

SINGLE FORM FOR HUMANITARIAN AID OPERATIONS

1. GENERAL INFORMATION

1.1. Name of humanitarian organization: **THE NETHERLANDS RED CROSS** (hereinafter NLRC) in consortium with **SPANISH RED CROSS** (hereinafter SRC).

1.2. FPA number (if applicable): 3-148

1.3. Purpose of the submission

1.3.1. Proposal

New proposal ☐ date: **12-07-04**

Revised proposal ☐ date: **25-01-05**

ECHO reference 04.9190 date: 13-07-04

1.3.2. Interim narrative report date: 30-09-05

1.3.3. Preliminary final report ☐ date: 31-03-06

1.3.4. Final report X date 31 07-06

1.4. Grant agreement number ECHO/DIP/BUD/2004/02017

1.5. Implementing rules applicable to this agreement

Grant, 100% financing ☐

Grant, co-financing ☒

1.6. Framework of this submission

Primary emergency decision ☐

Emergency decision ☐

Ad hoc decision ☐

Global plan decision ☐

DIPECHO ☒

Other, please specify ☐

1.7. Executive summary of operation

(4.1. Title of the operation:

“Strengthening the Capacity to Mitigate Disasters in the Municipality of Cobán and 30 Communities of the Chixoy River Basin”.

(4.2. Country and location of implementation:

Guatemala, Department of Alta Verapaz, Municipality Cobán.

(4.3.) Start date of the operation: **1 of February 2005**

(4.4.) Duration in months: **15 months.**

(4.5.1.) Total number of direct beneficiaries:

Local /Community:

- *Beneficiary communities:* 8,092 persons

- *COLRED (Coordinadora Local de Reducción de desastres)* 136 persons

- *Teachers* 26 persons

Municipal Level

- Entire population of Coban Municipality	144,461 persons
- COMRED (Coordinadora Municipal de Reducción de Desastres)	50 persons
Departmental level:	
- CODRED (Coord. Departamental de Reducción de Desastres)	50 persons
National Level:	
- CONRED (Coord. Departamental de Reducción de Desastres)	6 persons
- DIPECHO National Seminar	100 persons
Regional Level:	
- DIPECHO Regional Seminar	50 persons
Institutional level:	
- Volunteers of the Guatemala Red Cross	20 persons

Total of direct beneficiaries: 153.050 persons

(4.5.2. Identify the status and give details of the beneficiaries:

General Information of the 10 Nuclear Communities								
Micro-Regions of Cobán Municipality	Communities	Nr. of Inhabitants	Female	Male	Under Age 14	% Indigenous	% Ladinos	
Micro-Region III "Santa Lucia"	1. San Luis Palo Grande ¹	449	224	225	243	100%	0%	
	2. Santa Marta Salinas	361	182	179	169	100%	0%	
	3. Isla de las Tortugas	162	73	89	87	72%	28%	
	4. El Progreso	102	50	52	44	83%	17%	
Micro-Region IV "Salacuín"	5. Ixloc ²	89	44	45	53	95.5%	4.5%	
	6. Benpec El Castaño	177	94	83	88	95.5%	4.5%	
Micro-Region V "Nimlajacoc"	7. Copalá La Esperanza ³	497	252	245	240	100%	0%	
	8. Chumilá Ixila 2	213	106	107	107	100%	0%	
Micro-Region VI "Nimlasachal"	9. San Isidro Las Pacayas	184	95	89	93	100%	0%	
	10. Yalsec Sepur	251	145	106	143	100%	0%	
Total		2485	1265	1,220	1,267	94.6%	5.4%	

- Data for 20 communities of influence

Distribution of the 20 communities of influence							
Micro-Regions of Cobán Municipality	Communities	Aprox. nr. of Inhabitants	Aprox. Nr. Female	Aprox. Nr. Male	Aprox. Nr. Under Age 14	Aprox. Nr. % Indigenous	Aprox. Nr. % Ladinos
Micro-Region III "Santa Lucia"	1. Nuevo Amanecer El Plan	2,443	1,245	1,198	1,074	57%	43%
	2. Yalicar 15 de Septiembre						
	3. Senoja						
	4. Union Buenavista (El Peyan)						
	5. Triunfo Nueve						

¹ Due to the existence of only two houses in the Community "Salinas Nueve Cerros", it has been replaced by the Nucleus Community "San Luis Palo Grande".

² Some Communities have been identified in a better way with their real names, as registered at Municipal Level.

³ Considering the facility of access for the other Satellite Communities, the Nucleus Community "Copalá la Esperanza" has been selected, replacing the Satellite Community "La Libertad Xalá Rocjá".

	Cerros 6. Sebol 7. Pie del Cerro 8.San Jorge la Union 9. Entre Rios 10.Tierra Blanca Chixoy 11.Las Brisas de Chimpantum 12. El Zapotal 1 13. Las Brisas						
Micro-Region IV "Salacuin"	1. San Pedrito 2. Saholom	1,120	526	594	478	84%	16%
Micro-Region V "Nimlajacoc"	1.La Libertad Xalá Rocjã 2. Samultequen	1,189	567	622	460	87%	13%
Micro-Region VI "Nimlasachal"	1. Sawachil 2. Chumila axila 1 3. Sacrabinal	1,144	577	567	494	100%	0%
Total		5,896	2,915	2,981	2,506	82%	18%

** These numbers are based on the average population and distribution of sex, age and origin in the four different micro-regions*

Type of Community	Communities	Nr. of Inhabitants	Female	Male	Under Age 14	% Indigenous	% Ladinos
Nuclear Communities	10	2,485	1,265	1,220	1,267	94.6%	5.4%
Influence Communities	20	5,896	2,915	2,981	2,506	82%	18%
Total		Aprox. 8,381	Aprox. 4,180	Aprox. 4,201	Aprox. 3,773	88.3%	11.7%

50.25% of the beneficiaries are male and 49.75% female. 74.21% of the population is between the ages of 7 and 64, with the greatest concentration being between 18 and 64 years of age (45.51 %). 80% of the beneficiaries belong to the Q'eqchi ethnic group, hence the predominant language is Q'eqchi. The majority of men are bilingual, while most women speak Q'eqchi only. Of the project's direct beneficiaries, 73% live in extreme poverty, and have an illiteracy rate of 78%. 79% of the communities lack health infrastructure. 93% of the communities have food security problems, that is, they do not produce enough to reach sufficient food reserves for one year. Annual average family income is below Q 4,320.00 (€469).

(4.7.1. Operation specific objective

The communities that live in the Chixoy basin have strengthened their coping capacities in mitigation, disaster preparedness and response in line with the CONRED at the regional, departmental, municipal, and local level.

4.7.2. Indicator(s) and source(s) of verification

Indicators:

IOE1. 10 COLRED are established, trained, working and recognized by the official organizations.

IOE2. 20 Response Teams are established, trained, working and recognized by the official organizations.

IOE3. There are 10 Local Emergency Plans.

IOE4. There is 1 Municipal Emergency Plan.

IOE5. There is 1 Manual with coordination procedures on three levels, departmental, municipal and local.

IOE6. All the plans and the manual are tested by a drill exercise.

Sources checked:

- ✓ Monitoring reports.
- ✓ Local emergency plans.
- ✓ Municipal emergency plans.
- ✓ Final evaluation reports.
- ✓ Drill evaluation reports.

4.8. Expected results

R1. The communication and coordination system between the CONRED, the regional office of the CONRED, CODRED, COMRED and COLRED is established, validated, and working for the Cobán Municipality and 30 Chixoy River communities.

Indicators:

- 1.1 A manual with "Coordination Procedures (COE and SCI)" for the CONRED system is validated and in use. The lessons learned during the training and simulation process are identified.

Since June 2005, members of COMRED of the municipality of Cobán, CODRED of Alta Verapaz, members of SE-CONRED Region II, the director of National organisation SE-CONRED and the Technical Team of the project have been consulted upon expectations on the Emergency Operations Centre manual and Incidents Command System. Based on the consultations, Terms of Reference have been elaborated for contracting the consultancy COE and SCI. These terms have already been revised and validated by the Technical Committee of the project and published for contracting the Company during the first days of October 2005.

- 1.2 All members of the CONRED system demonstrated during the drill exercise good coordination and clear communication, following the Coordination Procedures and the Emergency Plans.

- 1.3 The coordination procedures manuals are adapted to the rural Q'eqchí population.

The Technical Team developed in June the community training program containing the following 6 modules:

1. Basic concepts of Risk Management;
2. Planning of Response in case of emergencies;
3. Rescue, First Aid, and Evacuation;
4. Evaluation of Damage and Analysis of Needs;
5. Temporary Shelters;
6. Logistic Communications and Alerts.

In June, the Technical Team elaborated the educational material for the first module of training including the contents, charts, and methodological design of the Risk Management Manual, compiling information from the series "Preventing is better" of the International Federation of the Red Cross. Educative Material of SE-CONRED, Acción Contra El Hambre (Actions against Hunger), University Rafael Landívar and CARE. Besides that, module II of training "Planning of the Response" is already available. The development of this module implied elaboration of the methodology of Emergency Plans at community level. The objective of module II is to develop in a participatory manner with the communities their emergency plan.

The Consultancy contracting process for adapting and validation the materials in the Q'eqchí language has started through the publication of the summons to present proposals in the newspaper with the broadest circulation in the country. Early October, the Consultancy Company will be selected in order to start with the existing materials.

R.2 The Cobán COMRED and Alta Verapaz CODRED as well as the delegation of the GRC in Cobán strengthened to coordinate risk management activities, disaster preparedness and response at the local, municipal, and departmental level.

Indicators:

2.1 The SE-CONRED regional headquarters is furnished and operating.

After a transparent quotation process in which the SE-CONRED, Guatemalan Red Cross and the Netherlands Red Cross participated, the office equipment was officially delivered on September 14, 2005. The official delivery of the office equipment for the Regional Office of SE-CONRED was done by the President of the Guatemalan Red Cross. During the delivery ceremony were present, the Executive Secretary of CONRED, the Managers of Connections and Coordination, Community Organization and Coordination of Regional Offices, as well as Departmental and Municipal Authorities, members of COMRED, and Representatives of Communities of influence of the DIPECHO IV project in the Region.

2.2 The Cobán COMRED and Alta Verapaz CODRED are functional.

Since May, the Technical Team together with the Regional Office of SE-CONRED and the Municipality of Cobán, Alta Verapaz, have proceeded to organize the Municipal Coordination Office for Disaster Reduction (COMRED). Representatives of the Municipality of Cobán, Alta Verapaz and more than 50 organizations that have interventions in the area were present. The Main Team was formed. This team takes decisions and Mayor Gustavo Leal is President of the Municipal Coordinator and its four commissions: Planning and Connection, Preparation, Response and Rehabilitation.

The Departmental Coordinator for the Disasters Reduction (CODRED) of Alta Verapaz is in the process of being reorganized, an activity carried out in coordination with the Departmental Government and the regional office of SE-CONRED. On June 14, 2005, CODRED was restructured in the presence of 16 organizations.

The process of strengthening through training began in June 2005 under the responsibility of the Delegation of SE-CONRED and the Guatemalan Red Cross through the DIPECHO IV project. The roles and functions of the Commissions that integrate COMRED have been facilitated by the Technical Team of the Project, as well as the validation and socialization with the Institutions that form it. Furthermore, the methodological proposal of elaborating Community Emergency Plans was elaborated in a preliminary manner. This methodology will be the basis for developing Module II of the community training "Planning of the Emergency response".

2.3 At least 50 members of the COMRED (25) and CODRED (15) members, including the CRG delegation in Cobán (35), demonstrate through drilling exercises that they act according to the established coordination procedures.

In June 2005, the Municipal Coordinator for the Disasters Reduction (COMRED) of the Municipality of Cobán, Alta Verapaz received training on the subject of functions and responsibilities of the commissions that form COMRED.

In July 2005, a process of strengthening COMRED was executed through training in risk management concepts and introduction in disaster management. In this training, representatives of the different institutions that work in the region participated.

The training mentioned above did not include drilling exercises; however, in the training schedule that will be executed during the coming months, drilling exercises will be included.

2.4 Seven people from the technical team, at least 20 volunteers from the CRG Cobán Delegation, and other CONRED institutions trained to facilitate the project processes.

The following training processes have been determined with COMRED, including the initial programming of the courses related to emergency management: COE, SCI, Esfera, Suministros, and EDAN in October and November 2005.

2.5 At least 15 Red Cross volunteers work actively with the communities. Of them, 10 are specialized in first aid, 5 in risk management, and 5 in early warning.

In July the recruiting process for new volunteers started. After some informative meetings, a small Selection Committee selected a group of 20 volunteers that before going to the field to help implementing the training programme received some training. At this moment all the volunteers are trained in first aid and risk management.

R.3. Communities strengthened in their capacity to mitigate and respond to flooding and earthquakes

Indicators:

3.1 COLRED working in 10 nucleus communities and Response Teams working in 20 communities.

10 Local Coordinators for Disaster Reduction (COLRED) have been organized in the regions of Santa Lucia, Salacuim, Nimlajacoc, Nimlasachal of the Municipality of Cobán, Alta Verapaz, as well as the organization of 20 Community Response Teams in the Satellite Communities of the Project.

3.2 100% of the nucleus communities and with at least 4 people from the community trained to use the community early warning systems, using a follow-up and monitoring plan.

In May, the Technical Team initiated the process of the diagnosis of the Local Early Alert Systems through the Community Assemblies. The intention is to identify the mechanisms used by the communities for the different types of threats, in situations that merit to take decisions to evacuate and to locate safe places.

In July, a proposal for Terms of Reference was elaborated that indicates important aspects to consider when contracting the expert who will be responsible for the installation of these systems in the communities. These Terms of Reference have been validated by the Technical Team and the Technical Committee. Contracting is planned for early October 2005, after the selection process. However, there has been a considerable advance during the community training of August 2005, because the Technical Team explored the existence of Early Alert Systems in the Communities. Systems that do not exist in the Communities of Influence; socio-economical levels of the families and reduced presence of Institutions in the area have resulted in the fact that these have not been considered.

3.3 At least 70% of the nucleus communities have identified and executed participative small mitigation and/or disaster preparedness works.

In May, based on the comments by the representatives of ECHO during their first visit, the Technical Team has revised the Funds Regulation for Small Projects. In this regulation, the way projects are elaborated, managed and financed is regulated. The fund will be destined to the implementation of small participatory mitigation projects and/or of disaster preparation, in order to reinforce the social network of the communities and to diminish the vulnerability conditions of the habitants, based on what establishes the participatory risk diagnostics done in the Communities.

Through various Community Assemblies and training to COLRED in the module I, the Technical Team has received various proposals for Small Projects, which have been revised according to what is established in the respective manual.

3.4 At least 70% of the nucleus communities have rescue - and first aid equipment, and at least 8 people from the community are trained to use the equipment.

3.5 At least 60% of the communities have carried out mock evacuations and drills according to the local emergency plans.

3.6 At least 20% of the COLRED members are women.

During the meetings and training with the population of the communities, the Technical Team always tries to invite the women, so that they become involved in the process of community strengthening. In addition, it has been explained to the husbands that it is very important that the women are also informed on the theme of disaster prevention and mitigation, because the men are often working in the field far away from the communities. For this reason, they cannot always be present in case of a disaster. For this reason, the women have been informed that it is important that they are also prepared to act in case of a disaster. To facilitate the participation of women in the training, the volunteers help in taking care of the children while the mothers receive their training, through infantile and participatory dynamics dedicated to disaster prevention. In addition, according to the participation lists already registered by the project, 60 % of the women assist at the different trainings.

3.7 A manual of "COLRED Organization and Functioning" is drafted, validated, and in use.

During the meeting of the Technical Committee on September 19, 2005, a decision was made on the Terms of Reference for the consultancy of elaborating the Manual "Organization and Operation of COLRED" and the summons for the hiring of expert, which was published in opposition in the newspaper with the broadest circulation at national level. Early October 2005, a decision will be made on contracting the company.

3.8 The educational materials are adapted to the rural Q'eqchí population.

The process for contracting the Consultancy for the adaptation and validation of the materials in Q'eqchí language has started through a summons to present proposals in the newspaper with the broadest circulation at national level. Early October, the consultancy firm will be selected in order to start with the existing materials.

R.4 Project experiences and results are shared with other organizations.

Indicators:

4.1 The project team co-organize and participate in the DIPECHO National Seminar.

Because of the fact that in the project planning this activity is contemplated for the end of the project, the organizational process with regard to the mentioned activity has not started.

4.2 Members of the project team share experiences and lessons learned with representatives of other DIPECHO projects in the region.

In order to start the work together with the other DIPECHO IV projects in the country, SE-CONRED has already convened some meetings to discuss common topics and exchange experiences. Participation in interagency coordination activities organized by SE-CONRED

in the themes mainly on Local Organization, Scholar Safety and Community Work Methodologies.

4.3 A database on project experiences, instruments, and methodologies is drafted.

R.5. Educational Institutes strengthened in their capacity to mitigate and respond to flooding and earthquakes

Indicators:

5.1 At least 60% of the scholar population has carried out mock evacuations and drills according to the scholar emergency plans.

In June 2005, the Departmental Direction of Education approved to support the implementation of the School Security Course (CUSE) at community level through the respective notifications to the educational service providers that have jurisdiction in the four regions where the project at present intervenes in the municipality of Cobán, Alta Verapaz. The CUSE workshop was carried out from the July 4 to 6, 2005 in the office of the *Centro Benedictino* in Cobán. For its execution, there were three voluntary facilitators certified by OFDA. Eleven teachers from communities of influence of the project were present, as well as 2 members of the National Civil Police of Guatemala, Volunteers of the Project, First-aiders from the Guatemalan Red Cross, Cobán Delegation, members of the USI-HAS project and members of the Technical Team of the DIPECHO IV project.

As part of the commitment acquired by the teachers of the nucleus communities during the CUSE, the Technical Team verified the advance level of the teachers relating to the multiplication of the contents among both teachers as well as children during the visits carried out in August 2005 to the communities to execute the risk management training for adults. Not all the teachers have replicated the contents, because they feel a little bit insecure regarding the basic concepts. The teachers who have socialized the contents of the CUSE have even succeeded forming the School Security Committee, however they manifested that they need strengthening. For this reason, short risk management workshops for children and teachers have been developed by the volunteers and the Technical team of DIPECHO in the schools of the communities. They received assistance from the members of COEDUCA (Educational Committee) and members of COCODE, integrated by parents.

(11. Financial information

11.1. Total budget of the operation: **€325,719.77**

11.2. Contribution requested from European Community: **€276,861.80**

Percentage of the total amount: **85%**

11.5. Eligibility of expenditures, date :

(4.3.) Start date of the operation: **1 of February 2005**

2. NEEDS ASSESSMENT

2.1 Date(s) of assessment

During March 2004, the Guatemalan Red Cross, Cobán Delegation, and the Netherlands Red Cross carried out an evaluation of the activities executed in the project USI-HA PRRAC/G/SU/03/062 "Attention to Preventive Health, Water, and Sanitation in 12 Communities in Alta Verapaz Department, Guatemala". This project is jointly executed since March 2003 with funds from the European

Commission, Central American Reconstruction and Rehabilitation Program, PRRAC/Local Initiatives. A relevant conclusion was the need for an institutional intervention on the issue of Disaster Prevention and Mitigation in the Chixoy River area.

In April, the Guatemalan Red Cross, the National Societies that support its activities, and the International Federation of the Red Cross established the Framework Cooperation Agreement for Guatemala, establishing the procedures for identification, formulation, and execution of joint cooperation projects, respecting the national and institutional legal framework.

In May, coordination activities began between the Guatemalan, Dutch, and Spanish Red Crosses (responsible for the project DIPECHO II, Early Warning Systems for Hurricanes, "SATHA-DIPECHO" in the departments of Zacapa, Jalapa and Izabal), to evaluate needs and opportunities for the formulation of a Disaster Preparedness project.

Proper contacts were established with the Executive Secretariat of the National Coordination Office for Disaster Reduction (SE-CONRED) who approved participating jointly in the identification and formulation processes.

In June, contacts were made with local, municipal, and departmental authorities, which accepted active participation in the project and highlighted the support it would provide to their development plans.

Participative community and institutional diagnostics were carried out, as well as participative project formulation.

2.2. Methodology and sources of information used

A Technical Work Team was established to direct and draft the proposal, integrated by the Guatemalan Red Cross (CRG) Cobán Delegation, CRG Central Office, 2 members of the CONRED Executive Secretariat (SE-CONRED), a representative of the Netherlands Red Cross, and a representative of the Spanish Red Cross. This team oriented the diagnostic process, institutional and community SWOT, project formulation and presentation.

A community evaluation instrument was drafted to collect data on the field through interviews with community representatives and authorities. In this process, there was the participation of community leaders, CRG-Cobán volunteers, project Technical Team from the USI-HA, representatives of municipal authorities, and SE-CONRED representatives from the departments of Alta and Baja Verapaz.

Participative methodology was used with institutional actors for the situation analysis, SWOT identification, and determination of the action strategies. In these working sessions, there were various representatives from the institutions involved, CRG staff, the International Federation of the Red Cross, and representatives from SE-CONRED, the Education Ministry, the Health Ministry, and the General Planning Secretariat (SEGEPLAN).

The Technical Team defined the following selection criteria to determine which communities to focus on for the diagnostic:

- The risk of the population before flooding, earthquakes, and landslides, and their lack of awareness of vulnerability.
- Social vulnerability of the population (poverty, isolation, ethnic representation, subsistence economy, basic community organization, etc.)
- Present conditions of possible temporary shelters, evacuation routes, and incipient early warning systems, existing communications systems (community telephones, radio transmitters, etc)
- The people's interest in participating actively in the project.

- Acceptance and credibility level of the Guatemalan Red Cross in the influence area, and community participation precedents in Red Cross and other cooperation projects.
- Current knowledge of Disaster Prevention and Mitigation by the population.
- Real commitment to cooperate and participate from the national authorities in the selected communities.

The sources of information used were:

Official documentation of the Republic of Guatemala, Department of Alta Verapaz and Municipality of Cobán:

1. CONRED 109-96 Decree
2. Strategy for Poverty Reduction for the Municipality of Cobán
3. National Guatemalan Population Census 2002
4. Strategy for Poverty Reduction in Alta Verapaz, SEGEPLAN

Red Cross Movement Institutional Documents:

1. CRG Development Plan - Central Headquarters
2. CRG Development Plan - Cobán Delegation
3. "A Unified Approach of Community Education in Disaster Preparedness," regional evaluation on the issue carried out by the Canadian and the British Red Crosses (January 2004).
4. Results of the Participative Community Diagnostic.
5. The agreements from the Federation's Inter-American Conference in Santiago de Chile, 2003
6. Netherlands Red Cross Strategy for Disaster Preparedness and Risk Reduction
7. Technical information of the USI-HA Project. (PRRAC/G/SU/03/062).

Technical Documentation on the issue and the region:

1. CEPREDENAC's Meso-American Initiative for the Prevention and Mitigation of Natural Disasters
2. OXFAM. Risk and Vulnerability Mapping in Mexico and Central America.
3. Geological and hydrological studies of Alta Verapaz and the Chixoy River basin, - INSIVUMEH - National Seismology, Vulcanology, Meteorology, and Hydrology Institute
4. Technical documentation regarding early warning systems (regional)

2.3 Organization/person(s) responsible for the assessment

The leading technical team was composed by the CRG's Planning Secretary, Mr. Joaquin Tahuico, the National Disaster Secretary, Ms. Teresa Marroquin, the Netherlands Red Cross Delegate, Corien van Vliet, and the Head of the Strategic Planning Unit of the SE-CORED, Mr. Ricardo Close.

For methodological orientation and data analysis, there was the participation of Ms. Dalia Castañeda, with wide experience in Risk Management and Community Disaster Preparedness, and Mr. Daniel Carballo, expert in Early Warning Systems.

For technical support and field investigations, there was participation by members and directives from the CRG Cobán Delegation, the Regional Sub-Delegate for the departments of Alta and Baja Verapaz from the CONRED Executive Secretariat and Disaster Mitigation.

2.4 Problem statement and stakeholder analysis

The problem is a lack of an operative structure in the CONRED system to allow adequate coordination, assistance and communications for and with the communities affected by national disasters. In turn, these, many very isolated, communities are threatened by various hazards, both natural and social, and their disaster response capacity is low.

This situation is recurrent in Guatemala. Decree 109-96, which created the National Emergencies System, allows the establishment of an adequate organizational and operative structure, but due to various reasons (political, economic, technical, and social), the system is yet to be adequately implemented.

2.4.1 Context:

The Department of Alta Verapaz

The department of Alta Verapaz has a surface of 8,686 km². Its climate is warm and humid, with no dry season. Water resources are abundant. There are many rivers, like the Chixoy, Cahabon and Polochic, with mean annual flows of 484 m³/sec, 165.5 m³/sec and 71.9 m³/sec, respectively. The Chixoy or Rio Negro is the longest and greatest tributary of the Usumacinta River. The river is born near Santa Ana Malacatan, in the department of San Marcos, feeding off many tributaries, growing in volume. Hurricane Mitch caused changes in the basins due to the transfer of solid material from the high part of the basins toward the lower parts. The highest precipitation levels are from July to November, when most floods take place.

The department is located on the Chixoy-Polochic fault, which may generate events from a medium to greater intensity. The last tremor on this fault was in December 1995, with a magnitude of 5.3, causing landslides.

The Municipality of Cobán

The Municipality of Cobán has a surface area of 2,132 Km², and is characterized by being humid and rainy most of the year. The land is very mountainous, crossed by ranges and sierras. According to INE data, the municipality's total population was of 144,461 people in 2002, (50.25% male and 49.75% female, with a population density of 68 inhabitants/ Km²). Cobán is crossed by the important rivers in Alta Verapaz: the Icbolay, Cahabon, Chio, Salpa, and the largest river, the Chixoy, which constitutes 176 kilometres of the municipality's borders.

Some 60% of the roads to the communities are through trails, dirt roads, or passes, accessible only by foot or horseback or mule. Some 34% of the roads involve terracing work.

Illiteracy reaches 40%, of which 44.71% is male and 55.29% female. A high proportion of the population (38.21%) has no schooling. The municipality has a 60.98% poverty rate, of which 26.80% corresponds to extreme poverty. (INE 2002 Census).

Communities of the Chixoy River Basin:

There are 30 communities (10 identified as nucleus communities and 20 as influence communities.) All are located on the shores of the Chixoy River as it crosses the municipality of Cobán, divided politically into 6 micro regions, of which 4 have their borders defined by the river. (See chart in numeral 4.5.1)

- Micro-region III "Santa Lucia", with the communities of: San Luis Palo Grande, Santa Marta Salinas, Isla de las Tortugas, and El Progreso
- Micro-region IV "Salacuín", with the communities of: Ixloc and Benpec El Castaño
- Micro-region V "Nimlajacoc", with the communities of: Copalá La Esperanza, and Chumilá Ixilá 2 .
- Micro-region VI "Nimlasachal", with the communities of: Las Pacayas and Yalsec Sepur.

The communities on the micro-regions V and VI of Cobán are located on the high part of the Chixoy River basin, and are communities with difficult access and health problems. Deforestation has caused the erosion of crop soils, problems with water resources, and a high risk of landslides. It has also increased the risk of flooding on the lower part of the basin, which have caused, as witnessed during Hurricane Mitch, losses in crops, homes, bridges, roads, and lives.

The communities in the micro-regions III and IV of the municipality of Cobán are on flat, easily flooded areas, at approximately 500 meters above sea level. The soil is made up of saturated porous rocks, causing strong and frequent flooding during the rainy season.

The 30 communities are in an isolated area, 80% of the communities have difficult access through terraced roads and passes, which become inaccessible during the rainy season. Of the communities, 93% has no access to electricity, and there is no type of communication (community telephone or radio transmitter) in 86% of them. Some communities are not even mentioned in the 2002 national census, which indicates absence of any state service.

Though they have elementary schools in 76% of the communities, the people have a high degree of illiteracy (up to 78%), due to school absenteeism and cultural practices and customs. The schools are built out of wood, with regular to poor conditions, and only 15% of the schools have the conditions necessary to become a temporary shelter. Disaster preparedness is not part of the school curriculum. 79% of the communities have no health infrastructure and the closest health service is more than 10 km away from the community. Health services are offered periodically through the "Integral Health Care System" (SIAS), providing first aid toward healing, for which the Health Ministry hires civil society organization. In the project's area of influence, the CRG Cobán Delegation has been hired for the past six years to provide SIAS services with excellent results in its annual evaluations.

The homes are built out of adobe or sticks, straw roofing with dirt floors. In 90% of the communities, the people generate pollution to the environment through mismanagement of wastes; animals are placed in inappropriate places, and the contamination of water sources near the communities. 93% of the communities have food security problems, and the annual family income is below Q 4,320.00 (EUR 469) in 62% of the communities.

The majority of the population in the communities belongs to indigenous groups (80.10%), and have relocated to the area in the past ten years, due to the peace accords, searching for agricultural land. They are ethnic Mayans, with two languages: Q'eqchi and Poconchi. The family is headed by the man, who for cultural reasons, is called the "head of household." Labour division corresponds to gender divisions, women, independently of their age, take care of household activities and caring for people, while men work in agricultural work, mainly planting corn and beans for the family's subsistence, in which children also participate. Due to cultural conditions, the participation of women in community life little visible and is disqualified, especially that of indigenous women.

The basis of community organization are the Improvement Committees, a traditional organizational model which the communities already have, and they serve as the main figures for development and legal authority. Some communities have a Local Coordinator for Disaster Reduction (COLRED), but they are not recognized at the municipal level and they are composed mainly by leaders, health guardians, the community teacher, and representatives from the community's other organized groups. There is an awareness of the risk level in which they live, and they have deficiencies in coordination and organization to respond to the threats. Obviously there are neither risk maps nor evacuation plans. In some communities have rudimentary systems for early warning with indications on trees.

The CONRED System:

CONRED was created in 1996 through Decree 109-96 to prevent, mitigate, and participate in the rehabilitation and reconstruction of the damages due to natural and human disasters. Its headquarters are in Guatemala City, and it has regional offices to help plan, coordinate, and manage its activities. It is a dependency of the Presidency of the Republic, and it operates with a budget assigned by the Executive Office.

CONRED's mission is to reduce the loss of human lives and damages to property and the environment caused by all threats, assuming a leadership role at the national level through an emergency management program based on the determination of risk and covering the stages of Mitigation, Prevention, Response, and Recovery.

Its operational structure is based on:

The Departmental Coordinator for Disaster Reduction (CODRED) of Alta Verapaz has jurisdiction in its department, and is composed by public, private, and citizen organizations at the departmental level, and relief teams whose functions and competencies are related to emergency management activities. It is headed by the Departmental Governor.

The Municipal Coordinator for Disaster Reduction (COMRED) in Cobán has jurisdiction in the entire municipality; however, as it is also the departmental capital, it also participates as coordinator with other COMREDs in the department. It is headed by the mayor, and several municipal and local organizations participate in it.

The Local Coordinator for Disaster reduction (COLRED) is established at the community level. They are headed by the Auxiliary mayors, or by a recognized community leader. They should have various commissions and sub-commissions with specific duties like Rescue, Management of Temporary Shelters, Damage Evaluation, etc.

At this moment, none of the COLREDs in the Municipality of Cobán have been registered or recognized by the CONRED at the national level.

At this moment, the Executive Secretariat of the National Coordinator for Disaster Reduction (CONRED) is seeking opportunities to implement and make Decree 109-96 a reality, which promotes the decentralization of national power in disaster prevention and mitigation affairs. In order to carry out this process, a systematization of the lessons learned from activities and projects executed at the community and municipal level was carried out, (among them, DIPECHO III), in which it became clear that the organizational and functional model applied at the COLRED and COMRED level did not produce the expected results. They are aware of the inabilities of the COMRED and CODRED to respond before needs in the field.

2.4.2 Stakeholders:

During the diagnostic process, the following stakeholders were identified:

At the community level:

- The people of the communities.
- Local leaders and auxiliary mayors.
- the COLREDs (Local Emergency Committees)
- the COCODE.
- the CODEDUCA.
- Project Usi-Há PRRAC/G/SU/03/06.
- Project Lachua,
- Community school teachers, children, and parents.
- Volunteer health monitors.
- Institutions hired by the state to provide services like the SIAS Program, and by the Health Ministry to care for the people.
- The PRONADE Program, contracted by the Education Ministry to provide educational services to the population.

At the departmental/municipal level:

- The Alta Verapaz Departmental Government and the Cobán Mayoralty.

- The COMRED and CODRED, including various public and private organizations, which by law form these committees.
- The Health Ministry, at the municipal and departmental level.
- The Education Ministry at the local and departmental level.
- The National Civilian Police.
- The Volunteer Fire fighters.
- CARE and other NGOs working on similar issues in other regions.

At the Red Cross level, the following were identified:

- Guatemalan Red Cross, Central Headquarters.
- Guatemalan Red Cross, Cobán Delegation.
- Spanish Red Cross.
- Netherlands Red Cross.
- International Federation of the Red Cross.

Organizations at the National Level:

- CONRED Executive Secretariat.
- CEPREDENAC.
- European Commission, Guatemala Office.
- Central headquarters of the Health and Education Ministries.
- Central headquarters of indigenous organizations.
- National NGO representatives.

In southern Alta Verapaz Department, various international projects are being carried out in the Polochic River basin. Contact has already been established with various organizations working in disaster prevention (CARE, Movimundo, Broederlijk Delen, etc.) to explore the possibility of coordinating activities and exchanging information and educational material.

Northern Cobán Municipality has seen the activities of the "Lachua Project," (conservation of a national park), the Integral Health Care System (SIAS), the USI-Ha Project PRRAC/G/SU/03/062 (Water and Sanitation), Talita Kumi (Training related to agriculture and health) and the KFW project (Water and Sanitation). Each one of these projects has been contacted to prevent the duplication of efforts and to coordinate actions.

2.4.3. Analysis of the Problem:

According to the investigation and consultation process carried out during the initial diagnostic, we can define that the rural communities of the Alta Verapaz region display problems of various natures that increase their vulnerability to risks, both natural and social. We distinguish three levels: general, community and institutional, not necessary in order of most importance.

This general situation is caused by:

- Improperly planned social and urban development schemes, which lead to the settlement in of low-lying areas of river basins.
- Lack of an adequate and prepared community organization to respond to catastrophic events. Though the Government has provided funds for several years for mitigation whose purpose was to prevent disasters, efforts have been focused towards large projects in politically attractive areas, marginalizing the most vulnerable communities in remote, relatively unpopulated areas. The CONRED Executive Secretariat, the entity responsible at the national level, is seeking opportunities for the implementation and execution of Decree 109-96, which promotes decentralization of national powers in disaster prevention and mitigation areas.

- Lack of structure for medical attention, extreme poverty, lack of alternative economic sources, difficult communications and geographic isolation, food insecurity, high degree of illiteracy, racial and ethnic discrimination, etc.
- The centralization of the national and departmental government, which follows the economic inability to further rural development activities and the influence of party politics.
- The social and economic recuperation process since the signing of the Peace Accords, has been slow, and its social and economic impact weak.

The communities that inhabit the Chixoy River basin characterize the previously discussed problems. During the diagnostic and evaluation process, it was identified that:

1. There is no community organization for disaster prevention and the strengthening of response capacities. Even though some institutions have already furthered community organization, it has focused on Community Health.
2. There has been no community strengthening and training processes to respond to disasters in an isolated situation: the lack of adequate roads and distance from the departmental capital leads to aid arriving late or not at all.
3. Periodic flooding and bank overflows are frequent in the lower Chixoy River basin, as a result of natural processes and geographic and climate factors of the region 1) excessive precipitation that surpasses the river course's normal capacity, and 2) the characteristics of the territory create high vulnerability to flooding and landslides. However, they are also the result of human processes, for example, deforestation in the upper river basin.
4. Local, municipal, and departmental authorities lack sufficient technical information of the basin and the risks the Chixoy river generates to the population, in order to be able to confront the specific situation of the basin.
5. The communities lack appropriate structures to confront the danger that natural disasters represent, as most of them possess homes of poor quality, schools are not able to serve as temporary shelters, nor do they have properly signalled evacuation routes.
6. Some communities have incipient Warning Systems, which they themselves have implemented, for example, marks on the trees on the riverbanks or on bridge posts, and in which any person assumes responsibility to inform the community. Generally, they evacuate to higher ground, or to the homes of neighbours living on hillsides.

The institutional and governmental situation in Alta Verapaz department is not the best. During the diagnostic, the following problems were found:

1. The disaster prevention structures that should be created under Decree 109-96 are incipient, and their functioning is not permanent, turning active only for emergency or calamity situations. They lack basic resources and supplies (offices and communications) to operate.
2. The members of the various committees have changed due to the new government in the country. There are problems of lack of technical, normative, and coordination knowledge. The representatives of the permanent institutions (Firemen, Red Cross, Health Centres, etc.) are more constant, but their training in emergency procedures is weak.

3. The budgetary problems for functioning prevent the government from effectively supporting communities affected by disasters. Many of these responsibilities fall on local institutions or the international organizations present in Cobán. There is a lack of sufficient coverage capacity in Alta Verapaz to be able to respond to the multiple needs related to risk management and disaster prevention and mitigation.
4. Until April of this year, the SE-CODRED had established a representative office in Cobán. It still lacks the structure to function, and is in an organization and coordination process. It lacks the methodology and tools to promote the broadcasting of disaster prevention organization. However, it has not found the appropriate mechanisms to carry out the decentralization process and an institutional strengthening of the coordinators at the various institutional levels.
5. Inter-institutional communications and coordination is precarious. Functional organizational scenarios that would allow the COLRED, COMRED, and CODRED to carry out coherent actions, focalized in results to benefit the communities, allowing the exchange of resources, experiences, and information, are inexistent. SE-CODRED is aware of that.
6. There are problems of lack of technical, normative, and coordination knowledge. The representatives of the permanent institutions (Firemen, Red Cross, Health Centres, etc.) are constant, but their training in emergency procedures is weak.

2.4 Findings of the assessment:

The conclusions of the assessment carried out for the project are:

1. It is necessary to support the development of the National Attention System for Disasters. Its application is incipient in Alta Verapaz, but the government structures and the institutions present will allow carrying out activities that may consolidate the organization.
2. The community organization processes and the situation of the communities on the Chixoy River with their high vulnerability need and have the potential for the implementation of activities directed to strengthen their capacity, allowing a real and active participation. In addition, it allows them to assume community responsibilities for the execution and sustainability of mitigation and disaster preparedness actions.
3. The institutional experience of the Guatemalan Red Cross, Cobán Delegation, supported by the Netherlands Red Cross for the last five years with the CHACA-MITCH Project (1999 to 2002) and USIHA (2004 and 2005) provides an excellent opportunity to carry out the proposed activities. The institutional credibility, inter-cultural knowledge, and the transparent administration of the resources and budget, achieve a strong bond of trust with the communities.
4. In order to be able to improve the capacity of the national response system, it will be necessary to establish specific manuals adapted to local reality (Mayan languages and cosmic vision), applicable to the functioning of the COLRED which according to the law are the most operative base units, and have the first responsibility in disaster mitigation and response.
5. Any action to strengthen the national response system should actively involve the various institutional levels of CONRED, from the community level (COLRED), to the municipal level (COMRED), to the departmental level (CODRED), concluding in the central national level (CONRED).

2. HUMANITARIAN ORGANIZATIONS STRATEGY

3.1. Partners strategy in country and/or region of operation

The Red Cross contributes to a peaceful, tolerant and humane society. The Red Cross Movement consists of the International Committee of the Red Cross (ICRC), 181 National Red Cross and Red Crescent Societies, and the International Federation in which these National Societies co-operate. Its activities stretch from local to international level and from assistance during conflicts and natural disasters, to social work and health as well as promotion of humanitarian values. Key to all its work is care for vulnerable people.

Based on the shared values and a desire to improve the lives of vulnerable people, the Netherlands Red Cross contributes, with its international activities, and increased resilience of the people it assists. It does so through advocacy, and capacity building. Core areas of activities for the NLRC are:

- Disaster relief
- Rehabilitation
- Disaster Preparedness
- Health and Care in the Community
- Capacity building
- Promotion of the Red Cross' Fundamental Principles and humanitarian values

An important aspect of all the assistance is the strengthening of the capacity of the sister National Society, in order to make both the organization and the programs it carries out strong and sustainable.

All international assistance is based on common strategies, and on national policy plans of the sister National Societies, which are developed based on local vulnerability and capacity within each country. Over the last years special attention has been given to the effects of climate change on people's vulnerabilities. To address the issue within the Red Cross Movement and elsewhere, the Netherlands Red Cross recently established a Centre for Climate Change and Disaster Preparedness. Currently two pilot projects in disaster Preparedness and climate change are being carried out, one in Vietnam and one in Nicaragua. One of the objectives is the start of a debate and cooperation between environmental and disaster management entities.

Strategy in Guatemala

The Netherlands Red Cross supports Guatemala since 1997 with its local partner the Guatemalan Red Cross through its Development Plan. These initiatives are in agreement with the "Netherlands Red Cross Strategy in Latin America and the Caribbean 2004-2007" (draft), the Master Agreement for Cooperation of the Movement for Guatemala as well as the 2002-2007 Action Plan of the XVII Inter American Conference of April, 2003.

Conditions for these Joint initiatives with the Guatemalan Red Cross are based on:

- Programs focused on improving the condition of the most vulnerable population in Guatemala through actions related to Community Health, Risk management through disaster relief, preparedness and coping mechanisms.
- Programs must promote sustainable Development of the communities. The people, leaders and communities participate in the process of formulation, planning, implementing and evaluation of the Programs.
- Programs include strategies for gender, inter-culture and reduction of the discrimination people in marginal situations.
- Programs must be based on the level of knowledge, capacity and resources existing in the areas of involvement and in the capacity of the Guatemalan Red Cross.

- Programs promote horizontal cooperation between the Guatemalan Red Cross and the Netherlands Red Cross, therefore contributing to strengthening the capabilities and image of the Red Cross in Guatemala.

The projects developed in the country include the following:

- A. Program for Human Development, 1997 through the 2000. Located in the area of Cobán and aimed at assisting the displaced population that has returned as a result of the Peace Agreements signed. Main activities include educational initiatives on health, Community development and education in disasters preparedness.
- B. The CHACA MITCH Rehabilitation Programme from 1999 through the 2002 with educational components in health care and disasters preparedness, water and sanitation and Community and Institutional development. It was implemented in 17 communities in the Northern region of the Department of Alta Verapaz.
- C. In the 2003 the Guatemalan and Netherlands Red Cross launched the PRRAC Project for Water & Sanitation and Prevention of Disasters in 12 communities located to the sides of the Chixoy River (PRRAC/G/SU/03/062), with the purpose of improving health conditions of the local population.

3.2 Link between operation, the findings of the assessment and the problem statement

Given the needs in the communities as well at the institutional, CONRED/Red Cross, level as well the awareness and potential at those levels, we propose two main lines of action: One at community level and the other at CONRED/RC institutional level, local and provincial. These obviously are closely connected, especially via the COLRED committees at community level. The project proposal draws on the experience obtained during, Human Development programs: 3 yrs, CHACA 4 yrs and PRRAC, 1½ yr. From these Programs, important data were obtained and institutional contacts were established. This proposal is thus the result of 7 year of experience in different field of Risk Management (Disaster Preparedness) in this region. With the proposed actions a sustainable RM system in the region can be set up which has the potential to be replicated in other regions of the country, given the close cooperation with COLRED. The proposed action at community level includes, training setting up emergency plans, early warning systems, making risk maps, simulations, material for formal education and small mitigation work such as building temporary shelter. At institutional level there will be communication equipment and training, systematic collecting data for disasters, training on institutional organization.

Two intervention axes are proposed:

1. The problem related to the lack of capacity at Community level to respond to situations of disaster in the communities located to the sides of the Chixoy river, proposes the strengthening of 10 Core Communities and 20 Communities of influence through the following initiatives:
 - a. Initiatives for organizing, educating, training, simulations attitudes, knowledge and practices surveys for COLRED members and the local population. It is focused on the technical issues required for the good performance of the Local Coordination Committee for Reduction of Disasters, governed by Decree 109-96.
 - b. Installation and launching of Community systems for low cost early warning, coordinating its implementation with the COMRED at Cobán. These systems include the monitoring of the river situation with simple means by the community. Training will be supplied in order to interpret obtained information and making decisions based on this. Simple river level measuring devices will be installed completed with the installation of two radio communication units managed by the Community and strategically located. These shall operate in the Red Cross frequency and will enable permanent communication for the institution and the

Community. It is the responsibility of the Coban Red Cross to transmit this information to CODRED and COMRED. This is a community system and not a technical system, and does not require especial studies or consultants.

- c. Improving of the basic community infrastructure through "small participative projects" established based on the work that is done with the communities and will be identified during the process of establishing the local Emergency Plan. Providing a specific budget line for these small participation projects will allow technical and financial help in specific mitigation works that are identified with the communities responding to their specific necessities. For each project a logical framework will be made as well as indicators which will allow monitoring the fulfilment of each project. The type of small projects that are promoted, are the following: small contention walls, water draining system for waste water, reparation of community centres or schools that could be used as emergency shelters, reforestation, construction of the Community Emergency Centre, basic emergency rescue kits, etc.
 - d. Communications and active coordination with the COMRED who assumes the responsibility for formalizing and putting in operation the COLRED at Community level.
2. The lack of an operational structure of the CONRED system, actions aimed at strengthening it shall be carried out, these include the following:
- a. Elaboration, formulation and implementation of the COE and SCI Coordination Manual, which shall serve as a guide so the people integrating the different Committees can get a clear idea of their roles and actions in response to emergencies.
 - b. Elaboration and implementation of the "COLRED Organizing and Operation Manual" addressed to members of the communities integrating these committees.
 - c. Elaboration of the instructive material to complement Community training and educational processes.
 - d. Strengthening of the SE-CONRED Regional Offices and the CODRED office.

The specific request from the CONRED Executive Secretary is that this material should be implemented and validated in order to enable them to replicate these later on in other regions of the country. To this end, they have fully committed staff and resources in order use these products; the reinforcement of the regional office is important for the implementation of the 109-96 law as the central authorities of CONRED have manifested

- e. Elaboration of the emergency plan for the Cobán municipality based on an integral diagnosis of the Community risks.

This emergency plan has been a priority request of the Mayor of Coban and is supported by CONRED. It has been included in the project in order to guarantee an adequate management of future actions of the entities which form COMRED and CODRED

In order to have an influence at the two levels (Community and Institutional) the organizations participating in the Project: SE-CONRED, the Guatemalan Red Cross and Community organizations will jointly participate in the process:

(a) The Emergency Committees established through Decree 109-96, (b) educational initiatives, (c) Implementing of Community systems for early warning, (d) Performance of the radio communication system, (e) the execution of small Community projects, and (f) the simulation exercises that involve all three levels.

The chosen methodology, both bottom-up as well as top-down, will allow a permanent coordination and communication: During the diagnoses and formulation of the project, the Institutional and Community commitment was achieved by intervention initiatives "bottom-up" - Community towards the Government – at the same time there are the intervention initiatives "top down" - Government towards the communities –

The project will be carried out in 15 months in 10 core communities and 20 influence communities located in the Chixoy River basin, in the municipality of Cobán, Department of Alta Verapaz. The 20 additional communities will be selected based on the result of the baseline study. It will involved the system for assistance during disasters from a national (SE-CONRED) up to a local organization level (COLRED) with the active participation of the national, state and municipal Governments; Community organizations - assuming the Guatemalan Red Cross at its Delegation in Cobán - the responsibility for the execution and continuity of the initiatives after the project completion.

In order to guarantee a smooth cooperation between CONRED, the Guatemala Red Cross and the Netherlands Red Cross a Memorandum of Understanding will be established which will define responsibilities of each the parties so that they comply with the tasks of this project. A similar MoU is currently in function with the EU funded PRRAC project in Coban.

3.3. Is/are there similar operations in the country /region?

If yes, explain the measures foreseen to avoid overlap/duplication

The National Societies of the Red Cross in Central America have carried out similar operations to the one proposed by the Netherlands Red Cross. The NLRC is carrying out Community projects for disaster preparedness in Nicaragua (Climate change and Disaster preparedness, Atlantic coast).

Because of the type of initiative and the communities assisted, there is no duplication of actions. To the contrary, methodologies and the quality of the initiative are complemented by monitoring and follow up mechanisms established by the International Federation of the Red Cross. During the call to the DIPECHO IV, the IFRC assumed its coordinating role between countries for the orientation of the proposals submitted to the European Community. It also recommended the guidelines so the work strategies, results and indicators of proposals all follow a similar operational guideline, adapted to each country and situation.

At a local level it must be highlighted that the Netherlands Red Cross is implementing the Community Health Project Usi-Ha' PRRAC/G/SU/03/062 in some of the proposed communities. The analysis of the local, municipal and state situation in the area of influence resulted encouraged in the formulation of the current proposal seeking the implementation of initiatives at a local level.

3.4 previous humanitarian operations with EC grants in the country/region

Netherlands Red Cross	Budget	Echo Code
Colombia		
Integral Assistance to communities victims of the conflict - Department of Caquetá.	254.398	ECHO/TPS/210/2001/02007
Integral assistance to communities victims of the conflict - Department of Caquetá.	351.722	ECHO/TPS/210/2002/01007
Humanitarian Assistance in consortium with SPRC to displaced families and those at risk of displacement due to the conflict in the departments of Antioquia, Bolivar, Caquetá, Chocó and Risaralda.	775.000	ECHO/COL/210/2002/01015
Haiti		

Aide d'urgence et de réhabilitation d'urgence aux familles affectées par les inondations dans la région de Nippes et le Département du Sud	147.732	ECHO/HTI/210/2002/01002
Community and organizational disaster Preparedness program for southern Haiti	130.000	ECHO/TPS/219/2001/02005
Nicaragua		
Management of food risk due to drought in the department of Madriz	180.944	ECHO/TPS/210/2002/23009

Spanish Red Cross:

Action title	EC budget line, EDF or other source	Amount (EUR)	Date obtained
Humanitarian Aid in Paraguay for people affected by La Niña in the Boquerón region	ECHO	300.000	2001
Strengthening the disaster management capabilities of vulnerable communities in Sri Lanka	DIPECHO	400.000,00	2001
Action to improve sanitation and access to water in 4 IDP Camps of Nyala and Shaaria in Sudan	ECHO	125.000,00	2001
Emergency action to provide water resources for human and animal consumption in North, South and West Darfur states in Sudan	ECHO	200.000,00	2001
Buying goods for the rehabilitation of Jaimas-tents to be distributed in Sahara	ECHO	600.000,00	2001
Humanitarian Aid for the victims of the earthquake of January 13, 2001 in El Salvador	ECHO	500.000,00	2001
Humanitarian Aid to the people affected by the earthquake of February 13 in the region of San Vicente in El Salvador	ECHO	380.000,00	2001
Humanitarian Aid to the victims of the conflict in the regions of the center of Magdalena and the North of Santander in Colombia	ECHO	650.000,00	2001
Reducing the impact of tuberculosis in Kyrgyzstan	TACIS	90.234	2001
Primary emergency operation to assist the people affected by the earthquake of June 23, 2001 in the regions of Ayacucho and Arequipa.	ECHO	250.000,00	2001
Humanitarian Aid to assist people affected by the floods in LSO regions of De La Paz and Del Beni.	ECHO	220.000,00	2001
Action to increase the availability of water for human and animal consumption in 65 rural communities in North Darfur State in Sudan	EUROPEAID B7-201	1.053.143,00	2001
Disaster Preparedness program for regional and Institutional strengthening for disaster response capacities in Venezuela	DIPECHO	273.000,00	2002
Improving living conditions for indigenous people in the Village of Chenalho affected by the Chiapas Conflict in México	ECHO	600.000,00	2002
Reintegration of children at risk in schools in Vlora,	ECHO	200.000,00	2002

Fier, Berat, Elbasan in Albania			
Children affected by armed conflict (Spain)	ECHO	106.500,00	2002
Project for the rehabilitation of family tents of Saharaui refugees in Tindouf.	ECHO	620.000,00	2002
Emergency humanitarian aid for people affected by the Nyirangongo volcano in Rwanda	ECHO	210.000,00	2002
Emergency action to provide water resources for human and animal consumption in 50 rural communities in the North and West Darfur in Sudan	ECHO	410.000,00	2002
Humanitarian aid to the victims of the conflict in Colombia	ECHO	240.000,00	2002
Disaster Preparedness and relief programme for vulnerable communities in the West part of Risaralda DPT in Colombia	DIPECHO	340.000,00	2002
Assistance to refugees and people affected by the war in the North of Sri Lanka	ECHO	400.000,00	2002
Mobile medical centre in the Gaza Strip, Palestine	ECHO	400.000,00	2002
Support for people at risk of being displaced and vulnerable people in the rural areas of the North of Santander and Valle del Rio Citamara in Colombia	ECHO	395.000,00	2002
Emergency humanitarian aid for people affected by the eruption of the El Reventador Volcano in Ecuador	ECHO	229.462,59	2002
Humanitarian aid for indigenous families and peasants in the Boquerón region affected by the drought in Paraguay	ECHO	470.000,00	2002
Hunger in Southern Africa- waiting for contract around 800.000 in Malawi	ECHO	792.000,00	2002
Ensuring water availability in 5 provinces in West Darfur State in Sudan	EUROPEAID B7-6000	676.134,00	2003
Disaster Preparedness integral programme based on the Community in El Salvador	DIPECHO	122.000,00	2003
Strengthening disaster Preparedness capabilities in the Philippines. Phase II	DIPECHO	350.000,00	2003
Health programme for families in Jalapa and San Fernando (Nueva Segovia). Nicaragua	UE-DELEGACIÓN	397.841,00	2003
Educational programme on early warning of hurricanes and tropical storms in Guatemala	DIPECHO	169.362,59	2003
Improving the living conditions of the indigenous people in the regions of Chenalhó and Ocosingo affected by the Chiapas conflict. México	ECHO	400.000,00	2003
Assistance to Returnees and Conflict War Affected Communities in the North and East of Sri Lanka. 2nd Phase	ECHO	585.000,00	2003
Disaster Preparedness and response system in Sinnar, White Nile and Blue Nile States in Sudan	ECHO	365.000,00	2003
Post-conflict basic rehabilitation of primary health and sanitation services in the rural area of Bie in Angola	ECHO	207.500,00	2003
Emergency operation to improve water and sanitation facilities for the people affected by the floods in Sri Lanka	ECHO	500.000,00	2003
Humanitarian assistance to displaced families and those at risk due to the conflict in the Departments, Colombia	ECHO	775.000,00	2003
Health assistance in the region of Kalonda Est. DRC.	ECHO	300.000,00	2003

Promotion and spreading of human rights: strengthening free press and public entities in charge of human rights and the protection of children and women. Ivory Coast	EUROPEAID B7-701	638.853,00	2004
Reducing poverty in the provinces of Soum, Bam et Passoré, through food security, by putting into practice an integral plan to diversify rural activities. Burkina Fasso	EUROPEAID B7-201	687.241,98	2004
Support to social and working conditions for mutilated people victims of the conflict in Luanda, Angola	EUROPEAID B7-6000	166.500,00	2004
Full development of 10 indigenous communities in Delta Amacuro, Venezuela	EUROPEAID B7-6000	498.750,00	2004
Improving living conditions in the saharai refugee camps: distributing goods for clothing and rehabilitation of family tents for women.	ECHO	580.000,00	2004
Supporting the social and working inclusion of mutilated people victims of the conflict in Luanda, Angola	EUROPEAID B7-6000	166.500,00	2004
Development operation in 10 indigenous communities in Delta Amacuro, Venezuela	EUROPEAID B7-6000	498.750,00	2004

3.5 Have you discussed this proposal with ECHO's technical assistance office in the country/region of operation?
Yes ☒

The proposal has been discussed and agreed upon with the Project Coordinator of the European Community Office in Guatemala, Mr. Alberto Guinda, responsible for the PRRAC Projects and contact for ECHO in Guatemala, who expressed his agreement by the European Community complementing of the initiative. He also highlighted the coordination carried out by CONRED and its regional and local referrals. In the preparation of this proposal there have been a number of contacts with the ECHO representative in Nicaragua.

4. OPERATIONAL FRAMEWORK

4.1. Title of the Operation:

"Strengthening of the Capacities for Disaster Mitigation in the Municipality of Cobán and in 30 Communities of the Chixoy River Basin."

4.2 Exact location of the operation – map, see Annex 1

The project was implemented in the department of Alta Verapaz, in northwestern Guatemala. The northern part of Alta Verapaz shares its borders with the department of Petén, to the south with the department of Baja Verapaz, to the west with the department of Quiché, and to the east with the department of Izabal.

The municipality of Cobán includes the capital of the department of Alta Verapaz and it is surrounded by various neighboring municipalities. To the north, it borders Ixcán and Quiché, two municipalities of the department of Quiché, the limits of this territory are

molded by the Chixoy River (a total of 176 km). To the south, it borders Tamahú, Tactic, Santa Cruz Verapaz, and San Cristóbal Verapaz, to the east with Chisec, San Pedro Carchá, and San Juan Chamelco, and finally, to the west with Uspantan.

The 10 nucleus communities selected for this project and the 20 influence communities are all on the riverbanks of the Chixoy River. The average distance to the municipal capital of Cobán is of 80 km. Four nucleus communities are located in the high region of the Chixoy River basin. As the four of them will assist two influence communities, the total number of communities in this area will be 12. In the lower part of the basin, there are 6 nucleus communities, and each will have two influence communities, totaling 18 communities in the lowest part of the Chixoy River basin.

4.3. Initial date for field activities (Operation initial date):

01 February 2005.

4.4. Duration in months: 15 months

4.5. Beneficiaries:

4.5.1.

- For the 10 nucleus communities, the exact data is the following:

General Information of the 10 Nucleus Communities							
Micro Regions of the Municipality of Cobán	Communities	Number of Inhabitants	Female	Male	Of which < 14 years of age	% of indigenous peoples	% of Ladinos
Micro region III "Santa Lucía"	1. San Luis Palo Grande	449	224	225	243	100%	0%
	2. Santa Martha SALINAS	361	182	179	169	100%	0%
	3. Isla de las Tortugas	162	73	89	87	72%	28%
	4. El Progreso	102	50	52	44	83%	17%
Micro region IV "Salacuín"	5. Ixloc San Pedrito	89	44	45	53	95.50%	4.50%
	6. Bempec El Castaño	177	94	83	88	95.50%	4.50%
Micro region V "Nimlajacoc"	7. Copal AA La Esperanza	497	252	245	240	100%	0%
	8. Chumilá Ixila 2	213	106	107	107	100%	0%
Micro region VI "Nimlasachal"	9. Las Pacayas	184	95	89	93	100%	0%
	10. Yalsec Sepur	251	145	106	143	100%	0%
Total	10 communities	2,485	1,265	1,220	1,267	94.6%	5.4%

General Information of the 20 Satellite Communities							
Micro Regions of the Municipality of Cobán	Communities	Number of Inhabitants	Female	Male	Of which < 14 years of age	% of indigenous people	% of Ladinos
Micro region III "Santa Lucía"	1. Nuevo Amanecer El Plan	2,443	1,245	1,198	1,074	1	43%
	2. Yalicar 15 de Septiembre						
	3. Senojá						
	4. Unión Buenavista (El Peyán)						
	5. Triunfo Nueve Cerros						
	6. Sebol						
	7. Pie del Cerro						
	8. San Jorge la Unión						
	9. Entre Ríos						
	10. Tierra Blanca Chixoy						
	11. Las Brisas de Chimpantum						
	12. El Zapotal 1						
	13. Las Brisas						
Micro region IV "Salacuín"	1. San Pedrito	1,120	526	594	478	1	16%
	2. Saholom						
Micro region V "Nimlajacoc"	1. La Libertad Xalá Rocjá	1,189	567	622	460	1	13%
	2. Samultequén						
Micro region VI "Nimlasachal"	1. Sawachil	1,144	577	567	494	1	0%
	2. Chumila Ixila 1						
	3. Sacrabinal						
Total	20 communities	5,896	2,915	2,981	2,506	82%	18%

Consolidated							
Nucleus Communities	10	2,196	1,111	1,085	1,135	94.6%	5.4%
Influence Communities	20	5,896	2,915	2,981	2,506	82%	18%
Total	30	Approx. 8,381	Approx. 4,180	Approx. 4,201	Approx. 3,773	88.3%	11.7%

The information about the beneficiaries was collected from official institutions (SEGEPLAN, Municipality of Cobán) and is based in the latest population census (Census 2002). In addition, the team has collected data directly from the communities through field visits.

However, the data is old, and thus not very trustworthy. In addition, due to the investigation systems and processes used in Guatemala, it is not possible to specify the age of the beneficiary population.

Thus a base line study was planned at the beginning of the project's implementation. Through this study, it is possible to identify the beneficiary population more specifically. ***In addition, the base line study will be executed in such a way that the data collected may be accessible to ECHO.***

4.5.2. Identify the status and provide details of the beneficiaries:

Of the beneficiaries, 50.25% are male and 49.75% female, and 74.21% of the population oscillates between the ages of 7 and 64, with the greatest percentage in the group between 18 and 64 years of age (45.51 %).

Of the beneficiaries, 80% belong to the Q'eqchi ethnic group, and the Q'eqchi language predominates. The majority of the men are bilingual, while most women speak Q'eqchi only. Of the direct beneficiaries of the project, 73% live in extreme poverty and has an illiteracy rate of 78%. Of the communities, 79% lack health infrastructure, and 93% have food security problems, that is, they do not have sufficient food reserves to last a year from what they produce. Average annual family income is below Q 4,320.00 (€469).

"Benefited" Population

The entire population of the Municipality of Cobán will benefit from the project through the Municipal Emergency Plan: Population of the Municipality of Cobán: 144,461.

At the institutional level, the entire CONRED system will be benefited in the following departments of the country.

CONRED Institucional Level	Direct Beneficiaries
CONRED	53 Institutions at the national level
CODRED	Approx. 50 institutions at the departmental level
COMRED	Approx. 50 institutions at the municipal level

The CONRED System at the national level consists of 53 institutions, which are also beneficiaries of the aforementioned project, among them:

- National Seismology, Vulcanology, Meteorology, and Hydrology Institute (INSIVUMEH)
- Municipal Firemen Corps
- Volunteer Firemen Corps
- National Council of Protected Areas (CONAP)
- Guatemalan Red Cross
- Social Investment Fund (FSI)
- National Fund for Peace (FONAPAZ)
- National Statistics Institute (INE)
- National Forestry Institute (INAB)
- Municipal Foment Institute of Guatemala (INFOM)

- Education Ministry
- Agriculture, Cattle, and Food Ministry
- Environment and Natural Resources Ministry
- Communications, Infrastructure, and Housing Ministry
- National Defense Ministry
- Energy and Mines Ministry
- National Civilian Police
- Rafael Landívar University
- University of San Carlos de Guatemala
- University of Valle de Guatemala

4.5.4. What are the identification mechanisms and criteria?

The project's area of influence has been identified jointly with the Guatemalan Red Cross and the CONRED Executive Secretariat at the national and regional level. The criteria to select the Chixoy River basin in the Department of Alta Verapaz have been the following:

- The area has been given priority by the CONRED and the CRG in their national policies.
- It was one of the areas hit hardest by Hurricane Mitch in 1998.
- Due to its lack of communications, remoteness, and difficult access, the area has not had the privilege of NGO and governmental interventions, unlike other areas of Verapaz.
- The area includes the upper and lower parts of a basin to be able to implement integral activities working in mitigation and prevention at the same time.
- The high risk of flooding in the lower part of the basin due to it being flat, with a highly saturated soil.
- The high risk of landslides in the upper part of the basin due to its level of deforestation and due to the high growth of population (migratory).
- High risk of earthquakes.
- Area with multiple vulnerability factors before humanitarian disasters (famine, high infant mortality rate, extreme poverty, epidemics, etc.)
- The possibility of providing continuity to the development process taking into account the experience of project PRRAC/G/SU/03/062.
- The possibility of using the experience in this area (it includes a municipality that in turn is the departmental capital) as a model for the drafting of a coordination procedures manual of the COLREDs to the CONRED at the regional level.

The selection criteria of the 20 influence communities are the following:

- Their location on the Chixoy's riverbanks.
- The risk of the population of flooding and earthquakes.
- Vulnerability of the population (multiple factors; poverty, accessibility, communications, indigenous origin, situation of women, participation spaces in local forums, organization, etc.)
- Current state of possible temporary shelters, evacuation routes, and local early warning systems.
- The interest of the people and the local authorities.
- Acceptance and credibility level of the Guatemalan Red Cross in the area of influence.
- The population's current knowledge of disaster prevention and mitigation.
- Commitment and collaboration from the local authorities.

The selection criteria of the 10 nucleus communities include the following:

- Their strategic location:
 - To install mediation points and communications radios.
 - Their wide area of influence with relation to other communities participating in the project.
- Existence of a strong community organization.
- Acceptance by the community as a nucleus community ("leader") by other communities in the area of influence.
- Accessibility for the transfer of construction material.
- Possibility of coordinating with other institutions so as not to duplicate efforts.

4.5.5. To what extent and in what way were the beneficiaries involved in the design of the operation?

- At the institutional level:
 - At the central and departmental level the Guatemalan Red Cross has participated in the entire identification of the project and its drafting
 - Two intensive workshops were carried out with the Executive Secretariat of the National Disaster Reduction Coordinator, identifying possible areas of intervention, and objectives at the communal and institutional level.
 - A representative of the regional office of the SE-CONRED accompanied the team to the field to visit the communities, establish contacts with the local leaders, and to investigate the feasibility of the project in the area of intervention.
 - Local, municipal, and departmental authorities were involved in the decision-making process regarding the area of intervention and the project's nucleus communities (see attached letters of interest).
- At the community level:
 - The project is based on the interest expressed by the population in the area of influence for a project focused on disaster mitigation and prevention.
 - The communities have been visited, the leaders have been consulted, a survey was carried out to obtain basic information, and the leaders had the opportunity to express the type of disaster mitigation project and/or infrastructure for the improvement of shelters they considered adequate in their community.

4.5.6 Activity Sectors

- Sector 1: Community/local level
- Sector 2: Municipal level
- Sector 3: Departmental level
- Sector 4: Nacional level
- Sector 5: Regional level
- Sector 6: Institucional level

4.5.7 Provide the following data for each sector

- Sector 1: Local level
 - 8,381 direct beneficiarios
 - Women: 4,180
 - Men: 4,201
 - Below the age of 14: 3,773

- Part of the 30 communities intervened.
- Sector 2: Municipal level:
 - 20 people as direct beneficiaries, who will be able, after having been trained, to serve the population of the municipality: 144,461 people
 - Women: 4
 - Men: 21
 - Members of COMRED, representing different institutions at the municipal level.
- Sector 3: Departmental level
 - 20 people as direct beneficiaries, who after training will be able to serve the entire population of the Department of Alta Verapaz.
 - Members of the CODRED, representing various institutions at the departmental level.
- Sector 4: Nacional level
 - A total of 106 direct beneficiaries.
 - 6 direct beneficiaries, who after the entire process, may serve the entire population in disaster prevention and mitigation activities
 - Women: 1
 - Men: 5
 - Members of the regional and national CONRED office.
 - 100 direct beneficiaries, who after participating in the DIPECHO National Seminar have the capacity to apply the lessons learned and presented from the project.
- Sector 5: Regional level
 - 50 direct beneficiaries who after participating in the DIPECHO Regional Seminal have the capacity to apply the lessons learned and presented from the project.
- Sector 6: Institucional level:
 - 20 volunteers
 - Women: 3
 - Men: 17
 - Volunteers of the Cobán Red Cross branch

Code	SECTOR. Disaster Preparedness and Mitigation	Description of Beneficiaries	Total Specified Beneficiaries
01 08. 02. .	Improvement of public dedication and awareness	<i>Population of the Municipality of Cobán</i>	144,461
01 08. 03. .	Mitigation works	<i>Population of 30 communities</i>	8,381
01 08. 04. .	Mapping and digitalization of data	<i>Population of the Municipality of Cobán</i>	144,461
		<i>COMRED</i>	50
		<i>CODRED</i>	50
		<i>SE-CONRED Regional Office</i>	6
01 08. 05. .	Education	<i>Population of 30 communities</i>	8,381
		<i>Teachers</i>	26
01 08. 06.	Early Warning Systems	<i>Population of 30</i>	8,381

.		<i>communities</i>	
01 08. 07.	Investigation and Diffusion	<i>Participants of DIPECHO National Seminar</i>	100
		<i>Participants of DIPECHO Regional Seminar</i>	50
01 08. 08.	Coordination	<i>Population of 30 communities</i>	8,381
		<i>COLRED</i>	136
		<i>COMRED</i>	50
		<i>CODRED</i>	50
		<i>CONRED</i>	6
		<i>Guatemalan Red Cross Volunteers</i>	35
01 08. 09.	Institucional Strengthening	<i>CODRED members</i>	50
		<i>Guatemalan Red Cross Volunteers</i>	20
		<i>SE-CONRED Regional Office</i>	6
01 08. 80.	Creation/training of the local capacity	<i>Population of the Municipality of Cobán</i>	144,461
		Population of the communities practicing drills	8,381
		Population of the communities trained (prevention and mitigation)	600
		Community Response Teams trained	300
		COLRED members trained	136
		COMRED members	50
		CODRED members	50
		SE-CONRED members	4
		Teachers	26
		Red Cross Volunteers	20
Grand Total			153,050

4.6. Main Objective:

Contribute to the reduction of risks and vulnerabilities to disasters of the population of the Municipality of Cobán and the communities along the basin of the Chixoy River and the Department of Alta Verapaz, in Guatemala.

4.7. Specific Objective of the Operation

4.7.1. Specific Objective

The communities that inhabit the Chixoy River basin have strengthened their disaster mitigation, preparedness, and response capacities in concordance with the CONRED system at the regional, departmental, municipal, and local level.

4.7.2. Indicator(s) and source(s) of verification

Indicators:

- ⇒ IOE1: 10 COLRED are formed, trained, working, and recognized by the official organizations.

Executed 100%

Of the 10 foreseen COLRED, 14 **(an additional 40%)** were organized and accredited by the project; Cobán, Alta Verapaz.

- ⇒ IOE2: 20 community response teams are formed, trained, working and recognized by the official organizations.

Executed 100%

Of the 20 community response teams initially proposed, 15 community response teams from the project satellite communities are organized, the remaining five were officially accredited as COLRED by the CONRED.

- ⇒ IOE3: There are 10 local emergency plans.

Executed 100%

Currently, there are 14 Local Response Plans officially approved by the CONRED (for an equal number of COLREDs). In addition, the 15 Community Emergency Committees formed have their respective local response plans.

- ⇒ IOE4: There is 1 Municipal Emergency Plan.

Executed 100%

Currently, the COMRED has a Municipal Emergency Plan, drafted, approved, and validated with the drill carried out at the municipal level.

- ⇒ IOE5: There is 1 manual with coordination procedures in three levels; departmental, municipal, and local.

Executed 100%

The execution of the project allowed the drafting of the COE/SCI Manual (Emergency Operations Center/Incidence Command System). This manual will serve as a reference to the members of the municipal coordinator for the reduction of disasters, upon the activation of the COE/SCI in the municipality of Cobán, Alta Verapaz.

⇒ IOE6: All the plans have been examined through drills.

Executed 100%

Of the 10 foreseen plans (one per community), simulation and drill exercises were organized in 21 of the 30 communities attended by the project.

In total, there were seven nucleus communities and 14 satellite communities where simulation and drill exercises took place; this allowed identifying the strengths and weaknesses at the moment of executing an emergency in real time.

Verification Sources:

- ✓ Monitoring reports.
- ✓ Local Emergency Plans.
- ✓ Municipal Emergency Plan.
- ✓ Final evaluation reports.
- ✓ Evaluation reports regarding the drills.

4.8. Results and Indicators

4.8.1. Result 1, relevant indicators and source(s) of verification

☞ **R.1.-** The communications and coordination system between the CONRED, the regional office of the CONRED, CODRED, COMRED, and COLRED is established, validated, and operating for the Municipality of Cobán and the 30 communities of the Chixoy River.

Indicators:

- **1.1.-** A manual of "Coordination Procedures (COE and SCI)" for the CONRED system is drafted, validated, and in practice. The lessons learned from the trainings and the drill processes are identified.

Executed 100%

From June 2005, the members of the COMRED of the Municipality of Cobán, CODRED from Alta Verapaz, SE-CONRED Region II, the Director of the national organization of the SE-CONRED, and the project's technical team have been consulted regarding the expectations of the Manual of the Emergency Operations Center and the Incident Command Systems.

Starting from the consultancies, the Terms of Reference were drafted to hire the Consultancy "EOC (Emergency Operations Center) and SCI (Incident Command System)".

The work produced the final document: "COE/SCI Manual", this manual will serve as reference to the members of the municipal coordinator for the reduction of disasters, upon the activation of the COE/SCI in the municipality of Cobán, Alta Verapaz.

- **1.2.-** All the members of the CONRED System demonstrate during the drills a good coordination and a clear communication, following Coordination Procedures and the Emergency Plans.

Executed at 80%

The SE-CONRED Region II, based in Cobán, participated actively in the continuous training process directed to members of the COMRED, CODRED, which culminated with a drill that took place in April 2006, where the elements developed during the entire project's execution period were put into practice.

This drill process was also developed in the communities with the COLRED and the educational centers, where the schools and the members of the communities participated actively.

- **1.3.-** The Coordination Procedures are adapted to the rural Q'eqchi population.

Executed at 95%

In June, the technical team developed the community training program with the following modules:

1. Basic Concepts for Risk Management; which included issues of alerts in case of emergency.
2. Response Planning when facing Emergencies.
3. Rescue, First Aid, and Evacuation.
4. Assessment of Damages and Analysis of Needs.
5. Temporary Shelters, which included issues of Communications logistics.

The educational materials of the aforementioned modules were designed taking into consideration the Risk Management Manual, manuals from the "It is Best to Prevent" series from the International Federation of the Red Cross, the educational material of the SE-CONRED, Action Against Hunger, the Rafael Landívar University, and CARE.

The modules were very useful both for the panning of preparedness and response actions, as well as the various training and learning processes promoted at the community level.

A consultancy was hired to adapt and validate the materials to the Q'eqchi language; the materials were used and delivered to the 30 communities, specifically to the Educational Centers and COCODEs (Community Development Councils).

The final documentation consisted of 5 educational modules already translated to the Q'eqchi language, and 3 posters: 1 that included information about the cycle of disasters, 2 that included the 7 principles of the Red Cross Movement, and 3 with the basic concepts of risk management.

The educational modules also have a presentation in the flipchart version; these were not translated to the Q'eqchi language due to time constraints.

Before having the physical version of the materials printed in the Q'eqchi language, the training in the communities was imparted in the Q'eqchi language by the members of the project Technical team and the Volunteers of the Guatemalan Red Cross, of which (3 of the team and 6 volunteers) have Q'eqchi as their native tongue, and others who improved it (being a second tongue) and/or learned it as the project was being executed.

For this reason, the printing of materials in the Q'eqchi language did not represent a delay in the community education and training process, though it is clear that the arrival of the printed material allowed reaffirming concepts and now the communities have quick reference and back-up materials.

Verification Sources:

- ✓ Signed consultancy and professional service contracts.
- ✓ Printed procedures manual
- ✓ Aide-memoirs from the drafting process and validation of the manuals.
- ✓ Educational material is printed.
- ✓ Property transfer deed.
- ✓ Drill assessment report in three levels (departmental, municipal, local).
- ✓ Planning of training monitoring.

4.8.2. Result 2, Relevant Indicators and Verification Source(s)

- ✎ **R.2.-** The COMRED of Cobán and the CODRED of Alta Verapaz, as well as the GRC Branch in Cobán have been strengthened to coordinate risk activities, and disaster preparedness and response at the local, municipal, and departmental level.

Indicators:

- **2.1.-** The SE-CONRED Regional Office has functioning office furniture and equipment.

Executed 100%

The provision of equipment followed a transparent quote process with the participation of members of the SE-CONRED, the Guatemalan Red Cross, and the Netherlands Red Cross, after which the office equipment was officially delivered. (See annex 2)

The official delivery of the office equipment for the Regional Headquarters of the SE-CONRED was performed by the President of the Guatemalan Red Cross. Present in the transfer ceremony was the CONRED Executive Secretary, the Liaison and Coordination managers, Community Organization, and Coordination of Regional Headquarters, as well as departmental and municipal authorities, members of the COMRED, and representatives of the communities of influence of the DIPECHO IV project in the region.

The materials and equipment are being used by the SE-CONRED Region II (headquarters Cobán) to provide support and follow-up to the various activities oriented to mitigate risks.

- **2.2.- Organization and Training of the COMRED Cobán and CODRED de Alta Verapaz.**

Executed 100%

Along with the SE-CONRED Region II, the Municipality of Cobán, Alta Verapaz and the Technical Team, the Municipal Coordination Office for Disaster Reduction (COMRED) was established in May 2005 for this municipality. (Establishment agreement available)

The organization process included the training both of the members of the COMRED and the CODRED (Departmental Coordinator for Disaster Reduction), in addition, there was the presence of the Municipality of Cobán and more than 50 different organizations that have interventions in the area.

The topics imparted during the training process were:

- ✓ Multiple Threat Response Plan.
- ✓ Emergency Operations Center.
- ✓ Incidence Command System.
- ✓ Assessment of Damages and Analysis of Needs.
- ✓ SPHERE Project.
- ✓ Management of Supplies (SUMA)
- ✓ Drills and Simulations.

On average there were 30 representatives from institutions comprising the COMRED.

During the training process, four commissions were conformed:

- ✓ Planning and Liaison
- ✓ Preparedness.
- ✓ Response.
- ✓ Rehabilitation.

The Main team was formed. This team will make the respective decisions, and the Municipal Mayor is the President of the Municipal Coordinator.

After a reorganization process promoted by the project, the CODRED of Alta Verapaz, in wide coordination with the departmental government and the SE-CONRED Region II, was restructured in the presence of 16 organizations in October 2005.

The process of reinforcement through training began in June 2005 under the responsibility of the SE-CONRED Delegation and the Guatemalan Red Cross through the DIPECHO IV project. In addition, the validation and socialization of the institutions comprising the COMRED and CODRED was carried out through a participative methodology that produced effective assignments in the roles and functions of the members of the commissions established.

Summary of Training provided to the COMRED

COMRED Training		
Nº	Topic	Date
1	Municipal Response Plan	04/10/05
2	COE	19/10/05
3	SCI	09/11/05
4	EDAN	01/12/05
5	Spehere	01/02/06
6	Management of Supplies	16/03/06
7	Drill	April 2006

Summary of Training provided to the CODRED

CODRED Training		
Nº	Topic	Date
1	General Concepts of Risk Management	03/10/05
2	Municipal Response Plan	10/11/05
3	COE	30/11/05
4	SCI	08/12/05
5	EDAN	01/12/ 05
6	Sphere	01/02/06
7	Management of Supplies	16/03/06
8	Drill	April 2006

- **2.3.-** At least 50 members of the COMRED (25) and CODRED (15), including the Guatemalan Red Cross, Cobán branch, demonstrated in the practice drills that they act according to the coordination procedures.

Executed 90%

After the educational and training processes, a drill was carried out to practice the knowledge acquired. It is worth mentioning that the training included practical drill exercises and case studies that allowed the assessment and monitoring of the assimilation of the standardized protocols for emergency attention, both with the people, and with the resources available and received.

The process strengthening the COMRED and CODRED allowed making the municipal drill operational, with the participation of actors within the department; carried out in April 2006, where the local authorities and media played the responsible and leading role that is their competence, where the work and the capacity for action was projected, and which produced valid lessons and reflections to respond to an emergency.

The drill also had the participation of 14 Local Coordinators, with the objective of joining attention and response actions that allow the activation with the proper

channels and with the organization that the case deserves. At the conclusion of the event, the community members of the COLRED thanked the opportunity to participate in the activity, as it allowed them to know with greater detail the actions to be taken in the required cases, as well as to have better links with the CONRED system.

There are reports of the participation of 15 institutions, plus the media and 14 COLRED, as well as members of the Guatemalan Red Cross, Cobán branch.

- **2.4.-** Seven members of the technical team, with at least 20 volunteers from the Guatemalan Red Cross Cobán branch and other CONRED System institutions are trained to facilitate the processes of the project.

Executed 100%

The process to enlist new volunteers began in July 2005. After some informative meetings, the small Selection Committee chose a group of 20 volunteers who received training before heading to the field to help with the implementation of the training program. To date, all these volunteers have been trained in first aid and risk management.

Within the project technical team, 8 members were trained in the various topics of Risk management and first aid, and on average 30 institutions that form the COMRED and CODRED, were also part of the training and educational process.

To support the training process in the communities, 150 copies of flipcharts were printed on the following topics: Community education and preparedness in risk management; Temporary shelters; and Assessment of damages and needs. (50 copies of each)

As part of the educational and training process, 1089 posters were printed in the following topics: Fundamental principles of the Red Cross; Cycle of disasters; and Basic concepts of risk management.

- **2.5.-** At least 15 Red Cross volunteers are actively working jointly with the communities. Ten of them are specialized in first aid, 5 in risk management, and 5 in community early warning systems.

Executed 100%

The volunteers, accompanied by members of the Technical Team, participated in the community training process. The main activity was framed in celebrating community meetings with the objective of training the 30 communities in topics related to disaster prevention and that allowed the drafting of the Community Response Plan.

In addition, the volunteers carried out a specific activity destined to collect and update the requirements that the 14 COLREDS had to present to the CONRED for their accreditation.

**Training Imparted to the CRG Volunteers
Dipecho IV 2005-2006**

Date	Topic	Number of Volunteers Participating		
		Men	Women	Total
03 July 2005	General Information about Volunteers for the Project DIPECHO IV	12	05	17
16 July 2005	Information about the Project DIPECHO IV.	20	06	26
4 to 6 July 2005	School Safety Course –CUSE-	07	03	10
17 July 2005	Fundamental Principles and Values of the Red Cross and the Red Crescent. Organization and work of the Red Cross and the Red Crescent.	14	12	26
19 July 2005	Preparation and Logistics for filling the CAP Surveys -	11	02	13
26 July 2005	Volunteer Policies Rights and Duties of Volunteers	10	03	13
09 August 2005	General Terms of Risk Management.	15	07	22
10 August 2005	Community Response Planning.	13	05	18
19 October 2005	Emergency Operations Center Workshop – COE-	06	04	10
10 November 2005.	Incident Command System Workshop –SCI-	05	02	06
29 November 2005	Basic First Aid Workshop	11	05	16
17 to 19 December 2005	Course on Assessment and Needs Analysis.	09	03	12
01 to 03 February 2006	SPHERE Course	06	04	10
16 March 2006	SUMA Workshop	04	01	05
March and April 2006	Drills and Simulations	06	02	08

Source: Internal data, May 2006

After the appropriate training process, it is worth mentioning that the Red Cross volunteers became community trainers, developing the topics of Modules I, II, III, IV and V, which contain material and information required to promote development processes in the topic of risk management.

Verification Sources:

- ✓ Municipal Risk Diagnostic.
- ✓ Municipal Emergency Plan.
- ✓ Aide-memoirs of the meetings with the COMRED and CODRED, and of the coordination meetings with the various members of the institutions.
- ✓ List of participants in the trainings to the COMRED and CODRED.
- ✓ Instructor Diplomas for EDAN.
- ✓ Evaluation reports for the drills.

4.8.3. Result 3, Relevant Indicators and Verification Source(s)

- ☞ **R.3.-** The communities strengthened their capacity to mitigate and respond to flooding and earthquakes.

Indicators:

- **3.1.- COLRED is working in 10 nucleus communities and there are Community Response Teams in 20 communities.**

Executed 100%

The communities organized themselves in Community Response Teams or COLREDs. According to the criteria established by the CONRED, the Community Response Teams must undergo a training and learning process on several issues, have Response Plans in the community, validation of these plans through drills and/or simulations, among others, and once they are fulfilled, these Community Response Teams go to a new level and are accredited as COLRED by the community.

Of the 10 COLREDs foreseen, 14 were organized and accredited (**an additional 40%**) in the regions of Santa Lucía, Salacuim, Nimlajacoc, Nimlasachal of the Municipality of Cobán, Alta Verapaz.

In a formal act, in the presence of the SE-CONRED, Municipal Government, and the media, the accreditation process of the 14 COLREDs took place, and they were also granted identification cards with their respective indicative gear.

In addition, of the 20 Community Response Teams initially proposed, 15 are organized in the satellite communities of the project, while the remaining five were accredited as COLREDs.

In our judgment, these 15 Community Response Teams already have the capacity required to be recognized by the SE-CONRED as COLRED, the respective process will be necessary with the SE-CONRED.

List of COLRED and Community Emergency Committees

Nr	COLRED	Community Emergency Committees
1	Triunfo 9 Cerros.	Samultequéen.
2	Sn. Luis Palo Grande.	Chumilá Ixilá I.
3	Sn. Jorge La Unión.	Sacrabináh.
4	Brisas de Chixoy.	Sawachil I.
5	Santa Martha Salinas.	Tierra Blanca Sebol.
6	Pié del Cerro.	Entre Ríos.
7	Isla de Las Tortugas.	Senojhá.
8	El Progreso.	Yalica 15 de Septiembre.
9	Tierra Blanca Chixoy	Nuevo Amanecer El Plan.
10	Ixloc.	Saholom.
11	Bempec El Castaño.	La Libertad Xalá Rocjá.
12	Copal AA La Esperanza.	San Pedrito.
13	Chumilá Ixilá II.	Zapotal I
14	Sn. Isidro Las Pacayas.	El Peyán.
15	-----	Brisas de Chimpantum.

Source: Internal Data, April 2006

In the nucleus community of Yalsec Segur it was possible to accredit the COLRED due to distinctive cultural factors of the community and the fact that the educational process could not be completed.

- **3.2.-** 100% of the nucleus communities and at least 4 people from the community are trained in the use of Community Early Warning Systems.

Executed 100%

The diagnostic process of the Local Early Warning Systems began in May through the community assemblies. The intention was to identify the mechanisms used by the communities for the different types of threats in situations that merit making decisions for evacuation and locating safe places.

Within the diagnostic process and continuous visits to the communities, some warning instruments were identified as being in use by the communities such as: Whistles, horns, and bells.

Based on the recommendations given by the consultancy hired for the EWS, 3 base radios were installed in the communities of: Copal AA La Esperanza, San Luis Palo Grande and Santa Martha Salinas. These bases are connected to the network established by the SE-CONRED, Region II. Three rain gauges, of the "NOVALYNX" brand, model 260-2510 were also installed in the three communities for their management by the members of the COLRED.

Through the various training processes all the nucleus and satellite communities have been trained in mechanisms to activate and link the early warning system, with drills and simulation exercises.

In addition, four more people have been trained where the base radios and rain gauges were installed in the use and management of the equipment so as to establish a link in time and form with CONRED, respecting the SE-CONRED communications guidelines and protocol.

- **3.3.-** At least 70% of the nucleus communities have identified and executed small participative disaster mitigation and /or preparedness projects.

Executed 100%

Of the 7 nucleus communities foreseen, small projects were executed in 9 of them (**an additional 20%**). In addition, projects were carried out in **19 satellite communities**, originally not foreseen.

In May, based on the comments from the ECHO representatives during their first visit, the Technical Team reviewed the Funds Rules for Small Project. This rule book regulates the way that small projects are drafted, carried out, and financed. The fund will be destined to the implementation of small participative disaster mitigation and/or preparedness projects to strengthen the social network of the communities and to reduce the vulnerability conditions of the inhabitants, according to what is established in the participative diagnostic carried out by the communities.

At first, the execution of small projects was foreseen only in the nucleus communities, but as the trainings was imparted, the need to execute projects in all the communities was identified, based on the expectations that learning about issues related to risk management generated on the population.

Summary of Small Community Mitigation and/or Adaptation Projects

Nr	Region	Community	Status	Beneficiaries (inhabitants)	Title of Project
1	Santa Lucía	Santa Marta Salinas	Nucleus	250	Early warning systems (Amplification, speakers, and solar panel)
2		Brisas de Chixoy	Satellite	178	Building of Communal Hall, for alternative/optional temporary shelter.
3		Senojhá	Satellite	189	Early warning system; Telephone cabin, concrete floor, equipped with solar panel, neon lamp, telephone, and battery.
4		San Jorge La Unión	Satellite	204	Construction of telephone cabin, equipped with solar panel, telephone, and battery.
5		Pié del Cerro	Satellite	246	Improvement of the Communal Hall, for alternative/optional temporary shelter.
6		Isla de las Tortugas	Nucleus	168	Early warning system (Solar panel, amplification equipment, speakers, and solar panel)
7		Tierra Blanca Sebol	Satellite	200	Building of Communal Hall, for alternative/optional temporary shelter.
8		Tierra Blanca Chixoy	Satellite	168	Building of Communal Hall, for alternative/optional temporary shelter.
9		El Progreso	Nucleus	88	Building of Communal Hall, for alternative/optional temporary shelter.
10		Unión Buena Vista (El Peyán)	Satellite	150	Building of Communal Hall, for alternative/optional temporary shelter.
11		Las Brisas de Chimpantum	Satellite	276	Community Telephone, construction of telephone cabin, equipped with solar panel, telephone, lamps, and battery.
12		El Zapotal I	Satellite	343	Elevated tank: Construction of concrete base for the installment of an elevated tank for potable water.
13		San Luis Palo Grande	Nucleus	250	Circling of the school plot and construction of the kitchen for the school.
14		Entre Ríos Icbolay	Satellite	108	Emergency community shelter (Provision of solar panel, sound amplification system kit)

Nr	Region	Community	Status	Beneficiaries (inhabitants)	Project Title
15	Santa Lucía	Nuevo Amanecer El Plan	Satellite	168	Community center for emergency attention, provision of solar panel, sound amplification kit, conditioning of the floor and the premises. Temporary shelter.
16		Yalicar 15 de Septiembre	Satellite	296	Early warning system, provision of solar panel and sound amplification kit, battery and speaker.
17	Salacuim	Bempec El Castaño	Nucleus	240	Community nixtamal (corn meal) mill, allowing visualizing gender relations and improving the community's capacity to manage and act in the risk and economic spheres.
18		Saholom	Satellite	810	Planning of fruit trees (tommy mangoes, citrus) as part of environmental mitigation.
19		Ixloc	Nucleus	322	Improvement of artisan well.
20		San Pedrito	Satellite	96	For a Safe Roof.
21	Nimlajacoc	Copal"AA" La Esperanza	Nucleus	558	Provision of equipment to community first aid kit.
22		La Libertad Xalá Rocjá	Satellite	282	Construction of Communal Center and provision of response tools.
23		Samultequén	Satellite	144	Operations center for community emergency (provision with solar panel, sound amplifier, battery, and concrete floor)
24		Chumilá Ixilá II	Nucleus	180	Construction of telephone cabin, equipped with solar panel, telephone, and battery
25		Chumila Ixila I	Satellite	168	Early warning system, cabin with community telephone, equipped with solar panel, sound amplifier, battery, and speaker.
26	Nimlasachal	San Isidro Las Pacayas	Nucleus	117	Basic disaster response equipment, construction of a warehouse and provision of it.
27		Sawachil I	Satellite	150	Community telephone with solar panel and battery.
28		Sacrabináh	Satellite	106	Construction of a warehouse and provision of equipment with a tool kit for response.

The methodology used was strictly participative, the members of the community selected their project through community assemblies and taking into consideration they were strongly linked to risk mitigation. The training process developed at the community level allowed the community to identify its threats and vulnerabilities; afterwards a decision was made regarding which project would help them reduce their vulnerability.

The execution of these micro projects allowed a greater participation of the target population, from the process of identification itself; in turn, they carried out the balance between the risks and the actions of mitigation and/or adaptation among these.

Through the execution of these small projects, the people's capacity for organization and management of their own risks is channeled, given their involvement in the various community development processes.

Another important result to mention was the integration and participation of women from the various communities in the execution process of the small projects. As an example, we cite the communities of Bempec El Castaño, the Group of House Wives, who also are part of the COLRED, execute their small project.

It is recommended that in future projects the consideration be made to continue assigning human and financial resources to the identification, formulation, and execution of small community projects to mitigate and/or adapt risks.

No small projects were carried out in the community of Yalsec Zepur, it did not want to participate out of cultural and time situations.

- **3.4.-** At least 70% of the nucleus communities have equipment for rescue and first aid and at least 8 people are trained in the use of this equipment.

Executed 100%

Given the response from the communities and after the implementation of the training process in each one of them, the conclusion and agreement was reached to provide community first aid kits to all the communities, both the nucleus ones and the satellite ones, administered by the COLREDs and/or the Emergency Committee and the Health Guardian.

A total of **29** communities also received the community basic first aid course.

In addition, through the identification of needs in the communities, three of them determined to execute small projects oriented toward the provision of equipment for emergency attention and response: San Isidro Las Pacayas; Copal AA La Esperanza and la Libertad Xalá Rocjá.

- **3.5.-** At least 60% of the communities have performed drill exercises detailed by the Local Emergency Plans.

Executed 100%

Of the 18 foreseen communities, drill and simulation exercises were performed in 21 (**an additional 17%**) of the 30 communities attended by the project.

In total, drill and simulation exercises were carried out in 7 nucleus communities and 14 satellite communities; this allowed identifying strengths and weaknesses at the moment of having an emergency in real time.

- **3.6.-** At least 20% of the members of the COLRED are women.

Executed 100%

Currently, there is a total **29%** of female members in posts in Local Coordinators and/or Emergency Committees (**an additional 9%**). In addition, they are assuming leadership roles within the community structures.

During the meetings and trainings with the population in the communities, the participation of women was always encouraged, so that they became involved in the community reinforcement process.

In addition, it was explained to the husbands that it was very important for women to also be informed on the issue of disaster prevention and mitigation, as the men are frequently working in the fields, far away from the communities, and they are not always present in case of a disaster.

For this reason, the women have been informed of their importance in the development process and for them to be prepared to act in case of a disaster.

According to the attendance lists registered for the project, it is reported that 60% of the attendees are women.

To make the participation of women in the training easier, some Red Cross volunteers collaborate caring for children while their parents received training through child and participative dynamics focused on disaster prevention.

- **3.7.-** The manual of "Organization and Functioning of the COLRED" is drafted, validated, and in force.

Executed 100%

During the meeting of the Technical Committee of 19 September 2005, the decision was made regarding the terms of reference for the consultancy to draft the Manual "Organization and Operation of COLRED" and the announcement was made to hire an expert, Publisher in the largest national daily.

One-hundred copies were printed of each of the manuals. Currently, the manual has been printed and distributed in the 30 target communities, to the institutions that form the COMRED and CODRED, as well as the SE-CONRED, Region II.

- **3.8.-** The educational material is adapted for the rural Q'eqchi population.

Executed 100%

The translation and printing of each of the five educational modules was made according to the norms and procedures of the Academy of Maya Languages. (printing of 1,000 copies in total; 100 each):

Nº	Modules (Spanish)	Modules (Q'eqchi)
1	Community education and preparedness in risk management.	Tzolk ut kawresink komonil chi rix xkobl'al ib' chi ru ch'a'ajkilal
2	Response Planning	Xtusb'ankil ru li xsumenkil
3	Community First Aid.	Tenq'ank yaj sa'k'aleb'aal
4	Assessment of damages and needs.	Xtz'ilb'al rix xkíhal li rahilal ut li na'ajmank ru
5	Temporary shelters.	Rochochil komonil hiltasib'aal.

In addition, within the printed materials the posters with basic information stand out (Printing of 1089 posters in total):

Nº	Poster (Spanish)	Poster (Q'eqchi)
1	Fundamental Principles	Roqechal nakuutun re xna'len'il
2	Cycle of Disasters	Xb'ehul li raaxiik'
3	Basic concepts of risk management.	Aatin na'oksiman sa'xkolb'al ib'chi ru ch'a'ajkilal

All of these materials allowed reaffirming concepts, procedures, and techniques developed previously in the trainings. In turn, these materials are a permanent source of consultations and reference in the community.

Verification Sources:

- ✓ The COLRED organization and functioning manual is printed.
- ✓ Information and evaluation of drills made by COMRED and CODRED.
- ✓ Drill evaluation reports.
- ✓ Documents of the COLRED creation registered in the Municipality and in the SE-CONRED office.
- ✓ Participative diagnostic of risk and risk maps.
- ✓ Local Emergency Plans.
- ✓ Aide-memoirs of meetings.
- ✓ Attendance lists of the training performed in the COLRED.
- ✓ Final report of the CAP study.
- ✓ Delivery statements of materials for discovery and alert systems.
- ✓ Proposals for the small mitigation works.
- ✓ Minutes from the community assemblies.
- ✓ Transfer statements of the small works.
- ✓ Declaration of equipment delivery.
- ✓ List of participants in the trainings.
- ✓ Registry of COLRED members annexed to the Local Emergency Plan.
- ✓ Participation list of the training performed in COLRED.
- ✓ Minutes from the COLRED meetings.

- ✓ Contracts for the technical team.
- ✓ Commitment statutes from the Guatemalan Red Cross volunteers from the Cobán branch and the communities.
- ✓ Implementation strategy
- ✓ Sustainable gender and inter-cultural strategies.
- ✓ Monitoring strategy.
- ✓ Visibility plan.
- ✓ Administrative manual.
- ✓ Base line and final report.
- ✓ Final evaluation and audit report.
- ✓ Volunteer participation report.
- ✓ Participation list of topic courses.

4.8.4 Result 4, Relevant Indicators and Source(s) of Verification

✎ **R.4.-** The experiences and results of the project are shared with other organizations.

Indicators:

- **4.1.-** The project team co-organizes and participates in the DIPECHO National Seminar.

Executed 100%

The DIPECHO IV National Seminar took place in April 2006 in Guatemala City, in which the methodologies used in the three projects financed by the ECHO office for the IV appeal of the DIPECHO program were presented.

In addition to the DIPECHO partners, approximately 15 other institutions participated in the seminar, and they shared the diverse participative methodologies implemented in all levels: institutional and organizational.

Regarding the project, the organizational and planning level was showed, as well as the participative coordination and action mechanisms: Technical committees, steering committees, and the formulation and management of the municipal emergency plan.

- **4.2.-** Members of the project team share experiences and lessons learned with representatives of other DIPECHO projects in the region.

Executed 100%

In addition, in late April 2006, a Regional Seminar for all the projects financed by the DIPECHO IV Program was carried out in the city of Leon, Nicaragua.

Participants in the seminar included the organizations and executors of the DIPECHO IV Program projects in Honduras, Nicaragua, Guatemala, and El Salvador; as well as the regional project of the PAHO and the CRID (Disaster Information Regional Center based in Costa Rica) on the management of disaster information; members of the disaster prevention, mitigation, and response systems of each of the countries;

members of the CEPREDENAC (regional system) and members of international organizations working in risk management (FICR, UNICEF, OCHA, PAHO, etc).

This workshop served to share the tools generated in the projects of the DIPECHO IV Program, the priorities established in each of the national workshops for the DIPECHO V Appeal and to agree on the regional priorities for the next appeal.

- **4.3.-** A database with experiences, instruments, and methodologies of the project is established.

Executed 50%

Currently, all the project information has been collected, which contains the educational and reference materials used, the photographs made, the verification reports and statements, as well as the visit logbook; all available physically and electronically.

In addition, all the collected information is separated in folders according to content: by community, they contain plans, statements, basic information, risk maps, training plans, reports, and more, as well as the correspondence sent and received; by institution: COMRED-COMDRED, and of course the folders that contain the administrative files and back-up.

There is an interactive CD that contains information about the consultancy work carried out, including the manuals produced in the process.

Verification Sources:

- ✓ Lessons learned are shared with DIPECHO.

4.8.5 Result 5, Relevant Indicators and Verification Source(s)

- ☞ **R.5.-** Educational institutes strengthened their capacity to mitigate and respond to flooding and earthquakes.

Indicators:

- **5.1.-** At least 60% of the school population has performed drill exercises agreed upon on the Local Emergency Plans.

Executed 100%

The process culminated when of the 17 foreseen communities (which correspond to the expected 60%), drill exercises were performed in 20 communities of the 29 that have a school (**an additional 18%**), according to the school plans and community emergency plans.

The following stages were necessary for this to be achieved:

- In June 2005, the Departmental Education Directorate approved supporting the implementations of the School Security Course (CUSE) at the community level through the respective notifications to the providers of educational services with jurisdiction in the four regions where the project is active in the municipality of Cobán, Alta Verapaz.
- The CUSE workshop was performed from 04 to 06 July 2005 in the premises of the Cobán Benedictine Center. For its execution, there was support from three Volunteer Facilitators certified by OFDA. Attending the course were 11 teachers from the project's area of influence, 2 members of the National Civilian Police, project volunteers, relief workers from the Guatemalan Red Cross, Cobán branch, members of the USI-HA project, and members of the technical team of the DIPECHO IV project.
- The teachers multiplied the content in the schools, as part of the commitment they acquired. As a tangible weakness, not all the teachers replicated the content, as they felt insecure regarding the basic concepts.
- Once the contents of the CUSE were socialized with the remaining teachers and students, the formation of the School Safety Committees was achieved.
- Given the weakness found regarding the management of basic concepts, brief risk management workshops were designed for children and teachers, which were carried out by the volunteers and the project technical team in the schools of the communities. It is also worth mentioning that the support of the members of the COEDUCA (Educational Committee) and the members of the COCODE, integrated by parents and leaders, was always provided.

Verification Sources:

- ✓ School emergency plans.
- ✓ Participation lists of the training for teachers
- ✓ Participation lists of the training for children in the schools.

4.9 Activities

☞ Result 1:

Activity.1.1 A manual of "Coordination Procedures (COE and SCI)" for the CONRED System is drafted, validated, and in force.

Task.1.1.1 Hiring of an expert through terms of reference, consultancy..

Starting in June 2005, the members of the COMRED from the municipality of Cobán, the, CODRED of Alta Verapaz, the SE-CONRED Region II, the director of the national organization of the SE-CONRED, and the project technical team were consulted regarding the expectations of the Emergency Operations Center manual and the Incident Command System.

Starting from the consultancies, the Terms of Reference were written to hire the COE and SCI consultancies. These terms were revised and validated by the project

Technical Committee and published to hire the firm during the first days of October 2005.

Though the hiring of a consultant was foreseen in early October, the activity suffered delays due to the tragedy caused in the country by Hurricane Stan. This event forced the mobilization of human resources to the area of influence and thus the involvement in response activities for the communities and people affected, mostly members from the Selection Committee and Technical Committee (CONRED, Guatemalan Red Cross, Spanish Red Cross, and Netherlands Red Cross.

The negotiation process with consultants was carried out in November, and it was adjudicated to Dr. Víctor García, who began working in December 2005.

During the months of December 2005 and January 2006, various meetings were organized between the consultant and members of the Technical Committee to verify progress in the consultancy and exchange observations.

Task. 1.1.2 Validation of the First Draft.

In the first week of February 2006, consultant García presented the first draft, which was analyzed by part of the Technical Team, SE-CONRED, and the Guatemalan Red Cross Disaster Secretariat, and the document was returned to him with the respective observations.

The manual was presented in the third week of April, before the COMRED and CODRED, where this manual was harmonized with the Municipal Emergency Response Plan.

Later, they were used as tools in the municipal drills, carried out at the end of the same month.

The final version of the COE/SCI Manual was presented in late April.

Task. 1.1.3 Divulcation and Training Process.

The COE/SCI manual was distributed in the month of May to the COLRED and Local Emergency response Committees.

The manual was also delivered officially to the members of the COMRED, CODRED, and CONRED Region II; as well as the Guatemalan Red Cross.

The delivery of the manuals was accompanied by an interactive CD, which contains the manuals used, as well as maps and other reference documents.

Activity. 1.2 Kit of Educational Material Adapted to the Rural Q'eqchí Population.

Task. 1.2.1 Hiring of an expert through terms of reference for consultancy..

The process of hiring a consultant to adapt and validate the materials in the Q'eqchi' language began through the publishing of an appeal to present proposals in the most widely circulated daily in the country.

To carry out the translation of the education material, Module I to V, Mr. Juan Tzoc was hired starting in November.

The scope of the consultancy contemplated:

- ✓ Five educational modules already translated to the Q'eqchi language.
- ✓ Three posters (Cycle of Disasters, the Fundamental Principles of the Red Cross Movement, and Basic Concepts of Risk Management)

The delivery of the modules from 1 to 5 was made effective on 20 December, according to what was programmed.

Task. 1.2.2 Validation of the First Draft.

In the training regarding the educational material directed to the volunteers (facilitators of the trainings) the material has been validated. According to them, the material is good considering some suggestions like incorporating more participative dynamics and considering the use of some technical terms that could be too complex for the level of the communities.

The volunteers also made some observations to improve the presentation of the material.

In addition, through the training processes in the communities, the Technical Team and the volunteers validated the various topics and content of the 5 training modules, as well as its methodology and interactive dynamics with the population.

It is worth mentioning that the fact that some members of the team and volunteers spoke Q'eqchi allowed bringing the content and feedback in the native tongue of the communities.

In November 2005, the educational material of modules I to IV was drafted, validated, and approved by the Technical Committee.

Task. 1.2.3 Training of the team of facilitators for the Department of Alta Verapaz.

In June, the technical team developed the community training program with the following 6 modules:

1. Basic Concepts of Risk Management.
2. Response Planning in Case of Emergencies.
3. Rescue, First Aid, and Evacuation.
4. Assessment of Damages and Analysis of Needs.
5. Temporary Shelters.

The Red Cross volunteers were trained on the topics, according to the applicability of them in the communities. Once the respective "round" was closed in the respective

communities, the volunteers were introduced to a new topic, which was multiplied in the community meetings, under the technical guidance of the project technical staff.

The educational material proposed by the International Federation was essential for the training, as well as the remaining material used in the project.

In addition, a printed version of the manuals was delivered to the 30 communities being attended. The impact was very positive, as they claim that, in general, the institutions do not deliver this kind of material, and it serves as a reference and education tool, mainly at the level of the COLRED, Emergency Committee, COCODE, and COEDUCA.

Result 2:

Activity.2.1 Drafting of Risk Diagnostics and Vulnerabilities for the Municipality of Cobán.

Task.2.1.1 Hiring of Professionals.

In May 2005 the process to hire a consultant or firm for the drafting of a Risk Diagnostic for the Municipality of Cobán began. The appeal for this consultancy was carried out through personal invitations to businesses and consultants known by the Red Cross Consortium taking into consideration the link with the SE-CONRED.

Given that the project administration did not receive sufficient proposals with the experience and quality required, the project's Technical Committee backed by the Steering Committee decided to organize an open appeal through the most widely circulated daily in the country. This problem was communicated by the Red Cross Consortium to the ECHO representatives during their first visit to the project.

That is how the publication in the country's most widely circulated paper was made on 08 June 2005, establishing 14 June 2005 as the latest date for proposals. As a result, the project administration received 8 proposals for the drafting of the Risk and Vulnerability Diagnostic.

On 15 June 2005, the Selection Committee reviewed the proposals received; in this meeting, they were evaluated according to technical and economic aspects that responded to the project requirements and possibilities. Based on this first selection, the firms "Cordillera" and "Risk Management" were called to a meeting on 17 June 2005 to discuss the proposals and budget more closely.

Based on these results of these meetings, the decision was made to hire the firm Risk Management for the drafting of the Diagnostic of Risks and Weaknesses of the Municipality of Cobán, Alta Verapaz.

In the Steering Committee—composed also by the SE-CONRED—its representative stated it was not fully satisfied with the selection of the firm Risk Management, because some consultants from this company left the SE-CONRED due to internal problems. At the same time, they expressed their inconformity and reluctance to collaborate with the drafting of the risk diagnostic, and that they would only await the final report and the real data from the process.

As part of the scope of the consultancy, the company presented a timeline in which it committed to deliver the first draft on 31 August, as well as joint visits with the project team to the communities; these commitments were NOT fulfilled in the end.

Given the breach of contract of the firm, it was agreed with them to definitely cancel the contract through legal assistance expressed in the corresponding agreement. The firm committed to deliver the documentation available and its bill for the work performed.

The hiring process for the performance of the diagnostic began again through the publication in the most widely circulated daily in the country of the Terms of Reference, reviewed and validated by the project Technical Committee. In the first days of October, the consulting firm represented by Dr. Víctor García was selected, and it began work with a group of university students in December 2005.

The hiring and execution of this consultancy was affected by Hurricane Stan, for the reasons previously mentioned.

Tarea.2.1.2 Validation of Results

In the first week of February 2006, Dr. Víctor García presented the first draft, which was analyzed by part of the Technical Team, SE-CONRED, and the Guatemalan Red Cross Disaster Secretariat, and returned to the consulting firm with the pertinent observations.

After the observations and corrections made to the document, in the last week of April 2006, the official version of the document was delivered, in the presence of the project Technical Committee.

Task.2.1.3 Divulagation of Diagnostics..

The distribution of the diagnostic was carried out in May 2006 through the official delivery of the document in an interactive CD to the institutions that form the COMRED, CODRED SE-CONRED, and Red Cross.

Task 2.1.4 Equipment of the CRG Cobán Branch for emergency and disaster response.

In the meeting of the Technical Committee of 04 November 2005, the branch presented its official list, which was validated and approved. Later, the project administrative assistant purchased the equipment.

After the due bidding, selection, approval, quotes, and purchases, the equipment for emergency attention was delivered.

In turn, the branch prepared a Contingency Plan before landslides and flooding, which was approved by the National Disaster Secretariat.

In mid-March of 2006, all the equipment was delivered by the suppliers and later an official delivery of all the equipment and supplies was made in April 2006, with the presence of representatives of COMRED, CODRED, national media, and CRG representatives.

Activity.2.2 Drafting of the Cobán Municipal Response Plan.

Task.2.2.1 Inter-institutional Coordination Meetings.

From the formulation phase of the project, a close partnership and counterpart meeting has been held through all the process. During this period, the foreseen benefits and the unforeseen ones have gained potential, thanks to the maximization of time and resources by the involved people.

It is worth mentioning that the leadership at the COMRED level was assumed by the municipal government and in the CODRED level by the departmental government. As an example we may mention that the convocation for the meetings and other activities were carried out by them.

This will allow the process to be sustainable, even after the conclusion of the project.

Task.2.2.2 Training in Municipal Response Plan.

For the realization of the plan, it was necessary that the people integrating both the COMRED and CODRED were familiar with risk management, as well as the different steps to draft the plan.

For this reason, the coordinators mentioned received training imparted by the SE-CONRED and the CRG through the DIPECHO IV project.

The training process began in May with the CUSE workshop seminar for teachers, and it allowed training teachers on school safety techniques, with the commitment of replicating the knowledge acquired in their schools.

The training process suggested by the members of the COMRED was the following:

- ✓ Departmental Response Plan.
- ✓ COE.
- ✓ SCI.
- ✓ EDAN.
- ✓ Sphere.
- ✓ Management of Supplies.
- ✓ Drill.

Present in the training workshops were the representatives of the Municipality of Cobán, Alta Verapaz, and more than 50 organizations with a presence in the area. The main team was formed in four commissions; Planning and Liaison, Preparedness, Response, and Rehabilitation. This team will make decision and Mayor Gustavo Leal is President of the Municipal Coordinator.

The strengthening process through training directed to the members of the COMRED and CODRED began in June 2005 under the responsibility of the SE-CONRED and CRG through the DIPECHO IV Project.

Task.2.2.3 Drafting of the Plan.

The drafting of the Cobán Municipal Response Plan began in August 2005.

The roles and functions of the commissions that integrate the COMRED were granted by the project Technical Team, as well as the validation and socialization with the institutions that form it.

In addition, the methodological proposal to draft the Community Emergency Plans was carried out participatively as a priority. This methodology was the basis for the Municipal Emergency Response Plan.

Within the training process, the COMRED members requested that the drafting of the plan be sped up, thus they proposed that the strengthening process should be more practical, and for that purpose, every institution received a document that contained the format of the plan to be made by every institution, so that they served as a basis for the consolidation of the Municipal plan.

In November 2005 the first draft of the Municipal Response Plan was made. The execution time of this activity was extended as it was difficult to meet with all the institutions, and it was even more difficult to have them present their institutional plans.

The drafting of the Municipal Response Plan was concluded in December 2005. It is necessary to mention that the drafting process was slow because there was no sustained assistance from the representatives of the institutions and in most occasions the participants were not the same ones sent to previous meetings.

Once the Municipal Plan was obtained, it was distributed in the official ceremony. On 03 March 2006 all the institutions like the COMRED, CODRED, and the SE-CONRED were invited, in addition to the local media and members of the Red Cross.

At the same time, spaces have been provided for the members of the CODRED to take the first steps for the drafting of the Departmental Plan.

Task.2.2.4 Drill and Simulation exercises to validate the Plan.

The Municipal plan was presented for its review and later validation. Later, the list of institutions to which it was delivered during a presentation meeting was drafted.

This allowed all the institutions to know the plan in detail and their responsibilities.

The simulation exercise was carried out in April at the municipal level, with the participation of the COMRED and CODRED institutions. This was useful to know the weaknesses and strengths of the plan, in real time in the face of an adverse event.

Activity.2.3 The SE-CONRED Regional Headquarters with functioning Furniture and Equipment.

Task.2.3.1 Improvement of Offices.

The electrical wiring of the SE-CONRED offices was improved with the project's support.

Improvements were also made to aid the proper installation of office equipment and materials, allowing a better service to the public.

Task.2.3.2 Purchase and provision of office supplies.

To help the Regional Headquarters of the SE-CONRED, its staff drafted and produced its request for the purchase of office equipment to the project administration on 09 June 2005.

With this request, a meeting was held on 17 June where the Guatemalan Red Cross, Netherlands Red Cross, and the Central Headquarters of the SE-CONRED agreed that the central headquarters would agree with the regional headquarters regarding the necessary equipment, and a revised, detailed list would be sent to the Netherlands Red Cross on 22 June 2005.

With the approved list, it was agreed that the CRG and the Central Headquarters of the SE-CONRED would perform price quotes for the agreed equipment.

On 18 August 2005, a representative of SE-CONRED, the Director General of the CRG, the project manager of DIPECHO IV, and the Netherlands Red Cross delegate met to review these quotes and make a decision regarding the purchase of office equipment for the Regional headquarters of the SE-CONRED, Region II.

It was commented in this meeting that based on the comments of the ECHO representative in the region, Sergio LaCambra, it had been decided that motorcycles could be part of the office equipment, and the purchase of two motorcycles had been agreed.

On 14 September 2005 the official delivery of the office equipment for the Regional Headquarters of the SE-CONRED by the President of the CRG, with the presence of the CONRED Executive Secretary, the Managers of Liaison and Coordination, Community Organization, and Coordination of Regional Headquarters, as well as departmental and municipal authorities, members of the COMRED, and representatives of the area of influence of the DIPECHO project.

Task.2.3.3 Training of the Regional SE-CONRED Staff..

As part of the agreements with suppliers of equipment and furniture, training was imparted in their use, management, and maintenance, so as to assure a greater durability and sustainability to them.

Activity.2.4 Organization and Training of the COMRED Cobán and CODRED of Verapaz.

Task.2.4.1 Coordination and Inter-institutional Information Meetings.

As mentioned before, from the formulation phase of the project a close partnership and counterpart relationship was maintained through the whole process, during which the foreseen and unforeseen benefits were given potential, thanks to the maximization of time and resources by those involved.

From the beginning of the DIPECHO IV project, the CRG and the technical team forged a series of strategic alliances at the national, departmental, and municipal level to increase the scale of its intervention.

In addition, a solemn ceremony was held on 16 May 2005 with the presence of governmental and non-governmental institutions to sign the Framework Cooperation Agreement between the CRG and the CONRED Executive Secretariat, as well as the signature of the specific addendum for the DIPECHO IV project.

These meetings were essential to agree on the decisions and actions to take for the performance of the project activities, as well as the development of the COMRED and CODRED, through the establishment of institutional spaces that formerly had some limitations.

This will allow the process to be sustainable, even after the conclusion of this project.

In addition, as part of the process to support the organization and definition of functions, on 14 June 2005 the CODRED was restructured in presence of 16 organizations. The CODRED was structured in the following manner:

- ✓ **Decision-making Group:** Departmental government, SOSEP, CRG Cobán Branch.
- ✓ **Planning and Liaison Commission:** SE-CONRED, Regional Headquarters in Cobán, CRG Cobán Branch.
- ✓ **Prevention and Mitigation Commission:** SOSEP, MARN, MERCY CORP, Church of the Nazarene, Social Pastoral.
- ✓ **Recovery Commission:** INJAV, FIS, DEORSA, FONAPAZ, IGSS, Health Area, SCEP.
- ✓ **Preparedness Commission:** Volunteer Firemen, National Civilian Police, Municipal Transit Police, Boy Scouts, Beneficiary Society, ARBOM Radio Amateurs, Regional Council for Urban and Rural Development, CRG Cobán Branch.

Task.2.4.2 Training of Departmental Instructors in EDAN, Risk, COE, and Project Sphere.

The reinforcement process through training began in June 2005 under the responsibility of the SE-CONRED and the CRG through the DIPECHO IV project.

We highlight that the training process had the presence of members of the CRG, municipal Firemen Corps of Guatemala City; as well as specialists of the Netherlands

Red Cross in Nicaragua, Honduran Red Cross, and the OFDA Delegation in Guatemala.

During the various phases of training and education, various human elements with special individual capacities were identified to be trainers of trainers. Due to the lack in the coincidence of time, it was not possible to carry out more specialized courses for the training and certification of these resources.

Task.2.4.3 Training to the COMRED and CODRED in:

- ↳ Risk Management
- ↳ Organization and Planning
- ↳ Management and Control of COE
- ↳ EDAN and AVC.

Starting in May, the technical team, along with the Regional Headquarters of the SE-CONRED and the Municipality of Cobán, Alta Verapaz, worked in the process of organizing the Municipal Coordinator for Disaster Reduction (COMRED).

The following training sessions were carried out:

Municipal Response Plan – date: 04-October-05

The facilitator of this workshop was Mr. William Teni Pop, Regional Delegate of the SE-CONRED, Region II. One of the results was to produce the draft of the Municipal Plan, and Mr. David Ovalle, the SE-CONRED representative, was made responsible of digitalizing it.

However, that was not possible because Mr. Ovalle was involved in the activities of the Stan emergency. In the end, it was decided that Martha Cifuentes, Technician from the DIPECHO IV project, jointly with Matias Figueroa, Regional Sub-Delegate of the SE-CONRED Region II, were in charge of concluding the document.

Emergency Operations Center (COE) – date: 19-October-05

The workshop was developed in the halls of the CRG Cobán branch with the participation of 15 of the 36 invited institutions, with a total of 32 people participating.

The main topic was "Management and Control of the Emergency Operations Center" and it was facilitated by Virginia Herzig (DIPECHO IV), Martha Cifuentes (DIPECHO IV) and Dalia Castañeda (independent consultant).

The final results were:

1. The 32 participants were empowered with the basic concepts of a COE. As an example we may cite the following: What is a COE, how does it work, where does it work, model in three areas, flow of information, verification of registries, etc.
2. The physical conditions of the premises that have been assigned as the COE in Cobán (National Institute of Youth) were assessed. The priority needs to improve are: bathroom, bedroom and kitchen, they need to be conditioned to fulfill elemental requirements.
3. The director of the institute did not know the elemental requisites for a COE, but in the end he learned them.
4. Achieving the presence of institutions that are very important for the adequate functioning of a COE in emergencies.

In November 2005, the CODRED and COMRED were trained in the following topics:

SCI – date: 30-November-05

In three days, instructors in EDAN were trained, imparted in the Army officers club of Cobán. The workshop was facilitated by Ms. Teresa Marroquín, National Disasters Secretary of the CRG and Major Ernesto Pineda from the Municipal Firemen Corps of Guatemala City.

Attendance was of 17 participants and the objectives of the workshop were fulfilled as the participants learned this tool in a theoretical and practical manner. Of the 17 invitees, 11 participated.

The important result was having staff trained in EDAN at the departmental and municipal level and who will respond when required.

In February 2006 another two training sessions were organized for the CODRED and COMRED:

Sphere – date 01-February-06

The training on the Sphere manual had the objective of strengthening the response capacity at the time an emergency presented itself. Contacts were made from December in order to have the facilitators with the necessary experience on the issue. The facilitators of the workshop were Teresa Marroquín (CRG), Lourdes Ardón (Honduran Red Cross), Dalia Castañeda (independent consultant), and Marjorie Soto (Regional Delegate of the Netherlands Red Cross). The Sphere manuals were delivered during the training.

Out of 15 invited organizations, 13 made themselves present: the Municipality of Cobán, CRG Cobán Branch, INE, IGSS, CREOMPAZ, Municipal Firemen of San Juan Chamelco, Departmental government, ENEC, SE-CONRED, CUNOR, Hospital, Technical team of DIPECHO IV, and volunteers of the branch in Cobán and the project.

Management of Supplies – date 16-February-06

The training on the management of supplies was carried out on 16 March 2006 by Juan Magaña from the International Federation of the Red Cross and the Red Crescent, as well as Teresa Marroquín from the National Disaster Secretariat of the CRG. Attendance was 20 people, representing an equal number of institutions. The participation of the attendees was satisfactory and they practiced the knowledge acquired through work groups and reflexive methods.

Result 3:

Activity.3.1 Drafting of Base Line and KAP surveys in the Communities.

Task.3.1.1 Hiring of professionals through terms of reference for consultancy.

In May 2005, the process to hire a consultant to produce the Base Line and the CAP Surveys began. The appeal for this consultancy was made through personal invitations to firms and consultants known by the Red Cross Consortium taking into consideration the SE-CONRED link.

As the administration of the project did not receive sufficient proposals with the required experience and quality, the Technical Committee of the project decided to organize a public appeal. This situation was also communicated to the ECHO representatives during their first visit.

Through a publication in the most widely circulated daily, on 08 June 2005 an appeal was made, and 14 June 2005 was set as the deadline for proposals.

As a result, the project administration received seven proposals for producing the Base Line and the CAP Surveys. On 15 June 2005 the Selection Committee elected by the Technical Committee evaluated the proposals received, reviewing the technical and economic aspects.

As a result of this review, the decision was made to hire the firm CAMBIOS to produce the Base Line. Regarding the CAP Surveys, due to time constraints, it was decided jointly with the technical team it would be responsible for obtaining the data from the field and producing the CAP Survey report.

Task.3.1.2 Obtaining Data from the Population sample for the Base Line

Task.3.1.3 Obtaining Data from the Population sub-sample for the CAP Survey.

In the cabinet phase, the firm drafted the forms for the interviews with representatives from the 30 communities, local authorities, local organizations, SE-CONRED, and the Red Cross.

Before the interviews were made, the surveys were validated with the technical team and the volunteers. In the same activity, the firm CAMBIOS provided training to the technical team and the volunteers on how to use the forms and the adequate manner to interview the people.

The interviews for the Base Line and the CAP Surveys were carried out in July 2005 in the 30 communities of influence, and they were carried out by the technical team and the group of volunteers from the project.

The surveys were also made with the local authorities and organizations, SE-CONRED, and the Red Cross. In late July, the firm delivered its progress report as agreed in the timeline. In the report, the firm explained the methodology to define the sample and showed the formats used in the interviews.

The final report was delivered on 09 September, and it was shared with the leadership of the Central Headquarters of the SE-CONRED and the Regional Headquarters in Cobán.

Sampling:

In order to determine the simple, statistical data from the area and representation criteria were used. With the objective of providing greater clarity about the process, we now present the actors identified, the theoretical sample (initial sample) and real sample

(sample used based on accessibility, available material and human resources for the fieldwork)

Actors identified:

- Inhabitants of the Communities
- Community leaders, auxiliary mayors, and police
- School and religious teachers
- Members of the COLRED, COMRED, CODRED, and CONRED
- Technicians, advisors, and experts from support institutions and organizations
- Technical staff from the Red Cross.

Considerations to determine the sample:

- Sampling by random attributed and stratified by groups of actors in each community, but under the same general scheme for all the communities, given their similarity.
- Investigate the opinion of all the community leaders, local authorities, teachers, and religious leaders, as well as the disaster risk coordinators and Red Cross technical staff.
- Interview representatives of each entity providing support in the community, especially the leaders, assuming there are approximately 3 people in every case.

SAMPLE

Actors	Total	To interview	Sample
Community leaders and local authorities	30	100%	30
School/religious teachers	60	100%	60
Staff from institutions and organizations	90	66%	60
Inhabitants	8,092	95% / 2%	1,064
Total	8,272	100%	1,214
		Sample	1,250

Source: Final Report, Base Line Consultancy, September 2005

Real Sample:

As mentioned before, taking into consideration the accessibility of the communities, the human and material resources in the communities, after discussing it with the Red Cross technical team of the headquarters and Cobán, it is the following:

SAMPLE

Stratum	Total	To Interview	Sample
Inhabitants/Families	6,494 / 992	95% / 2% / 10%	472
Community leaders, representatives of local organizations, representatives of	37	100%	37

supporting and governmental institutions			
Representatives of COLRED, COMRED, CODRED and CONRED	35	100%	35
Red Cross technical team	8	50%	4
Total	6,574	Sample	548

Source: Ibid

Total Surveys per Regions

Nº	Region	Surveys	%
1	NIMLAJACOC	100	21.2%
2	NIMLASACHAL	47	10.0%
3	SALACUIN	63	13.3%
4	SANTA LUCÍA	262	55.5%
Total Surveys		472	100.0%

Source: Ibid

Task.3.1.4 Broadcasting of Base Line results from KAP Survey.

In November 2005, the firm CAMBIOS delivered the final report of the Base Line, officially presented (in Spanish and Q'eqchi'), to the organizations involved in Cobán and Guatemala, as well as the representatives of the Local Coordinators and Emergency Committees.

The presentation of the base line was useful to enrich the document, through the participation of those present. Once the final document was printed, one copy was delivered to the communities and the institutions at the municipal level.

In addition, in May 2006 the members of the COMRED and SE-CONRED received an interactive CD which contains the document, among others.

Activity.3.2 Organization and Training of the COLRED and the People in the Communities.

Task.3.2.1 Designation and Swearing-In of the COLRED.

In May, the technical team performed the first visits to the communities established in the proposal.

The tours to the communities were made with the intention of meeting the leaders, the communities, and to carry out Community Assemblies for the presentation and socialization of the project.

The Community Assemblies were useful for carrying out activities of community awareness, socialization of the project, diagnostics of early warning systems and small

projects, programming of organizational activities and training in the project's region of influence.

During this process, different activities were carried out, like the generation of information from community experiences complemented with secondary sources, among these: bibliographic revision, consultations to governmental and non-governmental institutions (INE, Municipal Technical Unit, Head of the Health area).

As an insertion strategy, in some communities the Technical team maintained close coordination with the PRRAC Usi-Ha project, another project implemented by the CRG in the Region of Santa Lucia. This project provided school packages in the communities of Santa Marta Salinas, San Luis Palo Grande, Yalicar 15 de Septiembre and Nuevo Amanecer El Plan.

All this process achieved the organization of the COLREDs in the regions of Santa Lucía, Salacuim, Nimlajacoc, and Nimlasachal, as well as the organization of COLREDs in the satellite communities of the project.

Task.3.2.4 Drafting of the risk maps at the community level.

With the training process at the community level of modules I and II (Risk management and Emergency Planning) the communities produced their own risk maps and identified their risks, vulnerabilities, capacities, and threats.

This process was performed in a participative manner. The communities carried out several work sessions, through group operations, to draft their own risk map.

Once the maps were finished in the communities, they were transferred in amplified versions and then the technical team and the volunteers covered them with transparent plastic, framed them, and returned them to the communities.

Task.3.2.5 Drafting of the Local Emergency Plan.

A participative methodology was devised for the realization of the Local Emergency Response Plans, which were produced with the implementation of training Modules I and II, "Risk Management" and "Response Planning."

What this methodology suggests is to provide a systematic, prompt, and effective response in the local environment.

During the months on November 2005 from March 2006 meetings of the Community Assembly were held with the objective of drafting the Community Response Plans; the assistance was combined with members of COEDUCA, COLRED, COCODE, groups of women, and the general population.

The work methodology implemented by the technical team was the following:

1. Organization of four work groups supported a member of the team and a Red Cross volunteer.
2. Each group assumed the role of developing a topic according to the agreed methodology.

3. Group work, Presentation of Topics, and Production of Risk Maps (group and exposition).

Task.3.2.2 Training of the COLRED en:

- ↳ Risk Management
- ↳ EDAN and AVC
- ↳ Functioning of the Emergency Community Center.

Task.3.2.3 Training and Education of the Community Response Teams.

With the educational material validated and functioning, the technical team, jointly with the volunteers, promoted the training process in the communities attended by the project.

The trainings began on 15 August in the Region of Santa Lucía. The trainings were organized on the basis of the geographic location of the communities. The communities were worked in groups of 2-3 communities, according to proximity and access.

The contents of the training were those proposed in modules I, II, III, IV, and V.

Task.3.2.6 Training of the population in disaster mitigation and prevention, implementation of emergency plans, early warning systems, and first aid.

Using the same participative methodology, the community trainings also contemplated practical exercises that strengthened the theoretical knowledge acquired.

For this phase, the topics presented to the communities were:

- Planning of response in case of disaster.
- Community organization to respond to disasters (Decision-making committees)
- Risk Analysis (analysis of risk and vulnerability map)
- Inventory of resources (community, shelters, warehouses, etc.)
- Response procedure by scenarios identified (preparations, alert mechanisms, response, and training)
- Basic community first aid.
- Early warning systems.

The acceptance of the topics, especially first aid, by the communities has been very positive, and at their request, a further training round was imparted to all the communities with the objective of their appropriating firmly the knowledge, in addition to their being able to provide the first aid with quality when necessary.

The training process also included Assessment of Damages and Analysis of Needs (EDAN) and the management of temporary shelters. The main topics developed were oriented for the population to learn the elements that each training contains, as well as the filling of formats, etc. In the end, it was sought that the community organizations, including the COLRED and Local Emergency Committees were able to manage these tools adequately.

Task.3.2.7 Drills at the community level.

The drill process began in the communities of Santa Martha Salinas and Bempec el Castaño. This process continued during the months of March and April 2006.

Technical workers implemented this process in each of the communities. The impact of the drills at the community level was very good. At first there was some resistance by adults to participate, as they said that "was for children", but after the awareness process carried out by the technical workers and the volunteers, the general population got involved in the performance of the drill and simulation exercises.

Proof of the success of this activity was the video made for the DIPECHO IV National Seminar, which included scenes from the drill exercise performed at Bempec el Castaño.

Task 3.2.8 Examine the educational material at the community level.

All the educational material (Modules I to V) were drafted according to the worldview of the target communities and the objectives of the project, and it was reviewed during the work sessions to carefully select the topics, the content, and the methodology applied.

The training process allowed using the modules and their methodological guide. Once the educational material was printed, it was delivered to the communities (COCODE and COEDUCA) in Spanish and Q'eqchi. The acceptance by the communities of the content of the modules was excellent, to a degree that along with the material received by the project, they will use it as reference and training material.

Activity.3.3 Strengthening of the Detection System and the Community Early Warning System.

Task.3.3.1 Identification of the Community Early Warning Systems.

The community diagnostics allowed identifying the main traditional warning systems that the communities have always used, such as: horns, shells, bells, and rails.

Historically, all these instruments have been used as "announcement" systems, where the "sound" calls the inhabitants, who respond to it gathering somewhere to learn of its reason.

Faced with this simple and effective gathering mode, the training process turned these instruments into effective early warning systems used for the communities in different types of threats, in situations that merit making a decision to evacuate and seek a safe place.

At the same time, an EWS consultancy was hired, where part of its mission was to identify ideal zones and instruments to be used by the communities and that allowed the effective transmission (early warning) of the information to COMRED and SE_CONRED Region II according to the situation taking place.

This will allow reducing and/or preventing human and material losses.

Task.3.3.2 Installation of the Community Early Warning Systems.

As recommendations of the consultancy, the sites and instruments necessary for an efficient early Warning System were established.

The instruments were installed in the high, medium, and low basin of the Chixoy River basin, close to the communities attended by the project.

Communities where the Early Warning Equipment was Installed

Nr	Part of Basin	Comunidad	Instruments
1	High	Copal AA	Rain gauge and transmission base radio
2	Medium	Santa Martha Salinas	Rain gauge and transmission base radio
3	Low	San Luis Palo Grande	Rain gauge and transmission base radio

As an additional value in the identification of the small community projects, the communities evaluated the need to improve their warning systems and requested equipment to allow for that.

Nr	Community	Instruments
1	Santa Marta Salinas	Early warning system (Amplification, speakers, and solar panel)
2	Senojhá	Early warning system; Telephone cabin with concrete floor, equipped with a solar panel, neon lamp, telephone and battery.
3	San Jorge La Unión	Construction of telephone cabin, equipped with a solar panel, telephone, and battery.
4	Isla de las Tortugas	Community warning system (Solar panel, amplification systems, speakers, and solar panel)
5	Tierra Blanca Sebol	Communal hall for temporary shelter, alternative/optional.
6	Las Brisas de Chimpantun	Community telephone; construction of telephone cabin, equipped with solar panel, telephone, lamp, and battery.
7	Nuevo Amanecer El Plan	Community emergency attention center, provision of solar panel, sound amplification kit, conditioning of floor and premises. Temporary shelter.
8	Yalicar 15 de Septiembre	Early warning system, provision of a solar panel, sound amplification kit, battery, and kitchen.
9	Samultequéen	Operations center for community emergency (provision of a solar panel, sound amplifier, battery, and concrete floor)
10	Chumilá Ixilá II	Construction of a telephone cabin, equipped with a solar panel, telephone, and battery.
11	Chumila Ixila I	Early warning system, cabin with a community telephone, equipped with a solar panel, sound amplifier, battery, and speaker.
12	Sawachil I	Community telephone, with solar panel and battery.

Task.3.3.3 Design and installation of the Radio Communication Headquarters from Community/Red Cross.

A consultant was hired for the design and installation of the base radios in the communities, Mr. Rolando Cabrera, in November 2005.

After suffering an accident with the motorboat on his second field visit, his investigations became delayed. However, in early January 2006, jointly with the EWS consultant, Mr. Victor Garcia, the places for the base radio were selected: Copal AA, Santa Marta Salinas, San Luis Palo Grande.

It is worth mentioning that as part of inter-institutional coordination and to reduce installation costs, the SE-CONRED Radio Communications Department proposed using the repeater of the SE-CONRED system. This allowed the budget to allow for 3 base radios, instead of the originally proposed 2 base radios.

The studies performed in the EWS Consultancy reflected by order of location, population, distribution, and vulnerability to river flooding the need to install three base radio systems in the aforementioned sites.

Next, and in coordination between the EWS and Radio consultancies, the location and installation of the base radios proceeded. They coincided with the installation sites of the rain gauges, which will allow measuring precipitation levels to foresee the river's swell patterns and immediately inform of any anomaly.

As part of the sustainability, the three base radios will be connected to the radio communications system of the SE-CONRED at the regional and national level.

Task.3.3.4 Training and Education of the Community Management and Maintenance teams.

The consultancies also contemplated the induction process for the use, management, and maintenance of the equipment, according to the norms and guidelines of the SE-CONRED as well as the daily register of precipitation.

It is worth mentioning that the training was directed to the people responsible for the equipment, and a total of twelve people were trained (four for every community control station).

Task.3.3.5 Carrying out of Integrated COLRED-COMRED Drills.

The communities carried out the due drill and simulation exercises, according to the community emergency plans.

These exercises were complemented by the Municipal Drill (COMRED), where the leaders of the 14 COLRED participated.

These exercises demonstrate the benefits that the promoted process left, as well as the difficulties that may arise during an emergency and that must be improved by the COMRED and the COLREDS.

Task.3.3.6 Institutional and Community Monitoring and Follow-up.

The instruments were installed in the communities, under the care and protection of the members of the COLRED, who were trained in their use and are responsible for their care and maintenance.

On the other hand, the fact that in their assemblies the communities opted for directing their small projects to early warning instruments, establishes a greater commitment to ensure their sustainability.

Regarding the community monitoring, the instruments installed (telephones and base radios) will allow making communication between communities, COMRED, and SE-CONRED swifter, both in times of normalcy and in the face of adverse events.

In turn, the rain gauges installed will allow the continuous measuring of rainfall and being prepared according to the quantity of rainfall. This information may be transmitted to the SE-CONRED through radio communications and respective actions and measures may be coordinated.

In meetings held with the Director General of INSIVUMEH and area Technicians, the ideal options for early warning measurement instruments were discussed. For the area, they claim to be in the installation phase of a Complete Measuring Station in Cantabal, which, --once concluded--may provide follow-up to the systems already mentioned.

Activity.3.4 Implementation of Small Participative Projects for Disaster Mitigation and/or Preparedness.

Task.3.4.1 Drafting and Socialization of the "Small Projects Fund" regulations

For an effective selection and execution of the small projects, a regulations guide was prepared that regulates and specifies their reach.

The guide regulates the way the projects are drafted, directed, and financed. The fund was destined to the implementation of small participative projects for disaster mitigation and/or preparedness, to strengthen the communities' social networks, and to reduce the vulnerability of its inhabitants, according to what the participative risk diagnostic establishes in the communities.

In May, after the first visit of the ECHO representatives, they made some observations which were considered and integrated to the Regulation of Small Projects Fund.

In a meeting of the Technical Committee of August 2005, the regulations were discussed, reviewed, and approved. It was also decided that the Technical team would validate and approve the proposals of the communities, with the approval of the Technical Committee.

Task.3.4.2 Signing of Community Commitment Statements for the projects identified.

Through the training process the participation of the communities in the small projects was socialized, and they assumed the commitment between them and the project.

Within the commitments obtained, it was agreed that the communities would provide the local material and non-qualified labor, as well as the care and maintenance of the Works and/or instruments delivered.

In the end, log books and statement books were signed in the communities; all backed by signatures and seals in joint commitment statements.

Task.3.4.3 Community Implementation and Delivery of the projects.

The socialization process of the small projects began in October 2005 in the 30 communities of influence.

The methodology used was strictly participative, the communities selected their project through community assemblies and taking into consideration they be linked to risk management.

The training process developed at the community level allowed the population to identify its threats and vulnerabilities, which allowed them to make a decision as to what project would help them reduce their vulnerability.

Once the small projects were selected and approved, the process of quotes and purchases followed, which took more time than was initially estimated.

With the materials and the teams in place, the communities, the members of the project team, and the Red Cross volunteers executed the small projects. It is worth mentioning that the communities contributed great work and effort, leading the execution.

It is also important to highlight the enthusiasm and interest generated in all the communities by the identification, selection, and execution of the small projects; this motivated the population at large to participate more in the training and organization processes.

The participation of women in every case was also determining for the reach required of every small project, an example of this is the community of Bempec El Castaño, where women were the direct executors of the project, in addition to being in charge of its management and administration.

In the end, all the communities that executed small projects signed delivery and receipt statements.

No projects were carried out in the communities of Yalsec Sepur and Triunfo Nueve Cerros, in the former because of cultural reasons and because the training processes were not completed, and in the latter because the community requested the building of a bridge and they were unwilling to consider other alternatives.

Task.3.4.4 Institutional and Community Monitoring and Follow-up.

As it was mentioned earlier, the works and instruments in the communities were installed in the community and are cared by the COLRED, who were trained in their use and are responsible for their upkeep and maintenance.

In the cases where the small projects were oriented toward the furnishing of centers for potential shelters, the COLRED and the COMRED will be in charge of sending instructions for their maintenance, as well as their use as temporary shelters.

In addition the CRG Cobán branch has assumed the commitment of continuing the monitoring and follow-up of the small projects.

On the other hand, the fact that the communities identified and executed their small projects through their assemblies established a greater commitment to ensure their sustainability.

It is recommendable that in future projects the possibility of continuing and providing even greater human and financial resources be considered in order to generate these development processes.

Activity.3.5 A manual of "COLRED Organization and Functioning" is produced, validated, and in force.

Task.3.5.1 Hiring of an expert through terms of reference for consultancy.

In June 2005, the SE-CONRED organized the first meeting of the manual of "COLRED Organization and Functioning" in which the Red Cross could not participate due to a glitch in communications with the SE-CONRED.

However, in a joint meeting with Mr. Walter Wintzer, coordinator of the DIPECHO IV project executed by CEPREDENAC, suggestions were exchanged and a proposal was agreed upon for the structure and organization of the COLRED. This organizational structure for COLRED has been validated by the technical team in the communities of influence.

On 17 August there was a meeting with representatives of the Central Headquarters of the SE-CONRED and other DIPECHO IV projects to discuss the manual "COLRED Organization and Functioning." Work experiences were exchanged and it was agreed that it would be worthwhile to have these meetings more frequently. The next meeting was held 13 September 2005; topics included the manual and the current situation regarding the organization of the COLRED. The accreditation and training mechanisms of the COLRED, with an emphasis on community organization, were agreed upon with the SECONRED Directorate.

During the Technical Committee meeting of 19 September 2005, the decision was made regarding the Terms of Reference for the consultancy of the Manual of COLRED Organization and Functioning, and the publishing of the appeal in the most widely circulated national daily. The hiring decision was to be made in October 2005.

From June 2005, the COMRED members of the Municipality of Cobán, CODRED of Alta Verapaz, SE-CONRED Region II, the director of the SE-CONRED national organization and the project technical team were consulted regarding the expectations of the COLRED Manual.

Starting from the consultancy, the Terms of Reference were drafted to hire this consultancy. The terms were reviewed and validated by the Technical Committee and published to hire the firm in the first days of October 2005.

Though the hiring of a consultant was foreseen for the first days of October, the activity suffered delays due to the tragedy caused by Hurricane Stan, which forced the mobilization of human resources to the area and thus the involvement in response activities for the communities and people affected, mostly members of the Selection Committee and Technical Committee (CONRED, CRG, Spanish Red Cross, and Netherlands Red Cross).

The negotiations with the consultants were made in November, and the consultancy was adjudicated to Dr. Victor Garcia, who began work in December 2005.

During the months of December 2005 and January 2006, various meetings were organized with the consultant and members of the technical committee to verify progress and exchange observations.

Task.3.5.2 Validation of the first draft.

Mr. Garcia presented the first draft in February 2006, which was analyzed by part of the technical team, SE-CONRED, and the CRG Disaster Secretariat. It was returned to him with the respective observations.

The manual was socialized in the third week of April before the COMRED and CODRED, where it was harmonized with the Municipal Emergency Response Plan.

Later, they were used as tools in the municipal drill, performed at the end of the same month.

The final version of the COMRED and COLRED Manual was presented by the end of April.

Task.3.5.3 Divuligation Process and Training of those involved.

The COMRED – COLRED Manual was distributed in May to the COLRED and Local Emergency Response Committees.

They were also officially delivered to members of the COMRED, CODRED, and CONRED Region II; as well as the CRG.

The delivery of the manuals was accompanied by an interactive CD, containing the manuals used, as well as maps and other reference documents.

Result 4:

A.4.1 National and International Coordination with DIPECHO

Task.4.1.1 Co-organization and participation of the project team in the DIPECHO National Seminar.

The division of tasks for the DIPECHO IV National Seminar began in December 2005. The ECHO representative, Mr. Sergio LaCambra, explained in a meeting what ECHO's expectations and objectives of the meeting were.

In January 2006, the representatives of each DIPECHO IV project met to begin the process of organization of the National Seminar. The tasks were divided in the first meeting. In further meetings, it was possible to rent a conference room, draft a list of participants, decide on the methodology of the first day, and decide the terms of reference for the consultancy of the facilitation of the workshop and the drafting of the Country Document and its content.

In a meeting with ECHO representatives on 17 February 2006, the Organizing Committee of the National Seminar exchanged the progress of the organization. A new date was agreed upon with the representatives.

In early March 2006, a consultant was hired to draft the Country Document and facilitate the seminar, celebrated on 27 and 28 March 2006 in the Landivar University of Guatemala City.

Task.4.1.2 Participation of members of the team in the DIPECHO Regional Seminar

According to instructions from Mr. Sergio LaCambra, participation in the regional workshop was limited to one representative per project and one representative per country, chosen by the project.

In addition, a Regional Seminar was held in April 2006 in Leon, Nicaragua for the projects financed by the DIPECHO IV Program.

Participants in the seminar included organizations executing DIPECHO IV programs in Honduras, Nicaragua, Guatemala, and El Salvador; as well as the PAHO and CRID regional project on disaster information; members of the disaster prevention, mitigation, and response systems of each of the countries, members of the CEPREDENAC and members of international organizations working on risk management (FICR, UNICEF, OCHA, PAHO, etc.)

In the seminar, the tools generated in the projects of the DIPECHO IV program were shared, as well as the priorities established in each of the national workshops for the DIPECHO V Appeal, and the regional priorities for the next appeal.

From the project DIPECHO IV, ECHO/DIP/BUD/2004/02017, the chosen people were the technician for Organization and Training, Mr. Carlos Yat, and the consultant who will draft the country document, Mr. Luis Fernando Salazar Garcia. They were selected through the following processes:

1. During the meeting of the Technical Committee of 17 February 2006, the members chose Mr. Carlos Yat for his experience and knowledge of the tools used in the execution of the project. In addition, he has a good liaison with the CRG and has demonstrated his commitment toward the organization.

2. During the meeting of the Organizing Committee of the National Seminar, with the participation of representatives of SE-CONRED, CEPREDENAC, Action Against Hunger, Netherlands Red Cross, and PAHO on 07 March 2006, the country representatives participating in the Regional Seminar were chosen. Each project will finance one of these representatives. The DIPECHO IV project executed by the CDG will finance the participation of Mr. Luis Fernando Salazar García.

A.4.2 A database with experiences, instruments, and methodology from the project

Task.4.2.1 Drafting of the content and classification for the database

Task.4.2.2 Collect from experiences, instruments, and methodologies from the project

Task.4.2.3 Fill database with the collected data

Task.4.2.4 The database is accessible to other organizations to make sharing information and lessons learned easier

With the objective of regulating and expediting the activities of the project, from the very beginning some basic administration and operations documents were made available: Administrative manual, Administrative Report Guidelines, Security Manual, Regulations for Drivers, Communication Plans, Visibility Plans, Methodology for Implementation, and Guidelines for Small Mitigation Projects. With time, some had modifications to improve the operability of the processes.

In addition, in the development of the process, physical and electronic files document the process itself. All these archives are organized and available for consultation.

Following are the documents:

By Community:

1. Aide-memoirs / Copy of Statements in Book of Statements.
2. Lists of participants in the training sessions.
3. Evaluations of the training.
4. Correspondence.
5. Local Emergency Plans.
6. School Emergency Plans.
7. Basic Information of the communities.
8. Risk maps.
9. Training plans/monitoring plans.
10. Practice drill reports.

By Training

1. Aide-memoirs of Meetings.
2. Documentation of the modules.
3. The 5 printed modules.
4. Training plans/Monitoring plans.
5. List of participants
6. Evaluation of participants.

BY CODRED / COMRED

1. Municipal response plan.
2. Aide-memoirs of meetings.

3. Participation lists.
4. List of diplomas delivered.
5. Practice drill reports.
6. Project delivery statement (including the responsibilities of the COMRED / CODRED).
7. Training plans/monitoring plans.
8. Evaluation of the participants.

Small Projects Folder

1. Proposals of the small projects.
2. Sustainability Plan.
3. Regulations of the Small Projects.
4. Statements of commitment/delivery/sending.
5. Requests.
6. Budgets.
7. Purchase orders / factors / financial administration.
8. Project progress report table.

By Reports and Plans

1. Monthly Narrative report.
2. Weekly reports (if any).
3. Weekly planning (if any).
4. Aide-memoirs of meetings.
5. Copies of the aide-memoirs of the meetings of the Steering Committee and the Technical Committee.

Educational and Reference material

1. Manual COE/SCI.
2. Manual COMRED-COLRED.
3. Educational modules in Spanish and Q'eqchi (I, II, III, IV and V)
4. Informative Posters.
5. Educational Flipcharts.
6. Consulting reports. (EWS, Risk Diagnostic and Base Line)

The drafting of the Monitoring and Evaluation Report concluded in mid-August 2005. The Technician in Disaster Preparedness will provide a workshop about this document on 27 September 2005.

In addition, in the month of September, the Netherlands Red Cross will organize a workshop about the lessons learned with the technical team and the administrators.

Result 5:

Activity.5.1 Organization and Training of the Educational Institutes.

Task.5.1.1 Drafting of risk maps at the school level.

In May 2005 there were discussion with the Departmental Director of Education, Mr. Humberto Rivera, who was informed of the project DIPECHO IV and its relationship with decree 443 – 97 regarding school safety and the educational program to reduce disasters.

The objective of the decree is to promote within the competent entities of the formal educational system the capacity to educate and advise regarding the reduction of risks and disasters.

At the same time, this coordination took place with the COEDUCAs in the communities, who opened their doors to be able to promote the management of risk at the school level.

The training at the school level centered on the modules I and II (Risk management and Emergency Planning); once the students were familiar with the different concepts, they identified their vulnerabilities and threats.

With all these elements, it was possible to produce risk maps, which includes an identification of all its risks, vulnerabilities, capacities, and threats at the school level.

This process was carried out in a participative manner, between the teachers, the COEDUCA, and the students. The process included several work sessions through group operations to draft their risk map.

Once these maps were finished in the communities, they were transferred into amplified versions, and then the technical team and the volunteers covered them with transparent plastic and returned them to the communities.

The school maps are an integral part of the community maps; at this time, all the maps are in their respective schools.

Task.5.1.2 Drafting the School Emergency Plan.

To produce the School Security Plans, a participative methodology was drafted, working with Modules I and II of the training, "Risk Management" and "Response Planning" and the IV Unit of the CUSE Manual.

Work sessions were carried out with the objective of drafting the School Security Plans, with the participation of the COEDUCA, teachers, and children.

Task.5.1.3 Training of the teachers in disaster mitigation and prevention, implementation of emergency plans, early warning systems, and first aid.

In June 2005, the Departmental Education Directorate approved supporting the implementation of the School Security Course (CUSE) at the community level through the respective notifications to the providers of educational services with a jurisdiction in the four regions where the project intervened.

The CUSE workshop was carried out between 04 and 06 July 2005 in the premises of the Benedictine Center in Cobán. It had the assistance of three Volunteer Facilitators certified by OFDA. Present in the course were 11 teachers from the project's area of influence, 2 members of the National Civilian Police, project volunteers, and relief workers from the CRG, Cobán branch, members of the USI-HA project, and members of the technical team of the DIPECHO IV project.

As part of the commitment assumed by the teachers from the nucleus communities during the CUSE, the technical team verified through field visits in August 2005 the progress level of the teachers relating the multiplication of the contents, both with teachers and children.

Not all the teachers have replicated the content, as they feel insecure regarding the basic concepts. The teachers that have socialized the CUSE content have been able to form the School Security Committee, but they have still said they need reinforcing. Thus, short risk management workshops were designed by volunteers and the technical team in the community schools, with the support of COEDUCA and members of the COCODE, integrated by parents.

Task.5.1.4 Drills at the school level.

The school drills were the culmination of the entire educational processes at the school level, as with them the Security Plans and the School Maps were validated, thus testing the techniques and knowledge acquired during the project period.

The drill process began in the schools of Santa Martha Salinas and Bempec El Castaño. This process continued during the months of March, April, and May 2006.

The technicians implemented the process in 20 schools; the impact of the drills at the school level was very positive, as lessons and recommendations were put to the test according to the School Security Plans: Evacuation routes, safe zones, shelters, and others.

At first, the children participate as a game, but later they begin to understand that these games are part of development processes that may save their lives.

After the realization of the drills, the children were gathered in the Security Area and dynamics and games of psycho-social support were carried out.

The drill carried out in the communities of Santa Martha Salinas and Bempec El Castaño was filmed thanks to the support of SE-CONRED, and it was presented in the DIPECHO IV National Seminar.

Task 5.1.5 Examine the educational material at the school level

The educational material used in the schools were the modules I, II, III, IV and V, as well as the CUSE Manual. All these contents were developed with methodologies and dynamics adapted in such a way they were assimilated clearly and simply by the children.

It is worth mentioning that as with the adults, the work sessions with the children were carried out in Spanish and Q'eqchi.

4. 10 Working Plan

Just as it had been foreseen in the pre-final report, in May, some activities were concluded, such as:

- ✓ Finalization of the execution of small projects.
- ✓ School and Community practice drills.
- ✓ Final external evaluation of the project.
- ✓ Internal participative community evaluation.
- ✓ Installation of base radios and training about their use and management, according to CONRED norms.
- ✓ Installation of the rain gauges, as part of the Early Warning System.
- ✓ Distribution of Manuals for COE/SCI.
- ✓ Distribution of Manuals for COMRED-COLRED.
- ✓ Design and distribution of the Interactive CD.
- ✓ Production of the Project Final Report.

The following activities are currently in progress:

- ✓ External Evaluation Final Report.
- ✓ Financial and Administrative Audit.
- ✓ Distribution and assignment of goods, materials, and equipment purchased with project funds.

4.11 Monitoring, Evaluation, and External Audit.

4.11.1 Monitoring

At the Project level:

- At the beginning of the intervention a General Operational Plan was drafted that marks the follow-up and control of the foreseen activities at the administrative, technical, and institutional level. In addition, Quarterly Operational Plans (POTs) were drafted that defined all the activities to be executed and the persons responsible for every product. Weekly, there were meetings with the Netherlands Red Cross and the CRG President Cobán branch, in order to know of the project's progress, difficulties, and planning the activities established in the POTs.
- Monthly, the technical team carried out a narrative report, backed by a financial report, which formed the basis for the project monitoring and follow-up.
- The technicians responsible for each area were responsible for the supervisory activities week by week, and they followed the instructions given by the project coordinator, who in turn was ruled by the decisions taken in the Technical Committee.
- The regional headquarters of the International Federation of the Red Cross was informed of the activities carried out by the project, in order to ease coordination with other DIPECHO projects executed by members of the Movement in the region.

At the Institutional level:

- A Technical Committee was conformed (President of the CRG Cobán branch, the project coordinator, the national secretary of Planning and Projects of the CRG, the National Disaster Secretary of the CRG, a representative of the Regional Headquarters of the SE-CONRED, a representative of the Netherlands Red Cross, and a representative of the Spanish Red Cross). This Technical Committee met monthly and looked out for the efficient fulfillment of the results foreseen in the project, provided technical advice, and proposed to the Steering Council the technical modifications to the project, as well as reviewing and modifying the POTs.
- A Steering Committee was created (President and Director General of the CRG, a representative of the CONRED Executive Secretariat at the national level, the President of the CRG Cobán branch, a representative of the Netherlands Red Cross, and a representative of the Spanish Red Cross). This Steering Committee met quarterly and approved the POTs, the quarterly reports, provided political advice, approved technical modifications proposed by the Technical Committee, and looked out for the impact of the project.

At the communal level:

- In every nucleus community, the organizational community structures, COCODE and COLRED were established and/or reinforced. These coordinators provided follow-up to the participation of the people and looked out for the implementation of the activities and participated in them.
- In addition, using a participative methodology, each activity and training provided by the project was evaluated, including an evaluation of the facilitators. These evaluations formed the basis for feedback regarding methodology, instruments, and techniques used in the project.
- The general assemblies in the communities were another monitoring instrument.
- Field visits and supervisions were also carried out, coordinated with the people responsible in the community and others (COMRED, CODRED, Regional Headquarters SE-CONRED), in order to optimize the initiatives directed to the beneficiaries of the community.

4.11.2 Evaluation

- Is an evaluation foreseen during the operation?
No ☒

At the beginning of the project, a base line at the community level was carried out. This study provided a general profile of the population in the intervention area regarding the key indicators of the project. To measure the impact of the project, a final line will be carried out to be able to compare the data with the database established in the base line.

- Is an evaluation foreseen after the operation?
Yes ☒

To complement the base line, an external evaluation was carried out at the end of the intervention, which allowed the actors involved to gain an impartial perspective of the execution and the results.

The evaluation programmed for the final if the intervention centered on the achievement of objectives and results of the processes, instruments, and methodologies established and used during the execution of the project. The basic criteria for the evaluation will be the following: Pertinence, Efficacy, Efficiency, Impact, and Viability.

The evaluation team was formed by the Association CEDES (Center for Development) by technical staff specialized in disaster prevention and mitigation, applying conventional technique at the community, municipal, departmental, and institutional level. The basic guidelines of ECHO regarding external evaluations will be followed, and the Terms of Reference will be sent to the ECHO Regional Office in Managua for review.

In the meeting of the Technical Committee of 17 February 2006, it was agreed that the Netherlands Red Cross delegate, along with the technical delegate of the Spanish Red Cross, the National Secretary of Planning and Projects, and the National Disaster Secretary of the CRG would write the draft of the terms of reference for the final evaluation.

On 09 March 2006 the delegate of the Netherlands Red Cross met with the technical delegate of the Spanish Red Cross and the National Secretary of Planning and Projects to write the draft of the document that was sent early next week to the members of the Technical Committee and the ECHO representative, Mr. Sergio LaCabra, requesting their observations. After these were received, the terms of reference were sent to the consultants on 21 March 2006. The final evaluation is planned for April 2006.

4.11.3. External Audit.

- Is an audit foreseen during the operation?
No ☒

- Is an audit foreseen after the operation??
Yes ☒

The final audit will be carried out during June 2006.

5. RISKS AND ASSUMPTIONS

5.1. Pre-conditions

Approval by the various authorities of the final implementation phase of the project. In the annexes, several letters of intention and support of the project are shown.

5.2. Profile of Assumptions and Risk Evaluations

- The municipal, departmental, and national authorities remain in their posts during the period of the current administration.

- No natural disasters of special events take place that affect the process in the communities.
- The social and political situation of the country remains stable.
- The SE-CONRED maintains its commitment with the actions of the project.
- The technical staff of the SE-CONRED continues working for the government and has labor stability.
- The municipal authorities maintain their commitment with the project.
- The CODRED, COMRED, and COLRED remain active after the intervention.
- Decree 109-96, which regulates the emergency system, remains in force.
- The farming and harvest cycle does not change.
- The active and permanent participation of the leaders of the community in the project process.
- The people of the community internalize the community plans and participate actively in the project.
- The costs of construction materials continue within their normal levels.
- The women are motivated and show interest in participating in the project; the men support them, allowing them to work and respecting their opinion.
- Security conditions do not change in the area.
- DIPECHO maintains the planning of international and national seminars during the project implementation period.

Mitigation Plan

Risk	Effect on the implementation of the project	Mitigation
Political Risk		
The municipal, departmental, and national authorities remain in their posts during the period of the current administration	Further money, time, and effort spent to integrate the new staff of the government institutes to the relevant project activities. Further money, time, and effort spent to ensure that the project has the same importance for the new staff of the government institutes.	From the beginning of the implementation of the project, show all the government partners the benefits of working participatively and jointly. Ensure that the mutual commitments are reached with the signature of agreements.
The country's social and political situation remains stable		
The SE-CONRED maintains its commitment with the project's actions		
The SE-CONRED technical staff continue working for the government and have labor stability		
The municipal authorities maintain their commitment with the project		
Decree 109-96, which regulates the emergency system, remains in force		
Social Risks		
The country's social and political situation remain stable	There is no participation of the communities in general, and especially women in the project	On the basis of the base line study, the communities will be chosen participatively.

The active and permanent participation of the community leaders in the project process	implementation.	The interest of the communities will be created with small participative projects.
The people of the communities internalize the community plans and participate actively in the project		The professionals from the project team are able to create interest in the communities for the implementation of the project.
Women are motivated and show interest in participating in the project, men support them, allowing them to work and respecting their opinion		The project team will be working in all the communities.
Security conditions do not change in the region.		Provide training to groups exclusively made up by women.
Sustainability Risks		
The CODRED, COMRED, and COLRED remain active after the intervention.	Lost Investment.	Using a participative manner of implementation to ensure that the communities and relevant governmental institutions see the project as theirs.
The people of the communities internalize the community plans and participate actively in the project.		
Natural Risks		
No natural disasters or special events take place that affect the communities.	The project could not be implemented.	Use the experiences from the natural disasters; for example, create interest in the project, application of procedures, and evaluation of emergency plans.
The planning and harvest cycle do not change		
Economic Risks		
The costs of construction materials remain within their normal levels.	Due to a lack of funds, the work would be reduced.	Budgetary change, including a request for extra funds.
Security Risks		
The country's social and political situation remains stable	Due to continuous changes in the planning of the project, the communities show diminished interest and participants.	Clear rules with all the participants. Work in all the communities. Security plan and process. Care for the lives of the participants and the rest of the project. Change conclusion date.
Security conditions are unchanged in the area		

During the execution of the first 7 months of the project, the following external factors were found:

- ☒ Possible problems in the field from Store Adrian– May 2005. Local response operation.
- ☒ Members of the technical team provided support in the rescue of landslide victims in Senahú. Activation of the COMRED and CODRED.

- ☒ The level of quality showed by the consulting firms during the selection process and the execution of the consultancies.
- ☒ Participation process of the SE-CONRED in the implementation of the project.

From September 2005 to March 2006, the following external factors were found to have an incidence on the execution of the project:

- ☒ Due to Tropical Storm Stan, the participation of the SE-CONRED and the CRG headquarters in the project execution was reduced.
- ☒ The CRG motorboat supporting the project had an accident, which scared the technical team. In that same accident, much equipment was lost and the search and rescue mission took longer than expected.
- ☒ In addition, as the consultant hired for the installation of the radios was in the motorboat with all his equipment at the time of the accident, the radio communications consultancy was also delayed.
- ☒ For several reasons, there was a delay in the execution of different consultancies, as well as their presentation in time and form. (Risk Diagnostic, Manual COE/SCI, Manual for COLRED and EWS).
- ☒ In February 2006, the Governor of the Department of Alta Verapaz resigned to his post, and it was the loss of a strong strategic alliance at the local political level. It was hoped that his replacement would show the same commitment to the project activities but it was not so.
- ☒ Climate conditions worsened, affecting the outcome and development of the activities, as access was more difficult and staff could not reach the communities.
- ☒ The providers of equipment and materials never delivered on time, forcing continuous reprogramming of the project activities.
- ☒ In the community of Yalsec Sepur no training activities were completed, due to the negative and hermetic culture of the population.

5.3. Security

5.3.1. Situation in the field

The area is the center of many conflicts. The population hails from various areas of the country, as they have been displaced due to conflicts searching for farmland. This mixture of cultures, languages, and social structures has resulted in the marginalization of the ethnic groups, land conflicts, and water right conflicts. Various (public) murders have been registered, and there is a limited presence from the National Police or other governmental structures.

In some communities, animal life is very diverse, including wild felines and poisonous snakes, placing the inhabitants and visitors in constant risk.

The motorboat accident also proved that river transportation has important risks: sudden river swells, trunks in the current, debris, etc., which should be taken into consideration in the work planning.

Given these conditions, it was decided to regulate the activities in the field, as well as visits, equipment, staff, and technical conditions.

5.3.2. Have you established a specific security protocol for this operation?

Yes ☐ No ☐ Standard Procedures ☒

The security measures will be based in the following documents:

- Code of Conduct for all the Federation staff, March 2003
- The document "Rules and Regulations Regarding Security" for the project staff and delegates of the Netherlands Red Cross in Guatemala

5.3.3. Do you have a specific plan for security and medical evacuations for this operation?

Yes ☐ No ☐ Standard Procedures ☒

The security measures regarding medical evacuations will be based on the following documents:

- Evacuation Plan in Emergencies from the CRG
- The Netherlands Red Cross in Guatemala Security Manual

5.3.4. Is your field and foreign staff informed and trained in these procedures?

Yes ☒ No ☐

6. REQUIRED RESOURCES

6.1. Total Budget (point 11.1.): EUROS 325,719.27

6.2. Human Resources

6.2.1. The staff included in Title 1: "Goods and Services delivered to beneficiaries"

- Number of People: 4
- Number of Volunteers: 15
- Status:
- Educators (2)

One for each region the project has been divided into. Responsible for the educational processes with the communities and the members of the COLRED and COMRED mainly.

- Technicians for prevention and mitigation. (2)

One for each region the project has been divided into. Responsible for the technical processes, follow-up, and advice with the communities, mainly for the risk maps, community emergency plans, installation of the community warning systems. They also support the labor of educators.

Regarding the Technical Team, during the recruitment process, the Selection Committee decided to hire staff based on the interviews that it was best to hire a Technician for Organization and Training and a Technician in Disaster Preparedness. They also work jointly with a Technical Assistant, complementing formal professional aspects, local language, and community management.

Functions:

1. Provide technical and educational company to the communities.
2. Carry out monitoring and follow-up tasks.
3. Carry out coordination, joint execution, and accompaniment tasks with functionaries of the CONRED, CODRED and COMRED.
4. Advise and train the members of the COLRED established in the communities.
5. Identification and management of small community works.
6. Orient the labor of the relief volunteers of the CRG supporting the execution of the project.

- Volunteer teams (15)

Responsible for helping in the implementation of training sessions. Extra help for the execution of the base line study.

6.2.2. The staff included in Title 2: "Support Costs"

- Number of People: 4

- Status:

- 1 Foreign Delegate (Netherlands Red Cross):

Responsible for the general follow-up of the project and acts as the responsible counterpart before the European Union for the contract responsibilities and the project. Financed by the Netherlands Red Cross.

- 1 Project Coordinator:

Responsible for the implementation and management of the project.

In July 2005 the coordinator of the project resigned for personal reasons. In order to help the Netherlands Red Cross delegate, the Regional Representative of the Netherlands Red Cross hired a technical assistant from the Honduran Red Cross, who arrived in the project in August 2005.

In December 2005, the Regional Representative of the Netherlands Red Cross, along with the Head of the Delegation of the Spanish Red Cross and the Director General of the CRG, selected the technical assistant as the project coordinator.

- 1 Administrative Assistant:
Responsible for the accounting and budget follow-up of the project. Verifies the adequate fulfillment of accounting and administrative regulations of the European Commission applicable to the project.

In the beginning of the project, the Red Cross consortium noticed that since the project was implemented at two different levels (political and technical) in different areas of the country (Guatemala City and Cobán), the administration could not be managed from a single place. For this reason, it was decided to hire two administrative/financial assistants.

- 1 driver

To make the implementation of the project in the field easier, the Netherlands Red Cross lent another vehicle; hence, the process to hire another driver began.

- Function
 - Project Coordinator – The general coordination of the project (planning, inter-institutional coordination, monitoring, evaluation).
 - 1 Administrative Assistant – Finances, logistics, administration, support for the Project coordinator.
 - 1 driver – Logistical support for the project, transportation of goods and volunteers.

Staff	Number of People	Months	Expenses
Project Coordinator	1	15	€ 22,284.38
Educator	2	13	€ 17,370.24
Technical staff for prevention and mitigation	2	13	€ 24,983.24
Drivers	2	14	€12,191.47
Volunteers	15	13	€ 8,650.00
Foreign Delegate	1	15	€ 59.500 (contribution NLRC)
Administrative Assistant	2	14	€ 18,323.49

6.3. Material Resources

6.3.1. Necessary Equipment (see annexes 2, 3, 4 and 6).

Equipment and vehicles that alter the project implementation will be distributed to the following beneficiaries: CONRED and the CRG.

<i>Furniture and Office Equipment destined to the technical team</i>		
2 desks 1 work table 10 chairs 3 computers 1 printer 1 fax 1 telephone 2 files of 4 drawers 2 fixed bookcases	To work in reports, create action plans, have technical meetings, document and systematize the implementation of the project.	€ 6,000.00
<i>Vehicles destined for the technical team</i>		
4 motorcycles (one for each technician)	For transportation to the communities.	€ 9,800.00
<i>Furniture and Office equipment destined to the strengthening of the Office of the CONRED Executive Secretariat, regional level</i>		
1 computer 1 scanner 1 printer	To make the administrative task of the Office of the CONRED Executive Secretariat, regional level, easier.	€ 1,600.00
Equipment for the installation of the CONRED Regional Office in Cobán.	To make the daily work of the CONRED Regional Executive Secretariat in Cobán easier.	€ 20,000.00

The final destination of the furniture, the office equipment, and the vehicles will be the following:

- ✓ Furniture and office equipment destined for the technical team will be distributed to the CRG after the implementation of the project.
- ✓ Vehicles destined to the technical team will be distributed to the CRG after the implementation of the project.
- ✓ Furniture and office equipment destined to the strengthening of the office of the CONRED Executive Secretariat at the regional level will be distributed to the Regional Office of the CONRED Executive Secretariat.

Regarding the motorcycles, the Red Cross consortium decided to purchase 2 instead of 4. After the first visits to the communities, the Technical Team saw that purchasing 4 motorcycles was not necessary to make field work easier. With two vehicles, two motorcycles, and a motorboat, the Technical Team had sufficient tools to implement the work in the field.

Regarding the office equipment for the Regional Headquarters of the SE-CONRED, Region II, the Netherlands Red Cross, based on the comments of the ECHO regional representative decided that the motorcycles requested by SE-CONRED could be part of office equipment. Thus, it was decided to obtain quotes and purchase two motorcycles as part of the equipment for the installation of the Regional Office of the SE-CONRED, Region II.

Equipment that will be distributed to the direct beneficiaries

Equipment for the Community Centers for Health and Disaster Prevention		
Radio communications equipment (1 repeater and 2 base radios for the base communities in every region)	To make the communications between the 10 COLRED with the COMRED, CODRED, and CONRED easier.	€ 6,300.00
Basic equipment of the Community Centers for Health and Disaster Prevention.	To make the functioning of the Community Centers for Health and Disaster Prevention easier.	€ 4,500.00

Though the installation of a repeater was foreseen in the budget, after close communications with the Radio Communications Department of the SE-CONRED, it was decided it was not necessary to install the repeater, as the repeater of the SE-CONRED system would be used, and with the remaining funds, an additional base radio was obtained.

Describe the procedure followed for the acquisition of equipment:

We observe the procedures and rules of the Annex of the "Framework Partnership Agreement for the Supplies, Works and Service Contracts" of the European Commission. As the value of various contracts will be below certain totals (works contracts < EUR 299 999, service contracts < 199 999, supply contracts < 29 999) a negotiation procedure like the one described in Annex V will be followed.

Regarding the Value Added Tax (VAT), after many attempts through correspondence, telephone calls, and other channels, we were NOT able to obtain exoneration from this tax. We have the respective correspondence and a letter from the Government confirming its REFUSAL to grant the exemption. We request that this be taken into consideration when reviewing eligible costs.

We need flexibility in the nationality and origin rules only for the purchase of the radio communications equipment (3 base radios and all their accessories) for the base communities in each zone and the 2 motorcycles for the following reasons:

- Communications systems in Guatemala are based on those of the United States. Thus US systems may be purchased in Guatemala. Adaptation of European equipment would be impossible.
- The motorcycles are of US or Japanese origin, and thus, delivery and cheap and efficient maintenance are guaranteed.

6.3.2. Goods to be purchased.

Goods that will not be distributed to the direct beneficiaries

Goods destined for the Technical Team		
3 first aid kits	To provide the technical team with first aid equipment, useful in case of an emergency.	€ 675.00

After performing the quotes for the purchase of the first aid kits, it was determined that the prices were too high, thus, it was only possible to purchase two of them with sufficient basic equipment for emergency assistance.

Goods that will be distributed to the direct beneficiaries

Goods for the Community centers for Health and Disaster Prevention		
Construction material for 4 Community Centers for Health and Disaster Prevention.	To build 4 Community Centers for Health and Disaster Prevention.	€ 16,000.00
Goods for Disaster Prevention System		
Material for signaling evacuation routes.	To help the community escape in case of a disaster.	€ 500.00
* Basic materials for the Community Early Warning Systems	To create Community early Warning Systems in the communities.	€ 6,000.00
Material for the implementation of small disaster mitigation projects and improvement of infrastructure.	To implement small participative projects.	€ 30,000.00
Educational material for the education processes	To make the learning process easier in the communities.	€ 16,000.00

* The basic materials for the Community Early Warning Systems are construction materials to create Community Early Warning Systems

Describe the procedure followed for the adjudication of contracts:

We followed the procedures and rules of Annex V in the "Framework Partnership Agreement for the Supplies, Works and Service Contracts" of the European Commission. As the value of different contracts will be below a certain total (work contracts < EUR 299 999, service contracts < 199 999, supply contracts < 29 999) the quote procedure described in Annex V will be followed.

Regarding the total amount of material for the implementation of the small disaster mitigation and/or preparedness participative projects, which is > 29 999, we would like to mention that the procedure of a single quote will be followed for each small project.

*** Goods purchased for the execution of the project:**

Nº	Description
1	Computer, Compaq dx2000-p4 2.8GHZ,512mb,80Gb HP S5500 DVD/CD-RW,Modem
2	Battery, Power Back-up USB 500Va
3	Modular desk, L Type, color: black
4	Secretarial chair with arms; color: black

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5	Metal tray for papers, three levels, black
6	Tape dispenser
7	Round conference table, black
8	Fixed chair, faux leather, black
9	Computer Compaq dx2000-p4 2.8GHZ,512mb,80Gb HP S5500 DVD/CD-RW, Modem
10	Battery Power Back-up USB 500Va
11	Computer Compaq dx2000-p4 2.8GHZ,512mb,80Gb HP S5500 DVD/CD-RW, Modem
12	MS Office Installation CDs, Small Business Edition 2003 Dpa with BCM (software)
13	Printer
14	Battery Power Back-up USB 500Va
15	Data Switch CNET 8 port Desktop 110v.
16	Modular desk, L Type, black
17	Secretary chair with arms, black
18	Bookcase, black, 5 levels, with glass cover
19	Metal filing cabinet, black, 4 drawers
20	Metal stapler, black
21	Desk calculators
22	Hole puncher, black
23	Tape dispenser, black
24	Metal tray for paper, three levels, black
25	Fax
26	Metal bookcase, black, 5 levels
27	Hole puncher, black
28	Metal stapler, black
29	Tape dispenser, black
30	Secretarial desk with mobile keyboard for computer
31	Metal tray for paper documents, 3 levels, black
32	2 complete first-aid kits
33	Digital camera
34	Motorcycle Yamaha License plate CRG-506
35	Motorcycle Yamaha License plate CRG-505
36	Helmet for motorcycle driver
37	Helmet for motorcycle driver
38	8 life jackets
39	2 fans
40	5 coffee cups
41	1 coffee maker
42	Ceramic water dispenser
43	6 glasses
44	Table for printer

All these goods, vehicles, materials, and equipment will be delivered to the local partner, in this case to the Guatemalan Red Cross.

- 6.3.3. If the operation requires the purchase of medicine and/or medical equipment: Do you have standard procedures for the acquisition, management, and storage of this medicine and/or equipment?

Non-applicable

Yes ☐ No ☐

Please specify:

Who certifies and validates the supplier and how is it done?

7. PERSPECTIVES OF THE HUMANITARIAN ORGANIZATION IN TERMS OF LINKING MITIGATION, REHABILITATION, AND DEVELOPMENT

7.1 This operation (or a similar one) has been functioning since:

Both the Guatemalan Red Cross and the Netherlands Red Cross implemented different actions for assistance (since 1997), rehabilitation, and reconstruction in the departments of Alta Verapaz and y Peten, exposed to high risks of hurricanes and flooding. This work was coordinated with other members of the Red Cross Movement, and municipal and departmental authorities, and the CONRED. These initiatives included the strengthening of the communities so as to respond to future disasters in the area (hurricanes, flooding, earthquakes, landslides, and forest fires.)

The PRRAC (Program for the Rehabilitation and Reconstruction of Central America, sponsored by the European Community) project is currently being executed. This program focuses on Community Health in the project's area of influence with initiatives for Water and Sanitation, Community Education for health attention, best practices in health, etc. The initiative will be completed by June 2005.

7.2 Sustainability

The sustainability of the project rests on four main actors:

- a) The community and its capacity for organization and execution.
- b) The municipal and departmental government and its decisions regarding community risk management.
- c) The Executive Secretariat of the CONRED at the national level and its political incidence.
- d) The Guatemalan Red Cross, Cobán branch, and its potential in emergency preparedness and response.

Community Organization:

The process for the organizational strengthening of the communities comes to complement and strengthen processes promoted by the government, institutions, and previous projects.

This allowed the community leaders and their organizational structure to assume a greater role as leaders, as well as fulfilling the various commitments that the community demands from them. The inclusion of new members, the development of new techniques, practices, and knowledge have reinforced links within the communities; in addition, the official recognition of their structures is another relevant factor that makes the development process run from the community to the municipal government, forging closer links between them.

Given that the small participative projects for preparedness and/or mitigation were diagnosed, approved, and executed by the communities themselves, they allow for greater value for them, and this main role taken by the communities developed the capacities of identification, prioritization, and execution of their main needs.

The community early warning systems and the three base radios were installed, and they are being operated by responsible people appointed by the COLRED; these individuals were trained in the use, care, and management of instruments, as well as the drafting of registries and reports to the CONRED. It is worth highlighting that at this stage they should have the permanent advice and technical follow-up of the CONRED.

In addition, the permanent social organization based on the indigenous culture is characterized by the social responsibility assumed by the members of the community and that generated internal development processes. Finally, the project's focus on gender created the space for women to also be part of the decision-making process, training them and ensuring they also signed the project statements and commitment letters.

Municipal and Departmental Governments:

The development of a Municipal Response Plan required a permanent commitment and participation of the entities linked to the municipality. This process generated interesting dynamics between the member organizations and the communities, and it promoted demands from civil society to fulfill municipal responsibilities, starting from greater knowledge of the risks and opportunities

With the project, the COMRED office gained a permanent character, located within the Municipal Government; in turn formal commitment agreements were signed with the government and institutions, backed by the municipal authorities. The departmental and national authorities will assume the role of watching and fulfilling them.

In addition, the installed capacities of the human resources through the development of their training and technical education, a better knowledge of their role and responsibility, will allow the process to grow and improve.

The CONRED Executive Secretariat:

As the entity responsible at the national level for the coordination and management of the CODRED and COMRED, it was strengthened as a SYSTEM. This allowed a greater linking of each and every one of the levels involved, guaranteeing a permanent presence in these levels.

The participative formulation of:

- a) The Manual of coordination and procedures (COE y SCI)
- b) The Manual for Organization and Operation of the COLRED.
- c) The risk diagnostic.
- d) Educational material adapted to the rural Q'eqchi population.

It generated closer links between all those involved, as well as the possibility of promoting this experience in other regions of the country, given its national character.

The SE-CONRED committed itself to provide follow-up to the communities helped by the project. This includes reinforcement in training, advising the COLRED, and verification of the performance of the community's EWS. It will also process the information related to the effects emergencies generate on the COLRED.

The CRG Cobán Branch and the Central Headquarters:

The strengthening of its human resources improved the performance and the activities carried out by the Cobán branch, in turn this will allow a greater capacity for follow-up, favored by its permanent presence in the municipality, and especially in the Chixoy River basin with the SIAS program; thus it will maintain follow-up and advisory activities to the communities regarding risk.

The project's administrative structure allowed a permanent diffusion of information, methodologies, and tools during the implementation of the project, benefiting from the learning process generated by the project with the Cobán branch, and in turn, with the CRG. In fact, at this time, members of the project Technical Team are carrying out risk management activities in the area affected by Tropical Storm Stan with the methodologies and tools used in the execution of the DIPECHO IV project.

7.3 Continuity Strategy

Replicable instruments and methodologies will be created at the departmental and national level. They will be directed toward improving the coordination mechanisms between the institutions that form the CONRED system, at various organizational levels. The installed capacity for prevention will remain at the community level. The organizational capacity of the community will be reinforced improving its response capacity and implementing small mitigation and preparedness projects. In addition, the CONRED system will be reinforced, as well as the institutions that conform it, (including the CRG) to improve at the national level the response capacity of the COLRED, COMRED, CODRED and finally CONRED.

Their integration under the responsibility of the central and departmental government, given the direct action invested in them, is guaranteed by their close and direct linking with the project. Currently, the Red Cross assumes its role assisting public entities, generating and giving incentives to the initiatives for change without duplicating responsibilities.

In addition, the participation of civil society in the development processes will be increased thanks to the structural strategies implemented in the country by the government. This will turn the topic of risk management into an aspect of interest and importance in the public and governmental administration.

Regarding the CRG, its role and responsibility is permanent, and it will continue receiving support and institutional reinforcement to improve its initiatives in this area, thus providing them with tools to maintain and expand their actions toward the beneficiary communities, applying the strategies implemented by the project with the lessons learned in other regions of the country.

More so, it has been foreseen that the Netherlands Red Cross may support the institutional strengthening process begun in previous projects. This process focuses in the capacity of the CRG to identify, manage, implement, and evaluate development projects with the purpose of contributing to the organization and financial sustainability of the CRG. In addition, the Netherlands Red Cross will continue searching opportunities for new development projects in the area in the following years.

8. MAINSTREAMING

Gender:

The project implied an important process in the social, economic, and cultural structure, and given that gender is a mainstreaming issue and very important in the development process, greater equality relations were fomented between men and women; the position of women in social, cultural, and economic systems in the intervention area had a great influence in the implementation and sustainability of the project.

Different obstacles were found in the search of equilibrium in the various power and gender relationships in the families, due to the firmly implanted traditional Guatemalan culture, markedly closed and with great machismo. At first there was an acute lack of feminine training, exacerbated by the scant participation of women and the social pressure put on them.

The project promoted various actions that promoted changes in the traditional roles between men and women, with the purpose of visualizing the capacity of women to fulfill responsibilities different from those they have traditionally been linked to in health, nutrition, family security, and the home.

The project fomented feminine participation in community decisions such as: the administration of economic resources, and the assumption of direct responsibilities, taking communications as a base tool of education and community decision.

Indicators:

- ✓ At least 20% of the COLRED members are women.
- ✓ Women participate actively in the trainings and practice drills.

During the meetings and the trainings with the communities, the Technical team always tried to have women participate, so that they became involved in the community reinforcement process. In addition, it was explained to the husbands that it is very important that women are informed about disaster prevention and mitigation, as the men are often working in the fields, away from the communities.

For this reason, they are not always present in case of a disaster, and the women were told that it is important they are prepared to act in case of a disaster. To make it easier

for women to participate in the trainings, the volunteers helped taking care of the children while the mothers received training, through child dynamics and participation dedicated to disaster prevention.

In the organized COLREDs, currently there are 29 women who are members and they participate actively. In addition, according to the participation lists delivered by the projects, there is a 60% female participation in the various trainings.

As a more tangible example, we may cite the small project of Bempec el Castaño, which was executed directly by a small group of housewives with the support of the men, but the leadership was assumed entirely by the women.

Children and Adolescents

The project also worked in the educational field with the children, especially at school age, fomenting messages of equality and responsible and active participation of girls in the project activities and the community itself. In addition, the messages of equality and the participation roles were fomented in the adolescents of the community.

In the trainings, boys and girls and adolescents were always taken into consideration. Taking advantage of their presence in the community, the Technical Team planned the trainings in such a way that in the mornings they worked with schools and in the afternoons with adults. Fifteen school security committees have been organized; and the integration of boys and girls has been promoted and achieved.

The central topic of the work at the school level has been the management of risk, where the students visualize the school as a risk scenario, specifically identifying the threats and vulnerabilities, as well as the capacities they have.

Ethnic and Cultural Situation

The high level of indigenous population of the department of Alta Verapaz and the area of influence of the project demanded that its work strategies be drafted respecting and integrating the indigenous culture and its social and community organization, respecting the traditions and structures installed in the communities during the organization and development of the community meetings.

The facilitators (members of the technical team and volunteers) imparted the workshops in the Q'eqchi language, and the training, education, and reference materials were printed in Q'eqchi.

These materials consisted of 5 educational modules and 3 posters: 1.- Cycle of Disasters. 2.- Seven Principles of the Red Cross Movement and 3.- Basic Concepts of Risk Management.

During the meetings and trainings with the people of the communities, some terms used frequently in risk management were translated to the Q'eqchi language to make the transmission of knowledge easier regarding the issue of disaster prevention and mitigation.

For the installation of the EWS, the local perceptions and community communications and gatherings mechanisms during emergencies were taken into consideration, especially for flooding.

Environmental Situation

The department of Alta Verapaz possesses forest reserve areas and actions are taken to care for the forest and maintain biodiversity. The project promoted these actions as a basis for disaster prevention, highlighting the responsibility of the communities in preserving the environment. In the educational prevention processes, risk management, and drafting of community maps, the role of the communities with the environment was emphasized.

The authorities and functionaries participating in the educational processes were given awareness training about their permanent responsibility in environmental care and the incidence on the long run of the decisions taken for or against that.

The Environment Ministry and the National Forestry Institute are part of the CODRED, and they helped the technical team to take the environmental issue as a mainstreaming issue in the project implementation. In addition, joint work was undertaken with the "Lachuá" project, which has the preservation of the environment as its main objective.

In the base line, as a result of some specific questions, some issues regarding the environment appeared, and the technical team took them as valid for the community trainings.

As the SARAR methodology has been used in the risk management topics, slides are used that in the majority of cases have to do with environmental destruction; it has served for reflection and analysis by the communities of the need to preserve the environment, preventing deforestation and forest fires.

9. VISIBILITY PLAN AND COMMUNICATIONS STRATEGY

The project presented to the ECHO Regional Office in Nicaragua a "Plan for Communications, Information, and Visibility" based on the ECHO Information Strategy and the "Manual on the Use of the Emblem in Promotional Activities of the Red Cross Movement".

This plan was based on:

- Key communications messages according to the target audience.
- The multiplier effect of the information in the communities and the participating organizations.
- Ample coverage at all levels.
- Adequate value of the cost/benefit of the assigned budget.
- Adequate use of the ECHO symbol and the Red Cross Emblem.

The following audiences were covered:

- A. The Beneficiaries, defined as the people and/or organizations for whom the project directed its actions. It included the people of the communities pre-selected as well as the organizations involved in the project.

The media used were:

- An informational brochure that explains the project, its reach, the origin of the funds, and the expected results.
 - Publicity and identification stickers that eased the visual identification of the project, the organizations involved, and the origin of the funds.
 - T-shirts, hats, and identification material for the staff working in the project.
 - Public act and launching of the project with the presence of the departmental and national authorities. It included the active participation of the representatives of the beneficiaries.
- B. General Public: including the Municipality of Cobán and its areas of influence, as well as the national audience. The media used were:
- Billboard on the highway to Cobán with the technical information of the project.
 - References of the project in the periodic publications of the CRG (Magazine and web page).
- C. Printed, television, and radio media from the area of Alta Verapaz and of national coverage, through:
- Periodic press bulletins regarding the main events of the project, directed to the local media and the national media.
 - Guided visit of journalists at the end of the project.

References to the project in the various activities related with the media and organized in the CRG.

The project had a Communications Plan and a Visibility Plan.

Based on these plans, the technical team and the volunteers always were identified as executers of the DIPECHO IV project through T-shirts, hats, and coats. In addition, during the meetings and trainings, the project was publicized in large cloth banners.

The vehicles used in the project always used ample identification of the project through magnetic stickers using the emblems of the Red Cross and ECHO.

The project office in Cobán has identification through two signs: one in the entrance of the office and another in the entrance of the delegation, displaying the links between the CRG Cobán branch and the DIPECHO IV Project.

For each communication (letters, invitations) letterhead paper was used. Each member of the Technical team had business cards showing their relationship to the project.

From the beginning of the project, the national and local press showed much interest in the project and it received coverage in television and newspapers in various key events. The media were invited and participated in all the presentation activities the project carried out to divulgate the results of the base line and the delivery of equipment to the SECONRED Regional Headquarters II in Cobán.

All the small projects were labeled with the basic information, including the visibility of the donors.

10. COORDINATION IN THE FIELD AND ASSOCIATES FOR LOCAL IMPLEMENTATION

10.1 National and Local Authorities

The SE-CONRED Executive Secretariat, as the coordinating entity of the integrated system for emergency management at the national level, participated from the diagnostic process and the analysis of the proposal.

In the coordination process with this organization, specific products were agreed to strengthen the system. These are: Create a new CONRED Regional Office based in Cobán; preparation of the cards for the "Manual of Coordination Procedures–COE and SCI" and the "Manual of COLRED Organization and Performance" and the educational material adapted to the rural Q'eqchi population.

In addition, the CODRED and COMRED of Cobán are strengthened through the preparation of risk and emergency maps of the Municipality of Cobán.

These initiatives implied an active and permanent participation of the offices affiliated to the CONRED during the entire implementation process and after it, to guarantee its sustainability.

The technical staff of the CONRED Executive Secretariat at the national level and its delegates in the regional headquarters of Alta and Baja Verapaz worked very closely in all the activities proposed and are partners in the making of decisions at the technical and political level.

The local and municipal authorities, the Municipality of Cobán, the representatives of the Health and Education Ministries at the municipal and departmental level, and the Departmental Governor of Alta Verapaz provided all their support to the project.

The Netherlands Red Cross carried out all its activities and projects in support of the National Development Plan of the Guatemalan Red Cross and the priorities established in it. It helped in the participative preparation of the current proposal with the various National Societies involved and the Cobán branch. This participative process consolidated the commitment of the CRG with the communities.

The Spanish Red Cross, as an associate of the project, equally supported and assumed its responsibility in the technical management, based on its experience in the DIPECHO III project, providing counseling for field activities and providing financial co-participation.

The International Federation of the Red Cross has carried out a coordination process between the various members of the Red Cross Movement with the purpose of achieving a coherent vision and common actions in different countries.

The purpose of this is to fulfill the "strengthening of an integrated vision that incorporates the mechanisms and preparedness for response as a permanent process in risk management, indissolubly linked to sustainable development." (Recommendation 1 of the National Forums and the Regional Forum MITCH 5" led by the CEPREDENAC).

Recommendation 2 of the same forum urges to "strengthen the national disaster systems in the region, institutionalizing risk management as an inclusive process for emergency management and one in which the regional, national, municipal, and community levels are fully reflected."

As the executive entities of the project, the CRG, Spanish Red Cross, and Netherlands Red Cross signed a Consortium Agreement that defined the internal coordination related to the execution of the project. Through this agreement, there was frequent communication regarding the execution of the project through telephone calls, letters, e-mails, and meetings.

Regarding the implementation of the project, there was good coordination with the Central Headquarters of the SE-CONRED and the Regional Headquarters of the SE-CONRED Region II. For this coordination, the CRG and SE-CONRED have signed an addendum to the Framework Agreement which explains the way of implementing it along with the DIPECHO IV project.

With the International Federation of the Red Cross and the Red Crescent there was constant communication regarding the use of the educational material "It is Best to Prevent," used in the community trainings. The Reference Center for Community Education, based in Costa Rica, provided technical support through the National Disaster Secretariat of the CRG.

Jointly with the Regional Delegation of the SE-CONRED, the Technical Team coordinated the implementation of the project with local authorities and organizations. At the community level, the Technical Team had a good relationship with the local authorities and good coordination with the organization of the COMRED and CODRED.

10.2 Coordination in the Field

For coordination in the field, a management structure was applied that provided adequate follow-up and monitoring, increases transparency, and improves sustainability, coordination, and institutional participation. This structure was implemented successfully in the USI-HA project. The structure is formed by:

The Steering Committee.

Formed by the President and Director General of the CRG, one representative from the CONRED, the Executive Secretariat at the national level, the President of the CRG, Cobán Branch, a representative from the Netherlands Red Cross, and a representative of the Spanish Red Cross. This committee approved the operational plans, provided political advice, approved the technical modifications proposed by the Technical Committee, and looked out for the impact of the project. A total of 4 meetings of this type were developed during the entire project.

The Technical Committee:

Formed by the President of the CRG, Cobán Branch, the Project Coordinator, the National Secretary for Planning and Projects of the CRG, the National Disaster Coordinator of the CRG, a representative from the CONRED Executive Secretariat at the departmental level, a representative of the Netherlands Red Cross, and a representative of the Spanish Red Cross. The Technical Committee looked out for the

efficient fulfillment of the expected results proposed by the project, provided technical advice, proposed technical modifications to the project to the Steering Committee, and reviewed and modified the Quarterly Operational Plans. A total of 8 meetings of this type were carried out during the entire project.

The Technical Team:

It is under the authority of the Project Coordinator and receives the support of the Netherlands Red Cross and the President of the CRG Cobán Branch for the making of day to day decisions in the project. In the area of influence, the Technical Team coordinated its activities with the Vigilance Committees and the local authorities.

From the beginning of the implementation of the project, the Technical Team met every week with the delegation to exchange experiences and plan work. In addition, the Regional Representative of the Netherlands Red Cross, jointly with the Head of the Delegation of the Spanish Red Cross and the National Disaster Coordinator of the CRG visited the Technical Team to exchange experiences and perform self-evaluation workshops.

10.3 Partners in the Implementation

10.3.1 Name and address of the implementation partners

Name of the local partner: Guatemalan Red Cross
Address: 3 calle, 8-40, zona 1, Guatemala City,
Guatemala, CA.
Telephone: (+502) – 2203848, (+502) – 2324649
Fax: (+502) 232-4649
E-mail: crg@intelnet.net.gt

Name of the local partner : CONRED
Address: Av. Hincapié 21-72, Zona 13
Guatemala, 01013, C.A.
Telephone: (+502) 385-4144
Fax: (+502) 385-2517

10.3.2 Role of the partner (s) in the implementation of this operation.

The project fulfills: the statutes of the CRG, the Regulations for Branches of the CRG, and the Cooperation Agreement of the Movement in Guatemala that regulates the internal coordination.

This framework implied that a) The CRG was responsible of the management of the project's quality and technical assistance, b) The CRG implemented control measures, financial statements, and audits, c) The Cobán Branch was responsible before the population, d) The PNS eased the implementation process of the project and provided follow-up.

The CRG had a predominant role in the execution of the Project, providing additional infrastructure and human resources (Volunteer corps) to achieve the objectives proposed. The coordination of activities depended upon the CRG and it worked very closely with the CONRED National Secretariat, based on Decree 109-96 which constitutes the legal basis of the CONRED's intervention, establishing mechanisms, procedures, and regulations for disaster reduction.

The work of the CRG, with support from the NLRC, was to coordinate the operations and the management of proposed activities through the Cobán branch, which fulfilled all the rules established in the Statutes and Regulations for the CRG Branches.

This branch has proven experience in the implementation of projects of this nature. They have executed community development projects in Health, Water and Sanitation, Human Development, Community Organization, Agricultural Development, Disaster Prevention, etc. And was responsible for the execution of project PRRAC/G/SU/03/062. It has a corps of trained volunteers, Q'eqchi in origin, and with experience in the projects area of influence and the project topics.

The CRG volunteers in the Cobán branch constituted one of the most important human resources for the training and education process in the communities. This group is highly motivated and has experience in community work, particularly in disaster response.

In addition, the CRG at the central level and the SE-CONRED, have (within their paid staff and volunteers) people that are leaders in Disaster Prevention and Mitigation at the national level.

10.3.3. Type of relationship with the implementation partners.

The Guatemalan, Netherlands, and Spanish Red Cross are part of the International Red Cross Movement, which means they work in favor of the vulnerable population of Guatemala under the 7 fundamental principles of the organization; Humanity, Impartiality, Neutrality, Independence, Volunteer Character, Unity, and Universality.

The support that the CRG receives from the Netherlands Red Cross and the Spanish Red Cross is bilateral and comes in terms of financial and technical aid in development projects for the vulnerable people of Guatemala.

10.3.4. History of previous collaborations with the implementation partners: Projects carried out by the Netherlands Red Cross with the local partner:

Human Development – 1997 - 1999 Activities focused on improving the quality of life of the communities.

CHACA- the Netherlands Cooperation for Aid to Central America: from 1999 to 2002. Support for the Reconstruction and Rehabilitation of the Northern Part of the Department of Alta Verapaz, Guatemala (4.750 people).

PRRAC/G/SU/03/062: Usi –Ha': Assistance for preventive health, water, and sanitation in 12 communities of the Department of Alta Verapaz, Guatemala (3.800 people)

10.3.5 Name and Title of the People authorized to represent the partner in the implementation regarding this operation Mrs. Annabella Folgar de Roca, National President Mr. Joaquín Tahuico, National Planning and Projects Secretary of the CRG.

10.4. Contractor and Procedures Foreseen for the Adjudication of Contracts

10.4.1. Name and Address of the Contractor (s)

Role of the contractor (s) in the implementation of this operation

Nr	Consultancy	Contractor	Amount in Euros
1	Risk Diagnostic in Cobán	Víctor García	5,752.21
2	Base Line	Grupo Cambios	3,318.58
3	Manual COE / SCI	Víctor García	995.57
4	Manual COLRED	Víctor García	995.57
5	Early Warning Systems	Víctor García	2,433.62
6	Radio Communications	Héctor Rolando Cabrera	2,589.15
7	Drafting Country Document	Luis Fernando Salazar	3,361.94
8	Translation of the Educational Material and the Posters (Q'eqchi)	Juan Tzoc	1,161.50
9	Final Evaluation	Edgar Betancur (CEDES)	3,318.58
10	Financial and Administrative Audit	Óscar García (García Sierra y Asociados)	2,212.38

Due to the scant quality of the offers presented by the consulting firms, and the extremely high fees requested, the possibility of hiring a firm for a "package" of studies was hired. Considering the experience, quality of his offer (satisfactory in time and form), general recognition from other risk managers, Mr. Victor Garcia was selected to perform 4 studies (described above.)

In order to make this decision two other key factors were considered:

- The fact that the studies were closely linked.
- The fact that the availability of the communities, the volunteers, and the Technical Team would have certain restrictions due to the other project activities, in addition, dealing with the same person creates an atmosphere of familiarity and trust for all.

10.4.3. Describe the procedure followed in the selection of the contractor(s)

The project will be executed according to Annex V "Rules and Procedures Applicable to Service, Supply and Work Contracts".

With the objective of having greater selection options when selecting the consulting firms, the terms of reference were sent to recognized consulting firms; in some cases this mechanism was effective, in others, the proposals presented did not fulfill the requirements, so appeals were made through the national newspapers. Following are the consultancies and the procedures undertaken.

It is worth mentioning that in the aforementioned mechanisms we observed the procedures and rules of Annex V of the "Framework Partnership Agreement for the Supplies, Works and Services Contracts" of the European Commission.

Nr	Consultancy	Process
1	Risk Diagnostic in Cobán	<ul style="list-style-type: none"> • Announcement in the local press. • Selection of the possible candidates by a specific selection team. • Negotiation with three pre-selected candidates.

		<ul style="list-style-type: none"> • Drafting and signing the contract.
2	Base Line	<ul style="list-style-type: none"> • Announcement in the local press. • Selection of the possible candidates by a specific selection team. • Negotiation with three pre-selected candidates. • Drafting and signing the contract.
3	Manual COE / SCI	<ul style="list-style-type: none"> • Announcement in the local press. • Selection of the possible candidates by a specific selection team. • Negotiation with three pre-selected candidates. • Drafting and signing the contract.
4	Manual COLRED	<ul style="list-style-type: none"> • Announcement in the local press. • Selection of the possible candidates by a specific selection team. • Negotiation with three pre-selected candidates. • Drafting and signing the contract.
5	Early Warning System	<ul style="list-style-type: none"> • Announcement in the local press. • Selection of the possible candidates by a specific selection team. • Negotiation with three pre-selected candidates. • Drafting and signing the contract.
6	Radio Communications	<ul style="list-style-type: none"> • Send terms of reference to three known consultants. • Negotiation with three pre-selected candidates. • Drafting and signing the contract.
7	Drafting of the Country Document	<ul style="list-style-type: none"> • Send terms of reference to three known consultants. • Selection of possible candidates by the Organizing Committee of the National Seminary. • Negotiation with one of the selected candidates. • Drafting and signing the contract.
8	Translation of the Educational Material and Posters (Q'eqchi)	<ul style="list-style-type: none"> • Announcement in the local press. • Selection of the possible candidates by a specific selection team. • Negotiation with three pre-selected candidates. • Drafting and signing the contract.
9	Final External Evaluation	<ul style="list-style-type: none"> • Send terms of reference to known consultants. • Selection of the possible candidates by a specific selection team. • Negotiation with three pre-selected candidates. • Drafting and signing the contract.
10	Financial and Administrative Audit	<ul style="list-style-type: none"> • Send terms of reference to known consultants. • Selection of possible candidates by the Organizing Committee of the National Seminary. • Negotiation with one of the selected candidates. • Drafting and signing the contract.

Profile of Professionals for the ***Diagnostic of Risk and Vulnerability in the Municipality of Cobán:***

A professional in Engineering, with proven specialization and/or experience in geophysics, hydrology, and/or environment. With experience and/or training in Risk Management and Organization of Emergency and Disaster Attention. With ample linking in the academic and scientific field in reference and/or work experience with national or international organizations linked to risk management. Preferably with knowledge or work experience with the Q'eqchi ethnic group.

National consulting firm or National University public or private with a team of professionals with studies in vulnerability and geophysical, social, and environmental risks at the municipal and national level in Guatemala. With proven experience in similar projects in Guatemala.

The selected person or company must be able to orient the work under the following aspects:

- A. Analysis of threats from natural and/or social risks for the municipality of Cobán.
- B. Analysis of the existing vulnerabilities at the community level.
- C. Analysis of the deficiencies regarding the preparedness measures of the Municipal Administration and the CODRED system.
- D. Analysis of the community and municipal capacities regarding risk management.
- E. Analysis of the private, national, and international organizations established in the Municipality of Cobán.
- F. Applicability of the Disaster Attention organization system based on Decree 109-96.

Profile of the professionals for the **External Evaluation:**

- Expert in disaster preparedness with knowledge of prevention, mitigation, and response systems in Guatemala, with experience of at least 3 years in the topic.
- Expert in the evaluation of projects in a participative manner, with experience of at least 3 years in the topic.

Any of the two members of the team fulfills the two requirements or there are two members specialized in every topic.

11. FINANCIAL INFORMATION

11.1. Total Operation Budget:	€325,719.27
11.2. Contribution requested to the European Community:	€276,861.80
Percentage of the Total:	85%
11.3. Co-financing:	
11.3.1. Indicate your own contribution:	€48,857.97
11.4.1. Contributions from other donors:	€0

Name:

- 11.4. Pre-financing requested from the European Community: **€138,430.90**
Percentage of the total contribution of the CE: **50 %**
- 11.5. Eligibility of expenses, date:
(4.3.) Date of initial operations: **01 February 2005**
- 11.5.1. If the operation has already begun, justify the situation:
- Primary Emergency Operation ☐
 - Emergency Operation ☐
 - Others ☐
- Please explain:
- 11.5.2. If the eligibility date of the expenses precedes the initial date, please justify that request.

12. ADMINISTRATIVE INFORMATION

12.1. Official name of the humanitarian organization, address, telephone, fax

Official Name: Nederlandse Rode Kruis (NRK)
Address: Leeghwaterplein 27
2521 CV, The Hague
Postal Address: P.O. Box 28120, 2502 KC, The Hague

12.2. Number FPA ECHO, 3-148

12.3. Name and Title of the Legal Representative

Mr. A. A. Huijzer, Director of the International Department

12.4. Name, telephone, fax, and e-mail of Officer in the Headquarters

Name: Leen Revallier
Telephone: + 31 70 44 55 796
Fax: + 31 70 44 55 751
E-mail: lrevallier@redcross.nl

12.5. Name, telephone, fax, and e-mail of the representative in the country of operations

Name: Juan Alvaro Ruiz de Madrid
Telephone: +504 23 54 273
Fax: +504 23 54 273
E-mail: juanchoruiz101@tutopia.com

Name: Corien van Vliet
Telephone: +502 95 13 880
Fax: +502 95 13 880
E-mail: Coriengua@inteln.net.gt

12.6. Bank Account

- Name of the Bank: ABN AMBRO Bank

- Branch Address: The Hague, Netherlands
- Exact Title of the Account Bearer:
 - Mr. J. Borsboom, Planning Director
- Complete account number (including bank codes):
 - Account number: 42 12 69 722
- IBAN Account Code, (or BIC Code if the IBAN Code is inapplicable):
 - BIC: ABNANL2A

13. CONCLUSIONS AND COMMENTS OF THE ASSOCIATE

This proposal is for a region with an extremely vulnerable population due to poverty, natural disasters, but also due to their mostly indigenous origin. The project has the potential to raise risk management considerably in the department, using an integrated alternative regarding the activities used in the communities, as well as the integration of different levels in the department, from sub-national to communal. In addition, several institutions are incorporated, the Government, SE-CODRED, and the Red Cross among others.

It is exceptional for a Red Cross proposal in the sense that it foresees a great role for the SE-CODRED. They will use this opportunity to establish a pilot model for this type of operation for the rest of the country. The Guatemalan Red Cross will also benefit for this as well. Finally, the close coordination with the CODRED at the national level allow for the link and even the expansion of the regional cooperation at the regional level, CEPREDENAC. The fact that in the future CEPREDENAC will have a space in Guatemala could contribute to this.

The project contributes to fulfill the national and regional conclusions of the Forum MITCH +5 regarding Guatemala:

1. That Guatemalan society and its institutions cooperate to plan sustainable development of risk management. This through policies and strategies that favor an active and real participation of the most vulnerable population to allow the sustainability or programs and projects.
2. That Guatemalan society acts, organizes, and executes situations of risk involving formal and informal education of the entire educational system.
3. That Guatemalan society reacts and responds to difficult situations in a planned, organized, and coordinated manner.

According to Results:

☞ **R.1.-** The communications and coordination system between the CONRED, the regional office of the CONRED, CODRED, COMRED and COLRED is established, validated, and operating for the Municipality of Cobán and the 30 Communities of the Chixoy River.

- ☞ The fact of having established a close two-way relationship between the SE CONRED, CRG, COMRED, and CODRED in the various activities carried out in the Municipality of Cobán and that are oriented toward risk management, allows these organizations and institutions to provide sustainability to the project.

☞ **R.2.-** The COMRED of Cobán and the CODRED of Alta Verapaz, as well as the CRG Cobán Branch have been reinforced to coordinate the activities of risk, disaster preparedness, and response at the local, municipal, and departmental level.

- ☞ Having established strategic alliances and societies with other organizations (SE-CONRED, COMRED, Municipal government, departmental government) allows expediting development actions and activities in risk management, as well as reinforcing the sustainability of the project.
- ☞ Having an available physical space (COMRED Office) and for reference in the Municipality where the members of the COLREDs and the community Emergency Committees will be attended, will allow coordinating management actions between those involved.
- ☞ Strengthening the logistical and response capacities of the SE CONRED and the CRG Cobán Branch was relevant because these institutions will remain strongly linked to the follow-up and sustainability process.
- ☞ The methodology applied with the Red Cross volunteers: train them for each topic and then facilitate the topic in the communities turned out to be effective to create more solid bases in the relationship teaching-learning, as it allows feedback in the dynamics and methodology applied.
- ☞ The evaluation and validation of the educational processes that took place in the course of the project through drills and simulations allows the COMRED, CODRED, and the COLRED to learn in a practical manner the Municipal Emergency Response Plan and the Manual COE7SCI and improve the weaknesses found, as well as the integration of elements not considered during their construction.
- ☞ Promoting participative spaces where commitments are assumed at the level of the institutions that form the COMRED allowed the drafting of a Municipal Emergency Response Plan, coherent with the realities of the municipality and harmonized with the plans of the COLRED and Emergency Committees.
- ☞ The continuous training process at the volunteer level in risk management and first aid issues allowed for staff capable of creating and developing community education and training processes.

☞ **R.3.-** The communities strengthened their capacity to mitigate and respond to flooding and earthquakes.

- ☞ Accrediting the COLREDs in official acts was motivating for the members of each of the coordinators, as in addition to their public and institutional recognition, it establishes a commitment with them and their own communities.

- ✍ The provision of basic response equipment and identifying gear allowed the COLREDs and the community Emergency Committees to strengthen their role, status, and leadership in the communities.
- ✍ Installing instruments for early warning in the communities (community telephones, base radios, rain gauges) allows having fluid information and from the very areas where the events take place, the SE-CONRED Region II and COMRED.
- ✍ It is important to take advantage of the local "warning or alert" resources and instruments that the communities have traditionally used (shells, horns, bells) and make them more efficient with training and practice in their use.
- ✍ Executing small mitigation works in the communities in a participative manner allows the population to assume with greater responsibility the role corresponding to it as beneficiaries of the process; in addition, it motivates them to share and to integrate in the educational processes promoted by the project.
- ✍ The community counterpart is important, as it allows the small projects to be sustainable and have greater reach.
- ✍ Having community organizations where women participate makes it easier for the decision-making process to involve more women and children, typically excluded from the community development processes.
- ✍ The educational and training process (training and material) were developed in the native tongue of the communities (Q'eqchi), combined with Spanish; this manifests and reinforces their indigenous identity and integrates them to the Spanish-speaking national system.
- ✍ The evaluation and validation of the educational processes that took place along the project, through drills and simulations, allows the communities to learn the Community Response Plan in a practical manner and improve the weaknesses found, as well as the integration of elements not considered during their construction.

✍ **R.4.-** The experiences and results of the project are shared with other organizations.

- ✍ Sharing the experiences, methodologies, tools, and materials used in the processes allowed enriching them, as they can be joined to provide better results.
- ✍ It is worth to continue carrying out these types of exercises, in addition it would be interesting to perform them in the medium term of the execution, in order to insert the new experiences to the processes themselves, in addition to the final part, to be able to compare and evaluate.

✍ **R.5.-** Educational institutions strengthened their capacity to mitigate and respond to flooding and earthquakes.

- ✍ The fact that COEDUCA is involved in all the training and education processes validates them, makes them swifter, and reinforces them, as well as the organization, follow-up, and evaluation processes.
- ✍ Given that COEDUCA was an active participant in the community education processes; this allowed the strengthening of the management and actions of the School Security Committees.
- ✍ That the children and teachers participated in the drafting of their plan and school risk map allowed them to better validate their environment regarding risk, threats, vulnerabilities, and capacities.
- ✍ Given that the training sessions were imparted in two languages: Spanish and Q'eqchi, there was better assimilation and feedback of the content.
- ✍ The impact on the children that participated in the drills and simulations was positive, as it allowed assessing and validating the content of the training plans.
- ✍ Institutionalizing the CUSE (or disaster preparedness courses) so that the rotation of teachers and/or local educational leaders does not affect the educational and development processes in disaster preparedness topics. It is necessary to carry out evaluations and training every year, depending on the cases.
- ✍ If possible, inserting disaster preparedness topics on the teacher training plans.
- ✍ The production of educational and reference material regarding disaster preparedness with a school focus is important.

ANNEXES:

Nr	Annex	Name of File
1	Map of the department of Alta Verapaz	GUAT. DipIV Annex 1 Mapa depto. Alta Verapaz
2	Equipment for CONRED	GUAT.DipIV Annex 2 Equipment CONRED informe final.
3	Equipment for the Cobán Branch	GUAT.DipIV Annex 3 Equipment Delegación Cobán informe final
4	Equipment for the Communities	GUAT.DipIV Annex 4 Equipament Comunidades informe final
5	Abbreviations	GUAT.DipIV Annex 5 Abreviaturas informe final
6	Physical Inventory	GUAT.DipIV Annex 6 Inventory