in the urban area of the Las Cruces Municipality (2012 and 2013). The activity emphasized "Women and Girls, the Invisible Force of Resilience" in 2012 and 2013 with special attention on the "Living with Disabilities and Disasters" campaign.

The recreational/educational activities in 2012 (Riskland and the 'four challenges to discover the treasure' activity, which helps identify the concept of resilience) had the participation of 120 boys and girls; another activity was a drawing contest related to the campaign. In 2013, the campaign included a mural contest; eight schools participated.

At national level, in coordination with SE-CONRED, the celebration of the International Disaster Risk Reduction Day in Guatemala City had an active participation in the I Cultural Festival for a "No More Disasters" Resilient Guatemala organized by SE-CONRED.

The GRC participated in 2013 at national level and in coordination with SE-CONRED and DIPECHO partners in the II Cultural Festival for a Resilient Guatemala. The turn out was excellent and the participation of several stakeholders was excellent. The purpose was achieved.

**Activity ( 5/11 )****Short description**

Establishment of School Committees for Emergencies in the education centres

Start date \_\_\_\_\_

End date \_\_\_\_\_

**Detailed description**

Training and technical assistance to the community in the public education centres of the prioritized communities in the application of the MINEDUC Guide for School Committees in the Management of Reduction of Risks to Disasters which will result in developing School Emergency Plans. See **Annex 8** "MINEDUC School Committee handbook"

**Intermediate report comment****Executed by 10%**

*The Workshop of School Emergency Committees aimed at teachers of the project's target schools was held. A total of 23 teachers participated and after the workshop, they started the process of creating the School Committees with accompaniment of the Red Cross team.*

Nº	Community	School	Participants		
			Men	Women	Total
1	Las Cruces	14 establecimiento del área atendida	15	13	28

**Final report comment****Achieved in 100%**

The Emergency School Committee Workshop aimed at teachers in the schools in the catchment area had the attendance of 28 teachers (15 men and 13 women). Following the teacher workshop, they proceeded to create the school committees, with monitoring from the Red Cross. Emergency school committees include 637 children (boys and girls) from grades 4, 5, 6 and 109 teachers from 14 participating schools.

School committees received training on the following:

Nº.	Topic	Attendees	Observations
1	First Aid	23 children and 23 teachers	This activity took place with the support of GRC volunteers
2	search and rescue "fires fighting" course	532 boys and girls	The activity had the support of DGRD volunteers and personnel.
3	Emotional Support	26 teachers	The activity had the support of DGRD personnel.
5	First Aid	37 teachers	Schoolteachers requested this activity.

**Activity ( 6/11 )****Short description**

Training and equipment of education centres to allow for school continuity during emergencies (INEE norms)

Start date \_\_\_\_\_

End date \_\_\_\_\_

**Detailed description**

Dissemination and promotion for the utilization by the teaching staff of norms and methodologies for the prompt resuming of school (INEE Norms, see **Annex 9**) and provision of the "School in a box" kit (see **Annex 10**), each with 35 components for 40 students: 21 elements for the teacher -includes multiband solar radio- and 13 for the students.

**Intermediate report comment****Executed by 25%**

In order to comply with the activity, coordination efforts have been undertaken with Plan International/ UNICEF in the framework of their regional project for the participation of the project's technical team in the workshops on INEE standards. So far, 3 technicians are trained and will provide follow up to the activity.

Likewise, support is being provided to the strategic plan of International Plan / UNICEF for the dissemination and promotion of the application of the standards. The process for the equipping and training of teachers at schools on continuity of classes (INEE standards) is being started.

**Final report comment****Achieved in 100%**

The workshop "Resuming Classes in Times of Emergencies" took place in Las Cruces in coordination with Plan/UNICEF. 34 teachers attended in the workshop during which the main elements to consider and the importance of resuming classes were shared.

During this activity we distributed 40 "School in a Box" kits in 14 schools. These kits make it possible to resume classes during emergencies; the kits make reference to UNICEF materials and are complemented with recreational guides prepared by SE-CONRED, Ministry of Education and the Red Cross.

Additionally to distributing the School in a Box Kit in the 14 schools, the project distributed 4 construction kits to reinforce the roof of the schools; this was detected in the assessment performed in the schools selected and equipped.

Lastly, the 14 schools were equipped with water purifying filters and an extra filter to purify the water boys and girls drink in the schools.

#### Activity ( 7/11 )

##### Short description

Completion of school practice drills

Start date \_\_\_\_\_

End date \_\_\_\_\_

##### Detailed description

As part of the validation of the School Plans for Emergencies practice drills will be carried out in each school with participation by teachers, parents and students.

##### Intermediate report comment

###### Executed by 0 %

Activity is planned for the end of the creation and training of School Committees and the drafting of the School Response Plan.

##### Final report comment

###### Achieved in 100 %

The schools carried out simulations using the Disaster Risk Management Plans for the 14 schools; 350 boys and girls and 34 teachers participated. This activity helped assess how well prepared schools are for emergency situations. Teachers and COLRED are familiar with both plans and acknowledge they have a part to play and have to give support during floods.

#### Activity ( 8/11 )

##### Short description

Assessment of the infrastructure of the education centres (ISCE evaluation)

Start date \_\_\_\_\_

End date \_\_\_\_\_

##### Detailed description

Definition of the Safety Index of Education Centres (ISCE) in the school centres of the prioritized communities according to the Guide for the Evaluator of Safe Education Centres of the MINEDUC (See **Annex 11**)

##### Intermediate report comment

###### Executed by 33%

Members of the technical team have participated in the training activities organized by the Education Ministry and the International Plan Alliance/UNICEF with the support of SE-CONRED, on the application of the ISCE tools; due to proposals of adjustments to the tools identified in the workshops, these are being modified and we will wait for the official version for their application. Evaluations for school centers are expected to be held in May.

##### Final report comment

###### Achieved in 100%

ISCE assessments were applied in the 14 schools using the training information prepared by Plan/UNICEF. The Las Cruces municipality coordinated the activity and collaborated by providing two architects who carried out the assessments with project personnel.

The External Evaluation shows that 3 out of 14 schools have rated "low" in Geographic Security and therefore requires urgent action. Also the External Evaluation shows that 8 schools have rated "average" and 4 "High" in Geographical Security.

(See Annex 24: ISCE EORM Assessment Las Cruces z.2)

#### Activity ( 9/11 )

##### Short description

Systematization and socialization of the lessons learned and main tools developed

Start date \_\_\_\_\_



End date \_\_\_\_\_

**Detailed description**

This will be done in coordination with the other DIPECHO partners. The output of this activity will be the systematization of the lessons learned of the project on a cd, using the methodology developed by CRID, for the dissemination of tools and activities of the project. It will be published in the DESAPRENDER platform, the website of the Guatemalan Red Cross and the REDHUM (network of Humanitarian Information).

**Intermediate report comment****Executed by 0%**

This activity is planned for September

**Final report comment****Achieved in 100%**

The DIPECHO partners in Guatemala agreed to jointly systematize and disseminate the lessons learned and main tools from the different projects. Two experiences were selected for systematization:

**- Creation and strengthening of the COMRED in Las Cruces, Petén - Lessons Learned:**

"The knowledge and awareness the Mayor had before were one of the key elements that helped consolidate the process for COMRED. This element was determining in reaching the expected results for certain GRC guidelines included in the advocacy efforts, including the work done with the COMUDE."

"Following normative and legal guidelines, the other institutions came to the COMUDE and acted according to their institutional jurisdiction within the CONRED system. This illustrates the importance of political advocacy on municipal and institutional decision-makers, as per the DRM normative framework."

**- Lesson learned on livelihood and disaster preparedness; lessons and difficulties:**

"The communities have a seasonal calendar that shows the threats -basically, floods-stating that floods take place during normal winters in September/October of every year. Whenever there is extraordinary precipitation, they can be certain it will have an impact in their livelihood."

The lessons learned were communicated at municipal level through the COMRED, as it was part of the work done with SE-CONRED and the DIPECHO partners in Guatemala.

**Activity ( 10/11 )****Short description**

Co-organization and participation in national and regional DIPECHO dissemination workshops

Start date \_\_\_\_\_

End date \_\_\_\_\_

**Detailed description**

This activity will be done jointly with the other DIPECHO partners, under the coordination of DG ECHO's office in Managua.

**Intermediate report comment****Executed by 50%**

As mentioned in the previous paragraph, coordination and planning of activities have started with ISDR, who is responsible for leading this process, and there is active participation of NLRC and GRC in the consultation process. To date, there is a commitment to apply the tools for information gathering in Las Cruces Municipalities and in municipalities of El Quiché, where there is presence through PartnersforResilience (PFR, Santa Cruz del Quiché, Sacapulas, Joyabaj and San Bartolomé Jocotenango).

**Final report comment****Achieved in 100%**

Participation remained active throughout the DIPECHO consultation processes; data collection and review for the DIPECHO Regional Matrix was used as foundation for the Country Document.

Data collection for the matrix was done by the project in 3 municipalities in Petén (Las Cruces, Sayaxché, La Libertad) and by the GRC through the "Increased Risk Reduction Due to Climate Change" project. Data was also collected from four municipalities in Quiché (Santa Cruz del Quiché, Sacapulas, Joyabaj and San Bartolomé Jocotenango). EIRD, as the lead in this process, consolidated the information.

GRC and NLRC participated in the National Consultation Workshop during which the National Document was elaborated.

The National DIPECHO project was linked to actions by regional projects, e.g. Plan International, with the Children's Voices campaign.



## Activity ( 11/11 )

## Short description

Two exchange meetings between the technical teams of the DIPECHO projects of the RC

Start date \_\_\_\_\_

End date \_\_\_\_\_

## Detailed description

These will be organized by the IFRC, to exchange good practices and useful guidance for the Red Cross' projects in the region and exchange with DIPECHO partners.

## Intermediate report comment

**Executed by 0%**

The first encounter is scheduled for May 2013 and has been coordinated with all DIPECHO partners.

The second encounter will be held with the technical teams of the Red Cross DIPECHO projects in the region, although the date and place have not yet been set.

## Final report comment

**Achieved in 100%**

The Red Cross regional project and the national project implemented by the GRC had constant communication with the technical teams of the projects. The most important being the implementation of the VCA methodology in urban environments and the implementation of the Safety Index in Schools (from the DIPECHO National to DIPECHO Regional.) (See Annex 25: Exchange/Communication Report Red Cross).

There was a final exchange of experiences with the participation of DIPECHO projects and technical teams from other projects in the GRC Disaster Risk Management Directorate, with the participation of 23 persons (15 man and 8 female). The main outcomes of the meeting include definition of success work strategies to increase community participation and experience exchange on the topic of safety in violent environments.

There were two exchange meetings with the purpose of obtaining specific technical support and another meeting to address important topics on the implementation of the GRC DRM projects.

**Means and costs**

Mean ( 1/3 )

Short description			
Personnel Costs	Costs		50.603,00 €
	Intermediate report amount		19.648,00 €
	Final report committed		49.475,00 €

  

Detailed description		
Category	Sub Category / Account Description	Total in Euro
PERSONNEL COST	Salaries, travel expenses, insurance and expatriate	50,603

  

Intermediate report comment				
Category	Sub Category / Account Description	Budget	Expenses	Balance
PERSONNEL COST	National Staff salaries	35,146	13,424	21,723
	National staff travel expenses	3,043	1,844	1,199
	National Staff insurance	1,501	300	1,201
	Expatriate staff	10,912	4,081	6,832
<i>Personnel Costs Subtotal</i>		<i>50,603</i>	<i>19,648</i>	<i>30,955</i>

  

Final report comment				
<b>PERSONNEL COSTS</b>	<b>Budget</b>	<b>Expenses</b>	<b>Balance</b>	
National Staff salaries	35,146	33,553	1,593	
National Staff travel expenses	3,043	4,613	- 1,569	
National Staff Insurance	1,501	944	557	
Expatriate staff	10,912	10,365	- 630	
<b>TOTAL</b>	<b>50,603</b>	<b>49,475</b>	<b>- 50</b>	

Mean ( 2/3 )

Short description			
Equipment costs	Costs		3.407,00 €
	Intermediate report amount		2.698,00 €
	Final report committed		3.916,00 €

  

Detailed description		
Category	Sub Category / Account Description	Total in Euro
EQUIPMENT COSTS	Office consumable and supplies	3,407

  

Intermediate report comment				
Category	Sub Category / Account description	Budget	Expenses	Budget
EQUIPMENT COSTS	Office consumable and supplies	3,407	2,698	709

  

Final report comment				
<b>EQUIPMENT COSTS</b>	<b>Budget</b>	<b>Expenses</b>	<b>Balance</b>	
Office consumable and supplies	3,407	3,916	- 509	
<b>TOTAL</b>	<b>3,407</b>	<b>3,916</b>	<b>- 509</b>	

Mean ( 3/3 )

Consumables and Goods costs	<b>Costs</b>	81.113,00 €
	<b>Intermediate report amount</b>	23.450,00 €
	<b>Final report committed</b>	90.945,00 €

**Detailed description**

Category	Sub Category / Account Description	Total in Euro
<b>CONSUMABLES AND GOOD COSTS</b>	<i>Information education and communication</i>	60,966
	Per diem, Volunteers, GRC and Headquarters	1,884
	Office expenses, communication, internet, etc.	4,691
	Running costs, fuel and vehicle maintenance	13,573

**Intermediate report comment**

CONSUMABLES AND GOOD COSTS	Información, educación y comunicación	60,966	14,843	46,123
	GRC Volunteers per-diem	1,884	930	954
	Office expenses	4,691	2,379	2,312
	Running costs: fuel and vehicle maintenance	13,573	5,111	8,462
<i>Consumables and good cost sub-total</i>		81,113	23,450	57,663

**Final report comment**

CONSUMABLE AND GOOD COSTS	Budget	Expenses	Balance
Información, educación y comunicación	60,966	72,998	- 12,033
GRC Volunteers per-diem	1,884	3,080	- 1,196
Office expenses	4,691	4,540	151
Running costs	13,573	10,327	3,246
<b>TOTAL</b>	<b>81,113</b>	<b>90,945</b>	<b>- 9,832</b>

## 4. OPERATIONAL FRAMEWORK

## 4.3.2.2 MORE DETAILED INFORMATION PER RESULT - Result (4)

Details

**Result's short description**

Mitigated the risk of damages and losses and facilitated a faster recovery after disasters in the rural prioritized communities

**Total amount** 95.744,00 €

**[INT] Total amount** 23.555,00 €

**[FIN] Total amount \*** 104.040,00 €

**Sector** Disaster Risk Reduction / Disaster Preparedness

**Sub-sectors** Small-scale infrastructure and services

**Number of beneficiaries** 3.597

**Intermediate number of ben.** 3.597

**Final actual number** 3.544

**Status of beneficiaries** IDP ☐ Population ☒ Refugees ☐ Returnees ☐ Others ☐

**Detailed description**

**Intermediate report comment**

Compliance with indicators shows that this result has been reached by 33%. The community needs regarding risk reduction and livelihoods have been identified through the application of the VCA methodology, which has been translated into possible mitigation measures. There has been consensus with community leaders regarding the actions to be taken and the drafting of profiles for microprojects has started. At the same time, coordination efforts have been made with the Agriculture and Livestock Ministry (MAGA) and other relevant actors for the holding of trainings on livelihoods. The execution of works will begin in May; therefore, we expect that this result will be achieved in the following months.

**Final report comment**

The 10 communities prioritized their micro projects based on reality. The micro-projects focused at strengthening community resources in disaster response. Action plans were realized to protect their livelihood from a disaster. The communities identified the primary threats and made their work plans accordingly.

A mistake has been made in the intermediate report. Because of the reasons mentioned at intermediate stage, we were not able to reach 100% beneficiaries. The total amount of beneficiaries at both intermediate as final stage is 3544

**Objectively verifiable indicators****Indicator ( 1/2 )**

<b>Short description</b> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">         At the end of the project, the ten organized COLRED identify, prioritize and include in their LRPs actions to mitigate risks and to protect and adapt their livelihoods to disasters       </div> <div style="margin-top: 10px;"> <b>Target value</b> <input style="width: 150px;" type="text" value="10"/> </div> <div style="margin-top: 10px;"> <b>Intermediate value</b> <input style="width: 150px;" type="text" value="10"/> </div> <div style="margin-top: 10px;"> <b>Final value</b> <input style="width: 150px;" type="text" value="10"/> </div> <b>Detailed description</b> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <b>Livelihood protection actions included in the LRPs have to be identified in the training activity of this result. Mitigation measures identification will be linked to the VCA process outcome (R.1)</b> </div>	<b>Sources of verification</b> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">         Local Response Plans.          Reports on trainings completed.          Designs for the works/equipment.       </div>
<b>Intermediate report comment</b> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <u><b>Executed by 100%</b></u>          When carrying out the VCA diagnostic in the communities, the first identification of the ideas for micro-projects was done. These ideas have been prioritized by the community through a workshop on social micro-projects where members of COLRED, COLRED (1 women y 16 men), the municipality and the RC team participated. An initial version of the micro-projects' profiles for later execution is available.       </div>	
<b>Final report comment</b> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <u><b>Achieved in 100%</b></u>  <p>The VCA assessment in the communities first identified the ideas for micro-projects. The ideas were prioritized by the community in a social micro-project workshop with participation as follows: COLRED members (1 woman, 16 men), municipality and the GRC team.</p> <p>The prioritized ideas were included in the 10 COLRED local plans: 5 COLREDs prioritized actions aimed at improving the housing facilities in the community and 5 COLRED prioritized and implemented micro-projects to equip the temporary housing of families.</p> <p>All 10 communities prepared an Action Plan in which they defined the specific priorities for Livelihoods (annexed to the LRP.) One of the reasons for choosing this topic was that protecting livelihoods is a very important topic and therefore it should have its own work plan. Also, in the five communities where the Equipment for Temporary Housing micro-project was implemented, equipment was also provided for Temporary Henhouses to protect family fowl</p> <p>(See annex 1. Statistics Project; RLP Monte Sinai.) .</p> <p>(See Annex 26: Action Plan ElSacrificio</p> </div>	

**Indicator ( 2/2 )**

<b>Short description</b> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">         At the end of the project, the 10 prioritized rural communities have improved their physical resources to reduce disaster risks and/or impacts       </div> <div style="margin-top: 10px;"> <b>Target value</b> <input style="width: 150px;" type="text" value="10"/> </div> <div style="margin-top: 10px;"> <b>Intermediate value</b> <input style="width: 150px;" type="text"/> </div> <div style="margin-top: 10px;"> <b>Final value</b> <input style="width: 150px;" type="text" value="10"/> </div> <b>Detailed description</b> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <b>Each COLRED will choose what kind of measure/project is executed within the action. To be achieve this indicator, all of the measures and/or projects should be completed.</b> </div>	<b>Sources of verification</b> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">         Reports, profiles, and reception records of mitigation works, delivery of equipment, and/or projects to protect livelihood.          Photographs.          Direct Observation       </div>
<b>Intermediate report comment</b>	

**Executed by 0%**

The implementation of micro-projects is expected to start in May.

**Final report comment****Achieved in 100%**

All 10 communities (100%) have improved the physical resources for disaster risk reduction in the community by implementing the following:

5 micro-projects improved the facilities used for shelter in San Luis Buena Fe, Bethel, Bella Guatemala, Ixmucané and Flor de la Esperanza: Four of them were remodeled to have areas to prepare and store food in case of an emergency and one micro-project enlarge the shelter capacity in case of a emergency

5 microprojects were related to equipment installed in the temporary housing facilities in communities that flood completely, i.e. El Sacrificio, San Felix, Kemane, Ixcosh, and MonteSinaí. (See annex 38. Shelter Kit)

The microprojects implemented in the 10 communities have provided resources to the communities and have complemented the community's capacity to reduce disaster risks and address emergencies. Said microprojects directly benefitted 2,000 persons.

(See Annex 27. Ixmucané Micro-Project)

(See Annex 28. San Felix Micro-project)

**Activities****Activity ( 1/3 )****Short description**

Training community members on protection of livelihood and early recovery during disasters

Start date \_\_\_\_\_

End date \_\_\_\_\_

**Detailed description**

With this training the intention is to increase awareness in the communities about the importance of protecting their livelihood and to facilitate the identification of alternatives for its protection and conservation when facing disasters. The training will promote among beneficiaries the vision that disaster risk reduction (DRR) and climate change adaptation (CCA) can be combined with ecosystem management and restoration (EMR) to significantly boost resilience: people's ability to withstand shocks in their environment - and critical for helping them escape poverty.

**Intermediate report comment****Executed by 17%**

Coordination efforts have been undertaken with the Ministry of Agriculture, Livestock, and Food of the El Peten Delegation, in order to define training topics on protection of livelihoods and have their support; this is because the main livelihood of the population is subsistence agriculture, mainly basic grains (white corn and black beans).

**Final report comment****Achieved in 100%**

Training on livelihoods and early recovery aimed at community leaders (male and female) enabled communities to identify the livelihoods that are affected during disasters; they prepared an action plan per community and identified the actions needed to protect and improve their livelihood.

The activity had an attendance of 159 persons and it was coordinated by the Community Resilience and by the Preparation During Disasters (GRC Risk Management Directorate) coordinators. (See Annex 26: Action Plan El Sacrificio/ See Annex 1: Statistics Project.)

Five communities -given the likelihood of experiencing a flood- received training on how to install "Temporary Henhouses." This will provide them with a place to protect their fowl (hens, ducks and chickens) from floods.

**Activity ( 2/3 )****Short description**

Identification and selection of priorities for the execution of small mitigation works and/or livelihood protection measures

Start date \_\_\_\_\_

End date \_\_\_\_\_

**Detailed description**

As part of the LRPs, mitigation measures, support to operation and/or maintenance systems during natural disasters, and micro projects for adaptation, preparation and/or livelihood protection measures will be identified and prioritized through ample participation in the prioritized rural communities.

**Intermediate report comment****Executed by 48%**

Community leaders, representatives of El Peten Department CONRED and GRC El Peten Delegation volunteers have been trained in the identification and drafting of social micro-projects. As a result of the process, there is an initial version of the micro-project profiles of the target communities (10 micro-project profiles). The ideas for the profiles include: Improvement of premises used as shelters, materials and equipment for the installation of temporary shelters (in communities that get completely flooded). *See annex # 13 Micro-project Format*

**Final report comment****Achieved in 100%**

Community leaders, Peten CONRED representatives and GRC volunteers from Petén received training on how to identify and design social micro-projects. The result was the identification and creation of community profiles in the areas served (10 micro-project profiles). The ideas identified include:

Improved facilities used as housing in the following communities: San Luis Buena Fe, Bethel, Bella Guatemala, Ixmucané and Flor de la Esperanza.

Temporary housing were equipped in the communities that experience total flooding, i.e. El Sacrificio, San Felix, Kemane, Ixcoch and Monte Sinai.

The communities took ownership of the process and were able to identify the above with the help of the project team. The ideas were prioritized from the list of main needs of the population during a flood.

For more information please refer to Annex 27. Ixmucané Micro-Project; (See Annex28. San Felix Micro-project.)

### Activity ( 3/3 )

#### Short description

Execution of mitigation Works and/or livelihood measures prioritized

Start date \_\_\_\_\_

End date \_\_\_\_\_

#### Detailed description

Prioritized actions will be executed jointly with the communities that will offer a counterpart contribution (in kind or in cash) to complement the budget available for the project.

#### Intermediate report comment

##### Executed by 0%

The micro-projects are planned to start their implementation in May 2013.

#### Final report comment

##### Achieved in 100%

After identifying the works, the process began to start the implementation phase. Microprojects were divided into two different types: improve facilities used as housing and provide equipping for temporary housing in communities that experience total flooding. Thus, actions aimed at mitigation and livelihood protection require more money and longer time frames than those contemplated in the project.

##### ***Improved facilities used as housing (5 communities):***

Facilities used as housing during emergencies in five communities (San Luis Buena Fé, Bethel, Ixmucané and Flor de la Esperanza) were remodeled to have areas to prepare and store food in case of an emergency. In the case of the Bella Guatemala community, the shelter micro-project was conducted to have greater capacity to shelter as much population as possible if an emergency should happen.

Implementation was done in close coordination with the community. The community provided the local resources to build the facilities and the project provided the qualified labor and the necessary materials for the construction. (See Annex 27. Ixmucané Micro-Project)

##### ***Equipment for the installation of temporary shelter (5 communities):***

The El Sacrificio, San Felix, Kemane, Ixcoch and Monte Sinaí communities received the Housing Kits provided by the International Federation of Red Cross and Red Crescent Societies (IFRC). The main reason to distribute the kit was the situation with floods in these areas, which are very different from other regions in the country. These five communities located on the riverbanks of the La Pasión and Usumacinta rivers are completely flooded and this makes it difficult to support actions only aimed at protecting livelihoods or permanent facilities. (See Annex 28. San Felix Micro-project)

These communities received 580 Housing Kits for 580 families. They received training on the use and management of the kits in addition to the other trainings provided.

With the help of the communities the need to protect their fowl was identified. The "Temporary Henhouses" will be implemented when the community evacuates and installs its Temporary Housing in the area defined in the LRP. This action will help them prevent the loss of fowl caused by floods.



**Means and costs**

Mean ( 1/3 )

Short description		
Personnel Costs	Costs	36.067,00 €
	Intermediate report amount	14.004,00 €
	Final report committed	35.263,00 €

  

Detailed description		
Category	Sub Category / Account Description	Total in Euro
PERSONNEL COST	Salaries, travel expenses, insurance and expatriate	36,067

  

Intermediate report comment				
Category	Sub Category / Account Description	Budget	Expenses	Balance
PERSONNEL COST	National Staff salaries	25,050	9,568	15,483
	National staff travel expenses	2,169	1,314	855
	National staff travel insurance	1,070	214	856
	Expatriate staff	7,778	2,908	4,869
<b>Personnel Costs Subtotal</b>		<b>36,067</b>	<b>14,004</b>	<b>22,063</b>

  

Final report comment				
<b>PERSONNEL COSTS</b>	<b>Budget</b>	<b>Expenses</b>	<b>Balance</b>	
National Staff salaries	25,050	23,915	1,135	
National Staff travel expenses	2,169	3,288	- 1,119	
National Staff Insurance	1,070	673	397	
Expatriate staff	7,778	7,388	- 449	
<b>TOTAL</b>	<b>36,067</b>	<b>35,263</b>	<b>- 35</b>	

Mean ( 2/3 )

Short description		
Equipment costs	Costs	2.428,00 €
	Intermediate report amount	1.923,00 €
	Final report committed	2.791,00 €

  

Detailed description		
Category	Sub Category / Account Description	Total in Euro
EQUIPMENT COSTS	Office consumable and supplies	2,428

  

Intermediate report comment				
Category	Sub Category / account description	Budget	Expenses	Balance
EQUIPMENT COSTS	Office consumable and supplies	2,428	1,923	505

  

Final report comment				
<b>EQUIPMENT COSTS</b>	<b>Budget</b>	<b>Expenses</b>	<b>Balance</b>	
Office consumable and supplies	2,428	2,791	- 363	
<b>TOTAL</b>	<b>2,428</b>	<b>2,791</b>	<b>- 363</b>	

Mean ( 3/3 )

Consumables and Good costs

Costs

57.249,00 €

Intermediate report amount

7.628,00 €

Final report committed

65.986,00 €

## Detailed description

Category	Sub Category / Account Description	Total in Euro
<b>CONSUMABLES AND GOOD COSTS</b>	<i>Small scale infrastructure and services &amp; Livelihoods economy</i>	42,889
	Per diem, Volunteers, GRC and Headquarters	1,343
	Office expenses, communication, internet, etc.	3,343
	Running costs, fuel and vehicle maintenance	9,674

## Intermediate report comment

<b>CONSUMABLES AND GOOD COSTS</b>	<b>Small scale infrastructure and services &amp; Livelihoods and economic assets protection</b>	<b>42,889</b>	<b>1,627</b>	<b>41,263</b>
	<b>GRC Volunteers per-diem</b>	<b>1,343</b>	<b>663</b>	<b>680</b>
	<b>Office expenses</b>	<b>3,343</b>	<b>1,696</b>	<b>1,648</b>
	<b>Running costs</b>	<b>9,674</b>	<b>3,643</b>	<b>6,031</b>
<i>Consumables and good cost sub-total</i>		<b>57,249</b>	<b>7,628</b>	<b>49,621</b>

## Final report comment

<b>CONSUMABLES AND GOOD COSTS</b>	<b>Budget</b>	<b>Expenses</b>	<b>Balance</b>
<b>Small scale infrastructure and services &amp; Livelihoods and economic assets protection</b>	<b>42,889</b>	<b>53,195</b>	<b>- 10,305</b>
Training community members on protection of livelihood and early recuperation during disasters	4,000	1,011	2,989
Identification, prioritization and monitoring meetings	3,789	2,294	1,496
<b>Execution of Mitigation Works and/or livelihood measures prioritized</b>	<b>33,000</b>	<b>49,075</b>	<b>- 16,075</b>
Works technical supervision	2,100	815	1,285
<b>GRC Volunteers per-diem</b>	<b>1,343</b>	<b>2,195</b>	<b>- 852</b>
<b>Office expenses</b>	<b>3,343</b>	<b>3,236</b>	<b>108</b>
<b>Running costs</b>	<b>9,674</b>	<b>7,360</b>	<b>2,314</b>
<b>TOTAL</b>	<b>57,249</b>	<b>65,986</b>	<b>- 8,736</b>

## 4.3.3 Other costs

Description	Initial Amount	Revised Budget	Intermediate report amount	Final Committed
Institutional visibility/communication	2.500,00 €	0,00 €	2.066,00 €	2.429,00 €
KAP Studies	8.000,00 €	0,00 €	5.057,00 €	10.104,00 €
External Evaluation	5.000,00 €	0,00 €	0,00 €	6.130,00 €
Application of the Regional Matrix for Municipal DRR indicators	1.800,00 €	0,00 €	0,00 €	315,00 €
<b>Total other costs :</b>	17.300,00 €	0,00 €	7.123,00 €	<b>18.978,00 €</b>

## 4.4 Workplan

---

### 4.4 Workplan\*

Please be referred to Annex 3 for the workplan

#### 4.4.1 [INT] Revised work plan, if changed after proposal

The Guatemalan Red Cross and the leader of the consortium (The Netherlands Red Cross) as well as the members of the consortium (NorCross and SRC) provide constant monitoring to the progress made in the activities. It is important to point out that a qualitative monthly report and a quantitative monthly report are prepared with the purpose of determining the project's progress in percentages. With this periodic information, activities are analyzed and rescheduled if there have been delays, not affecting the action plan submitted for the project. *See annex. 14, Timeline 2013 and Annex. 15 Minutes of the Technical Committee's meeting*

#### 4.4.2 [FIN] Report if major changes compared to original planning

## 4.5 Monitoring, evaluation, audit and other studies

---

### 4.5.1 Monitoring of activities (explain how, by whom)

Technical personnel will be responsible for the execution of the activities according to the guidelines from the National Secretariat for Disasters of the GRC through the Coordination of the Project.

The Coordination will keep the members of the Consortium responsible for the Project (GRC, Netherlands Red Cross, Norwegian Red Cross, and Spanish Red Cross) informed on the advances and constraints so that they may periodically carry out individual or joint visits to the area to verify the quantity and quality of the activities completed and results obtained.

A Technical Committee will be established, composed of representatives from each member of the Consortium and the project coordinator. This Committee will meet on a monthly basis to discuss relevant issues and make decisions. A Coordinating Committee, integrated by representatives of NLRC, the NRC, the SRC and the GRC's President and General Director, will meet every four months to review the project's progress.

### 4.5.2 Tick the box if one of the following studies will be undertaken:

#### External evaluation during the Action

no

#### External evaluation after the Action

yes

#### External audit during the Action

no

#### External audit after the Action

no

#### Internal evaluation or internal audit related to the Action

no

### 4.5.3 Other studies\*

yes

If yes, please elaborate

**4.5.4 [INT] Report on changes and progress****4.5.5 [FIN] Report on changes, challenges or achievements**

Nothing to report

**5. TRANSITION (LRRD) AND CROSS-CUTTING ISSUES****5.1 Describe the expected level of sustainability and/or connectedness\***

The action will ensure the sustainability of the project in several ways: Through promoting and encouraging community and local participation; by strengthening Disaster response (DR) capacities from a local community level to departmental level; by actively involving local, municipal and departmental authorities, by strengthening the capacities of the COLRED, COMRED and CODRED; by actively engaging the CONRED in the project and by strengthening the capacities of the Guatemalan Red Cross in general; more specifically in Petén.

1) The Action will stress local participation in the activities as one of the main factors to ensure sustainability. To do that, in every community and institutional process, we will build on a "perceived capacity". Community-work strategies will be designed and implemented to constitute self-effectiveness processes that make communities feel capable of changing their future and disasters on their own; promoting community decision making; applying gender, youth and childhood approaches and taking into consideration the opinions of all sectors of the population; creating participation and community strengthening spaces. All this will signify adopting result oriented approaches, joint follow-up and monitoring, mutual accountability, building a sense of complementarity and interdependence, joint measure of results and effects of the Action in the population.

Participation by communities is a key factor for the project's success and sustainability. Strengthening DP capacities of the organized structures and other sector groups, generic groups (sex, ethnic groups, etc.) and/or age groups (children, youth, elderly) will give the expected level of sustainability. The integration of all these group interests in the local DP and DR Plans and actions will lead to the COMRED and COLREDs' sustainability and the updating of the Community and School Disaster Response Plans when needed.

2) Local, municipal and departmental capacities to respond to emergencies (knowledge and equipment) will be developed through the trainings provided by the project and the active participation of the community leaders and authorities. Replicable instruments and methodologies will be applied that allow the orientation of the mechanism of coordination between the institutions of the CONRED System. Organisational, management and planning capacities of the communities will also be strengthened.

3) We will seek accompaniment of the Regional Delegation of CONRED at all times, with the purpose that at the end of the Project the COMREDs and COLREDs are accredited and may validate their respective Response Plans, committing at the same time the CONRED to provide follow up and support. Also, through an exchange meeting at the local, municipal and departmental levels we will attempt to make the COLREDs and their progress visible so that they may have incidence on municipal and departmental authorities to elicit their continued support.

4) Likewise, participation by the municipal and departmental institutions of response in the Project will allow the institutions to make their roles known to the general population; this in turn will demand a permanent commitment from them, tightening bonds at the institutional and community levels in the subject of preparation for response. Departmental and national authorities must assume a vigilant role of support for fulfilment.

5) Last but not least, the DRR improved capacities of the GRC in Petén will become an asset for sustainability, enabling them to faster and better respond to emergencies and to monitor and support the COMRED and the COLREDs in Las Cruces in the future.

**5.2 Transition and/or exit strategies (Linking Relief, Rehabilitation and Development)\***

Work at local level will be carried out in close collaboration with communities and emergency disaster preparedness and early

work at local level will be carried out in close collaboration with communities and encompass disaster preparedness and early warning, livelihood security, preventing environmental degradation, poverty reduction, and the protection of water resources, aiming at the strengthening of community resilience

Efforts will be made to organize, prepare and make visible the COLREDs in each community and to establish linkages with other community organisations, the municipal and departmental response institutions in such manner as to enable COLREDs to be recognized as first responder teams in their territory. This recognition and linkage will be a key factor towards the sustainability of the activities and their interconnection to the community and municipal development strategies.

The role and responsibility of the GRC is permanent and it will continue to receive support and strengthening towards improving their response activities in the area, by applying the strategies implemented in the Project and through the lessons learned in other regions of the country.

It is anticipated that NLRC, the NRC and the SRC, present in country and members of this Consortium, continue to support the processes of Institutional Strengthening initiated in previous projects, aimed at expanding the capacity of the GRC to identify, manage, implement and advise development projects with the purpose of contributing to the organisational and financial sustainability of the GRC. Additionally during the next years, the Red Crosses will continue looking for opportunities to finance new development projects in the area.

The strengthening of the CONRED structure at the local and municipal levels will facilitate the linkage in the prioritized communities between DRR actions and actions for community development that are promoted from the COCODE and the Municipality. In this sense, the participation of both organisational structures, (COMRED-Municipality, COLRED-COCODE), and of leaders and institutional representatives will facilitate linking the actions by both of them and the search for synergies between DRR actions and actions for local development.

Finally, the training process the Project will provide will provide technical capacities that will serve not only for response activities but in longer term processes like the planning of development activities focusing on management for the risk reduction.

In addition, the Municipal Response Plan will include the risk mitigation and disaster preparedness actions that should be undertaken in the near future, with their budget and timetable, in order to be taken into consideration in the draw up of the Municipal Investment Plan and the possible draw up of the Municipal Development Plan, as a way to enhance the link between relief, rehabilitation and development.

### 5.3 Mainstreaming (e.g. children, Disaster Risk Reduction, environmental impact , gender, HIV and AIDS, human rights, protection, others to be specified). In your explanation, point to significant elements introduced under 2.3 and 4.3.2.\*

Environmental Situation - Climate Change: to promote a culture of prevention to disasters, the Project will promote actions that guide the responsibility that a community has in the preservation of the environment. In educational activities in schools, and in community trainings for risk management and preparation of community maps, emphasis will be placed upon the importance communities have in relation to the preservation of the environment and how variability and climate change aggravate the risk scenarios present. The approach aims at the inclusion of ecosystem management in real-time humanitarian DRR work in the face of a changing climate.

Gender: Women, men, girls and boys have different needs, vulnerabilities and capacities in relation to disaster preparedness and response. These differences will be considered at each stage of the project. During the assessment phase, separate focus groups were held for men, women, and youth, the results of which have contributed to the design of the project. The Project will promote actions to improve the level of participation of women as well as men in the decision making structures, mainly at the community level, attempting to balance inasmuch as possible the relationship of power. The emergency response plans and committees will include a component of reproductive health, as this was identified as a need by the women, as well as the prevention of sexual violence. Single mothers will be considered a priority in livelihood protection measures.

Children and Youth: their participation will be promoted through recreational and educational activities in schools, and relations of equality and equity between boys and girls will be encouraged. In the same manner, active participation of youth in the COLREDs of each community will be promoted. Specific needs of children will be considered and integrated in the elaboration of the MRP and the LRP.

Culture of Peace: the focus on culture of peace and prevention of violence will be promoted in all activities with vulnerable populations through educational recreation activities, influencing informative and awareness campaigns, focusing on conduct and attitudes before and after disasters.

People with special needs and the elderly: Like in previous actions, (DIPECHO VI y VII) the Project will continue with the inclusion of specific needs and the roles that they may assume: people with special needs and the elderly in emergency situations, within the Response Plans (Local, Municipal or Institutional), as well as in trainings directed at the COMREDs, the COLREDs and DRR institutions. Dealing with people with special needs and of the elderly during evacuation, and the special needs of these people to be taken into account during shelter management and adaptation of physical infrastructure will be crosscutting themes of all the training.

Ethnic and Cultural Situation: the population in the area of the Project is predominantly non indigenous (68%) and 100% of the people speak Spanish. Notwithstanding, considering that 38% of the people are migrant indigenous people, organisation and strengthening of community structure activities will be developed according to the specific cultural patterns of each community, preparing if necessary, materials and/or activities in indigenous languages.

### 5.4 [INT] In Case of changes or problems to be addressed, please explain

There are no changes yet, we are still in the advocacy and planning phase with relevant actors to achieve sustainability for the project's actions.

**5.5 [FIN] In Case of changes or problems to be addressed, please explain**

No changes; activities were conducted using the elements proposed.

**6. FIELD COORDINATION****6.1 Field co-ordination (indicate the Humanitarian Organisation's participation in coordination mechanisms with other relevant stakeholders, e.g. clusters, NGOs, UN agencies, others to be specified as well as the links with the Consolidated Appeal Process, when relevant)**

The relationship to other relevant actors in the process was developed through coordination meetings that were organized and facilitated by the SE-CONRED, with participation of other potential partners in the country, to discuss and define areas of intervention to be proposed by the organisation and to avoid duplication of proposals for the same areas.

In these meetings common actions were defined to propose and consider those that promote and drive the biannual Campaign by the EIRD to establish resilient cities and address urban risk. The IFRC delegation in Panama shared recommendations to undertake joint activities.

Liaison officials will be designated by the Departmental Government of Petén, representatives of the municipalities of Las Cruces and Sayaxché.

In terms of the relationship with the SE-CONRED, the person appointed as liaison officer will be informed monthly on all actions. Coordination meetings and joint visits to the area will take place frequently with the Regional Delegate for the SE-CONRED in Petén. In addition, periodic meetings and visits to the area will be promoted to monitor advances and obtain technical recommendations to improve the quality of the activities, depending on the findings obtained from the monitoring visits.

**6.2 National and local authorities (relations established, authorisations, coordination)**

In its role as auxiliary to the Government in the humanitarian field and part of the CONRED System, the GRC has a signed framework agreement with the SE-CONRED to implement disaster preparedness and humanitarian assistance actions. The GRC is an entity that enjoys nationwide recognition and serves as referent in subjects such as: relief, community education in preparedness, pre hospitalization treatment, management of shelters, SPHERE Project, adaptability to climate change, community health, HIV, among others. It is also by mandate auxiliary to public powers.

In this context, the coordination of activities will depend on the GRC and it will work closely with the SE-CONRED, under the rules and for the fulfilment of Law 109-96, which constitutes a legal base for interventions in DRR in Guatemala and establishes mechanisms, procedures, and norms for the reduction of disasters. For its part, SE-CONRED will appoint a liaison or "focal point" for the Project with whom corresponding arrangements regarding the Project and institutional coordination will be made.

Another level of coordination will be established with the Regional Delegate for the SE-CONRED in Petén, who will provide support in monitoring field activities.

The selection of communities and the definition of objectives, results and activities of the Project were discussed with municipal and departmental authorities, and in the same manner, institutional priorities brought up by the officials representing the SE-CONRED, the Ministry of Education and the Ministry of Public Health have been incorporated in the objectives and results.

During the elaboration of the proposal, the logical framework was shared with the SE-CONRED, in order to receive feedback from them.

Endorsements to the project from the SE-CONRED, MINEDUC, MSPAS, Departmental Governance, Municipality of Las Cruces and prioritized communities are included in **Annex 1**.

**6.3 Co-ordination with DG ECHO (indicate the Humanitarian Organisation's contacts with DG ECHO and its technical assistants in the field)**

In the DIPECHO VII National Consultation workshop, DRR priorities and needs in Guatemala were identified, establishing the main guidelines for the Eighth DIPECHO Action Plan in Central America (DIPECHO VIII), which figure in the Country Document.

Once the DIPECHO VIII call was launched, the Red Cross attended a meeting organized by DG ECHO in Guatemala City, in which DIPECHO partners were informed about the main aspects of the Action Plan, received orientation for elaborating the proposal and clarified their doubts and concerns.

Following this meeting, the SE-CONRED called the DIPECHO partners for a second meeting in which the Partners expressed their preliminary intentions for DIPECHO VIII regarding geographical areas and intervention sectors, in order to avoid duplication of efforts and to identify areas that were not covered and sectors that the CONRED System had special interest in strengthening.

The IFRC was also in contact with DG ECHO for its regional proposal to DIPECHO VIII, which is closely linked to the country proposal submitted by the Red Cross Movement in the region. In those meetings, the IFRC kept DG ECHO informed of the main aspects of the Red Cross's country proposals, including this one.

**6.4 [INT] In case of changes or coordination problems, please explain**



Active coordination has been maintained with SE-CONRED at the national level and with SE-CONRED at the department level. This has allowed activities to be carried out in the field.

A cooperation agreement was signed by the DIPECHO partners in the framework of the eighth action plan in Guatemala in order to support the joint activities that they will carry out.

A cooperation agreement was signed with the CONRED Executive Secretariat within the framework of the implementation of the DIPECHO project in El Peten. An agreement was reached on the responsibilities that each party involved will have for the good execution of the project.

Cooperation agreements with the Education Ministry are being considered in order to implement educational activities and formalize the relationship with the schools with which we are working in the territories of each DIPECHO partner (COOPI, CARE, ACH and RC). The objective is to have the approval and follow-up of the ministry.

Monthly coordination and follow-up meetings are held with the CONRED focal point (Mayra Vasquez). These meetings are a space for coordination and agreement among partners.

As part of activities to start the project, the four DIPECHO partners, within the framework of the VIII action plan, planned and coordinated the KAP (knowledge, attitudes and practices) survey as a baseline to learn about the initial status of the project's beneficiaries. The results will be compared with a final KAP that will also be carried out. For this purpose, all partners agreed to do the same hiring, and therefore the same ToR, and a consultancy selection process agreed by all.

It is also important to mention that there has been good bilateral communication with the partners, and coordination with the regional project of the IFRC, COOPI and International Plan / UNICEF.

There has been good communication with DG ECHO, for technical consultation and coordination. In addition, a monitoring visit was made by the ECHO Managua office, responsible for Central America and the ECHO desk in Brussels.

## 6.5 [FIN] In case of changes or coordination problems, please explain

Nothing to report

## 7. IMPLEMENTING PARTNERS

### 7.1 Name and address of implementing partner(s)

**Name of the local partner: Guatemalan National Society of the Red Cross (GRC)**

**Address: 3 calle, 8-40, zona 1, Guatemala City, Guatemala, CA.**

**Telephone number: (+502) 2381 6565 Fax: (+502) 2381 6575**

**E-mail: direccion@guatemala.cruzroja.org**

### 7.2 Status of implementing partners (e.g. NGO, local authorities, etc.) and their role

The GRC is part of the International Movement of the Red Cross which executes its Mission under the seven fundamental principles of the organisation. It is a private non-profit service entity, legally recognized by the State of Guatemala (Civil Registration of corporate entities, entry 76, book 42, page 490) as a relief institution, voluntary, autonomous, independent, with their own patrimony and auxiliary of the public authorities in their humanitarian activities.

Constituted following the 1949 Geneva Conventions and their 1977 additional protocols, the GRC was acknowledged by the ICRC on August 15<sup>th</sup> 1923. The GRC is a member of the IFRC from that same date.

The GRC supports the public authorities as independent auxiliaries to the government in the humanitarian field. Their local knowledge and expertise in themes such as relief, pre-hospital assistance, community education for DRR, shelter management, Sphere, adaptation to climate change, community health, HIV-AIDS, among others, and its access to communities and infrastructure enable the GRC to get the right kind of help where it is needed, fast. GRC volunteers are often the first on the scene when a disaster strikes and remain active within affected communities long after everyone else has come and gone. This unparalleled network of community-based volunteers and staff also plays a vital role in ensuring that care, prevention and preparedness programmes are carried out on a day-to-day basis.

Support received by the GRC from NLRC, the NRC and the SRC is bilateral and expressed in terms of technical and financial assistance to development projects in favour of vulnerable populations in Guatemala.

The GRC plays an important role in the execution of the Project, providing structure and the human resource (Volunteer Corps) to achieve the proposed objectives.

### 7.3 Type of relationship with implementing partner(s) and the expected reporting by the implementing partner

The Project will be executed by the Consortium of the Netherlands, Norwegian, Spanish and Guatemalan Red Crosses. The leader



The project will be executed by the Consortium of the Netherlands, Norwegian, Spanish and Guatemalan Red Crosses. The leader of the Consortium and signatory to the grant is the Netherlands Red Cross. The project will be implemented by the GRC.

Guiding and supporting the development of the GRC is one of the tasks of the members of the Consortium, within their mandate of promoting opportunities for National Societies to cooperate and learn from each other.

An active model will be applied within the Consortium. Each European member will be responsible for one or more specific results and the GRC will be in charge of the general coordination. Each member of the Consortium will provide technical assistance in their areas of expertise, such as disaster preparedness and climate change (NLRC), health in emergencies (NRC), violence prevention (SRC) and local risk management (GRC).

Monthly informative financial and narrative reports will be prepared and distributed during the execution of the action, that compared to the previous months' planning, must respond to the Project's Action Plan. In addition, periodic monitoring meetings will be established in line with the accomplishment of activities and results.

#### 7.4 [INT] In case of changes, please explain

To date, the Red Cross Consortium is working as expected, maintaining good communication, coordination and technical support both in the project's accompaniment and with the results under the responsibility of each. A cooperation agreement has been signed between members of the Consortium.

For the project's monitoring and follow up, there is an annual and monthly planning of activities, a monthly report that is both narrative and administrative, and field visits in which the consortium is involved. The Guatemalan Red Cross has designated a focal point with whom the project's coordination communicates and it is through this focal point and monthly coordination that the rest of the PNS provides follow up to the project.

All partners continue to participate in the meetings of the Technical Committee, which is a space that allows for the discussion of progresses made, the review of planning, the presentation of needs, in addition to the field visits that have been made.

#### 7.5 [FIN] In case of changes, please explain

The participation and coordination of the Red Cross Consortium went as planned. There were Technical and Steering Committees that had the participation of the GRC and of delegates from Participating Societies (NLRC, NorCross, SRC.)

Project monitoring and follow-up was conducted monthly using the standard monthly reports and field visits to verify the means and activity progress.

## 8. CONTINGENCY MEASURES AND SECURITY

---

## 8.1 Contingency measures (Plan B/ mitigating actions to be taken if risks and assumptions spelled out in the log-frame materialised)\*

The success of the project is based on a series of hypotheses indicated in the logical framework. Occurrence of such hypotheses is key for the achievement of the results and objective, and although it is expected, a series of measures to reinforce this probability will be taken:

Hypothesis	Reinforcement ex - ante measures
<b>The Security Conditions in the area of intervention will worsen, which will make the development of the activities with the involved DRR institutions more difficult.</b>	Maintain a constant coordination and communication with the municipal authorities and the community leaders. A Security plan to face possible conflicts will be developed with them, and this will be based on the protocols of Security of the IFRC and the ICRC.
<b>De DRR actors on municipal, departmental and national level lose interest and do not keep their promise and commitment to the implementation of the project.</b>	<p>The project will ensure the signature of agreements and protocols of all parties involved, when activities that require interinstitutional and intersectorial coordinations are undertaken, guaranteeing the compliance of the activities.</p> <p>The activities will be undertaken in an participative and interactive methodology, ensuring that the interest of the target groups will be maintained.</p> <p>If necessary, the workplan will adjust the activities of the project and to allow the participation of all stakeholders involved in the activities.</p>
<b>The economic situation of the country worsens, interfering with the development of the Project activities.</b>	<p>For the elaboration of the budget, an average fluctuation of the exchange rate of 5% was taken into account , guaranteeing that an increase of the prices will not affect the budget designated for the activities.</p> <p>Overall, constant monitoring will take place so that steep increases of prices and exchange rates can be anticipated and corresponding actions can be undertaken.</p>
<b>A big disaster/emergency occurs that will affect the entire Project área.</b>	If this occurs, the activities of the project will be reprogrammed according to the climatic conditions and the post-disaster situation in the target communities of the project.

Anticipating the possibility that these risks materialize, a **Contingency Plan** for the project has been developed, estimating the probability of their non-occurrence, the possible impacts on the Action and the mitigation measures that would be adopted. This Plan is included in **Annex 12**.

## 8.2 Security considerations

### 8.2.1 Security situation in the field, describe briefly\*

Security in the area of intervention, just as in a large portion of the country, is frail. Robberies and assaults are not an exception in the area of intervention. The area is particularly sensitive regarding security due to illegal drug trafficking activities, and both the Army and the Police have Special Forces dedicated to patrol the area; at the end of 2011 the Government declared the area under state of siege, after which the security conditions seemed to have improved. However, it is still considered a security "hot spot" and specific security measures will have to be implemented.

Nevertheless, informants in the area agree that as long as the activities are programmed and informed in advance and have a strict and clear humanitarian purpose, the risk lessens

Inadequate or inexistent signalling, poor condition of the roads, lack of knowledge about isolated places where assaults happen often or areas of greater risk and safe circulating hours constitute additional risks.

### 8.2.2 Has a specific security protocol for this Action been established?

#### Yes/No/Standard procedures\*

Yes

#### If yes please elaborate\*

The standard protocol for security of the International Movement of the Red Cross (IMRC) will be applied. Several

The standard protocol for security of the international movement of the Red Cross (IMRC) will be applied. Several security guidelines will be followed (See **Annexes No. 13 to 15**):

IFRC "Stay Safe Manual"

NLRC in Guatemala "Security handbook"

GRC "Security procedures"

The ICRC will complement these efforts by providing training to the project staff on "Framework for a Safer Access" (see **Annex No.16**). This framework is an ICRC orientation to better prepare the RC NS when they intervene in areas of conflict or with special security issues. The elements in the framework are the following:

Understand the context of insecurity, its general characteristics, its factors and tendencies.

Know the legal and doctrinarian foundations of the GRC to provide assistance and humanitarian protection in all situations

Acceptance of the organisation; adopt a position acceptable to all parties to enable accomplishment of the humanitarian commitment; and of people so that staff and volunteers from the Red Cross are perceived, under every circumstance, as representatives of the organisation.

Ensure that previous use of the Red Cross emblem in the area does not impair its image and acceptance during the action.

Have clear instructions of external communications to avoid abusive utilization, erroneous interpretation and/or confusion on the information.

Internal communication systems that enable efficient action and facilitate safer access to the beneficiaries.

Preliminary measures such as protective use of the Red Cross emblem on vehicles and personnel (caps, vests, t-shirts, etc.), strict security norms regarding work schedules and returns from the field, minimum number of people in each transfer, and the obligation to report to the base frequently are identified.

### 8.2.3 Are field staff and expatriates informed of and trained in these procedures? (Yes/No)\*

yes

### 8.3 [INT] In case of changes or problem to be addressed, please explain

A workshop on Safer Access was provided by the ICRC to GRC staff and the project's technical team, which has allowed for improved security conditions in the area.

Security measures have been strengthened in the project's operations area, *please see Annex 16 Report on Incident in Las Cruces, and Annex 17, Security Procedures.*

### 8.4 [FIN] In case of changes or problem to be addressed, please explain

The safety measures and safety protocols for the project were observed.

## 9. COMMUNICATION, VISIBILITY AND INFORMATION ACTIVITIES

### 9.1 Planned communication activities (in field and/or in Europe)

For the detail communication and visibility plan, please be referred to **annex 20**.

Official presentation of the Project to Institutions, Authorities, Leaders and the Press

Radio spots and printed materials with educational messages will include information on the sources of financing and the implementers of the Project.

Printed brochure with information on the Project, sources of financing, and implementers.

Printing of stickers with the DG ECHO logo and the Red Cross emblem.

Both the opening and closing events of the Project will have the branding and marking required.

### 9.2 Visibility on durable equipment, major supplies, and at action locations\*

All equipment purchased with Project funds will carry a Project sticker

All equipment purchased with Project funds will carry a Project sticker.

T-shirts, caps, backpacks, and vinyl blankets will also be properly labelled according to DG ECHO Guidelines for the production of visibility material, and the norms for use of the GRC emblem.

(For security reasons for the Project personnel and goods the vehicles will not have the DG ECHO logo, only the Red Cross emblem).

### 9.3 Planned publication activities

In the webpages of all the NS that are part of the Consortium, and in the IFRC pages

Interactive CD with information on the Project, lessons learned, photographs, etc.

Publications on the Project in the Netherlands Red Cross and the Norwegian Red Cross magazines

### 9.4 [INT] In case of changes, please explain

The visibility plan has been developed as proposed. Once the micro-projects start, one of the pending activities is placing banners at the entrance of the community, where actions carried out will be described. In this way, the work carried out in each of them will be made visible.

### 9.5. [FIN] Report on the relevant activities

The following activities have been done/implemented according to plan

Official presentation of the Project to Institutions, Authorities, Leaders and the Press. Radio spots and printed materials with educational messages will include information on the sources of financing and the implementers of the Project.

Printed brochure with information on the Project, sources of financing, and implementers.

Printing of stickers with the DG ECHO logo and the Red Cross emblem. Both the opening and closing events of the Project will have the branding and marking required.

All equipment purchased with Project funds will carry a Project sticker. T-shirts, caps, backpacks, and vinyl blankets will also be properly labelled according to DG ECHO Guidelines for the production of visibility material, and the norms for use of the GRC emblem.

In the webpages of all the NS that are part of the Consortium, and in the IFRC pages

Interactive CD with information on the Project, lessons learned, photographs, etc.

Publications on the Project in the Netherlands Red Cross and the Norwegian Red Cross magazines

## 10. HUMAN RESOURCES

### 10.1 Indicate global figures per function and status

Function*	Status*	Number of staff*	Number of man/month in project*	Comments*
General Coordinator Cony Silva (Annex 21 contains the CV's of the already selected staff)	Expatriate staff	1	18,00	The expatriate will be allocated for some 50%. Located in Guatemala City
Project coordinator In process of selection	Local staff	1	19,00	Located in the area of the action. 100% dedicated to this project.
Administrator Virna Villeda	Local staff	1	9,50	Located in the area of the action. 50% dedicated to this project.
Technical Staff Sandra Sierra; other two in process of selection	Local staff	3	18,00	Located in the area of the action. 100% dedicated to this project.
Administrative assistant En process of selection	Local staff	1	18,00	Located in the area of the action. 100% dedicated to this project.
Logistics coordinator Nestor Milla	Local staff	1	18,00	Located in the area of the action. 100% dedicated to this project.

GRC volunteers	Other	17	16,00	Located in the area of the action
----------------	-------	----	-------	-----------------------------------

**Comments :****10.2 [INT] In case of changes, please explain**

GRC conducted a review of its salary scales to standardize salaries in all projects. This had an impact on the budgets established in the DIPECHO VIII proposal: "a favorable budget margin" allowed us to make a modification to benefit the results and products expected. A **technical assistant** has been hired to support the implementation of community activities. The rest of the initial structure remains unchanged.

Two members of the Risk Management Directorate, two Coordinators of Programs/Projects and two delegates provide technical support to the team. These people ***are not*** financed by DG ECHO.

This change was reported to ECHO on 11 September by email and acceptance was communicated by phone by Luis Sonzini,

**10.3 [FIN] In case of changes, please explain**

NA

## 11. Financial overview

Eligible costs of Action	Initial Amount	Revised Budget	Intermediate report committed	Final report
Personnel costs	209.506,00 €	0,00 €	81.347,00 €	204.835,00 €
Communication, visibility, information	2.500,00 €	0,00 €	2.066,00 €	2.429,00 €
Equipment costs	14.105,00 €	0,00 €	11.171,00 €	16.214,00 €
Consumables and Goods costs	341.404,00 €	0,00 €	88.604,00 €	342.288,00 €
Other costs	14.800,00 €	0,00 €	5.057,00 €	16.549,00 €
<b>Subtotal direct eligible costs = Sum of total amount for all results (563.337,00 €) + Other costs (18.978,00 €) = 582.315,00 €</b>	<b>582.315,00 €</b>	<b>0,00 €</b>	<b>188.245,00 €</b>	<b>582.315,00 €</b>
<b>Indirect costs (max. 7%) = (40.762,05 €)</b>	<b>40.762,00 €</b>	<b>0,00 €</b>	<b>13.177,00 €</b>	<b>40.762,00 €</b>
<b>Total Costs :</b>	<b>623.077,00 €</b>	<b>0,00 €</b>	<b>201.422,00 €</b>	<b>623.077,00 €</b>
Funding of action	Initial	Revised	Final State	
Direct revenue from Action	0,00 €	0,00 €	0,00 €	
Contribution by applicant	133.077,00 €	0,00 €	133.077,00 €	
Contribution by other donors	0,00 €	0,00 €	0,00 €	
Contribution requested from ECHO	490.000,00 €	0,00 €	490.000,00 €	
% of total funding	79 %	0 %	79 %	
Contribution by beneficiaries			0 €	
<b>Total Funding :</b>	<b>623.077,00 €</b>	<b>0,00 €</b>	<b>623.077,00 €</b>	

## 11.1[FIN] In case of other donors, please identify the donors and the amount provided

NA

**12. ADMINISTRATIVE INFORMATION**

---

**12.1 FPA number (if applicable)**

2008|FPA|8-148

**12.2 Name and title of legal representative signing the Agreement**

M. Cees BREEDERVELD, M.D.,Ph.D. - Secretary General

**12.3 Name, telephone, e-mail and title of the person(s) to be mentioned in Article 7 of the Agreement**

Name*	Title*	Phone*	Fax*	E-mail*
Juriaan Lahr	Head of the International Assistance Department	0031 70 4455 613	0031 70 4455 777	info@redcross.nl

**12.4 Name, telephone, fax and e-mail of the representative in the area of intervention**

Name*	Phone*	Fax*	E-mail*	Address*
Cony Silva	00502 22303583	00502 50190613	conys@redcross.nl	3 calle, 8-40, zona 1, Guatemala Ciudad, Guatemala

**12.5 Bank account****Full account number (including bank codes)**

0421469722

**Name of bank / Address of branch**

ABN AMRO Bank NV

Kneuterdijk Postbus 165 NL-Den Haag 2501AP

**Precise denomination of the account holder**

CROIX ROUGE NL - NEDERLANDSE RODE KRUIS

**IBAN account code, (or BIC country code if the IBAN code does not apply)**

NL49ABNA0421469722

**13. CONCLUSIONS AND HUMANITARIAN ORGANISATION'S COMMENTS**

---

**13.1 Comment at proposal stage and requests for derogation****13.2 [INT] Comments and requests for derogation**

**13.3 [FIN] Conclusion and final remarks**

NLRC and GRC implemented 5 DIPECHO programs in Guatemala, with NLRC as official lead towards ECHO. As such, it is important to draw lessons learned, both for the RC Movement and the donor, DG ECHO. Before 31<sup>st</sup> March we will have the final report study of DIPECHO lessons Learned lead, which will be attached to this report.

In the implementation of DIPECHO 7, an important lesson learned for the Red Cross was how to achieve advocacy at departmental level. During DIPECHO 8, it is important to consider that when working in a municipality like las cruces and having to realize departmental advocacy in a geographically big area like Peten, it is important to consider the distances and the scope of the proposed objective. It requires great effort and resources to achieve advocacy at departmental level when the implementation of the project does not take place in the departmental capital.

We would like to share the following recommendations based on the study that was realized as part of Dipecho 8:

"Analysis of the dynamics of migration en las Cruces, Peten' :

- The emergency operations centre, should, apart from its role in moments of response, impulse an assessment which establishes quantitative data about temporal transborder workers and international migrants, with the support of COLRED, other organizations, like Pastoral Social, PDH and the PNC at municipal and departmental level.

- Another important recommendation is that it is very useful to include, in coordination with the COLRED's, actors such as those who own boats or vehicles that are being used for the service of the community, as well as hotel and restaurant owners, in the local support structure as they provide further means to disseminate support. A first step to optimize this recommendation is for each COLRED and the other institutions present, to set up and maintain a database of social community leaders that are linked to the human mobility.

- Each COLRED needs to have a registration of all human movements/mobility in their communities, especially regarding routes and actors (no names) that move around the communities, with as goal to know the communities well and to thus provide proper support during an emergency. This register would not include the international migrants given the delicate nature of their presence.

**Annex A: Procurement table****Supplies, services or works**

Description*	Quantity*	Amount (EUR)*	Procurement procedure*	Derogation (Y/N)*	(Forecast) Launch date procedure*	duration (weeks)*	(Forecast) Contracting date*	duration (weeks)*
--------------	-----------	---------------	------------------------	-------------------	-----------------------------------	-------------------	------------------------------	-------------------

**Procurement comments**



**Annex B: Checklist on information to be found in the final reports for validation of the payment request**

---

**In order to facilitate the assessment of reports, use the below checklist and attach the documents to the Final Report**

**Payment request**

Compulsory ☒ Included

**Detailed financial report coherent with Table 11 headings**

Compulsory ☒ Included

**List of expatriate and key management staff**

☒ Not applicable ☐ Included

**List of other persons (e.g. local staff, day labourers)**

☒ Not applicable ☐ Included

**List of HQ staff directly involved in the Action (except traditional HR and administrative functions)**

☒ Not applicable ☐ Included

**List of other personnel costs**

☐ Not applicable ☒ Included

**List of Allowance of low value equipment**

☒ Not applicable ☐ Included

**List of depreciation of equipment**

☒ Not applicable ☐ Included

**List of fully charged equipment**

☐ Not applicable ☒ Included

**Supporting documents for donation of fully charged equipment or remaining stock**

☒ Not applicable ☐ Included

**List equipment or remaining stocks transferred to another EC funded Action**

☒ Not applicable ☐ Included

**List of goods**

☐ Not applicable ☒ Included

**List of stationery and running costs**

☐ Not applicable ☒ Included

**List of Service / Transports/ work contracts**

☒ Not applicable ☐ Included

**List of Studies/audits/evaluations**

☐ Not applicable ☒ Included

**List of Communication, Visibility and Information costs**

☐ Not applicable ☒ Included

**List of miscellaneous costs**

☐ Not applicable ☒ Included

**List of procurement**

☒ Not applicable ☐ Included