



PROJECT DOCUMENT

Country	Guatemala
Reference	OSRO/GUA/XXX/XXX
Project Title	Restoring food production and the livelihoods of rural women affected by rains in Guatemala
Start date	April 2011
End date	May 2012
Duration	12 months
Government	Municipal Women's Offices in the intervention zone
Counterpart	Ministry of Agriculture, Livestock and Food
Contribution	AUD\$ 750.000
Area of intervention	Departments: Escuintla, Suchitepéquez and Sololá Municipalities: 8
Beneficiaries	5.000 women 35.000 total direct beneficiaries

ACRONYMS

COCODES	Community Development Councils
CONRED	National Disaster Reduction Coordinating Board
COMRED	Municipal Disaster Reduction Coordinating Board
COLRED	Local Disaster Reduction Coordinating Board
ECLAC	Economic Commission for Latin America and the Caribbean
FAO	Food and Agriculture Organization of the United Nations
IDB	Inter-American Development Bank
MAGA	Ministry of Agriculture, Livestock and Food
OMM	Municipal Women's Office
UNDP	United Nations Development Programme
SEGEPLAN	General Planning Secretariat
SEPREM	Presidential Secretariat for Women
UNFPA	United Nations Population Fund
WB	World Bank

1. BACKGROUND

1.1 The context of vulnerability

Geographically speaking, Guatemala is located in an area of multiple threats, such as earthquakes, volcanic eruptions and hurricanes. It is located between the Cocos, Caribbean and North American tectonic plates, which exposes it to seismic phenomena. In addition to this it has some 44 volcanoes,¹ several of them active and dangerous like the Pacaya Volcano. This part of the Central American isthmus is also near the trajectory of hurricanes that originate in the Atlantic Ocean as well as those originating in the Pacific Ocean, meaning that it is repeatedly affected by depressions, storms and hurricanes. Over the last twelve years phenomena related to drought or else tropical storms have caused the greatest damage to the country. Such disasters have been occurring with increasing frequency.

The World Bank estimate that over 83% of national GDP is produced in risk zones is evidence of the conditions of risk that the country is exposed to is.² Another important thing is the quantification of the recurrent losses and human suffering that disasters have caused over the last 12 years and with it the difficult rebuilding on top of accumulated vulnerability. The Reconstruction Plan that the Guatemalan Government presented recently makes it clear that, given this situation, the most important challenges are increasing the state's capacity to generate revenues and to halt environmental deterioration.

It is true that the threats might have had less of an effect if it were not for the vulnerability that large segments of the population live in, thanks mainly to poverty and inequality in access to income, lands and productive resources, in addition to the environmental deterioration affecting a major part of the territory and an institutional capacity and culture of preparation that remain weak. The state has called the world's attention to the situation and the impact that climate change has had on the country, which is not responsible for CO2 emissions. Institutional capacities have been undergoing gradual improvement in terms of dealing with emergencies, though the challenges for managing these risks, along with those derived from adapting to climate change, are still great.

On 29 May 2010 Guatemalan territory was hit by the first tropical storm of the season, called Agatha, off its northeast Pacific Ocean coast. That storm brought unprecedented rainfall over the course of two days, causing tremendous impact throughout the territory: landslides, the main rivers burst their banks and here was flooding in 21 departments and close to 200 municipalities. In addition to this impact, only days before, on 27 May, the eruption of the Pacaya Volcano had already affected various municipalities that later suffered damages from tropical storm Agatha.

The Guatemalan Government issued a call to the international community for support on 10 July 2010 and for its part the United Nations System issued a Flash Appeal to request support in emergency tasks and in rehabilitating the livelihoods of the affected populations around the country, as the damages surpass the government's response capacity.

Last June the World Bank, ECLAC, IDB and UNDP undertook an assessment mission at the request of the Guatemalan Government to provide support in quantifying the damages, losses and needs generated by the two events, Pacaya and Agatha. The report concluded that the greatest destruction of assets was done to the subsectors of road infrastructure, housing and education.

¹ Guatemalan Government. Presentation of Reconstruction Plan after Agatha and Pacaya. July 2010.

² World Bank, Report No 46299-GT, cited by the report on "Evaluation of Damages and Losses ..." July 2010.

However, the greatest losses were felt in the subsectors environment and agriculture. The total population affected by both events was estimated at 338,343 people and losses at US\$ 982 million, which implies a macroeconomic impact on 2.6% of GDP. This impact was produced on 70% of public sector goods and services, to which a good part of the impact on the private sector, corresponding to poverty-stricken populations, must be added.

In addition to this impact, other phenomena hit the country once again in the months of August and September with major floods, especially in the regions of the south coast and the northeast, in addition to a series of incidents, mainly landslides on roads and in communities across the rest of the country. Towards the end of September the level of water saturation in the soil could be imagined by the levels of precipitation registered in pluviometers located at several points around the country: precipitation increased by an average of 500 mm, greater than any normal historic period of rainfall in several decades.

A new assessment, this time undertaken in September by the United Nations System, on the damages and needs aroused by these torrential rains and the tropical depression 11-E, reports another 54.000 people affected and 48 deaths in just five departments, the ones that were hardest-hit: Escuintla, Retalhuleu, Suchitepéquez, Sololá and Totonicapán.

The impact on water supply systems, the health of children and mothers (dengue, parasites, respiratory and gastrointestinal infections, skin and trichomoniasis in women, among others), communications lines and agricultural livelihoods reveals four of the main sectors where the situation is currently critical.

The Government of the Republic's Plan for Recovery and Reconstruction with Transformation prioritises municipalities according to the scale of the effects, their susceptibility, vulnerability and agricultural impact. The project presented in this document also reflects this prioritisation.

1.2 Impact on the agricultural sector

The assessment of the agricultural sector undertaken last June-July by MAGA, CONRED and SEGEPLAN, with the support of ECLAC and the FAO, was aimed at determining the impact on this sector and analysing the data collected in the initial evaluations.

The sector's losses and damages associated with tropical storm Agatha and the eruption of the Pacaya Volcano totalled 647 million quetzals (US\$ 80.87 million), 92% of which was attributed to agriculture, 6% to fishing and 2% to livestock. The losses in over 42.000 hectares of agricultural crops alone were calculated at 549 million quetzals (US\$ 68.62 million), especially corn, banana, vegetables, plantains, coffee and sugarcane. The effects on this sector were spread across 21 of the country's 22 departments.³

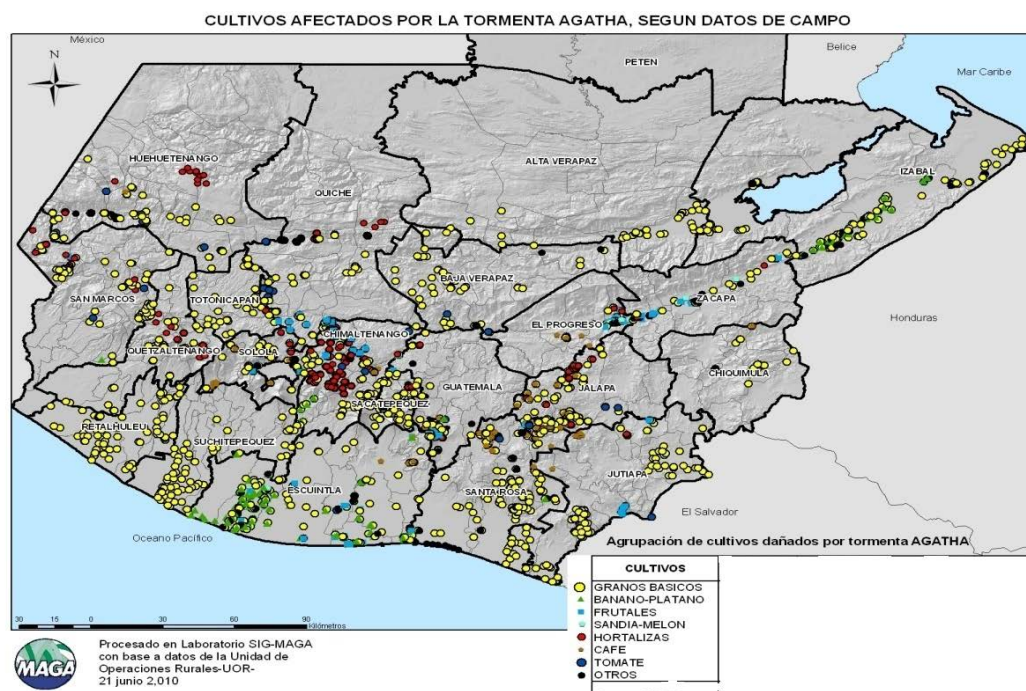
With regard to assets, the damages were estimated at 46.44 million quetzals (US\$6 million), which consisted in channelling and other basic irrigation works (plot infrastructure), reservoirs and canals due to damage in water intakes, silting, and the destruction of drip irrigation systems. No fewer

³ Assessment of Sectoral Damages and Losses and Estimate of needs caused by the Storm Agatha and the Eruptino of the Pacaya Volcano. Guatemalan Government with the support of the international community. July 2010.

than 4,427 artificially irrigated hectares were affected: 40% with silting in the canals and part of the cultivated surfaces and 35% with damages to the water intake and irrigation systems' structures.⁴

In addition, the collapse of bridges and the deterioration of communication lines have caused diverse problems related to access to and from markets, thus affecting supplies of food and the very aid tasks for recovery.

AREAS AND CROPS AFFECTED BY TROPICAL STORM AGATHA



The losses in the agricultural sector affected small- and medium-sized producers, in addition to thousands of poor communities. Indigenous populations and rural women, many of them heads of households, feel the effects most profoundly due to their poverty and more vulnerable condition. In many cases rural families had not yet been able to recover from other disasters in previous years.

Poor rural communities lost crops, agricultural supplies, and farm infrastructure and tools. The scant assets like poultry, pigs, sheep and cows were largely swept away by the floods and landslides and that is now preventing them from dealing with the losses and reactivating their activities immediately and independently.

It is estimated that the damaged agriculture will have serious consequences for food supplies and incomes during 2010 and 2011.

In fact, the subsequent assessment undertaken⁵ after the torrential rains of August and September corroborated the reduced demand for labour in the region of the south coast, thanks mainly to the damage caused to export agricultural plantations and infrastructure. There is thus an impact on the incomes of rural populations as this was their main source of work.

⁴ Report on irrigation system affected by the storm Agatha in Zacapa Department, MAGA delegation in Zacapa, July 2010.

⁵ Interagency Observation Mission. Impact of Tropical Depression 11-E and torrential rains. September 2010.

In this coastal region the population unsuccessfully tried to plant basic grains three times, meaning that food reserves are already scarce or nonexistent and debts have accumulated from the loans taken out for planting. The population is reported to be consuming damaged or germinated basic grains. The persistent conditions of humidity also foster the spread of fungi, toxins and parasites, as indicated in this report. The conditions no longer exist for replanting and if alternatives are not sought, such as the production of food in backyard gardens and other supplies that can be produced in a short cycle, then the scenario of food insecurity could become very difficult.

1.3 Impact on the lives of women

The evaluation report drafted by SEPREM with support from the UNFPA and ECLAC⁶ last July highlights the differences in the way that women, especially indigenous and rural ones, are affected by disasters. The losses directly affecting them have been calculated at 215 million quetzals. The most important segment, the loss of clothing, was estimated by the economic value of replacing women's outfits according to their linguistic communities, in addition to the tools to make them. This is both an economic as well as a cultural effect, because indigenous women are the main bearers of this symbol identifying Guatemala's majority ethnic group.

Other areas with significant losses and damages are kitchen furnishings and food supplies. Both of these include both what is used for domestic consumption as well as for selling food on the streets. With regard to the damages that directly affected their income sources, there is the loss of poultry and backyard livestock that are usually used, in addition to supplies and tools for growing vegetables and the debts that they had from before the disaster.

In addition to these damages and losses that directly affect women, the disaster's impact on health must also be noted, along with the risk of suffering violence or extended workdays. The majority of affected women included in the survey are between the ages of 30 and 39, a critical period for production and reproduction, and therefore for their healthcare. In addition, the displacement to shelters and relatives' homes caused by the disaster, with the consequential overcrowding, uncertainty and lack of privacy, constitute moments in which physical and psychological violence increase, as the aforementioned report notes. With regard to the extended workdays, it is important to note that this also has an effect on health and the aforementioned situations of violence. On top of what is already a long day (14 hours on average), the women affected by the disasters are experiencing extensions of up to another two hours due to their participation in the recovery from damages to their homes, in addition to attending to tasks in shelters and communities for that same purpose. We know that these efforts are unpaid.

With the disasters that followed Agatha, new observations have revealed that the shelters in the south region, Escuintla, Suchitepéquez and Retalhuleu provide minimal assistance and there is a deficit in psychosocial treatment. Educational activities in this region were suspended because areas remain flooded and because school buildings that did not suffer serious damage are being used as shelters.

The number of women affected by the loss of means of production is high when one manages to visualise their importance as income-providers at home and not just as a complement. Domestic employment and the independent sale of agricultural supplies and foods were their main sources of income prior to the disaster. This trade is generally a derivative of backyard agricultural production and also the manufacture of foods. Domestic employment fell by half among those polled after the disaster.

⁶ Included in the Report "Assessment of sectoral damages and losses..." July 2010.

It has also been confirmed that backyard poultry and livestock were the biggest victims and that the animals that survived require urgent attention to keep them from collapsing under disease caused by the humidity and the scarcity of food for these animals.

Last but not least, it has been corroborated that 33% of the affected women are heads of households, a proportion that is higher than the national average. It is clear that all of the aforementioned impacts are intensified when it comes to this third of all affected women who are heads of households. Thus, recovery and reconstruction initiatives need to seriously consider what this means for their participation.

2. JUSTIFICATION

The rural population affected by the disasters on the south coast is in a highly vulnerable situation of food insecurity due to the drastic reduction in their food reserves, the impossibility of replanting basic grains in 2010, the scant demand for labour and the incapacity to recover capital. Rural women and girls represent at least half of this population and their livelihoods have been seriously affected, as their homes were characterised by high levels of occupational dependence, precarious incomes and a lack of access to arable land.

The FAO believes that when disaster strikes the emergency responses often do not pay enough attention to the different needs, capacities and contributions on the part of women and men, boys and girls. Ignoring these different needs has serious consequences for the protection and survival of the people trapped in humanitarian crises. Women and men often have different concerns, experiences and solutions to problems. The exposure to danger, violence, and lack of protection has different consequences for women and girls than it does for men and boys.

This project was identified so it could be implemented with rural women as part of the social group that is most vulnerable to disasters; because the productive activities that they run can halt nutritional deterioration, and because by supporting them in their productive process and capacity to make decisions together with other actors the benefits spread and become more sustainable for the family group and the community.

Most vulnerable group: Women, along with children and the elderly, are particularly affected by these disasters because of gender inequalities and age conditions. When households use negative confrontation mechanisms, then the health and nutrition situation of these groups worsens, as displacement, the need to live in shelters, or returning to unsafe places creates greater difficulties for them. Women are part of the most vulnerable group and among them, those who are heads of households.

The risk of food insecurity: Given the risk of food insecurity, the assessments recommend that food possibilities be sought in backyard production alternatives, horticulture and short-cycle products. In fact, recovering backyard agricultural production means could have a relatively swift impact on the availability of food and with it halt nutritional deterioration, protect the sources of subsistence for women and their households, in addition to increasing the chance that members of the household could work on other productive activities.

The impact: Rural men and women make different contributions to household and community food security. The latter play a significant role in producing and preparing foods, but are also fundamental in the family arrangements so that the household can make a living. Thus,

implementing this initiative with women simultaneously means supporting their capacity to make important decisions related to their homes, communities and public municipal spaces and the protection of people's livelihoods.

2.1 Area of intervention

The area of intervention is located on the Pacific Coast and the Boca Costa in eight municipalities that are in the jurisdiction of Escuintla, Suchitepéquez and Sololá Departments.

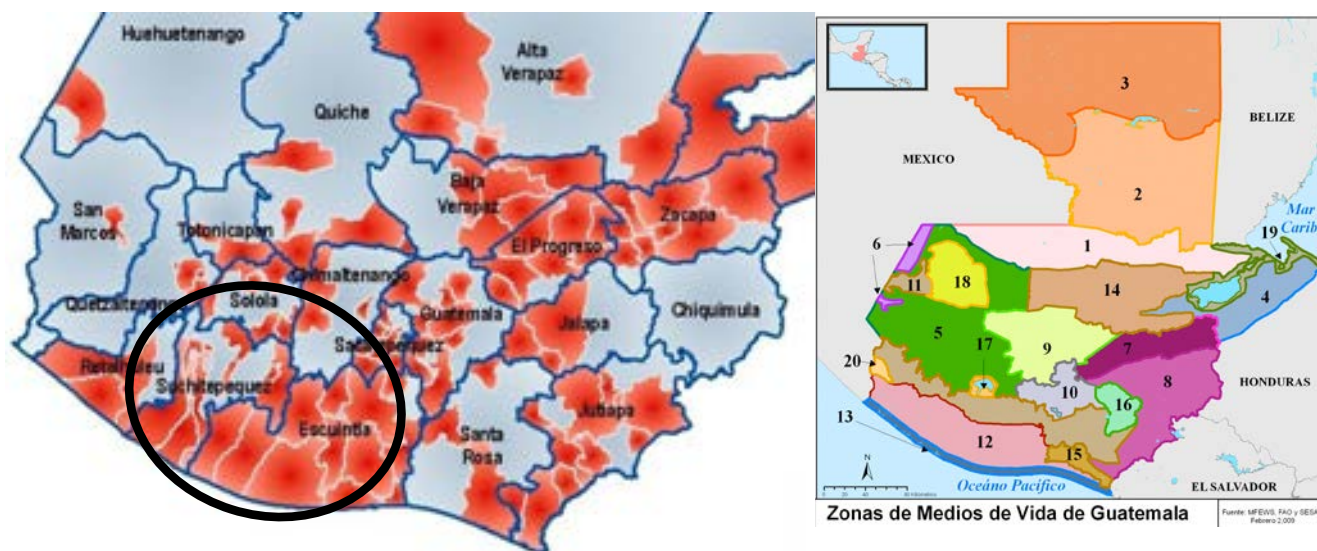
	Departments/ Municipalities	Characteristics of living conditions:			
	Escuintla	Population Municipality	Growth retardation	Extreme Poverty	Total Poverty
1	La Gomera		%	%	%
2	Nueva Concepción	47,971	30	12	64
3	Tiquisate	59,563	22	8	55
	Suchitepéquez	44,983	29	8	53
4	San Lorenzo				
5	Cuyotenango	9,877	48	17	72
6	Patulul	41,217	45	12	61
	Sololá (just boca-costa)	29,384	48	12	62
7	Santa Catarina Ixtahuacán				
8	Nahualá	41,208	83	44	90
	Total / averages	51,939	82	38	86
		326,142	48	19	68

The area mainly corresponds to Zone 12, with livelihoods in “Export Agribusiness and Basic Grains,” but it also overlaps with other fishing, coffee and subsistence agriculture areas.⁷

This region is generally rainy, with a summer between mid-July and August. The average temperature is between 28°C and 39°C and the average annual rainfall has been 1,000-1,500 mm. the majority of the intervention region is mainly characterised by the cultivation of sugarcane, the African palm, bananas and plantains, in addition to certain fruits. The area also includes a small part where coffee, avocado, and citrus are grown, in addition to cattle ranches. In the far south it is a fishing area, mostly traditional. Basic grains are produced throughout the entire region: in the coastal part this is done on a large scale, while in the rest just for consumption. The majority of the population sells its labour to work on export crops, in addition to producing basic grains for their own consumption. This area experiences significant levels of population immigration from the entire country during the sugarcane harvest season. Food is available in the most important markets (capitals of Escuintla, Suchitepéquez and Retalhuleu), though the majority of staple products come from other regions, including Mexico. The main source of the poorest population's income is as hired agricultural labour and people immigrate to Mexico.

⁷ Guatemala. Profile of Livelihoods. Food and Nutrition Secretariat, USAID, MFEWS, FAO. Updated through 2007, published in 2009.

INTERVENTION ZONE



The zone of intervention was chosen because it was one of the hardest-hit by all of the cyclonic events that took place between May and September 2010, which left thousands of people homeless and caused significant losses in both agriculture and road infrastructure, including early warning structures in several river valleys. The municipalities chosen in this region correspond to places that were prioritised in the in the Guatemalan Government Reconstruction Plan in *Axis 2 "Recovery of livelihoods and economic reactivation."* They also form a continuous territory that shares similarities in people's livelihoods and favours following up on operations.

The FAO, in close coordination with MAGA in the department of Suchitepéquez, is developing the project *"Reactivation of the livelihoods of small farmers affected by the impact of Tropical Storm Agatha,"* which is focused on recovering corn production and is financed by the Brazilian Government.

2.2 Beneficiaries

The project will directly support 5.000 women in the aforementioned area, who together with their households bring the total number of direct beneficiaries to 35.000. Of the women who will benefit from it, 3.000 will receive support in the production of food in family gardens, 1.000 in the recovery of their economic enterprises and an additional 1.000 in the form of a transference programme (Cash for Work - CFW). These latter ones correspond to selected communities within the intervention area who express the need and interest in undertaking actions or small works to reduce disaster risks and to organise themselves on a community level in COLRED.

Table of beneficiary groups and their characteristics

Result or Product	Characteristics of Beneficiaries	Activity	Women	Households	People
3.000 Women affected by tropical storm Agatha and other natural phenomena guarantee their staple food diet from garden production and backyard livestock animals	Women from households living in poverty that have lost crops and backyard activities and with limited workforce capacity (many dependents or unemployed heads of households).	Backyard gardens and livestock	3.000	3.000	21.000
1, 000 Women affected by tropical storm Agatha and other natural phenomena regain their capacity to get their micro economic enterprises working again.	Women from households living in poverty, especially heads of households, who lost activities or enterprises for generating income.	Enterprise or micro-businesses	1.000	1.000	7.000
Improved livelihood security conditions in the event of disaster for 1.000 households and their communities.	Poor households that lost means of subsistence with extreme limitations in establishing gardens or enterprises	CFW in small community works	1.000	1.000	7.000
	Totals		5.000	5.000	35.000

2.3 Beneficiary selection process

The beneficiary selection process will be undertaken with collaboration from MAGA and the Municipal Women's Offices (OMM) in each municipality. The OMMs are the offices in the municipalities that are in charge of promoting women's development and defending their rights. For this reason they are working in the heart of municipal councils and local development councils. Wherever possible an attempt will be made for the OMM and the councils have support or advice from institutions like the SEPREM and the Office of the Indigenous Women's Ombudsman - DEMI - as they seek to get the public sector to incorporate women's rights into public programs and policies.

The definitive list of communities to be attended to in each municipalities will be decided with each municipality and the cooperation of the aforementioned institutions, prioritizing the ones that are the most vulnerable and which have not received similar support to what this project is providing.

Subsequently in each of the selected communities, community meetings will be held to delegate a women's commission in charge of selecting the first two groups of direct beneficiaries together with the aforementioned collaborating institutions.

This section will be done keeping in mind the characteristics or criteria indicated in the table of beneficiaries included above. In this process the application of these criteria or the need to specify them further when it comes to selecting beneficiaries will be highlighted, which is based on the FAO humanitarian work standards, including providing support for those who need it without making distinctions of any kind.

With regard to the selection of the second group of beneficiaries, the one on enterprises or micro-businesses, in addition to applying the criteria described in the aforementioned table, in which women who are heads of households are the first priority, another criterion is that they be women who have already had some sort of contact with a micro-business before the disasters. The list of these beneficiaries will be completed with women who are not heads of households who fulfil these characteristics.

With this list in hand, the project team will proceed to study the productive situation and the cases to ultimately determine the definitive list of the 1.000 women who will receive support to get their enterprises working again.

With regard to the third beneficiary group, this process is more determined by the selection, in the first place, of the communities that are included in this group. This will be the result of interaction between the interested community, the municipality that knows the territory, and the project team, and the cooperation institutions. That is, the selection will be the result of an agreement between these different actors. After the community has been identified, the women and households that will participate in the CFW programme will be identified. The details of this process are provided below, in section 3.3.

Each group of beneficiaries is different from the other. That is, beneficiaries will not be repeated for one or another of the three main activities that this project includes.

This process of self-selecting beneficiaries might be slower, but it is more effective because it allows increasing the chances of making the process a fairer one that is based on humanitarian standards.

Lastly, as part of the beneficiary selection process, the project team will collect data at these community meetings and observations to set a simple **baseline** for key project indicators that will allow the situation of the women and their communities before and after the action to be compared and so the process can be monitored. The data for the baseline will mainly refer to the amount and diversity of foods that the nutritional diet includes, the size and composition of households, agricultural practices, group labour and women's level of organization, income-generating activities, and community characteristics in terms of public services, capacities and vulnerability to disasters, in addition to articulation with the municipality and the region. This information, along with the census of beneficiaries, will provide the project baseline.

2.4 Comparative advantages of FAO

The Food and Agriculture Organization of the United Nations (FAO) leads international efforts to eradicate hunger. Serving both developed and developing countries, FAO acts as a neutral forum where all nations meet as equals to negotiate agreements and debate policy. FAO is also a source of knowledge and information. The Organization helps developing countries and countries in transition modernize and improve agriculture, forestry and fisheries practices and ensure good nutrition for all. Since its foundation in 1945, FAO has centered its attention on developing rural areas, home to 70 percent of the world's poor and hungry people.

In responding to emergencies, FAO collaborates with governments, other UN agencies and Non-governmental Organizations (NGOs). These facilitate the distribution of seeds, young plants, manual farming implements, fertilizers and fishing tools, in addition to crop protection and livestock restocking, reactivating veterinarian services and other agricultural services such as training for good practices in agriculture and irrigation infrastructure and secondary road repair.

Although FAO does not provide food, its main goal is to reduce dependence and work quickly to restore their agricultural-based livelihood. Restoring agricultural production to reactivate medium to long term food production requires less investment than providing food aid and strengthens self-sustainability. Prevention, preparedness, and early warning food emergencies are also essential components of FAO's strategy. Coordination with other UN agencies and NGOs in the agricultural and food security industries is another FAO comparative advantage.

FAO's commitment to the general framework of the Gender and Development Plan of Action and to other gender-related standards faced under critical disasters and conflict, in addition to specialized expertise on women issues, have allowed FAO to serve the specific initiatives that seek to reduce women's vulnerability, enhance their empowerment and, as stated by the Plan of Action, to build on equality between women and men.

As the author of agricultural and food security standards, FAO provides, advises and coordinates technical agricultural support in interventions carried out by all participants in crisis situations. Frequently, governments lack the resources to react to crises, their subsequent events or extended conflicts. As a UN Organization, FAO lends its support to governments by acting as a communication conduit involving governments, various NGOs as well as others involved in agriculture. Therefore, governments, local counterparts and aid-suppliers value enormously the provided support as it avoids duplications and voids in disaster assistance by optimizing interventions.

In Guatemala, FAO has a permanently active team to respond to emergency and rehabilitation activities. The team has acquired expertise resulting from the support provided in the agricultural and a livestock community affected by Hurricane Mitch, Tropical Storm Stan, tropical depression 16, the drought of 2009, amongst others; and has the permanent support of the Emergency Operations and Rehabilitation Division TCEO in Rome.

In addition, projects such as the EU Food Facility Programme supporting the most vulnerable populations affected by the food price increase have learned intervention lessons and strategies on how to serve these groups.

3. PROJECT FRAMEWORK

3.1 Project expected results

Impact

Rain-affected population re-establishes livelihood activities and increases resilience to face climate disaster risks.

Goal

5.000 indigenous and non-indigenous rural women in 8 Municipalities including Escuintla, Suchitepequez and Solola increase and diversify their food resources to reduce vulnerability of their livelihood activity and face climate disaster risks.

Women will increase and diversify their food resources by becoming involved in backyard crops and livestock raising activities. In addition, sessions on nutrition and food handling will make better use of backyard food production resources to promote diet diversification.

By protecting their livelihood activities and carefully managing their renewed activity income, the beneficiaries will be able to, in the medium term, further stabilize food resources and through community resilience issues, women will be able to safeguard their assets in view of future natural events.

All the institutions linked to this project support empowering women in the project's activities, both in the community, around risk management and in their entrepreneurial role. These are gender measures for the advancement of equality between women and men.

In relation to communities, the effects will be understood as follows:

- Increase agricultural and livestock production and food plants to boost local exchange.
- Empowerment of women and working groups for demonstrative effect;
- Protection from natural disasters would increase risk awareness in communities.

The following page includes a summary of the project framework with **indicators** for each result or expected product.

Impact: Rain-affected population re-establishes livelihood activities and increases resilience to face climate disaster risks			
Goal: 5.000 indigenous and non-indigenous rural women in 8 Municipalities including Escuintla, Suchitepequez and Solola increase and diversify their food resources to reduce vulnerability of their livelihood activity and face climate disaster risks.			
Results or Products	Indicators		Activities
3.000 women affected by tropical storm and other natural phenomena ensure their basic food diet with	Re-establishing backyard agricultural and livestock production	1	Select communities and beneficiaries. Baseline Survey.
	Enhanced backyard production linked to products and technical support provided by the project.	2	Identify promoters and working model

orchard crops and livestock.	New knowledge used by the beneficiaries on nutrition, backyard food production, organization of women and natural disaster risk reduction.	3	Plan and set up orchard crops
		4	Distribution and backyard food and livestock production.
		5	Training development plan
		6	Technical support and follow-up
		7	Monitoring, follow-up and evaluation
	Agricultural and livestock management practices that ensure or protect further in the event of future disasters.	8	Collecting and disseminating learning experiences
1.000 Women affected by tropical storm Agatha and other natural phenomena regain their ability to resume their economic micro-enterprise activities	Tools and equipment provided to perform income-related activities	1	Productivity analysis and identifying micro-enterprises requiring support.
		2	Select beneficiaries and baseline survey.
	Number of recovered productive and active micro-enterprises.	3	Planning and organizing.
		4	Facilitate activities by providing means and incentives
	Number of women heads of households who benefit from their entrepreneurship	5	Training development plan and counselling
		6	Monitoring, follow-up and evaluation
		7	Collecting and disseminating learning experiences
1.000 homes and communities affected by disasters, improve livelihood safety conditions	Communities protect their livelihood activity and prepare themselves for disasters	1	Identifying communities
		2	Training and organizing COLREDs in collaboration with local Municipalities and CONRED.
	10 COLREDs are organized, trained and participating in the community.	3	Identify and manage small-scale works and activities.
		4	Plan works and organize workforce.
	Communities identify activities and works that benefit women and men.	5	CFW applied in small-scale works
		6	Monitoring, follow-up and evaluation
	Number of vulnerable homes that profit from fund transfers through the CFW programme.	7	Collect from learning experiences.

3.3 Activity description by Result/Product

Result/ Product 1

Three thousand women affected by tropical storm Agatha and other natural phenomena ensure and diversify their diet by keeping backyard crops and livestock.

Impact

Women and their families are able to ensure and diversify their food sources, adding vitamins, minerals, iron and other nutrients not found in basic grains therefore complementing and enriching their diet. They will have medicinal plants typically used to face gastrointestinal and respiratory disease. Backyard animals are incorporated in their food system. Nutrition and food handling sessions will help to improve backyard crop resources to diversify the family diet. And finally, improved skills will be advantageous to reinstating livelihood activities.

Beneficiaries:

Once women beneficiaries are selected in accordance to the process described above, they will organize themselves into groups of 20 to 30 persons to better optimize resources and ease follow-up. The intervention zone has a total of 3.000 women beneficiaries of backyard crops, animals and nutrition training sessions. Women are grouped as stated above and between 100 and 150 groups will be served.

Supplies and schedule

Mainly seeds, tools, wooden slats, fertilizer and plague control material (or fully-integrated management with environmentally friendly products), backyard fowl, livestock medicine cabinet, information and didactic material, technical assistance, promotion and dissemination of good agricultural and livestock practices. Backyard orchards can be planted at any time of the year and watered by drip irrigation, requiring a minimum amount of water.

Result/Product Activities 1

1.1 Select communities and beneficiaries. Baseline survey

Section 2.3 above describes the selection process. The baseline survey is performed during the first community meetings at which time the project shall be presented, selection criteria shall be discussed and a women's commission will be set up for the self-selection process. Additional information is sought from municipal sources.

1.2 Identification of the Promoter and the working model

To support the technical team, trained leaders or leaders with some experience as "promoters" are identified. These women will encourage groups to implement developments in their own backyard crops, they will support them through caring for animals, they will transfer certain required knowledge and promote the exchange of experiences amongst beneficiaries. These women-leaders working as promoters are not paid for their work, they receive additional training and incentives supported by FAO policies. Ideally, each promoter should serve their own community groups to avoid having to move from one community to the other, especially if they are far from each other. For safety reasons and conditions permitting, groups are organized by communities, or groups of nearby communities.

Based on the above criteria, promoters can serve from 75 and up to 100 groups each. The technical team (agronomist and zoo technology engineers) will agree with promoters a working model to help with certain specific tasks in backyard crop production and animal care with the

beneficiaries. The team will hold follow-up meetings to learn what areas require added support for the achievement of result/product 1.

1.2 Planning and setting up orchard crops

In low lands, such as the intervention zone area highly affected by flooding, planting will be centered around short cycle vegetables on slabs elevated from the ground, other plants will be planted on the ground. Short cycle varieties will be introduced to ensure food production in a short period of time. The purpose is to recover lost production in addition to safeguarding the productive system by means of diversification and good agricultural and livestock practices sustainable in time that will strengthen plants and soil.

Therefore, the introduction of environmentally friendly fertilizers/compost, worm compost or other sustainable practices to recover soil nutrients should reduce usage of conventional products and quantities.

With the support of the technical team and local knowledge, species and vegetables will be selected to comply with a broader combination of varieties and women's requirements. Tools, seeds, material and fertilizers will be delivered directly to the beneficiaries in accordance to the plan jointly agreed to with the technical team. This is supplemented with training and promoter support. Backyard crops are irrigated by means of low cost small-scale handmade systems. From this viewpoint, girls and boys play a significant role since it is a task they may easily achieve.

1.3 Distributing and establishing backyard animal production

Backyard animal distribution, feeding materials and their shelter will be implemented once the backyard orchards are in place. The package may include fowl (1 rooster + various chickens or ducks or in some cases a Pelibuey sheep). An evaluation to determine what species of animals may be more appropriate to resisting floods. Support and training on behalf of a zoo technician will be vital to adequately manage and treat disease, particularly given that Avian flu sets forth higher economic and sanitary risk for women in charge of backyard animal care. A prophylactic plan will be established to control and reduce backyard avian disease, which will include training promoters to use and manage a livestock medicine cabinet.

1.4 Training development plan

As stated above, the objective involves recovery as well as improving backyard crops and animal production. Therefore, for sustainable production women need to be trained to accurately manage supplies, agricultural practices and animal care, all of which is achieved by means of practical demonstrative training. From the implementation viewpoint, backyard orchard nutrition and food handling sessions will be held to learn how to store and package vegetable to last one or two months. These abilities will allow women to make optimal use of their food supplies.

The training plan will be developed to include the disaster context in which economic loss occurred so that reflexion is given to the ways in which activities may be undertaken to protect their livelihood, reduce risks as well as vulnerability. The environmental component, climate change and disasters will be approached in more depth with the promoters than with groups of women since these will have short sessions involving development, planning and backyard crops and animal follow-up. Training participants will have consultation and educational material developed for them, and promoters will receive an educational package.

Training and technical assistance is by far the most significant effort included in this project, since strengthened human abilities will depend largely on activity continuance at the end of this project. The following is a training plan profile for result/product 1:

Participant	Topics	Days	Groups	Persons per group	Total
Beneficiaries	Backyard food production, the environment and DRR	2	100	30	3.000
	Nutrition and food handling	2	100	30	3.000
Promoters	Environment, climate change and DRR	1	3	25-30	75
	Agricultural management	2	3	25-30	75
	Backyard animals	1	3	25-30	75
	Nutrition	2	3	25-30	75
	Packing	1	3	25-30	75
	Leadership and organization	1	3	25-30	75
Total women trained					3.075

1.5 Technical assistance and follow-up

Technical assistance is provided on site through follow-up visits and with the support of women promoters. Promoters are intensively trained to reinforce their knowledge on how to support women groups, to be on top of problems and to communicate with the technical team when facing major issues. The technical team is in charge of planning backyard crops, food and medicinal plant combinations, the adequate selection and product distribution; it coordinates visits with the promoters for follow-up sessions, resolves problems, redeploys if necessary, designs a training plan and directly trains promoters. Group training is held jointly with promoters. The technical team ensures the establishment and development of crop and animal production, it is also has nutritive knowledge and works jointly to protect livelihood activity from disaster risks and climate change effects.

1.6 Monitoring, follow-up and evaluation

Working schedule and goal follow-up is a continuous activity tracked by the technical team and promoters. Quarterly monitoring indicators are provided both by promoters and contributing institutions, as well as other local representations. First quarter monitoring will be centered mainly in product distribution and the number of established backyard crops. The second quarter will focus on backyard crops and animal development, the third and forth quarters will perform measurements on diet diversification in collaboration with health centres. However, emphasis centered on these issues does not preclude other indicators. To account for the project in the area, to FAO and to the Australian government, a final evaluation is issued comprising all indicators, including result/product achievements.

1.7 Collecting and disseminating learning experiences

Processing project documentation will be a continuous task from the onset and it will receive permanent updates resulting from monitoring activities. Sharing these results with the beneficiaries

is very important, as it is to seize the learning experiences that become significant for them. It is thus that the project team, collaborating bodies and the beneficiaries complement each other with their learning experiences. The final evaluation binds the entire process. It will be a collection of learning experiences that will firstly support the beneficiaries as well as all institutions that will continue working in the project zone. Insofar as the information is useful to others it can be disseminated beyond this group, yet the best manner in which to circulate the information must be decided upon.

Result / Product 2

One thousand women affected by tropical storm Agatha and other natural phenomena restore their ability to re-start their economic micro-enterprises.

Impact

By means of a subsidy that replaces assets, tools and equipment used in micro-enterprises or micro-entrepreneurship activities providing training and counselling, affected women will be able to recover and promptly re-start their income generating activities; and therefore recovers their stable livelihood activities. Beneficiaries will receive information and training to effectively manage their small enterprises at an improved level than they did before the disaster hit them. Additionally, they will participate in discussions and training programs that will allow them to reflect on themselves, their organizational skills, their economic empowerment and how to better protect the environment that holds their livelihood.

Beneficiaries

These are 1.000 women affected by loss or damage of micro-enterprises due to natural disasters, this situation hinders the stability of their livelihood income. Women heads of households will be the priority. Bear in mind that beneficiaries profiting from backyard crop support will not be repeated amongst the micro-enterprise beneficiaries and vice-versa. This component must take off in parallel since it deals with women whose main income derives from these activities and require pressing support.

Supplies and schedule

The project's staff will be in charge of providing counselling for micro-enterprises, materials, cover training expenses, deal with enquiries/analysis, funds to replace assets, tools or equipment, it also provides coordination and plans meetings, monitors visits and assesses costs.

Result/Product Activities 2

2.1 Productive analysis and identification of micro-enterprises that require support.

Reports reveal that women in this region participate in economic activities such as traditional clothes-making, street vending of foodstuff and agricultural supplies, small-scale fishing, personal services, baking and as domestic employees. These are important activities for the family budget and the economic independence of women. It must be taken into account that, many of these activities are at a standstill or have been suspended due to continuous flooding (loss of equipment, tools, problems with transportation, etc.) and that efforts generally dealt with by women to diversify or broaden income sources have been hampered as they have limited access to productive

resources such as credit and technology, they have limited abilities in reading, calculating and accessing information.⁸

The team carries out a quick analysis of the productive standing of women and the communities participating in the survey with a preliminary listing of the activities and possible beneficiaries, it analyzes suggestions and cases; it refines the criteria to select enterprises and beneficiaries and compiles a computation for asset replacement.

2.2 Selecting beneficiaries and baseline survey.

Given there are 1.000 beneficiaries to support, the team and collaborating institutions will provide a final micro-enterprise selection listing once a careful analysis of the situation and cases is performed. In general, these will entail activities familiar to the beneficiaries and the market at large since the length of the project would not cover the period required to support the process of a new enterprise. The activities may be related to agriculture and non-agriculture pursuits all the same they must ensure stable work to support women and their family income. Wherever possible, support will be given to enterprises of previously organized groups of women, favouring post-project continuity. Micro-enterprise selection runs parallel to the selection of beneficiaries. Once the final listing of beneficiaries become available, key information is collected for the baseline survey.

2.3 Planning and organization.

Within the technical team the micro-enterprise counsellor efficiently and adequately leads planning and organizing beneficiaries tasks, she generates the calculations for asset and instrument replacement, the delivery system, the verification and monitoring process agreed to with the women, the rules, training and the counselling schedule.

Planning takes place when enterprises are channelled through a pre-organized group, when dealing with individual women, counselling and training activities will group them adequately to comply with the interests of beneficiaries and the project. Counsellors and the team are directly responsible for this part of the project, promoters play no role here

2.3 Facilitating means and incentives for activities

For a new start-up, micro-enterprises will receive counselling services, technical training, tools or a working team and working capital. Analysis carried out by the team will determine the range of funds required to replace assets and tools, it is important to keep a certain homogenous range of benefits allotted to all beneficiaries.

An appropriate and efficient system will be design for delivery in accordance to rules and schedules agreed to. In general, subsidies will be delivered in-kind although in certain cases, subsidies may be delivered monetarily in which case, available banking resources will be used. The system will be control-based and will facilitate verification.

2.4 Training and counselling development plan.

Certain micro-enterprises, such as foodstuff street vending, could be reinforced by training in hygiene and safety; other activity such as agriculture and livestock trade may probably need additional information of ways in which to access it. In general, it is possible to suppose that for

⁸ FAO. Gender and Development Plan of Action (2008-2013) Conference, 34th session.

many entrepreneurial women the ability to calculate production costs becomes a need or something highly convenient to know for the development of their business.

The counselling and training plan will be closely linked to the most significant needs required by these micro-entrepreneurs, and it will focus on some key factors. The following is a draft preliminary plan, not final:

- 1 day for planning with all participating beneficiaries, separated into groups or according to the organization they belong to. This includes a reflexion on ways to protect their livelihood activities from disasters.
- 1 day for training on one common issue to all, such as calculating production costs.
- 2 days for training on topics specific to a line of business and to organize women for economic empowerment.
- 1 day for a micro-enterprise exchange meeting

2.5 Monitoring, follow-up and evaluation.

The specific result/product 3 working plan is carried out by the enterprise counsellor, the project team and the municipal coordination group. Indicator monitoring or results will be carried out on a quarterly basis, the first two quarters will be based on asset-tools-instrument delivery subsidies, including the number of active enterprises, the following two quarters will be centered around the degree in which small-enterprises remain in business and the number of successful women heads of households leading them. The evaluation will focus on the impact of how strengthened human capacity is reflected on better managed businesses and how women have been able to link themselves with groups or programs that will allow them to support each other in the future. The evaluation reports to the project zone, to the FAO and to the Australian government.

2.6 Collecting and disseminating learning experiences

The entire process will be documented from the onset feeding from the resulting analysis of monitoring processes. Collecting learning experiences will be useful and significant to the beneficiaries, for the FAO project and for the collaborating institutions; it may also be useful information or feedback for programmes that agencies such as SEPTEM, DEMI and OMM drive in the entrepreneurial field. Once the dissemination of these learning experiences is analyzed as useful, the most adequate media such as brochures or videos will be used.

Result / Product 3

Livelihood safety conditions improve for 1.000 homes and their communities affected by natural disasters

Impact

The vulnerability of the population in the intervention zone is concerning due to the environmental deterioration the region has been submitted to and due to the lack locals to face the enormous risks and climate change. Effective support comes through strengthening the local and municipal protection system known as CONRED. Other support comes by way of promoting practical low cost activities involving the community with demonstrative impact. Through organizing and training COLREDs in 10 selected communities and by supporting small-scale community works to reduce

disaster risks or to better prepare for them, the project seeks to support existing institutional mechanisms and equally produce a demonstrative effect that will motivate communities and municipalities to increase collaboration with a view to mitigate the effects of disasters or reduce the risk rural communities are exposed to. By incorporating the transference program – CFW - as a means to support these small-scale works, the impact is duplicated for homes participating in workforce activities as they generate effective income which could help alleviate low income or food shortage periods.

In summary, the impact will be visible with the availability of cash in those one thousand homes that will benefit from the CFW programme to purchase food in shortage periods or price increase; it will also be visible in selected communities in the zone that will benefit from the improvement of preparedness to disasters, protection or the re-building of services or public areas; and the CONRED system at the local and municipal levels as they will have ten COLRED communities organized and trained in that same system.

Beneficiaries

These are selected communities that will profit from small-scale works, from COLREDs and from the CFW programme that will benefit 1.000 women and their vulnerable, poverty-stricken homes.

Supplies and schedule

Project staff, experienced counsellor to design and supervise small-scale works, a counsellor in the CFW system, coordination and planning meetings, funds for CFW, COLRED training and organization expenses. The schedule will depend on the works, these generally take place once the rainy season is over and it must coincide with the highest period of food shortage or food price increase.

Activities for Result/Product 3

3.1 Identifying/ selecting communities

Groups of women beneficiaries, the COCODES and the municipalities will identify mitigation activities and small-scale works that will benefit communities with highest risks or in areas identified as important in reducing the exposure to disasters thereby protecting their current livelihood. A community can introduce an initiative or certain communities may be selected based on discussions with the municipality particularly if works have already been identified in such locations. Works requiring investments such as rebuilding whether it be on a small-scale or not, will be financed by the municipalities or other public agencies; the project only finances community participation in unskilled workforce. Therefore, community selection responds to a combination of various factors: the need and interest of the community, municipal plans and resources or the variety of small-scale works or other type of community activity that while it does not require major financial support can be undertaken by personal efforts and with the support of the project. Finally, any activity in this area will involve the municipalities and COCODES through support and/or supervision as they are accountable for these works.

3.2 COLRED organization and training with the participation of municipalities and CONRED institutions.

CONRED with its specialized technicians is the highest authority to respond to emergencies at the municipal level and COLREDs are organized to provide a first response to the population at large in each community. CONRED makes up these two civil emergency protection systems in Guatemala. The project expects to support the organization and training of one COLRED for each of the 10 selected communities. The organization of a COLRED will be done from the COCODE of each community where integration, promotion, invitation to participate and benefits for the community will be discussed. To assimilate this into the project, it will base itself on the standards, norms and regulations established by CONRED and training will also base itself on educational material and support provided by the department delegates of SE-CONRED. The process involved in organizing and training COLREDs can occur simultaneously in each selected community although the entire process including evaluation and credentials provided by the municipality takes six months to complete.

Members of each COLRED vary and depends on community size as well as the number of organized brigades or commissions, it is estimated that each COLRED would not hold over 20 members, which implies that at least 200 people would receive training.

10 COLREDs will be implemented with the project's support in the same communities where small community works take place.

3.3 Identifying and managing small works or activities

These small-scale works call for wide use of an unskilled work force and will be identified as a group between communities, groups of women, COCODES and municipalities. They are activities or small works where the households of female beneficiaries can participate with unskilled labour, organising implementation through COCODES. The project is limited to small works that have an impact toward the collective good and contribute to risk reduction, disaster preparedness or repairing damage to public services or areas for the collective good.

Some examples of these activities are protecting water sources, handmade drains for standing rainwater, planting trees as a windbreak or to protect the soil, repairing public service buildings or infrastructure for emergencies.

3.4 Planning works and organising the work force

The project team, the Municipal Planning Offices (from each municipality) and COCODES will take care of planning and organising the work force and respective supervision. This includes drawing up work and safety regulations, days and schedules, the deadline for finishing the job and supervision (payroll, identity cards). They will develop agreements between authorities and communities regarding the previous points. They will choose clerks and other positions apart from those that are directly involved with the work.

They must ensure that women who are the heads of households are not excluded when there are no other household members that can participate in CFW; and they must avoid excluding women when physical labour is difficult or unsafe. Instead, other jobs must be identified for them, such as payroll supervision.

3.5 Applying CFW when carrying out small works

The CFW system works to provide complementary support to small works and serves as direct transference to homes that have been more deeply affected by disaster and cannot participate in other components of the project. As a result, there are no labour contracts between workers and the project, especially as the works are promoted by municipalities and communities. Community records or acts will be drawn up with a register of the households that will participate in the task with a working member. The CFW system rewards each full work day with the equivalent of an official day of minimum wage which is currently **Q60**. Payments will be made through payroll authorised by clerks, municipal supervisors and the Project Coordinator.

The CFW transference system will support a maximum of 10.000 days of working wages for the benefit of a maximum of 10 communities and 1.000 households within those communities. Only one person per household can participate.

3.6 Monitoring, follow-up and evaluation

Follow-up for this component of activities is carried out in close coordination with municipalities, COCODES and female beneficiaries regarding implementation of the works supported by CFW. A system will be established to oversee implementation, beneficiary payroll and the payment system. In terms of monitoring progress toward results, community meetings and women's focus groups will be organised to verify that the benefits are according to plan and to determine whether the profits are being applied to household budgets. The final evaluation will look at results and the impact on households and communities. It will also focus on the system's effectiveness for responding in a context of humanitarian aid, the dynamic it generated between communities and municipalities, and how the works benefitted women. Monitoring and evaluation of the COLRED, on the other hand, will be the responsibility of the project team in coordination with CONRED departmental representatives and the system's municipal members. The final evaluation might consist of a small local exercise or participation in activities similar to what CONRED would organise.

3.7 Wrapping-up the learning period

The FAO office in Guatemala is highly interested in documenting this experience with the CFW system in order to internalise and learn from it considering that it has never been carried out in a rural context in Guatemala, as it has in other countries. This system was conceived as a form of direct response, a mechanism of immediate social protection for populations at risk of food insecurity. Because of this, its effectiveness should be monitored, evaluated and made systematic. It will be important to share the results and lessons in order to enrich the experience for FAO, municipal entities and collaborators, along with sponsors like the Australian government.

Sustainability

This project defines a sustainability strategy based on the following actions:

- When public entities such as MAGA, SEPREM, DEMI, health facilities and - on a municipal level - the OMMs and municipal planning offices become involved in this project, it helps these groups of women become more integrated into public activities portfolios.

- Promote sustainable farming practices that preserve natural resources and nutritional and food security. In addition, supporting disaster preparedness activities in the community is another transversal element that contributes to the population's resilience when faced with climate variations and the effects of disaster.
- Actions will be implemented according to standards and experiences validated by the FAO's working portfolio in Guatemala.
- The purchase of local supplies and products will be given preference so as to avoid affecting the local economy.
- Participation by beneficiaries from the beginning of the project helps them assume ownership and responsibility for continuing activities and receiving the benefits as they will also be more connected to sector and local authorities.
- Strengthen the abilities of beneficiaries with new knowledge and practices in issues of farming, small business management and risk management. Also strengthen the ability of local developers in the farming business that can collaborate on similar projects in the future.
- Strengthen municipal offices by teaching abilities and promoting gender-sensitive projects that can be carried out in other areas.

4. GENERAL REGULATIONS

4.1 Institutional Framework and Coordination

The project's operations will be the general responsibility of the TCE under the direct care of the Emergency Coordinator and the National Head of Emergency Projects, in coordination with FAO Guatemala, MAGA and other local institutions and/or organisations.

All management activities that involve arranging resources and services, evaluations, accountability reports, budget reviews, presenting reports and wrapping up the project are the full responsibility of the FAO according to the operations mandate for the projects assigned in the Organization's manual of project implementation.

When necessary, project implementation will include signed memorandums of understanding or agreements with the goal of establishing specific procedures for project operations.

4.2 General operating strategy

As part of the project's initial implementation activities, the field team will develop an *Annual Operating Plan (AOP)* that lists the necessary activities for generating the results/products as anticipated.

Bids and purchasing assets to support female beneficiaries will be carried out by the FAO. Selection of intervention communities and beneficiaries will be a joint activity between FAO technicians and departmental representatives from MAGA, SEPREM and municipal women's offices in each municipality.

In some cases involving NGOs or other agencies related to the project's goals, the FAO's technical team will analyse the possibilities of involving them in project activities and will clearly establish the working plan for each party involved.

Initially, there will be meetings with local governments, COCODES and public entities with the aim of presenting the project with an emphasis on project objectives and the need for follow-up to ensure sustainability. At the same time, there will be a request for complementary resources from municipal and state authorities for logistical support in distributing and issuing supplies.

Finally, the project's technical team will identify the most relevant or outstanding steps among the activities developed during the project for consideration in future interventions.

The methodological strategy of each result/product of the programme has been described in Section 3.

4.3 Contributions from the Guatemalan government

1. Fulfilment of project goals will be the joint responsibility of the government and the FAO.
2. As part of its contribution to the project, the government will agree to provide the required number of qualified staff, along with the buildings, means of training, equipment, means of transport and other local services that are necessary for executing the project.
3. The government will provide a governmental agency with the necessary permission, as regards the project in the country, to work as the central point of cooperation with the FAO for carrying out the project and to take on the responsibilities that correspond to the government.
4. The equipment, materials and supplies acquired with project funds will be the property of the project for use by project personnel during its execution and will be returned to the government once it has finished unless the project agreement states otherwise. The government will ensure that said equipment and supplies are available for project use and will take the necessary actions to ensure their care, maintenance and safety. Vehicles and computers will be the property of the FAO unless the project agreement states otherwise.
5. The FAO will work in consultation with the government to choose FAO staff assigned to the project, along with other service providers working in representation of the FAO by way of the project, and beneficiaries.
6. The government will apply the rules of the Convention to the FAO, its goods, funds, belongings and staff as regards privileges and immunities of specialised institutions. Except when the government or the FAO concur otherwise on an agreement related to the project, the government will grant the privileges and immunities stipulated in said Convention to all service providers working in representation of the FAO for project fulfilment (excepting citizens of the country that were hired locally by the government).
7. With the goal of ensuring a speedy and efficient project execution, the government will grant the necessary facilities to the FAO, its staff and others who are responsible for guaranteeing services in representation of the FAO, particularly:
 - i. speedy and free issue of the required visas or permits;
 - ii. all of the necessary authorisation for importing, and when necessary, re-exporting the equipment, material and supplies that must be used during project operations, and exoneration from all duties and other fees or taxes applied to said imports or re-exports;

- iii. exoneration from all sales tax or other fees in the case of local purchase of equipment, material and supplies that must be used in the framework of the project.
- iv. paying transport costs within the country including the costs of maintenance, storage and safety, and other connected costs related to equipment, material and supplies that must be used in the framework of the project;
- v. the most favourable currency exchange;
- vi. aiding FAO staff as much as possible to find appropriate lodging; all of the necessary authorisations for importing the goods that belong to FAO staff and others in charge of ensuring services in representation of the FAO, for personal use, along with re-exporting said goods;
- vii. facilitating customs procedures for equipment, material and supplies and the goods previously mentioned in lines ii) and vi).

8. The people responsible for ensuring services in representation of the FAO, as listed in paragraphs 6 and 8, include all of the organisations, companies and other entities that the FAO may designate for participating in project execution.

9. The government will answer to all complaints or responsibilities as a result of project execution that may be presented by third parties against the FAO or its staff or against service providers working in representation of the FAO, and will keep them separate unless the government or FAO agree that said complaint is the result of grave negligence or intentional harm by said parties.

4.4 Contributions by the sponsor

The sponsor will contribute the project cost with a total of 750 thousand Australian dollars to cover the following areas:

National and International Project Staff ():

This area involves fees charged by domestic specialists and support technicians from the FAO headquarters and regional office that will be providing technical assistance directly to the beneficiary population in the areas of project intervention. It includes hiring 4 people: a national project coordinator, an agronomist, a zoo technician and a small business consultant. It also includes a partial contribution to assist Guatemala's National Head of Emergencies and Rehabilitation, the Administrative Assistant and the Logistics Manager throughout the lifetime of the project.

Contracts ():

This includes expenses for contracted consultation services for managing the CFW system, for designing and organising small works for risk reduction, for drawing up training manuals or brochures, and very importantly, for making the process systematic and for the final external evaluation and the communications strategy. This area includes letters of agreement for hiring local organisations in the area of project coverage for carrying out activities related to the project and for strengthening its abilities.

Temporary work ():

Temporary work to collect field data and to make the final selection regarding beneficiaries.

Training ():

This includes expenses that will be incurred at training events with agricultural developers, for beneficiaries, and also for organising exchange rounds and gatherings. It includes training for all COLRED members. It also includes drafting learning and consultation materials on training issues, and the design of at least 4 educational packages for distribution to beneficiaries (2 manuals about home agricultural production, 1 manual about small business concerns and 1 synopsis of 5 COLRED brochures). The total number of beneficiaries that will receive direct training will be no less than 4,275 people.

Visibility and communication ()::

This involves expenses for producing public materials to identify the project and make it more visible in terms of goods, equipment and fungible materials that are issued; also banners and signs; and also for carrying out the activities of producing information and drawing up articles, special reports, informative materials and more. It also includes publishing a video, a book about the lessons learned during the project, and the expense of journalists visiting the project zone. The visibility plan will receive consultation from an expert, who is already considered in the contracts section.

Trips ()::

This includes travel allowances and expenses for domestic project staff when they are required to perform project activities away from headquarters. It also includes the expenses that will be incurred by the technical team from the FAO's Emergency and Rehabilitation Division via its technical/emergency and rehabilitation teams.

Fungible equipment (Materials and supplies):

This includes materials and supplies that will aid beneficiaries and developers in the project for home agricultural production, replacing assets, tools and equipment used in the venture, the educational packs used by developers and basic equipment for the COLRED members.

The packages are:

- Supply package for home agricultural production, 3000 women
- Package including birds or animals for home production
- Educational pack for developers
- The educational packages mentioned above: 100 pages of material for 4000 beneficiaries in addition to 100 pages of material for 200 people, along with learning materials
- Basic equipment for 200 COLRED members: rain coat, boots, flashlight, 10 megaphones and collective material

These supplies will be purchased according to FAO rules and procedures. In particular, quality control will be implemented when receiving seeds and fertiliser with the goal of fulfilling the FAO's quality requirements for emergency purchases.

Non-fungible equipment ()::

..... Once goods have been exhausted, the FAO will arrange with the Government of Australia to make the transfer of these goods available where necessary

FAO technical support services ()::

This involves expenses that will be incurred during technical assistance and on-site training for organisations, families and FAO technicians. It includes reports and approval of technical data.

General operating expenses ():

This area deals with expenses for rentals, power, water, communications, fuel, vehicle and equipment maintenance, and the transport of supplies and miscellaneous items.

Direct operating costs ():

This includes the FAO's project administration costs (10%) on overall costs.

5. SUPERVISION, FOLLOW-UP, INFORMATION MANAGEMENT AND PRESENTING REPORTS

The project operations and supervision will be the general responsibility of the FAO's Emergency and Rehabilitation Division in direct coordination with FAO Representatives in Guatemala, the Emergency and Rehabilitation Coordinator and the National Head of Emergencies who will rely upon support by their national and local counterparts.

For the purpose of carrying out the Monitoring Plan, the project relies upon different instruments (documents, formats and reports) that will be used by different individuals who play a part in the process, which serve to inform executive levels about the progress being made (achievements, difficulties, problems, lessons learned and recommendations).

To ensure the plan's coordination and follow-up, a coordination meeting will be organised for the project in each municipality which will involve participation by the person coordinating the project, collaborating entities such as OMM and MAGA and the municipal authority.

5.1 Monitoring and Follow-Up

Monitoring and evaluation stem from a baseline for the project's key benchmarks that help compare the state of the population before and after the action. The baseline is complemented by data from the FAO and official government figures. Follow-up of plans, systems and performance will occur each month. The benchmarks will be monitored as explained in Section 3 of the programme along with the project's final external evaluation of the results and impact, which aid in drawing up the accountability report.

Benchmark reviews for results/products 1 and 2 will take place every quarter; along with a continuous follow-up and evaluation of the result/product 3 for each activity and community upon conclusion. The COLREDs have their own evaluation of the training process and basic equipment.

Mechanisms for documenting/systematising the entire process of the project will be implemented as explained in Section 3. This will be carried out with the aid of an expert at the beginning and the end of the project. At the beginning, the goal is to establish a system and a plan; halfway through, reviews of the monitoring process will be gathered; and at the end, the process will be wrapped up with a report. Gathering the lessons learned and making them systematic is a partisan and interactive process between beneficiaries and the collaborating institutions.

Summary of the principal elements for follow-up, monitoring and evaluation

Activity/Technique	Participants	Objective/Goal
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Baseline, at the beginning of the project	Community meetings, with participation from community authorities Existing groups of women and collaborating entities	Select beneficiaries Establish baseline Planning Review fulfilment of commitments, experience exchange.
Follow-up on operating plans, timelines, budgets, systems	Monthly meetings of technical team. Field supervision	Verify progress, fulfilment of activities and goals, achievements, detect difficulties and limitations, exchange experience, plan the following month, and reinforce training. Accountability reports, payouts, etc.
Routine municipal coordination meetings regarding the project	Municipal authority, OMM, SEPREM representative Project Coordinator and technical team.	Fulfilment of activities, goals and achievements thus far, problems and applied solutions. Coordination.
Monitoring benchmarks - Quarterly for Products 1 and 2 - Continuous monitoring for P3	Technical team Female beneficiaries Community organisation OMM, MAGA and SEPREM	Review progresses on the project, review commitments, establish agreements, corrections, lessons learned.
Final external evaluation	All of the parts of the project	Assess impact and accountability, compile the lessons learned

5.2 Communication and visibility

- Plan objective

Report on the execution, progress and achievements of the project, disseminating good practices and the lessons learned during this FAO task with the Australian government

- Name of the project

For the purpose of visibility and communication, the project name "**Project to re-establish food production and means of subsistence for rural women affected by Guatemala's rainy season**" will be shortened to a title that can be used and attached more easily to the Australian government's cooperation efforts. The short name will be the **(...?...) Project.**

- Key messages that will be used

- The **(...) Project** allows the FAO and Australian government to aid in the responsibility of responding to humanitarian crises caused by disasters

- The FAO and Australian government work together to support recovery of the means of subsistence for 5.000 women and promote good practices in disaster preparation and reducing community risk.
 - The activities financed by the (...) **Project** promote home agricultural production and female-driven ventures on the southern coast that have a fast and long-lasting effect on basic diet and income.
 - The (...) **Project** is aided by the efforts of the Guatemalan government and highlights the fruitful association between the Australian government and the FAO.
- The plan is designed for the following groups:
 - The general public / direct beneficiaries / civil society
 - Government, officials and decision makers
 - Sponsoring agencies / Associated agencies for development
 - Activities

Data will be maintained internally on a monthly bulletin that FAO sends to its staff and partners; lessons learned and other notes can also be posted on internal FAO web sites. Some project brochures will be distributed to other UN agencies. Information will also be shared during meetings and through inter-agency contact.

Externally, the national media will be used (and eventually media from other countries) along with the FAO's public web site, and the Australian government's when appropriate, to inform the population, beneficiaries and key players about the project and its achievements in a timely manner. A specific area will also be developed on the FAO web site with parallel updates on the web site shared with the EU.

- Identifying the project on equipment and materials, signs in selected areas of the intervention zone, banners regarding public activities and on material issued to beneficiaries regarding the project such as the developer pack and COLRED equipment.
- Gathering photo, audio and written material for expanding upon project stories, reports and informative material
- Promoting informative material (brochures, stories in the press, reports)
- Placing project stories and press reports on FAO web sites and the Australian government's site when appropriate
- Working with national press to publish the informative material mentioned above, including cable television in the project zone and/or inviting the press to make field visits

- Drawing up and distributing a video about how women on the southern coast are confronting vulnerability and building resilience. Focus on their business ventures.
- Distributing the publication about lessons learned during the project
- Informative meetings to present the project on a local and departmental level
- Accountability event with players in the municipalities/region

This visibility and communication plan will be carried out with the aid of the project team, and consultation will be provided by a communications specialist.

5.3 Reports

For the purpose of evaluating the Project, a progress report will be prepared after six months, and a final report will be prepared at the end of the project given that the project is only 12 months long. The Project Director will be responsible for drawing up reports. They will detail the results and products, activities developed, and corresponding conclusions and recommendations regarding the period.

Once reviewed and approved by the Emergency Coordinator, the National Head of Emergencies, and FAO Representatives in Guatemala, the documents will be sent to the TCEO which will then request review and approval by the Technical Divisions involved and ensure their completion according to current FAO procedures before they are officially sent to the Guatemalan and Australian governments.

Appendix 1 BUDGET

Appendix 2 Terms of reference for the project team