



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, Poligon 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
- Procurement 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.4/MUF/ar D(2010) ☐ date: 01-09-2010
- Intermediate report ☐ date: 29-04-2011
- Final report ☒ date: 30-03-2012

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

In October 2011 an exchange of letters took place to request a project extension of one month. There were delays in the project activities because of the presidential elections that were held in the country. The authorization was received by a formal communication from ECHO and the project was finalized on 31 December 2011.

- Letter sent by NLRC to the European Commission. Reference number: IHUIT11/2035/GR-jvh
- Letter received from the European Commission: ECHO/DIP/BUD/2010/03002 Amendment n°1: Supplementary Agreement. Reference D1164924

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 Programme Action Plan in Guatemala” Country Document.

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	- Strengthen their response capabilities	- Collaborate in the creation of a territorial response plan
Health Centres	- Strengthen their response capabilities	- Provide local support via its health facilitators - Collaborate in the creation of a territorial response plan
Red Cross, Retalhuleu and Mazatenango Delegations	- Strengthen their response capabilities	- 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 Programmes		
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: Diagnóstico Dipecho VII)

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

From the assessment performed, 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 organise local community structures to respond, especially in Sector B, but it was insufficient. Communities lack organisation, there is need for training to enhance their skills and need for basic equipment for emergency response. When provided with this assistance, communities will be able to 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 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 dispersed 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).
- Neither municipality had evidence of municipal disaster response plans. However, considering the geographic location of the Project communities, their 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 shelters, aid distribution sites and other infrastructure, are worn out and/or do not meet minimum requirements (health services and safe water supply). Therefore, communities must improve disaster response and mitigation infrastructure by making the necessary adjustments to ensure dignified care standards 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.
- Relief agencies (fire brigade, health centres and Red Cross) have made progress in training their teams to respond to small emergencies (first aid or primary health care, fire control, etc.). It is urgent to strengthen their capacities to respond to larger emergencies or disasters by providing them with more training on topics such as EDAN, emergency operational centres management, minimum SPHERE standards, and provision of basic equipment for flood response.
- There are 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 "very high risk zone" because of the seismic dangers and because school buildings have deteriorated over time; teachers should incorporate the risk of earthquakes and unsound buildings as a theme in DRR planning 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 at 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 analysed 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 Programme 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 to the expected results in the logical framework.

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

Needs and problems identified in the baseline remain unchanged and project activities correspond to the Project Logic Framework.

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 with 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:

- Programmes 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. Programmes promote sustainable development of the communities. Leaders and communities participate in programme formulation, planning, implementation, and assessment.
- Programmes 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's 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 Programme from 1997-2000 with funds from the Netherlands Government.

-The Rehabilitation Programme 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

-Programme 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.

In October 2011 the project area was affected by Storm 12E, causing floods in target communities. In response, CONRED and the Retalhuleu Delegation of the Guatemala Red Cross carried out an Evaluation of Damages and Needs (EDAN) in said communities. (Annex 34. Status Report for Tropical Storm 12E)

In response to the emergency, the Guatemala Red Cross delivered humanitarian relief with funds from the International Federation of Red Cross and Red Crescent Societies (IFRC).

Project activities were put on hold during this time of emergency and project staff participated in the response activities and provided support to response actions in the communities affected by floods (only communities attended by the project).

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

In the project area, there were no other Disaster Preparedness activities and projects implemented during the implementation period.

When Tropical depression 12-E passed through Guatemala, CRG implemented response activities, by delivering Humanitarian Assistance to families affected by the floods. This was not done directly in the target area of this project; however, CRG coordinated its actions also with the branches present in the project area: the Mazatenango and Retalhuleu branches.

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

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

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

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 Güisocoyol	572	292	280	84	188	71
10	Row C12 Sis	437	223	214	64	144	54
11	Row C10 Achiotés	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 Programme	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 which, 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

Beneficiary population information was updated by using a census. There was an increase when comparing the initial proposal to the final report. Increase is due to childbirths in the communities during this time and to the availability of more detailed information.

Institutional information also showed an increase due to more participation from institutions, organisations and government agencies part of CODRED. There was also greater participation of the Ministry of Health and the Ministry of Education (male and female teachers) in target schools.

Beneficiary population is distributed as follows:

Nº.	Beneficiaries	Total
1	Community	13,614
2	Governor Office – Department	8
3	Municipalities	8
4	SE-CONRED	4
5	Ministry of Health and Public Assistance	14
6	Ministry of Education	158
7	Institutions	69
Total		13,875

Source: Prepared using project records.

In the community, the beneficiary population totals 13,614 persons. In schools, student population increased to 3,611 children and 152 teachers. Institution participation also increased when compared to initial project data: it increased to 72 institutions, organisations and State agencies and 245 representatives from institutions.

Direct beneficiary population by sector on project closeout is distributed as follows:

Nº	Sector	Number of beneficiaries
1	Local disaster management components	13,614
2	Links with institutions and advocacy	13,875
3	Information, education, communication	13,875
4	Small scale infrastructure and services	13,614

4.2.10 [FIN] Estimate per type of beneficiaries

female: 51 %,	male: 49 %	(total female + male= 100%)
infants (< 5y):13 %,	children (< 18 y): 28 %,	elderly:12 %

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 organised, 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 Programme.</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 systematised 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> <p>R 2 A.2.7 Joint organisation and participation in national and regional meeting to update the DRR Matrix</p>	
	<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 systematised 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-organised the national communication 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 Prioritisation 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> <ul style="list-style-type: none"> -Political campaigning does not interfere with municipal and department activities -Institutions involved comply with their commitments in the Project

4.3.2 More detailed information per result³

4.3.2.1 Specific Objective : To contribute to the strengthening of local disaster management system in south-western region of Guatemala

4.3.2.1.1 At proposal stage

4.3.2.1.2 At intermediate stage

4.3.2.1.3 At Final Stage

OVI 1 15 COLRED and 15 ECORED are organised, 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.

This indicator was achieved.

Fifteen local coordinators are organised and certified for disaster reduction (COLRED) as well as 15 community teams for disaster reduction (ECORED) in the 15 target communities, with a total of 282 persons (128 women (45%) and 154 men (55%)). Women and men in the COLRED and ECORED have equal decision making power, depending on their positions. It is worth mentioning that 15 women are decision makers and information managers in 12 of the 15 COLRED. (*See Annex 1: Table 2 Participation in COLRED organisation.*)

The 15 COLRED and ECORED have received training on how COLRED operate and on the CONRED structure, Shelter Management, Health in Emergencies, Humanitarian Relief Management, Damage Assessment, and Damage and Needs Assessments (DANA), Community First Aid, and Floods Rescue Team (TREPI). COLRED and ECORED have also received basic equipment for First Aid (first aid kit and stretchers), Search and Rescue (tools and shelters), and materials to set up a Temporary Shelter (energy generators.) (*See Annex 26. Community Equipment.*)

In the municipalities of San Andrés Villaseca and Cuyotenango, 15 communities are organised, trained, have received basic equipment and have a Local Response Plan in place to respond better during emergency or disaster situations.

COLRED and ECORED know all the COMRED and CODRED members, they understand the organisations and how they work. The three levels —COLRED, COMRED, and CODRED—have worked together during the drills and have strengthened the link between COLRED and ECORED at municipal and departmental levels in the project area.

OVI 2. At least 85% of community members have participated in disaster preparation activities on local level.

This was achieved for 91%.

The project carried out different activities aimed at community level disaster preparedness from VCA to organisation and training meetings, to drills with recently certified COLRED and ECORED and families at high risk utilising their Family Response 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).

Disaster preparedness activities were carried out in close coordination with community leaders and participating families. Direct beneficiaries in the community include 7,542 persons, plus the participation of 2,942 school children in disaster preparedness activities.

Community activities included organisation and training for the organisation and the schools, with a participation in disaster preparedness activities totalling 10,484 persons (adults and children). This number represents 77% of the population in the 15 communities served (10,484 of 13,614 persons). (See *Annex 1. Table 5, Family Response Plans.*)

It is important to mention that the participation of parents and their schedule availability were key –and limiting— factors in the activities and with the active participation of the communities.

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.

This indicator was fully achieved.

Once the 15 certified COLRED and ECORED, with its 282 members were trained and had prepared their Local Response Plans (LRP), they validated the LRP in each community. (See *Annex 1: Table 4 Participants in Local Response Plans Drafting and Validation.*)

The plan was validated using flood threat drills prepared for the communities served, with the participation of 253 COLRED and ECORED members. These represented 110 women and 143 men, or 90% of people involved in COLRED and ECORED in the 15 project communities (253 of 282 COLRED and ECORED members).

At the end of the project, 15 flood drills were carried out with the participation of children, youth and adults in all 15 communities served. Exercises included 90% of certified COLRED and ECORED members in each community.

OVI 4. At least 50% of the school population has participated in 15 schools disaster Earthquake drills exercises conducted successfully according to standards procedures

This was fully achieved.

The project held organisation and training activities in 18 schools of the 15 target communities. Among the activities were: organising the school committees and training for disaster preparedness.

The 18 target schools prepared Emergency School Plans which were then validated through earthquake drill exercises. 146 teachers and 2,646 boys and girls participated in these drills. The total attendance was 2,792 people.

At the end of the project, 18 earthquake drills were carried out. 96% teachers of the teachers attended (146 of 152 teachers) and 73% of the boys and girls in schools (2,646 of 3,611 boys and girls). The total participation on drill exercises, including children and teachers, was 74% of total attendance, or 2,792 children and teachers of the 3,763 children and teachers. See *Annex 36, School Drill Report.*

OVI 5. A territorial disaster floods simulation exercise conducted successfully according to standards procedures including 5 response institutions and 2 municipalities

Fully achieved.

The Suchitepéquez and Retalhuleu departments are better prepared as a result of activities including organisation, training, monitoring in the drafting and update of the Institutional Response Plans and Response Plans in the Cuyotenango and San Andrés Villa Seca COMRED, and in the Suchitepéquez and Retalhuleu CODRED.

A Territorial Response Plan was prepared with the participation of Retalhuleu and Suchitepéquez municipalities and institutions. This Territorial Plan has been validated with a flood drill exercise with the participation of 62 persons from 2 departments (representing 22 institutions and organisations.) (See *Annex 1: Table 17; Territorial Response Plan Drafting and Validation.*) (See *Annex 14, Territorial Response Plan.*)

The drill exercise had the active participation of representatives of institutions and organisations, 2 municipalities, 6 government institutions, and 2 emergency relief units in Suchitepéquez and Retalhuleu. Institutions included the SE-CONRED, Guatemalan Army, Ministry of Public Health (MSPAS), departmental

governors, the National Civil Police (PNC), fire-fighter departments and the Guatemalan Red Cross. Please be referred to Annex 39 "Territorial Drill Report".

Suchitepéquez and Retalhuleu presently have a Territorial Plan that helps coordinate CODRED in both departments during emergency and disaster situations in the communities located in the Sis-Icán rivers watershed. It has been validated by 2 municipalities, 5 response institutions, 2 relief units, 13 government agencies and organisations in the area, and by members of different Disaster Reduction Coordinators.

OVI 6. At least four Rescue units in the area have their own basic response equipment and have received training on its use.

Fully achieved.

The target area of the project received basic response equipment for 5 emergency rescue and response units, including: Cuyotenango Fire-fighters, Health Centres 1 and 2 in Cuyotenango and San Andrés Villa Seca, and the Guatemalan Red Cross delegations in Mazatenango and Retalhuleu.

Stakeholders identified the equipment needed according to the participation and responsibilities of each in the institutional plans, as well as in the territorial, departmental, and municipal plans. Health Centres received equipment for pre-hospital care; the fire-fighter department in Cuyotenango and the Guatemalan Red Cross delegation received equipment for Search and Rescue, First Aid and Evacuation. (*Please see Annex 28. Institutional Equipment.*)

Search and Rescue Units were trained on DANA, Managing the Emergency Operations Centre, Humanitarian Relief Management, and Information Management. Topics were selected according to the needs identified by the members of the Units. (*See Annex 1: Table 9. Health Centres Training Attendance.*)

The area now has a Regional Plan and five units fully organised, trained and with basic equipment to provide a better response during emergency and disaster situations.

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

4.3.2.2.1 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 most vulnerable population.

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

By applying the VCA methodology, the 15 communities will identify their vulnerabilities and capacities, and define the necessary activities within the framework of the Project, with the idea of reducing vulnerabilities and increasing capacities for disaster preparedness at the end of the intervention.

Risk Analysis diagnostic was prepared using the Vulnerability and Capacity Assessments (VCA) methodology. Work sessions were held in each community and had the active participation of its leaders, who provided starting information and carried out the analysis.

This diagnosis allows a comprehensive analysis of community risk scenarios; it also helps identify the main capacities, resources and strengths to reduce vulnerabilities in the community. Other uses for the diagnosis include planning the approach for disaster preparedness and identifying actions for risk reduction (identifying small mitigation and preparedness actions.)

Upon completion, diagnostic was submitted to community COLREDs and to the municipal COMREDs in Cuyotenango and San Andrés Villaseca for a total of 15 Risk Diagnostics.

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

Organising the COLRED and ECORED on an equal gender basis is the first step in the process of community empowerment. As they are organised as members of COLRED and ECORED, community volunteers will be trained in topics such as basic concepts of risk management, first aid, basic techniques for search and rescue, shelter management, damage assessment and needs analysis (EDAN), health and emergency humanitarian aid management. All items incorporated into the contents will meet SPHERE minimum standards. Also, the second period was strengthened with training on COLRED operation and CONRED system.

Fifteen COLREDs were created in the 15 project communities as follows: 55% women (164 women) and 45% men (134 men) for a total of 298 volunteers.

COLRED structures include the following areas: Decision-making Group, Information Management, Emergency Services (ECORED) and Population Services. (See Annex xx and Annex xxx.)

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 will define its relationship with local authorities and relief agencies. Community response plans drafted 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. Community plans will be assessed and validated through simulation exercises in each location.

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

For the most vulnerable families who live in highest risk areas, family-based emergency plans will inform them how to respond to emergency situations in each household. Family plans will be tested using drills to assess their relevance.

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

The COLRED and ECORED will be organised, trained and 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

A warning and communications system will be implemented in all 15 project communities, 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

Will be based on previous hydrology reports and on reports by national institutions responsible for monitoring the three watersheds of Río Samalá, Río Sis and Río 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 have specific training in its use and management by those 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

4.3.2.2.2 Intermediate report

Total amount: **43.800 EUR**

- **Update⁵ on indicators**

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 (**SE-CONRED**) provided an official format with the minimum content of the local response plans of Local Committee for Disaster Reduction (**COLRED**). While SE-CONRED 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 the emergency family plans drafted in each place will enable the identification of the needs of the most vulnerable population and will be analysed carefully when planning the disaster response for each COLRED.

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

See Annex INT #1: New format for the COLRED plan as prepared by SE-CONRED

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.

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

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

The 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 SE-CONRED 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 SE-CONRED technical staff. A more comprehensive communication needs inventory for the 15 target communities will be prepared with project technical staff and SE-CONREDs Early Warning System (EWS) 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 and discussed with SE-CONRED technical staff.

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

- **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 project communities have been assessed using 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 field 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 project technical staff, GRC volunteers from 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 SE-CONRED 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 officialised 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 position 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 SE-CONRED 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 SE-CONRED 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: Centre 1 and Centre 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: SE-CONRED, 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 has contributed to identifying the need to elaborate and validate 369 emergency family plans in 15 communities. Still pending is the identification of 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 used the method to assess and collect information. In a collaborative manner, they analysed the variables selected by Project technical staff regarding the Monitoring and Forecast components of an EWS. 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 EWS 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 EWS 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 SE-CONRED 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

EWS diagnostics results in the region included identifying the need for 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 SE-CONRED. 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 SE-CONRED and Project staff in early May. This is the last phase pending definition, selection or procurement of the communication equipment needed.

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

EWS 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 SE-CONRED 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 SE-CONRED Early Warning Systems department have trained 1 project member on how to install and provide maintenance to the EWS monitoring and communication equipment in the higher areas of the Samalá river watershed.

- **Update⁷ on means and related costs**

4.3.2.2.3 Final report

- **Total amount: 181,613 EUR**

Budget: € 174,325 Total Expenses: € 181,613 Balance: - € 7,288

- **Indicators for achieved 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.

This indicator was achieved.

15 COLREDs have implemented 15 local response plans. These plans included the needs of the most vulnerable population that were identified in the VCA. A workshop was held to train the community members in which a total of 499 persons participated, 285 women and 214 men. (See Annex 4. Local Community Response Plan Línea B-4).

For the elaboration of the Local Response plans, the format of Local Response Plans of SE-CONRED was used. The plans were prepared in each community with the active participation of COLRED members and the most vulnerable families (See Annex 4. Local Community Response Plan – COLRED Línea B-4). The plans were presented during community assemblies and validated through a simulation exercise in each community, with a total of 332 persons assisting: 168 women and 164 men (See Annex 1: Table 4 Participation in the elaboration and validation of Local Response Plans). The project outcome is visible in the communities that now show ownership of decision-making skills during emergencies or disasters. The communities now have tools to take decisions during an emergency or disaster; the attitude of the population therefore has changed and in a changed population, when compared to the beginning of the project. (See Annex 29. Final KAP Study)

- *“A considerable percentage of community and student population have undergone a significant transition and a change from a fatalistic mindset and resignation in the face of disasters to one of understanding the causes for disasters. They now consider the social and economic variables important and they are convinced of the importance of their participation in prevention, preparedness, mitigation and response actions during these events.”*

The municipalities of San Andrés Villaseca and Cuyotenango now have 15 organised communities, with basic equipment and capacities to respond during an emergency or disaster. They have 15 established COLRED and ECORED, they are knowledgeable on COLRED operations and the CONRED structure, and have been trained in Shelter Management, Health in Emergencies, Humanitarian Relief Management, EDAN, Community First Aid, and Floods Rescue Team (TREPI).

The 15 COLRED/ECORED have a Local Response Plan (LRP), a validated toolguide that guides the response during emergency or disaster situations. Community simulations taught them about the existing link between their LRPs and the Municipal Response Plans (in Cuyotenango and San Andrés Villaseca).

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.

This indicator was achieved.

Families living in high risk in 15 project communities, in the municipalities of San Andrés Villa Seca and Cuyotenango, have prepared their Family Response Plans with project staff and COLRED/ECORED members. A total of 407 Family Response Plans have been prepared, shared and validated through simulation exercises with families in each community (See *Annex 2. Family Response Plan – family Gonzalez Vásquez*). This process gave the families new knowledge on how to manage their own risks, both in their home and outside.

As a result of the Family Emergency Plans, 2.125 persons (935 boys and girls) know how to respond to emergencies or disasters. The activity had the participation of 67 COLRED/ECORED members in the 15 communities. (See *Annex 1. Table 5, Family Response Plans*)

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

This indicator was achieved.

One of the needs detected during the initial assessment was completing and linking the alert and monitoring system in the watersheds for the Sis and Ican rivers. The objective consisted of linking the monitoring system that began during Dipecho V and VI. Nine communities already had radio communication and the Dipecho VII proposal complemented the system.

Efforts were coordinated with the Mitigation and Early Warning divisions in SE-CONRED to link all actions implemented in the CONRED system. CONRED will provide follow-up to the system installed.

Part of the activities included doing a Communications and Alert System Diagnosis, at the project area and on regional levels, by the EWS division of CONRED. They assessed the area and submitted a proposal for the implementation of the Communications and Alert System for the target area. (See *Annex 16. EWS SE-CONRED*.)

All follow-up activities to the implementation process were carried out jointly with SE-CONRED, following the directions of the Mitigation Division. Fifteen communities among the target communities now have an operating Communications and Alert System and are part of the Communication System of SE-CONRED which increases their response capacities on local and municipal levels. (See *Annex 17. Final EWS CONRED 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

This indicator was achieved.

After the assessment field visit, SE-CONRED decided on the following monitoring system:

- The monitoring baseline is the upper watershed in Cuyotenango. Volunteer firefighters monitor the river flow of the Sis and Ican River banks from this site.
- Measurements are done in the mid-watershed in Centre I, La Maquina.
- The lower watershed (Response) receives the information through the Communication radios of SE-CONRED: Sigma 7 Poligon 7 for the Samala River, B-19, El Cristo Base, Chiquistepeque Base, Covadonga, Base, and Texcuaco Base.

After this decision was taken, monitoring and measurement components were installed using geographic identification as proposed by SE-CONRED. (See *Annex 16. EWS SE-CONRED*.) Monitoring and measurement areas in the Communications and Alert System properly running include 7 communities with rain gauges and 3 meteorological stations located in the monitoring areas. (See *Annex 17. Final EWS Report*.) Municipal Firefighters from Cuyotenango and the Guatemalan Red Cross Delegation also provide monitoring through the Meteorologic Stations. A total of 17 urban and rural communities benefit from the Communications and Alert System for the Sis and Ican rivers.

Monitoring and Communication and Alert Systems have been strengthened regionally in Retalhuleu and Suchitepéquez and have increased the response capabilities of the Suchitepéquez and Retalhuleu CODRED, the San Andrés Villa Seca and Cuyotenango COMRED, and the 15 COLRED/ECORED operating directly in the project areas.

- **Final state on beneficiaries (status + number):** 13.109 people

- **Activities accomplished**

R 1 A.1.1. VCA Community workshops.

This activity has been accomplished and was reported on in the Intermediate Report. All 15 target communities have a VCA diagnostic. (See *Annex 18. Community VCA Diagnostic of Línea B-4 and Annex 1: Table 1. Participation in information events and in VCA Diagnostic elaboration*.)

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

Local coordinators for disaster reduction (COLRED) and ECOREDs were organised in each community by identifying its members by families in the community work sessions. A total of 647 persons (338 women and 309 men) participated in organising the 15 COLRED and ECORED. (See *Annex 1: Table 2 Participation in the organisation of COLRED*.)

Each COLRED includes the following committees: Decision-Making, Information Management, Emergency Services (ECORED), and Population Services. The 15 COLRED include 282 persons (128 women or 55% and 154 men or 45%). (See *Annex 1: Table 2 Participation in the organisation of COLRED*.) The COLRED training included:

- a. Roles for COLRED and CONRED System: Work session with 15 target communities and members of established COLRED and ECORED. Participation included 71 persons (28 women and 43 men). The work session in each community lasted 4 hours.
- b. Shelter Management: Project staff held Shelter Management training sessions in the 15 communities and used the Sphere Project standards as a base. Each training session lasted 4 hours and had the attendance of 236 persons (98 women and 138 men), all members of COLRED and ECORED.
- c. Health in Emergencies: Training sessions in each of the 15 target communities with the participation of COLRED and ECORED. Each session lasted 4 hours and the total participation was 236 persons (98 women and 138 men.)
- d. Humanitarian Relief Management: Project personnel held training sessions in each community, for a total 15 work sessions in which 236 persons (98 women and 138 men) persons received training. Sessions lasted 4 hours.
- e. Evaluation of Damage and Needs (EDAN): Training sessions were held in each community with participation of COLRED and ECORED members. Total attendance was 236 persons (98 women and 138 men.) Each session lasted 4 hours.
- f. Community First Aid: This activity was implemented by project personnel in each of the 15 communities; 282 persons attended (128 women and 154 men).
- g. Floods Rescue Team (TREPI) Course: This course had the participation of members of COLRED, Volunteer Firefighters, Municipal Firefighters, Guatemalan Red Cross, and members of the Guatemalan Army. Attendance was 26 persons out of which 21 passed the course (1 woman and 20 men.) Course was given by expert instructors as follows: 2 days of theory and 2 days to develop specific course lessons in the Nahualate River.

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

All 15 established COLRED have a Local Response Plan (LRP) prepared in the format agreed to by SE-CONRED, DIPECHO partners and other organisations working on Risk Management. Working meetings to prepare the LRP were held with members of COLRED/ECORED and beneficiary families in the community. Information used was the VCA diagnostics for each community. (See *Annex 1: Table 4 Participation in the elaboration and validation of Local Response Plans.*)

The sessions for the LRP in each community required 2 meetings, which lasted 8 hours and had the participation of 155 persons (62 women and 93 men). The LRP objective was to guide communities on how to respond during an emergency or disaster, particularly to floods. After the LRP were elaborated, information on them was shared during community assemblies. The information was confirmed by COLRED members and families from the different communities. Attendees totalled 453 persons (288 women and 165 men.)

The validation of the LRP was done using a simulation exercise in a flood scenario. COLRED and the School Committee for Risk Reduction Management in the 15 communities were activated. When the activity concluded, the LRP and the School and Family Disaster Response Plans (for families living in high risk) were all validated. The simulation exercises took place in November 2011. All COLRED commissions were activated and responded as per their mandate. Signalling and evacuation routes were also validated during the simulation exercise. Upon exercise completion COLRED members and project personnel met to assess the activity and the LRP. Participants in the simulation exercises totalled 308 persons (179 women and 129 men.) (See *Annex 1: Table 4 Participation in the elaboration and validation of Local Response Plans.*)

As for the measures taken that aimed at improving the local capacities weaknesses which were revealed during such drills: During the drill exercises at all levels, especially at family level and for the local response plans, recommendations were given for improvement. Follow-up to families was provided through community leaders. During the 12-E emergency family members knew where their safety zone was located. Monitoring was done using radio stations and other means of communication. Evacuations were carried out at the right moment using evacuation routes to the safety zones.

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

After the format for the Family Response Plan was defined (See *annex INT Report #2: Emergency Family Plan Format*), the 407 families needing a Family Response Plan in Disasters were identified by using the information obtained from the VCA Diagnostic in each community and as part of a community need to be better prepared in times of emergency or disaster. To understand how to structure a Family Response Plan in Disasters, trainings were held, aimed at COLRED members in each community. The total number of COLRED members who participated were 67 (24 women and 43 men). (See *Annex 1. Table 5, Family Response Plans*)

All 407 families – reaching 474 persons (329 women and 145 men) - were visited in their homes and a meeting was held with each family to collect information. COLRED members who had been trained as well as project staff (in total, 67 persons – 24 women, 43 men) facilitated this activity which started in February 2011 and ended in October 2011 when the plans were delivered.

The Family Plans were shared in a community meeting in order to confirm the information. This activity was undertaken with COLRED/ECORED staff and the information was later validated with simulation exercises in the communities, where the LRP were also validated. 332 persons participated (168 women, 164 men.)

The 407 most vulnerable families live in high risk zones and now have a Family Response Plan in Emergencies. They now know how to respond in case of an emergency or disaster and they have a family response kit with basic equipment for these types of situations. (See *Annex 27. Family equipment*)

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 - 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 report 10: Basic Response Equipment for COLRED Proposal*)

The 15 established and trained CORED/ECORED received Basic Equipment for Emergency Response, particularly for floods. Each COLRED was strengthened with basic equipment for First Aid, Search and Rescue, Basic Protection and the creation of a Temporary Shelter. (See Annex 27. Community equipment)

Basic Equipment for Emergency Response received by each COLRED/ECORED was included in the LRP, as resources, under the responsibility of the community COLRED/ECORED in case of an emergency or disaster.

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

This activity is finalized and was reported in the Intermediate Report. (See Annex 15. SAT Diagnostic and Annex 16. EWS SE-CONRED.)

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

Personnel from the SE-CONRED Mitigation Division and project staff together identified the equipment needed to strengthen the Communication and Alert System in project communities. They also participated actively in the installation of equipment and training the COLRED/ECORED and COMRED members in the Communication and Alert System. (See Annex 1. Table 6, Participation in the implementation of the Communication and Alert System). CONRED will provide equipment maintenance and follow-up to COLRED/ECORED members in the communities with Communication and Alert System in emergencies and disasters.

The strengthened Communication and Alert System is located in the microwatersheds of rivers Sis and Ican, covering the 15 project communities. Monitoring and forecast components were strengthened by implementing and rehabilitating 15 radio transmitters and by installing 3 meteorological stations and 7 rain gauges.

COLRED/ECORED members in the communities received training on EWS basic concepts, the CONRED System and the use, handling and maintenance of the Communication and Alert System equipment. Two training workshops took place with 26 COLRED/ECORED attendees.

The Communication and Alert System has monitoring, measurement and alarm components. Geographical areas for each component were determined to allow the Cuyotenango Municipal Firefighters to monitor the rivers in the Urban Centre I in Cuyotenango. Response will take place in the lower area of the watershed, where 14 of the 15 project communities are located. Equipment installed:

- Rain gauges: 7 rain gauges were installed in the communities in Línea A-11 to Sis, Línea A-11 to Ican, Línea B-4 Palestina, Urban Centre 2, Línea C-20 San Antonio Los Encuentros and in the Cuyotenango Municipal Firefighters Station.
- Radio stations connected to the SE-CONRED Communication System: 12 radios were installed in the San Andrés Villa Seca municipalities in Línea C-10 Los Achiotres, Línea C-20 San Antonio los Encuentros, Línea C-4, C-12 Sis Peras and Línea C-8 Naranjera. In Cuyotenango, radios were installed in Urban Centre I, Línea B-4 Palestina, Línea B- 12, Línea B-14, Línea B-16 and Línea B-18.
- Meteorological stations: Three meteorological stations were installed in the project area. One in Cuyotenango in the Municipal Firefighters Station and the other two were installed in Retalhuleu – one in the Guatemala Red Cross Delegation and the other one in Champerico Firefighters Station.
- Instruments to habilitate radios: Equipment was delivered and installed to habilitate radios in project communities; these include: Urban Centre 2, Línea A-11 to Ican, Línea A-11 al Sis, Línea C8 Polígono 7, Línea B-19, 20 y 21, and Línea C-8 Naranjera.
- Radio Repeater: Installed in the CONRED tower located in the Ixtagel Mountain, in San Marcos.

SE-CONRED technicians specialised in EWS accompanied the entire process. They were installing the equipment, giving advice on where to install the equipment and providing the specifications for the equipment installed. (See Annex 17. EWS Final Report.)

All 15 communities have a Communication and Alert System linked to the CONRED Communication System. COLRED/ECORED members received training on monitoring, measuring and handling of the Communication and Alert System. This system will ensure better response to safeguard the lives of 13.614 persons in the 15 communities and the implementation of Local and Municipal Response Plans.

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

Following the assessment of the region (in Suchitepéquez and Retalhuleu), and the joint coordination and planning sessions, the SE-CONRED Mitigation department prepared and submitted the proposal to strengthen the EWS in the region by complementing monitoring instruments, habilitating radios and training operators for radios and monitoring instruments.

A radio repeater was installed in the Ixtagel Mountain, in San Marcos in the SE-CONRED tower. This equipment strengthens not only the system in two departments, but the entire CONRED Communication System providing coverage to 5 departments in Guatemala. It also ensures communication during an emergency as a result of the expanded communication capabilities of the system. (See Annex 1: Table 6 Participation in the implementation of EWS.)

The system in the region was complemented by habilitating 6 radios in the municipalities of Cuyotenango and San Andrés Villa Seca, specifically in the Línea A-11 to Ican and Línea A-11 to Sis in Cuyotenango communities. Although they are not included in the project communities, they are part of the SE-CONRED Communication System. The other four radios habilitated are located in project areas. (See Annex 17. EWS Final Report.)

Having monitoring and measuring instruments as well as installing a radio repeater strengthens the SE-CONRED Communication System and indirectly benefits the families in Quetzaltenango, San Marcos, Retalhuleu, Suchitepéquez and the lower part of Sololá, as these departments can also be affected by floods, landslides and forest fires. Families in the lower parts of Suchitepéquez and Retalhuleu have strengthened monitoring and measurement components in the mid- and higher watershed. (See Annex 17. EWS Final Report.)

The strengthening of the SE-CONRED System achieved by installing monitoring and measurement components and equipment to expand the Communication System capabilities will provide trustworthy information for assessments, for EWS implementation and consolidation in the region, and coverage expansion of the SE-CONRED System at Region VI level.

- **Finally committed means and related costs**

		Result 1	
Category	Sub Category / Account Description	Total Budget	Total Expenses
PERSONNEL COST	National Staff salaries	€ 38,623	€ 39,793
	National Staff travel expenses	€ 3,675	€ 4,033
	National Staff Insurance	€ 2,054	€ 1,288
	Expatriate staff	€ 21,000	€ 22,896
	Personnel Costs Subtotal	€ 65,352	€ 68,010
EQUIPMENT COSTS	Office consumable and supplies	€ 4,983	€ 4,514
	Equipment cost Subtotal	€ 4,983	€ 4,514
CONSUMABLES AND GOOD COSTS	Components of local disaster management	€ 92,358	€ 97,683
	Per diem, Volunteers, GRC and Headquarters	€ 1,883	€ 1,567
	Office expenses, communication, internet, etc.	€ 2,339	€ 2,632
	Running costs, fuel and vehicle maintenance	€ 7,410	€ 7,207
	Consumables and good cost sub-total	€ 103,990	€ 109,089
TOTAL RESULT 1 without the 7% indirect costs		€ 174,325	€ 181,613

4.3.2.3 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

4.3.2.3.1 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 organised to update the DRR Matrix and the country documents developed during the sixth DIPECHO action plan. In addition, 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

4.3.2.3.2 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 SE-CONRED 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 working 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 analysed 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 programme 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.

Working sessions were held on roles and activities of the Emergency Operating Centre; with 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; 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 encourage the participation of municipalities in the strengthening processes of the project.

We believe that SCEP coordination will, on the short term, allow approaches with the current municipal authorities through the Municipal Planning Departments (MPD) in both departments. Coordination efforts are focused on the MPD 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: Indicator Matrix

- Update⁷ on means and related costs

4.3.2.3.3 Final report

- Total amount: 97,469 EUR

Budget: € 99,052 Total Expenses: € 97,469 Balance: € 1,583

- Indicators for achieved result

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

The indicator was achieved.

The Territorial Response Plan for Suchitepéquez y Retalhuleu links the coordinated efforts of the two municipalities sharing the same subwatershed for the Ican and Sis rivers. These communities are impacted by the constant floods. The purpose of the plan is to plan for joint preparedness and response actions and support. Hence, the participation of decision-makers in this process was very important. (See Annex 1: Table 17. Participation in the elaboration and validation of the Territorial Plan.) It also defines coordination and activation protocols for the CODRED (Departmental Risk Reduction Coordinator) in Suchitepéquez, Retalhuleu and the established COMRED and COLREDES. (See Annex 14. Territorial Response Plan.)

The Territorial Plan was prepared and validated using the CODRED Response Plans for the two territories, the COMRED Response Plans for San Andrés Villa Seca and Cuyotenango, and the validated Local Response Plans for the 15 COLRED/ECORED.

The following 22 institutions and organisations in the two departments participated in the creation of the Territorial Response Plan: Governors from Suchitepéquez and Retalhuleu, National Civil Police (PNC), Municipality of San Andrés Villa Seca, Education Divisions from Retalhuleu and Suchitepéquez, Guatemalan Army (South Command Air and Fourth Brigade), Municipal Firefighters from Cuyotenango, Volunteer Firefighters from Retalhuleu, Health Divisions from Suchitepéquez and Retalhuleu, members of COLRED/ECORED, and the Guatemala Red Cross delegations from Retalhuleu and Mazatenango (total representatives from these institutions was 62).

The Territorial Response Plan was validated by the participating institutions with a simulation exercise in both departments. Three different decision-making levels participated in this effort, which took place in one session with all 22 institutions and organisations in attendance.

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

This indicator was achieved.

Training sessions for secondary institutions and in compliance with specific Territorial Plans and Response or Contingency Plans for each institution have included the participation of the following emergency and disaster response institutions: Firefighters Corps (Municipal Departmental Firefighters), Ministry of Public Health and Assistance (MSPAS), Ministry of Education (MINEDUC), National Civil Police (PNC), Guatemalan Army, Governors Office in the departments, municipalities and the Guatemalan Red Cross.

Institutions have personnel trained in Response Plan compliance. All institutions have at least 5 persons trained on these topics. Training has also been provided to supporting institutions in emergency and disaster response, for a total of 109 persons in Suchitepéquez and Retalhuleu (*See Annex 1: Table 9. Participation in Training Activities for Institutions.*)

The training focused on the following topics: Evaluation of Damage and Needs; Emergency Operation Center Management; Humanitarian Relief Management; Information Management, and TREPI. These topics were selected according to the needs stated by the participating Coordinators. (*See Annex 1: Table 15. Participation in Training Activities for Health Centres.*)

Participation of emergency and disaster response institutions:

The institutions that have received the trainings can now link and implement municipal, departmental and territorial plans in Suchitepéquez and Retalhuleu. (*See Annex 1: Table 9. Participation in Training Activities for Institutions.*)

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

This indicator is fully achieved.

The Health Centres are located in the Parcelamiento La Máquina, Centre II, La Máquina in San Andrés Villa Seca, and Centre I in La Máquina, Cuyotenango, Suchitepéquez. Contingency plans in case of floods were drafted and updated with the support of project staff. The output includes 2 contingency plans prepared by health centres.

Both Health Centres carried out a simulation exercise with the participation of COLRED/ECORED; Contingency Plans for both health centres were validated and the Local Contingency Response Plan was linked. This activity had the participation of 18 persons from COLRED and 41 from Health Centres. (*See Annex 1: Table 8. Participation in Response Plan elaboration, communication and validation.*)

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

Municipal Response Plans were concluded and validated in October 2011 for the San Andrés Villa Seca and Cuyotenango municipalities. Eight institutions participated in the Municipal Plan validation process (*See Annex 8. Municipal COMRED Response Plan in San Andrés Villa Seca and Annex 9. COMRED Response Plan in Cuyotenango.*)

Cuyotenango and San Andrés Villa Seca now each have a Response Plan linked to the Health Centres Contingency Plans and to the Local Response Plans for project communities.

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

The San Andrés Villa Seca municipality in Retalhuleu and the Cuyotenango municipality in Suchitepéquez have prepared and included follow-up protocols to the Local Plans of the 15 COLRED/ECORED in their Local Response Plans. Protocols state the purpose, scope, priorities and next actions (especially the update of Local Response Plans and Communications and Alert System Maintenance.)

It is worth mentioning that additional to the protocol, both municipalities have also signed a commitment letter to follow-up the Municipal Plans. This provides municipal back up to joint follow-up activities in the project (See *Annex 22. Letter of Commitment and Follow-Up to the Plan in San Andrés Villa Seca*).

Once the Municipal Response Plans was updated, the municipalities created and approved the specific budget heading. In Cuyotenango, the Municipal Council approved the purchase of Food Aid for Emergency or Disaster situations, and the San Andrés Villa Seca municipality approved the Disaster Emergency Fund. (See *Annex 20 Budget Creation Letter in San Andrés Villa Seca* and *Annex 21. Budget Heading Documentation, Cuyotenango*.)

Emergency protocols linked to Municipal Response Plans and the approval of budget headings to address disasters or emergencies in both municipalities, provide specific procedures to improve and accelerate response time in emergencies and disasters. Aside from the 15 communities receiving direct service, the entire population in Cuyotenango and San Andrés Villa Seca indirectly benefits from having strengthened COMREDs. (See *Annex 8. COMRED Municipal Response Plan in San Andrés Villa Seca* and *Annex 9. COMRED Response Plan in Cuyotenango*)

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

Beneficiary population in the 15 communities and institution representatives = 13,875 persons.

- **Activities accomplished**

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

The following was done to achieve the creation of the Territorial Response Plan:

1. The process began with the elaboration of the following community plans: family response plans; school response plans and local response plans; at municipal level: Municipal Response Plans, and at institutional level: Contingency Plans.
2. Once stakeholders had their response or contingency plans drafted or updated, steps were taken to draft the Territorial Response Plan for Suchitepéquez and Retalhuleu. A total of 62 persons participated from COLRED/ECORED, COMRED and CODRED (37 men and 25 women), representing 11 organisations and institutions from both departments. (See *Annex 1:Table 17 Elaboration and Validation of Territorial Response Plan*.)
3. The Territorial Plan links the different response plans from the different levels (community, municipal and institutional). This plan was validated with members of COLRED, COMRED and CODRED using a simulation exercise and the 62 persons from government institutions, COLRED, municipalities and relief units. (See *Annex 14. Territorial Response Plan*.)

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

Training sessions in Retalhuleu taught attendees on risk management and the roles played by the Emergency Operation Centre (EOC) and Humanitarian Relief Management. 69 persons attended from 42 government institutions and relief units from the target project.

Training for relief institutions and units in Suchitepéquez and Retalhuleu concluded as follows:

Information Management and Handling, 16 attendees from 9 institutions and organisations, and 6 regional and national media; also direct care institutions from both departments were present.

The training on **Health during Emergencies** took place in September 2011. It was aimed at Health Centres in the target area. Attendees included staff from 11 centres, 2 from permanent care centres and from the health area district (30 persons). The **Health during Emergency Operations Centre (Health COE)** had the participation of 25 persons (10 persons from the health sector in Suchitepéquez and Retalhuleu, and Guatemalan Red Cross personnel.)

The **TREPI Course** was held in August 2011, with the participation of 26 persons (personnel and members of COLRED/ECORED in target area). The course was given by experts on the matter.

The workshop on **Sphere Project Workshop, Humanitarian Charter and the Minimum Humanitarian Relief Standards** was held from July 12-15, 2011. 37 persons attended representing 13 government

institutions, municipalities, NGOs, Relief Units); personnel from ESFRA-ISMUGUA and COOPI (Dipecho VII project implementers) and the Italian Cooperation also attended.

Courses for institutions shared knowledge, abilities and skills with officials to better prepare them for emergency and disaster situations, and to provide a coordinated response at departmental, municipal and local levels; especially to provide effective and timely response to save lives.

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.

Health Centres

This was a joint effort between the Health Centres and Project staff; they prepared 2 Contingency Plans in Floods at Centre 1, La Máquina, Cuyotenango and in Centre 2 La Máquina, San Andrés Villa Seca. 20 persons from the Health Centres participated in the elaboration of the plans. (See Annex 1: Table 8. *Participation in the Elaboration, Communication and Validation of the Response Plans.*)

Contingency Plans from the Health Centres were shared and validated using simulation exercises, with collaboration of established COLRED/ECORED in each municipality. This activity had the attendance of 59 persons (18 persons from the COLRED.). (See Annex 5. *Contingency Plan for Health Centre, Centre I and Annex 6. Contingency Plan for Health Center, Centre II*)

Departmental Municipal Firefighters

Cuyotenango also prepared a Contingency Plan during Floods in the Departmental Municipal Firefighter Station, with the participation of 6 persons. (See Annex 7. *Contingency Plan Cuyotenango Firefighters.*)

Guatemalan Red Cross Delegations

By June 2011, the two Guatemalan Red Cross Delegations in Retalhuleu and Suchitepéquez had their Contingency Departmental Plans for the 2011 rainy season. Delegation members and project personnel participated in the activity. (See Annex 10 *Contingency Plan GRC Mazatenango and Annex 11 Contingency Plan GRC Retalhuleu.*)

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

After an organisation process to better structure COMRED and workshops to consolidate information, the Municipal Coordinators for Disaster Risk Reduction (COMRED) prepared the municipal response plans for San Andrés Villa Seca, Retalhuleu and Cuyotenango, Suchitepéquez.

The target area presently has 2 COMRED: one in San Andrés Villa Seca and another in Cuyotenango. Each has its own Municipal Emergency or Disaster Response Plan. (See Annex 8. *COMRED Contingency Plan for San Andrés Villa Seca and Annex 9. COMRED Response Plan for Cuyotenango.*)

Both Municipal Plans were validated using a simulation exercise in each municipality. 19 persons participated in the activity, representing 8 institutions present in the municipalities. Municipal Plans included follow-up protocols to the Local Response Plans and the Communication and Alert System implemented in the target area. (See Annex 1: Table 8. *Participation in the Elaboration, Communication and Validation of Response Plans.*)

In order to follow-up these preparedness actions, the following was agreed:

1. Both municipalities (San Andrés Villa Seca and Cuyotenango) created a budgetline to address emergencies and disasters. This ensures municipalities will have quick and easy access, as well as approval to municipal resources to respond in an emergency or disaster in their urban and rural

communities. (See Annex 20. Budget Documentation for San Andrés Villa Seca and Annex 21. Budget Documentation for Cuyotenango.)

2. Regional, departmental and municipal structures are committed to continue the preparedness process initiated at different levels. They have created protocols to follow-up local response plans and the Early Warning System.

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, aimed at emergency operation centres, shelter and humanitarian relief management, damage assessment and SPHERE. The trainings strengthened the capacities of personnel in the Health Centres at Parcelamiento La Máquina, Centres I and II. The first training was on how to manage Emergency Operation Centres; attendees received information on formats and procedures to better structure the response. The second training was on Health in Emergencies with topics such as water and sanitation, emotional support and prehospital care.

Two training activities were organised for the Health Centres as follows: Health in Emergencies and Emergency Operation Centres (Health EOC). Different areas and health care providers from the Ministry of Health participated in this training: Health Clinics, Permanent Care Centres, URRAT, DAS. The Cuyotenango Municipality, Suchitepéquez Governors Office and Guatemalan Red Cross also participated (30 persons received training). (See Annex 1. Table 15. Participation in Health Centre Training.)

The municipalities of San Andrés Villa Seca and Cuyotenango now have personnel in COMRED and COLRED/ECORED who are knowledgeable on Emergency Management during emergencies and disasters.

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

Basic response equipment has been delivered to relief and health institutions, as planned. Beneficiaries are: Departmental Municipal Firefighters in Cuyotenango, Centre I and Centre II Health Centres in Cuyotenango and San Andrés Villa Seca, and the Mazatenango and Retalhuleu Guatemalan Red Cross Delegations. (See Annex 23. Health Centre Equipment Order.)

Stakeholders selected the equipment based on their participation and responsibilities in the territorial, departmental and municipal plans. Health Centres received equipment for Pre-Hospital Care. Municipal Firefighters in Cuyotenango and the Guatemalan Red Cross Delegations received equipment for Search and Rescue, First Aid and Evacuations. (See Annex 28. Institutional Equipment.)

Equipment delivered to Health Centre 1 and Centre II: Minor surgery equipment, birth delivery equipment, hand lamps, an electric energy generator and a refrigerator.

Equipment delivered to the Cuyotenango Municipal Firefighters: Search and Rescue and First Aid equipment (harness, helmets, ropes, steel Snap Links (locks), muskets, helmet torches, personal first aid kits, protection glasses and delivery kits).

The RC branches of Retalhuleu and Mazatenango received the following equipment: equipment for First Aid, Information Management and Search and Rescue. Ropes, rescue pulley, muskets, vests, protection helmets, whistles, plastic stretchers, models to practice resuscitation, stretches/gurneys, basic aquatic rescue equipment, thermal water bottles, laptop, printer and lights. (See annex 28: Institutional Equipment)

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

Meetings were held and there was 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. To support the country plan update, working teams were 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 report #12: Indicator Matrix)

During the last six years –since 2005– the Directorate-General Humanitarian Aid and Civil Protection of the European Commission and organisations implementing disaster preparedness projects (DIPECHO) have been working in the Central American Region (particularly in El Salvador, Guatemala, Honduras and Nicaragua) to identify and prioritise geographical zones with greater risks during socio-natural disasters which also require support and resources to reduce their vulnerability. In 2009 and 2010 a more territorial

consultation process at municipal and regional level and the main consultation tool used was the municipal disaster preparedness indicators matrix.

In the DIPECHO VII action plan, the consultation process was developed to complement DIPECHO VI and included a more indepth investigation process. ECHO hired a consulting team for the entire region. This team coordinated all field work required with DIPECHO partners and each organisation collaborated significantly.

DIPECHO VII partners in Guatemala –OXFAM, COOPI, Acción Contra el Hambre, the Red Cross—were constantly briefed and also collaborated in the organisation of the national workshop, as part of the methodology, in November 2011. The consulting team was the lead and all other organisations shared responsibilities. The Country Document was the main product of this investigation, consultation and analysis process which took place from February 2011 through January 2012, in Guatemala and in the Central American region. It is a national document that includes analysis and considerations on the preparedness and response capabilities in the most vulnerable areas.

Project staff participated actively in the process and in the matrix update process. The first response indicators matrix (for municipal entities during socio-natural disasters) was concluded in June 2011. The matrix was implemented in San Andrés Villa Seca and Cuyotenango. Information was collected, analysed and used to prepare the Country Document in Guatemala. (See *Annex 1: Table 16. Municipalities Assessed with Indicator Matrix*)

The Regional Workshop is also part of the consultation process which took place in El Salvador in December 2011, with National and Regional DIPECHO partners, government and other risk management organisations at national and regional levels. They shared experiences, tools and lessons learned for all the projects at national and regional levels. The workshop produced a regional document.

- Finally committed means and related costs

Category	Sub Category / Account Description	Result 2	
		Total Budget	Total Expenses
PERSONNEL COST	National Staff salaries	€ 22,070	€ 22,740
	National Staff travel expenses	€ 2,100	€ 2,304
	National Staff Insurance	€ 1,174	€ 736
	Expatriate staff	€ 12,000	€ 13,084
	Personnel Costs Subtotal	€ 37,344	€ 38,863
EQUIPMENT COSTS	Office consumable and supplies	€ 2,847	2,580
	Equipment cost Subtotal	€ 2,847	€ 2,580
CONSUMABLES AND GOOD COSTS	Lobbying and institutional links	€ 48,036	€ 45,291
	Per diem, Volunteers, GRC and Headquarters	€ 1,076	€ 895
	Office expenses, communications, internet, etc	€ 2,339	€ 2,632
	Running costs, fuel and vehicle maintenance	€ 7,410	€ 7,207
	Consumables and good cost sub-total	€ 58,861	€ 56,026
TOTAL RESULT 2		€ 99,052	€ 97,469

4.3.2.4 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

4.3.2.4.1 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, communicate 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 systematised 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 organised. 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 organised 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 Programme 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 SE-CONRED partners, to promote, organise 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 systematise 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 systematised 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-organised the national communication 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

4.3.2.4.2 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 systematised 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 spots.

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 organised. Each committee includes principals, teachers, and 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 communicated 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 organise 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 systematise 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 systematised 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-organised the national communication meeting

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

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**

4.3.2.4.3 Final report

- **Total amount: 125,166. EUR**

Budget: € 133,150 Total Expenses: € 125,166 Balance: € 7,984

- **Indicators for achieved 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-

This indicator was fully achieved.

Three experience exchange activities have taken place:

1. The first meeting with persons from the Mancomunidad de los Altos, where PREVDA is working.

2. The second meeting with people from the following communities: C-08 Naranjera and Jesús La Bomba, Retalhuleu, and the Granada village from Champerico.
3. The third meeting had the most participants, including representatives from institutions in Retalhuleu and Suchitepéquez, and community leaders from municipalities reached in DIPECHO V, VI and VII. The goal of this meeting was to assess if risk management structures are operational, to assess lessons learned and to agree on follow-up commitments and on a preparedness mindset. 48 people participated.

IFRC Regional DIPECHO and the crossborder DIPECHO coordinator from Costa Rica facilitated these activities.

Exchange activities encouraged the different stakeholders, those currently working on the project as well as those who participated in DIPECHO V and VI, to be prepared for disasters. They also shared the PREVDA experience and established a link between local and departmental in emergency and disaster relief using COLRED, COMRED and CODRED.

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 was achieved. There was an increase in the communities in their knowledge on Disaster Preparedness. This is described in the final KAP (also mentioned below). Activities contributing to achieving this indicator are:

1. Community-level training on disaster preparedness, shelter management, health in emergencies, humanitarian relief management, DANA, and First Aid. Also, COLRED brochures distributed to families in the community stating the members of their COLRED and their roles; how to locate their shelter, their alert code, and how to assess risk.
2. Families received, along with their family emergency plans, information on risk preparedness and reduction in the home, and how to detect risks around them. This increased their risk knowledge.
3. Radio spots communicating key messages on threats and actions to seek protection and reduce risk. Other exchange activities took place between communities.

Some of the final KAP conclusions that show there was an increase in disaster preparedness knowledge, are (See Annex 29. Final KAP Report):

- Awareness and training processes have followed the project framework constantly and effectively and have the acknowledgement and acceptance of community members, teachers, students and institutions.
- The information collected shows that different population segments, i.e. community, students, teachers, institutions and Red Cross representatives, have considerably expanded their access to information and have increased their knowledge. This helps them understand their relevant role in anticipating an effective and prompt response during the different stages of a disaster.
- Prevention includes a series of measures whose objective is to impede or avoid that natural or human-inflicted events cause disasters among the population, their goods and the environment. In the population, 55% of the communities confirms it is possible to prevent disasters, whereas some 45% thinks it is not. Among students, this percentage is 64% (yes) versus 36% (no). 90% of the teachers confirm that it is possible to confirm disasters.
- 83% of community members have implemented one or more practices (this was increased by 60%). The three main activities consist of seeking refuge in the now established security zones (38%), help the most vulnerable (15%) and rescuing the belongings of the affected families (15%).

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

Fully achieved. (See Annex 29. Final KAP Report)

Several recreational activities were organised for 18 schools in the project area. Activities included awareness and basic knowledge on Disaster Preparedness. All schools had the active participation of students and teachers.

Teachers in the 18 target schools also received training on First Aid, Search and Rescue, Psychosocial Support and School Emergency Plans. Each of the 18 schools has a School Management Committee for risk reduction and the corresponding School Emergency Plan.

An awareness campaign for students was done using radio spots and by sharing awareness materials (booklets, notebooks, agendas and planners) with specific messages on what to do during an emergency or disaster. The awarecampaging had as an important result the active participation of teachers and students in the preparedness activities undertaken in the educational centres; it also increased the knowledge on preparedness and response to emergencies. The final KAP-Study shows the following:

- “According to 100% of the teachers and 96% of the students, the schools undertake disaster preparedness, mitigation and response activities. According to the teachers, the main activities that were implemented, are simulations and trainings. The students inform that the main undertaken activities were: evacuation, first aid, implementation of fun educational activities and disaster preparedness”.
- Compared to the Initial KAP, 100% of the schools now have a School Emergency Plan (which accounts for an increase of 44%). Also, 80% of the educational centres include the subject of Disaster Preparedness and Response in their curricula (an increase of 20%).

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

Fully achieved.

SE-CONRED revised and prepared the “Risk Reduction in Disasters during Municipal Development Processes Manual” with the participation of SEGEPLAN, SCEP, and CRG as part of the Dipecho VII. (See *Annex 30. DRRM and Municipal Development Manual*). The Manual has as objective the support to the Municipalities to incorporate DRR in their development processes. It presents an adaptable methodology to the characteristics of each municipality, in which the participation of all sectors of the municipality is considered. The manual was created using CRID-ECHO methodology. (See *Annex 31. DRRM Manual Systematisation and Municipal Development*.)

- Final state on beneficiaries (status + number)

Beneficiary population in 15 communities and institution representatives = 13,875 persons

- Activities accomplished

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

Following the progress that was reported in the intermediate report, more results were achieved and the following resources were used in this activity:

Radio spots: Communities identified the radio stations where radio spots were transmitted (Radio La Voz de la Esperanza, Radio REU Estéreo, 96.7, FM and Radio Campesina). Radio spots played for 9 months. (See *Annex 1. Table 20. Awareness and communication activities*)

Awareness materials for school students and for institutions: Notebooks with key messages were distributed. Messages included: “Watch out for floods” and “What to do in case of an earthquake.” Also distributed were brochures on “My Community is Prepared,” agendas with emergency and disaster preparedness messages and planners for institutions (See *Annex 1. Table 20. Awareness and communication activities*).

Awareness activities: A drawing contest was organised to celebrate the International Risk Reduction Day. All 18 schools participated and the prize winner (a pedagogical kit) was the Escuela Oficial Rural Mixta Línea B-18.

Recreational-educational activities in the 18 schools included a Mega Festival on risk and disaster reduction, with the participation of 2,942 students and 144 teachers (please see R3 A.3.3).

R 3 A.3.2 Organisation and training for school Committees

Most of this activity was reported on in the Intermediate report.

The teachers of the educational centres were trained in the conformation of the emergency school committees, basic First Aid and psychosocial support. At the same time, trainings on Healthy Schools were held prior to the elaboration of the emergency school plans (see Annex 1, Table 10. Participation of teachers in trainings, and Table 11: participation in School Committee Trainings).

With the support of project staff, teachers in each school organised school management committees for risk reduction as part of the emergency school plans. 18 school committees were organised with the participation of 463 children and 85 teachers. (*See Annex 1: Table 12. Creation of School Committees.*)

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

After the training for school principals, the School Emergency Plans were prepared with the participation of teachers, students, parents and COLRED members. To conclude the school process, Emergency School Plans were validated using simulation exercises in the 18 schools, by 146 teachers, 2,646 boys and girls and 55 COLRED/ECORED members. (*See Annex 1: Table 13. Participation in Emergency School Committees communication and validation and Annex 3: School emergency plan.*)

The 18 schools in the project area carried out Mega Festivals on Risk Reduction in Disasters. Recreational activities raised awareness and information was given out to boys and girls on how to manage risks during disasters. 2,942 boys and girls and 144 teachers participated. (*See Annex 1: Table 14. Participation in Mega Festivals for Risk Reduction.*) The Mega Festivals had educational stations with topics such as Water and Sanitation, Health Care, Risk Management, Basic First Aid; they also used Riesgolandia and Jeopardy. Prizes (as incentives) were given to children who visited all stations.

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

Project members participated in the National Communication Workshop and in the Regional Communication Workshop. These activities are described in Result 2: R 2 A.2.7.

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

Publications of project activities implemented were posted in the Guatemalan Red Cross, REDHUM and national newspaper web pages. (*See Annex 22. Link to Information posted on web pages.*)

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

There was 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. PREVDA concluded its project on June 2011. No further coordination was made between projects.

During the implementation of the project, three encounters were held to exchange experiences and lessons learned of communities after they participated in the DRR and DP activities.

The first encounter consisted of a community visit with beneficiaries of DIPECHO and local community leaders from PREVDA-INCAP. On behalf of PREVDA, municipal leaders from San Juan Ostuncalco, La Esperanza, San Carlos Sija, Quetzaltenango, Salcajá y Zunil of the department of Quetzaltenango and San Andrés Xecul y Totonicapán of the department of Totonicapán, Coordination UGN-PREVDA, Direction INCAP-PREVDA participated. The Aldea Jesús la Bomba of the Retalhuleu municipality, beneficiary of DIPECHO VI was visited as well as Parcelamiento San Mauricio, Santo Domingo of the Suchitepéquez municipality, beneficiary of DIPECHO V.

The basic themes that were shared, related to community organisation. The importance of the formation of the COLRED was emphasized, as well as of the Early Warning System and the local response plans. Especially the exchange of the leaders from Aldea Jesús la Bomba was important, since they were hit by

TS Agatha in 2012. They shared how they put into practice the assets and skills learned during DIPECHO VI.

The second encounter was organised with the communities C-08 Naranjera (DIPECHO VII), Jesús La Bomba de Retalhuleu (DIPECHO VI) and Aldea Granada de Champerico (DIPECHO V). While it had the same objective as the first encounter, e.g. exchange experiences and the beneficiaries of DIPECHO V and VI served as a model for the beneficiary communities of DIPECHO VII, it is also important to note the sustainability that these communities have experiences over time. Their COLRED continues to be up and running, as well as the EWS and the links and coordination the leaders have with the municipal authorities.

The third encounter to exchange experiences was held with representatives of the communities of DIPECHO V, VI and VII, as well as members of institutions from Retalhuleu and Suchitepéquez. Besides, a representative of the regional DIPECHO of the IFRC and the coordinator of the trans-boundary DIPECHO project with Costa Rica also participated. The objective of this exchange was to value the sustainability of the Disaster Preparedness and DRR activities, both on a community, municipal and institutional level; given that these are communities and territories that are struck by storms each year, it is important to see how they put into practice everything that was learned from the projects and if the inter-institutional coordination still takes place.

A significant result was the exchange that took place with community leaders and regional and municipal authorities, representatives from CONRED, professors, health staff and response entities (Firement, national Police). It was clear that there was a great commitment towards the communities on behalf of their authorities. Each group made a Plan of Action to continue with the DP and DRR activities, according to the sector to which they belong.

Some of the lessons learned:

- The interest of the participants of the Quetzaltenango, attended by PREVDA, was clearly increased, as could be observed through the explanations of the members of the COLREDs of the communities of the DIPECHO V and VI, on the processes of community strengthening regarding the disaster preparedness.
- The exchange encounters help to motivate the processes in the communities that were recently organized, because of the explanations offered by the communities that already had these experiences.
- The EWS was one of the components that had the most interest of the COLREDs that were organized by PREVDA, due to the importance of saving lives, and securing the goods of the most vulnerable families.

Finally, lobbying with the leaders and the municipal authorities allowed for a higher ownership and commitment to provide continuity to the Preparedness processes carried out during the projects.

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

After the first exchange of 8 April (reported in Intermediate report), the following exchange of experiences took place:

1. A second exchange of experience took place for families in the C-08 Naranjera community in San Andrés Villa Seca, in the Jesús La Bomba Retalhuleu, and in the Granada community in Champerico. The activity in the C-08 Naranjera community had the participation of COLRED members and DIPECHO VI communities, who shared their experiences in organising and working as COLRED and their experience in managing the response during Tropical Storm Agatha.
2. The third and last exchange activity had the participation of COLRED representatives for DIPECHO V, VI and VII, Santo Domingo (Suchitepéquez, Retalhuleu, Champerico, Cuyotenango and San Andrés Villa Seca) COMRED members, as well as Suchitepéquez and Retalhuleu CODRED representatives. The crossborder DIPECHO coordinator from Costa Rica also participated, as did the IFRC Senior Officer and the IFRC Regional Officer. Methodology used was working groups with COLRED, COMRED and CODRED representatives. They shared their experiences and emphasised the limitations faced and actions suggested to improve processes.

R 3 A.3.8 International Disaster Risk Reduction celebration

Despite the fact that activities were planned for both Mazatengango and Retalhuleu, only the activity in Retalhuleu could take place, due to the passing of TD E-12. In Retalhuleu, the activity included the games Riesgolandia, Basic Concepts on Risk Management Jeopardy and a brief explanation on water and sanitation. They organised contests and winners received prizes.

At national level, SE-CONRED and other DIPECHO partners (OXFAM, Acción contra el hambre, COOPI and Red Cross) planned to hold a joint activity. They shared costs, activities and planned the agenda. However, this activity was also cancelled due to Tropical Depression 12-E. SE-CONRED, and all partners had to participate in the response efforts. Money was used for the project closing meeting with SE-CONRED and the other institutions.

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

The Manual “Disaster Risk Reduction Management in Municipal Development Processes” was drafted and systematised with the support of SE-CONRED, SEGEPLAN and SCEP in working meetings considering all municipal criteria. The Manual was developed through a joint initiative with the CONRED and the RC DIPECHO VII process. It was derived from the increase in the occurrence of adverse events that provoke badly planned development. After the identification of the tool to be developed, national institutions that are responsible for the areas of planning got involved: SEGEPLAN and SCEP. Work sessions were held in which different institutions participated. The outline and limitations of the tool were defined and each institution contributed with observations and proposed guidelines. It is important to mention that CONRED led and arranged the work sessions.

The project monitored the entire process and established links with participating institutions. The project also gave recommendations based on past experiences with DIPECHOs implemented by the Guatemala Red Cross. (See Annex 30. DRRM Manual and Municipal Development.)

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 was updated during the 27 April 2011 meeting. The Preparedness Indicator Matrix was applied in June and July 2011 during territorial workshops. Technical staff in the Project participated in validating the Preparedness Indicator Matrix and in the application of the matrix in Retalhuleu and Suchitepéquez, as supporting documentation for the Country Document.

Two Territorial Workshops were organised to apply the matrix prepared by the consulting team with the support of project team. The matrix was used to collect information in Champerico, San Andrés Villa Seca, Retalhuleu, Mazatenango, Cuyotenango and Santo Domingo. (See Annex 1. Table 16. Municipalities Assessed with Indicator Matrix.)

Information collected was presented by the consulting team in the National Consultation Workshop; information was validated and results were analysed according to the reality in each municipality. (See Annex 32. Guatemala Country Document 2012)

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

With 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 was developed from April to June.

In a consultation process with SEGEPLAN, SCEP, INAP and CONRED, SE-CONRED presented the need for a guide that lists the steps, methodology and legal and conceptual aspects of risk management in municipal development processes. It was agreed that all will collaborate to this end due to the importance and impact on municipal risk reduction. A software tool was developed that municipalities can use to systematise local response plans for their communities.

Once agreement was reached, several meetings were held with participating institutions to agree on the structure and basic content. A consultant facilitated the process. Due to time constraints in SE-CONRED, the manual was not prepared, but CONRED was responsible for supervising the consulting efforts.

SE-CONRED thoroughly revised and prepared the “Risk Reduction in Disasters during Municipal Development Processes Manual” with constant coordination from SEGEPLAN, SCEP, and CRG. (See Annex “Disaster Risk Reduction Management during Municipal Development Processes” Manual.)

The manual was systematised using CRID-ECHO methodology. (See Annex 31. *DRRM Manual Systematisation and Municipal Development*.)

This manual was prepared using CONREDs experience with the municipalities. However, it required further in-depth analysis with the planning divisions in the municipalities and with all development stakeholders to realise the importance of linking risk management to municipal development processes.

There was also software developed for the systematization of the Local Response Plans (LRP): this was designed based on the format of the LRP, carried out by CONRED and agreed on by all DIPECHO VII partners.

As a first version, this software is intended to be used by municipal officers that work on Risk Management projects, and departmental delegates of the CONRED. The access is not limited, however, and we hope that in the future it could be used by the COLRED on a national level.

Among the options offered by the software, is the printing of the LRP in a standardized manner, and the saving of information in the programme. It is also foreseen that it will be possible to realise an online connection (on internet, within the CONRED system), for all of the LRP realised by the municipalities, CONRED, DIPECHO partners and other organisations, will be available on whatever moment. The application will also allow for the contact information of the COLRED and the LRP to be available immediately when an emergency situation or a disaster strikes.

In short, what we aim to achieve with this software is:

- Standardize the format of the LRC realised nationally, by all organizations, institutions and the CONRED.
- Have a national Database with the information of the accredited COLRED and their LRPs.
- Enable the fluid communication through a better access to the contact information of the COLRED and their LRP in emergency situations or a disaster.

R3 A.3.12 Project technicians co-organised the national communication meeting

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

The project and the other DIPECHO partners supported the co-organisation of the national communication meeting. Technical staff provided logistic support to the activity.

Local partners and risk management organisations participated in the National Consultation and Communication Workshop.

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

An activity to exchange experiences between DIPECHO partners took place in Livingston, Izabal. All the technical staff of the project participated, as did 6 Guatemalan Red Cross volunteers. We presented the experience of the COLRED creation with the new structure as defined by SE-CONRED and the elaboration of family plans.

Two persons (a GRC member of the decision-making team in Retalhuleu and a project technician) participated in this activity representing the GRC DIPECHO VII in the exchange activity with the crossborder DIPECHO in Costa Rica. They shared in the elaboration of the Territorial Plan in the project area.

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

The KAP study is fully implemented. (See annex 29 *Final KAP Study*).

- Finally committed means and related costs

Category	Sub Category / Account Description	Total Budget	Total Expenses
PERSONNEL COST	National Staff salaries	€ 33,105	€ 34,109
	National Staff travel expenses	€ 3,150	€ 3,457
	National Staff Insurance	€ 1,761	€ 1,104
	Expatriate staff	€ 18,000	€ 19,625
	Personnel Costs Subtotal	€ 56,016	€ 58,294
EQUIPMENT COSTS	Office consumable and supplies	€ 4,271	€ 3,869
	Equipment cost Subtotal	€ 4,271	€ 3,869
CONSUMABLES AND GOODS COSTS	Information, education, and communication	€ 61,500	€ 51,820
	Per diem, Volunteers, GRC and Headquarters	€ 1,614	€ 1,343
	Office expenses	€ 2,339	€ 2,632
	Running costs, fuel and vehicle maintenance	€ 7,410	€ 7,207
	Consumables and good cost sub-total	€ 72,863	€ 63,003
TOTAL RESULT 3		€ 142,470	€ 125,166

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

4.3.2.5.1 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. Prioritisation and selection of small scale mitigation and / or support projects.

As per VCA analysis findings, each community will identify at least a little piece of support and / or mitigation project, 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 community leaders and local authorities on the communities' management of the works, with assistance from the Project staff. This management also includes managing their 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 implemented. 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 VCA results, evacuation routes will be validated with each community 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

4.3.2.5.2 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. The implementation of COLRED local response plans was possible using the VCA and with the support of all other projects. 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. Prioritisation 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**

4.3.2.5.3 Final report

- **Total amount: 88,955 EUR**

Budget: € 87,707 Total Expenses: € 88,955 Balance: - € 1,248

- **Indicators for achieved 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

Fully achieved.

VCA diagnostics in each community produced a list of transformation actions and microproject activities. With this input, community sessions prioritised and selected microprojects. Thus, a work session was organised in all 15 communities.

After the community sessions, COLRED/ECORED produced the microproject profile for the 15 communities. COLRED/ECORED then held a community assembly to communicate the information and sign the letter of commitment to implement the microprojects. (See Annex 1: Table 19. *Participation in Microproject Implementation.*)

15 microprojects were implemented, 13 supported emergency and disaster response and 2 supported emergency response equipment. (See Annex 1: Table 18. *Description of Microprojects Implemented.*)

Microprojects to Support Emergency or Disaster Response Infrastructure

Six kitchens have been habilitated in schools or shelter sites selected by the community in order to have a place to prepare meals in case of floods or any other type of emergency. These kitchens have improved stoves, jerrycans for water storage and kitchenware. The roofs of four schools were reinforced in four project communities. In two communities, two sanitary units were habilitated. These units have improved

the installations that will be used as shelters during emergencies, such as floods. A Water Pump System was habilitated by installing a submergible pump in a community that had problems accessing safe water, especially when floods occur. They were also equipped with a water storage tank which will also be used to distribute water to the community as a community water post.

Equipment to Create Temporary Shelters

Two communities selected microprojects that equipped temporary shelters in emergency situations. These communities do not have the necessary facilities in safe areas to set up temporary shelters.

The 15 microprojects were linked in the LRP as resources available to the community in emergencies or disasters. Microprojects are located in safe areas in the communities; families know the evacuation routes and have identified the safe areas. (See Annex 4. COLRED Local Response Plan, Línea B-4.).

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

Fully achieved.

All 15 communities identified their evacuation routes and these have been validated by COLRED/ECORED. Community inhabitants know where the evacuation routes are and the safe places they have to go to in case of an emergency or disaster.

COLRED/ECORED identified where to locate evacuation signs. COLRED/ECORED and project personnel monitored the proper installation of said signals. (See Annex 1: Table 7. Evacuation Route Implementation.)

Evacuation route signals were installed and have been used in the validation of Local Response Plans and the simulation exercises held in the 15 communities. Families know what the emergency signals mean and know the route they should take in case of a flood. Safe places and the evacuation routes are properly signalled and are part of the Local Response Plans in the 15 project COLRED/ECORED. (See Annex 35. Project Photographs.)

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

Beneficiaries in 15 communities = 13,875 persons

- **Activities accomplished**

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

Microproject identification began with VCA diagnostic in each community, with the transformation actions mentioned by the communities. These were prioritised and a microproject was chosen by the community for each community. Planning feasibility and microproject implementation were analysed from the onset.

Fifteen work sessions were held in the 15 communities to select the microproject for each community. Thirteen communities chose support microprojects and two chose basic equipment for temporary shelters. The activities had the participation of 142 persons from the community (58 women and 84 men.)

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

Discussions with the community leaders and local authorities determined how communities manage the projects, with assistance from Project staff. This management also included them managing their own contributions, mainly in unskilled labour. Eleven communities held discussions on how to get resources: local materials, skilled and unskilled labour. They considered asking municipal authorities for project resources for small projects not provided for by the Project. (See Annex 1: Table 18 Description of Projects Implemented.)

Fifteen work sessions were held to agree on community and project commitment. Documents signed state the responsibilities and commitments for both parties.

It is important to mention that coordination and creation of agreements and commitments specifically for the microproject "Well Retrofitting and Elevated Water Tank for Emergency Temporary Shelter in case of

Disaster", implemented in the Línea B-4, Sector Palestina community, had as counterparts the community and the Living Waters International NGO, who contributed with 57% of total microproject costs. The NGO collaborated with drilling the well.

In general, the communities invested 7% of total costs for the 15 projects implented and the Project invested 85% (Total investment: € 69,543.45).

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

Microproject implementation began in August 2011. Thirteen communities implemented small action microprojects in support to community infrastructure and 2 other worked with basic equipment for a temporary shelter.

Microprojects to Support Emergency or Disaster Response Infrastructure

Six kitchens were habilitated in schools in the following communities: Centre 2, Línea C-8 Polígono 7, Línea C-8 La Naranjera, Línea C-12 Sis Peras, Línea C-10 Los Achiotes, Línea C-20 Los Encuentros, Línea B-12. Therefore, six communities have the facilities to properly prepare meals during emergency or disaster situations. These kitchens were also equipped with a wood-friendly stove, pots to cook food and kitchen utensils.

Five schools were strengthened in five communities by reinforcing the roof in each school. These microprojects were implemented because the facilities can be used by families as temporary shelters during floods. Communities include: Línea B-14, Línea B-19, 20 y 21, Centro 1 y Línea C-14 Güiscoyol.

In the communities in Línea B-16, Línea C-20, two sanitary units were habilitated (each unit with 3 dry pit latrines) in each community. Improved facilities will be used to house families impacted by floods.

Lastly, a Water Pumping System was habilitated by installing a submergible pump in the Línea B-4 Palestina community. This microproject habilitated the water pumping system that will be used in emergencies or disasters. A water tank was also delivered for water storage purposes.

The 13 works were coordinated and had the active participation of 13 COLRED/ECORED, local authorities and the communities. They had a community counterpart, mainly with local materials, unskilled labour in the construction of small works. (*Ver anexo 1: Tabla 18. Microprojects descriptions*).

Equipment for Temporary Shelters

Microprojects in two communities consisted of equipping temporary shelters with equipment to be used during emergencias. These communities do not have the necessary facilities in safe areas to set up temporary shelters. Equipment purchased and delivered to each community includes 2 industrial stoves, kitchen utensils, tools, vests, lamps and an electric generator. (*See Annex 26. Community Equipping.*)

When the small works were concluded, they were delivered to the community with a commitment document, with which COLRED/ECORED accepts the responsibility of maintaining and correctly using the facilities.

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

Community plans drawn in the VCA diagnostic sessions identified evacuation routes, safe meeting places and shelter site for each community. Signals were installed with COLRED/ECORED in all 15 communities. These signals identify the evacuation route to safe places in each community. Safe sites mentioned in the LRP were also signalled.

All 15 communities have signs for the facilities and sites identified as shelters and safe sites, as follows: 12 communities chose school facilities as temporary shelters; 3 communities identified evangelical churches as temporary shelters. (*See Annex 1. Table 7. Evacuation Route Implementation.*)

- Finally committed means and related costs

Category	Sub Category / Account Description	Total Budget	Total expenses
PERSONNEL COST	National Staff salaries	€ 16,553	€ 17,055
	National Staff travel expenses	€ 1,575	€ 1,728
	National Staff Insurance	€ 880	€ 552
	Expatriate staff	€ 9,000	€ 9,813
	Personnel Costs Subtotal	€ 28,008	€ 29,147
EQUIPMENT COSTS	Office consumable and supplies	€ 2,136	€ 1,935
	Equipment cost Subtotal	€ 2,136	€ 1,935
CONSUMABLES AND GOOD COSTS	Infrastructure and services to small-scale	€ 47,007	€ 47,362
	Per diem, Volunteers, GRC and Headquarters	€ 807	€ 671
	Office expenses	€ 2,339	€ 2,632
	Running costs, fuel and vehicle maintenance	€ 7,410	€ 7,207
	Consumables and good cost sub-total	€ 57,563	€ 57,873
TOTAL RESULT 4		€ 87,707	€ 88,955

4.3.2.6 Other costs⁶

Sub Category / Account Description	Other Cost		
	Total Budget	Total Expenses	Balance
Visibility	2,500	2,442	58
CAP inicial	6,160	7,356	-1,196
External evaluation	4,820	4,711	109
<i>Consumables and good cost sub-total</i>	13,480	12,067	1,413
Total	13,480	14,510	-1,030

(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)

⁶ The last table groups the costs that have not been designate 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.

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.

Presidential elections in Guatemala late in 2011 delayed the implementation of some activities at community and school levels and, especially, the work done with government institutions (i.e. municipalities, Governor's office, CONRED, CODRED due to the change in officials and political campaigns.) The delay was communicated to ECHO and an additional month to the contract was requested. ECHO responded positively in writing on October 31, 2011, Ref.: D 1164924: ECHO/DIP/BUD/2010/03002 – Amendment No. 1 – Supplementary agreement. Thus, project conclusion was extended to December 31, 2011.

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.

Several monitoring levels were used during project implementation:

1. National Coordination reported monthly on progress made (quantitative and qualitative). Monthly sessions were organised to review activity deadlines, follow-up and planning according to prioritisation and times. This proved useful in meeting deadlines.
2. A technical committee was created by project coordinators, disaster secretariat (in this case, they are the GRC counterpart responsible for implementation), GRC delegation presidents or directors in Suchitepéquez and Retalhuleu, and the expat delegate representing the NRC. The committee assessed project progress, quality of process implemented and difficulties faced all of which allowed for corrections and decision-making to successfully advance the project.
3. Monitoring visits to the communities; with the municipality we visited schools. The NRC expat delegate dedicated most of his/her time to field work.

4. Follow-up meetings with SE-CONRED to address common topics among partners, but also to communicate progress, difficulties, support needed (in this case, for risk management and early warning systems.)

Constant monitoring was common practice, which allowed for correct project progress and deadline compliance.

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

Upon project completion, the final KAP survey results were compared to the initial KAP survey, as well as an assessment of project impact on beneficiaries. Final assessment, as stated in the procedures, considered the Terms of Reference with ECHO. All suggestions made were considered and the document was submitted for publication, selection and hiring of the consulting firm.

The final KAP was done by the same consulting firm that carried out the initial KAP. It was a positive experiment as the link was established with initial knowledge, attitudes and practices and those found upon project conclusion and the impact thereof. (See Annex 29: Final KAP Findings).

Final assessment analysed compliance to indicators for each result and project impact on beneficiaries (considering effectiveness of milestones); it also included key lessons learned that can be replicated in future DIPECHO projects. (See Annexes 33: Final Assessment).

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:

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.

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 organise, 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:

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

During 2011, several social and political situations affected the implementation of the activities of the programme on different levels: institutional, municipal, educational and communitarian though the final results were not compromised.

Educational level:

Various strikes were organized by teachers on national level. This entailed the suspension of classes, also in the 18 schools attended by the project. In addition, schools were closed when TD 12-E struck the country. Furthermore, because of the TD E-12, the schoolyear was ended preliminarily. This diffculted the coordination and implementation of the activities.

Communitarian, municipal and institutional level:

2011 was an election year. It was therefore characterized by institutional instability, a change of departmental governors and personal of the institutions. This diffculted the normal development of the processes. It required more time as processes and activities had to be started again.

In the communities, the electoral atmosphere reduced the time spent on the implementation of activities as the community leaders participated in the political activities of the municipality. Therefore, the project staff made a more detailed planification, with information of the community leaders to avoid implementing project related activities when political campaigning activities took place. In the weeks with intense political campaigning activities, all project related activities were suspended, to prevent our staff and volunteers from being in places and activities that presented high risk and also jeopardized the neutrality of the RC.

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 organised 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 Programme 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 programme 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 provided 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

Activity coordinations experienced complications as a result of the Presidential elections in the end of 2011. These were mostly end-of-year activities. Several steps (i.e. closer monitoring) were taken to conclude activities and to comply with institutionally agreed commitments.

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 SE-CONRED. See Annex INT # 21: MoU between GRC and SE-CONRED.

7.5 [FIN] In case of changes, please explain

Communication was effective with CONRED, which allowed project activities to conclude and strengthen the CONRED system.

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 in school	5	Expected results are met satisfactorily	5	Establish specific cooperation agreement with the Ministry of 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
(*) Likelihood:				

1= very low 2= low 3= average 4= high 5= very high

(**) 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

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.
- Analyse 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 prone to violence 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 reckless 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

Security conditions remained unchanged. Project activities took place with no disturbances. Due to Presidential elections, we avoided undertaking activities at the end of the year (please see 5.5 for measures taken).

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 Stickers	500	0.5	250	
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***

No changes regarding visibility and communication plans.

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
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.

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

10.3 [FIN] In case of changes, please explain

The team structure remained unchanged.

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	194,315	Direct revenue from Action		
Equipment costs	14.237	14.237	6,859	12,898	Contribution by applicant	€ 113,254	€ 113,253
Sub-contracting costs					Contribution by other donors		
Consumables & goods costs	293.277	293.277	4,7912	285,991	Contribution requested from ECHO	€ 430,000	€ 430,000
Other costs	13,480	13,480	4,916	14,510	% of total funding	79%	79%
Subtotal direct eligible costs	507.714	507.714	110,022	507,713			
Indirect costs (max 7%)	35.540	35.540	7,702	35,540			
Total Costs	€ 543.254	€ 543.254	€ 117,724	€ 543,253			
					Total Funding	€ 543,254	€ 543,253

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: Mis María Cocepcion Silva Martínez
Telephone: +502 22303583
Fax: +502 50190613
Email: conys@redcross.nl

12.5 Bank account

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

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

Different activities were developed at community and institutional level, through methodologies of easy understanding, in which an active participation of the direct beneficiaries was observed, thus improving their understanding and knowledge on their principal risks and vulnerabilities. This allowed the increase of capacities, mainly for the decision making in emergency situations or disasters, achieving the goal of reducing the risk of human deaths and damages in the project targetarea.

The development of a Territorial Plan and the strengthening of a Communication and Alert System for both departments have been a valuable process, that defines protocols of coordination and mutual support at the time an emergency or disaster happens, which allows the use of joint efforts, capacities and resources for a fast and effective attention to the population in both departments.

This allows us to conclude that the results of the project were reached through the development of the activities. (See result of the Final Evaluation)

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.