



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, The Hague, Netherlands
- 1.2 Title of the Action:** Enhancing the capacities to cope with the threat of floods in the most vulnerable communities of Champerico y Retalhuleu, Guatemala
- 1.3 Area of intervention (country, region, localities):** The project will be carried out in the municipalities of Retalhuleu and Champerico, both in the department of Retalhuleu, Guatemala, Central America.

7 rural communities in the municipality of Retalhuleu

- Las Pilas II
- Nueva Candelaria
- San José la Gloria I
- Aldea La Barrita
- Aldea Tres Cruces
- Chicales
- Jesús La Bomba

14 rural, urban and semi-urban communities in the municipality of Champerico

- Aldea Santiago Agrícola
- Aldea El Rosario
- Aldea Granada
- Parcelamiento El Rosario
- El Refugio
- Pueblo Nuevo La Felicidad
- Barrio El Guayacán
- La Limonada
- Aldea La Gomera
- Las Maduras
- Col. 20 de Octubre
- Aldea El Chico
- Nueva Olga María Cuchupán
- Aldea El Río

- 1.4 Start date of the Action:** October 15, 2008
- 1.5 Duration of the Action in months:** 15 months
- 1.6 Start date for eligibility of expenditure:** September 15, 2008. We hope to have a brief period before the start date in order to set up the office and contract personnel that have not yet been contracted. There will also be a process of induction for all members of the project team.
- Recruitment of administrator, driver and local coordinator of the project.
 - Opening of accounts in the field.
 - Installation and adjustment of office, for workspaces.
 - Installation of telephone services, internet.
 - Purchase of furniture and office equipment.
 - Call, selection and recruitment of staff, not yet hired.
 - Induction on the project of technical staff and volunteers of Red Cross.

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).

1.7 Requested funding modalities for this agreement

- 100% financing ☐
Co-financing ☒
Multi-donor (for International Organisations) ☐
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: DIPECHO VI

1.9 Control mechanism to be applied: A ☐ P ☒

1.10 Proposal and reports

- | | | |
|------------------------------|-------------------------------------|------------------|
| Initial proposal | <input type="checkbox"/> | date: 30-04-2008 |
| Revised proposal N° 3 | <input checked="" type="checkbox"/> | date: 05-09-2008 |
| ECHO reference A/ 08.6143... | <input checked="" type="checkbox"/> | date: 26-09-2008 |
| Intermediate report | <input checked="" type="checkbox"/> | date: 15-06-2009 |
| Final report | <input type="checkbox"/> | date dd-mm-yy |

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

Exchange of Letters.

- From the European Commission: Amendment N° 1: Submission of Reports; Reference: ECHO.A.3/MUF/arD(2009);
- From The Nederland Red Cross: Amendment N° 1: Submission of Reports; Reference: IHUIT/2009/1297/TH-ga

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

2. NEEDS ASSESSMENT

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

The community needs assessment took place in the month of February 2008

The main method for data collection consisted of the collection of primary data in the communities through structured and semi-structured interviews with members of the COCODES, teaches and school directors, personnel of the Health Centres, municipal mayors or Alcaldes, and the personal of Municipal Planning Offices. Data were verified through visual observation and the analysis of secondary information, institutional statistics, departmental plans, and census. These documents include:

1. Ovando Jurado, Raúl Eduardo. 2007. Consulta Nacional Sobre Prioridades DIPECHO – Documento de Pais. Guatemala
2. SEGEPLAN. 2002. Mapas de pobreza y desigualdad de Guatemala. Guatemala.

3. Watkins, Kevin. 2007. Human Development Report 2007/2008. Fighting Climate Change: Human Solidarity in a Divided World. UNDP
4. Emergency Response Plan of Retalhuleu

The needs assessment was carried out by the Guatemalan Red Cross in four municipalities of two departments - Suchitipequez and Retalhuleu – with the technical and financial support of the Netherlands, Norwegian and Spanish Red Crosses. The initial choice for these two departments was based on discussions with the Guatemalan Red Cross, CONRED, and the analysis of the "Country Document" provided by CONRED, which maps the type, level, and location of natural hazards throughout the country. The final decision to present the proposal for the Department of Retalhuleu was based on the results of the needs assessments, which showed the region to be highly vulnerable to floods, and was agreed upon by all partners.

2.2 Problem statement and stakeholder analysis

Regarding the monitoring of the rivers Samalá, Bolas and Rosario:

The project has established as stakeholders a Technician of the San-Sam Project (Santaguito Volcano Project Río Samalá); a Departmental Delegate of Se-Conred (Codred), the Volunteer Network of the Codred, where radios are located (upstream from the communities of influence); Technical Observation Centre Santiaguito, located at the Finca El Faro, El Palmar, Quetzaltenango, where they monitor all activity of the Santiaguito volcano, as well as the weather conditions.

In terms of coordination for training, according to the target group:

Liaison of Se-Conred, Departmental Delegate of Se-Conred (Codred), for the development of plans and formats officials; Volunteer Firefighters of Retalhuleu, for response; Directors of Health Centers and the Director of the Hospital of Retalhuleu, for health in emergency and the Biannual "Secure Hospital" Campaign of the EIRD; Technical and Administrative Coordination (CTA) of the Ministry of Education for the work with schools; Reference Centers of IFRC in Costa Rica and El Salvador. Moreover there will be close coordination with other Red Cross programs present in the area: Health in Emergencies; HIV-AIDS and AIEPI.

In operative terms and spaces of incidence:

Members of the Comred of both municipalities, Governor of the Department, Departmental Delegate of Se-Conrad (Codred); preselected Partners: Trocaire, Oxfam GB and COOPI.

The main problem in the Department of Retalhuleu is that the communities that live in the floodplain alongside the Samalá, Bolas and Rosario Rivers and its tributaries are highly vulnerable due to their exposure to floods coupled with a low coping capacity.

Retalhuleu was one of the most affected regions during Tropical Storm Stan in 2005, after the southern Department of San Marcos. The Samalá River brought devastation to many communities and families when it flooded, bringing with it the large amounts of water, sediment, and stones from the El Santiaguito volcano where it originates. Although Stan was an isolated event, the Samalá River floods every year and the risk is being exacerbated by the human induced processes of deforestation, soil erosion and the construction of aquaculture systems.

The communities are vulnerable due to their settlement on uninhabitable, low lying areas and their lack of resources. In the Department of Retalhuleu, 55% of the population is poor, and 11% live in extreme poverty. Furthermore, there is a lack of preparation at the community level, and a weak disaster response structure that is not well linked between the departmental, municipal, community levels, or with the Health Centres. The weak structures at each level are influenced by various factors:

A) Government Level

Due to the recent national and municipal elections, all of the structures have changed and the subsequent reorganization of the government and its ministries is still in process. The CODRED and COMRED (Committees for Departmental and Municipal Disaster Response, respectively) are awaiting reactivation and organization. The new authorities are not trained, nor equipped to give an effective response in the case of emergencies or disasters.

B) Community Level

Following the devastation caused by Tropical Storm Stan, there have been some efforts to organize local response structures, but it has not been sufficient. The lack of organization is one of the most pronounced difficulties, combined with the lack of capacities to respond and act in emergencies and the need for basic equipment for the immediate response. It is imperative that the link between the municipality and the communities is strengthened in the area of disaster preparedness.

C) Institutional Level

At the institutional level it is necessary to initiate the processes that define the procedures and protocols for the management of emergencies. There is a need to activate the CODRED and COMRED structure, define roles and functions, update Emergency Plans (if they already exist), and to validate them. Institutions such as the health and education sectors are also considered vital in the response, and require improved organization, planning, and basic equipment to respond adequately in an emergency.

During the assessment process, the following actors were identified:

Community Level Organizations

- *COCODE* and *COLRED* are already formed in various communities by the Guatemalan Red Cross and CODRED and are pending in others
- Teachers, students, and their parents in local educational centres
- Auxiliary *Alcaldes* or *Regidores*, local representatives of the community front of the municipal authorities
- CODEDUCA (the Educational Development Committee)
- Local health promoters and midwives
- Community members

According to information gathered in the assessment during the preparation of the proposal made during the first assessment for the design of this proposal and confirmed by the Technical Staff of the San-Sam Project as well as the Departmental Delegate Se-Conrad (Codred), at this time only Codred and Guatemalan Red Cross with its Community Programs, are developing activities of Preparation for Disasters in the intervention area for this action.

Municipal/Departmental Level

- Departmental government of Retalhuleu, and the municipal governments of Champerico and Retalhuleu
- The COMRED and CONRED, which include the different public and private organizations that by law make up these coordinating bodies (Fire Fighters, civil defence, Ministry of the Environment, Guatemalan Institute of Social Security – IGSS)
- The program PRONADE, contracted by the Ministry of Education for the provision of educational services to the population
- National Civil Police
- Volunteer Fire Fighters
- CODRED

Red Cross Level

- The Guatemalan Red Cross Headquarter and the branch of Retalhuleu, which have implemented Water and Sanitation projects, and continue implementing community health projects (“AIEPI”), in some of the target communities.

N°	Stakeholders	Problems in the area	Link with the project
1	Departmental Government	<p><u>Municipal Level:</u></p> <ul style="list-style-type: none"> - In sufficient technical capacity to respond in emergencies. - Too few commissions to respond in emergencies. - Insufficient internal coordination with specific roles according the law and their expertise. - Insufficient equipment to respond in emergencies. <p><u>Community Level:</u></p> <ul style="list-style-type: none"> - Structure to respond to emergencies is weak. - Insufficient basic equipment to respond to emergencies. - Insufficient technical capacity. - More coordination with other organisations/institutions is necessary. - Some improvement of the basic physical structure is required (few bridges to evacuate, etc). - No Response Plan is available in some cases. - Strengthening of school structures is required. 	Coordination with the Responsible in each Ministry.
2	Ministry of Health		<ul style="list-style-type: none"> - Participation in the elaboration of the Response Plans. - Participation in training to strengthen response capacities. - Contribute to the design of manuals according its expertise.
3	Ministry of Education		<ul style="list-style-type: none"> - Collaborate in activities in schools. - Participation in the elaboration of Response Plans. - Participation in training to strengthen response capacities. - Contribute to the design of manuals according its expertise.
4	Municipalities		<ul style="list-style-type: none"> - Participation in the elaboration of Response Plans. - Participation in training to strengthen response capacities.
5	Se-Conred Departmental Responsible		<ul style="list-style-type: none"> - Participation in the elaboration of Response Plans. - Contribute to the design of manuals according its expertise.
6	PREVDA Program		<ul style="list-style-type: none"> - Collaborate in EWS training. - Coordination of exchange of experiences between the project and communities members
7	San-Sam Project		<ul style="list-style-type: none"> - Collaborate in EWS training. - Contribute to the

			connection between all monitoring instruments - Monitor and support the connection
8	Cocodes (in some cases Colreds too)		- Participate in all training activities
9	Fire fighters		- Participate in training on relevant themes.
10	Red Cross Local Branch (Retalhuleu); Response Corps		- Participate in training on relevant themes.

2.3 Summarise findings of the assessment (include full report in annex, if relevant) and link these to the Action²

Guatemala is a country that is threatened by various natural hazards due to its location and topography. It is most regularly affected by hydro meteorological extremes (hurricanes, storms, droughts), which in turn provoke floods and landslides. The country also faces the threat of earthquakes, volcanic eruptions, and forest fires. The Department of Retalhuleu is considered at high risk for floods, moderate risk for earthquakes, and low risk of mudslides.

Based on the needs assessment, the principal threats, vulnerabilities, and potential consequences as identified by the COCODES are summarized in the table below.

Factors	Description	N° Communities
Threat	Flood	20
	Mudslides	1
	Storms	4
Conditions of Vulnerability	Lack of infrastructure	4
	No Colred organized	14
	No plans	20
	No evacuation routes	6
	Houses by the river	13
Risk Factors	Damage/Flooding of house	11
	Loss of Animals	7
	Loss of Crops	12
	Loss of communication/Isolation	14

The needs assessment carried out revealed the following conclusions:

1. The main consequences of floods are: inundated houses, damaged crops and inaccessibility. The state of the principal access routes and lack of alternative routes cause isolation, resulting in delays in the response to the community and raising costs to get there. Nearly 70% of the target communities are accessible by dirt roads, 10% are accessible by water, and 71% are considered as having moderate to difficult access, particularly during the winter months.
2. There is limited community preparation and organization for response. Only 33% of the communities have a COLRED organized, 5% have a community emergency plan and

² See more details in the Annex N° 3. «Diagnóstico Comunitario Feb. 2008»

- 90% of the COCODES consider their community as unprepared to cope with an emergency.
3. There is a weak relation between the communities and municipalities. Nearly half of the COCODES said that there was little to no communication with authorities at the municipal level, including COMRED, and hence even less coordination in terms of emergency planning.
 4. The buildings identified as temporary shelters are inadequate. Half the communities identified the schools as their temporary shelter, and one quarter identified community centres. 20% said that there were no shelters at all. The schools are not in sufficient condition to be used as shelters, as only 5% have potable water, 60% get flooded during the rainy season, 30% have first aid kits, and none have adequate evacuation routes.
 5. There is not an adequate structure to provide medical attention in an emergency. Less than half of the communities have a health post, and these health posts that do exist are very limited in human resources, hours of operation, medicine, equipment, and potable water.

The project will enhance the responsiveness of the Colred, through actions of community organization and preparation, connecting Health Centers and schools to both Mayor Offices in such a way that the Local Response System be strengthened and coordinated with the other levels.

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

- Link between communities and municipalities is weaker than anticipated; credibility of the authorities before communities is also weak. Strengthening is needed to allow greater project sustainability post implementation.

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

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 have been in line with the "Netherlands Red Cross Strategy in Latin America and the Caribbean," and the Cooperation Agreement for the Movement in Guatemala.

The conditions for these initiatives with the GRC are based in:

- Programs that focus on the improvement of the conditions of the most vulnerable populations in Guatemala through actions related to Community Health and Risk Management through the assistance in emergencies and disaster preparedness. The programs promote the Sustainable Development of the communities. The persons, leaders and communities that participate in the formulation, planning, implementation, and evaluation of the programs.
- The programs include strategies in gender, intercultural exchange and reduction of the discrimination of persons in marginal situations. They are based in the level of knowledge, capacity, existing resources in the areas of involvement and in the capacity of the GRC, initiating horizontal cooperation between GRC and NRC, contributing to the strengthening of the capacities and image of the Red Cross in Guatemala.

The development projects in the country by region include the following:

A. Alta Verapaz

- Human Development Program from 1997-2000 with funds from the Netherlands Governments
- 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**

B. 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
€109.222,00

C. Suchitepéquez

- DIPECHO V from 2007-2008 financed by DG ECHO in consortium with Spanish Red Cross
€396,767

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

As part of the IFRC strategy to enhance the National Society's Capacity to reduce disaster risk, two Reference Centres for Disaster Preparedness (Costa Rica and El Salvador) were created. The purpose of these Reference Centres is to design and create harmonized tools and methodologies building on the technical knowledge and experience of the various Red Cross National Societies in the region, as well as the experiences of other organizations working in the area of disaster risk reduction.

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

The Norwegian Red Cross is currently supporting a regional Public Health in Emergencies (PHE) program in Guatemala, Belize, Haiti and Cuba. In Guatemala, the objective is to increase the institutional and community capacity to prepare, prevent and respond to public health needs in emergencies. The Guatemalan Red Cross will train National Intervention Teams, specialized in Water and Sanitation and Public Health, who would provide first response in emergencies. Community capacity and preparation will be enhanced through community organization, emergency planning, and training in topics such as Fist Aid, safe water, hygiene, community health and prevention of common illnesses, and HIV in emergencies.

The project, which began in January 2008, is being carried out in 5 Delegations of the Southwest of Guatemala, including Retalhuleu. As the Norwegian Red Cross is part of the Dipecho Consortium, the project will be coordinated to enhance, rather than duplicate, the Dipecho activities. Through the PHE (Program Health Emergency) program, the volunteers of the Retalhuleu branch will be trained in the abovementioned health topics, as well as Vulnerability and Capacity Assessment, throughout the year. Should the Dipecho proposal be approved, these trained volunteers will then be actively involved in the project, carrying out planned activities and trainings in the communities defined in the proposal.

The budget for the PHE Program is **€ 110, 000** for 5 Guatemalan Red Cross branches, for the others Programs (HIV in Emergencies, AIEPI, Desarrollo Organizativo), the budget is **€ 292,000**

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

4. OPERATIONAL FRAMEWORK

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



The project will be implemented in the department of Retalhuleu, Guatemala, Central America, in 7 rural communities in the municipality of Retalhuleu and 14 communities in the municipality of Champerico (9 rural, 2 semi-urban, 3 urban).

See the full size map in Annex N° 4

4.2 Beneficiaries

Nº	Beneficiaries:	Cantidad
1	Communities	13,249
2	Institutions/	194
Total		13,443

4.2.1 Total number of direct beneficiaries: 13,443

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...)

	Community	Total	Women	Men	Children	Elderly	Disabled
Champerico	Aldea Santiago Agrícola	238	131	107	78	3	-----
	Aldea El Rosario	513	274	239	188	1	5
	Aldea Granada	473	255	218	110	-----	12
	Parcelamiento El Rosario	1229	670	559	452	-----	-----
	Aldea El Río	179	90	89	64	-----	-----
	El Refugio	201	98	103	17	2	1
	Pueblo Nuevo (La Felicidad)	814	417	397	222	-----	-----
	Barrio El Guayacán	457	225	232	145	-----	-----

	La Limonada	714	371	343	205	-----	5
	Aldea La Gomera	822	356	466	101	4	2
	Las Maduras	462	230	232	169	-----	5
	Colonia 20 de Octubre	1091	538	553	363	2	7
	Aldea El Chico	693	330	363	272	-----	-----
	Nva. Olga María Cuchupán	1419	741	678	483	6	10
Retalhuleu	Las Pilas II	624	359	265	255	3	-----
	Nva. Candelaria	1944	1223	721	651	-----	-----
	San José la Gloria I	506	282	224	206	2	3
	Chicales	117	66	51	39	2	2
	Aldea La Barrita	227	137	90	80	-----	-----
	Aldea Tres Cruces	383	258	125	131	-----	-----
	Jesús La Bomba	143	60	83	-----	-----	-----
	TOTAL	13,249	7,111	6,138	4,225	25	52

Note: Some of this data's are no available; there's have no any records in the communities or institutions.

Beneficiary Population by Target Group

Nº	Target Group	Total
1	Community Population	13,249
2	Health Center staff	10
3	Institutions	16
4	Mayor Offices	4
5	Governance	1
6	Teachers of schools	159
7	Students (total)	4,342
8	Se-Conred	2
9	Volunteers of Se-Conred	2
Gran total (students not included)		13,443

Source: Prepared on base of data of Diagnose, July 2008.

4.2.4 Direct beneficiary identification mechanisms and criteria

The selection of communities was undertaken jointly by the municipal mayors and personnel of the Health Centres of Retalhuleu and Champerico municipalities. The criteria for selection were: location of the community in relation to the hazard (flood), the recurrence of the adverse events, characteristics of the population and conditions of vulnerability (income, infrastructure, access to

resources, to water, to services, accessibility etc), and its organizational capacity and preparation. The list of communities was then presented to the maximum authorities of the Department, the Departmental Delegate of CONRED, and the governing board of the GRC Retalhuleu branch, who were all in agreement about the choice of communities.

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

Communities: During the needs assessment, the visits, interviews and conversations, it was the community leaders, teachers, and various community members who identified the principal causes of vulnerability and limited capacity to prepare and respond to emergencies and disasters. This region had been greatly affected by Tropical Storm Stan, which demonstrated the high vulnerability and limited capacity of the community, and gives the rationale for this proposal.

Institutions: A draft of the Logframe was presented, revised and modified with the Departmental and Municipal Authorities (Governor, Mayor, Personnel of the Ministry of Health and Education, INSIVUMEH, Volunteer Fire-fighters, CONRED delegate, Governing Board and Volunteers of the GRC Retalhuleu branch). Through this coordination, the Objectives, Results, and Activities of the proposal were approved and validated

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

Beyond the beneficiaries of the 21 communities, there will be a catchment of indirect beneficiaries resulting from the workshops directed at decision makers, the development of municipal and departmental Emergency plans, the equipment directed to relief organizations. The general public will thus be subject to improved attention in the case of emergencies or disasters. At the same time, the strengthening of the personnel that provide first response in health will have a beneficial affect in the population that receive the services. Furthermore, the key messages played over the radio will reach a wider audience than just the target communities.

The estimated number of indirect beneficiaries is the population of the Department of Retalhuleu: **284,359.**

4.2.7 Direct beneficiaries per sector:

Nº	Sector	Number of beneficiaries
1	Local disaster management components.	13,249
2	Institutional linkages and advocacy,	13,443
3	Information, education, communication,	13,443
4	Small scale infrastructure and services	13,249
5	5. Stock building of emergency and relief items:	13,443

4.2.8 [INT] In case of changes, please explain

"Beneficiary Population by Target Group up dated

Nº	Target Group	Total
1	Community Population	13,863
2	Health Center staff	10

3	Institutions	14
4	Mayor Offices	4
5	Governance	1
6	Teachers of schools	153
7	Students (total)	4,237
8	Se-Conred	2
9	Volunteers of Se-Conred	2
Gran total (students not included)		14,049

From the moment of diagnosis, in preparation for the project, visits to communities and information updates show an increase in community population due mainly to the following two reasons: internal migration and deportations from the USA to Guatemala; another reason is births. Total community population has increased from 13,249 to 13,863.

Changes in government structure have reduced institution beneficiaries from 16 to 14, and teacher changes and turnover have reduced the number from 159 to 153.

"Beneficiary Population by community updated"

	Community	Total	Women	Men	Children	Elderly	Disabled
Champerico	Aldea Santiago Agrícola	268	148	120	88	3	-----
	Aldea El Rosario	264	141	123	97	1	-----
	Aldea Granada	479	258	221	111	-----	12
	Parcelamiento El Rosario	1230	671	559	452	-----	-----
	Aldea El Río	201	101	100	72	-----	5
	El Refugio	230	112	118	19	2	1
	Pueblo Nuevo (La Felicidad)	824	422	402	225	-----	-----
	Barrio El Guayacán	695	342	353	221	-----	17
	La Limonada	960	499	461	276	-----	5
	Aldea La Gomera	278	120	158	34	4	2
	Las Maduras	346	172	174	127	-----	6
	Colonia 20 de Octubre	1190	587	603	396	2	7
	Aldea El Chico	849	404	445	333	-----	-----
	Nva. Olga María Cuchupán	1297	677	620	441	6	5
R. C.	Las Pilas II	796	458	338	325	3	-----

	Nva. Candelaria	2175	1368	807	728	-----	-----
	San José la Gloria I	482	269	213	196	2	8
	Chicales	350	197	153	117	2	2
	Aldea La Barrita	400	241	159	141	-----	-----
	Aldea Tres Cruces	375	253	122	128	-----	-----
	Jesús La Bomba	174	73	101	68	-----	-----
	TOTAL	13,863	7,513	6,350	4,595	25	70

The table shows changes in the population as recorded in our community visits.

The number of schools participating in the project has increased from 21 to 24 as requested by the Technical Education Supervisor of the Champerico Municipality; three more schools have been included in the municipality's urban area. The number of students, however, decreased from 4,342 to 4,237, due to high dropout rates.

The project organized the Comred in San Sebastian Municipality, Retalhuleu at the request of the Se-Conred Departmental Delegate; they have been invited to all training and information sessions.

Thus, the project is indirectly benefiting the population of San Sebastian Municipality, where the threat of floods by Samala River is imminent.

Estimated beneficiaries in this municipality:

Direct:

Comred Members.... 16

Indirect: 26,554

Rural population 15,587

Urban population.... 10,967

4.2.9 [FIN] In case of changes, please explain

4.2.10 [FIN] Estimate per type of beneficiaries

female: ... %,	male: ... %	(total female + male= 100%)
infants (< 5y): ... %,	children (< 18 y): ... %,	elderly: ... %

4.3 Objectives, Results and Activities

4.3.1 Operational Overview of the Action: Log-frame³ (max. 3 pages)

Title of the Action	Working together to reduce risk in the vulnerable communities of Champerico and Retalhuleu, Guatemala			
Principal Objective	Contribute to the reduction of risk by better preparing the vulnerable populations in the areas most prone to natural disasters in Guatemala.			
	Intervention Logic	Objectively Verifiable Indicators	Sources of Verification	Risks and Assumptions
Specific Objective	The disaster response system's organizational structure, capacity and preparedness to respond to hydrometeorological events at the municipal and community level in Champerico and Retalhuleu is strengthened.	<p>At the end of the Project runtime:</p> <ul style="list-style-type: none"> * 21 COLRED of Champerico and Retalhuleu have their emergency plans and are organized, functioning and ready to meet emergencies of hydrometeorological origin * At least 15 of the 21 communities assisted by the project have executed preparedness / mitigation micro-projects * 70% of the population of the 21 target communities have received the key messages about disaster, preparedness and risk reduction. * 2 Health Centres of Champerico and Retalhuleu have their emergency plans and are organized, functioning and ready to meet emergencies of hydrometeorological origin 	<ul style="list-style-type: none"> ▪ Final Project reports ▪ Documents of Community response plans, validated and updated. ▪ Documents of Municipal response plans, validated and updated. ▪ Documents of Response Plans for the Health Centres, validated and updated ▪ Interconnected local and institutional response plans ▪ Comparison Baseline and Final KAP / Final external evaluation. ▪ Reports on the results of drill exercises. 	<ul style="list-style-type: none"> ▪ The Executive members of CONRED accompany, approve and contribute to the project. ▪ There is community and institutional willingness and capacity to carry out the commitments and assumed action. ▪ The community members are actively involved in the planned activities ▪ Climatic conditions and security permit access to the communities. ▪ Changes in authorities in the Health Centres and communities do not affect the development process of Risk Management initiatives
	R.1.- The rural and semi-	By the end of the Project Runtime	▪ Documentation and	▪ Internal migration due to

³ 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.

Results	urban communities of Champerico and Retalhuleu have strengthened their capacity to prepare and respond to disasters.	<ul style="list-style-type: none"> * 100% of the communities have identified their risks, capacities and vulnerabilities by applying the VCA methodology * 21 COLRED are organized and trained with response plans created and validated through simulation exercises. * 21 COLRED can use the community EWS, linked at response municipal system 	<ul style="list-style-type: none"> results of community VCA studies. ▪ Signed documentation of visits. ▪ List of participants in community activities. ▪ Minutes of meetings with the COLREDS. ▪ Community response plans. ▪ Activities Reports. ▪ Equipment Handover Certificates. ▪ Photographs. 	agricultural production cycles does not affect the Project
	R.2.- The disaster preparation and response capacity of the municipality has been enhanced through a strengthened relation and coordination at the local level	<ul style="list-style-type: none"> By the end of the Project Runtime *2 Municipal response plans have been created/updated, which involve COLRED and COMRED members *2 COMRED organized and trained have strengthened their link with the 21 COLRED and CODRED *21 COLRED are integrated to the Municipals Response Plans and to the Emergency Health Centres Plans. * At least one member of the Project Team is integrated into the co-organization and participation in the National and Regional Consultative Meeting. * 2 municipal Mayor Offices have included a budget line for activities in disaster preparedness and response. 	<ul style="list-style-type: none"> ▪ Lists of participants in the trainings. ▪ Memories of activities. ▪ Monthly monitoring reports. ▪ Minutes of meeting with COMRED. ▪ Municipal response plans. ▪ Emergency Health Centre Plans ▪ MoU signed between implementing partners. ▪ Photocopies of the Minutes of the Municipal Councils 	<ul style="list-style-type: none"> ▪ There is institutional capacity and willingness to carry out commitments and planned actions. ▪ The municipal Mayor Offices have funds available for use in disaster preparedness activities ▪ The needs and priorities of the municipal Mayor Offices permit the inclusion of DP activities in their budgets ▪ The modified municipal budgets are discussed in time and approved by the City Council
	R.3.- The beneficiaries and relevant actors receive and share information about	* 21 communities have been exposed to audio-visual messages about community organization to reduce	<ul style="list-style-type: none"> ▪ Scripts for the radio spots, radio spots, printed material 	<ul style="list-style-type: none"> ▪ Educational messages are adequate and contextualized to the

	disaster preparedness.	<p>disaster risk.</p> <ul style="list-style-type: none"> * 21 School Committees are organized and trained with its response plans created and validated by simulation exercises. * 21 School Committees can use the school warning and alarm system, linked at community EWS. * Experiences in the communities are shared with other DIPECHO partners in 2 meetings held in the second semester of the project. * At least one member of the Project Team is integrated into the co-organization and participation in the National/Regional Dissemination Workshop. 	<ul style="list-style-type: none"> ▪ Published information on the web pages of the Guatemalan Red Cross, IFRC and REDHUM. ▪ Lists of participants in the school trainings ▪ Validated school plans ▪ Lists of participants in workshops ▪ Document with DRR indicator tool for Guatemala 	<p>culture of the target population.</p> <ul style="list-style-type: none"> ▪ There is a sufficient range in the radio signal to reach the target population. ▪ Children, parents, and teachers remain actively involved and interested in the project and the theme of risk reduction.
	R.4.- The communities reduce their physical vulnerability through the implementation of small scale infrastructure support and mitigation works.	<ul style="list-style-type: none"> * At least 15 of the 21 communities have improved their capacity for emergency preparedness and response through the execution of small infrastructure and / or mitigation projects, based on the results of VCAs. * 21 communities recognize the signs installed to evacuate to secure sites. 	<ul style="list-style-type: none"> ▪ Technical reports of the mitigation works. ▪ Minutes of meetings. ▪ Official receipt of materials. ▪ Official handover of Works and equipment ▪ Photos of the signs installed for the evacuation routes 	<ul style="list-style-type: none"> ▪ The necessary material and financial resources for the implementation of the mitigation works are available
	R.5.- COMRED, fire-fighters, communities and local Red Cross volunteers have access to more and better equipment and have enhanced their capabilities to effectively respond to emergencies	<ul style="list-style-type: none"> * 2 COMRED, fire-fighters and local Red Cross volunteers have strengthened their emergency response capacity and are better equipped according to plan. * 21 communities have strengthened their emergency response capacity and have been equipped to act according to plan * 2 COMRED, fire-fighters and local 	<ul style="list-style-type: none"> • Lists of participants in the trainings • Official receipt of material • Simulation exercises • Protocol for the storage and management of basic response equipment 	<ul style="list-style-type: none"> ▪ The Project receives the political support necessary to organize and implement the planned activities

		Red Cross volunteers have a protocol for the storage and management of basic response equipment according to their response plans		
Activities	<p>R1.A.1.1. Hold workshops for VCA training.</p> <p>R1.A.1.2 Organize and train the COLRED and Community First Response Teams.</p> <p>R1.A.1.3 Create and validate local Response plans.</p> <p>R1.A.1.4 Coordination with PREVDA, San-Sam project and Insivumeh to forming Technicians of the municipalities and INSIVUMEH</p> <p>R1.A.1.5 Assess and install monitoring instruments and alarms in communities</p> <p>R1.A.1.6 Empower users in the use and handling of instruments</p> <p>R1.A.1.7 Organize and execute workshops with focus groups (women, youth, disabled).</p> <p>R2.A.2.1. Organize and train COMRED.</p> <p>R2.A.2.2 Train health personnel in emergency management, with the participation of COLRED.</p> <p>R2.A.2.3 Create and validate Municipal Response Plans and Emergency Health Plans with Health Centres and Departmental Hospital, with the participation of COLRED</p> <p>R2.A.2.4 Co-organize and participate in National Consultative Meeting.</p> <p>R2.A.2.5 Participate in Regional Consultative Meeting.</p> <p>R3.A.3.1 Creation, revision, distribution of educational audio visual material.</p> <p>R3.A.3.2 Organize and train School Committees, create school plans, and carry out fun educational activities</p> <p>R3.A.3.3 Update information on the web pages of the Guatemalan Red Cross, IFRC, and REDHUM.</p> <p>R3 A.3.4. Exchange experiences with communities, schools, technical team and DIPECHO partners</p> <p>R3 A.3.5 Co-organize and participate in National/Regional Dissemination Workshop</p> <p>R3.A.3.6 Development and implementation of a DRR indicator tool for Guatemala.</p> <p>R3.A.3.7 One tool produced will be systematized using format and methodology agreed by CRID, ECHO</p> <p>R4.A.4.1 Identify, prioritize and select small scale infrastructure support and/or mitigation works based on the VCAs results.</p> <p>R4.A.4.2 Implementation of small infrastructure support and/or mitigation works.</p> <p>R4 A.4.3 Monitor and follow-up of the projects.</p>			

	<p>R4 A.4.4 Identify and signal the evacuation routes based on local community response plans.</p> <p>R5 A.5.1 Train members on the use and management of first aid and rescue equipment.</p> <p>R5 A.5.2 Create protocols for the storage and management of basic response equipment</p> <p>R5 A.5.3 Supply the communities with basic response equipment, and train them in its use.</p> <p>R5 A.5.4 Solicit quotations, purchase, and store basic response equipment based on the emergency response plans of the COMRED and rescue institutions.</p>	
		<p><u>Pre-conditions:</u></p>

4.3.2 More detailed information per result⁴

4.3.2.1 Result 1: The rural and semi-urban communities of Champerico and Retalhuleu have strengthened their capacity to prepare and respond to disasters.

4.3.2.2 At proposal stage

- **Total amount: € 90,931 EUR**

Sector: 01. Local disaster management components

Related sub-sector:

1.1 Early Warning Systems

1.2 Local capacity building/training

- **Beneficiaries (status + number):** Include inhabitants of the communities: 13,249

- **Indicators for this result:** By the end of the Project Runtime

* 100% of the communities have identified their risks, capacities and vulnerabilities by applying the VCA methodology

* 21 COLRED are organized and trained with response plans created and validated through simulation exercises.

* 21 COLRED can use the community EWS, linked at response municipal system.

- **Activities related to the result**

R1.A.1.1. Hold workshops for VCA training.

* Community studies will be carried out using VCA training, which will be the base of the response plans and the identification of micro projects

R1.A.1.2 Organize and train the COLRED and Community First Response Teams.

*Once VCA has concluded, COLRED will be organized and trained in the themes that were identified as priority, and will be linked to the COMRED and Health Centres

R1.A.1.3 Create and validate local Response plans.

*Local response plans will be prepared and disseminated in the community, so that they can be validated with a simulation, once the COLRED are equipped

R1.A.1.4 Coordination with PREVDA, San Sam project and INSIVUMEH to forming Technicians of the municipalities

R1.A.1.5 Assess and install monitoring instruments and alarms in communities

* In coordination with the San-Sam project, the Prevda Programme, the Codred and the Santiaguito Observatory of INSIVUMEH, the instruments will be evaluated that are necessary to complement the already available instruments in the town to monitor the rivers Samalá. Bolas and Rosario.

Install these complementary instruments as according to priority and availability of funds.

R1.A.1.6 Empower users in the use and handling of instruments about community EWS

⁴ 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).

* Train users of the instruments as well as the Colred for effective decision-making and use of Alerts, Warnings and Community Signalization, according to local response plans

R1.A.1.7 Organize and execute workshops with focus groups (women, youth, disabled).

* Meetings/workshops will be developed with Focus groups (Women, Girls, Boys and Disabled) to hear their priority needs and guarantee that these are included in the Community Response Plans

- Means⁵ and related costs

Result # 1	
Personal (9 people)	€ 31,368
Expatriate staff	12,000
Per diem for volunteers	963.00
Transport Local	3,660
Resources for Organization and training to Colred <ul style="list-style-type: none"> – Organization meetings with – VCA Training – To Organize to Colred – Local Plans Elaboration – To Share the Local Plans – Training to Community First Response Team. 	19,142
Materials for drills	1,008
Monitoring instruments for floods <ul style="list-style-type: none"> – Radio Base – Solar Panels – Meteorological stations – Linimeters 	7,748
Assessments and installation of instruments to monitoring for floods	4,000
Training to people in charge of EWS instruments	520
Printed materials	5,000
Office expenses	1,660
Office consumable and supplies	2,781
Durable Equipment (Motorcycle)	1,081
Total Result #1	€ 90,931

4.3.2.2.2 Intermediate report

- Total amount:
- Budget: € 90,931 Total Expenses: €36,563.93 Balance: €54,367.07

- Update⁶ on indicators´

- 100% of the communities have identified their risks, capacities and vulnerabilities by applying the VCA methodology

⁵ 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.

⁶ Update and explanation to be provided on progress as well as on changes made to the proposal.

Data collection concluded; VCA tools were used in all communities in the area. All data collected with the aid of community members was validated in community meetings. A total of 885 persons in 21 communities participated in data collection and validation; 566 are women and 319 are men. (See detailed information in Annex 1; Table 1: "Consolidated participation in the validation of VCA diagnostic information")

- 21 COLRED are organized and trained with response plans created and validated through simulation exercises.

A total of 21 COLRED are organized in participating areas; 15 communities organized their COLRED for the first time, and in 6 communities, COLRED was reorganized or reactivated. Five of the 21 COLRED organized are coordinated by women. The 21 COLRED consist of 186 persons –72 women and 114 men. (See detail in Annex N° 1; Table 3: "Consolidated participation in the organization of Colred and CFRT")

A total of 9 Community First Response Teams (CFRT) were organized in 9 communities. These groups will support COLRED's response activities in each community. (See details in Annex N° 1; Table 3: "Consolidated participation in the organization of Colred and CFRT")

"Creation of Community First Response Teams"

Communities	Women	Men	Total
9	36	28	64

First Aid training process started in two communities (Pilas II and Nueva Candelaria) with the participation of:

1. Las Pilas II: 3 Men, 17 Women. A total of 20 participants.
2. Nueva Candelaria. 3 Men. 25 Women. A total 28 participants.

Three community liaisons for the following communities participated in the Damage and Needs Assessments capacity building workshops:

- Aldea Jesús La Bomba
- Aldea Santiago Agrícola
- Sector Los Sánchez in Aldea El Rosario

The Creation and Management of Emergency Operations Center Workshop had the participation of 2 community liaisons from:

- Aldea Jesús La Bomba.
- Aldea Santiago Agrícola.

Response Plans drafting/update started with Possible Risk Scenarios with the participation community focus groups. Focus groups have been used in 15 communities and information has been validated by 6 COLRED and community leaders.

(See details in Annex N° 1 Table 4: "Participation of COLRED and leaders in the creation of Possible Risk Scenarios" and Table 5: "Possible Risk Scenarios Workshops with Focus Group participation")

"Consolidated Information on Focus Groups to Create Possible Risk Scenarios"

Target group	Women	Children	Men	Disabled	Elderly	Total
Total	142	287	64	20	63	576

"Possible Disaster Scenarios" will be included into community response plans.

Plan validation will be carried out during the project's second semester, when all plans have been prepared.

- 21 COLRED can use the community EWS, linked at response municipal system

Three flyers have been prepared to assess existing tools in the area and to determine EWS knowledge. This tool was validated in the Granada community; the revised version will be used in all communities.

There is a list of monitoring and radio tools installed by Se-Conred and Insivumeh with the San-Sam project. The list will be complemented with assessment findings. Flyers were also presented to PREVDA's technical staff to standardize data collection and allow result benchmarking.

There is a first training plan on the topic for community members. The plan will be updated and developed with the assessment findings.



Municipal plans will also be linked to community plans in the Warnings and Alarms section.

- **Update⁵ on beneficiaries (status + number)**
13,863 ☒ Returnees ☒ local population
- **Update⁵ on activities**
 - R1.A.1.1. Hold workshops for VCA training.

R1.A.1.1. Hold workshops for VCA training

Within the framework of the IFRC's Regional DIPECHO project, a member of the project – specialized in project education and training—participated in the VCA Workshop “Learning by Doing” in Costa Rica. This was done with the collaboration of the IFRC's Regional Reference Center on Community Education for Disaster Prevention. Knowledge acquired was applied in the VCA community process.

A VCA methodology training workshop was held in January 2009 with the attendance of 16 representatives from participating communities (Project's community liaisons), 7 Guatemalan Red Cross (Retalhuleu Delegation) volunteers; 3 technical staff members from DIPECHO projects (TROCAIRE, Action Against Hunger, and COOPI); 1 member of the SAN SAM's project technical staff; and 1 SE-CONRED volunteer from the Retalhuleu Department.

With this VCA workshop, Community Liaisons applied VCA tools in the communities with the support of technical staff and project's volunteers. Liaisons are people living in each community, approved by community authorities to support project activities. The goal is to have at least 1 liaison per community during project implementation. (See Annex 10: “List of community and institutional liaisons”).

In those communities that still lack liaisons, VCA tools were applied by voluntary delegation personnel and project staff.

Assessment with VCA tools is concluded in 100% of the communities in the area. All information collected with community member participation was validated in community meetings with a greater number of participants in each place. Community participation for data collection and validation was 885 people in 21 communities; 566 are women and 319 are men. (See details in Annex N°1 Table 1: “Consolidated participation in the validation of VCA diagnostic information”)

Community VCAs have provided information to:

- a. Draft community risk maps, per community. Each map specifies: threats, vulnerabilities, resources, and skills;
 - b. Plot most vulnerable groups: disabled, elderly, women, and children (under 5 years);
 - c. Determine potential preparedness and/or mitigation micro projects feasible for each community, as part of the local capacity building process;
 - d. Determine degree of existing relationship among participating communities, and between communities and municipalities, mainly with response institutions and municipal authorities.
- R1.A.1.2 Organize and train the COLRED and Community First Response Teams.

Community organization process started through the Knowledge, Attitude and Practice Assessment – KAP, applied at the community level.

(See Annex 9: Baseline report)

(See Annex 12: Final KAP Report)

The study's objective was: To understand the current situation of community disaster preparedness in order to strengthen the Teaching-Learning process starting from what people know, act, and practice, to foster safe behavior in the environment, while considering their own perception of risk.

In addition, the following information was provided:

- a. Knowledge, attitude, and practices regarding emergency and disaster preparedness in communities, municipalities, institutions, and participating stakeholders (schools and health centers).
- b. Information on training plans and specific actions for each risk reduction project and capacity building to respond to emergencies and disasters with "Safe Behavior" tool.
- c. Basic input to measure impact of each project in its final stage using existing indicators for each one.

Data collection included 1,059 surveys to heads of households; 60% of respondents were women. In addition, 5 group surveys were held with the participation of community leaders; 4 group surveys with the participation of men; 5 group surveys with women, and 5 group surveys with children.

After the KAP study, meetings were held to introduce implementing staff and project donors; to present the Project in each community, to describe future activities in each community; implementation timelines, and expected results at the end of the Project.

Attendance in the 21 communities was 850 people: 543 women (64%) and 307 men (36%). Average attendance was of 40 participants per meeting. (For detailed information, see Annex N° 1, Table 2: "Participation in community assemblies, Project Presentation")

In February 2009, the Se-Conred Preparedness authorities held an introduction and update workshop on the country's official institutional strategy for disaster preparedness; target audience was Dipecho Partners' technical staff. Within the framework of our DIPECHO project, relevant subjects are being applied in community organizational processes.

Subjects presented in the workshop included:

1. Disaster theory and sustainable development
2. International framework and legal basis for CONRED system
3. Preparedness flowchart for CONRED system response vis-à-vis disasters
4. Comprehensive Emergency Management System - CEMS

5. Early Warning System – EWS
6. Information platform
7. Response preparedness
8. Information management
9. Disaster response community team – ECORED
10. Organization and planning for response at schools
11. Planning for response
12. Disaster response with a social approach

From January to March 2009, a total of 21 COLRED were created in participating areas. Of these, 15 communities created their COLRED for the first time and 6 communities reorganized or reactivated their COLRED. People participating in each COLRED were appointed by residents in each community during specific meetings.

Each COLRED has the following flowchart, with corresponding tasks and responsibilities:

- Coordinator
- Evacuation committee
- First aid committee
- DANA committee
- Transportation committee
- Food committee
- Search and rescue committee
- Security committee
- Shelter management committee

This flowchart exists in 20 communities, except in the Barrio Viñas del Mar, Champerico COLRED, where 3 response commissions are still pending.

Community First Response Teams (CFRT) supporting COLRED response activities in each community were created based on the definition of “possible impact scenarios” that determine the need for assistance and response in each community. CFRTs have been created in 9 communities. Six communities created their CFRT based on the “Scenarios” tool and another 3 (El Chico, Jesús, La Bomba, and El Río) created their teams in a provisional manner, without the analysis provided by the tool.

Five of the 21 COLRED are coordinated by women:

1. Colonia 20 de Octubre, Champerico
2. Barrio Pueblo Nuevo, Champerico
3. Caserío El Refugio, Champerico
4. Aldea Santiago Agrícola, Champerico
5. Aldea Las Pilas II, Retalhuleu

In order to strengthen the links between response groups in each community, at least 1 member of the School Committee in each school is participating with the members of each COLRED and their CFRT in the community training process.

Strengthening and training processes for each COLRED and corresponding Community First Response teams include “*Health during Emergencies*,” which, in turn, includes the following topics:

- a. Water, Sanitation, and Promotion of Hygiene during Emergencies;
- b. HIV and AIDS during emergencies

In April 2009, an internship was developed in preparation for the Health during Emergencies training workshops. This internship produced the first version for upcoming training lessons:

- a) aimed at technical and voluntary staff, who will later replicate lessons learned in the communities;

- b) aimed at COLRED and CFRT members in each community.

Eight project technical staff members and volunteers participated in this event, as well as 1 member of the Guatemalan Red Cross National Disaster Secretariat; 1 coordinator from the Health during Emergencies program (CRG Health Secretariat), and delegates from the Norwegian Red Cross and the Netherlands Red Cross. In addition, 2 technical staff members of the DIPECHO VI project (Oxfam GB) participated in the event, as they were interested in replicating these subjects in their own areas.

- R1.A.1.3 Create and validate local Response plans.

One project specialist participated in the Training for Facilitators' Workshop during the IFRC Regional DIPECHO, from January to February 2009. The goal was to teach participants to use the Guidelines to Draft Response and Contingency Plans. It took place in El Salvador and was technically supported by the IFRC's Regional Reference Center for Disaster Preparedness (CREPD).

Currently, progress has been made in 6 communities in the task of building possible "Disaster Scenarios" in each community (See details in Annex N° 1 Table 4: "Participation of COLRED and leaders in the creation of Possible Risk Scenarios" and Table 5: "Possible Risk Scenarios Workshops with Focus Group participation").

Focus group methodology is a collective effort with the community, as there were focus groups for children, men, women, disabled, and elderly, to determine possible impact scenarios in each community through threats analyses previously identified in the VCA and to determine roles and needs vis-à-vis emergencies or disasters.

As a result of past field work experience and of guidelines received during the Se-CONRED introduction and update workshop, minimum content for Local Response Plans should include:

- Response Plan Objective
- Legal basis
- Scope and coverage
- Possible disaster scenario
- Action protocols on:
 - o Relationship with CONRED system
 - o Decision-making according to institutional warning system (green, yellow, orange, red)
- Main procedures
 - o Search and rescue
 - o Evacuation
 - o Assistance to injured
 - o DANA
 - o Shelter management
 - o Aid distribution
- R1.A.1.4 Coordination with PREVDA, San-Sam project and INSIVUMEH to forming experts in the municipalities and INSIVUMEH

There is constant communication with personnel from these programs through coordination meetings to go forth in defining specific actions to support personnel in each participating municipality and foster joint participation in training events.

The first activity was held in December 2008. It was an exchange tour to the San Marcos Department to learn about MANCUERNA association, which comprises 8 municipalities: 5 in San

Marcos Department and 3 in Quetzaltenango Department. A DIPECHO VI project technical staff member and a SAN SAM project technical staff member participated in the tour.

The second activity was also held in December 2008. PREVDA formed part of the jury in the Drawing Contest for children from participating communities.

The third activity was the drawing contest called "Our environment and water resources, and risk prevention in our community". The contest was part of PREVDA's 2008 Work Plan and was organized with the purpose of fostering participation and raising awareness among children living in the region on the program's three strategic topics: 1) Our environment; 2) Water resources; and 3) Risk in our community. A member of the project's technical staff and a CONRED volunteer from Retalhuleu participated in this activity.

In addition, we accompanied the signing of the PREVDA grant to the Mancomunidad Metrópoli de los Altos for an approximate amount of 7.5 million quetzals (some EUR 700,000) to be used in risk reduction activities in water-related disasters. Activities have been prioritized in the Cuenca Alta Management Plan of the Samala River High Watershed. A first meeting was held with Ms. Carmen Salguero, manager of the association, to present the project and start exploring cooperation possibilities with the Mancomunidad⁷ Metrópoli de los Altos as implementing agents, with the technical and financial expertise provided by PREVDA.

The Sphere, Humanitarian Charter and Minimum Standards in Disaster Response training took place in April 2009 with the attendance of 1 specialist in Watershed Management from PREVDA and 1 risk management specialist from the Mancomunidad.

A coordination meeting in May 2009 had the participation of 1 person from PREVDA Watershed program; the risk manager from Mancomunidad Metrópoli de los Altos, and 1 member of the SAN SAM project.

Agreements reached include:

- a) PREVDA will invite municipal technical staff in Retalhuleu and Champerico to the courses on Risk Management, Water and Environmental Resources, to be held in July 2009 in Guatemala City. The program will last 8 months.
- b) PREVDA will pay for registration, food expenses, and materials for attendees; however, each participant has to pay for his/her transportation. All Municipal Mayors are required to allow technical staff to attend classes as needed in this technical training model.
- c) Disseminate the EWS diagnosis flyer designed by our project with PREVDA and Mancomunidad, with the collaboration of SAN SAM project; determine if application is feasible in high areas of the Samala watershed.
- d) Our project will provide technical support to PREVDA and the Mancomunidad in preparing COMRED and COLRED, specifically on: 1) VCA and 2) Response Plans.

In the case of the SAN SAM Project, the area technician has participated in the following training sessions: DANA, Sphere Project and Organization and Operations of Emergency Operation Centers.

There is close coordination in the development and implementation of the Early Warning System that is intended to strengthen in the entire Samala watershed.

Information is shared and updated between both projects, especially regarding watershed behavior and permanent surveillance with Insivumeh stations. (See details in Annex 2: "List of San-Sam radio stations and monitoring instruments")

⁷ Association of communities

- R1.A.1.5 Assess and install monitoring instruments and alarms in communities

There has been dialogue with SANSAM project technical staff and SE CONRED's Preparedness Unit on EWS diagnosis and implementation coordination in participating areas.

A coordination meeting took place with staff from the project, SAN SAM, SE CONRED, and a CRG National Disaster Secretariat in February 2009.

Agreement was reached during this meeting on minimum components to be included in the Terms of Reference for the EWS diagnosis in the area:

1. Tools needed
2. Education and community levels needed per topic
3. Identification of government and civil society roles and tasks
4. Proposal for:
 - a. Tools and venue
 - b. Training topics (including: Information management and data interpretation)

A project technician attended the PREVDA, SE CONRED and INSIVUMEH coordination meeting in March 2009 in Quetzaltenango to determine possible actions for the high areas of the Samala watershed when implementing the EWS in the Seco River and Xequijel River micro watershed in Quetzaltenango. Tools that will be installed in the watershed to allow for effective coordination and one EWS in the watershed were presented.

- R1.A.1.6 Empower users in the use and handling of instruments

This activity will be resumed in June 2009.

- R1.A.1.7 Organize and execute workshops with focus groups (women, youth, disabled).

Each focus group with most vulnerable population works on community "roles and needs" in case of an emergency or disaster. The goal is to effectively include them in the Local Response Plan operating procedures.

Workshops and interviews were conducted with focus groups in 15 participating communities. Workshops with focus groups formed with most vulnerable population in each community (children, women, disabled and elderly) have contributed information to build possible disaster scenarios that need to be considered in Local Response Plans.

(See details in Annex N° 1 Table 5: "Possible Risk Scenarios Workshops with Focus Group participation")

- Update⁵ on means and related costs

Result # 1	Budget	Total expenses	Balance
Personal (9 people)	31,368.00	20,554.30	10,813.70
Expatriate staff	12,000.00	7,696.41	4,303.59
Per diem for volunteers	963.00	672.76	290.24
Transport Local	3,660.00	1,814.72	1,845.28
Resources for Organization and training to Colred			
– Organization meetings	19,142.00	2,623.69	16,518.31
– VCA Training			
– Organizing Colred			

<ul style="list-style-type: none"> – Elaboration of local plans – Sharing of the local plans – Training of Community First Response Team. 			
Materials for drills	1,008.00	0.00	1,008.00
Monitoring instruments for floods <ul style="list-style-type: none"> – Radio Base – Solar Panels – Meteorological stations – Linimeters 	7,748.00	0.00	7,748.00
Assessments and installation of instruments for the monitoring of floods	4,000.00	0.00	4,000.00
Training of people in charge of EWS instruments	520.00	0.00	520.00
Printed materials	5,000.00	0.00	5,000.00
Office expenses	1,660.00	721.20	938.80
Office consumable and supplies	2,781.00	1,994.29	786.71
Durable Equipment (Motorcycle)	1,081.00	486.56	594.44
Total Result #1	€ 90,931	36,563.93	54.367.07

4.3.2.2.3 Final report

- Total amount: EUR
- Indicators for achieved result
- Final state on beneficiaries (status + number)
- Activities accomplished
- Finally committed means and related costs

4.3.2.3 Result 2: The disaster preparation and response capacity of the municipality has been enhanced through a strengthened relation and coordination with the local level.

4.3.2.3.1 At proposal stage

- Total amount: **€ 73,409** EUR
- **Sector2:** Institutional linkages and advocacy
- **Related sub-sector:**

2.1 Advocacy

2.2 Facilitation of co-ordination

2.3 Institutional strengthening

- **Beneficiaries (status + number):** Includes the community members and members of institutions: **13,443**
- **Indicators for this result:**

*2 Municipal response plans have been created/updated, which involve COLRED and COMRED members.

***2 COMRED organized and trained have strengthened their link with the 21 COLRED and CODRED**

*21 COLRED are integrated to the Municipals Response Plans and to the Emergency Health Centres Plans.

* At least one member of the Project Team is integrated into the co-organization and participation in the National, and Regional Consultative Meeting.

* 2 municipal Mayor Offices have included a budget line for activities in disaster preparedness and response in their budgets

- **Activities related to the result**

R2.A.2.1. Organize and train COMRED.

* We will organize and train COMRED, soliciting the participation of community leaders to strengthen the link between them. With the recent change in government, there are many COMRED that remain to be organized and trained, or that simply are not functioning.

R2.A.2.2 Train health personnel in emergency management, with the participation of COLRED.

* The personnel of COMRED and Health Centres will be trained in emergency management with the participation of COLRED

R2.A.2.3 Create and validate Municipal Response Plans and Emergency Health Plans with Health Centres and Departmental Hospital, with the participation of COLRED.

* Municipal Response Plans and Emergency Health Plans will be created or updated and linked with Departmental Plan, with the participation of COLRED. Plans will be validated through a simulation exercise.

R2.A.2.4 Co-organize and participate in National Consultative Meeting.

R2.A.2.5 Participate in Regional Consultative Meeting.

* Co-organize and participate in National and Regional Consultative workshops to share experiences and ideas on risk reduction activities.

- **Means⁴ and related costs**

Result # 2	
Personal (8 people)	€ 24,196
Expatriate staff	12,000
Per diem for volunteers	963
Transport Local	3,660
Resources for Organization and training to Comred and Health Centers <ul style="list-style-type: none"> – Institutional Coordination between Dipecho's partners and Conred – Comreds Organisation – Training to Comred about Esfera project – Training to Comred about EDAN – Training to Comred about COE – Training to Comred about Stock's Management – Municipal Plans – Support to check and actualize the Departamental plan – Training to Health Centre about psychosocial support – Training to Health Centre about: HIV in Emergencies – Training to Health Centre about: Climate Change and its effects in the health – Emergency Health Plans – Rescue Training to Fire Fighters and Red Cross 	17,042
2 Radio for 2 Comred	1,200
Resources for drills <ul style="list-style-type: none"> – Sharing and validation of Emergency Plans with drills 	1,326
National and Regional Meeting	5,000
Printed materials	2,500
Office expenses	1,660
Office consumable and supplies	2,781
Durable Equipment (Motorcycle)	1,081
Total Result #2.....	€ 73,409

4.3.2.3.2 Intermediate report

- **Total amount: Budget: € 73,409.00 Total expenses: € 37,453.90 Balance: € 35,955.10**

- **Update⁵ on indicators**

- 2 Municipal response plans have been created/updated, which involve COLRED and COMRED members

The municipality of Retalhuleu has its own response plan, which will be updated in June. (See Annex 4: "Retalhuleu Response Plan")

The municipality of Champerico has no plan, but will start working on it as of June. It will be linked to COLRED according to response plans.

- 2 COMRED organized and trained have strengthened their link with the 21 COLRED and CODRED

Organization:

Retalhuleu Comred is operative but needs strengthening through the participation of other government institutions and civil society. Champerico Comred was established and has the participation of institutions and civil organizations.

A departmental Comred delegate requested the creation of Comred in San Sebastian, Retalhuleu; thus, the project expanded its benefits to an additional municipality to those programmed. (See Annex 5: "Detailed list COMRED")

Education and Training:

So far, education and training on the following topics has been imparted:

"Participants in institutional workshops"

Nº	Workshop	Participants
1	DANA	24
2	Sphere	27
3	COE	27

Since the creation of the San Sebastian Comred, Comred staff also participates in the education and training processes held with target municipalities.

It is important to highlight that education processes have had the participation of immediate response members (Comred; Champerico, Retalhuleu Fire Department, and members of the Guatemalan Red Cross, Retalhuleu Delegation.) (See details in Annex N°1, Table 6: "Total attendance in response unit training")

- 21 COLRED are integrated to the Municipals Response Plans and to the Emergency Health Centres Plans.

Institution and community Response Plan draft, review, and update will begin in June.

One-day per week working sessions will be held with the Retalhuleu Health Center to review contingency plans and prepare a Disaster Response Plan.

- At least one member of the Project Team is integrated into the co-organization and participation in the National and Regional Consultative Meeting.

Terms of Reference are in place to hire a consulting team to prepare research and country document for National Consultative Workshop. Said Terms of Reference were sent to possible candidates by Oxfam GB so that they can prepare and present their proposals. Consulting team will be hired in June.

Dipecho partners are part of the following committees:

- Oxfam GB coordinates; Action against Hunger collaborates.
- Red Cross and COOPI are responsible for the Technical Committee.
- Trocaire is responsible for the Logistics with the help of Action Against Hunger.

The National and Regional Consultative Workshops are expected to be held in January and February 2010.

- 2 municipal Mayor Offices have included a budget line for activities in disaster preparedness and response.

The Retalhuleu Municipality has not yet defined said budget item. In the last Municipal Council, the Mayor asserted that budget item was not necessary, because if an emergency strikes, his office is empowered to declare a state of "Public Calamity" and transfer funds from any other municipal budget item. Discussions will continue during municipal plan update.

The Champerico Municipality has set apart Q100,000, equivalent to approximately €10,000.00 per year for disaster preparedness and response. Said budget item will be managed by the Municipal Office for Women, which is responsible for the Comred Humanitarian Aid Committee.

- **Update⁵ on beneficiaries (status + number)**
14,049 For the project area originally established.

In addition, we include residents of San Sebastian Municipality as beneficiaries:

"Beneficiary Population from San Sebastian municipality"

Direct:		Indirect	
Miembros of Comred	16	Rural population	15,587
		Urban Population	10,967
		Total	<u>26,554</u>

- **Update⁵ on activities**
 - R2.A.2.1. Organize and train COMRED.

Communication with the liaisons and municipal authorities was established in both municipalities. In the Retalhuleu COMRED, 2 work meetings were held: the first one to resume discussions with the Municipal Council on reactivating the Municipal Coordinating Board, and the second meeting to agree on training activities for 2009, according to project strategy.

Regarding Champerico Municipality, two work meetings were also held: The first one to remind municipal authorities of the importance of creating a COMRED in the municipality, and the second meeting to establish the Municipal Coordinating Board.

Both authorities and Municipality officials will participate in the COMRED, as well as representatives from other institutions: Education Supervisor, Volunteer Firefighters, Health District, Catholic Church, Fishermen Association, and neighborhood leaders; they will be responsible for specific committees, according to skill level.

The implementation of training activities schedule was agreed in this meeting, as per project implementation strategy. Timeframes matched those established for the Retalhuleu Municipal Coordinating Board. (See Annex N° 1; Table 7: "Schedule of activities with COMRED")

In order to comply with this work schedule, 3 training events have been held so far, as described below:

- a. **Damage and Needs Assessments:** Aimed at: institutional representatives of the Retalhuleu Department, representatives of Health Centers in Retalhuleu and Champerico, and members of the COMRED in these municipalities. The event was facilitated by a CRG Disaster Secretariat representative; the person responsible for the Informal Education Department at SE CONRED and project technical staff. The SE CONRED Departmental Delegate also gave partial support. Total participants: 24 (10 women, 14 men)
- b. **SPHERE project.** Humanitarian Charter and Minimum Standards in Disaster Response. Training was aimed at: institutional representatives from Retalhuleu, representatives of Health

Centers and COMRED members in both municipalities. The event was facilitated by the Netherlands Red Cross Risk Management Delegate. Total participants: 27 (9 women and 18 men).

- c. **Organization and Operation of Emergency Operation Centers.** Training was aimed at: institutional representatives from the Retalhuleu Department, Health Center representatives, and members of the COMRED in both municipalities. The event was facilitated by technical staff and volunteers of the National Disaster Secretariat of the Guatemalan Red Cross and the Project. Total participants: 27 (7 women and 20 men). (See details in Annex N° 1; Table 8: "Participation in Institution Workshops")

- R2.A.2.2 Train health personnel in emergency management, with the participation of COLRED.

Meetings have been held with the directors of both municipal health districts to coordinate project activity implementation and obtain appropriate support and commitment from each institution representative.

The following was agreed with the Champerico district director:

1. Champerico Health Center will participate and join this municipality's COMRED in order to link it directly to the municipal response system and maximize health sector resources and participation in rural and urban areas.
2. To ease communication between the Project, COMRED, and the Health District, the director appointed Mr. Juan José Gramajo as liaison. Mr. Gramajo has been actively participating in project training sessions.

The Retalhuleu District Director offered to participate and support institutional strengthening activities planned in this project, to strengthen the link and coordinate for the future.

There was progress in education and training in the Champerico district. This district has participated with one staff member in the 3 institutional training events held thus far: DANA, SPHERE and EOC. As for the Retalhuleu District, their participation has been limited to one person attending the COE training.

Therefore, the Retalhuleu District Director agreed to hold update sessions on the above topics with the participation of health personnel in June 2009. These training/update sessions will also be useful when drafting/updating institutional emergency plans. Champerico District personnel that have not received this training will be invited.

Four project technical staff members participated in the "Hospital Safety Index during Disasters Evaluator Training Workshop" – DIPECHO VI. This took place during PAHO's Regional DIPECHO meeting in April 2009. The purpose of the workshop was to train participants in the use of the Evaluation Guide to establish safety conditions in hospitals on structural, non-structural, and functional aspects. Training was jointly organized by the Guatemalan Health Ministry, PAHO, and WHO, with the support of DG ECHO and other DIPECHO VI partners.

Attendees have had follow-up meetings to contextualize regional workshop contents and apply them to participating health districts. Contents will become an assessment tool in Health Units in the field.

- R2.A.2.3 Create and validate Municipal Response Plans and Emergency Health Plans with Health Centres and Departmental Hospital, with the participation of COLRED

The Champerico Health District already has the first version of the Emergency and/or Disaster Response Plan, which will be updated with the assistance of the project's technical staff. Regarding Retalhuleu's Health District, the collection of input to be used in the drafting of the Emergency Plan has already started.

The same situation is happening at the municipal level, where the Retalhuleu COMRED already has the first version of the Municipal Response Plan; it will be updated with help from the project and will seek active participation from existing municipality COLRED throughout the process. In the case of Champerico COMRED, through the KAP and VCA study processes, information has been produced to draft a Municipal Response Plan with COLRED participation.

- R2.A.2.4 Co-organize and participate in National Consultative Meeting.

There is constant communication with other DIPECHO partners and DG ECHO officials. Said communication will continue until Consultative Meeting is held in Guatemala. As mentioned before, the Terms of Reference to hire consulting services were sent by Oxfam GB to potential candidates. Proposals are awaited to select a candidate.

- R2.A.2.5 Participate in Regional Consultative Meeting.

Implementation of the National and Regional Consultative Workshops is expected for January and February 2010.

- **Update⁵ on means and related costs**

Result # 2	Budget	Total expenses	Balance
Personal (8 people)	€ 24,196.00	20,554.30	3,641.70
Expatriate staff	12,000.00	7,696.41	4,303.59
Per diem for volunteers	963.00	672.76	290.24
Transport Local	3,660.00	1,814.72	1,845.28
Resources for Organization and training to Comred and Health Centers			
<ul style="list-style-type: none"> – Institutional Coordination between Dipecho's partners and Conred – Comreds Organisation – Training to Comred about Esfera project – Training to Comred about DANA – Training to Comred about COE – Training to Comred about Stock's Management – Municipal Plans – Support to check and actualize the Departamental plan – Training to Health Centre about psychosocial support – Training to Health Centre about: HIV in Emergencies – Training to Health Centre about: Climate Change and its effects in the health – Emergency Health Plans – Rescue Training to Fire Fighters and Red Cross 	17,042.00	3,513.66	13,528.34
2 Radio for 2 Comred	1,200.00	0.00	1,200.00
Resources for drills			
<ul style="list-style-type: none"> – Sharing and validation of Emergency Plans with drills 	1,326.00	0.00	1,326.00

National and Regional Meeting	5,000.00	0.00	5,000.00
Printed materials	2,500.00	0.00	2,500.00
Office expenses	1,660.00	721.20	938.80
Office consumable and supplies	2,781.00	1,994.29	786.71
Durable Equipment (Motorcycle)	1,081.00	486.56	594.44
Total Result #2.....	€ 73,409.00	37,453.90	35,955.10

4.3.2.3.3 Final report

- Total amount: EUR
- Indicators for achieved result
- Final state on beneficiaries (status + number)
- Activities accomplished
- Finally committed means and related costs

4.3.2.4 Result 3: The beneficiaries and relevant actors receive and share information about disaster preparedness.

4.3.2.4.1 At proposal stage

- Total amount: € 86,049 EUR
- Sector: 03: Information, Education, Communication
- Related sub-sector:
 - Public awareness raisin
 - Education
 - Dissemination
- **Beneficiaries (status + number):** Includes the inhabitants from the communities plus members of the institutions: 13,443
- **Indicators for this result:**
 - * 21 communities have been exposed to audio-visual messages about community organization to reduce disaster risk
 - * 21 School Committees are organized and trained with its response plans created and validated by simulation exercises.
 - * 21 School Committees can use the school warning and alert system, linked community EWS
 - * Experiences in the communities are shared with other DIPECHO partners in 2 meetings held in the second semester of the project.
 - * At least one member of the Project Team is integrated into the co-organization and participation in the National/Regional Dissemination Workshop.

- Activities related to the result

R3.A.3.1 Creation, revision, distribution of educational audio visual material.

- * Materials supplied and produced by the Se-Conred the Reference Centres which promote risk reducing behaviour will be taken into account, revised, adjusted in order to create appropriate and relevant audio visual material to be distributed throughout the project.

R3.A.3.2 Organize and train School Committees, create school plans, and carry out fun educational activities

- * Organize and train School Committees, prepare and validate school plans. This will be accompanied by educational activities directed to school children.

R3.A.3.3 Update information on the web pages of the Guatemalan Red Cross, IFRC, and REDHUM.

* Periodically update and upload relevant information about the project on web pages of the Guatemalan Red Cross, IFRC, and REDHUM.

R3 A.3.4. Exchange experiences with communities, schools, technical team and DIPECHO partners

* With other Dipecho Partners: (COOPI and Trocaire) is agreed to carry out two exchanges of experience among the beneficiaries of our projects: Community Leaders, Members of Comred, as well as with members of the Technical Teams of each project, as to learn from each other, especially in relation to the particularities within Guatemala.

R3 A.3.5 Co-organize in National Dissemination Workshop and participate in the Regional Dissemination Workshop.

R3.A.3.6 Development and implementation of a DRR indicator tool for Guatemala.

* The 5 DIPECHO projects teams will jointly implement this activity with the main stakeholders in Guatemala (CONRED, INSIVUMEH, MoH, MoE, PAHO etc) to ensure wide acceptance, coherence, synergy and replication

R3.A.3.7 One tool produced will be systematized using format and methodology agreed by CRID, ECHO, Dipecho partners

By the end of the project, at least one tool produced in the framework of this project will be sistematized by the project staff using the format and methodology to be agreed by CRID, ECHO and its DIPECHO partners. This systematization will be sent to CRID at the end of the project in order to be available to others actors in the region.

- Means⁴ and related costs

Result #3	
Personal (8 people)	€ 24,196
Expatriate staff	12,000
Per diem for volunteers	963
Transport Local	3,660
Radio spots	5,198
Resources for training to communicators	663
Materials to training	5,000
Resources for training to teachers Themes: <ul style="list-style-type: none"> – School Committee Organization – Psychological First Aid – Basic First Aid – Emergency School Plans – Sharing school plans – Use and management for First Aid Kit 	8,997
Resources for drills in the schools	1,050
Resources for educational games	5,000
Resources for TCN+TCR	5,000
Resources for Document DRR indicators	2,000
Resources for experiences exchanges <ul style="list-style-type: none"> – Other Dipecho projects – Beneficiaries PREVDA program 	3,000

Consultant for lessons learned	2,000
Resources to share the project in the beginning and the end	1,800
Office expenses	1660
Office consumable and supplies	2781
Durable Equipment (Motorcycle)	1081
Total Result #3.....	€ 86,049

4.3.2.4.2 Intermediate report

- **Total amount: Budget € 86,049.00: Total Expenses: € 45,827.30 Balance: € 40,221.70**

- **Update⁵ on indicators**

- 21 communities have been exposed to audio-visual messages about community organization to reduce disaster risk.

Materials:

The project distributed a total of 1,604 notebooks to children in 24 participating schools. The cover and back cover have illustrations on "Watch out for floods" and "What to do in case of an earthquake". (See Annex 11: "Notebook cover and back cover")

Radio messages:

Awareness spot messages are being broadcasted as of January in two local radio stations with signal spanning the region. Target audience is adults and children. Messages emphasize organization and community preparedness. (See Annex 6 "Radio Scripts")

Starting June, two additional ads will be included with messages related to Climate Change and Disasters. These are revised versions of the messages broadcast during the DIPECHO V Project and Phase I of Climate Change Project and implemented by the Guatemalan Red Cross, Chiquimula Delegation, with technical and financial support from the Netherlands Red Cross.

Recreational and educational activities:

Planned project activities for April and May included a puppet show called "Cabricán el Volcán" (Cabrican, the Volcano). The core message in this play is community and school organization in preparation to disasters and environmental protection. The play was presented in 24 schools at the elementary and secondary levels.

"Total Attendance to Puppet Show: 'Cabrican, the Volcano'"

Target groups	Girls	Boys	Fathers	Mothers	Female teachers	Male teachers	Total
Participants	2,094	2,143	86	333	99	54	4,809

- 21 School Committees are organized and trained with their response plans created and validated by simulation exercises.

School committees:

At the request of the Education Supervisor in the Ministry of Education Supervisor, the project will support school organization in 3 additional schools in Champerico.

A total of 23 School Committees have been established in the same number of schools. In preparing the minutes to establish said committees, as per the approval of the Department Delegation, Ministry of Education, one school committee is pending confirmation (Jose de Vasconcelos, Official Urban School for Boys) in one of the schools included in the above mentioned request.

“23 School Committee Members”

School Committees Members	Girls	Boys	Fathers	Mothers	Female teachers	Male teachers	Total
Total	228	212	22	58	102	52	674

School Plans:

19 emergency school plans out of the 23 organized School Committees are elaborated; they are all being revised. Drafting, revision, and adjustment process for school emergency plans will continue in June.

Education and training:

There have been two training workshops for teachers in the participating schools thus far.

1. Organization of Emergency School Committees

This workshop was facilitated by staff from: Education institutions, high authorities from Se-Conred Preparedness Unit and a Conred Departmental Delegate.

Representatives from 21 schools, 2 schools in neighboring communities, and 3 Retalhuleu Municipality urban area were invited as per the Neighbors Association of Retalhuleu request.

2. Psycho-social support for Children in Disaster Situations

This workshop was given by project team members and by the person responsible for Dissemination in the Guatemalan Red Cross. Representatives from the 17 schools attended; two teachers from TORCAIRE DIPECHO were invited to attend.

“Total participation of Schools and Teachers”

Nº	Workshop	Participation			Total
		Teachers	Principals	Education Supervisors	
1	Organization of Emergency School Committees	25	15	4	44
2	Psychosocial support for children who face disaster situations	22	9	1	32

- 21 School Committees can use the school warning and alarm system, linked at community EWS.

When EWS diagnosis instruments are implemented and with the joint collaboration of local efforts, it will be possible to establish a link between both committees.

- Experiences in the communities are shared with other DIPECHO partners in 2 meetings held in the second semester of the project.

The first exchange was made among Dipecho Partners, coordinated between COOPI and Red Cross. Technical teams from COOPI, Guillermo Toriello/Trocaire Foundation, Oxfam GB and Guatemalan Red Cross participated, in addition to the Coordinator of PREVDA's National Management Unit.

The exchange included a drill exercise in one of the communities supported by COOPI in Panzós, Alta Verapaz, with the active participation of its Colred.

The next exchange is expected to be held in Retalhuleu in his year's second semester. Dipecho Partners and Prevda are invited to workshops and activities that may be interesting to them and, according to their work plans and priorities, they have accompanied us. See detail in (See detailed information in Annex 1; Table 16: "Total partner participation in training workshops– Prevda and Se-Conred")

When EWS diagnosis instruments are implemented and with the joint collaboration of local efforts, it will be possible to establish a link between both committees. DIPECHO and Prevda partners have been invited to attend the workshops or activities of their interest and they have been participating, depending on their time constraints and work load. (See detailed information in Annex 1; Table 16: "Total partner participation in training workshops– Prevda and Se-Conred")

- At least one member of the Project Team is integrated into the co-organization and participation in the National/Regional Dissemination Workshop.

Expected to be held at the end of the project implementation period.

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

14,049

It is important to mention that the project has facilitated the training of technical personnel from other DIPECHO projects, as well as that of community members (teachers and COLRED members) Therefore, the project's direct and indirect benefit exceed its coverage.

- **Update⁵ on activities**

- R3.A.3.1 Creation, revision, distribution of educational audio visual material.

Distribution of awareness notebooks on: "Watch out for floods" and "What to do in case of an earthquake", has concluded in all participating schools in the area. A total of 1,609 notebooks have been distributed to 24 schools in the area. Four education supervisors from the Ministry of Education have jurisdiction in the areas participating in the project.

Distribution criteria were defined jointly with the Technical Supervision of the Ministry of Education:

- 5th and 6th grades.
- Parents' income.
- Usefulness for students.
- Access to and/or distance from school.

In schools with low student attendance the notebooks will be distributed to all students.

Illustrations on the notebooks' cover and back cover were reviewed and discussed by SE CONRED's Communications Division, to verify compliance with current guidelines. (See detail of distribution in Annex N° 1; Table 9: "Notebook distribution information by school")

In January 2009, urban and rural awareness messages were broadcast in the Champerico and Retalhuleu municipalities. Target population for messages aired is adults and children. They are revised versions of messages aired during the DIPECHO V Project.

Starting May 2009, two additional ads will be included with messages related to Climate Change. These are revised versions of the messages broadcast during the DIPECHO V Project and Phase

1 of Climate Change Project and implemented by the Guatemalan Red Cross, Chiquimula Delegation, with technical and financial support from the Netherlands Red Cross.

2 radio stations with audience in the region were contracted to achieve all of the above: **Radio La Voz de la Esperanza, 91.3 FM** and **Radio REU Estéreo, 96.7 FM** (of the Radio Nuevo Mundo Corporation), both located in the city of Retalhuleu.

Time slots paid for in Radio La Voz de la Esperanza include 7 spots per day from Monday through Friday (140 a month) and conclude on August 29, 2009. In REU Estéreo, a total of 8 spots a day are being broadcast from Monday to Saturday; this will end on August 26, 2009.

- R3.A.3.2 Organize and train School Committees, create school plans, and carry out fun educational activities

The emergency school plan drafting process started with the **How to Organize Emergency School Committees Training for Teachers**, held in February 2009. This event was facilitated by project technical staff and the head of the SE CONRED Education Department.

A total of 40 teachers participated: 21 women and 19 men, including 2 representatives from schools in neighboring communities, 3 representatives from schools in the Retalhuleu Municipality urban area, invited at the request of the Retalhuleu Neighbors Association. In addition, 4 Ministry of Education supervisors attended (2 men and 2 women) adding up to a total of 44 participants.

This event initiated the creation of committees in participating areas of the project by establishing a timeline. A total of 23 School Committees have been established in the same number of schools. One school committee is pending confirmation (Jose de Vasconcelos, Official Urban School for Boys); this is a request made by the Education Supervisor of the Champerico MINEDUC. He believes now is the ideal time to set this up, as boys from urban communities in participating area attend this school. (See details in Annex 1; Table 10: "Detailed information on School Committees, by School")

A technical member of the Project attended the Training Trainers Workshop, as part of the "Protected School" Training Module. This was in compliance with the IFRC DIPECHO Regional Project. The Regional Reference Center for Community Education on Disaster Prevention participated to strengthen the training processes of Emergency School Committees.

The **"Psychosocial support to children in disaster situations"** training workshop, aimed at teachers was taught by the Netherlands Red Cross Risk Management Delegate and by the person in charge of Communications at the Guatemalan Red Cross; project technical staff also collaborated. A total of 31 people participated: 9 principals and 22 teachers (17 women and 14 men); they are representatives from participating schools and from La Providencia school (who is participating in the DIPECHO VI – TROCAIRE / FGT project).

The following people also participated: 1 Champerico Education Supervisor, 1 representative from COLRED in Santiago Atitlán; 1 DIPECHO VI - FGT Project participant, and 1 Guatemalan Red Cross, Retalhuleu Delegation volunteer. (See details in Annex N° 1; Table 11: "Teacher Participation in education and training workshops")

As of 20 April, a series of presentations of the puppet show entitled *"Cabrican, the Volcano"* started as part of the recreational & educational activities included in the project. The purpose of the play is to educate children, parents and teachers in an entertaining manner on the importance of community and school organization to be prepared for disasters and environmental protection, among other issues. (See Annex 1; Table 12: "Total participation in puppet show by school")

- R3.A.3.3 Update information on the web pages of the Guatemalan Red Cross, IFRC, and REDHUM.

A document has been prepared with the summary of the project, including an activity progress update, to be published in the CRG's web page. This activity will be undertaken during June 2009, to disseminate project activities and results in the CRG, IFRC and RED HUM web pages (See Annex 13: "IFRC and RedHum web pages")

- R3 A.3.4. Exchange experiences with communities, schools, technical team and DIPECHO partners

Regarding this activity, exchange has taken place since January 2009 with coordinators, technical staff, and DIPECHO VI partner promoters, including:

- Training workshop on VCA methodology for community diagnosis**, held in January 2009. The following members of technical staff participated: 1 from TROCAIRE, 1 from Action Against Hunger, and 1 from COOPI, in addition to 1 from the SAN SAM project and 1 CONRED volunteer.
- Departmental Meeting with Municipal Mayors, in Retalhuleu.** DIPECHO IV project coordinators participated in the event: Action against Hunger and TROCAIRE. The reason for having the two coordinators was to analyze implementation methodology during the meetings to then replicate it in the Escuintla and Solola departments, always in close coordination with SE CONRED.
- Visit to learn about the activities carried out by the project**, by the Dipecho VI coordinator, implemented by TROCAIRE. The purpose of the visit was to learn about current intervention dynamics.
- Internship to prepare community training workshops on Health during Emergencies.** Two technical staff members from the ESFRA–ISMU–OXFAM alliance participated, as it is implementing the DIPECHO VI Project in the urban area of Guatemala City; their interest lies in replicating these topics in their own areas.
- Training workshop in: **Sphere Project. Humanitarian Charter and Minimum Standards in Disaster Response.** 2 promoters from the DIPECHO VI projects being implemented by COOPI and TROCAIRE/Guillermo Toriello Foundation participated, as well as 1 representative from the PREVDA program and 1 representative from the Association of Municipalities of Metrópoli de Los Altos.
- Training workshop on **Organization and Operation of Emergency Operation Centers** with the participation of 2 members of the technical staff from the DIPECHO VI Project – Action Against Hunger, 1 member from the COOPI technical staff and 1 member from the technical staff of TROCAIRE/Guillermo Toriello Foundation, as well as 1 representative from the Guatemala City COMRED and 1 representative of the Assistant Mayors of said city, appointed by the Oxfam GB project.
- Training workshop on **"Psychosocial Support for Children in Disaster Situations"** with the participation of principals and teachers from participating schools, 2 schools teachers and 1 COLRED representative participating in the DIPECHO VI – TROCAIRE / FGT Project.

- h. Meeting: **Exchange of experiences and intervention strategies among DIPECHO VI project staff.** The meeting was held in the municipality of El Estor, Izabal, in May 2009, with the participation of technical teams from partner organizations: COOPI, Guillermo Toriello Foundation/TROCAIRE, OXFAM and Guatemalan Red Cross; the PREVDA National Management Unit Coordinator also attended.

Experience exchange processes have been ongoing; we have invited other DIPECHO VI partners since the beginning of project implementation to all activities that may be of interest to them.

Also, thanks to the matrix elaborated and disseminated by Mr. Dennis Funes –Dipecho Program Assistant– it is now easier to find possible areas for exchange.

Other coordination and exchange issues worth mentioning:

- ✓ During the introductory workshop for the project's Technical Team, the PREVDA UGN Coordinator carried out a technical presentation of the program.
- ✓ Two members in our technical staff have participated in PREVDA activities in Quetzaltenango: Drawing contest and visit to Mancuerna de San Marcos, in El Naranjo watershed with Mr. Gabriel Gamboa, member of the Los Altos Association.
- ✓ Dipecho partners have sent technical teams to receive our training workshops; also, school teachers and COLRED members from their target communities.
- ✓ Organization and implementation of Departmental Encounters with Municipal Mayors, with the participation of Five Dipecho Partners and SE-CONRED.
- ✓ Participation of our members in IFRC, UNICEF, PAHO regional projects training sessions.
- ✓ The DIPECHO VI - UNICEF Regional Project Consultant and 1 officer from the Planning Division at MINEDUC participated in one of the puppet show presentations. They are considering the possibility of financing more presentations in our schools, with UNICEF regional project funds.
- ✓ We contributed information for the UNICEF activities matrix to allow for operating coincidences.
- ✓ We participated in coordination meetings for regional project activities.

(See Annex 1, Table 13: "Total participants in workshops given by regional partners")

- R3 A.3.5 Co-organize and participate in National/Regional Dissemination Workshop

There is constant communication with other DIPECHO partners and DG ECHO officials. Communication will continue until the National and Regional Dissemination Workshops are held at the end of the projects implementation period.

- R3.A.3.6 Development and implementation of a DRR indicator tool for Guatemala.

A Departmental Encounter for Retalhuleu Municipal Mayors took place in March 2009 and the Departmental Encounter for Suchitepequez Municipal Mayors took place in March 30, 2009. The goal was to validate and promote the implementation of the "Community-level Disaster Preparedness Indicator Matrix" in a flood scenario. This tool was produced by the Danish Churn Aid during the previous DIPECHO.

The matrix was presented to the group of participants: officials and municipal authorities, institution officials at department level, and technical staff from the Municipal Planning Offices in participating municipalities.

At the end of the exercise, participants concluded the following:

- a. The document or indicator matrix can be applied at the municipal level for disaster preparedness as long as it is adapted to the geographic area and the appropriate implementation level. Participants gave the following remarks and conclusions regarding matrix applicability:
- 100% of persons who validated the document believe that the language used in the document is clear and understandable: “it speaks clearly” because “words used are simple, plain and appropriate.”
 - 100% deem that Matrix implementation at municipal level is useful, as it “grounded on community and local issues;” “it adapts to reality,” “it allows us to know existing needs,” “it helps the activities carried out in the Municipality,” “so that people and authorities in the communities will know more about their situation.”
 - 100% of officials interviewed said they are willing to use the Indicator Matrix in their Municipality to assess their level of disaster preparedness and identify preparedness actions.
 - 85% believes it is necessary to include other indicators in the document pertaining to:
 1. Waste management
 2. Environmental pollution due to inappropriate farming practices
 3. Preparedness infrastructure (establish more variables on this indicator)
 4. Transportation: transportation means, costs
 5. Means of communication: most popular radio stations and those linked to the response system
 6. Other communications resources: satellite telephone communication
- b. According to participants, in order to apply it at the municipal level, it is necessary to create a budget item at the municipal level for preparedness activities, including the following variables:
- Organization: Financial resources to promote the creation of COMRED
 - Planning: Financial resources for the drafting of response plans and their corresponding validation through drill or simulation exercises.
 - Training: Financing to develop training activities on topics such as: DANA, EOC, Sphere, Shelter Management, Search and Rescue, and EWS.
 - Equipment: Financing to procure basic response equipment, including EWS instruments when appropriate.
 - Studies on threats
 - Other types of studies: Those that allow response capability improvement at the municipal level, including studies to improve the Early Warning System.
- (See Annex 1; Table 14: “Participation in Departmental Encounter for Municipal Mayors)

On the other hand, consultants will work on the indicator document for the National Consultative Workshop:

Scope includes:

Consolidating an Indicator Matrix (Basic and Extended) on Disaster Response Capabilities at the municipal level, with technical staff from national and regional DIPECHO VI projects, SE-CONRED and DG ECHO, through a detailed process that would include:

- Basic Matrix Proposal review; Extended Matrix Proposal (version No.1) design for Disaster Response Capacity Indicators at the municipal level, using previously identified documents as foundation
 - a) “Disaster Preparedness Indicator at the local level”, drafted by Danish Church Aid during the DIPECHO V Action Plan for Central America and other documents identified by DIPECHO partners, DG-ECHO and SE-CONRED, which can be useful when creating the matrix.
- Hold a workshop to discuss indicator matrix proposal (basic and extended) and agree on a final product with technical staff from DIPECHO-VI partners (national and regional), SE-

CONRED and DG ECHO. This workshop will result in a matrix proposal (basic and extended) and a proposal for a Methodological Guide for Data Collection (Version No. 2), which will be applied in the field.

- A technical meeting will be organized to analyze lessons learned in the application of the matrix and the guide, and to produce input for the Final Disaster Response Capability Indicator Matrix (Basic and Extended) at the municipal level and its corresponding Methodological Guide for Data Collection.
- Version No. 3 will be submitted by the external consultant on October 26, 2009, and this document will receive the approval of the Technical Committee coordinated by the Red Cross and COOPI.
- R3.A.3.7 One tool produced will be systematized using format and methodology agreed by CRID, ECHO

In a specific meeting, with the participation of other DIPECHO VI partners, held in Guatemala in March 2009, instructions were received from CRID and ECHO on the format and methodology to be applied in the systematization of experiences accrued during project implementation. These will contribute to the project: "Capacity Building in Disaster Information Management."

Experience systematization includes the tools that have been used or are being used in the DIPECHO VI projects framework in each country. Thus, during project implementation, data collected from the application of the tool "Creation of Potential Disaster Scenarios," has been systematized.

This activity will begin implementation in June 2009. A proposal has been made to systematize the "Creation of Potential Disaster Scenarios," tool according to format and methodology agreed with CRID and ECHO.

- Update⁵ on means and related costs

Result #3	Budget	Total expenses	Balance
Personal (8 people)	€ 24,196.00	20,554.30	3,641.70
Expatriate staff	12,000.00	7,696.41	4,303.59
Per diem for volunteers	963.00	672.76	290.24
Transport Local	3,660.00	1,814.72	1,845.28
Radio spots	5,198.00	1,509.60	3,688.40
Resources for training to communicators	663.00	0.00	663.00
Materials to training	5,000.00	4,392.39	607.61
Resources for training to teachers Themes: <ul style="list-style-type: none"> – School Committee Organization – Psychological First Aid – Basic First Aid – Emergency School Plans – Sharing school plans – Use and management for First Aid Kit 	8,997.00	2,030.87	6,966.13
Resources for drills in the schools	1,050.00	0.00	1,050.00
Resources for educational games	5,000.00	2,760.99	2,239.01

Resources for TCN+TCR	5,000.00	0.00	5,000.00
Resources for Document DRR indicators	2,000.00	750.41	1,249.59
Resources for experiences exchanges			
– Other Dipecho projects	3,000.00	0.00	3,000.00
– Beneficiaries PREVDA program			
Consultant for lessons learned	2,000.00	0.00	2,000.00
Resources to share the project in the beginning and the end	1,800.00	442.80	1,357.20
Office expenses	1,660.00	721.20	938.80
Office consumable and supplies	2,781.00	1,994.29	786.71
Durable Equipment (Motorcycle)	1,081.00	486.56	594.44
Total Result #3.....	€ 86,049.00	45,827.30	40,221.70

4.3.2.4.3 Final report

- Total amount: EUR
- Indicators for achieved result
- Final state on beneficiaries (status + number)
- Activities accomplished
- Finally committed means and related costs

4.3.2.5 Result 4: The communities reduce their physical vulnerability through the implementation of small scale infrastructure support and mitigation works.

4.3.2.5.1 At proposal stage

- Total amount: € **96,952** EUR
- Sector: Small scale infrastructure and services
- Related sub-sector:
- Infrastructure support
- Small scale infrastructure and mitigations works
- Beneficiaries (status + number): Includes the inhabitants from the communities: 13,249
- Indicators for this result:

* At least 15 of the 21 communities have improved their capacity for emergency preparedness and response through the execution of small infrastructure and / or mitigation projects, based on the results of VCAs.

* 21 communities recognize the signs installed to evacuate to secure sites.

- Activities related to the result

R4.A.4.1 Identify, prioritize and select small scale infrastructure support projects and/or small mitigation works based on the VCA results.

* The VCA study will initiate the organization, identification and selection of priority actions to implement small scale infrastructure support and/or small scale mitigation projects.

R4 A.4.2 Implementation of small scale infrastructure support and/or small mitigation works.

* Execution of the small scale projects

R4 A.4.3. Monitor and follow-up on the execution small scale infrastructure support and/or small mitigation works in the communities

* To strengthen the process of ownership in the community and preserve the spirit of small works of infrastructure and mitigation, we will proceed with the monitoring and follow-up of the micro-projects during their execution

R4 A.4.4 Identify and signal the evacuation routes based on local community response plans.

* We will validate the community maps contained in the local response plans and with that identify the evacuation routes in the communities

- **Means⁴ and related costs**

Result #4

Personal (9 people)	€ 31,368
Expatriate staff	12,000
Perdiem for volunteers	963
Transport Local	3,660
Resources for Organization and meeting between Colred and the communities	1,313
Materials for executions works	39,060
Signals for evacuations routes	3,066
Office expenses	1,660
Office consumable and supplies	2,781
Durable Equipment (Motorcycle)	1,081
Total Result #4.....	€ 96,952

4.3.2.5.2 Intermediate report

- **Total amount: Budget: € 96,952 Total Expenses: € 17,019.02 Balance: € 79,932.98**

- **Update⁵ on indicators**

- At least 15 of the 21 communities have improved their capacity for emergency preparedness and response through the execution of small infrastructure and / or mitigation projects, based on the results of VCAs.

The VCA diagnosis provided a list of micro-project options. A Micro-project Workshop will be held next month with leaders and liaisons; they will learn how to prepare microproject profiles and they will also prioritize them in the communities.

At this time, microprojects on preparedness and/or mitigation have been identified in 20 of the 21 communities. We still need to identify infrastructure work to be carried out in the "Los Sánchez" sector, Aldea El Rosario, Champerico. (See Annex 1; Table 17: "List of microproject options in each community")

- 21 communities recognize the signs installed to evacuate to secure sites.

A preliminary list of emergency signs was prepared with the help of the VCA diagnosis, baseline, and different tours to communities; this list will be available in the project. (See Annex 1, Table 15: "Preliminary list of emergency signs to be posted in each community")

Plans will reflect the exact number to be posted, bearing in mind community maps.

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

13,863

- **Update⁵ on activities**

- R4.A.4.1 Identify, prioritize and select small scale infrastructure support and/or mitigation works based on the VCAs results.

Within the IFRC Regional DIPECHO framework, a technical staff project member participated in the Training Trainers Workshop in February 2009, in the Education Module for Social Micro Projects. This workshop was carried out by the Regional Reference Center for Community Education on Disaster Prevention, in Costa Rica.

After conclusion of and resulting from the VCA process, several micro projects have been identified at the community level. (See detail in Annex 1; Table 17: "List of microproject options in each community")

Up to this moment, no micro-projects that would benefit more than one community have been identified, although this situation may change as discussions are held with participating communities and progress is made in drafting the corresponding profiles.

- R4.A.4.2 Implementation of small infrastructure support and/or mitigation works.

After identification, prioritization, and selection of small infrastructure works, implementation of said works will begin, starting June 2009.

- R4 A.4.3 Monitor and follow-up of the projects.

This activity will be carried out as we progress in the implementation of infrastructure works.

- R4 A.4.4 Identify and signal the evacuation routes based on local community response plans.

Resulting from the VCA and the drafting of community maps, the number of signs for evacuation routes, safe meeting points, and shelter areas in each community have been identified and budgeted. This activity will be carried out as of June 2009.

- **Update⁵ on means and related costs**

Result #4	Budget	Total expenses	Balance
Personal (9 people)	€ 31,368	3,425.72	27,942.28
Expatriate staff	12,000	7,696.41	4,303.59
Perdiem for volunteers	963	672.76	290.24
Transport Local	3,660	1,814.72	1,845.28
Resources for Organization and meeting between Colred and the communities	1,313	207.37	1,105.63
Materials for executions works	39,060	0.00	39,060.00
Signals for evacuations routes	3,066	0.00	3,066.00

Office expenses	1,660	721.20	938.80
Office consumable and supplies	2,781	1,994.29	786.71
Durable Equipment (Motorcycle)	1,081	486.56	594.44
Total Result #4.....	€ 96,952	17,019.02	79,932.98

4.3.2.5.3 Final report

- Total amount: EUR
- Indicators for achieved result
- Final state on beneficiaries (status + number)
- Activities accomplished
- Finally committed means and related costs

4.3.2.6 Result 5: COMRED, fire-fighters and local Red Cross volunteers have access to more and better equipment and have enhanced their capabilities to effectively respond to emergencies

4.3.2.6.1 At proposal stage

- Total amount: € 117,967 EUR
- Sector: Stock building of emergency and relief
Related sub-sector:
- Beneficiaries (status + number): Includes the inhabitants from the communities: 13,443
- Indicators for this result:
 - * 2 COMRED, fire-fighters and local Red Cross volunteers have strengthened their capacity for coordination and emergency response and are better equipped.
 - * 21 communities have strengthened their capacity for coordination and emergency response and have basic equipment and materials to do so.
 - * 2 COMRED, fire-fighters and local Red Cross volunteers have a protocol for the storage and management of basic response equipment according to their response plans
- Activities related to the result

R5 A.5.1 Train members on the use and management of first aid and rescue equipment.

* Train members of COLRED, COMRED; Fire fighters and Red Cross on the use and management of first aid and rescue equipment.

R5 A.5.2 Create protocols for the storage and management of stock with Comred's members

* Create protocols for the storage, classification, management, and distribution of stock based on existing manuals.

R5 A.5.3 Supply the communities with basic response equipment, and train them in its use

* Based on the community response plans and trainings, supply the communities with basic response equipment.

R5 A.5.4 Solicit quotations, purchase, and store basic response equipment based on the emergency response plans of the COMRED and rescue institutions.

- Means⁴ and related costs

Result #5

Personal (9 people)	€ 31,368
Expatriate staff	12000
Per diem for volunteers	€ 963
Transport Local	€ 3,660
Materials for Equipment to Colred, Schools, Comred and Red Cross, Fire Fighters, Health Centre	€ 64,454
Office expenses	1660
Office consumable and supplies	2781
Durable Equipment (Motorcycle)	1081
Total Result #5	€ 117,967

Equipment for Communities:

N°	Quantity	Description	Total Euros
1	21	First Aid kits	€ 5,428.50
2	21	Material kits for reposition	3,780.00
3	44	Twisted Loop Rolls, ½ inch thick and 61 meters long by roll	525.00
4	44	Hand Lamps RAY-O-VAC	110.00
5	105	Wheelbarrow, orange bowl	2,400.00
6	210	Round-tipped shovels	1,040.00
7	105	Hoes with a capacity of 2 pounds each	520.00
8	105	Pioche with capacity to 5 pounds each	820.00
9	210	Pairs of short leather or canvas gloves, brand STANLEY, in different sizes	500.00
10	630	Plastic Chairs	3,000.00
11	315	Plastic whistles, which will be used to support community alarms	150.00
12	210	Identification cards for each member of Colred	525.00
13	210	Identification vests for each member of Colred in orange with reflective tape	3,150.00
Total			€ 21,948.50

Equipment for Comred

N°	Quantity	Description	Total Euros
1	20	First Aid kits	€ 5,170.00
2	30	Pairs of gloves for rescue, brand PMI	210.00
3	30	Layers of synthetic material, in blue	1,350.00
4	4	Megaphone	230.00
5	30	Helmets for rescuers, brand PETZL, orange, one size fits all	2,700.00
6	30	Lamps for helmets, color beige, brand PETZL	840.00
7	6	Stretchers – for marine rescue, brand PRO LITE, yellow	1,957.50

8	20	Plastic cones for terrain signaling, orange	210.00
9	4	Chainsaws, brand STIHL /390	1,336.00
10	30	Hand lamps, black, brand MAG LITE	690.00
11	30	Live vests, orange, brand STEAMS	2,143.00
12	64	Identification vests, orange, with reflective tape	960.00
13	64	Identification cards	160.00
14	2	GPS, brand "eTrex H"	400.00
15	2	Portable Radios	460.00
Total			€ 18,816.50

Equipment for School:

Nº	Quantity	Description	Total Euros
1	21	First Aid kits	€ 5,428.50

Equipment for Health Centre:

Nº	Quantity	Description	Total Euros
1	10	First Aid kits	€ 2,585.00
2	4	Kits for childbirth	2,068.00
Total			€ 4,653.00

Equipment for Red Cross

Nº	Quantity	Description	Total Euros
1	5	Figure-8 Descenders	€ 149.67
2	2	Rappel Rope	931.26
3	5	Snap keepers with locks	83.15
4	2	Petzel rescue helmets	221.73
5	3	Pairs of leather gloves	59.87
6	2	Grigri	110.86
7	1	Porta Power	118.47
8	2	Complete harness	643.02
9	10	Unlocked snap keepers	110.86
10	2	Rescue jackets	307.10
11	1	Stretcher	495.73
12	2	Rescue Lanterns	311.53
13	4	Bubble helmets	416.85
14	2	First Aid kits	517.00
Total			€ 4,477.10

Equipment for Fire fighters

Nº	Quantity	Description	Total Euros
1	5	Figure-8 Descenders	€ 149.67
2	2	Rappel Rope	931.26
3	5	Snap keepers with locks	83.15
4	2	Petzel rescue helmets	221.73

5	3	Pairs of leather gloves	59.87
6	2	Grigri	110.86
7	1	Porta Power	118.47
8	2	Complete harness	643.02
9	10	Unlocked snap keepers	110.86
10	2	Rescue jackets	307.10
11	1	Stretcher	495.73
12	2	Rescue Lanterns	311.53
13	4	Bubble helmets	416.85
14	2	First Aid kits	517.00
Total			€ 4,477.10

4.3.2.6.2 Intermediate report

- **Total amount: Budget: € 117,967 Total Expenses: € 16,811.65 Balance: € 101,155.35**

- **Update⁵ on indicators**

- 2 COMRED, fire-fighters and local Red Cross volunteers have strengthened their emergency response capacity and are better equipped according to plan.

Applications were received from the Firefighters and the Guatemalan Red Cross (both in Retalhuleu). The quotation process began while response plans are being reviewed.

- 21 communities have strengthened their emergency response capacity and have been equipped to act according to plan

Equipment will be provided during the second semester of this year.

- 2 COMRED, fire-fighters and local Red Cross volunteers have a protocol for the storage and management of basic response equipment according to their response plans

The process to review the plans of the Red Cross, Firefighters, Health Center and Comred in Retalhuleu has started. In July 2009, the plans of the municipality of Champerico will also be reviewed. When the plans are ready, the protocol for the management of basic response equipment can be integrated.

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

14,049

- **Update⁵ on activities**

- R5 A.5.1 Train members on the use and management of first aid and rescue equipment.

This activity will be carried out in the second semester of 2009.

- R5 A.5.2 Create protocols for the storage and management of basic response equipment

Review process of Guatemalan Red Cross Emergency Institutional Plans, Retalhuleu Delegation, and the 11th Company of Fire-fighters has started. Protocols for both organizations on Basic Response Team Management need to be updated.

When the update-process is over, corresponding equipment will be procured and delivered.

- R5 A.5.3 Supply the communities with basic response equipment, and train them in its use.

This activity will be carried out as of the second semester of the year.

- R5 A.5.4 Solicit quotations, purchase, and store basic response equipment based on the emergency response plans of the COMRED and rescue institutions.

This activity will be carried out as of the second semester of the year.

- Update⁵ on means and related costs

Result #5	Budget	Total expenses	Balance
Personal (9 people)	€ 31,368	3,425.72	27,942.28
Expatriate staff	€ 12,000	7,696.41	4,303.59
Per diem for volunteers	€ 963	672.76	290.24
Transport Local	€ 3,660	1,814.72	1,845.28
Materials for Equipment to Colred, Schools, Comred and Red Cross, Fire Fighters, Health Centre	€ 64,454	0.00	64,454.00
Office expenses	1660	721.20	938.80
Office consumable and supplies	2781	1,994.29	786.71
Durable Equipment (Motorcycle)	1081	486.56	594.44
Total Result #5	€ 117,967	16,811.65	101,155.35

4.3.2.6.3 Final report

- **Total amount:** EUR
- **Indicators for achieved result**
- **Final state on beneficiaries (status + number)**
- **Activities accomplished**
- **Finally committed means and related costs**

4.3.2.7 Other costs⁸

Item	Initial amount	Intermediate amount	Final Committed
External evaluation	5,000.00	0.00	
KAP Study	7,000.00	5,771	

⁸ 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.

Visibility	4,000.00	1,627	
Total other costs	€ 16,000.00	7,397.50	

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

See Annex N° 5

There are 5 implementation stages planned:

1. Preliminary Activities (months 0 to 2):

This stage will include the initial administrative activities to establish the project, including sharing with the GRC branch the detailed planned objectives and activities, and negotiation with communities and stakeholders about the terms of the activities. Personnel and volunteers for the projects will be trained, and will then carry out VCA studies, which will be the base for the community work.

2. Dissemination and execution in the field (months 2 to 5):

This period also includes:

- Community Assemblies for presentation and socialization of the project.
- VCA Diagnostics in the 21 communities
- KAP study implementation
- Organization/reinforcement of the 21 Colred
- Organization of 21 School Committees
- Organization of Comred

3. Action Stage, Formation and Training of Beneficiaries (months 5 to 10):

The work will consist of community and institutional trainings and organization. Plans will be developed and educational activities will be carried out.

4. Consolidation of the Processes (months 10 to 13):

Evacuation routes will be developed, stock and equipment will be handed over, microprojects will be implemented, simulation exercises carried out, and Red Cross will consolidate the actions with leaders and stakeholders to establish commitments for sustainability.

5. Closing of Processes (months 14 to 15):

The administrative processes to close the project will be carried out.

- Donations: Equipment, materials, etc.
- Final Narrative Report

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

(See Action Plan in Annex # 3)

4.5 Monitoring, evaluation, audit and other studies

4.5.1 Monitoring of activities (explain how, by whom)

At the beginning of the project, a General Operational Plan will be created for the 15 months containing the follow-up actions and control of activities at the administrative, technical and institutional level. In addition, Monthly Plans will be made that detail the activities and tasks to be implemented in each period and the people responsible for each result. There will be weekly meetings between the coordinator of the project with the Technical Team and periodic meetings between these and the Netherlands Red Cross and the Retalhuleu branch of the Guatemalan Red Cross.

The technical staff will be responsible for the implementation of the weekly activities, with the assistance of volunteers of the GRC branch, and under the guidance of the project coordinator. The project coordinator will depend on the Netherlands RC Delegate and together can coordinate efforts.

The technical team will hand in a Monthly Narrative Report to the National Disasters Secretary of the GRC and the Consortium of Red Cross, accompanied by the monthly Financial Report, which will be the base of project monitoring and follow-up.

The Consortium of the Spanish and Norwegian Red Crosses will continually be informed in order to make decisions and offer technical and financial support.

The Regional Office of the IFRC will be informed of the project activities in order to facilitate coordination with other disaster preparedness projects (DFID/PROVENTION/DIPECHO) being implemented by members of the RC Movement in the region.

The Office of the project will be located in the town of Retalhuleu, (being the departmental head, has better access to providers and services in general); this is also the basis of the Technical Team and the local Coordinator. The Expatriate Technical Advisor will divide his time between Retalhuleu (75%) and Guatemala (25%).

In coordination with the Se-Conred at the national and departmental level, it is agreed to organize monthly assessment and activity planning meetings. At the same time monitoring visits will be carried out that permit to feedback observations and experiences to these processes.

In these meetings will also participate: the Governance Liaison (Ms. Silvia Alvarado); a representative of the Mayor Office of Retalhuleu, (Mr. Jose Esmundo Guzman) and the Mayor Office of Champerico (Mr. Luis Emilio Morales); the Technician of the San-Sam Project (Mr. Pedro Perez); Liaison of the Se-Conred (Mr. Juan Carlos Chavarria); the Departmental Delegate of Se-Conred (Mr. Julio Quintanilla). The partners of the Red Cross Consortium responsible for the operation will also participate in these meetings.

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

At the end of the project, there will be a final external evaluation, covering the KAP study, so we can compare with the Baseline established at the beginning of the project.

4.5.3 Other studies: ☒ please elaborate:

Should the proposal be preselected and enter the negotiation process, a Baseline study will be carried out, which will show the general overview of the knowledge, attitudes and practices of the beneficiaries in the theme of Risk Management and Reduction. This study will be financed by the Red Cross Consortium.

As mentioned above, the final draft of the external evaluation will take into account the initial KAP study, which will enable the assessment of the impact of the project at the end of it.

Development and implementation of a DRR indicator tool for Guatemala. The 5 DIPECHO projects teams will jointly implement this activity with the main stakeholders in Guatemala (CONRED, INSIVUMEH, MoH, MoE, PAHO etc) to ensure wide acceptance, coherence, synergy and replication.

In a first instance, a consultant will be hired to facilitate the process of the development of an indicator matrix, based on the "indicators of progress" developed to monitor the progress of the HFA and the "Characteristics of a disaster-resilient community". The set of indicators is hoped to be no more than thirty indicators comprising generic indicators and area-specific (and/or hazard-

specific) indicators, divided into input, output, process and outcome indicators and presented under the five priorities of the HFA. Each indicator will have a scale of five levels.

The indicators and the scale of the indicators will be defined using the Delphi methodology involving the main stakeholders and DRR specialists in the country through a series of workshops and individual consultations.

At the end of the project, each project team will be measuring and presenting its progress and outcomes using the set of indicators. (To know the initial situation at the beginning of the project, data from the baseline and initial CAP study will be entered in the indicator matrix).

Total budget: €2,000 Euro (1000 to 1200 Euro for the consultant and 800 to 1000 euro for the workshops, consultations, testing, implementation and “publication” of the indicators)

The Guatemalan Red Cross and the Secretariat have signed a Framework Agreement that allows them to coordinate actions in the entire national territory. For this project's execution, an Addendum to the Framework Agreement has been signed in order to define the specific roles and functions of each of the parties. (See Annex 8: “Addendum to Framework Agreement Red Cross and Se-Conred)

In turn, within the framework of this sixth action plan, the 5 Dipecho Partners signed a Cooperation Agreement that allows the coordination of actions and hiring through other Dipecho Partner within the framework of a Solidarity Association in equal conditions. This facilitates processes and joint actions, both administratively and operationally. (See Annex 7: “Cooperation Agreement Dipecho-Guatemala Partners).

5. CROSS-CUTTING ISSUES

5.1 *Describe the expected level of sustainability and/or connectedness⁹*

Community Organization and Disaster Preparedness

The project aims to complement and strengthen the National System (COPECO, SINAPRED, CONRED, Civil Protection etc) of organizing and preparing communities for emergencies and disasters. This process has been developing over the years, as a product of the community and institutional experiences obtained from the various emergencies suffered over the long term. This permits the community leaders and its organizational structure and leadership to take responsibility and respond to the various commitments that the project demands of them in order to participate.

Great efforts will be taken to organize, prepare and show the COLRED so that it can be converted into the link between the Municipal Response System and the Community and a key factor for sustainability.

Municipal and Departmental Government and Disaster Preparedness

Drafting Municipal Response plans and updating Departmental Plans which define roles and which involve the communities should lead to a long-term commitment and build a closer relationship between the community and institutional level in the area of disaster preparedness. Formal Agreements that are signed and shared between the parties should reinforce this commitment, and should incite the departmental and national authorities to assume the role of vigilance and support. Furthermore, the training of key stakeholders in themes of risk reduction and preparedness should enhance the technical capacity and ability to plan and respond, which is

⁹ 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.

an essential activity since by law, the immediate responsibility to act in a disaster belongs to the COMRED and CODRED.

At the same time the Project should prompt the municipality to consider including in its budget a line that is dedicated to disaster preparation and mitigation so that the processes that have been initiated may continue.

Cooperation agreements with the municipal mayors will be signed, to implement the project in such a way as to leave embodied the roles, functions and responsibilities of the parties. In turn Governance will sign these agreements as honorary witness, to raise the official nature of the agreements.

The Guatemalan Red Cross Headquarter and Retalhuleu Branch

The implementation of the project will result in a strengthening of the capacities of the human resources, volunteers and branch itself, which will enable it to carry on similar activities and follow-up following project implementation. Further, the project aims to enhance the relations between the Red Cross and the Se-CONRED in order to generate a common interest to achieve success and continuation of the project which permits that the handover of the project to the responsible entities and communities will happen with little complication.

5.2 Continuum strategy (Linking Relief, Rehabilitation and Development)

The project will be implemented at the local and municipal level using replicable methodologies and instruments and which intend to create improved mechanisms of coordination between the institutions in the COMRED system. At the community level, the organizational capacity of the community will be strengthened, not only improving its ability to plan, manage and respond to emergencies, but also empowering the community members to plan, manage, lobby, and/or cope with other issues that are relevant for the improvement of the society.

The integration of the Municipal Health System in the project through disaster planning and risk reduction allows the Health Centres to have an improved capacity to manage casualties in a disaster, as well as everyday emergencies, it gives them a direct link to the communities which they serve, and may in turn generate more interest and importance of risk reduction and preparation within government entities.

The capacity building of the GRC has implications for improving and linking relief, rehabilitation and development. The project will train volunteers and personnel to be able to assist in the response and risk reduction activities in a disaster. These volunteers will carry out activities in the communities which reduce risk and vulnerability to disaster over the long term. These skilled human resources enable the GRC to carry out this and other development projects, with the aim of assisting vulnerable populations and contributing to the Millennium Development Goals. The presence of the Netherlands, Spanish and Norwegian Red Crosses in the country, complements the project's goals and results to strengthen the institution by further supporting actions to enhance the GRC capacity to identify, administer, implement, and assess development projects, and by contributing to the organizational and financial sustainability of the GRC. The Partner Red Cross National Societies will continue to search for opportunities for other development projects in the area in the upcoming years.

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

Gender

In Guatemala there exist various obstacles with respect to gender equality due to the traditional Guatemalan culture which is very closed and not emancipated. The project will promote actions to improve the level of participation of women to a level that is equal with men within the decision making structure, and to the greatest extent possible try to reduce imbalances in decision making power and power relations.

Children and Youth

As children are a vulnerable group, and yet the target group to promote future social change, the project will support activities directed at children in the schools. The activities will aim to promote a culture of risk reduction and preparedness as well as gender equality, by sending key messages of equality and practices which involve the collective and equal participation of both girls and boys in all activities.

Elderly and Special Needs

The project will target these vulnerable groups in the trainings with COLRED and COMRED. Among the topics discussed will be the management of special needs and elderly people during evacuation, shelter management, the modification of physical infrastructure, and it will be promoted that these groups are taken into consideration in the drafting of community and municipal plans.

Culture and Ethnicity

Guatemala is a culturally diverse country with 22 different indigenous groups. In the region of implementation there is ethnic diversity, although ladino groups dominate and nearly 100% of the population speaks Spanish. Nevertheless, in order to respect the cultural diversity of the population, the work strategies will be proactive and inclusive; traditions will be respected in the organization of community meetings, taking into consideration important dates for celebrations and cultural events.

Environment

To promote a culture of disaster prevention and preparedness, the project will promote actions and messages to control the forest and care for biodiversity. Throughout educational activities, risk management, and the preparation of community maps, an emphasis will be made in the importance of the role that communities play in relation to its environment and how climate variability and change may exacerbate the current risk situation.

In the case of women:

- The activities will be scheduled at moments available for them.
- For those with little children, Red Cross volunteers will carry out several activities with the children to allow mothers participate more freely.
- Focus groups of women in communities will be organized to discuss their particular needs in emergencies and to guarantee that these are included in the Community Response Plans

In the case of persons with a disability to move:

- The activities will be conducted at sites accessible and close to them.
- There will be cases where staff and / or volunteers will consult them and collect them in their homes if they wish and bring them back after finalizing the activity, to integrate them into the teaching / learning process.
- Evacuation drills will be conducted with this particularly vulnerable group.
- Focus groups of people with disabilities in communities will be organized to discuss their particular needs in emergencies and to guarantee that these are included in the Community Response Plans

In the case of children and youth:

- Playful educational activities will be organized with them, given that cognitive processes are different for this target group.
- Evacuation drills will be conducted with this particularly vulnerable group. .
- Focus groups of young people in communities will be organized to discuss their particular needs in emergencies and to guarantee that these are included in the Community Response Plans

Indicators to measure mainstreaming on gender, children and disabled people:

- ✓ 21 Focal Groups (Women, Girls, Boys, Disabled) participate in the workshops to include their needs in the Response Community Plans.
- ✓ At least 50% of the women and men of all ages of the target population, receive information about the risk management project during all phases, which provides the opportunity for their input.
- ✓ In each community, at least 2 women, 2 young people and 1 elderly person, are involved in the decision making in the community with regards to the carrying out of risk management actions.
- ✓ In each community, at least 2 women, 2 young people and 1 elderly person, involved in the formulation of the small infrastructure works for mitigation and/or preparedness, reflect the priorities, and the principal needs, concerns and values of the people (women as well as men) of all ages.

Specific considerations

- ✓ Number of women, girls, boys, disabled people, elderly person, involved in Focal Groups.
- ✓ Number of women and men involved in the Workshops about risk management.
- ✓ Number of women and men implicated in decisions concerning their needs and priorities.
- ✓ Number of women and men participating in the small works of preparedness/mitigation.
- ✓ Number of women and men members of the Committee and its response commissions.

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

- The disabled and the elderly do not participate in all activities planned by the project.
- Male participation is limited due to farming and, in some cases, due to lack of interest.

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

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 project will be executed by the Consortium of the Netherlands, Guatemalan, Spanish, and Norwegian Red Crosses. The leader of the Consortium and the signatory on the contract is the Netherlands Red Cross. The implementing partner is the Guatemalan RC. The Spanish and Norwegian Red Crosses will provide technical and financial support. The roles will be defined in a Memorandum of Understanding and the Cooperation Agreement signed between the three NSs.

Respecting the coordination with relevant stakeholders, coordination meetings with Se-CONRED and other DIPECHO partners were held to discuss work zones in order to avoid duplications. Common activities were discussed to propose and to maximize the publicity of actions realized. The proposal considered actions with respect to EIRD's biannual campaign – "Safer Hospitals". Further actions have been oriented to coordinate with the Reference Centres and Regional Representation of the IFRC in Panama, as well as with the project PREVDA to coordinate trainings.

Regarding PREVDA and the San-Sam Project

There will be coordination to allow members of the Colred, assisted by our project, to participate in joint training with the Community of Upper Basin Samalá, so that the population of the upper part will become aware how their actions affect in a positive or negative way the entire basin.

Technical Staff of the San-Sam Project will organize training in threat monitoring and communications system, for forecasting and decision-making.

We hope that with PREVDA working the Upper Part, the San Sam Project in the Middle Part and us at the Lower Part of the basin, we can organize a good monitoring and communication system, that allows for taking effective decisions during an emergency.

Regarding the biannual EIRD Campaign:

Before carrying out activities with healthcare centres, The GRC will establish coordination with the Office of PAHO and the Ministry of Health in Guatemala, to complement actions. This coordination will also be established with other DIPECHO Partners and other relevant regional projects, to take a similar methodology of work with concrete and interchangeable concrete products.

Within the context of this campaign we hope to establish:

- Contingency health plans linked to municipal and local plans for the assisted communities.
- An assessment of the situation of basic equipment and infrastructure for the first response of the two health centres, to support them through this project or influence with other funding sources: municipal mayors, Ministry of Health, other alternative projects

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

The selection of communities, as well as foreseen objectives, results, and activities of the project, were discussed with the Departmental and Municipal Authorities (Mayors, Ministries of Health and Education, INSIVUMEH, Fire Fighters, GRC in Retalhuleu), validating the proposed actions, which were then adjusted according to the needs and criteria of the participants.

The Executive Secretary of the CONRED will monitor and participate in the development of the Project by means of the structures proposed in the MoU, from the central political level to the local technical level established in the HQ and Department HQ of the Se-CONRED.

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

Conversations have been held by telephone with the staff of ECHO in Managua, consulting on the technical aspects of the proposal and with respect to the new format of the Single Form. Also, a presentation of the RC proposals was given to inform all staff about the principal points of the project.

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

Regarding PREVDA program

- Scheduled activities for both do not have the same timeframe and implementation periods are also different; this limits operating coincidences. Thus far, we have shared knowledge and work tools, and we are looking for ways to go forth.

Regarding the regional projects

- Unicef project pace is slowed down by MINEDUC procedures. This prevents us from implementing joint actions.
- We have participated with CRID in a working session and in exchange of communications, but our work pace is different. We need to advance faster and in both ways in order to implement the systematization tool.
- With the PAHO project, we have received training on the Safe Hospital Index. This is an interesting assessment tool for measuring risk, but the index is not designed for Health Centers. We are revising it to try to apply some of the checklists, but not the index itself.

Regarding Se-Conred and governmental institutions

- Changes in the different Management offices participating in our project limit coordination strengthening and make operational coordination difficult.

- The different emergencies in the country have delayed coordination and operation activities due to the transfer of human resources from Se-Conred and the government to emergencies. (Landslide in San Cristobal, Influenza A(H1N1), National political crisis)

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

7. IMPLEMENTING PARTNERS

7.1 Name and address of implementing partner(s)

Name of Local Partner: Cruz Roja Guatemalteca
Address: 3 calle, 8-40, zona 1, Guatemala Ciudad, Guatemala, CA.
Telephone: (+502) – 2203848, (+502) – 2324649 Fax:(+502) 232-4649
E-mail: crg@intelnet.net.gt

Name of Local Partner: CONRED
Address: Av. Hinacpié 21-72, Zona 13 Guatemala, 01013, C.A.
Telephone: (+502) 385-4144 Fax: (+502) 385-2517

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

GRC is a part of the International Movement of the Red Cross, who executes its mission under the seven fundamental principles of the organization. The support received by the GRC from the Netherlands, Spanish and Norwegian Red Cross is bilateral and is expressed in terms of technical and financial assistance in the projects carried out to benefit the vulnerable populations in Guatemala.

GRC has an operational role in the execution of the project, providing the structure and human resources (Volunteers) by achieving the objectives proposed, given that the volunteers of the GRC branch in Retalhuleu is one of the most important resources for the training and education processes in the area of implementation of the project.

The Se-Conred in its capacity as Main Authority will train project staff in the methodology, manuals, forms and procedures to address the issue of disaster preparations, from the National Policy towards the local.

Guatemalan Red Cross has signed a Framework Cooperation Agreement with the Joint Executive Secretariat, for this project. An Addendum to this Framework Cooperation Agreement will be signed to specify its role

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

In the country, the GRC is a reference entity for various themes: Rescue, Community Education in Disaster Preparedness, Pre-hospital Care, Shelter Management, SPHERE Project, Climate Change Adaptability, Community Health, VIH, among others. In addition to its mandate as being auxiliary to public powers, the coordination of the activities will depend on the GRD and will work closely with Se-CONRED in order to achieve of the Decree 109-96 which constitutes the legal base of the interventions in DRR. According to the Government Country Plan, the GRC participates in the Policy of Risk Reduction, Prevention and Response in Disasters.

The narrative and financial reports will be handed in monthly, corresponding to the planning of the previous month and the Action Plan of the project.

In meeting with sustained Authorities Se-Conrad, we have agreed that:

- ☒ The Executive Secretariat will assign a person as direct liaison to the project.

- ☑ Monthly technical meetings will be held in the project area, which will evaluate activities in the previous month and plan the actions for the next month. In these meetings the Departmental Delegate of Se-Conred Retalhuleu and the designated Se-Conred Liaison for the project will participate.
- ☑ The Departmental Delegate of Se-Conred Retalhuleu and the designated Se-Conred Liaison for the project will make field visits to communities in the project, after joint planning.
- ☑ The Expatriate Technical Advisor will maintain direct communication with the Se-Conred Liaison and vice versa, for consultation and advice. If the Se-Conred Liaison surpasses the limits of his competence, the Expatriate Technical Advisor will consult other sectors of Se-Conred (education, Risk Management, etc.), to resolve any doubts and improve the quality of Se-Conred inputs into the project.

7.4 [INT] In case of changes, please explain

7.5 [FIN] In case of changes, please explain

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)

Political Risks

All relevant government associates will be integrated using participatory work methods so that if there is a change in personnel, the commitments will be maintained. If necessary, agreements will be signed with the new structures.

Social and Security Risks

The interest of the communities will be formed through the actions to attract members, such as through trainings in First Sid, Microprojects, School activities, to show the relevance and utility of the process.

Insure personnel, goods and equipment where necessary and possible, so that the Insurance companies respond. Review manuals and protocols for security, in order to update them. In the last case and only if necessary, a change in the closing date will be requested.

Natural Risks

Make use of the experiences obtained during the natural disasters as a way to generate interest in the project, applying procedures and evaluation of the emergency plans.

Risk/assumption	Probability(*)	Possible impact	Level of impact(**)	Mitigation
Political Risks				
Institutions maintain their political will to fulfill the agreements and commitments they have signed	2	Project results on the Municipal/Departmental levels will not be achieved	4	From the beginning of the implementation of the project integrate all relevant governmental partners showing the benefits and using a participative way of working
The Executive members of	1	Project efforts will not result in the intended	4	From the beginning of the

CONRED accompany, approve and contribute to the project		strengthening of the DP and Response System		implementation of the project integrate all Executive members of CONRED showing the benefits and using a participative way of working
The political environment does not affect the development of the project	3	Extra costs and investment of time and energy of project team to make sure that the project is still important for the relevant governmental institutes	3	Make sure that mutual compromises are agreed on the basis of mutual interests and signed Agreements
The changes in the municipal, health centre and community authorities do not affect the risk management development process promoted by the project	3	Extra costs and investment of time and energy of project team to integrate the new personal of the relevant governmental institutes in the project	4	Make sure that the agreements are institutionally accepted and not dependant on individuals
Natural risks				
The area is affected by a natural disaster that may affect the implementation of the project	2	The project will probably not be implemented or have to be temporarily suspended	5	Make use of the experiences during the natural disaster events, for example creating interest in the project, application of the procedures, and evaluation of the emergency plans.
Social risks				
The communities and the authorities are actively involved in the work organization, identification, and execution processes	1	There is no participation of the communities in general and of the women in particular, in the implementation of the project	4	On the basis of the Baseline Study the communities will be chosen by means of a participatory process Interest of the communities will be enhanced through the small micro-projects
Internal migration due to agricultural production cycles	2	Main community stakeholders will not appropriate and/or	4	The professionals of the project team create interest of

does not affect the Project		accept the project and its results		<p>the communities for the implementation of the project.</p> <p>The project team will be working in all communities.</p> <p>Through participative implementation of the project appropriation and acceptance by the communities and specific focal groups (women) will be engendered</p>
Economic risks				
The construction materials are available in the local market in time and stock	1	Costs of construction works will increase by higher material and/or logistical costs which will result in lower construction output	3	Requests for budget changes, including request for more funds as materials have to be purchased in more distant market places
Security risks				
The security situation in the country and the region remains stable and allows for the implementation of the project	2	Decrease of interest and participation of the communities as result of constant changes in planning to adapt to changing security situations	3	<p>Clear rules with all participants. Work in all communities. Security Plan and Processes. Take care of lives of participants and project team. Change of end date.</p>
<p>(*) Probability the risk will materialize or the assumption will prove false: 1 = Very Low 2 = Low 3 = Medium 4 = High 5 = Very High</p> <p>(**) Level of impact on project implementation if risk materializes or assumption proves false: 1 = Very Low Impact 2 = Low Impact 3 = Medium Impact 4 = High Impact 5 = Very High Impact</p>				

8.2 Security considerations

- Youth gangs and the violence in the streets are increasing worries, with armed robberies in the cities and private homes. The crimes include murder, rape, and robbery.
- The zone of the project has a history of kidnapping, people or families, to demand ransom

- Strikes take place all around the country, sometimes with very little warning. The obstruction of the highways and the occupation of public services, which sometimes include international airports or principle highways, is a common tactic.
- Criminal violence occurs in the street, in the highways, by intercepting vehicles. It happens in main and secondary routes
- There is a high risk of accidents in the highways due to imprudence of the drivers, disregard for the signs and safety rules, deteriorating roads, and deteriorated vehicles.

8.2.1 Security situation in the field, describe briefly

Yes ☐ No ☐ Standard procedures ☒

IFRC and NS have security guides and manuals for field operations, which will be put into practice during the project. The ICRC promotes the implementation of "Safer Access", which applies to all personnel and action in the Movement.

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

Yes ☒ No ☐

The personnel and volunteers that do not know the procedures will be taught and given copies of the manuals in the induction phase and will then sign and assume the commitment of the rules and regulations of security in the country with each NS. This applies also for expatriate personnel.

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

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

9. COMMUNICATION, VISIBILITY AND INFORMATION ACTIVITIES

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

- Official presentation of the project to Institutions, Authorities, Leaders, and Communication Media
- Radio spots, web pages of the GRC, printed material with information and educational messages will contain information of the original source of the funds and project implementers.
- Printed flyer with project information and source of funds
- National and Regional Consultative Workshop and exchanges with other DIPECHO partners of the experiences with communities, as well as the Closing Event, will have relevant visibility.
- Interactive CD with project information, systematization of lessons learned, photos, etc

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

- All the equipment bought with project funds will have stickers
- T-shirts, hats, backpacks, vinyl posters, will also have the identification, according to the DG ECHO Guidelines for the production of visibility material, and the GRC norms for the use of the Red Cross Emblem

Note: For security reasons, the vehicles will not have the DG ECHO logo, only the Red Cross emblem, because of the "association of the logo that delinquents may have with the logo for Euros".

9.3 Planned publication activities

- On the web pages of the NSs in the consortium and the IFRC
- Interactive disk with project information, lessons learned, photos.

During the two first months of the project we will contact to Mr. Francois Duboc to discuss and to execute our visibility plan for this project.

9.4 [INT] In case of changes, please explain

9.5 [FIN] Report on the relevant activities

10. HUMAN RESOURCES

10.1 Indicate global figures per function and status

Status:

- **Project Coordinator: 1**
 - Responsible for the implementation and management of the Project in the field.
 - Responsible for the execution of activities to reach the foreseen results.
 - Responsible for follow-up and monitoring of indicators of results.
 - Responsible for the coordination with the activities with Health Centres and Municipalities.
 - Responsible for Response Municipals Plans and Emergency Health Centre Plans
 - Responsible for the execution of the simulation exercises in the municipalities.
 - Responsible for the execution of the simulation exercises in Health Centres.
 - Responsible for the relationship with the Technical Personnel San-Sam project.
 - Responsible for the relationship with the Technical Personnel PREVDA project.
 - Responsible for the relationship with the Technical Personnel Se-Conred in the field.
 - Responsible for connecting the Emergency community Plans, with the Municipals and Health Centres Plans.
 - Responsible for the distribution of the volunteer RC personnel to the activities.
- **Educating Technicians2**

One for every region the Project has been divided in:

 - Responsible for the educational processes and awareness with the schools and communities.
 - Responsible for educational processes with the members of the COLRED and COMRED.
 - Responsible for educational processes with the members of the Emergency Schools Comities.
 - Responsible for emergency schools plans, risks school maps.
 - Responsible for the VCA process in the communities.
 - Responsible for the execution of the simulation exercises in the schools.

* They support the training processes for the technicians for prevention and mitigation.
- **Technicians for Prevention and Mitigation ...2**

One for every region the Project has been divided in:

 - Responsible for the technical processes about risk management.
 - Responsible for the follow-up of the Organization of Colred in all communities.
 - Responsible for identification, selection and execution of small basic infrastructure and mitigation works
 - Responsible for elaboration and follow-up of emergency plans in the communities, (risks maps, resources, etc)
 - Responsible for the signalization of evacuations routes in all communities.
 - Responsible for the installation of monitoring instruments for floods in the selected communities.
 - Responsible for the execution of the simulation exercises in the communities.

* They also support the labour of Educating Technicians.
- **Technical Assistants:..... 2**

One for every task, Logistical role and Administrative role:

 - Responsible for supporting the logistical processes about risk management.
 - Responsible for the distribution of all materials in the communities.
 - Responsible for administrative functions in the field, to support the principal office in Guatemala city; works closely with the Project's Administrative Assistant.
- **Administrative Assistant:1**

- Responsible for the project's accounting and budget follow-up.
- Responsible for the management of staff at his/her charge, with everything that this represents.
- Verifies the adequate fulfilment of the European Commission's accounting and administrative norms applicable to the project.

• **Driver:1**

- Responsible for the use, driving, and shelter of the assigned vehicle.
- Responsible for security and preventive maintenance of the vehicle.
- Responsible of updating the travel log with monthly reports to the administration.
- Responsible for the transfer and safety of goods, equipment, material, and especially people entrusted to him.
- Responsible to support all the staff with the necessary logistics, with the required coordination to maximize resources.

• **Team of Volunteers: 20**

- Responsible for implementing training and provide others at their level.
- Support for the execution of the base line study and if necessary, in the survey for the final evaluation, VCA diagnostics.
- They support the monitoring and execution of small community projects.
- They support the appeal for community and institutional meetings.

• **Expatriated Delegate (NL Red Cross):1**

- Responsible for the contract signed between the European Commission and NL RC.
- Responsible for the relationship with Se-Conred and others Agencies.
- Responsible for the relationship with Guatemalan, Spanish and Norwegian Red Cross.
- Responsible for the relationship with other Dipecho project in the country and Regional projects.
- Responsible for the relationship with ECHO Staff in the Field.
- Responsible for the general follow-up of the Project and act as the counterpart towards the European Commission for the contract and Project responsibilities.

Function	Status ¹⁰	Number of staff	Number of man/ month in project	Comments
Coordinator(*)	Expatriated	1	16.5	To support the final issues: Report, Files, Questions, etc. Will be based in Retalhuleu (75%) and Guatemala city (25%)
Coordinator	Local	1	15	Will be based in Retalhuleu.
Educations Technical	Local	2	15	Will be based in Retalhuleu.
Preparation and response Technical	Local	2	15	Will be based in Retalhuleu.
Technical assistants	Local	2	15	To Support the logistical and administrative functions in the field. And task for technical team. Will be based in Retalhuleu.
Administrator	Local	1	16.5	To support the final issues: Report, Files, Questions, etc. Will be based in Guatemala City.
Driver	Local	1	15	Will be based in Retalhuleu.
Staff and Voluntaries CRG	Local	20	13	Will be based in Retalhuleu.

¹⁰ Expat, local staff, staff of the implementing partner,...

(*) The Expatriated Coordinator will work for 16.5 months for reporting purposes and closing down the office.

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

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

11. FINANCIAL OVERVIEW OF THE ACTION¹¹

Eligible cost of Action ¹²	Initial budget	Intermediate report		Final committed	Funding of Action	Initial	Final state
		Budget	Committed				
Personnel costs	202,496	202,496	106,996.37		Direct revenue from Action		
Goods and services	262,812	262,812	65,515.43				
Support costs	12,000	12,000	5,770.53		Contribution by applicant	110,000	
Visibility	4,000	4,000	1,626.97		Contribution by other donors		
Subtotal direct cost	481,308	481,308	155,919.30		Contribution requested from ECHO	405,000	
Indirect cost (7%)	33,692	33,692	10,914.35		% of total funding:	78%	
Total Costs	€ 515,000	€ 515,000	192,502.95		Total Funding	€ 515,000	

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

¹¹ This table will constitute annex II of the signed Agreement.

¹² The partner can use another representation of costs in line with the current practice in its organisation. These headings will become the chapters of the final financial reporting. In case personnel costs and the costs on information, communication and visibility are not explicitly available in section 4.3.2, these have to be explicitly mentioned in this table.

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

Name: [Mr. Ton HUIJZER](#) Juriaan Lahr
Title: 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

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

Nombre: ~~Fred STANGELAAR Representante Regional para CA~~¹³
Teléfono: ~~+504 23 54 273~~
Fax: ~~+504 23 54 273~~
Email: ~~astangelaar@cruzrojaholandesa.org~~

Name: Mr. George ROTS
Telephone: +31 70 4455 812
Fax: +31 70 4455 751
Email: georger@redcross.nl

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

Name: Alexei CASTRO, Risk Management Delegate; Guatemala C.A.
Telephone: +502 2230 3583
Fax: +502 2253 6541
Email: acastro@cruzrojaholandesa.org

12.5 Bank account

Name of bank: ABNAMRO

Address of branch: Kneuterdijk 8
Postbus 165
2501 AP Den Haag

Precise denomination of the account holder: Vereniging Het Nederlandse Rode Kruis
Postbus 28120
2502 KC Den Haag

Full account number (including bank codes): Account number: 42.14.69.722

IBAN account code, (or BIC country code if the IBAN code does not apply):

¹³ The Netherlands Red Cross currently does not have a Regional representative for Central America, but this will be resolved within the next few months.

SWIFT code ABNANL2A

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