



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR HUMANITARIAN AID - ECHO

SINGLE FORM FOR HUMANITARIAN AID ACTIONS¹

1. GENERAL INFORMATION

- 1.1 **Name of Humanitarian Organisation/Country of registration:** The Netherlands Red Cross Society
- 1.2 **Title of the Action:** Immediate response to the effects of flooding caused by Tropical Storm Agatha in the southwestern region of Guatemala
- 1.3 **Area of intervention (country, region, localities):** Department Suchitepéquez and Department of Retalhuleu, Guatemala
- 1.4 **Start date of the Action:** 1 June, 2010
If the Action has already started explain the reason that justifies this situation (urgent Action or other reason):
- 1.5 **Duration of the Action in months:** 3 months
- 1.6 **Start date for eligibility of expenditure:** 29 May, 2010
Please explain if this date differs from submission initial proposal (see 1.10)
- 1.7 **Requested funding modalities for this agreement**
- | | |
|--|-------------------------------------|
| 100% financing | <input checked="" type="checkbox"/> |
| Co-financing | <input type="checkbox"/> |
| Multi-donor (for International Organisations) | <input type="checkbox"/> |
| In case of 100% financing: justify the request | |
- 1.8 **Urgent action** Yes ☒ No ☐
- If yes: ECHO Primary emergency decision ☒
ECHO Emergency decision ☐
Other ECHO decision ☐ Please justify:
- 1.9 **Control mechanism to be applied:** A ☐ P ☒
- 1.10 **Proposal and reports**
- | | | |
|------------------------|-------------------------------------|------------------|
| Initial proposal | <input checked="" type="checkbox"/> | date: 01-06-2010 |
| Revised proposal N°... | <input type="checkbox"/> | date: dd-mm-yy |
| ECHO reference A/... | | date: dd-mm-yy |
| Intermediate report | <input checked="" type="checkbox"/> | date: 02-08-2010 |
| Final report | <input checked="" type="checkbox"/> | date: 09-11-2010 |
- 1.11 **[INT]** List the supplementary agreements and exchange of letters after signature of the Agreement up to intermediate report stage

¹At proposal stage fill the numbered paragraphs, except those which start with [INT] (to be filled in at intermediate report stage) or with [FIN] (to be filled in at final report stage). At intermediate and final report stage, modify only key data in the numbered paragraphs (using strikethrough).

1.12 [FIN] List the supplementary agreements and exchange of letters after submission of the Intermediate report up to final report stage

Exchange of Letters.

- From The Nederland Red Cross: Amendment N° 1: Request change number of beneficiaries/revised logical framework; Reference: IHUIT/1761-EK
- From the European Commission: Amendment N° 1: Revised Logical Framework; Reference: ECHOA4/MUF/ma.10.300088 (2010)

2. NEEDS ASSESSMENT

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

The assessment teams (EDAN) of the Guatemalan Red Cross National Society, have made preliminary assessments in the field of damages and needs caused by the presence of Tropical Storm Agatha (described in 2.2 and 2.3). However, as time goes on more current data will be obtained of the exact damage in the region. See also Annex 1, 2, 3, 4, 5, 7,8,9.

2.2 Problem statement and stakeholder analysis

Guatemala

On May 28 a tropical disturbance formed which evolved in the course of hours, became Tropical Depression Agatha. For May 29 in the early morning tropical depression increases its strength and becomes the first tropical storm of 2010 in the Pacific. Thousands of families woke up on May 30 in shelters or relatives' homes after being evacuated because of flooding in many communities across the country.

Two days before the arrival of Tropical Depression Agatha, the Pacaya volcano began a period of volcanic activity at Pacaya, followed by a sudden explosion that ejected ash and volcanic rocks in the departments near Escuintla, including the Department of Guatemala. This led to the closure of the international airport "La Aurora", damage to sewerage systems and collapse of many drains, which hampered drainage.

Country's major roads are affected and traffic flow is irregular. Floods have been reported from various rivers and bridges are damaged, which has left various communities isolated. According to data provided by the National Institute of Seismology Volcanology, Seismology and Meteorology - INSIVUMEH, only in Guatemala City in a period of 12 hours a total of 168 mm of rain, setting a maximum not seen since the year 1949.

According to the media and the official information generated by the National CONRED 129 municipalities are affected by the tropical storm Agatha and 39% of Guatemala has been affected. Schools nationwide have suspended activities during the first days of June 2010, however, its expected in the next days classes will restart.

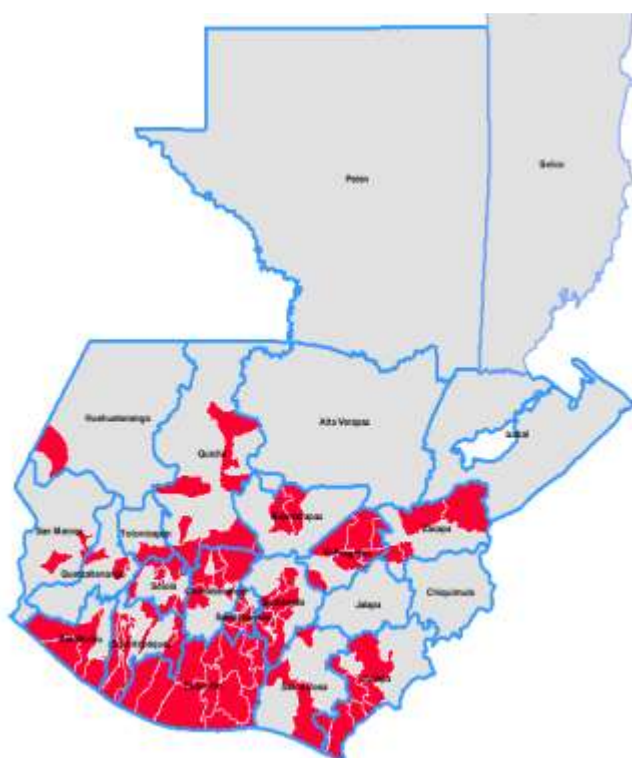
The international airport "La Aurora" has been closed for now but will be reopened, after its cleanup, on Tuesday 1 June.

The data in terms of people and housing affected by 'Agatha' provided by the Executive Secretariat of CONRED (SECONRED) (10.00am June 2) are the following:

	Quantity
People at risk	36,149

People affected	135,773
People victims of the disaster	55,614
People evacuated	135,394
People in shelters	76,391
People missing	100
People injured	87
Deaths	152
Homes at risk	5,106
Homes damaged	24,472

To address this situation, SECONRED through the Emergency Operations centers nationwide, demand the following supplies: drinking water, liquid Incaparina, family food rations, ration cold sponges, blankets, personal hygiene kit, kit cleaning and linen and other supplies.



■ Guatemala Affected Areas

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

Guatemala

From the results of damage assessment and needs analysis done by volunteer staff of three Guatemalan Red Cross delegations in the region to intervene, the following damages have been determined:

- Loss of seasonal crops, mainly used for subsistence (maize, beans)
- Partial or total destruction of housing
- Loss of other properties and livelihoods, eg animals

According to the Emergency Operations Center of the Guatemalan Red Cross, fed by information obtained in each of its branches, the figures for damage caused by floods concerning the population would be:

- Department Suchitepéquez: 1.318 families (6.590 people) in eight municipalities in the department.
 - Department of Retalhuleu: 661 families (3.966 people) in three municipalities in the department.
- The affected population in these two Departments live in rural, urban and semi-urban areas.

From the field assessment in the field it was determined that for the proper care of the affected people, it is imperative to develop measures for the distribution of humanitarian aid in the short term that will:

- Provide food while advancing in the process of rehabilitation of agriculture in each location.
- Provide input for access to safe drinking water. While systems are rehabilitated the existing water distribution and / or proceed to clean water sources (wells) on rural communities.
- Preventing proliferation of diseases caused by mosquitoes, such as Dengue. To complement the preventive measures taken by the Ministry of Health in Guatemala
- Ensure hygiene conditions among the population

Link to the proposed Action:

Initial assessments indicate that the tropical storm Agatha caused serious damage to houses, infrastructure, agricultural crops and livelihoods in Guatemala. Most of the affected regions were recovering of the drought that hit Central America in 2009. The most significant losses and damage are in the agricultural sector, mostly familiar subsistence crops.

The greatest immediate needs identified include food, jerry cans, buckets, mosquito nets, zinc sheet, nails, basic material, and kitchen sets.

The operation will focus their efforts on supporting the relief support with food and non food items as well the improvement of housing conditions; the most urgent needs. The Guatemalan Red Cross has agreed with the local authorities to concentrate their support in this sector.

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

Further assessments were done in the Departments of Suchitepéquez and Retalhuleu by volunteers of the Guatemalan Red Cross Delegations of Mazatenango and Retalhuleu. Pictures of the situation in each area were taken. The results of the assessment show, on 8 June 2010, an estimated 20,310 residents (4,062 families) affected in the Department of Suchitepéquez. In the Department of Retalhuleu, the damage report prepared by CONRED staff states that a total of 19,304 people (3,217 families) were affected. The results of initial assessments merely quantified the number of families who were affected, therefore, Red Cross did further assessments to determine the families in greatest need and exactly what these needs were.

In both places the conditions found were: partial or total loss of crops, mainly corn, which would have served for household consumption for the rest of the year, in addition to other crops such as beans, bananas and vegetables. Also found was partial damage to homes, partial loss of goods within the household, and the loss of animals.

As the Tropical Storm also affected the farmers in the area who have large farms, and who provide work for many people in the Department, many (mostly) men who work as agricultural laborers, lost their work and hence their income.

Given the conditions found in the intervened area and after applying the census of families to benefit, the results of the preliminary assessments were confirmed. Humanitarian aid should thus be focused on: the distribution of food, the provision of hygiene items for members of each household, prevention of the spread of diseases among families because of the presence mosquitoes, and safe drinking water (see Annex 1).

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

Information obtained through family census shows the estimates on damages caused by the Agatha storm in the 2,350 beneficiary families.

Reported damages per family

	Number of Families	Percentage
Partial loss of crops (*)	1,071	45%
Total loss of crops (*)	588	25%
Partial loss of household furnishings	922	39%
Total loss of household furnishings	76	3%
Minor damages to houses	921	39%
Major damages to houses	134	6%
Loss of patio animals and cattle	993	42%

(*) Corn, plantains, vegetables, beans

The approximate losses for the 2,350 families, according to interviews, totals EUR 800,000.

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 has been present in Guatemala since 1997 supporting the Guatemalan Red Cross to implement and achieve its Development Plan and Annual Operational Plans. These initiatives are aligned to the "Netherlands Red Cross 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 populations in Guatemala through actions related to Community Health and Risk Management by providing assistance in emergencies and disaster preparedness. 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 the level of knowledge, capacity, existing resources in project areas and GRC capability to initiate horizontal cooperation between GRC and NRC. All of these will contribute to strengthen GRC capabilities and image in Guatemala.

Development projects in the country by region include the following:

- Alta Verapaz: Human Development Program from 1997-2000 with funds from the Netherlands Government
- The Rehabilitation Program CHACA Post-Mitch in 1999 to 2002 with funds from the Platform of Development Cooperation Agencies of the Netherlands (SHO) and the Netherlands Government; €850,000.00
- Program PRRAC with funds from the European Union from 2003-2005; €588,684.98
- DIPECHO IV from 200-2006 financed by DG ECHO in consortium from the Spanish Red Cross; €325,719.77
- Chiquimula: Projects on Climate Change Adaptability with funds from the Netherlands Postal Code Lottery and technical assistance of the Climate Centre of the Red Cross Red Crescent in The Hague; €525,000. From 2007 to 2010
- Suchitepéquez: DIPECHO V from 2007-2008 financed by DG ECHO in consortium with Spanish Red Cross; €396,767
- Retalhuleu: DIPECHO VI from 2008 – 2010 financed by DG ECHO in consortium with Spanish Red Cross and Norwegian Red Cross; €515,000

In all of its actions, Red Cross and Red Crescent members seek to fulfil the standards established in the SPHERE project and the Codes of Conduct of the International Movement and NGOs Disasters Programmes.

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*

Guatemala

NLRC will establish the necessary coordination with the following public institutions: Departmental Governors Suchitepéquez, and Quetzaltenango Retalhuleu, Departmental Delegates CONRED, Municipal Authorities, Departmental Secretariat of Social Works of the First Lady (SOSEP), Ministry of Education, Ministry Health, Ministry of Agriculture and the Ministry of Food and Nutritional Security (SESAN) and private organizations are working in the region: Churches, Non Governmental Organizations (NGOs). To report the scope of intervention, to provide additional response actions of institutions and especially to avoid duplication of efforts and funding to the same population

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 humanitarian organisations working in the area of intervention were identified during project implementation, especially in the distribution area identified by the Guatemalan Red Cross. The local branch of Retalhuleu of the GRC distributed humanitarian aid funded by the IFRC in communities different from the ones receiving aid financed by ECHO.

Resources from the Guatemalan Red Cross' Health in Emergencies Program (co-funded by Norwegian Red Cross) have been utilised to distribute safe drinking water to communities affected by Agatha, both in Retalhuleu and in Suchitepéquez. This was complementary to the distribution of humanitarian relief carried out with IFRC and ECHO funds. Distribution of safe drinking water and other sanitation actions will likely continue until the end of 2010.

At government level, information was exchanged with CONRED authorities, to avoid double distribution. For example, in a joint effort with the General Planning Secretariat (SEGEPLAN), State aid was distributed in the Patulul municipality of Suchitepéquez while GRC distributed its resources in other municipalities.

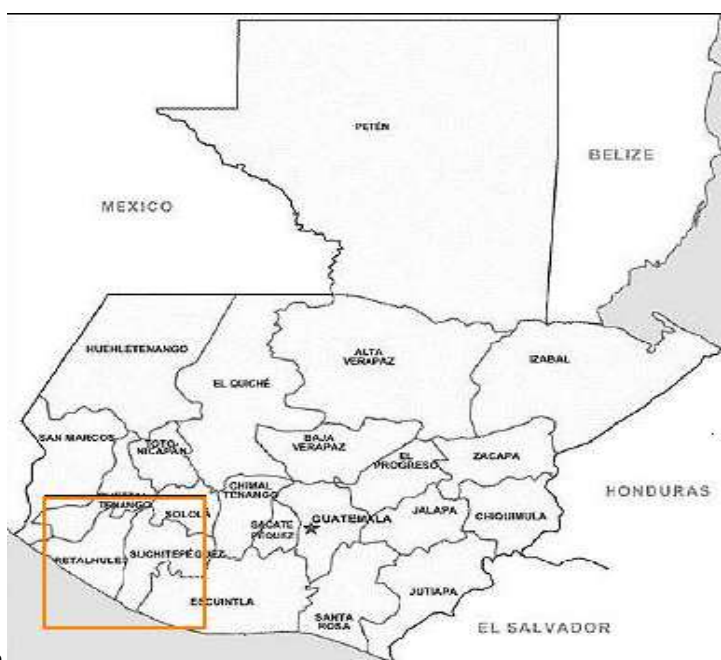
There was close communication with the World Food Programme (WFP) and participation in several of their meetings. Red Cross relief distribution was possible due to direct funds from ECHO and it was impossible to help WFP with their distribution, as the WFP required NGOs (including Red Cross) to coordinate their WFP aid through state and municipal entities, in locations where compliance to Government instructions was required. Red Cross institutional principles prevented us from participating in distribution processes following political instructions, especially in times previous to Presidential elections in Guatemala. However, the communication with the WFP was open and informative.

4. OPERATIONAL FRAMEWORK

4.1 *Exact location of the Action (include map of project location)*

Intervention Areas

Department Suchitepéquez and Department Retalhuleu, Guatemala



Intervention Area

4.2 *Beneficiaries*

4.2.1 Total number of direct beneficiaries: 2,350 4,280 families in Guatemala (12,697 6,400 people approx.)

4.2.2 Status of the direct beneficiaries (multiple options possible)

- ☐ IDPs ☐ Refugees ☐ Returnees ☒ Local population
☐ Others (e.g. for Grant Facility, thematic funding, etc.)

4.2.3 Specificities of direct beneficiaries (please elaborate; refer to groups as appropriate, e.g. unaccompanied minors, disabled, children, ex-combatants...)

Families with many children, women, elderly and disabled directly affected by the disaster will be prioritized in the Action.

4.2.4 Direct beneficiary identification mechanisms and criteria

- Families located in the towns and areas most affected. Clearly identified during the damage assessment.
- Families who have not received humanitarian aid from any other institution of government assistance or private organization of churches, NGOs and others.
- Families with extensive damage to their homes, crops and livelihoods and as such considered as serious cases according to the assessment of damages.

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

Target population participated in the design of this proposal in several ways, but mainly providing information to teams of assessors of damages.

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

The whole CONRED system will benefit with this intervention: on departmental and on municipal levels, as well as the total population of the departments of Suchitepéquez and Retalhuleu which in total amounts to: 801.652

4.2.7 Direct beneficiaries per sector:

Sector	Number of beneficiaries
Guatemala	12,697 6,400

4.2.8 [INT] In case of changes, please explain

The total number of beneficiaries increased from 6,400 (1,280 families) to 9,500 (1,900 families) at first, and then to 11,750 people (2,350 families). In making the balance sheet at the end of the distributions of the first 1,900 packages, it was found that there were significant savings in the purchase of food parcels and logistics cost savings, and the exchange rate of Euros to Quetzales was very favourable, higher than projected. Thus, the estimated number of people who directly benefit at the end of the action is based on 2,350 families. This was communicated with the ECHO offices in Managua and in Brussels.

The final report of the action will provide detailed information on the number of beneficiaries and their socio-demographic characteristics.

4.2.9 [FIN] In case of changes, please explain

Based on census information of the 2,350 beneficiary families, the total number of beneficiaries is 12,697. Most beneficiary families are agriculturalists and/or work in agricultural activities in areas neighboring their communities.

76% of beneficiary families are headed by both the father and mother; 19% have single mothers as head of the household and 5% have single fathers as head of the household. Two percent of the beneficiary population reported having some kind of disability, i.e. physical or neurological.

4.2.10 [FIN] Estimate per type of beneficiaries

female: 49 %,	male: 51 %	(total female + male= 100%)
infants (< 5y):16 %,	children (< 18 y): 33 %,	elderly: 6%

4.3 Objectives, Results and Activities

4.3.1 Operational Overview of the Action: Log-frame² (max. 3 pages)

Title of the Action	Immediate response to the effects of flooding caused by Tropical Storm Agatha, in the southwestern region of Guatemala			
Principal Objective	To save and preserve lives in the emergency caused by tropical storm AGATHA in Guatemala			
	Intervention Logic	Objectively Verifiable Indicators	Sources of Verification	Risks and Assumptions
Specific Objective	To assist the victims of Tropical storm Agatha and related floods and landslides in Guatemala with integrated relief and early recovery assistance	1,900 families have received relief items	Population census Signed Letters of aid delivery Photos	Everyone involved, actively responding to the programmed activities. The climatic conditions and security allow access to communities.
Results	R1. 1,900 families have received food kit and non-food kits of relief items through a single distribution per family	1,900 families have received 1 food kit and 1 Hygiene kit. 1,900 families have received 5,700 bednets and, 1,900 families have received 9,500 blankets. 1,900 families have received 1 water filter. Los 3 indicadores fueron alcanzados en un 100% y reportados en el reporte	- List of beneficiaries - - Proof of delivery of aid - - Photos - - Progress Report	* The target population attends distribution activities * We have the accompanying of CONRED * Political parties do not interfere in the process of selection of beneficiary families and the distribution of aid

² This table will be annex I of the signed Agreement. It has to give a comprehensive overview of the different elements of the Action. It will only contain concise information on results and activities. Any changes made to the log-frame at intermediate report or final report stage will be done using strikethroughs.

		intermedio.		
Activities	A1 Identification of beneficiaries A2 Procurement of relief goods and food A3 Distribution of aid A4 Preparation of reports			
Specific Objective	To assist the victims of Tropical storm Agatha and related floods and landslides in Guatemala with integrated relief and early recovery assistance Respuesta: Se asistió a 2,350 familias afectadas por inundaciones y deslizamientos en Guatemala. En un periodo de respuesta de 3 meses (junio a agosto 2010)	2,350 families have received relief items Respuesta: 2,350 familias recibieron artículos de ayuda humanitarian (ver anexo XX de articulos distribuidos)	Population census Signed Letters of aid delivery Photos Respuesta: Todas las distribuciones fueron realizadas de acuerdo a censos de familias afectadas y debidamente registrada su entrega (Ver anexo XX1)	Everyone involved, actively responding to the programmed activities. The climatic conditions and security allow access to communities. Respuesta: Las condiciones climaticas y de seguridad fueron estables y permitieron distribuciones tranquila y transparentes. El único atraso fue la recepción de mosquiteros que se adquirieron en Panamá y que debieron cumplir con los procedimientos aduanales de Guatemala, lo cual duró aproximadamente 3 semanas para su liberación. A pesar de ser un situación de emergencia las Agencias de Ayuda

				<p>Humanitaria no estaban exentas de este procedimiento aduanal y el pago de impuestos de importación</p>
				<p>Pre-conditions</p> <p>The climatic conditions and security in the area to remain stable</p>

4.3.2 More detailed information per result³

4.3.2.1 Result 1: 2,350 ~~1,280~~ families have received food kit and non-food kits of relief items through a single distribution per family

4.3.2.1.1 At proposal stage

- Total amount: ... EUR
- Sector: ...
Related sub-sector: ...
- Beneficiaries (status + number):

Approximately 12,697 ~~6,400~~ affected people

- Indicators for this result:

2,350 ~~1,280~~ families have received 1 food kit and 1 hygiene kit.

1,900 ~~1,280~~ families have received 5,700 ~~3,840~~ bednets

2,350 families have received and 11,750 ~~6,400~~ blankets.

2,350 ~~1,280~~ families have received 1 water filter.

- Activities related to the result

A1 Identification of beneficiaries

From the start of the intervention, contacts will be established with the governmental and other organizations in the field to explain the timing and scope of intervention, and establish the necessary coordination.

Based on the results of damage assessments and needs analysis of the Guatemalan Red Cross and CONRED (Guatemala) system. Priority will be given to communities that provide assistance. An important step in this is the development of a census of the population to benefit.

A2 Procurement of relief goods and food

Procurement of humanitarian aid supplies identified as needed for the Action, based on the needs assessment

A3 Distribution of aid

Distribution of the goods purchased will be coordinated with providers, community leaders, authorities and other organizations involved in the activity of distribution of aid in each site. In particular, food aid distributions will be coordinated with the **World Food Program** in Guatemala

A4 Preparation of reports

- Means⁴ and related costs

³ Per result identified in the log-frame, more detailed information necessary for a good understanding of the proposal/ report will be completed here. A specific sub-section per result at proposal, intermediate report and final report stage has been foreseen (don't update information from a previous stage in this section, comment the change in the appropriate sub-section of the result). See also the guidelines for more information (e.g. for the list of sectors and related sub-sectors). Also the main foreseen procurement procedures will have been identified (as well as in section 4.4 – work plan).

4.3.2.1.2 Intermediate report

- **Total amount: 317,428 EUR**

- **Update⁵ on indicators**

2,350 families each have received 1 food kit.

2,350 families each have received 1 hygiene kit

2,350 families received 11,750 blankets (5 per family).

2,350 families each have received 1 water filter.

1,900 families have received 5,700 mosquito nets (3 per family)

- **Update⁵ on beneficiaries (status + number)**

12,697 ~~44,750~~ people affected by the effects of the Storm Agatha. All beneficiaries permanently reside in the communities that were affected.

- **Update⁵ on activities**

A1 Identification of beneficiaries

The 2,350 families are properly identified. 1,175 families live in four municipalities in the department of Retalhuleu, and 1,175 families live in four municipalities of the Department of Suchitepéquez. The identification of affected families was done based on the results of the preliminary assessments of the Red Cross Delegations of Retalhuleu and Mazatenango and the information generated by the Emergency Operations Center (COE) for both departments.

Throughout the process of identifying beneficiaries, consultations were held with officials responsible for coordinating inter-agency response in each community. These officials were for example, departmental delegates of the Ministry of Planning (SEGEPLAN), delegated department of the Ministry of Social Work Wife of the President (SOSEP), and technical staff and volunteers of CONRED.

Other actors were important in identifying community leaders (members of COLRED, COCODE, Auxiliary Mayors and representatives of other local organizations) to liaise. They accompanied the Guatemalan Red Cross staff which had applied the family census of the departments to identify each beneficiary family. (See annexes 2, 3 and 4)

A2 Procurement of relief goods and food

100% of the items that will be distributed to beneficiary families are purchased. Items purchased meet SPHERE standards.

For safe storage of items, a warehouse in the city of Retalhuleu was rented. From there, the items are moved to distribution sites.

The first 1,900 relief family kits purchased contain: a food kit, a hygiene kit, five blankets, a water purifier filter and 3 mosquito nets. The first four items were purchased from domestic suppliers, and the nets were purchased from the International Federation of Red Cross in Panama, the latter, since there are no insecticide treated mosquito nets in Guatemala.

⁴ The main means and costs (the sum of the indicated costs has thus not to be equal to the total amount for that result) have to be identified to ease understanding how the results will be reached and the activities implemented.

⁵ Update and explanation to be provided on progress as well as on changes made to the proposal.

The additional 450 family packs, which were purchased from savings from the initial purchases, include: a food kit, a hygiene kit, five blankets and a water purifier filter. Because of limited budgets and slow customs clearance processes, the mosquito nets were not purchased.

A3 Distribution of aid

On 22 July, 2010 the goal was reached: 1.900 distribute relief family parcels were distributed, to 1,900 families. 950 have been distributed in rural communities of the Department of Retalhuleu and 950 in communities of the Suchitepéquez Department. This activity had the support of volunteers and staff of the Guatemalan Red Cross. Also a cargo truck and three vehicles to transport personnel of the institution were at the disposition of this operation. Additionally, we rented other trucks, which was necessary to achieve the distribution in the shortest possible time.

Currently outstanding is the distribution of 450 family kits (225 Retalhuleu and 225 Suchitepéquez). The planning is to finish these last distributions in the first week of August 2010.

During the visits to identify the beneficiaries, they received "distribution cards". These served as proof to each head of household at the time of receiving assistance. (See annexes 5 and 6)

A4 Preparation of reports

The project staff has begun collecting the data on the Family Survey sheet, which will serve to prepare the final report of the action.

- Update⁵ on means and related costs

Category	Description	Budget	Total Spent	Balance
PERSONNEL COST	National Staff salaries Salary, Travel expenses, insure	16,105	13,992	2,113
Personnel Costs Subtotal		16,105	13,992	2,113
CONSUMABLES AND GOOD COSTS	Emergency food assistance	114,509	95,235	19,274
	Water and sanitation, waterfilters	67,354	81,268	-13,914
	Non-foods items (hygiene kits, mosquito nets & blankets)	99,021	122,974	-23,953
	Logistics (transport and distribution of relief goods)	12,960	5,053	7,907
	Running costs	15,000	11,454	3,546
	Per diem, Volunteers, CRG and Headquarters	4,646	5,451	-805
Consumables and goods cost Subtotal		313,490	321,435	-7,945
TOTAL RESULT 1...		329,595	335,427	-5,832

4.3.2.1.3 Final report

- Total amount: 335,427 EUR
- Indicators for achieved result

2,350 families each have received 1 food kit.

2,350 families each have received 1 hygiene kit

2,350 families received 11,750 blankets (5 per family).

2,350 families each have received 1 water filter.

1,900 families have received 5,700 mosquito nets (3 per family)

- **Final state on beneficiaries (status + number)**

12,697 persons affected by the effects of the Agatha storm benefited from this action. All beneficiaries are permanent residents in the 2 departments: Retalhuleu and Suchitepéquez, 8 municipalities and 52 communities. (See detailed information in Annex A: "Guatemalan Red Cross Aid Distribution during Agatha, Consolidated Report" and "Distribution Map")

- **Activities accomplished**

A3 Distribution of aid

Distribution of 450 humanitarian relief family packs to the same number of families has concluded. Aid was distributed to 225 families in rural communities of the Retalhuleu Department and to 225 families in communities of the Suchitepéquez department (*Annex B: Humanitarian Aid distribution vouchers*)

"Distribution cards" were used to control the distribution. Each head of household received a card and these were used as vouchers when receiving the family packs.

A4 Preparation of reports

Data has been collected through the family survey and this resulted in information that has been used to prepare the final report. Preparation of the final report included the participation of field and financial/management technicians, and the project coordinator.

- **Finally committed means and related costs**

4.3.2.2 Other costs⁶

	Initial amount	Intermediate amount	Final Committed
Visibility	1,761	894	926
Expenses (office) for communication & internet	4,940	199	1,027
Office consumables and supplies	3,844	1,628	2,764
Expatriate delegate costs (three months)	15,000	5,941	13,522
Total other costs	25,545	8,662	18,240

4.4 Work plan (e.g. annex Gantt chart)

Timeframe: June-August 2010

Activities	Weeks													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Starting of the Project in the field	x	X												
A 1 Identification of beneficiaries		X	x											

⁶ The last table groups the costs that have not been dedicated to one specific result (support costs, feasibility studies, audits etc. as explained in the guidelines). The total of the total amounts mentioned per result and in this table will correspond to the subtotal direct eligible costs in the table section 11.

A 2 Procurement of relief goods and food		X	x	x	x									
A 3 Distribution of Aid				x	x	x	x							
Update of administrative procedures					x	x	x							
Closure of field project								x	x	x				
A 4 Preparation of final reports											X	x	X	x

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

Timeframe: June-August 2010

Activities	Weeks													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Starting of the Project in the field	x	X												
A 1 Identification of beneficiaries		X	x	x	x	x								
A 2 Procurement of relief goods and food		X	x	x	x									
A 3 Distribution of Aid						x	x	x	x	x				
Update of administrative procedures					x	x	x	x	x	x				
Closure of field project											X	x		
A 4 Preparation of final reports													X	x

4.5 Monitoring, evaluation, audit and other studies

4.5.1 Monitoring of activities (explain how, by whom)

Monitoring will be carried out through the following means, with the understanding that the progress can be approached from different angles and that there are often various ways the necessary corrective actions can be taken:

- Meetings of the project team, every week.
- Coordination meetings organized with authorities at local, departmental or national level.
- By Netherlands RC national representatives and Guatemalan Red Cross Disaster management Department who will conduct external monitoring of the operation.

Tools for technical monitoring

- Registration forms for activities, presentation lists, minutes of meetings, lists of resources used by every member of the Technical Team, etc.
- Weekly reports by the members of the Technical Team.
- Monthly reports of Project Manager based on the reports of the Technical Team. These reports include activities carried out, resources used, progress in the achievement of results, estimates (in percentages) of the achievements in relation to the specific objective, (un)foreseen problems and bottlenecks in relation to the projection made for the previous period. The reports also include the planning for the next period, including estimates of the necessary resources. It also lists the complaints and appeals received.

Tools for financial monitoring

- The Technical Team reports directly to the project administrator on expenditures realized and expected for the following period. Logistics controls the compliance of procurement

with the internal rules of Netherlands RC and reports to the administrator as well as to the Project Manager.

- The administrator controls the monthly expenditures and the compliance of established administrative and procurement procedures, using the software applied by the Netherlands RC. S/he reports monthly to the Netherlands RC HQ.

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

- ☐ an external evaluation during the Action
- ☐ an external evaluation after the Action
- ☐ an external audit during the Action
- ☐ an external audit after the Action
- ☐ an internal evaluation or internal audit related to the Action

4.5.3 Other studies: ☐ please elaborate:

(please remember that for external evaluations, audits and studies financed by the Commission the Terms of Reference have to be agreed by DG ECHO before launching the selection procedure)

5. CROSS-CUTTING ISSUES

5.1 *Describe the expected level of sustainability and/or connectedness⁷*

As an emergency intervention aspects of monitoring and sustainability are not considered beyond its running time. The action will respond to the immediate needs of the population in affected areas to support the country's response system.

5.2 *Continuum strategy (Linking Relief, Rehabilitation and Development)*

The Red Cross considers disaster preparedness as a fundamental component of its strategy, stretching from reduction of vulnerability to development activities. For this reason, the Red Cross will ensure that the knowledge acquired by this project is valid, applied, and incorporated in the institutional plans of the disaster-prone areas of each municipality. Informing, interacting and working together with NGOs and local organizations -whether governmental or not- municipalities and other government and international cooperation agencies present in the region are crucial. This cooperation will strengthen the grounds for the continuity and follow-up of the activities.

The degree of risk in the target communities depends on many other factors not addressed in a project focused on Emergency Response (economic situation, quality of life, hygiene/sanitary conditions, etc). However, the project should take into consideration the importance of working within a community organisation and leadership structure and strive to help the communities to acquire capacities for identifying and managing their own needs and dealing with local authorities. Mainstreaming (e.g. Disaster Risk Reduction, Children, Human rights, Gender, Environmental impacts, others to be specified).

5.3 *Mainstreaming (e.g. Disaster Risk Reduction, Children, Human rights, Gender, Environmental impacts, others to be specified)*

The specific needs of vulnerable populations (women, children, elderly, disabled) in each location will be considered and prioritized at the time of tracing the families benefit. The socio-economic status, ethnicity and cultural identity of the families will also be taken into consideration within the intervention. Gender refers to the systematic integration of the respective needs of both men and women into all aspects. It is a strategy to achieve the goal of the Red Cross, to ensure that all RC programmes benefit both men and women; according to their different needs and to further the equal participation at all levels. The Red Cross is aware of complex socio-economic issues and

⁷ Sustainability and connectedness are similar concepts used to ensure that activities are carried out in a context that takes longer-term and interconnected problems into account.

relations that could potentially affect the participation of women. Although it has been illustrated that men and women respond differently to disasters, the needs and priorities of communities in disasters will also differ based on age, wealth, ethnicity, religion, etc. The focus is to be aware of how different categories of people can deal with a disaster.

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

The economic conditions of affected households deteriorated due to the loss of their livelihoods and sources of income. This meant that the mothers were those who were attended to receive the humanitarian aid earmarked for their families. And in most cases, men were engaged in finding the resources to recover their crops and in search of work in neighboring regions.

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

The implementation took place in a brief period of time; no mayor changes or problems were encountered.

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)

Guatemala

The intervention will be implemented by a Consortium of Netherlands and Guatemalan Red Cross. The leader of the Consortium and signing the grant contract is Netherlands Red Cross; the project will be executed by the Guatemalan Red Cross. The roles are more defined in the Memorandum of Understanding and Cooperation Agreements signed.

NLRC and Guatemalan Red Cross cooperate closely with the IFRC in the Emergency Response.

The RC Movement participates actively in the local emergency coordination forums.

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

The Honduran and Guatemalan RC are integrated to Local Disaster Management Systems and work in strong coordination with local authorities.

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

6.4 [INT] In case of changes or co-ordination problems, please explain

In the area of Retalhuleu, the Guatemalan Red Cross has implemented actions focusing on supplying drinking water and providing medical brigades, with financial support from the Norwegian Red Cross and the International Federation of Red Cross. These actions are part of an overall response plan of the Guatemalan Red Cross to the emergencies of Agatha and Alex tropical storms. At all times, the actions of this project were coordinated and complemented, in order to maximize aid to the highest number of affected families.

6.5 [FIN] In case of changes or co-ordination problems, please explain

Coordination with DG ECHO, both in Brussels and Managua, was very good. Support and follow-up was received through documents, by phone and during field visits. ECHO Managua officers interviewed beneficiaries, leaders and authorities during their field visit. During that time they also witnessed that aid distribution and coordination processes are in place.

7. IMPLEMENTING PARTNERS

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

Guatemala

Local partner: Guatemalan Red Cross (Cruz Roja Guatemalteca)
Address: 3 calle, 8-40, zona 1, Guatemala Ciudad, Guatemala, CA.
Telephone: (+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*

Guatemalan Red Cross is registered according to the norms and laws of the Republic of Guatemala. It is member of the International Movement of the Red Cross and Red Crescent, and has an important role in disaster management activities, basic health and in the promotion of humanitarian values within the Society.

7.3 *Type of relationship with implementing partner(s) and the expected reporting by the implementing partner*

Guatemalan Red Cross is part of the International Red Cross, who runs its mission under the seven fundamental principles of the organization. The support received by the Guatemalan Red Cross of the Netherlands Red Cross is bilateral and is expressed in terms of technical and financial assistance in relief actions and development projects for vulnerable people in Guatemala.

Guatemalan Red Cross has an important role in the implementation of the plan, providing the structure and human resources (Volunteer Corps) to achieve the proposed objectives.

7.4 *[INT] In case of changes, please explain*

No issues were encountered so far during the implementation.

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

The Guatemalan Red Cross closely coordinated its actions and distributed reports on the progress. Constant updates of progress made in the distribution of aid were shared by its two branches in the Suchitepéquez and Retalhuleu departments and through its authorities in the headquarters in Guatemala City.

The Guatemalan Red Cross held an assessment workshop to review its actions during the response stage, including own-funded actions and actions with international cooperation funds. This assessment will be the foundation to improve future Red Cross actions during emergencies. See Summary of Conclusions and Recommendations in Annex C.

8. SECURITY AND CONTINGENCY MEASURES

8.1 *Contingency measures (Plan B/ mitigating actions to be taken if risks and assumptions spelled out in the log-frame materialised)*

8.2 *Security considerations*

8.2.1 *Security situation in the field, describe briefly*

8.2.2 *Has a specific security protocol for this Action been established?*

Yes ☐ No ☐ Standard procedures ☒

If yes please elaborate:

8.2.3 Are field staff and expatriates informed of and trained in these procedures?

Yes ☒ No ☐

8.3 [INT] In case of changes or problems to be addressed, please explain

No issues related to security have been encountered to this point in implementation.

8.4 [FIN] In case of changes or problems to be addressed, please explain

No issues related to security have been encountered during the implementation.

9. COMMUNICATION, VISIBILITY AND INFORMATION ACTIVITIES

9.1 Planned communication activities (in field and/or in Europe)

9.2 Visibility on durable equipment, major supplies, and at project locations

- All supplies purchased with project funds will have their corresponding adhesive visibility
- T-shirts, caps, backpacks, blankets, vinyl, will also have the corresponding identification, according to DG ECHO Guidelines for the production of material visibility, and the rules for the use of the emblem of the Red Cross

Note: For reasons of safety for personnel, vehicles will not have the logo DG ECHO, only the Red Cross emblem.

9.3 Planned publication activities

9.4 [INT] In case of changes, please explain

No issues were encountered regarding communication, visibility and information activities.

(See annex 5 and 6)

9.5 [FIN] Report on the relevant activities

DG ECHO Managua officers carried out a monitoring visit from 13 -15 August, 2010. A detailed Activity Outcome Presentation took place on the afternoon of 14 August, with the media, and civil and military authorities from Suchitepéquez in attendance. Said information has been disseminated to the Suchitepéquez local media and to corresponding authorities. During the project, three press releases (as reported in the intermediate report) and several news clips were issued through local and national radio stations.

10. HUMAN RESOURCES

10.1 Indicate global figures per function and status

Function	Status ⁸	Number of staff	Number of man/ month in project	Comments
Monitoring and follow-up activities	Netherlands Red Cross Delegate	1	3	Based in Guatemala City
Quote and purchase of inputs	Administrator	1	3	Based in Guatemala City
Responsible for implementation of field activities	Field Coordinator	1	3	Field based

⁸ Expat, local staff, staff of the implementing partner,...

Implementation of administrative procedures in the field	Technical administrator	1	2	Field based
Responsible for the technical aspects of aid distribution	Technical distribution	1	2	Field based
Responsible for the logistics of distribution	Driver Logistic	1	3 2	field-based

10.2 [INT] In case of changes, please explain

Through the project, the services of two technicians' distribution were hired, one for each department for a period of 1 month each. In addition, for the distribution of the 450 family relief packages purchased additionally, it retained the services of one of the technicians, and a charge of logistics for the two departments for a period of 1 month.

10.3 [FIN] In case of changes, please explain

11.FINANCIAL OVERVIEW OF THE ACTION⁹

11. FINANCIAL OVERVIEW OF THE ACTION

Eligible Cost of Action	Initial Budget	Intermediate Report		Final Committed	Funding of Action	Initial	Final State
		Budget	Committed				
Personnel costs	31,105	31,105	14,642	27,514	Direct revenue from Action		
Communication, visibility, information	-	-			Contribution by applicant	-	
Equipment costs	-	-			Contribution by other donors		
Sub-contracting costs	-	-			Contribution requested from ECHO	378.424	
Consumables & goods costs	321,165	321,165	310,554	325,227	% of total funding	100%	
Other costs	2,870	2,870	894	926			
Subtotal direct eligible costs	355.140	355.140	326,090	353,667			
Indirect costs (max 7%)	24.859	24.859	22,826	24,757			
Total Costs	380.000	380.000	348,916	378,424	Total Funding	378.424	

11.1 *[FIN]* In case of other donors, please identify the donors and the amount provided

⁹ This table will constitute annex II of the signed Agreement.

12. ADMINISTRATIVE INFORMATION

12.1 FPA number (if applicable)

Signed 12-12-2007, 148

12.2 Name and title of legal representative signing the Agreement

Cees Breederveld, Secretary General of the Netherlands Red Cross

12.3 Name, telephone, e-mail and title of the person(s) to be mentioned in Article 7 of the Agreement

Name: Mr. Juriaan Lahr
Position: Head of International Department
Official partner name: Nederlandse Rode Kruis (NRK)
Address: Leeghwaterplein 27
2521 CV, The Hague
P.O. Box: 28120, 2502 KC, The Hague

12.4 Name, telephone, fax and e-mail of the representative in the area of intervention

Guatemala

Name: Mr. Roy Venegas, NLRC delegate in Guatemala
Telephone: +502 22303583
Fax: +502 22536541
Email: rvenegas@cruzrojaholandesa.org

Honduras

Name: Javier González, NLRC Regional Representative Central America
Address: Residencial El Triangulo casa #522 Tegucigalpa Honduras.
Telephone: +504 239-0120
E-mail: javierg@redcross.nl

12.5 Bank account

Name of bank: ABM-AMRO Bank
Address of branch: Kneuterdijk 8, POBox 165, 2501 AP, The Hague
Precise denomination of the account holder: Vereniging het Nederlandse Rode Kruis; PO Box 28120, 2502 KC The Hague
Full account number (including bank codes): 42.14.69.722
IBAN account code, (or BIC country code if the IBAN code does not apply): NL49ABN0421469722
SWIFT code.: ABNANL2A

13. [FIN] CONCLUSIONS AND HUMANITARIAN ORGANISATION'S COMMENTS

1. Buena coordinación con el Sistema CONRED a nivel departamental y nacional
2. Apoyo recibido desde los Centros de Operaciones de Emergencia a nivel departamental y local para obtener información
3. Rápido proceso de identificación de afectados, aplicación de censos familiares y definición de beneficiados

4. Participación activa del personal voluntario de CRG en las Delegaciones de Mazatenango y Retalhuleu
5. Las estructuras locales de respuesta organizadas y fortalecidas durante los DIPECHO V y VI, permitieron salvar vidas durante la emergencia y facilitaron los procesos de identificación de beneficiarios y distribución de ayuda humanitaria
6. CRG tiene capacidad instalada para ejecutar ayuda humanitaria en mayor proporción a los fondos recibidos de ECHO
7. Reconocimiento de las autoridades departamentales hacia CRG por sus acciones efectivas
8. CRG necesita de infraestructura propia para almacenar ayuda humanitaria y mayor cantidad de medios de transporte pesado
9. La constante cobertura de MCS facilitó la confianza de las comunidades para interactuar con CRG. Facilitando además la difusión de la asistencia brindada por ECHO a la respuesta brindada
(Ver anexo: Informe taller de evaluación CRG)

Annex A: Procurement table¹⁰

Description of the supplies, services or works	Quantity	Amount (EUR)	Procurement procedure ¹¹	Dero gatio n Y/N	(Forecast) Launch date procedure ¹²	(Forecast) Contracting date

¹⁰ This table is **only mandatory for Agreements with an A-control mechanism**. It regroups the main significant procurement procedures for this Action and will be updated at proposal, intermediate report and final report stage. The Partner may attach a table with another lay-out (e.g. already used inside the project) provided that at least the above mentioned information is available. These tables do not have to be provided for Agreements with a P-control mechanism.

¹¹ Open international tender, open local tender, negotiated procedure, single quote, framework contract or use of a Humanitarian Procurement Centre (HPC).

¹² The dates can also be expressed in number of weeks after the start of the Action.