



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: Netherlands Red Cross;
The Hague, Holland

1.2 Title of the Action: 'Strengthening community resilience regarding the effects of disasters
in Parcelamiento La Máquina, Suchitepéquez, and Retalhuleu, Guatemala'

1.3 Area of intervention (country, region, localities):

The Project will be implemented in La Máquina settlement, located in the municipalities of San Andrés Villa Seca, Retalhuleu Department, and in Cuyotenango, Suchitepéquez Department in Guatemala, Central America.

Seven communities in Sector B of La Máquina settlement in Cuyotenango:

- Centre 1
- Row B19, 20 and 21
- Row B18
- Row B16
- Row B14
- Row B12
- Row B4, Palestina Sector

Eight communities in Sector C of La Máquina settlement in San Andrés Villa Seca

- Centre 2
- Row C20 San Antonio Los Encuentros
- Row C14, Sector El Guisoyol
- Row C12, Sector Sis
- Row C10, Sector Samalá
- Row C8, Sector Sis, Polígono 7
- Row C8, Sector Sis, la Naranjera
- Row C4, Sector Sis

1.4 Start date of the Action: September 1st, 2010

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

1.5 Duration of the Action in months: 15 months

1.6 Start date for eligibility of expenditure: September 1st, 2010

The following actions will begin on said date:

- Hiring project coordinator and an administrator
- Announcement, selection and hiring of staff

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).

- Opening of bank accounts to be used in the area of implementation
- Work space arrangements in the office
- Procurement and installation of telephone and internet services
- Purchasing and installation of office equipment
- Introductory training for technical staff and Red Cross volunteers

Please explain if this date differs from submission initial proposal (see 1.10)

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 VII

1.9 Control mechanism to be applied: A ☐ P ☒

1.10 Proposal and reports

- Initial proposal ☒ date: 31-05-2010
- Revised proposal N°1 ☒ date: 05-08-2010
- ECHO reference A/... ☐ date: dd-mm-yy
- Intermediate report ☒ date: **29-04-2011**
- Final report ☐ 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

Project conditions remain stable and in line with the results expected from the beginning of the project. Thus, no correspondence or supplementary agreements with ECHO have been required.

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

Sectors "B" and "C" in the settlement were diagnosed and assessed during April 2010, with participation of Guatemala Red Cross staff and with technical and financial support from the Netherlands and Spanish Red Cross.

"Sector B" was diagnosed and assessed first in February 2008—during the DIPECHO VI Project proposal process—but financial limitations in the Project prevented its inclusion in said proposal. This activity was performed by Guatemala Red Cross staff with technical and financial support from the Netherlands and Spanish Red Cross.

Both assessment processes in the area included visits to communities; guided structured and semi-structured interviews with: Community Development Council (**COCODE**) members, education supervisors, school teachers and principals, health centre personnel, Cuyotenango fire department personnel, municipal mayors, personnel from the municipal planning offices and staff of the National Coordination Agency for Disaster Reduction (**CONRED**) department.

The project also resorted to desk research: reports and statistical information from health centres, education supervisions, population census. It also included the “Geographical and Thematic Priorities for the DIPECHO VII Program Action Plan in Guatemala” Country Document. (Annex List of participants in community assessments)

2.2 Problem statement and stakeholder analysis

According to the document prepared for the sixth DIPECHO action plan, Guatemala has distinctive geographical, demographic and socio-economic characteristics, rendering many parts of the country highly vulnerable to a number of different threats. Its location in the northern tip of Central America makes it susceptible to meteorological events, which have tended to cause floods in different parts of the country. For example, hurricane Mitch in 1998 caused flooding in north, northeast and southeast, while in 2005 tropical storm Stan caused flooding in the central, northern and western highlands and the Pacific coast region.

Moreover, population growth and detrimental practices such as excessive logging of trees and the unregulated use of the tributaries to the main rivers, have turned the region into a high-risk area for floods, which are recurring every year during the winter season. They have a negative impact on human health, and cause loss of property and partial or total loss of livelihoods such as crops, animal rearing, among others. Floods have even led to temporary suspensions of educational activities, to ensure the safety of children.

The same document refers to the seismic status of Guatemala, including the interaction between the Cocos and Caribbean plates along the subduction zone of the Pacific Ocean. This tectonic zone is one of the two main generators of earthquakes in Guatemala. In fact, the Project area of this proposal is situated in an unstable tectonic zone. In recent years other types of threats, some influenced by climate change, such as food insecurity, drought and forest fires have become more common in Guatemala in general and in the Project area in particular.

During the assessments conducted in February 2008 and April 2010, we found evidence that a major cause of the problem of vulnerability in the region is the prevailing levels of poverty. According to the National Human Development Report of 2005, 60.5% of the population of San Andres Villa Seca is poor and 8.9% lives in extreme poverty. In Cuyotenango 60.6% of the population is poor and 11.9% lives in extreme poverty.

It is important to mention that the geographical locations of participating communities are recurring flood zones and previous disaster response operations have had the support of ECHO for disaster response and rehabilitation projects via different agencies, Red Cross being one of them.

The April 2010 assessment identified the following stakeholders:

Stakeholders	Project-related interest and expectations	Possible contributions to project activities
a. Community Organisations		
Community Development Councils (COCODES)	<ul style="list-style-type: none"> - Strengthen their response preparedness capabilities - Strengthen community organisation 	<ul style="list-style-type: none"> - Collaborate in summoning the community - Support and local approval of project actions
b. Local Rescue Units		
Municipal Fire Departments	<ul style="list-style-type: none"> - Strengthen their response capabilities 	<ul style="list-style-type: none"> - Collaborate in the creation of a territorial response plan
Health Centres	<ul style="list-style-type: none"> - Strengthen their response capabilities 	<ul style="list-style-type: none"> - Provide local support via its health facilitators - Collaborate in the creation of a territorial response plan
Red Cross, Retalhuleu and Mazatenango Delegations	<ul style="list-style-type: none"> - Strengthen their response capabilities 	<ul style="list-style-type: none"> - Support target territory via its volunteer staff - Collaborate in the creation of a

		territorial response plan
c. Municipal and Department Officials		
San Andrés Villa Seca and Cuyotenango Municipalities	- Foster prevention culture in the population	- Support and approve Project actions
Retalhuleu and Suchitepéquez Governors Offices	- Strengthen institutional response capabilities in the region	- Support and approve Project actions
d. Public Institutions		
Ministry of Education	- Training for teachers - Creation of Emergency School Committees - Creation of family plans - Awareness and training on DRR topics	- Support and approve Project actions in schools
Ministry of Health	- Activate Risk Committees in Health Centres - Strengthen DRR planning - Strengthen institutional response capabilities	- Monitor and provide technical assistance - Support and approve Project actions in regional health centres
Executive Secretary of National Coordination Agency for Disaster Reduction (SE-CONRED)	- Strengthen local disaster management - DRR information and education actions - Strengthening of the EWS monitoring component	- Monitor and provide technical assistance - Support and approve Project actions
National Institute of Seismology, Vulcanology, Meteorology and Hydrology (INSIVUMEH)	- Announce its role and use of meteorological monitoring units among the population	- Monitor and provide technical assistance - Support and approve Project actions
National Secretariat for Planning and Programming (SEGEPLAN)	- Include DRR component in development planning at local level	Provide monitoring and technical assistance
e. Other Programs		
Regional Programme for the Reduction of Vulnerability and Environmental Degradation (PREVDA)	- Facilitate exchange of experience and methodology	- Articulate link between institutions and local implementing unit

Thus far, there is no evidence of any participating stakeholder resisting or negatively influencing action implementation.

(See detailed information in Annex 1: Form used to identify and assess the area)

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

From the assessment that was carried out, the specific vulnerabilities in the region and potential activities to transform the situation include:

- After Hurricane Stan struck in 2005, some efforts have been made to organize local community structures to respond, especially in Sector B, but this was not enough. The communities lack organisation, there is a need for training to enhance their skills and a need for basic equipment for emergency response

basic equipment. When provided with this assistance, communities can strengthen their disaster response through the formation of Local Committee for Disaster Reduction (**COLRED**) and Community-based Disaster Response Teams (**ECORED**).

- The homes of 13 out of 15 of the rural communities are scattered throughout the area. It is very important what people can do for themselves in initial response to an emergency, because help from outside will arrive only hours after disaster strikes. Given the dispersion of housing it is necessary for the most vulnerable families living in high-risk areas to have procedures and instructions on how to act when an emergency strikes (Emergency Family Plans).

- In none of the two municipalities there was evidence of municipal disaster response plans. However, considering the geographic location of the Project's communities, its access to and institutional presence in this region, we recommend the development and implementation of a Territorial Response Plan, to incorporate risk analysis across the region and define coordinated activities between communities, institutions and authorities.

- Facilities that have been used as places of shelter, aid distribution and other infrastructure, are worn out and/or do not meet minimum requirements (health services and safe water supply). Therefore, communities must improve the disaster response and mitigation infrastructure, making the adjustments necessary to ensure a decent standard of care for the affected population.

- Some government bodies (positions and their occupants) established since 2008 will face elections at the end of 2011, leading possibly to changes in national and municipal governments. However, we must work on strengthening the capacities of existing structures (positions and their occupants) of 2 Departmental Committees for Disaster Reduction (CODRED) and 2 Municipal Committees for Disaster Reduction (COMRED), hoping that potential changes in governance at national and municipal levels, planned for early 2012 will not drastically alter these structures.

- The relief agencies (fire brigade, health centres and Red Cross) have made progress in training their teams in responding to small emergencies (first aid or primary health care, fire control, etc.). It remains urgent to strengthen their capacities to respond to larger emergencies or disasters by providing them with more training on topics such as damage assessment and needs analysis, management of emergency operational centres, minimum SPHERE standards, and provision of basic equipment for flood response.

- There exist already some links between communities and municipal and departmental emergency response mechanisms, mainly in Parcel C. These are not enough and they need to be consolidated through the establishment of an early warning and communication system that facilitates coordination of actions between the community and the disaster response institutions in the region.

- There is little or no understanding of the risks associated with unplanned growth of urban communities. So, local authorities and people living in urban centres should be given information about the risks of unplanned growth and the RRD approach in this context.

- It is a region considered as a zone of "very high" risk because of the seismic hazard and the structural conditions of some schools have been deteriorating over time, so that teachers should incorporate the risk of earthquakes and unsound buildings as a theme in the planning of DRR and in the development of their educational activities.

The focus of action should be directed to the strengthening of community-level preparedness for disaster response, with a territorial approach under municipal jurisdiction, bearing in mind that the actions of the DIPECHO V and VI were executed by the Red Cross, in neighbouring areas to the east and west of the current proposal's Project area. This involves dedicating extra resources to expand the capabilities of those involved in the SAT which have been implemented or strengthened in this region and to avoid the creation of "island regions" in terms of capacity building in disaster preparedness.

The above-mentioned priorities have been addressed in an international context within the framework of disaster risk reduction, such as the Hyogo Framework, Strategy 2020 of the International Federation of Red Cross, the Central American Policy for Disaster Risk Management and of course within the framework

of the DIPECHO Programme.

A territorial plan must be worked out among local authorities, municipal and departmental levels in both departments to provide better levels of preparation and response to disasters affecting 15 communities located in the two departments.

These 15 communities in both departments share a single main access road, a comparable economic and social life, and common threats of floods and earthquakes.

(See **Annex 8: Complete baseline study report**)

The above mentioned priorities were analyzed from an international perspective using the disaster risk reduction reference framework, i.e. Hyogo Framework, IFRC Strategy 2020, Central American Policy for Disaster Risk Management, and of course, the DIPECHO Program action lines.

(See **Annex 2: Reference Framework for Disaster Reduction**)

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

Needs assessed and problems detected in the initial KAP remain unchanged. Project priorities correspond to the objective and the expected results in the logical framework.

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 are aligned to the "Netherlands Red Cross Strategy in Latin America and the Caribbean," and the Cooperation Agreement for the Movement in Guatemala.

Conditions for these initiatives with the GRC are based on:

- Programs that focus on improving the conditions of the most vulnerable populations in Guatemala through actions related to Community Health and Risk Management by providing assistance in emergencies and disaster preparedness. Programs promote sustainable development of the communities. Leaders and communities participate in program formulation, planning, implementation, and evaluation.
- Programs include gender strategies, intercultural exchange and reduced discrimination of persons in marginal situations. They are based on the level of knowledge, capacity, existing resources in project areas and GRC capability to initiate horizontal cooperation between GRC and NRC. All of these will contribute to strengthen GRC capabilities and image in Guatemala.

Development projects in the country by region include the following:

Alta Verapaz:

Human Development Program from 1997-2000 with funds from the Netherlands Government.

-The Rehabilitation Program CHACA Post-Mitch in 1999 to 2002 with funds from the Platform of Development Cooperation Agencies of the Netherlands (SHO) and the Netherlands Government
€850,000.00

-Program PRRAC with funds from the European Union from 2003-2005
€588,684.98

-DIPECHO IV from 200-2006 financed by DG ECHO in consortium from the Spanish Red Cross
€325,719.77

Chiquimula:

-Projects on Climate Change Adaptability with funds from the Netherlands Postal Code Lottery and technical assistance of the Climate Centre of the Red Cross Red Crescent in The Hague. From 2007 to 2010 the total budget was **€525,000**. From 2007 to 2010

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

Retalhuleu: DIPECHO VI from 2008 – 2010 financed by DG ECHO in consortium with Spanish Red Cross and Norwegian Red Cross **€515,000**

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

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

During the end of May and early June, the south-western region of Guatemala was hit by Tropical Storm Agatha, destroying roads, agricultural fields and damaging homes, schools and other community buildings. Immediately, the Red Cross and other public and private organisations undertook disaster response actions, and provided humanitarian aid to communities. So far there have been three types of assistance to communities: the municipal authorities, which provides partial food aid; the ministry of agriculture, which provided seeds in some places; and the Red Cross with support from European Commission funds ECHO, with a contribution of 380,000 Euros, which benefit 2,350 families in 42 communities in the departments of Retalhuleu and Suchitepéquez. CONRED informed that some NGOs will start rehabilitation and reconstruction work, but currently there is no confirmation of which NGOs, and concrete action. Potentially in future months, it could happen that some NGOs appear with some action. Therefore, the Project will be ready to coordinate and complement actions, and avoid duplication of efforts and resources. To do this, we will maintain close communication with the regional and national authorities, and the United Nations system.

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 15 communities in the La Máquina settlement, located in the border between two municipalities: Cuyotenango, in Suchitepéquez and San Andrés Villa Seca, in Retalhuleu, Guatemala, Central America. Communities in this region share one land access and have similar social and economic characteristics.



Proposed area for DIPECHO VII Guatemala / Red Cross

(Annex 3: General Map of Guatemala. Action location)

References:

- ☐ Communities' proposals for the **Seventh DIPECHO Action Plan** in San Andres Villa Seca, Retalhuleu and Cuyotenango, Suchitepéquez.
- ☐ Participating communities during the Sixth DIPECHO Action Plan in Retalhuleu, Retalhuleu.
- ☐ Participating communities during the Fifth DIPECHO Action Plan in Santo Domingo, Suchitepéquez

4.2 Beneficiaries

4.2.1 Total number of direct beneficiaries:

Nº	Beneficiaries by:	Number
1	Communities	13,109
2	Institutions	173
Total		13,282

4.2.2 Status of 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...)

Nº	Community	Total population	Women	Men	Children (<5 yr)	Children (<18 yr)	Elderly (>50 yr)
1	Rows B21, B20, B19	673	343	330	104	231	80
2	Row B18	382	195	187	59	131	46
3	Row B16	265	135	130	41	91	32
4	Row B14	530	270	260	82	182	63
5	Row B12	461	235	226	71	158	55
6	Row B4 Palestina	259	132	127	40	89	31
7	Centre 1	4267	2,176	2,091	658	1,463	510
8	Row C20 Los Encuentros	604	308	296	89	199	74
9	Row C14 Güisoyol	572	292	280	84	188	71
10	Row C12 Sis	437	223	214	64	144	54

11	Row C10 Achiotes	598	305	293	88	197	74
12	Row C8 Poligon 7	182	93	89	27	60	22
13	Row C8 Naranjera	1040	530	510	154	343	128
14	Row C4 Sis	1019	520	499	150	336	126
15	Centre 2	1820	928	892	269	600	225
		13,109	6,685	6,424	1,980	4,412	1,591

(*) Prepared by the Project with information provided by the Population Projection; National Statistics Institute

Total beneficiary population includes **3,424** students in the pre-school and elementary levels.

Direct institutional beneficiaries:

Nº	Institution	Number of persons
1	School teachers	131
2	Education supervisors	2
3	GRC, Retalhuleu and Mazatenango Delegations	10
4	Cuyotenango Fire Department	5
5	Permanent Care Health Centre; Centre 1; La Máquina	6
6	Health Centre, Centre 2, La Máquina	6
7	Quick Response and Technical Assistance Unit, Ministry of Health	2
8	Cuyotenango Municipality, Suchitepéquez	2
9	San Andrés Villa Seca Municipality, Retalhuleu	2
10	Department Coordinator – Suchitepéquez CODRED	1
11	Department Coordinator – Retalhuleu CODRED	1
12	SAN SAM Project	1
13	PREVDA Program	2
14	SEGEPLAN	1
15	INSIVUMEH	1
	Total	173

4.2.4 Direct beneficiary identification mechanisms and criteria

Selection of participating communities was done with the help of officials from the governors' offices in Retalhuleu and Suchitepéquez, municipal mayors and Health Centre staff. Selection criteria included: I) number of inhabitants; II) location and access; III) vulnerability and social conditions (physical, social); IV) organisation and preparedness capabilities; V) recurrence of adverse events, and VI) general security conditions. The list of selected communities was validated with department officials and with the CONRED department delegates; they were in agreement with the selection.

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

Institutions: Interviews with institutions at different levels—department and municipal officials, response organisations—identified the needs for capacity building. These interviews also identified potential communities for implementation. The Logical Framework for the Project was prepared with input from the above mentioned officials who read it and validated its relevance. **(See Annex 4: Institutional correspondence)**

Communities: During the information collection process to assess the area, community leaders interviewed had the power to decide whether a Project of this nature was necessary and feasible in their community. They also recommended the selection of other communities that, according to their experience, have been affected recurrently by floods. The experience with the Stan storm, among others, has been used to raise awareness in the communities on the risks of having limited preparedness and response capabilities during emergencies and disasters and the effects thereof. **(See Annex 5: Community correspondence)**

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

Workshops aimed at decision makers and department government officials, creation and update of territorial plan, equipment for rescue workers, and strengthening of the regional EWS will provide the general population with better care in case of emergencies or disasters. Likewise, training for those working at first response level will benefit everyone in need of their services.

Estimates of indirect beneficiaries for both departments are:

Suchitepéquez **504,267** + Retalhuleu **297,385** = **801,652**

4.2.7 Direct beneficiaries per sector:

Nº	Sector	Number of beneficiaries
1	Local disaster management components	13,109
2	Links with institutions and advocacy	13,282
3	Information, education, communication	13,282
4	Small scale infrastructure and services	13,109

4.2.8 [INT] In case of changes, please explain

Constant contact with community leaders and state institutions confirms that beneficiary families still reside in the communities in the target area. Number of direct beneficiaries is the same as the number in the initial proposal.

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-frame² (max. 3 pages)

Title of the Action	'Strengthening community resilience vis-à-vis the effects of disasters in the Departments of Suchitepéquez, and Retalhuleu in Guatemala.			
Principal Objective	To strengthen the disaster response, preparedness and mitigation capacities of the population living in the most vulnerable locations of Suchitepéquez and Retalhuleu regions.			
	Intervention Logic	Objectively Verifiable Indicators	Sources of Verification	Risks and Assumptions
Specific Objective	SO. To contribute to the strengthening of local disaster management system in south-western region of Guatemala	<p>At the end of project:</p> <p>OVI 1 15 COLRED and 15 ECORED are organized, trained and have basic physical resources for response; these are linked to municipal and department levels and at least 40%, of members of COLRED and ECORED are women with equal decision-making position as men.</p> <p>OVI 2. At least 85% of community members have participated in disaster preparation activities on local level.</p> <p>OVI 3. At least 70% of COLRED and ECORED members have participated in at least 13 communities' disaster floods drills exercises conducted successfully according to standards procedures.</p> <p>OVI 4. At least 50% of the school population has participated in 15 schools disaster Earthquake drills exercises conducted successfully according to standards procedures</p> <p>OVI 5. A territorial disaster floods simulation exercise conducted successfully according to standards procedures including 5 response institutions and 2 municipalities</p> <p>OVI 6. At least four Rescue units in the area have their own basic response equipment and have received training on its use.</p>	<ul style="list-style-type: none"> - Final Project Report - Family emergency plans - Community response plans - Territory response plan - School emergency plans - Roster of participants in the activities - Minutes stating equipment delivery - Pictures - Drills and simulation reports - Initial and final KAP study 	<ul style="list-style-type: none"> * SE CONRED will monitor, provide advisory, and manage. * All stakeholders participate actively in scheduled activities. * Weather and security conditions allow access to the communities. * Change in administration due to elections does not affect the process.

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

Results:	R1. 13 rural communities and 2 urban communities from departments of Suchitepéquez and Retalhuleu have increased their disaster response capabilities	<p>At the end of project:</p> <p>R1 OVI 1. 15 local plans for disaster response properly validated in rural and urban areas, considering the needs of the most vulnerable population.</p> <p>R1 OVI 2. At least 400 families residing in high risk areas in the 15 communities are prepared and know how to implement family emergency plans.</p> <p>R1 OVI 3. Emergency communication system is in place and working properly in 15 communities supported by CONRED and municipalities.</p> <p>R1 OVI 4. The components of monitoring and forecast of 7 subsystems existing in the region of EWS Suchitepéquez and Retalhuleu are working properly at the end project</p>	<ul style="list-style-type: none"> - VCA reports - Activity log - Technical reports - Roster of participants - Minutes stating the creation of COLREDs and ECOREDs - Community response plans - Donation certificates - Compromise agreements 	<p>* Political campaigning does not interfere with the focus of target population</p> <p>* SE CONRED and INSIVUMEH will monitor, provide advisory, and manage</p>
	R2. The institutional response capacity to disasters in the region of the project is properly strengthened and coordinated among the five response institutions and 15 COLRED	<p>At the end of the project:</p> <p>R2 OVI 1. 1 territorial response plan validated by 15 COLRED and Municipal and Department councils from Suchitepéquez and Retalhuleu.</p> <p>R2 OVI 2. At least five persons from each response institutions in the region of the project: Fire Departments, Red Cross, Health Centres, Police, Army have received training in compliance with the territorial plan and their own institutional response/contingency plan</p> <p>R2 OVI 3. 2 contingency plans for Health Centres prepared and validated with the participation of COLRED and ECORED.</p> <p>R2 OVI 4. 2 emergency municipal updated in San Andrés Villa Seca and Cuyotenango.</p> <p>R2 OVI 5. At the end of the project there are two municipalities' protocols for the follow-up of disasters response local plans, EWS community, and a municipal fund for disaster relief.</p>	<ul style="list-style-type: none"> - Roster of participants in training sessions - Activity log - Monthly follow up and monitoring reports - Minutes recording the creation of COMREDs - Territorial response plan - Contingency plan for 2 Health Centres - 2 Emergency Municipal Plans - Updated DRR matrix - Donation certificates - Compromise agreements 	<p>* Institutions are capable of complying with commitments adopted</p> <p>* Communities and authorities respond actively to organisation processes and activity implementation</p> <p>*Political rivalry does not affect articulation processes</p>
	R3. Population of	At the end of the project:	- Script for messages aired and	* Students and teachers respond

	communities, schools and municipalities have been trained and are more sensitive about the risks of floods and earthquakes and share their experiences at, departmental, regional and national level	<p>R3 OVI 1. At least 3 activities to exchange experiences, disseminate and raise awareness on the UNISDR campaign “Creating Resilient Cities” and on Climate Change Adaptability included beneficiaries of the DIPECHO V, VI, and VII Projects and of the PREVDA Program-</p> <p>R3 OVI 2. In at least 13 communities, the basic knowledge of Disaster Preparedness of the residents is increased by at least 40%.</p> <p>R3 OVI 3. In at least 15 schools, the basic knowledge of Disaster Preparedness is increased by 40% among students and teachers.</p> <p>R3 OVI 4. 1 tool is produced and systematized according to the CRID methodology</p>	<p>printed material</p> <ul style="list-style-type: none"> - Information Publisher on the following websites: GRC, IFRC, and REDHUM - Roster of participants in different activities - Validated school plans - Tool systematization document - Initial and ending KAP study 	<p>actively to DRR reinforcement processes in school</p> <p>* Beneficiary population of DIPECHO Projects V and VI respond positively to exchange activities</p> <p>* SE CONRED and SEGEPLAN will monitor and provide advisory</p>
	R4. Beneficiary communities have reduced their risk of disasters with mitigation and/or infrastructure support	<p>At the end of the project:</p> <p>R4 OVI 1. At least 80% of the 15 communities have implemented support and/or mitigation infrastructure projects, according to the VCA and community plans</p> <p>R4 OVI 2. 100% of the communities have installed evacuation route signs, in compliance with community response plans</p>	<ul style="list-style-type: none"> - Technical reports - Material Delivery Minutes - Minutes stating delivery of actions - Pictures - plans and designs 	<p>* Resources needed to implement the different actions are available</p>
	<p>R 1 A.1.1 VCA community workshops</p> <p>R 1 A.1.2 COLRED / ECORED Organisation and Training</p> <p>R 1 A.1.3 Creation and Validation of Community Response Plans</p> <p>R 1 A.1.4 Creation and Validation of Family Emergency Plans</p> <p>R 1 A.1.5 Provision of basic response equipment to COLRED/ECORED</p> <p>R 1 A.1.6 Assessment of EWS status in the region</p> <p>R 1.A.1.7 Implementation of an alert and communication system in the Project area and training</p> <p>R 1.A.1.8 Implementation of EWS complementary monitoring tools in the region and training</p>			
	<p>R 2 A.2.1 Creation and Validation of Territorial Response Plan</p> <p>R 2 A.2.2 Training on response actions for staff of first response institutions in the Project area</p> <p>R 2 A.2.3 Creation and/or update and validation of health centres contingency plans</p> <p>R.2 A.2.4 Creation and/or update and validation of 2 emergency municipal plans and basic procedures for Performance follow-up after completion of the project</p> <p>R 2 A.2.5 Training for health personnel –Municipality, COLRED/ECORED—on how to manage emergencies</p> <p>R 2 A 2.6 Basic response equipment for Fire Departments, Red Cross and Health Centres</p>			

	R 2 A.2.7 Joint organisation and participation in national and regional meeting to update the DRR Matrix	
	<p>R 3 A.3.1 Revision, changes, production and distribution of awareness audiovisual material</p> <p>R 3 A.3.2 Organisation and training for school committees</p> <p>R 3 A.3.3 Creation and validation of school plans, plus ludic and educational activities</p> <p>R 3 A.3.4 Joint organisation and participation in the national and regional broadcasting workshop</p> <p>R 3 A.3.5 Update webpage information for GRC, IFRC and REDHUM</p> <p>R 3 A.3.6 Review of progress and next steps in coordination and planning activities with PREVDA</p> <p>R 3 A.3.7 Activities to exchange experiences, disseminate and raise awareness</p> <p>R 3 A.3.8 International Disaster Risk Reduction celebration</p> <p>R 3 A.3.9 Creation and systematization of a tool compliant with CRID-ECHO methodology</p> <p>R 3 A.3.10 Participation to the revision of the Preparedness Indicator Matrix and the application at the end of the project</p> <p>R 3 A.3.11 1 tool is produced and systematized according to the CRID-ECHO methodology: "Basic guide for the integration of a community plan for disaster preparedness in the community development plan"</p> <p>R3 A.3. 12 Project technicians co-organized the national dissemination meeting</p> <p>R3 A.3 13 meetings to exchange experiences were held with other national and regional DIPECHO partners.</p> <p>R3 A.3 14 Implementation of initial and final KAP 's study (see annex activities KAP study)</p>	
	<p>R 4 A.4.1 Prioritization and selection of small scale mitigation and/or support projects</p> <p>R 4 A.4.2 Manage local contribution for infrastructure or mitigation constructions</p> <p>R 4 A.4.3 Implementation of basic and/or mitigation infrastructure projects</p> <p>R 4 A.4.4 Validation and signalling of evacuation routes in compliance with community response plans</p>	
		<p><u>Pre-requisites:</u></p> <p>-Political campaigning does not interfere with municipal and department activities</p> <p>-Institutions involved comply with their commitments in the Project</p>

4.3.2 More detailed information per result³

4.3.2.1 R1. 13 rural communities and 2 urban communities from departments of Suchitepéquez and Retalhuleu have increased their disaster response

4.3.2.1.1 At proposal stage

- **Total amount:** €. 174,325
- **Sector 1: Local disaster management components**
Related sub-sector:

1.1 Early warning system (EWS)

1.2 Local capacity building/training

- **Beneficiaries (status + number):** Includes inhabitants from the communities: **13,109**
- **Indicators for this result:**

R1 OVI 1. 15 local plans for disaster response properly validated in rural and urban areas, considering the needs of the population more vulnerable.

R1 OVI 2. At least 400 families residing in high risk areas in the 15 communities are prepared and know how to implement family emergency plans.

R1 OVI 3. Emergency communication system is in place and working properly in 15 communities supported by CONRED and municipalities.

R1 OVI 4. The components of monitoring and forecast of 7 subsystems existing in the region of EWS Suchitepéquez and Retalhuleu are working properly at the end project

- **Activities related to the result**

R 1 A.1.1. VCA Community workshops

Through the application of the VCA methodology, the 15 communities will identify their vulnerabilities and capacities, and define the necessary activities within the framework of the Project, with a view to having reduced vulnerabilities and increased capacities of disaster preparedness at the end of the intervention.

R 1 A.1.2. COLRED / ECORED. Organisation and Training

The organisation of the COLRED and ECORED on an equal gender basis is the first step in the process of community empowerment. As they are organized as members of COLRED and ECORED, the community volunteers will be trained in topics such as basic concepts of risk management, first aid, basic techniques of search and rescue, shelter management, damage assessment and needs analysis (EDAN), health and the emergency management of humanitarian aid. All items incorporated into the contents will meet with SPHERE minimum standards.

R 1 A.1.3 Creation and validation of Community Response Plans

To determine the extent of the response, the ECORED and COLRED in each community defines its relationship with local authorities and relief agencies. The community response plans drawn up will be linked to a territorial response plan and different school emergency plans. Each plan must provide special attention to vulnerable populations in each community. The community plans will be evaluated and validated through simulation exercises in each location.

R 1 A.1.4 Creation and validation of Family Emergency Plans

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

For the most vulnerable families who live in areas of higher risk, family-based emergency plans are made, advising them on how to respond to emergency situations in each household. Family plans will be tested through drills to assess their relevance.

R 1 A.1.5 Provision of basic response equipment for COLRED / ECORED

The COLRED and ECORED will be organized and trained and be equipped with basic supplies and emergency response equipment. They are to be used mainly in emergencies caused by floods.

R 1 A.1.6 Assessment of EWS status in the region

With the participation of CONRED technical staff and Project SAM SAN a diagnostic will be made of the condition of existing early warning systems in the region, with the purpose of providing information that serves the project and other projects or funding sources.

R 1.A.1.7 Implementation and training of a warning and communication system in Project area

In the 15 communities to benefit from the project, a warning and communications system will be implemented, which consists of establishing radio communication with each other directly connected and indirectly connected to the warning system and communications system of CONRED. Everyone involved in this system will be trained in the use and handling of tools and communication protocols established by CONRED.

1.A.1.8 R Implementation and training of complimentary EWS monitoring instruments in the region

Based on previous studies of hydrology and reports from national institutions responsible for monitoring the three basins of Rio Samalá, Rio Sis and Rio Nahualate, and complementary information generated at community level during the last winter season basic equipment needs are defined, as well as trainings and the definition of the thresholds for activation of alerts. The equipment to be installed will be accompanied by specific training in its use and management of the persons responsible for each system. (See annex EWS information)

- Means⁴ and related costs

		Result 1
Category	Sub Category / Account Description	Total in Euro
PERSONNEL COST	National Staff salaries	€ 38,623
	National Staff travel expenses	€ 3,675
	National Staff Insurance	€ 2,054
	Expatriate staff	€ 21,000
	Personnel Costs Subtotal	€ 65,352
EQUIPMENT COSTS	Office consumable and supplies	€ 4,983
	Equipment cost Subtotal	€ 4,983
CONSUMABLES AND GOOD COSTS	Components of local disaster management	€ 92,358
	Per diem, Volunteers, GRC and Headquarters	€ 1,883
	Office expenses, communication, internet, etc.	€ 2,339
	Running costs, fuel and vehicle maintenance	€ 7,410
	Consumables and good cost sub-total	€ 103,990
TOTAL RESULT 1		€ 174,325

4.3.2.1.2 Intermediate report

Total amount: **43.800 EUR**

- Update⁵ on indicators

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

R1 OVI 1. 15 local plans for disaster response properly validated in rural and urban areas, considering the needs of the population more vulnerable.

In March 2011, the Executive Secretary of National Coordination Agency for Disaster Reduction (**SECONRED**) provided an official format with the minimum content of the local response plans of Local Committee for Disaster Reduction (**COLRED**). While SECONRED drafted the format, the technical team and community leaders worked to obtain sufficient information for the elaboration of local response plans in 13 of the 15 target communities. Data collection efforts are underway in the two pending communities.

The population census, community risk maps included in the analysis of vulnerabilities and capacities (**VCA**) and in the emergency family plans drafted in each place will enable the identification of the needs of the most vulnerable population and will be analyzed carefully when planning the disaster response for each COLRED.

Still pending are specific training for the commissions in the new organisational chart and local response plan guide recently defined and communicated by SECONRED, as well as the validation of simulation exercises through implementation.

See Annex INT #1: New format for the COLRED plan as prepared by SECONRED

R1 OVI 2. At least 400 families residing in high risk areas in the 15 communities are prepared and know how to implement family emergency plans.

The emergency family plan format has been drafted and the strategy to prepare and validate plans has been defined. VCA community diagnostic methodology includes the drafting and update of community risk maps in 15 communities where 369 families needing an emergency plan have been identified. The process to identify the remaining 31 families is under way.

Family plan records are included as an annex to each COLRED local response plan in the Project area. The family plan format is the result of a joint effort of SECONRED authorities, Health Ministry and Red Cross.

The Regional Reference Centre provided advice in community preparedness during disasters in Costa Rica in the review of formats for local response plans, family plans, and school plans.

See Annex INT #2: Emergency Family Plan Format.

R1 OVI 3. Emergency communication system is in place and working properly in 15 communities supported by CONRED and municipalities.

The diagnostic of the emergency communication situation in the target area was prepared, disseminated, and discussed with SECONRED technical staff. A more comprehensive communication needs-inventory for the 15 target communities will be prepared jointly with the project technical staff and the SECONRED Early Warning System (EWS) (SAT, in Spanish) to define more sustainable options for equipment and training.

See Annex INT # 3 EWS Diagnostic Report

R1 OVI 4. The components of monitoring and forecast of 7 subsystems existing in the region of EWS Suchitepéquez and Retalhuleu are working properly at the end project

A needs assessment for a proper monitoring and forecast of EWS subsystem in Suchitepéquez and Retalhuleu has been prepared, communicated to and discussed with SECONRED technical staff.

SAT SECONRED will submit a technical proposal in April 2011 to strengthen the 7 EWS components in the region and successfully meet the proposed indicator.

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

- **Update⁷ on beneficiaries (status + number)**

Number of beneficiaries for this result has not changed from the initial proposal. Socioeconomic, political and security conditions of the population remain unchanged.

- **Update⁷ on activities**

R 1 A.1.1. VCA Community workshops.

All the communities participating in the project have been subject to community diagnostics according to the VCA methodology. These diagnostics provide useful information for community and family emergency plans. Information obtained from each community will be used when drafting the Territorial Response Plan.

VCA diagnostic tools have been used in 5 work sessions with representatives from participating communities; another tool used is visits to the communities to observe the socioeconomic conditions of the population. Primary information collected in each community has been complemented with secondary information obtained from other sources. A total of 616 persons (376 women and 240 men) have participated in VCA implementation.

Additionally, during February 2011, the IFRC provided technical support from the Community Education Reference Centre on disaster preparedness through a work meeting, in which they discussed and answered questions on VCA methodology implementation, use of software designed by the Reference Centre to issue result reports on the diagnostics implemented. Fifteen persons attended this meeting, including technical staff from the project, volunteers from the GRC in Mazatenango and Retalhuleu.

See Annex INT # 4: VCA Community example.

For this activity, the elaboration and update of two community risk maps and population census for urban centres 1 and 2 of the Parcelamiento La Máquina are pending.

Additionally, part of the technical staff in the project, in coordination with staff from the Comprehensive Training Institute of the Guatemalan Red Cross facilitated the transfer of VCA methodology to institutions participating in the DIPECHO VII Projects implemented by COOPI and Oxfam. A description for each training workshop follows:

- From January 30 through February 4, 2011 in Livingston, Izabal: VCA training workshop for 27 attendees (12 women and 15 men) representing institutions related to the DIPECHO VII Project and implemented by COOPI. Three representatives were representing the SECONRED Executive Secretariat.

See Annex INT #5: List of participants VCA Training Workshop / COOPI

- From 25-31 March, 2011 in the urban area of Villa Nueva and Guatemala: VCA training workshop aimed at 36 officials from the Guatemala Municipality (27 women and 9 men) and 14 officials from the Villa Nueva Municipality (7 women and 7 men). Both municipalities participate and are beneficiaries of the DIPECHO VII Project implemented by Oxfam in the urban area of the Guatemala Department.

R 1 A.1.2. COLRED / ECORED. Organisation and Training.

Between November and December 2010, all 15 communities in target area have the same number of Local Coordinators for Disaster Reduction (COLRED). Each COLRED includes 1 community team on disaster reduction (ECORED). Organisational structure for each COLRED corresponds to GRC's expertise in the implementation of the DIPECHO V and VI projects, as well as other past community projects on disaster preparedness.

Regardless of the above, during March 2011, the Executive Secretariat of CONRED made official and communicated the "Guide for Local Response Plans" which provides an updated organisational structure for COLRED. This updated organisational structure considers the creation of an "Auxiliary Mayor or Local Response Plan Coordinator," plus the creation of three operating commissions: 1) Information Management; 2) Emergency Services, including ECORED, and 3) Service for the population. Each

commission has its own specific activities detailed in the Guide. (See *Annex INT #6: Example of a listing of forming, annexes INT #6.1 and #6.2: testimony of community leaders, and INT #6.3: –Summary of community photos*

Today, COLRED consists of 282 persons –128 women (representing 45% of the total) and 154 men.

The training process for COLRED/ECORED initiated with Project presentation meetings to share objectives, scope and expected output. A local coordinator was created afterwards. Presentation meetings had a total of 875 persons in attendance: 501 women and 374 men.

The training meetings were held between January and February 2011 for COLRED/ECORED members on the following topics: CONRED national system structure and community first aid. Training sessions lasted an average of 9 hours in each community. Total participants in this workshop were 274 persons: 136 women and 138 men.

R 1 A.1.3 Creation and validation of Community Response Plans

The minimum content of the Local Response Plans has been defined according to the technical and operational criteria included in the Guide for Local Response Plans as designed and communicated by SECONRED for the organisations implementing the DIPECHO VII projects and other non-governmental organizations (NGO) working on disaster risk reduction management. The guide was disseminated on March 10, 2011 to representatives and personnel from different SECONRED operating divisions and other NGO organisations. The guide was revised by the technical staff of the project according to operating needs and conditions to provide the efficient responses identified in each community.

Additional information to be added in the Local Response Plan Annex, 13 communities have prepared population census and have updated community risk maps, which were prepared previously during VCA implementation. Maps show vulnerabilities, resources, and capacities detected in each community and identified during community meetings. Still pending are the population census and maps for 2 urban communities: Centro 1 and Centro 2, in the Project target area.

See Annex INT #7: Population Census Format and annex INT #8: Community Risk Map example.

It is worth mentioning that as a result of DIPECHO Project experiences, the authorities agreed to review their local plan formats and guides; many DIPECHO partners participated in this effort, as did other organisations working on disaster risk reduction.

Electronic Local Plan format is still pending; DIPECHO VII partners will provide financial support.

See annex INT#9: SECONRED, DIPECHO partners and other agencies working session about COLRED and ECORED

R 1 A.1.4 Creation and validation of Family Emergency Plans

Format for the Family Emergency Plan has been defined considering the guide for a family response plan designed by CONRED and technical elements developed by the IFRC Community Regional Reference Centre for disaster preparedness.

Technical advisory during February 2011 was provided by technical staff from the IFRC Community Regional Reference Centre for disaster preparedness. Advisory consisted of working sessions to revise the existing guides prepared by CONRED in Guatemala and Red Cross, regionally. Agreement was reached on minimum structure for family plans for each community. This meeting had the participation of 16 persons: technical staff from the Project, volunteer staff from the Mazatenango and Retalhuleu Red Cross delegations and staff from the Ministry of Health from Suchitepéquez and Retalhuleu interested in the contents and application methodology for the plans for subsequent replication in their geographic work areas. (See *annex INT #2: Emergency Family Plan Format*)

VCA have contributed to identify the need to elaborate and validate 369 emergency family plans in 15 communities. Still pending is identifying the need for emergency family plans in the 2 urban centres in the Parcelamiento La Máquina.

R 1 A.1.5 Provision of basic response equipment for COLRED / ECORED

The list of equipment to be distributed in each community – in support to COLRED and ECORED activities - in each place was prepared as a result of VCA results and GRC accrued experience. Efforts to this end began in March with bidding and procurement processes. *(See annex INT 10: Basic Response Equipment for COLRED Proposal)*

R 1 A.1.6 Assessment of EWS status in the region

Group interviews were the method employed to diagnose and collect information. In a collaborative manner, they analyzed the variables selected by Project technical staff regarding the Monitoring and Forecast components of a SAT. Additionally, a reconnaissance visit to the Parcelamiento La Máquina area was useful during information collection for the assessment.

It is important to mention that the objective of the activity was not to elaborate an in depth diagnostic of SAT in the region –due to important considerations such as time and access to community level information— rather the idea was to carry out a quick and general assessment of aspects we believe need to be strengthened to improve operations on the short term.

The activity took place in January 2011 with an information sample of 26 persons representing community volunteers responsible for the monitoring and communication instruments of the SAT subsystems and departmental delegates from the Suchitepéquez and Retalhuleu CONRED. The diagnostics results report has been disseminated with staff from the Early Warning System in SECONRED for review and analysis. *(See Annex 3: EWS Diagnostics Report)*

R 1.A.1.7 Implementation and training of a warning and communication system in Project area

SAT diagnostics results in the region included needs identification for the emergency communications component to be implemented in the Project implementation area. Diagnostics document was presented and discussed with technical staff in the Early Warning Systems department of SECONRED. The first follow up action is a visit to the field to prepare a more comprehensive inventory of communication needs. This work tour will take place with the participation of SECONRED and Project staff in early May. This is the last phase to define and fix or purchase communication equipment needed.

R 1.A.1.8 Implementation and training of complimentary EWS monitoring instruments in the region

SAT diagnostic in the region identified monitoring and forecast needs in Suchitepéquez and Retalhuleu. The diagnostics document was submitted and discussed with the technical staff in the SECONRED Early Warning Systems Department. After this, they will present the Red Cross with a technical proposal to address the strengthening of this component in the entire region.

PREVDA, the Mancomunidad of the municipalities of Metrópoli de los Altos and the SECONRED Early Warning Systems department have trained 1 project member on how to install and provide maintenance to the SAT monitoring and communication equipment in the higher areas of the Samalá river watershed.

- **Update⁷ on means and related costs**

4.3.2.1.3 Final report

- **Total amount: EUR**
- **Indicators for achieved result**
- **Final state on beneficiaries (status + number)**
- **Activities accomplished**

- **Finally committed means and related costs**

4.3.2.2 R2 The institutional response capacity to disasters in the region of the project is properly strengthened and coordinated among the five response institutions and 15 COLRED

4.3.2.2.1 At proposal stage

- **Total amount: € 99,052**
- **Sector 2: Institutional linkages and advocacy**
Related sub-sector:

2.1. Advocacy

2.2 Facilitation of coordination

2.3. Capacity building

- **Beneficiaries (status + number):** Includes inhabitants from the communities plus members of the institutions: **13,282**
- **Indicators for this result:**

R2 OVI 1. 1 territorial response plan validated by 15 COLRED and Municipal and Department councils from Suchitepéquez and Retalhuleu.

R2 OVI 2. At least five persons from each response institutions in the region of the project: Fire Departments, Red Cross, Health Centres, Police, Army have received training in compliance with the territorial plan and their own institutional response/contingency plan

R2 OVI 3. 2 contingency plans for Health Centres prepared and validated with the participation of COLRED and ECORED.

R2 OVI 4. 2 emergency municipal updated in San Andrés Villa Seca and Cuyotenango.

R2 OVI 5. At the end of the project there are two municipalities' protocols for the follow-up of disasters response local plans, EWS community, and a municipal fund for disaster relief.

- **Activities related to the result**

R 2 A.2.1 Creation and Validation of Territorial Response Plan

1 A Territorial Response Plan will be developed with the participation of representatives of COLRED/ ECORED, other community authorities, municipal and departmental authorities and relief agencies in the region. The plan will be evaluated and validated through a simulation exercise.

A.2.A 2.2 Training on response actions for first response staff of institutions in the Project area

The persons responsible for emergency response and disaster relief in the region will be trained in the following topics: response plans, the SPHERE Project, damage assessment and needs analysis (EDAN), operational centre of emergency (COE), emergency management, and health relief in emergencies.

R 2 A.2.3 Creation and/or updating and validation of health centres' contingency plans

With the assistance and participation of staff of the Rapid Response and Technical Assistance Unit (URRAT) of the Ministry of Health, contingency plans will be prepared or updated for flooding and earthquake incidents and the role of the two health centres present in the area of intervention.

R.2 A.2.4 Creation and/or update and validation of 2 emergency municipal plans and basic procedures for Performance follow-up after completion of the project

Update the municipal plans, with support and participation of staff from both municipalities and CONRED.

As part of the sustainability of actions, it will make an effort with political authorities at the departmental and municipal level, so that municipal governments have protocols for the follow-up (after the end of the project) of disasters local response plans, EWS community, and a municipal fund to disaster relief

A.2.4.2.5. Training for Health personnel, Municipality, COLRED/ECORED on how to Manage Emergencies.

The staff of the two health centres, city officials and representatives of COLRED / ECORED, will be trained in issues relating to the management and operation of Emergency Operations Centres for health services.

R 2 A 2.6 Basic response equipment for Fire Departments, Red Cross and Health Centres

The Municipal Fire Department of Cuyotenango, the two health centres and the Guatemalan Red Cross branch in Mazatenango, will be strengthened through provision basic equipment to respond to floods.

R 2 A.2.7 Joint organisation and participation in regional and national DRR meeting to update Matrix

In coordination with other partners in Guatemala, a DIPECHO national meeting will be organized to update the RRD Matrix and the country documents developed during the sixth DIPECHO action plan. In addition, The Project staff will participate in the regional meeting.

- Means⁶ and related costs

		Result 2
Category	Sub Category / Account Description	Total in Euro
PERSONNEL COST	National Staff salaries	€ 22,070
	National Staff travel expenses	€ 2,100
	National Staff Insurance	€ 1,174
	Expatriate staff	€ 12,000
	Personnel Costs Subtotal	€ 37,344
EQUIPMENT COSTS	Office consumable and supplies	€ 2,847
	Equipment cost Subtotal	€ 2,847
CONSUMABLES AND GOOD COSTS	Lobbying and institutional links	€ 48,036
	Per diem, Volunteers, GRC and Headquarters	€ 1,076
	Office expenses, communications, internet, etc	€ 2,339
	Running costs, fuel and vehicle maintenance	€ 7,410
	Consumables and good cost sub-total	€ 58,861
TOTAL RESULT 2		€ 99,052

4.3.2.2.2 Intermediate report

Total amount: 36.884 EUR

- Update⁷ on indicators

R2 OVI 1. 1 territorial response plan validated by 15 COLRED and Municipal and Department councils from Suchitepéquez and Retalhuleu.

The process to elaborate a Territorial Response Plan has begun. It will consider the progress and validation of community response plans and institutional response plans. This activity is being coordinated with SECONRED authorities and will conclude during the second part of the Project.

R2 OVI 2. At least five persons from each response institutions in the region of the project: Fire Departments, Red Cross, Health Centres, Police, Army have received training in compliance with the territorial plan and their own institutional response/contingency plan

The following have participated in training activities: 2 persons from the 18th Municipal Fire-fighters Company in Cuyotenango; 2 persons from the Air Forces Southern; 2 persons from the 4th Brigade of the National Army; 9 persons from the Guatemalan Red Cross, representatives from Mazatenango and Retalhuleu; 6 persons from the Centro 1 and Centro 2 Health Centres in the Parcelamiento La Máquina. Future training activities will include more representatives from response institutions.

R2 OVI 3. 2 contingency plans for Health Centres prepared and validated with the participation of COLRED and ECORED.

Elaboration of 2 contingency plans for the 2 health centres in the Parcelamiento La Máquina is scheduled for late April 2011. These plans will be prepared using information obtained from VCAs applied to COLRED members in each community and will be communicated to the target areas in each health unit and will be validated through simulation exercises.

R2 OVI 4. 2 emergency municipal updated in San Andrés Villa Seca and Cuyotenango.

Project coordination through the SCEP and the Municipal Planning Departments in San Andrés Villa Seca and Cuyotenango is expected to help update the municipal response plan indicator. This update will be a priority in the second half of the implementation of the project.

R2 OVI 5. At the end of the project there are two municipalities' protocols for the follow-up of disasters response local plans, EWS community, and a municipal fund for disaster relief.

As with the previous indicator, coordination established from the Project through the SCEP and the Municipal Planning Departments in San Andrés Villa Seca and Cuyotenango is expected to impact municipal authorities to include in the response plans the local response plan follow-up protocols, community early warning systems and the definition of a municipal fund to aid population affected in disasters. Making an impact at such a time requires careful planning and political skill; thus, we have decided to work closely with SCEP to make a greater impact in the shortest amount of time.

- **Update⁷ on beneficiaries (status + number)**

Number of institutional beneficiaries for this result has not changed from the initial proposal.

- **Update⁷ on activities**

R 2 A.2.1 Creation and Validation of Territorial Response Plan

Disaster preparedness for community activities, i.e. VCA diagnostics, COLRED organisation, elaboration of community response plans and contingency plans for health centres in the Project area and work meetings with fire department in Cuyotenango, Guatemala Red Cross Delegations and institutional representatives from Suchitepéquez and Retalhuleu have all generated information that will be used to create the Territorial Response Plan in the Parcelamiento La Máquina.

Project technical staff will have the first draft of the Territorial Plan ready in May 2011; this will be a summary of the emergency family plan information, local response plans, contingency plans for institutions responsible for emergency and/or disaster response in the region. It will be communicated immediately at community and institutional levels and will be validated through simulation.

A.2.A 2.2 Training on response actions for first response staff of institutions in the Project area

The institutional strengthening process began with the presentation of objectives, scope and expected results for Project implementation. The first institutional presentation in Suchitepéquez took place on 4 November 2010 during the training event for representatives from Departmental Emergency Operation Centre institutions.

The second presentation in Suchitepéquez took place on 30 November 2010. This activity was attended by 13 representatives from the media – local coverage - and 3 representatives from media with national coverage. On 2 December 2010 a presentation was held to institutions in Retalhuleu. Total participants to all three meetings were 88 persons (21 women and 67 men). After that meeting, coordination meetings were held in March 2011 with liaisons from the Retalhuleu and Suchitepéquez departmental authorities. During these meetings they analyzed previous training processes in their departments as follows:

In **Retalhuleu** it was determined that the training process during the implementation of the DIPECHO VI had strengthened institutional response actions and that most of the beneficiaries are still active in their roles. However and as stated by the interviewees, it is necessary to reinforce certain aspects, as determined after the emergency of Tropical Storm Agatha, such as inter-institutional coordination, information flow procedures, tools to assess damage and needs assessments.

In **Suchitepéquez**, at the initiative of departmental authorities from July through November 2010, an institutional training program was held and included topics such as: DANA, shelters, COE, Disaster Management, plus the DIPECHO V trainings given at that time. Still, some aspects – which match those in Retalhuleu—require improvement.

Institutional training for emergency and disaster response for both departments need to focus on the following:

- a) Roles and activities in the Emergency Operations Centre
- b) Implementation of a damages assessment document and situation charts from CONRED
- c) Shelter management according to guidelines established by the SOSEP –government agency responsible for shelter management during disaster and humanitarian relief—and according to minimum SPHERE project standards.

Institutional representatives from Suchitepéquez received training on 28 and 29 March and 4 and 5 April, 2011 on the above mentioned topics. 40 persons participated in the working session on roles and activities for the Emergency Operations Centre (11 women and 29 men), representatives from 30 public and private institutions and response units at departmental level.

32 persons attended the training session on how to manage and implement DANA (11 women and 21 men) representing 24 public and private institutions as well as response units.

During the shelter and humanitarian relief management training, attendees totalled 35 (14 women and 21 men) representing 23 public and private institutions as well as response units.

The same trainings were held in Retalhuleu on 30 and 31 March and 6 and 7 April, 2011.

The working session on roles and activities of the Emergency Operating Centre, 30 persons in attendance (8 women and 22 men) representing public institutions and departmental response units. The training session on how to manage and implement DANA had 33 persons in attendance (12 women and 21 men), representing 19 public institutions and response units. And the training on shelter and humanitarian relief management had the participation of 35 persons (14 women and 21 men) representing 23 public institutions and response units.

Departmental authorities were responsible for inviting participants to attend.

See annex INT #11: Pre Report institutional workshops.

R 2 A.2.3 Creation and/or updating and validation of health centres' contingency plans

Coordination with the Quick Response and Technical Assistance Unit (URRAT) of the Ministry of Health in Guatemala City resulted from the communication and coordination on the 10 February 2011 work meeting with Health Department representatives from Retalhuleu and Suchitepéquez and those responsible for health centres in the Parcelamiento La Máquina. They are working on updating the contingency, training and equipping plans for each centre.

Communication with health centres and health divisions in the departments has been constant through URRAT officials; by late April 2011, the first version of contingency plans during floods for these local response units will be available and will be reviewed by project and GRC staff.

R.2 A.2.4 Creation and/or update and validation of 2 emergency municipal plans and basic procedures for Performance follow-up after completion of the project

Officials from the Cuyotenango, Suchitepéquez and San Andrés Villa Seca, Retalhuleu municipalities have been invited to participate in community and institutional activities since project implementation began. Nevertheless, the participation of municipal officials has not been as expected thus far. Actions have been adopted with the Disaster Risk Reduction Management Unit of the SCEP to have them foster the participation of municipalities in the project's strengthening processes.

We believe that SCEP coordination will, on the short term, allow approaches with the current municipal authorities through the Municipal Planning Departments (DMP, in Spanish) in both departments. Coordination efforts are focused on the DMP as they are responsible for development planning in each location.

A.2.4.2.5. Training for Health personnel, Municipality, COLRED/ECORED on how to Manage Emergencies.

Health personnel in the Parcelamiento La Máquina has participated in institutional trainings held in Suchitepéquez and Retalhuleu, aiming at emergency operation centres, shelter and humanitarian relief management, damage assessment and SPHERE.

R 2 A 2.6 Basic response equipment for Fire Departments, Red Cross and Health Centres

Early in February 2011, a working meeting took place with permanent and volunteer staff from the 18th Municipal Fire-fighter Department located in Cuyotenango, to share the scope and coverage of their response actions during floods in the Parcelamiento La Máquina area. It is expected that authorities for this response unit will carry out an assessment of equipment available and existing needs to effectively address emergencies caused by floods.

The Guatemalan Red Cross, with its delegations in Retalhuleu and Mazatenango is updating its contingency plans during floods to determine what the equipment needs are. Also, as soon as the health centre contingency plans are available, there will be more information on equipment needs. Once the lists are available, quoting and procurement will begin for said equipment.

R 2 A.2.7 Joint organisation and participation in regional and national DRR meeting to update Matrix

Meetings have been held and there is constant communication between Project staff and other DIPECHO VII partners, with the consulting team hired to update the country project elaborated during the sixth DIPECHO action plan. One activity planned on the short term is an update and validation meeting for the extended matrix planned for late April 2011 and the scheduling of territorial workshops scheduled for June and July 2011. To support the country plan update, working teams have been created with DIPECHO VII, COOPI and Oxfam –the technical follow up commission—and the Red Cross and the ACH logistics follow up commission.

See annex INT #12: Matrix of Indicators

- **Update⁷ on means and related costs**

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 R3. Population of communities, schools and municipalities have been trained and are more sensitive about the risks of floods and earthquakes and share their experiences at, departmental and regional and national level

4.3.2.3.1 At proposal stage

- **Total amount: € 133,150**
- **Sector 3: Information, Education, and Communication**
Related sub-sector:

3.1. Increased public awareness

3.2. Education

3.3. Dissemination

- **Beneficiaries (status + number):** Include inhabitants from the communities plus members of the institutions: **13,282**
- **Indicators for this result:**

R3 OVI 1. At least 3 activities to exchange experiences, disseminate and raise awareness on the UNISDR campaign "Creating Resilient Cities" and on Climate Change Adaptability included beneficiaries of the DIPECHO V, VI, and VII Projects and of the PREVDA Program-

R3 OVI 2. In at least 13 communities, the basic knowledge of Disaster Preparedness of the residents is increased in at least 40%.

R3 OVI 3. In at least 15 schools, the basic knowledge of Disaster Preparedness is increased by 40% among students and teachers.

R3 OVI 4. 1 tool is produced and systematized according to the CRID methodology

- **Activities related to the result**

R 3. A.3.1 Revision, changes, production and distribution of awareness audiovisual material.

Audiovisual and printed materials that were used during the fifth and sixth DIPECHO action plan will be reviewed and updated for production and distribution during project implementation

R 3 A.3.2 Organisation and training for school Committees

In 18 schools in the Project area, emergency school committees will be organized. These committees, -through their teachers-will receive training in the following areas: Organisation of emergency school committees, basic first aid and psychological first aid and healthy schools.

R 3 A.3.3 Creation and validation of school plans, plus Leisure and Educational Activities

All schools participating in the project will develop a school emergency plan, which will be evaluated and validated through simulation exercises. The development and validation of emergency plans will be accompanied by educational and leisure activities that contribute to training and raising the awareness of the entire school population, and to serve as extra motivation to participate in DRR activities in each of the schools.

R3.A.3.4 Joint organisation and participation in the national and regional broadcasting workshop

In coordination with other partners in Guatemala, a national DIPECHO meeting will be organized for the sharing of experiences, instruments and lessons learned during project implementation of DIPECHO VII and Project staff will also participate in the regional dissemination meeting.

R 3 A.3.5. Update webpage information for GRC, IFRC and Redhum.

Periodically, information regarding the activities and achievements during the implementation of the project, will be sent to persons responsible for updating the web pages of the Guatemalan Red Cross (**GRC**), International Federation of Red Cross (**IFRC**) and the Humanitarian Information Network for Latin America and the Caribbean (**Redhum**), for dissemination later on.

R 3 A 3.6 Review of progress in coordination with representatives of PREVDA and planning of activities to follow

R 3 A.3.7 Activities to exchange experiences, dissemination and raising awareness.

During project implementation, there will be activities concerning the exchange and sharing of experience among beneficiaries of the DIPECHO V, VI and VII projects, PREVDA Program beneficiaries and other DIPECHO partners. The exchange activities include public awareness efforts on the part of the campaign for the International Strategy for Disaster Reduction (**EIRD**): "Creating Resilient Cities" and Adaptability to Climate Change at all levels".

R 3 A.3.8 International Disaster Risk Reduction celebration

In coordination with other DIPECHO and SECONRED partners, to promote, organize and develop local and national activities in celebration of International Day for Disaster Risk Reduction.

R3 A.3.9 Creation and Systematization of a tool compliant with CRID-ECHO Methodology

According to the methodology established by the CRID and with the assistance of SEGEPLAN, the Project will develop and systematize a tool called *"Basic guide for the integration of a community plan for disaster preparedness in the Community Development Plan"*.

R 3.A.3.10 Participation to the revision of the Preparedness Indicator Matrix and the application at the end of the project

R 3 A.3.11 One tool is produced and systematized according to the CRID-ECHO methodology: "Basic guide for the integration of a community plan for disaster preparedness in the community development plan"

R3 A.3.12 Project technicians co-organized the national dissemination meeting

R3 A.3 13 meetings to exchange experiences were held with other national and regional DIPECHO partners.

R3 A.3 14 Implementation of initial and final KAP study (see annex activities KAP study)

- Means⁶ and related costs

Category	Sub Category / Account Description	Total in Euros
PERSONNEL COST	National Staff salaries	€ 33,105
	National Staff travel expenses	€ 3,150
	National Staff Insurance	€ 1,761
	Expatriate staff	€ 18,000
	Personnel Costs Subtotal	€ 56,016
EQUIPMENT COSTS	Office consumable and supplies	€ 4,271
	Equipment cost Subtotal	€ 4,271
CONSUMABLES AND GOODS COSTS	Information, education, and communication	€ 61,500
	Per diem, Volunteers, GRC and Headquarters	€ 1,614
	Office expenses	€ 2,339
	Running costs, fuel and vehicle maintenance	€ 7,410
	Consumables and good cost sub-total	€ 72,863
TOTAL RESULT 3		€ 133,150

4.3.2.3.2 Intermediate report

Total amount: **42.587 EUR**

- Update⁷ on indicators

R3 OVI 1. At least 3 activities to exchange experiences, disseminate and raise awareness on the UNISDR campaign “Creating Resilient Cities” and on Climate Change Adaptability included beneficiaries of the DIPECHO V, VI, and VII Projects and of the PREVDA Program-

Thus far, one exchange activity has taken place –April 8, 2011— among community leaders from 8 regions in the Quetzaltenango and Totonicapán departments participating in the PREVDA programme and the Mancomunidad de Municipalidades Metrópoli de los Altos and COLRED members from the San Mauricio, Santo Domingo, Suchitepéquez and Jesús La Bomba, Retalhuleu members, from the DIPECHO V and VI. A detailed report with the conclusions for this first exchange and the two pending activities will be annexed to the final report.

R3 OVI 2. In at least 13 communities, the basic knowledge of Disaster Preparedness of the residents is increased in at least 40%.

This indicator will be measured by applying the final KAP study.

R3 OVI 3. In at least 15 schools, the basic knowledge of Disaster Preparedness is increased by 40% among students and teachers.

This indicator will be measured by applying the final KAP study.

R3 OVI 4. 1 tool is produced and systematized according to the CRID methodology

To meet this indicator, coordination between institutions is under way with the National Secretariat for Planning and Programming (SEGEPLAN), Executive Coordination Secretariat of the Presidency (SCEP), CONRED and the National Institute of Public Administration (INAP). All these entities have stated their interest to include management in risk reductions in disasters in their community and municipal development planning. A guide is needed to state the procedures to be followed. An action plan and a specific product will be prepared during April, May and June.

- Update⁷ on beneficiaries (status + number)

The number of beneficiaries for this result is the same as the number in the initial proposal. Socioeconomic, policies and security of the populations remain unchanged.

- Update⁷ on activities

R 3. A.3.1 Revision, changes, production and distribution of awareness audiovisual material.

Audio material to be used in the awareness campaign that begins in May 2011 has been edited. The campaign will take place in the region where all 15 participating communities are located, in Suchitepéquez and Retalhuleu. The ration stations that have worked with us during the DIPECHO V and VI will implement the campaign and broadcast the material.

Awareness materials have been printed, i.e. “Watch out for floods” and “What to do in case of an earthquake” are being distributed among all COLRED and ECORED members, as well as with all teachers and students in the 18 beneficiary schools in the project. Other institutions participating in training activities will also receive copies.

See Annex INT #13: Scripts for radio messages

R 3 A.3.2 Organisation and training for school Committees

Agreements and work schedules have been prepared with the education supervisors in Cuyotenango and San Andrés Villa Seca. The Ministry of Education has appointed Edgar René Domínguez and Norman Boris Juárez, Suchitepéquez Ministry of Education officials and Hamilton Grijalva and Luis Fernando Esquivel, Retalhuleu Ministry of Education officials as institutional liaisons with the project. Said appointment has allowed considerable progress in the implementation of educational activities.

All 18 schools participating in the Project have Risk Reduction Management School Committees fully organized. Each committee includes principals, teachers, students in the last years of elementary school, and parents.

Simultaneous to the creation of school committees, 161 teachers (125 women and 36 men) from the 18 participating schools and the 6 additional schools included at the request of the education authorities have received training on the following topics: community first aid, basic risk management concepts, basic evacuation techniques and emotional care for boys and girls during emergency situations. This training took place in February 2011.

In March 2011, a training workshop aimed at 8 principals of schools located in Sector B of the Parcelamiento La Máquina provided in depth information on school committees, emergency school plans, and introduction to the SPHERE project. 34 additional principals from other Suchitepéquez schools attended this training, at the request of the Education Division. Among the schools invited were 7 principals of schools that received Guatemalan Red Cross assistance during the implementation of the fifth DIPECHO programme action plan in Santo Domingo, Suchitepéquez. (See *annex INT #14: Letter requesting inclusion of additional Suchitepéquez schools* and *annex INT #15: DIDEUC newsletter*)

After this training, an activity schedule was prepared in coordination with departmental authorities as follows: by 13 April 2011, all principals involved in this training must submit to the Education authorities in the department their emergency school plan; by 29 April 2011, these plans will be disseminated at departmental level and by 27 May 2011, all the principals in Suchitepéquez and principals from Sector C, Parcelamiento La Máquina schools will perform the simulation exercise with help of project technical staff. After the drill, project staff will provide assistance to all 18 participating schools so each school can validate its corresponding emergency school plan.

See annex INT# 16: Pre reports of workshops with teachers

R 3 A.3.3 Creation and validation of school plans, plus Leisure and Educational Activities

The guide to draft an emergency school plan, as decided by CONRED and the Ministry of Education was revised during a technical working meeting on February 23, 2011 with the participation of institutional liaisons from the Education Divisions in Suchitepéquez and Retalhuleu, project staff and advice from the technical staff from the IFRC Community Regional Reference Centre for disaster preparedness. This revision was the foundation for an Emergency School Plan that will incorporate VCA analysis tools and Safe Schools Guide tools, as developed by the Community Regional Reference Centre for disaster preparedness from the IFRC.

This 'Safe Schools' Plan is being disseminated to principals in schools in Suchitepéquez and Retalhuleu for its implementation as "pilot experience" in these schools and will be validated through drills during May – June 2011. (See *annex INT #17: Example of emergency school plan*)

Additional to the pilot school plan, a nationwide review of the school committee guide and the emergency school plan will take place on 14 April 2011 in Antigua Guatemala with the participation of a representative from the Suchitepéquez schools implementing this version of the School Plan.

As the school plans and drills are implemented, other recreational-educational activities have been scheduled in each school.

R3.A.3.4 Joint organisation and participation in the national and regional broadcasting workshop

Joint meetings to organize and participate in the national and regional broadcasting workshop are possible due to meetings and constant communication with DIPECHO VII partner coordinators.

R 3 A.3.5. Update webpage information for GRC, IFRC and Redhum.

Summaries on Project progress are being drafted and will be included in the web pages of the Guatemalan Red Cross, IFRC, and REDHUM.

R 3 A 3.6 Review of progress in coordination with representatives of PREVDA and planning of activities to follow

There is constant communication with officials from the PREVDA National Management Unit. Before closing operations for this program, all contacts were made with management from the local counterpart, Mancomunidad Metrópoli de los Altos. Coordinated activities are scheduled to continue until DIPECHO VII Project operation closure.

R 3 A.3.7 Activities to exchange experiences, dissemination and raising awareness.

The first exchange of experiences took place on 8 April, 2011 among community leaders participating in the PREVDA and Mancomunidad de Municipalidades Metrópoli de los Altos and COLRED members from the following communities: San Mauricio, Santo Domingo, Suchitepéquez (Red Cross DIPECHO V) and Jesús La Bomba, Retalhuleu (Red Cross DIPECHO VI). Attendees included 25 women and 14 men for a total of 40 persons.

R 3 A.3.8 International Disaster Risk Reduction celebration

The International Disaster Risk Reduction celebration took place in October 2010 in Guatemala City with the participation of DIPECHO VII partners and CONRED. Both DIPECHO VII and CONRED are planning a Safer Cities activity for October 2011.

R3 A.3.9 Creation and Systematization of a tool compliant with CRID-ECHO Methodology

According to the methodology established by the CRID and with the assistance of SEGEPLAN, the Project will develop and systematize a tool called *"Basic guide for the integration of a community plan for disaster preparedness in the Community Development Plan"*. Efforts are underway to coordinate with the Presidency's Planning and Programming Secretariat (SEGEPLAN), the Presidency's Executive Coordination Secretariat (SCEP), CONRED and the Public Management National Institute (INAP).

R3.A.3.10 Participation to the revision of the Preparedness Indicator Matrix and the application at the end of the project

The Preparedness Indicator Matrix will be updated during the 27 April 2011 meeting. Input is the result of efforts between DIPECHO VII partners and the consulting teams to update the Guatemala country document. The Preparedness Indicator Matrix will be applied in June and July 2011 during territorial workshops.

R 3 A.3.11 One tool is produced and systematized according to the CRID-ECHO methodology: "Basic guide for the integration of a community plan for disaster preparedness in the community development plan"

There is coordination between the Presidency's Planning and Programming Secretariat (SEGEPLAN), the Presidency's Executive Coordination Secretariat (SCEP), CONRED and the Public Management National Institute (INAP). The guide will be developed from April to June.

R3 A.3.12 Project technicians co-organized the national dissemination meeting

There is constant communication between DIPECHO VII partner coordinators to facilitate joint collaboration and participation in national dissemination.

R3 A.3.13 Meetings to exchange experiences were held with other national and regional DIPECHO partners.

This activity will be scheduled for the second phase of project implementation.

R3 A.3 14 Implementation of initial and final KAP study (see annex activities KAP study)

KAP study has been implemented in its entirety.

See *annex INT #18: Initial KAP Study*

- **Update⁷ on means and related costs**

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 R4. Beneficiary communities have reduced their risk of disasters with mitigation and/or infrastructure support

4.3.2.4.1 At proposal stage

- **Total amount: € 87,707**
- **Sector 4: Small scale infrastructure and services related sub-sector:**

4.1. Infrastructure support

4.2. Small-scale mitigation projects

- **Beneficiaries (status + number):** Include inhabitants from the communities: **13,109**
- **Indicators for this result:**

R4 OVI 1. At least 80% of the 15 communities have implemented support and/or mitigation infrastructure projects, according to the VCA and community plans

R4 OVI 2. 100% of the communities have installed evacuation route signs, in compliance with community response plans

- Activities related to the result

R.4.A1 4. Prioritization and selection of small scale mitigation and / or support projects.

According to the results from the VCA analysis, in each community at least a little piece of support and / or mitigation project will be identified, so that all communities benefit from the project.

R 4 A.4.2. Manage local contribution for infrastructure or mitigation constructions.

There will be discussions with the community leaders and local authorities on the communities' management of the works, with assistance from the Project staff. This management also includes their managing their own contributions, mainly in unskilled labour.

R 4 A.4.3 Implementation of basic and / or mitigation infrastructure projects

In coordination with the communities and their contribution in local materials of the project, small infrastructure support and / or mitigation projects will be run. The monitoring and supervision of the implementation's progress will be done by Project staff.

R 4 A.4.4 Validation and signalling of evacuation routes in compliance with community response plans

According to the results of the VCA, evacuation routes will be validated with the people of the communities in each place and will be marked according to international standards for emergency signalling. The signs will be annexed to the Community Response Plan document for each location.

- **Means⁶ and related costs**

Category	Sub Category / Account Description	Total in Euro
PERSONNEL COST	National Staff salaries	€ 16,553
	National Staff travel expenses	€ 1,575
	National Staff Insurance	€ 880
	Expatriate staff	€ 9,000
	Personnel Costs Subtotal	€ 28,008
EQUIPMENT COSTS	Office consumable and supplies	€ 2,136
	Equipment cost Subtotal	€ 2,136
CONSUMABLES AND GOOD COSTS	Infrastructure and services to small-scale	€ 47,007
	Per diem, Volunteers, GRC and Headquarters	€ 807
	Office expenses	€ 2,339
	Running costs, fuel and vehicle maintenance	€ 7,410
	Consumables and good cost sub-total	€ 57,563
TOTAL RESULT 4		€ 87,707

4.3.2.4.2 Intermediate report

Total amount: **19.904 EUR**

- **Update⁷ on indicators****R4 OVI 1. At least 80% of the 15 communities have implemented support and/or mitigation infrastructure projects, according to the VCA and community plans**

Twelve communities (80% of 15 communities) have identified small infrastructure projects that can be implemented with the support of the project. This was possible with the VCA and all projects support the implementation of COLRED local response plans. One community has already started implementing its support project.

See annex INT #19: Example of Micro project proposal description and annex INT #20 records of community acceptance.

R4 OVI 2. 100% of the communities have installed evacuation route signs, in compliance with community response plans

Thirteen communities –85% of the total Project beneficiary communities—have community risks maps which will be attached to local response plans. Vendors who will make and install the signals have been identified.

- **Update⁷ on beneficiaries (status + number)**

Number of beneficiaries for this result is the same as the number in the initial proposal. Socioeconomic, policies and security of the populations remain unchanged.

- **Update⁷ on activities**

R.4.A1 4. Prioritization and selection of small scale mitigation and / or support projects.

According to VCA results, 12 communities have identified small infrastructure projects which could be implemented with support from the project. However, a more in depth revision is needed for 11 of them on the efficiency and effectiveness of small projects identified in support to Local Response Plans.

R4 A.4.2. Manage local contribution for infrastructure or mitigation constructions.

There will be discussions with the community leaders and local authorities on how communities manage the projects, with assistance from Project staff. This management also includes their managing their own contributions, mainly in unskilled labour. Eleven communities have started discussions on how to get resources: local materials, skilled and unskilled labour. They are considering asking municipal authorities for project resources for small projects not provided for by the Project.

R 4 A.4.3 Implementation of basic and / or mitigation infrastructure projects

In coordination with the communities and their contribution in local materials of the project, small infrastructure support and / or mitigation projects will be provided. The monitoring and supervision of the implementation's progress will be done by Project staff. Thus far, one community has started implementing support efforts to the Local Response Plan.

R4 A.4.4 Validation and signalling of evacuation routes in compliance with community response plans

VCA diagnostics results for 15 communities have identified community risk maps, which will be annexed to the local response plans, safe evacuation routes, safe meeting places and shelter location. Vendors who will make and install the signals have been identified; signals will meet international emergency signalling standards.

- **Update⁷ on means and related costs**

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 Other costs⁶

		Other Cost	Intermediate report
Category	Sub Category / Account Description	Total in Euro	
OTHER COSTS	Visibility	€ 2,500	€ 1,831

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

	Initial KAP	€ 6,160	€ 3,085
	External Evaluation and Final KAP	€ 4,820	
	Indirect costs		€ 344
	Total Other Cost	€ 13,480	€ 5,260

(See Annex 6: Project Budget)

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

We considered 3 implementation stages during the project:

1. Installation, Dissemination and Start of Activities (Months 1 through 3):

Initial administrative actions to start the Project: negotiate with communities and other stakeholders; define activity terms; train Project staff and volunteers; start VCA processes as foundation for community work.

2. Teaching and Training for Beneficiaries (Months 4 through 10)

Creation of community and institutional organisation processes; elaboration of response plans and school activities; installing evacuation route signals; delivery of supplies; implementation of small-scale infrastructure projects, and evacuation drills.

3. Consolidation Process (Months 11 through 15)

Consolidate actions with leaders and stakeholders to guarantee sustainability; result systematization; impact assessment; implementation of corresponding administrative processes to ensure proper project close out.

(Annex 7: Action Timeline)

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

The action plan remains unchanged; there are two factors that could potentially affect planning: natural disasters such as floods or earthquakes, and activities related to the election of President and local authorities. If changes do take place, we will immediately inform ECHO.

4.5 Monitoring, evaluation, audit and other studies

4.5.1 Monitoring of activities (explain how, by whom)

Technical staff will be responsible for implementing activities according to guidelines issued by the Red Cross National Disaster Secretariat through the Project Coordinator.

The Coordinator will brief Project members –Guatemala Red Cross, Spanish Red Cross, and Netherlands Red Cross—on the progress and contingencies in order to plan for periodic individual and/or joint visits to the area to verify the number and quality of activities being implemented and results obtained.

Likewise, regular briefings must be given to liaisons officials appointed by the Suchitepéquez and Retalhuleu Departments in the Cuyotenango and San Andrés Villa Seca Municipalities, as well as to the Red Cross Board of Directors in the Mazatenango and Retalhuleu Delegations.

SE CONRED will appoint a liaison official who will be updated on a monthly basis of actions performed. Also, periodic meetings and visits to the area will be scheduled for progress report purposes and to receive technical feedback on the activities and findings during follow up visits.

Coordination meetings and joint audit visits to project area will be more frequent with CONRED Department Delegates from Suchitepéquez and Retalhuleu.

The field coordinator prepares a monthly report of field activities. The monthly report will be socialized by the expatriate delegate to the authorities of the Red Cross and other project partners, in order to periodically assess progress and necessary adjustments. Weekly, the expatriate delegate and field team will review the plan of the week according to the overall work plan.

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 implementation, an external evaluation of community impact after the action will be applied using a final Knowledge, Attitude and Practice (KAP) study that allows benchmarking of the initial KAP and baseline (attached to this proposal) quantitative and qualitative progress in the area. Before undertaking this KAP and the external evaluation, the Terms of Reference of the consultant will be shared with DG ECHO. Also, the results of the KAP study will be socialized with ECHO, Municipalities and authorities of CONRED. Also, we will perform an internal audit at the end that focuses on administrative and accounting procedures, and an external evaluation of the impact of the overall project

4.5.3 Other studies: ☐ please elaborate:

Attached to this proposal is the baseline study final report, applied to the communities, schools and municipalities in the area, which will be used to illustrate initial conditions in the project area, e.g. objectives and action indicators. This study was prepared by Guatemala Red Cross with technical and financial support from Netherlands Red Cross.

(Annex 8: Complete baseline study report)

Action budget allocates financial resources for an update study to the Country Paper and DRR Indicator Matrix. DIPECHO VI has been working and updating these documents with close collaboration from other DIPECHO partners in Guatemala.

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

5. CROSS-CUTTING ISSUES

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

Community and community organisation for disaster preparedness:

Training and teaching plus active participation of community leaders and authorities will succeed in providing the Project area with installed capacities (knowledge and equipment) to respond during emergencies. This experience can be replicated in other vulnerable areas.

Thus, efforts are underway to organize, prepare and visibilise COLREDs and ECOREDs in each community and link them to other community organisations, and municipal and department response institutions. This will identify COLRED and ECORED as first response teams in the area and help other response institutions. The above will guarantee sustainability of project actions and their relation to community and municipal development strategies.

Efforts are also aimed at visibilising—in specific activities—DIPECHO V and VI implementation progress in both departments.

The Project also seeks to help communities showcase their progress in preparedness to, somehow, impact political will of Municipal Mayor candidates and other popular election positions in both departments.

Municipal and Department Institutions and Disaster Response:

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

Joint collaboration in preparing a Territorial Response Plan, with participation of municipal and department response institutions, will help showcase the role played by these institutions to the general population. In turn, institutions will have to uphold a permanent commitment to cultivate links at community and institutional levels on response preparedness. Department and national authorities must undertake monitoring and help with compliance.

Likewise, training provided by the Project will teach on technical capabilities that will be useful, not only in response activities, but also in longer term processes, such as planning for development actions with risk reduction management focus.

As part of a project's **sustainability and continuum strategy**, we will use the experience of DIPECHO V and VI and will undertake efforts similar to what has been done in these Programmes, so that municipal authorities, including municipal budgets follow the lines of Disaster Response and Preparedness. This will also entail that the planning departments of municipalities will include local preparedness plans and disaster response in the municipal development plans. The Project will aim for having Memoranda of Understanding with this various institutions that also entail long-term objectives after this Project is finished. With this sustainability on the long term is achieved. This will be a challenge because the Project will take place in a pre-election year.

5.2 Continuum strategy (Linking Relief, Rehabilitation and Development)

Instruments and methodologies with local and municipal level application will be used, as these help guide coordination mechanisms in the CONRED system institutions. Organisational, management, planning and response capabilities in the communities will be strengthened. SEGEPLAN and SE CONRED will help interconnect DRR topics with community development planning using a basic tool that shows how to include local response plans in local development plans.

Municipal response level, which includes rescue institutions such as Health Centres, GRC and Fire Departments, will be strengthened in order to improve municipal response capabilities.

Guatemala Red Cross' role and responsibilities are permanent and will continue receiving support and capacity building skills to improve its response activities in the area. GRC will continue using the strategy implemented by the Project and lessons learned from other regions in the country.

The Netherlands Red Cross and Spanish Red Cross offices in the country and its members have plans to continue supporting the capacity building processes initiated by past projects. These projects were aimed at expanding GRC capabilities to identify, manage, implement and assess development projects and make GRC sustainable –as organisation and financially. Both Red Cross offices will continue looking for funding opportunities for new development projects in the area in the coming years.

In short, sustainability of processes implemented by the Project will be the responsibility of: a) the community; b) municipal and department governments; c) SE CONRED, and d) Guatemala Red Cross delegations in the territory.

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

Gender: The Project will implement actions to increase participation of women and men in decision making structures, especially at community level. Attention will be given to balancing power relationships as much as possible. The aim of the programme is that the members of ECORED consist, for at least 40%, of women, with equal authority and decision-making as men.

Children and Youth: Ludic and educational activities in schools will foster participation of boys and girls in project activities and gender equality between boys and girls. The project will also encourage active participation of youth in the COLRED and ECORED in each community. The aim of the programme is that the members of ECORED and COLRED consist, for at least 20%, of youth in the ages 16 to 25.

Disabled and elderly population: Specific needs and roles for disabled and elderly persons in emergency situations will continue to be included in training activities for COLRED/ECORED and rescue organisations, as it was also done in DIPECHO VI. All trainings will seek to include information on how to care for the disabled and elderly during evacuations; their special needs in shelter management, and proper facilities. 15 VCA will emphasize the needs of the elderly and people with special needs in its mapping.

Ethnical and cultural issues: Population in Project area is mostly ladino and 100% of them speak Spanish. However, organisation and capacity building activities with communities will have to be customized to the culture of each community.

Environmental issues – Climate Change: The Project will implement actions aimed at highlighting community responsibility in preserving their environment as a way to promote disaster prevention culture among the population. Training activities in schools, community training on risk management and community maps will emphasize the important role played by communities in preserving their environment and stress how variation and climate change adversely affect the current risk scenarios.

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

Thus far, socioeconomic, policies and security of the populations remain unchanged for the most part.

5.5 [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)

Project will be jointly implemented by the Netherlands, Guatemala and Spanish Red Cross. The leader of the consortium and signatory of the grant is Netherlands Red Cross, implementing agency is Guatemala Red Cross and the Spanish Red Cross will provide technical and financial support. Each role is described in the Memorandum of Understanding and in the Cooperation Agreements signed by all parties. **(See Annex 9: Managing Partner Letter)**

Contact with relevant stakeholders was set up through organized coordination meetings facilitated by SE CONRED and potential partners in the country. Topics included areas of implementation and organisation to avoid duplicating efforts in the same areas.

Another topic discussed was: determine if proposed common actions foster and support the UNISDR biannual campaign for resilient cities and urban risk. The Panama IFRC Delegation has issued recommendations to address both activities jointly.

The Project has agreements with the PREVDA Program to continue with the collaboration that started with DIPECHO VI. Coordination for this action will focus on fostering exchange of experiences and methodologies among project beneficiaries and program beneficiaries in the higher areas of the Samalá watershed. The first activity will be a joint assessment to determine progress in coordinating and following activities.

(Annex 13: Central America. Red Cross Proposals summary)

Activities will continue as agreed with the Santiaguito – Samalá Project (SAN SAM) in the previous action. These are aimed at strengthening the EWS component in the Samalá watershed and in the region.

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

Community selection, definition of objectives, results, and activities were discussed with departmental and municipal authorities. Priorities listed by representatives from the Ministry of Education, Ministry of Public Health (through the Quick Response and Technical Assistance Unit, URRAT), SEGEPLAN, and INSIVUMEH are included in the objectives and results.

Under the coordination of SE CONRED, three key meetings have been held to define the geographical areas and priorities. Representatives of the government increased the national priorities regarding risk management, and disaster preparedness should be considered for any initiative. As a result, organisations interested in DIPECHO VII funds submitted proposals that respond to national needs and that were coordinated with national authorities. The actions undertaken in the DIPECHO VII project, will be implemented in close communication with CONRED authorities and other agencies.

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

Coordination with DG ECHO to prepare the proposal began with the VII Action Plan Meeting held in SE CONRED, in Guatemala City on April 22, 2010. Discussions included clarifications, priorities—for this and future projects—from: INSIVUMEH, Ministry of Communications, Ministry of Education, Ministry of Public Health, SE CONRED and SEGEPLAN.

During May 2010, telephone conversations and e-mail correspondence with DG ECHO Managua staff have yielded advice and general information on technical aspects of the DIPECHO VII / Guatemala proposal.

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

Inter institutional coordination and coordination at other levels is taking place without too many complications.

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) 2381 6565 Fax: (+502) 2381 6575
E-mail: direccion@guatemala.cruzroja.org

Name of Local Partner: CONRED
Address: Av. Hincapié 21-72, Zona 13 Guatemala, 01013, C.A.
Telephone: (+502) 2385-4144 Fax: (+502) 2385-2494

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

Guatemala Red Cross is part of the International Red Cross Movement and implements its mission according to the 7 fundamental principles of the organisation. All support Guatemala Red Cross receives from Netherlands and Spanish Red Cross is bilateral and is expressed in terms of technical and financial assistance in development projects on behalf of the vulnerable population in Guatemala.

Guatemala Red Cross has an important role in the implementation of this project, as it provides the structure and personnel (volunteer corps) needed to achieve the proposed objectives.

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

As part of the CONRED System, GRC has garnered national recognition and is sought as point of reference on topics including: rescue, training for community preparedness, pre-hospital care, shelter management, SPHERE Project, adaptability to climate change, community health, HIV, among others. Also, GRC is mandated to be auxiliary to public authorities.

In this context, activity coordination will be the responsibility of GRC with close cooperation of SE CONRED, observing the precepts stated in Decree 109-96 that set the legal grounds for DRR interventions in Guatemala, as well as the mechanisms, procedures and standards for disaster reduction. SE CONRED will appoint a liaison –or “focal point” with the project—responsible for arranging institutional coordination as needed.

Another coordination level will include 2 CONRED department delegates who will help monitor activities in the field.

During implementation and on a monthly basis, narrative and financial reports will be prepared and distributed to compare against planning for the previous month and should comply with the Project Action Plan. Periodic monitoring meetings will be scheduled as activities and results progress.

7.4 [INT] In case of changes, please explain

Coordination rapport is good and within the operational scope for GRC and SECONRED.

See Annex INT # 21: MoU between GRC and SECONRED.

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)

Risk/assumption	Likelihood (*)	Possible impact	Level of impact(**)	Mitigation – PLAN B
Political Risks				
SE CONRED, INSIVUMEH and SEGEPLAN will monitor, provide advice, and facilitate communication with other state entities	5	Quality of Project impact and sustainability of results obtained will improve	5	Once approved the proposal, cooperation agreements will be established with the three institutions
Political rivalries do not affect strengthening and articulation processes	3	Articulation of Project results will remain weak	4	Discuss negative impact on quality of implementation with authorities and beneficiary population. Technical and Red Cross volunteers do not participate in political struggles for national, state and local
Political campaigning does not interfere with the focus of target population	3	Participation in community activities adversely affected	5	Reschedule activities and try to resolve the situation with beneficiaries
Institutions are capable of complying with commitments adopted	4	Results listed are met satisfactorily	4	Once approved the proposal, cooperation agreements will be established with the institutions
Social Risks				
All stakeholders respond favourably to activities scheduled	5	Expected results are met satisfactorily	5	Constant verification of the capacities of stakeholders during project implementation
Beneficiary population of DIPECHO Projects V and VI respond positively to exchange activities	4	Expected results are met satisfactorily	5	Constant communication and motivation to the target population, through their leaders, to participate in exchange activities
Students and teachers respond actively to DRR reinforcement processes	5	Expected results are met satisfactorily	5	Establish specific cooperation agreement with the Ministry of

in school				Education and Education Departmental
Natural Risks				
Weather conditions allow access to communities	4	Affects activity implementation and results	4	Create an action plan that considers weather. Using the summer months as a priority for community activities. Conditions in the region.
Security Risks				
Security conditions allow access to communities	2	Population interest to participate in activities declines and work time in communities is cut short	4	Reschedule activities. Find alternate access routes into the communities. Implement current security manual. Hiring of personal include life insurance for the Project
Economic Risks				
Resources needed to implement the different actions are available	5	Expected results are met satisfactorily	5	Permanent monitoring of the progress of activities and financial resources to comply
<p>(*) Likelihood: 1= very low 2= low 3= average 4= high 5= very high</p> <p>(**) Project impact level if risk or supposition materializes 1= very low impact 2= low impact 3= average impact 4= high impact 5= very high impact</p>				

Political Risks

- Project will state from the onset of implementation that it has no political favouritism and that it seeks the genuine benefit of the population.
- If necessary, collaboration agreements will be signed with all participating institutions.

Social Risks

- Community participation will be encouraged using tactics such as First Aid training, small-scale projects, ludic activities among others to showcase the useful, tangible results desired.
- Project staff has the ability to encourage community participation by using participatory methodologies in their activities.

Natural Risks

- Schedule activities according to predominant weather conditions in the region.

Security Risks

- Insure all personnel, assets and equipment allowed in case claims are filed with the insurance company.
- Analyze and implement Security Manual and protocol instructions; revise as needed.
- As last resort and only if absolutely necessary, a change in project closing date will be requested.

8.2 Security considerations

The International Federation of Red Cross & Red Crescent Societies has a "Security Guide for Field Operations" which must be observed during project implementation.

Also, each National Red Cross Society in the region has more specific Security Manuals for its staff—according to characteristics and conditions in each country—which are part of its Internal Regulations

8.2.1 Security situation in the field, describe briefly

Yes ☐ No ☐ Standard procedures ☒

- ☒ Burglary and robbery on the road (main and secondary roads) by intercepting all types of vehicles, sometimes with violence.
- ☒ Violence in the streets with armed robbery or private homes. Crimes against foreigners include murder, rape and theft.
- ☒ Youth gangs, in Guatemala City as well as in rural areas of the country. Gang members are usually heavily armed and violent-prone without provocation.
- ☒ Marches where the population takes over important access roads, giving little or no warning. Most marches are peaceful; however, even with police presence crowd control can be dangerous and unpredictable.
- ☒ High risk of road accidents due to wreckless drivers, inadequate signage and poor road conditions.
- ☒ Abductions for the purpose of asking ransom.
- ☒ Guatemala has one of the highest crime rates in Central and Latin America. It is important to take safety measures for staff in the field and the assets of the project and the institution.

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

Yes ☒ No ☐

All Project staff and volunteers will be informed during initial training course about the content of the manuals previously described. They will sign and accept the commitment to uphold the standards and safety rules in the country, with each SN. This also applies to expat staff.

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

Thus far, security conditions are stable and allow the Project team to work without delays. However, we will be attentive to the development of the political campaign and the potential security consequences in the country.

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 Project presentation to institutions, authorities, leaders and media.
- Radio spots and written material with educational material will include information on source of funding and project implementing agencies.
- Printed trifold brochure with Project information, source of funding and Project implementing agencies.
- Printed stickers with the DG ECHO logo and Red Cross emblem
- Opening and closing activities will have required advertising.
- Interactive CD with project information, systematization of lessons learned, photos, etc.

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

- All equipment purchased with Project funds will be identified with stickers.
- T-shirts, caps, backpacks and vinyl banners will be clearly identified according to DG ECHO Guidelines for advertising materials and according to standards stating use of GRC emblem.

VISIBILITY				2,500 EUROS (0.492%)
Visibility details				
Description	Quantity	Unit cost	Total	
T-shirts	871	0.36	314	
T- Shirts polo	50	5	250	
Caps	100	5	500	
Equipment Stickers	300	0.5	150	

Houses	500	0.5	250	
Stickers				
press advertisement / Job	1	249	249	
Brochure	1000	0.3	300	
Community signs	5	48	240	
Banners vinyl	4	47.61	190	
banner meetings	4	14.28	57	
Total			2,500 Euros	

Note: For security reasons of Project staff and its assets, vehicles of Red Cross will not display the DG ECHO emblem, only the Red Cross emblem.

During the implementation of DIPECHO VI no incidents of assault or damage to property of the volunteers and staff were suffered. But there have been vehicle thefts in the past, and recently there was an assault on a truck carrying humanitarian aid for actions of the Spanish Red Cross in Guatemala. There have also been attacks on other NGOs. Because of the high levels of violence in Guatemala, the Guatemalan Red Cross has decided to increase the preventive measures of safety and visibility of their vehicles, buildings and staff. The Red Cross emblem is highly known, valued and respected by the people and authorities in the region. It is recognized that Red Cross is neutral in political, religious or philosophical matters. Additionally, the Red Cross is recognized as a non-profit institution and for the moment is unattractive for assaults or robberies. We recommend that vehicles, buildings and personnel are highly visible according to the laws governing the use of the emblem of the Red Cross in Guatemala (only with the Red Cross emblem), and using the name and logo of ECHO systematically during project activities; printed and audiovisual materials, speeches, media consequently recognize the contribution and participation of ECHO, in visual form (use of logos) and written in different materials to be distributed during the project.

9.3 *Planned publication activities*

- Web pages of participating institutions, ICRF website
- Interactive CD with project information, systematization of lessons learned, photos, etc.

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

No changes regarding visibility and communication plans.

9.5 *[FIN] Report on the relevant activities*

10. HUMAN RESOURCES

10.1 *Indicate global figures per function and status*

Function	Status ⁸	Number of staff	Number of man/month in project	Comments
Coordinator	Expatriate	1	15	Located in Guatemala City
Field Coordinator	Local	1	15	Located in Project area
Community strengthening technical staff	Local	1	15	Located in Project area
Capacity building technical staff	Local	1	15	Located in Project area
Administrative technician	Local	1	15	Located in Project area

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

Administrator	Local	1	15	Located in Guatemala City
Technical field assistants	Local	4	15	Located in Project area
Logistician and Driver	Local	1	15	Located in Project area
GRC volunteer staff	Local	10	13	Located in Project area

(See Annexes 10,11,12: Job description for Project staff, and CV Delegate NRC and Counterpart of GRC)

10.2 [INT] In case of changes, please explain

No changes have been made to the work team; technicians are the same that were initially hired when the Project began; there are no changes in profiles and general responsibilities.

10.3 [FIN] In case of changes, please explain

11.FINANCIAL OVERVIEW OF THE ACTION⁹

Eligible Cost of Action	Initial Budget	Intermediate Report		Final Committed	Funding of Action	Initial	Final State
		Budget	committed				
Personnel costs	186,720	186,720	50,335		Direct revenue from Action		
Equipment costs	14.237	14.237	6,859		Contribution by applicant	€ 113,254	
Sub-contracting costs					Contribution by other donors		
Consumables & goods costs	293.277	293.277	4,7912		Contribution requested from ECHO	€ 430,000	
Other costs	13,480	13,480	4,916		% of total funding	79%	
Subtotal direct eligible costs	507.714	507.714	110,022				
Indirect costs (max 7%)	35.540	35.540	7,702				
Total Costs	€ 543.254	€ 543.254	€ 117,724				
					Total Funding	€ 543,254	

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

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

12. ADMINISTRATIVE INFORMATION

12.1 FPA number (if applicable)

Signed 12-12-2007, 148

12.2 Name and title of legal representative signing the Agreement

Cees Breederveld, Secretary General of the Netherlands Red Cross

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

Juriaan Lahr Head International Assistance, Netherlands Red Cross
Telephone: + 31 (0)70 4455613
Address: Leeghwaterplein 27 – P.O. Box 28120 2502 KC DEN HAAG, The Netherlands
E-mail: info@redcross.nl

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

Name: Mr. Roy Venegas
Telephone: +502 22303583
Fax: +502 22536541
Email: rvenegas@cruzrojaholandesa.org

12.5 Bank account

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

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

Annex A: Procurement table¹⁰

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

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

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

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