



USAID
FROM THE AMERICAN PEOPLE

LOCAL GOVERNANCE PROJECT

QUARTERLY REPORT #01

June – September 2014

CONTRACT No. AID-520-C-14-00002

October 2014

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LOCAL GOVERNANCE PROJECT

QUARTERLY REPORT June-September 2014

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Executive Summary

I. Background

USAID's Local Governance Project (hereinafter LGP), Contract No. AID-520-C-14-00002, is a three year project that began in June 2014. Implemented by DAI, the project is based in Quezaltenango, Guatemala, and has two option years. Its primary goal is to strengthen municipalities in the Western Highlands of the country so they foster more responsive, inclusive, and effective socio-economic development while reducing local vulnerabilities such as food insecurity and natural disasters. In order to achieve this goal and the objectives of both USAID and other development partners, local governments must be able to better manage public resources and deliver services in an efficient and transparent manner. Strong and inclusive municipal governments are crucial for local development and are key to the sustainability of interventions supported by the United States Government (USG) in Guatemala.

LGP will contribute to USAID Guatemala's three primary development objectives: 1) Greater security and justice for citizens; 2) Improved levels of economic growth and social development in the Western Highlands; and 3) Improved management of natural resources to mitigate the impacts of global climate change. LGP will increase the capacity of local governments to raise revenue, respond to citizen concerns related to violence and security, food insecurity, and global climate change as well as to manage public resources in a participatory and financially sound manner. The project will partner with civil society organizations, local governments, and other USAID implementing partners to enhance possibilities of collaboration between municipal and community actors, more representative and accountable governments, and improved allocation of resources to community-identified and prioritized development activities.

LGP program activities will achieve six overarching and interrelated results, and program activities are structured across these results. They include:

- **Result #01** – Sound public financial systems in place in order to promote transparency and permit participation by citizens in decision-making.
- **Result #02** – Strengthen civil society participation in social accountability processes.
- **Result #03** – Increased quality of potable water in thirty (30) Feed-the-Future (FtF) municipalities.
- **Result #04** – Local Development Plans established and implemented in order to improve food security and economic development.
- **Result #05** – Municipal Plans established to reduce climate change vulnerability and technical assistance provided for implementation of plans.
- **Result #06** – Capacity increased for the National Association of Municipalities (ANAM) and/or the Guatemalan Association of Indigenous Mayors and Authorities (AGAAI) to support municipal development and replicate successful models nationwide, including municipal crime prevention plans.

Importantly, LGP is funded through four main sources – Democracy & Governance Funding, Global Climate Change Funding, Global Health Funding, and Feed the Future Funding. These funding sources drive and define program activities.

Cross-cutting issues of gender, youth, indigenous peoples and the principles of the program Feed the Future (FtF) will be incorporated throughout program activities and indicators.

Gender – Gender equity is a USG-wide priority, and USAID has and will continue to take a lead role in that effort. LGP will integrate gender considerations into all aspects of the project, from activity design to implementation to M&E by:

- Engaging women in the design and implementation of activities. LGP will engage women through the OMMs, Women’s Commissions in the COMUDEs, national women’s organizations with local representation or activities, and church groups (which are well-attended by young women).
- Measuring impact on men and women. The LGP will develop indicators that are sex-disaggregated wherever practical.
- Training staff and partners on gender considerations and gender programming.

Indigenous Perspective – LGP will hire staff representative of the various indigenous groups in the Western Highlands as well as the Ladino group to ensure that the project is perceived by all community members as unbiased and as representing the interests of the Western Highlands as a whole. LGP will integrate indigenous considerations into all aspects of the project, from activity design to implementation to M&E.

Youth – LGP will strengthen youth participation and integrate youth considerations into programming by:

- Conducting a youth assessment to help inform activity design and implementation, indicator development, and data collection and analysis.
- Developing a youth integration plan to ensure priority programming across the project
- Engaging youth in the design and implementation of intervention, and ensuring that youth and youth organizations, such Fundacion de la Juventud and Paz Joven, are a force for positive change by providing them with opportunities to increase their participation and influence in public and civil life and the tools required to be effective leaders.
- Including M&E indicators that are designed to measure LGP’s progress toward achieving the outcomes specified in USAID’s Youth in Development Policy.
- Training LGP staff to enable them to understand and propose strategies to overcome youth-based constraints to programming.

Guiding FtF Principles – LGP will consider the following principles while implementing the technical approach:

- Linking value chain activities with improved nutrition and dietary diversity;
- Changing food consumption behavior to encourage dietary diversity and improvement in childhood nutrition among target beneficiaries;
- Maximizing the likelihood of sustainability by working with municipal and community leaders.

- Recognizing the importance of the application of the Thousand Days Approach in addressing maternal and child health and chronic malnutrition;
- Coordinating with the private sector on technical, managerial, and financial support for integration of nutrition related activities into USAID-funded programming and investing in agriculture-related activities such as small infrastructure, or packing plants as an opportunity for job and income generation in the focus area.

In addition, given the timing of project startup and the upcoming elections in 2015, LGP has adopted a project-wide and cross-cutting approach to election management, to ensure technical activities are timely and relevant. This strategy is three pronged, encompassing (1) the lead up to elections (June 2014 – March 2015); (2) the election season (March – September 2015); and (3) post elections (September 2015 onwards).

Lead up to elections (June 2014 – March 2015): Once key project start-up milestones are achieved, LGP will immediately launch into activities to reduce the impact of staff turnover resulting from elections, including:

- Undertaking capacity building activities at all levels, especially with civil servants in non-political positions and the unions that represent them, to ensure capacity is not lost. Training will cover establishing and managing food security situation rooms, forging partnerships with private sector counterparts, and developing municipal plans to reduce climate change vulnerability.
- Institutionalizing tools, such as standard operating procedures and tailored development plans, so that municipalities can continue to provide and improve services. These include standardized operating procedures, entry point maps, tailored municipal assistance plans, and customized systems, such as the *Guatecompras* online procurement system, that increase transparency and accountability.
- Strengthening civil society participation in social accountability processes so that municipal offices, not individual officials, log and attend to their sustained concerns. LGP will train CSOs to structure and articulate persistent demands to local government officials as well as to understand the laws that guarantee their right to advocate for community needs. This includes educating CSOs on how to use elections as platforms to raise awareness and to understand and invoke the Public Access to Information Law.
- Investing in capacity transfer to ANAM and AGAll, central coordinating bodies for municipal leaders, so that they will be permanent resources for capacity building, quality control, and accountability for municipal service delivery. In particular, LGP will invest in their ability to sustain lobbying campaigns of national-level entities, such as the Congressional Municipal Affairs Commission and the Executive Body on the Municipal Agenda, with significant influence on municipal government politics whose internal makeup will be affected by presidential and congressional elections.
- Developing election transition plans that ensure project activities will keep their momentum during and following elections. LGP will develop plans in close consultation with public officials and civil society organizations. LGP and CSOs will hold both incumbent candidates and challengers accountable for honoring the transition plans. Transition plans will include a critical training curriculum that old mayors must continue and new mayors must catch up on following elections.

The election season (March – September 2015): From the *convocatoria* in March through Election Day, there will be an unofficial pause on many government activities at both the municipal and national levels. Those activities that do move forward during this period will generally be calculated appeals to win over voters. LGP will encourage candidates to participate in activities, such as public forums to present platforms and listen to constituent concerns, which simultaneously improve their standing with voters and advance LGP objectives. Before doing so, LGP will “socialize” LGP’s scope and successes widely within target municipalities so that all candidates understand the project’s parameters and recognize its merits.

LGP will also gear programming toward civil society. LGP will strengthen the ability of CSOs to advocate their needs to public servants in the months leading up to elections, when officials are most willing to listen and act. Should USAID and local stakeholders, such as Mirador Electoral, express concerns about escalating violence in the lead up to elections, as occurred in Quetzaltenango and other departments in 2011, the Contractor is prepared to temporarily shift the focus of LGP programming from local governance strengthening to conflict mitigation. Under the explicit instruction of USAID, LGP will implement activities to preempt or defuse violence related to elections. These include supporting youth and civil society groups so that they are informed and can advocate for their needs, thus helping to promote transparency and accountability in elections.

Post-elections (September 2015 onward): Once elections are over, LGP will conduct a rapid assessment of local election results on a municipality-by-municipality basis. The assessment will identify those municipalities that elected new mayors and send Cluster Managers to meet with the new officials to, first, understand their priorities. LGP will revisit MOUs signed with municipal councils at the start of the project with new mayors (as LGP will with re-elected officials). The original MOUs will stipulate that mayors, new or old, commit to holding post-election retreats with municipal council members and department heads. The retreats, facilitated by LGP, will bring new mayors up to speed on existing local government initiatives; allow reelected officials to revisit and assess them; and provide a space to prioritize community needs as well as internal capacity development needs within municipal administrations.

II. Key Achievements

Highlights for the quarter are listed below:

Project Start-Up

- Established and organized project offices in both Quetzaltenango and Huehuetenango¹.
- Completed project staffing, onboarding and initial training.
- Began project equipment and service procurement.
- Initiated DAI’s registration process in Guatemala.



¹ PGL Project Office, Casa de Piedra, 12 Avenida I-48, zona 3 Quetzaltenango, Guatemala.

- Customized project TAMIS and other IT systems for installation in November.
- Conducted entrance conference meetings with USAID.

Technical Activities Performed

- Conducted initial mapping of 30 target municipalities.
- Conducted entry point mapping of 30 target municipalities.
- Engaged ANAM and AGAAI and signed MOUs with them.



- Attended initial WHIP events and continued coordination with WHIP partners and USAID²
- Engaged key CSOs and community groups, including church representatives and volunteer associations. Fundación Conrado de la Cruz, Bárbara Ford Peace Center, MUNI K'AT, AMUTED, CEIPA, IDEMAYA, AMOYEB, ADAM, Group Link, and the Journalism Foundation for Development. A meeting was held on September 18th with said organizations, which all have presence and plans to work in the area of intervention, and whom were previously identified for their experience in the topics outlined in the Work Plan, especially for their strong existing connections with the communities. The objective of this activity was to develop an initial approach, and to invite the groups to add their expertise in possible coordination efforts, especially around themes of grants and RRFs. Other organizations were invited but could not attend due to roadblocks on that day, but this did not prevent their participation, as they expressed interest in participating and worked with us via e-mail. Among them were the Myrna Mack Foundation, AEMEDICH and ASOCUCH from Huehuetenango.
- Engaged local counterparts such as ANAM, AGAII, Instituto Nacional de Administración Pública (INAP), SEGEPLAN, SEPREM and SESAN; local CSOs, including Muni-k'at, ADAM, CEIPA, Fundación Mirna Mack, FLACSO, Asociación Mujer Tejedora del Desarrollo (AMUTED), Asociación Maya Oyeb'ku (AMOYEB), Asociación de Organizaciones de los Cuchumatanes (ASOCUCH), Agencia de Servicios y Desarrollo Económico y Social de Huehuetenango (ADEL-ASDECOHUE), Asociación de Entidades Microregionales Aliadas para el Desarrollo Integral de Huehuetenango, Ixcán, Quiché, (AEMADIHIQ), Asociación Conrado de la Cruz; and other USAID implementing partners, such as HEPP, AGEXPORT and ANACAFE.
- Held a series of high-level and important meetings with the prior LGP project, and with USAID. Key USAID meetings included those held with the HC3 Situation Analysis of SBCC for WHIP, and meetings with USAID activity managers in charge of economic growth, security and justice and education and health.
- Began working on procedures for Advisory Groups.
- Identified COCODEs that will benefit from technical assistance. Comment: through the design of the first group for diagnosis and plans we identified the main COCODES

Quarterly results

² WHIP Meeting.

- Signed MOUs with ANAM and AGAAI to plan and agree on LGP's technical assistance.
- Prepared and submitted Grants Manual for USAID approval.
- Prepared and submitted Start-up Workplan for period of June – September 2014.
- Prepared and submitted Year I Draft Workplan for period of October 2014- August 2015.
- Prepared and submitted Draft Monitoring & Evaluation (M&E) Plan.
- Prepared and submitted Draft Gender Equity Plan.
- Prepared and submitted Draft Environmental Mitigation Plan.
- Prepared and submitted Draft and Final Branding and Marking Plans.
- Established institutional relationships with USAID, WHIP, SEGEPLAN, INAP, SEPREM, AGEXPORT and SESAN.
- Maintained constant coordination with the WHIP director COPs of the projects operating in the highlands and the regional offices.

III. Obstacles Faced

While LGP has had a highly productive and successful first quarter in terms of initiating operations, engaging local partners and stakeholders, preparing key contract deliverables, and building the relationship with USAID, the project has encountered obstacles that have made implementation challenging, and at times, delayed. These include:

- Personnel Challenges: The project has faced a series of personnel challenges, most notably including (1) the resignation of LGP's DCOP only one month after having arrived in Quetzaltenango; (2) the declination of the position by LGP's proposed FAM; and (3) the necessity to retract the offer of the new FAM due to hiring concerns. The DCOP and FAM are critical positions to any project's operational start-up and success. These personnel challenges impacted the project startup significantly.
 - On LGP, the DCOP was intended to play not just an operation oversight view from a DAI perspective, but also a technical role in ensuring key deliverables were completed, deadlines were met, and overseeing the technical assessments in concert with the COP. Ms. Ferrer's unexpected departure at the end of August left the project without this key assistance, at a time when important deliverable deadlines were approaching. The work of the DCOP was therefore passed on/co-shared between the COP, the Acting FAM at the time Vince Broady (see below), and the Home Office Project Director, Jennifer Lewis. The project continues to discuss with USAID the best support arrangement for the COP, whether it is a senior DCOP position, or a dual operational and technical support structure, to ensure the program has both sufficient technical depth and DAI-specific operational oversight.
 - The FAM plays a critical role on DAI projects in assuring policy and procedural compliance, overseeing the accountant, and ensuring the project is managed well and in line with USAID requirements. DAI's proposed FAM advised us in late June that she would not be available to move to Quetzaltenango from Guatemala City. The project's Xela location has posed a significant challenge in hiring USAID-qualified staff. Her vacancy left a large hole in our team, and the project moved quickly to identify a replacement, meanwhile fielding Mr. Vince Broady of DAI's Home Office as Acting FAM. A priority recruit, a replacement FAM candidate was identified in August and submitted

for USAID approval. However, because of significant concerns raised during the hiring process, and after consulting with local counsel, DAI withdrew the employment offer to the individual, leaving the project with yet another personnel gap. A permanent FAM candidate was identified and approved in early September, and has been trained and onboarded by Mr. Broady.

- Logistics Challenges Caused by Lack of Registration: The project has also faced significant obstacles to starting operations due to DAI not being registered in Guatemala. While DAI engaged local counsel in the registration process even prior to – and in anticipation of – award, the lengthy and protracted process has severely hampered the project’s ability to operate nimbly. Without registration, DAI is unable to open bank accounts in Guatemala, sign contracts with service providers, or procure goods or services that require a tax identification number. This has resulted in significant time and effort expended by DAI’s Home Office and Acting FAM Broady to devise work-around solutions that still comply with both DAI and USAID policies. The registration process continues on pace, and DAI is hopeful it will be concluded soon so we may normalize project operations.

Introduction

This document represents LGP's first Quarterly Report. The report covers the project's activities during the period June 20 to September 30, 2014. The project began on June 20, 2014, when USAID and DAI signed the Contract. The project is for three years, with two optional years. The entire five-year period concludes on June 20, 2019.

Pursuant to the terms of the contract, this report presents progress against the project's six results:

- **Result #01** – Sound public financial systems in place in order to promote transparency and permit participation by citizens in decision-making.
- **Result #02** – Strengthen civil society participation in social accountability processes.
- **Result #03** – Increased quality of potable water in thirty (30) Feed-the-Future (FtF) municipalities.
- **Result #04** – Local Development Plans established and implemented in order to improve food security and economic development.
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- **Result #06** – Capacity increased for the National Association of Municipalities (ANAM) and/or the Guatemalan Association of Indigenous Mayors and Authorities (AGAAI) to support municipal development and replicate successful models nationwide, including municipal crime prevention plans

The primary focus of this quarter was on two key areas: (1) operational start-up; (2) coordination and consultation with USAID, counterparts, local organizations, and other implementing partners; and (3) delivery of multiple contract deliverables in a very short timeframe.

OPERATIONAL START-UP

Operational start-up was centered on the establishment of project offices, building a well-qualified, motivated team to plan and begin project operations, establishing relationships with USAID, partners, and counterparts, and developing and submitting the start-up work plan, first year work plan, M&E plan, gender equity plan, environmental mitigation plan, grants manual, branding and marketing plan. The LGP Quetzaltenango office opened its doors in mid-July, and staff began full-time work with the project during July and August. The Huehuetenango office space was identified in August, and the lease negotiated for occupancy in September.

LGP's rapid start up focused both on addressing administrative and logistical requirements and on commencing a "consultation phase", which enabled an almost immediate focus on the technical aspects of the project. The COP mobilized and began working on the project on July 20th and promptly began establishing institutional relationships with the project counterparts at ANAM and AGAAI. The COP also engaged in outreach and coordination with the outgoing Local Governance Program implemented by ARD/TetraTech, including hosting a "technical exchange" between the projects on August 19, 2014 (see more on consultation and coordination, below).

Both LGP offices – the one in Quetzaltenango and the one in Huehuetenango- are in full operation and have been provided with adequate working conditions and equipped with resources from project funds. The project is still awaiting delivery of locally-procured IT equipment, and will in November and December commence the installation of DAI-specific project management and financial systems,

including TAMIS. Despite some significant personnel hurdles – including the resignation of the DCOP in August 2014, and the need to withdraw the employment offer of our second Finance & Administration Manager (FAM) – and the resulting immense workload for both our COP and our Acting DCOP, important operational and startup progress has been achieved in the initial three months of implementation.

COORDINATION AND CONSULTATION

During the first quarter, LGP held many meetings with staff from USAID – including staff from the Democracy & Governance, Health, Climate Change, and WHIP - to understand the cross-cutting nature of the program, discuss program funding, and prioritize key areas of assistance. Important coordination activities during this quarter included:

- Implementation of a first macro analysis of WHIP activities, in coordination with Wende Duflon from USAID and Ray Waldron, WHIP coordinator.
- Participation in the Petit Committee of Chiefs of Party of WHIP to assess the current situation of the 30 municipalities and establish coordination across WHIP implementing partners.

DAI is keenly aware of the important integrated role that LGP plays in USAID Guatemala’s portfolio. As the Mission’s key “anchor” program in the Western Highlands, the project has a critical collaborative role to play in ensuring that WHIP priorities are woven throughout implementation, and that activities are coordinated on and not duplicated, across implementing partners.

We are also aware that the first quarter of project activities sets the tone for the life of the project, the LGP team made an early effort to build strong relationships with USAID; local counterparts such as ANAM, AGAI, INAP, SEGEPLAN, SEPREM and SESAN; local CSOs, including Muni-k’at, ADAM, CEIPA, Fundación Mirna Mack, FLACSO, Asociación Mujer Tejedora del Desarrollo (AMUTED), Asociación Maya Oyeb’ku (AMOYEB), Asociación de Organizaciones de los Cuchumatanes (ASOCUCH), Agencia de Servicios y Desarrollo Económico y Social de Huehuetenango (ADEL-ASDECOHUE), Asociación de Entidades Microregionales Aliadas para el Desarrollo Integral de Huehuetenango, Ixcán, Quiché, (AEMADIHIQ), Asociación Conrado de la Cruz; indigenous community, women and youth groups, including the Centro de Paz Bárbara Ford; and other USAID implementing partners, such as HEPP, AGEXPORT and ANACAFE. Early coordination efforts and results include:

- Design and initial negotiation of an MOU with the AGEXPORT value chain project
- Close coordination with the HEPP project through the joint participation within the departmental council and the COCODES organizations
- Information exchange with the climate change programs led by Rain Forest Alliance and TNC in the region.
- Initial talks with ANACAFE concerning the covering and sharing responsibilities specially in the area of Huehuetenango

The project looks forward to continued cooperation and productive working relationships with USAID, project counterparts, and WHIP implementing partners.

PREPARATION AND SUBMISSION OF KEY CONTRACT DELIVERABLES

Other important project-wide activity performed during the quarter included the development and submission of no less than seven key deliverables to USAID, including the Start-Up Workplan, Grants

Manual, Branding and Marking Plan, Draft year I Work plan, Draft M&E Plan, Draft Gender Integration Plan, and Draft Environmental Mitigation Plan. These deliverables were produced over the course of three months despite the significant staffing constraints faced by the project.

The following sections summarize LGP's work and achievements during the first quarter of operations (i.e., June 20 through September 30, 2014) by result.

Quarterly Progress

Result I: Sound public financial systems in place in order to promote transparency and permit participation by citizens in decision making

LGP will provide technical assistance, training, and equipment to strengthen municipal governments' public financial management (PFM) and procurement systems, which will encompass the systems and mechanisms through which municipalities mobilize revenues (e.g., taxes, fees, royalties, etc.) and subsequently plan, budget, execute and monitor the expenditure of those revenues. LGP will support the implementation of municipal code reforms, regulations, and policies that contribute to improving capacity and accountability.

KEY ACCOMPLISHMENTS/HIGHLIGHTS FOR THE 1st QUARTER

Key accomplishments during the first quarter include:

- **Agreement with Ministry of Finance and FLACSO re: project collaboration.** On Tuesday October 7th, the program met with Carlos Valladares, Head of the Office of Planning and Budget by Results of the Ministry of Finance, and FLACSO, which has been training government officials.
- **Agreement with SEGEPLAN re: collaboration and information sharing.** On Thursday October 9th the program met with Arq. Hugo Gómez and Licenciado Luis Catalán and SEGEPLAN, and came to agreement on working jointly to provide information and share technologies related to managing by results, investment planning, transparency and dissemination of financial information at civil society levels, and training and implementation of sound public financial management, and interaction planning-budgeting.
- **Agreement with INAP re: collaboration.** On Tuesday September 30th, the project met with General Manager Leonel Siguí and Manager Edy Renán Barrera, together with Luis Alfonzo Beteta, Director of post graduate studies at INAP, and agreed to work jointly in the process of training public officials at the municipal level and civil society organizations in topics related to public finance, transparency, accountability, and local governance in general.

ACTIVITIES/ WORK PROGRESS

Below are brief descriptions of specific activities implemented during the first quarter for Result I.

Activity 1.1 Assess capacity of target municipalities, particularly in the areas of revenue generation, purchasing and procurement, administration and planning, and compliance with the Public Access to Information Law.

While the bulk of this activity is slated to commence in the October – December 2014 timeframe, in the municipalities of San Juan Ostuncalco, Momostenango, Santo Tomas Chichicastenango, San Lorenzo, Sibinal, Tajumulco, Chiantla, San Sebastian, Santa María Nebaj, San Miguel Uspantán y Sacapulas, project staff conducted a very preliminary mapping of key and strategic personnel and identified representation key civil society representatives. The results were telling - particularly in the municipalities of San Juan Ostuncalco y Momostenango, our team was able to diagnose representation by the civil society sector

and determine that both their level of participation in administrative processes and municipal compliance with access of information laws is very low.

Activity 1.2 Deliver technical assistance that meets the specific needs of the target municipalities.

While the bulk of this activity is slated to commence in the October – December 2014 timeframe, the process of introducing the project and approaching the local authorities has allowed us to broach the issue of project technical assistance. Local authorities are showing heightened interest in knowing the contents of their particular MOU.

During initial discussions with the project, local authorities have voiced the importance of raising the level of municipal technical expertise in key areas such as the use of the Guatecompra system, as well as in key regulations and procedures. Improving capacity in these areas will improve their ability to design and execute projects. Particularly in the department of San Marcos, in coordination with SEGEPLAN, the Ministry of Health, Education, Environment, and SESAN, our team participated in an extraordinary meeting of a network of local Municipal Planning Directors to whom we presented LGP. For their part the directors also stressed to us the importance of developing capacity that will contribute to the performance of their functions and benefit local management practice and ability.

Activity 1.3 Strengthen the role of COMUDES to engage citizens in government decision making.

During this initial phase the technical team conducted initial meetings with municipal authorities, in order to understand the situation with the COMUDES in ten key municipalities (San Juan Ostuncalco, Momostenango, Santo Tomas Chichicastenango, San Lorenzo, Sibinal, Tajumulco, Chiantla, San Sebastian, Santa María Nebaj, San Miguel Uspantán y Sacapulas).



Activity 1.4 Build the capacity of the mancomunidades to develop and implement regional strategies.

While the bulk of this activity is slated to commence in the October – December 2014 timeframe, our team has initiated early assessments of the state of mancomunidades in our target municipalities. In Huehuetenango, for example, our team has determined that the prioritized municipalities are integrated in the Mancomunidad of Municipalities of the Southwest Region of Huehuetenango (MAMSOHUE), which is functioning and has coverage in the entire region with the exception of Chiantla, which is not associated with any mancomunidad. In the Ixil/ Barrillas regions, and especially in the area of the prioritized municipalities, mancomunidades have neither coverage, presence, nor function.³

³ Photo: Meeting between LGP personnel and officials from USAID with Mayor Miguel Ovalle and Luis Ochoa, President and Manager, respectively, of the Mancomunidad Metropolis of the Highlands, Quetzaltenango.

Likewise, for the municipality of San Juan Ostuncalco, we have determined that they are part of the following mancomunidades: Mancomunidad of Mam Areas of Quezaltenango (MAMQ), Mancomunidad of the Watershed of the Orange River (MANCUERNA) y la Mancomunidad Metropolis of the Highlands. Through all of these, they have undertaken coordination activities with the "Promoting Model Results" project, Initiating Local Economic Development project, and in the case of the Metropolis of the Highlands, Land Use Legislation and eco-tourism, in which MANQ has especial interest. The municipality of Momostenango presently is participating in an initiative for the creation of an Association of Municipalities in mancomunidades.

In San Marcos, the LGP team made contact with the mayors of San Lorenzo, Nuevo Progreso, San Pedro Sacatepéquez, Tacaná, Tejutla, presidents of the mancomunidades ADIMAN y MANCUERNA. Also present in the first was the mayor of Tacaná, President of AGAAI y in San Marcos, the regional capital. The authorities present voiced much interest and offered to help LGP in what was necessary to realize the completion of project goals and outcomes.

During the quarter, LGP also completed the mapping of regional sectors which included NGOs, government institutions, indigenous mayors, civil society organizations, religious sectors and groups, mancomunidades and others which have a presence in the prioritized communities. Especially in Quezaltenango, our team initiated contact formally approached the following groups regarding collaboration: IDEMAYA, CEIPA, Pies de Occidente, MuniK'at, ADAM, AMOYEB, Barbará Ford Foundation, AMUTED, Enlaces, Indigenous Authorities such as the board of 48 Towns of Totonicapán, Municipality of Ancestral Authorities of Pueblo Pocoman, and the Indigenous Authorities of Santo Tomas Chichicastenango.

NEXT STEPS

During the second quarter LGP's principal activities for this Result will include:

- Development of the design of the municipal evaluation process and methodology intended to evaluate the capacity of municipalities in areas such as income generation, procurement, administration and planning, and compliance with the Access to Public Information Law.
- Selection of consultants to complete the evaluation and commencement of activity
- Continue approaching the rest of LGP's municipalities, in order to determine the level of involvement of the COCODES in local government decisions
- Signing of a formal Memorandum of Understanding related to joint efforts between LGP and SEGEPLAN
- Signing of a formal Memorandum of Understanding related to a joint effort between LGP and INAP.

Result 2: Strengthen civil society participation in social accountability processes

LGP will work with CSOs, community organizations (including, but not limited to, Community Development Councils - COCODES), and citizens to strengthen their capability to engage actively and independently in municipal social accountability and citizen participation mechanisms. LGP will include a

specific focus on facilitating the effective participation of vulnerable and underrepresented groups (women, youth, the very poor, and other people with disabilities), who face unique obstacles limiting their involvement in participatory processes. LGP will focus on civil society participation in the COMUDE, but will also promote other innovative social accountability mechanisms (including the Public Access to Information Law).

LGP will follow a two-pronged approach to strengthening civil society participation in social accountability processes, including participatory planning and budgeting (described under Result 1), community scorecards, and grievance redress mechanisms. First, LGP will implement activities that raise civil society awareness of their rights and responsibilities vis-à-vis good governance (Activities 2.1, 2.2, and, to a certain degree, 2.4). Second, once citizen groups better understand their responsibilities and rights, LGP will help them take action by building their capacity to influence decision making and hold government accountable (Activities 2.3, 2.4, and 2.5). LGP will strengthen the ability of CSOs to advocate their needs to public servants in the months leading up to elections, when officials are most willing to listen and act.

KEY ACCOMPLISHMENTS/HIGHLIGHTS FOR THE 1st QUARTER

Key accomplishments during the first quarter include:



- **Kickoff Workshop:** A first workshop was held on September 18, 2014 with key implementing partners identified in DAI's proposal to define strategies for intervention and collaboration. The central topics of the workshop were the presentation of the program and expressions of interest and ideas to participate in the implementation of the activities. The workshop was also aimed at raising interest in the planning and designing of technical grant proposals (interest from Muni-k'at, FLACSO, ADAM, Alticultura), for when the grants program is approved.
- **CSO Mapping:** The LGP team – including the Cluster Managers and Outreach Specialists -- completed a mapping of main CSO for each municipal cluster. This included the identification of main CSO leaders and holding initial meetings with mayors, municipal officials and executive directors and personnel of the CSOs identified.
- **Grants/Program Activities Pipeline Development:** The LGP team began discussing potential projects to be funded under the grants program, once approved, and hired two consultants to assist in this pipeline development. While LGP awaits USAID approval of the grants program, it has received and considered some very initial proposals, starting with the one presented by the Centro de Paz Bárbara Ford, aiming to organizing the First Congress of Opportunities for the Youth in the Western Highlands. The main objective of the Congress is the engagement with the CSO organizations working with youth in order to shape and identify an inventory and portfolio of potential projects that could be financed by the project.

ACTIVITIES/ WORK PROGRESS

Below are brief descriptions of specific activities implemented during the first quarter for Result 2.

Activity 2.1 Conduct an entry point map.

In each of the prioritized municipalities, LGP has begun mapping the key actors and strategies for the project, in accordance with the themes to tackle for each one. Additionally, we have created a list of organizations, entities, and institutions with a presence in each municipality, in and begun visits to each of them in order to obtain necessary information. The team has also compiled profile information on each of the principal actors. This map has been updated weekly and records our visits with other institutions, organizations, etc.

Some of the institutional visits in the specific departments include:

Huehuetenango: Gobernación Departamental, SEGEPLAN, SEPREM, Cámara de Comercio, CEDFOG, ASDECOHUE, PCI-PAISANO and ASOCUCH.

El Quiché, región Ixil/Barillas: Gobernación Departamental, COPREDEH, UPCV, ITEMAYA, Asociación Centro de Paz Bárbara Ford, Save The Children, APRODEFI and the Municipalities of Uspantan, Sacapulas and Nebaj.

Quezaltenango: SEGEPLAN, SEPREM, SESAN, Municipality of Quezaltenango, San Juan Ostuncalco and Momostenango, Cultural Center of San Juan Ostuncalco.

Activity 2.2: Train citizens so they can analyze local authority budgets and public spending:

While no significant work was done under this activity during the quarter, we did approach the municipal authorities and obtain information (lists, names, # of COCODES) on COCODES organized in each municipality.

Activity 2.3 Build the capacity of CSOs to engage municipalities through COMUDES.

During this quarter, the team's priority was to understand the situation of the COMUDES and to have them participate in creating the established timelines for each of the municipalities. Specifically, in the case of the municipalities of San Juan Ostuncalco and Momostenango it is apparent that the civil society organizations are weak and there is need to strengthen them in relation to the activities and commissions of the COMUDE.

In the Municipality of San Juan Ostuncalco, we worked with the DMP (Municipal Direction in Planning), via an Inter-institutional Commission of Municipal Dependencies, Institutions, and Organizations with presence in the municipality. They proposed creating synergies and coordination in socio-economic, administrative, service-oriented, and operational themes, among others. LGP agreed to form part of a this Inter-institutional Commission, under the responsibility of the coordinator of the Sub-Commission of Citizen Participation and Political Incidence, in order to strengthen the work of the project ⁴.

Activity 2.4 Support CSOs to implement social accountability mechanisms.

No significant work was done under this activity during the quarter.

⁴ Photography: PGL presentation to the Indigenous Organization of the 48 Cantones, Totonicapán.

Activity 2.5 Provide technical assistance to the COCODEs through grants to CSOs

As already mentioned, in several prioritized municipalities, LGP initiated mapping of principal actors and strategies for the program, with the end result of identifying the CSOs that could be grant beneficiaries, especially in the development of technical knowledge for the COCODES.

As part of the previous mapping process of CSOs en reference to implementation of providing technical assistance to COCODES, we worked with a database of 23 COCODES in the municipality of San Juan Ostuncalco (we are using this as a baseline reference for the rest of the prioritized municipalities), of which active membership oscillates between 13 and 15 members apiece, with a minimum established number of 2 women for each COCODE. According to our preliminary diagnosis from meetings with the municipal authorities, we established that we will need technical assistance and follow-up in themes pertinent to citizen participation, environment, water, natural disaster, and local economic development, all of which directly benefit the community.

NEXT STEPS

During the second quarter LGP's principal activities for this Result will include:

- Developing and identifying a portfolio of projects to be funded through the grants program.
- Engagement of initial CSOs through grants to develop and implement initial municipal trainings, social responsibility mechanisms.
- Selection of CSOs that will receive technical assistance in order to assist COCODES in the prioritized municipalities
- Preparing CSO maps for all 30 municipalities.
- Completing visits to all of the COMUDES of the 30 LGP municipalities.
- Continuing formal and informal engagements with CSOs focused on better governance and improved democracy, especially during the electoral time, mainly supporting women and youth demands at the political arena.
- Engaging local consultants on LED, public finance, watershed management, environment and risks, in order to identify potential grants projects and assess training needs per municipality.

Result 3: Increased quality of potable water in 30 Feed the Future (FtF) municipalities

The health, economic, and social consequences of water deficits in both quantity and quality for all users and for the environment are enormous and linked to many U.S. foreign assistance priorities in tangible and substantive ways. LGP, in line with the FtF and GHI initiatives, will support municipalities to increase the quality of potable water in the 30 prioritized municipalities. Through these actions, it is anticipated that LGP will contribute to achievement of nutrition and health indicators. Additionally, there is a close relationship between water resources management and good governance practices. The sustainability of water resources depends on good governance. Interventions that strengthen the capacity of water authorities and related institutions have positive repercussions, including building the specific capacity of local governments to deliver potable water.

LGP's approach to achieving this result focuses on increasing access to clean water, particularly for the most disadvantaged populations, by strengthening service providers' capacity. The project will consider the bigger picture—by applying a disaster risk reduction (DRR) lens to integrated water resources management at the watershed level. Activities under this result will help municipalities assess risks, devise plans, and take actions that improve service coverage and reduce hydrological risks. By improving municipal provision of water services, citizens' confidence in their municipalities will increase, as will citizens' socioeconomic well-being.

KEY ACCOMPLISHMENTS/HIGHLIGHTS FOR THE 1st QUARTER

Key accomplishments during the first quarter include:

- **Agreement with SEGEPLAN:** LGP reached an initial agreement with SEGEPLAN concerning the collection of watershed, soil and geographical information concerning water; all key issues for diagnosis. SEGEPLAN has important links with the Municipal Offices for Planning for the design and implementation of the municipal plans. This office is also in charge of the portfolio of the appraisals of public investment projects, and also has a Direction of Strategic Planning with territorial specialization. The agreement with this Office will avoid duplication of efforts and ensure better coordination not only for the project, but also for WHIP and USAID as a whole.
- **Agreement with Muni-K'at:** LGP reached an initial agreement with Muni-K'at concerning the sharing of territorial information, mainly soil information, watershed management and mapping of water governance through COCODES, and the design and implementation of diagnosis and plans related to water.
- **Agreement with Alticultura:** LGP reached an agreement with Alticultura, a national association with expertise on water, concerning watershed management and mapping of water through COCODES. The agreement forms the basis for technical cooperation.

ACTIVITIES/ WORK PROGRESS

Below are brief descriptions of specific activities implemented during the first quarter for Result 3.

Activity 3.1 Map water sector stakeholders.

LGP has begun mapping of key and strategic stakeholders for the program in the provision of water services and water management. It is clear that the issue of water, especially in terms of the service level of urban areas, is a very sensitive issue when addressing issues such as chlorination, collection and use, which can result in high costs in terms of governance in some municipalities. There is a clear need to raise awareness on the consequences of not chlorinating water.

Activity 3.2 Provide technical assistance to municipalities to improve water service delivery.

No significant work was done under this activity during the quarter.

Activity 3.3 Assist municipalities with the development of watershed management and protection plans and train them on plan implementation.

No significant work was done under this activity during the quarter.

NEXT STEPS

During the second quarter LGP's principal activities for this Result will include:

- Completing mapping of stakeholders per municipality: water service providers and hydro resource administrators
- Selecting the consulting firm for hydro sector mapping and studies about municipal water systems
- Selecting consulting firm for watershed management and protection plans
- Signing an MOU with SEGEPLAN authorities in order to introduce information and institutional efforts at WHIP level.
- Signing a final agreement with Alticultura to implement the above mentioned Consortium of development organizations.

Result 4: Local Development Plans established and implemented in order to improve food security and economic development

When municipal governments cooperate with communities to address local challenges and provide services that lead to increased income and improved health outcomes, the population is more likely to view their municipal governments as legitimate and responsive. To this end, LGP will support targeted municipalities' development planning efforts to respond to communities' food security and economic development needs in support to USAID/Guatemala Feed the Future Agriculture (DO2, IR 2.1). In addition, LGP will promote municipal leadership in facilitating and coordinating social investments with community stakeholders. Because women are often in charge of nutrition for their families, the Municipal Women's Office will play a critical role in promoting women's participation in decision making in food security and nutrition. Activities under this result will be funded by the Global Health earmark.

KEY ACCOMPLISHMENTS/HIGHLIGHTS FOR THE 1st QUARTER

Key accomplishments during the first quarter include:

- **Participation in the Steering Committee of the National Policy:** The steering committee of the National Policy for Inclusive Development and Territorial Competitiveness has requested the formal participation of LGP, concerning issues of LED within the system of development councils. The steering committee held an official meeting at SEGEPLAN headquarters on October 9th. This is an important step for the project.
- **First Agreement with ADAM:** LGP reached an initial agreement with ADAM concerning the sharing of territorial information on Local Economic Development –LED- and methodologies for the design and implementation of the diagnosis and plans of LED.
- **First Agreement with SEGEPLAN:** LGP reached an initial agreement with SEGEPLAN authorities, concerning the sharing of territorial information and the advances of the Baktun 32, the diagnosis of municipalities and the Policy on Inclusive National Development and Territorial Competitiveness. SEGEPLAN has been facilitating the technical design of the above mentioned policy. The initial agreement with SEGEPLAN is that Francisco Leal, an economist well known in the Guatemalan context could be an excellent link between the project and SEGEPLAN, concerning

issues of LED. LGP would work with ADAM on the launching of the diagnosis process and plans in the following weeks.

ACTIVITIES/ WORK PROGRESS

Below are brief descriptions of specific activities implemented during the first quarter for Result 4.

Activity 4.1: Build the capacity of the Municipal Women's Office to support the design and implementation of municipal plans to address food security and nutrition.

During this quarter, LGP held meetings with the departmental links of SEPREM, with the objective of making the program known, and to familiarize them with the projects and actions LGP will develop in each one of departments touching on themes of: violence prevention, access to services, and climate change, but especially with emphasis in the attention to and involvement of, women

In the case of the OMM's (Oficinas Municipales de la Mujer), LGP has started approaching the corresponding municipal authorities and OMM directors in order to understand the situation and actions of these offices in the prioritized municipalities. It will be important for LGP to understand the capacities for administrative knowledge and management of the OMM in order to target the project's technical assistance.

Activity 4.2 Coordinate with municipalities to establish and operate food security situation rooms.

During the quarter, LGP met with the Secretary of Food Security and Nutrition- SESAN- of Quetzaltenango and San Marcos to discuss capacity building and technical assistance, and to identify joint actions that would have the goal of reducing the high rates of chronic and acute malnutrition in the region. We also presented the project to the Secretary of Planning and Programming of the President- SEGEPLAN- where we realized the necessity of publishing the Plans for Local Development and continuing with the elaboration of Plans for Strategic Territorial Economic Development, with a focus on local development, SAN, climate change, and hydrologic resources. We are waiting to reach out to SESAN and SEGEPLAN of Totonicapan and el Quiche, as well as MFEWS and FtF.



Activity 4.3: Help municipalities develop LED plans.

During the quarter, LGP approached the institutions of Agexport and Anacafe, with their programs of regional value chain analysis and presence in the 30 municipalities of program intervention. In this meeting, we determined areas and action plans for collaboration. The program also began mapping the key LED actors and strategists for the program.

Activity 4.4: Coordinate with other USAID implementing partners to support access to basic municipal services for small-scale producers and their associations.

With the exception of San Marcos, but in all other 4 departments, LGP has participated in meetings of the Regional WHIP Committee, with which the program has formally created a network with USAID associates that have presence in the prioritized departments. During the quarter, LGP held initial meetings with the following organizations: Project Politics in Health and Education HEPP⁵, Rainforest Alliance/The Nature Conservancy TNC, PlanFam, Agexport/Proyecto de Cadenas de Valor, Nutri Salud, Save the Children/PAISANO, Anacafé, y Fundación Conrado de la Cruz. Additionally, we participated in meetings with HC3, the USAID initiative with Johns Hopkins. We have assumed WHIP secretarial responsibilities as part of our regional coordination with WHIP and other USAID partners.

NEXT STEPS

During the second quarter LGP's principal activities for this Result will include:

- Supporting activities of the Steering Committee of the National Policy for Inclusive Development and Territorial Competitiveness, in order to engage with the organizations involved, including e: AGAll, Universidad Rafael Landivar, Helvetas, Cementos Progreso, Grupos Gestores, Universidad de San Carlos, Confederación de Cooperativas de Guatemala, Ministerio de Economía, PRONACOM.
- Finalizing agreement with ADAM to implement the above mentioned Consortium of development organizations, and undertaking the tasks of result 4.
- Finalizing agreement with SEGEPLAN, including the participation of Francisco Leal within the local experts of the project, guiding the result 4 and engaging the main institutions and organizations linked to the regional policy containing LED concerns, and joining the efforts of the relationship of LED to women empowerment and food security.
- Selecting the CSO to implement FNS through the OMMs
- Selecting CSOs to implement food security rooms
- Coordinating with SESAN and other FtF USAID initiatives (MFEWS)
- Selecting implementing partner to develop LED plans
- Facilitating planning sessions with small scale coffee, vegetable and handicraft producers: prioritize municipal services to increase productivity
- Conducting study to identify public policies that negatively affect agricultural production
- Evaluating FNS actions taken by OMM to date through SEPREM-Helvetas

Result 5: Municipal Plans established to reduce climate change vulnerability and technical assistance provided for implementation of plans.

LGP will employ an awareness-capacity-action framework to reduce climate change vulnerability. At the municipal level, LGP will 1) build municipalities' knowledge of climate stressors and of adaptation measures (*awareness*); 2) improve municipalities' ability to select and prioritize adaptation measures, mobilize resources—OSR, donor, national, or otherwise—to implement adaptation measures, and manage disaster risk (*capacity*); and 3) help municipalities develop and implement adaptation plans—

⁵ Photography: Technical meeting with HEPP.

whether standalone or integrated into municipal development plans (*action*). At the community level, LGP will 1) improve citizen knowledge of climate stressors (*awareness*); and 2) increase community groups' ability to contribute in a collaborative fashion to municipal planning processes on the topic of climate change (*capacity*). Because there is a direct and significant link between this result and Result 4, Result 5 activities will support, either directly or indirectly, the achievement of Result 4.

LGP Cluster Managers will oversee implementation of the following activities within their respective municipalities, with technical guidance and support from short-term DRR and climate change experts, and they will team with local partners to implement activities. LGP will coordinate closely with Rainforest Alliance staff at the municipal level to ensure that the activities of LGP and Rainforest Alliance's Climate, Nature, and Communities Program are mutually reinforcing rather than working at cross-purposes. Activities under this result will be funded by the Global Climate Change Adaptation earmark.

KEY ACCOMPLISHMENTS/HIGHLIGHTS FOR THE 1st QUARTER

Key accomplishments during the first quarter include:

- **First Agreement with SEGEPLAN:** As part of LGP's initial agreement with SEGEPLAN authorities, the entities will share information on climate change and risks. These meetings provided the LGP team with some of the first guides and key information on the climate change situation in the Highlands, as well as on issues of software, equipment, and support for the offices of the five departments, coverage, and future steps.
- **First Agreement with CEIPA:** LGP reached an initial agreement with CEIPA (Centro EcuMénico de Integración Pastoral), concerning the methodologies developed in association with CONRED aiming to work with youth and COCODES on risks and natural disasters.
- **First Agreement with Alticultura:** LGP reached an initial agreement with Alticultura concerning natural risks, climate change, natural disasters and mapping of risks through COCODES. Discussions are ongoing on collaboration to collect information on risk, GIS and current events, mainly drought, flooding and earthquakes in order to conduct methodologies for the design and management of diagnosis, plans and their implementation.

ACTIVITIES/ WORK PROGRESS

Below are brief descriptions of specific activities implemented during the first quarter for Result 5.

Activity 5.1: Improve municipalities' awareness of climate stressors and of adaptation measures

While the project has not really begun implementing under this activity, as part of LGP's outreach to municipalities it is clear that a multitude of authorities at various levels of responsibility have a keen interest in the theme of climate stress and adaptation methods, and that this was a holdover theme of the last project.

Activity 5.2: Build the capacity of municipalities to assess vulnerabilities to climate change, prioritize climate adaptation measures, mobilize resources, and respond to emergencies

No significant work was done under this activity during the quarter.

Activity 5.3: Assist municipalities with developing adaptation plans and implementing joint

watershed management plans aimed at reducing vulnerability to hydro-meteorological events.

No significant work was done under this activity during the quarter.

Activity 5.4 Build citizen knowledge of climate stressors so they are better able to participate in the municipal planning.

No significant work was done under this activity during the quarter. However, in a meeting held with one of the potential partners of USAID, Rainforest Alliance/ TNC it was evident that 90% of the prioritized municipalities of the LGP project coincided with those currently attended to by Rainforest Alliance/ TNC. Clear collaboration will be important in the following areas:

1. Water: protection of sources of potable water, PSA (Payment for Environmental Services).
2. Work with municipalities, (themes of governance, climate change agendas, municipal plans)
3. Joint work with sites demonstrating climate change adaptation practices

NEXT STEPS

During the second quarter LGP's principal activities for this Result will include:

- Concluding the negotiations aiming at engagement of SEGEPLAN under this result.
- Initiating LGP meetings and coordinate activities with CONRED and MARN
- Finalizing/identifying a project to be conducted by CEIPA aimed at training youth from vulnerable areas of WHIP, in the topics mentioned above.
- Finalizing participation of Alticultura in the Consortium explained above, covering the results 3 and 6.
- Selecting consulting firm or OSC to develop awareness and learning programs about climate change.
- Selecting consultants or local implementing partners to develop joint plans to mitigate and adapt to climate change
- Selecting CSO to develop the social communication program about climate change

Result 6: Capacity increased for the National Association of Municipalities (ANAM) and/or the Guatemalan Association of Indigenous Mayors and Authorities (AGAAI) to support municipal development and replicate successful models nationwide, including municipal crime prevention plans

Providing technical assistance to ANAM and/or AGAAI is a key intervention to ensure sustainability of municipal interventions and to build upon USAID's investments. A strong municipal association will be

well positioned to continue supporting targeted municipalities and replicate successful models beyond the life of the project. LGP's approach to Result 6 involves 1) implementing interventions that address each association's unique needs and development status, and 2) building upon the technical and financial assistance that the associations have received to date from a range of international donors, including USAID under the prior Local Governance Project.

KEY ACCOMPLISHMENTS/HIGHLIGHTS FOR THE 1st QUARTER

Key accomplishments during the first quarter include:

- **Information Gathering:** Systematization of the main information, manual, guides and products of the past project on assessment to ANAM.
- **Draft MOU to AGAAI:** Delivery of the proposed MOU to AGAAI authorities for imminent signing in the short term.
- **Technical Exchange:** Technical meeting with AGAAI to discuss potential projects.

ACTIVITIES/ WORK PROGRESS

Below are brief descriptions of specific activities implemented during the first quarter for Result 6.

Activity 6.1: Deliver technical assistance and training to ANAM and AGAAI to improve their service provision and ability to advocate on the topics of crime prevention, food security, health, DRR, and climate change vulnerability reduction.

During the first 4 months LGP has held successful meetings with the Executive Secretary of ANAM, Mr. Gerson López Rodas. An early meeting was held in the capital, where the COP Edgar Balsells, visited the ANAM offices with the intent of creating a timely approach with them and to present the project to them, allowing them to familiarize themselves with the components of the work, the geographic coverage, and the form in which we would be working with them through the regional clusters. ⁶



The second interview was held in

Quetzaltenango. Mr. López Rodas, Executive Secretary, visited the LGP office and shared with us his knowledge of the activities that ANAM is currently developing, in the country, their objectives and form of work. The team discussed the importance of signing an LGP-ANAM MOU. On October 9th, LGP also made a courtesy visit to Mariano Sánchez, the Mayor of Concepción Chiquirichapa, who is currently the Third vice-President of the Board of Directors of ANAM. The objective of the visit was to understand his interest in the project and in helping us through the actions

at the ANAM headquarters, Guatemala City

already being realized by the association, and finally, benefit local populations.

LGP also drafted and delivered an MOU to AGAAI, to cooperate in capacity building in the following areas:

1. Tax collection
2. Local Governance
3. Improve per-capita revenue in each municipality
4. Promoting the participation of Indigenous authorities, women and youth in the municipalities
5. Environmental and climate change awareness

LGP expects to conclude a final MOU in the coming weeks.

NEXT STEPS

During the second quarter LGP's principal activities for this Result will include:

- Signing of the proposed MOU with ANAM to design future technical cooperation, and take first steps toward the execution of Year I workplan activities.
- Signing of the proposed MOU with AGAAI design future technical cooperation, and take first steps toward the execution of Year I workplan activities⁷.
- Selecting a CSO to provide institutional strengthening technical assistance for ANAM and AGAAI.



⁷ Meeting with authorities of ancestral communities of Guatemala.

Training Events

The project did not provide any formal training events during this quarter.

Meetings Held During Quarter

Meetings with Local Actors

For the development of the pre-diagnosis phase (rapid assessment), a methodology was established that contains 4 steps (stages):

- a) Analysis of the primary points of the program themes
- b) Location of program with a database of secondary resources (review of existing information)
- c) Establishment of investigation guide for field use (attached), with basic questions for oriented towards establishing the state of situation within the municipality, including an entry point map of key officials and other players
- d) Field visits for approaching and establishing rapport with local authorities, initial program presentation, interviews with key actors, and collecting existing initial information

Specifically for identifying the organizations currently present and working in each municipality, a registry tool was created that permits, aside from collecting general data (name, location data, name and contact information of individual, etc.), records the integration of key elements of the program:

- Name
- Contact person/ representative [of]
- Location information
- Nature
- Themes¹
- Geographic Coverage
- Population Goal²
- Active with Development Councils (COCODE, COMUDE)

Of special interest was the identification of organizations whose nature and/or objective was focused in women/ gender, youth, and indigenous communities; for example if they realize activities with development committees/ councils (?). In order to identify/ differentiate WHIP associates, we also created the following tool, which records:

- Name
- Contact person/ representative
- Location data (all headquarters)
- Themes
- Presence en Municipality
 - Within the Cluster
 - Other cluster

- Outside of PGL

The emphasis of this schematic approach is in coordination, for what was relevant to the thematic scope, such as the geographic region in which each works.

With the base of the methodology and the instruments developed, a wide-range of approaches, consultations, and contacts with authorities (mayors, council members); with the municipal functionaries (Planning Director, Women's Office coordinators, and others); and with key actors such as SEGEPLAN, SESAN, SEPREM, mancomunidades, and WHIP associates; of the municipalities were undertaken. The goal of these meetings was to solicit information and databases with respect to organizations working directly with the System of Development Councils as others that had been registered with departmental coverage.

These were some key results of the meetings:

1. Initial characterization of the municipality³
2. Establishment of Map of Key Players for the municipality
3. Identification of entry points for strategic intervention in each municipality
4. Generation of conditions and disposition for development and signing of Memorandums of Understanding
5. Integration and Invitation of spaces and platforms that touch the key themes of the program
6. Establishment of general state of situation, per municipality, of the following themes: ⁴
 - Municipal finances
 - Mancomunidades
 - Development Councils
 - Freedom of Information Laws
 - Civil Society/ participation
 - Potable Water
 - Local Economic Development Plans
 - Regional Offices of Youth and Gender (Women)
 - Food and Nutritional Security
 - Climate Change
 - Presence of Municipal Guilds, Associations, etc.

With respect to indigenous leaders and authorities, the engagement with leaders at the COCODES levels, and the COMUDES, as well with mayors from the municipalities of the four cluster have started since august. The meetings enlisted in the following answer (number three), comprises a majority of indigenous leaders which are the majority within the WHIP region.

Besides, a meeting held on September 10 was especially relevant, in which indigenous authorities from Quiche, Escuintla, and Totonicapán; representatives of FODIGUA (Indigenous Development Fund); USAID personnel; the Director and personnel of the USAID Local Governance Program; and personnel of the USAID Read and Learn Program; all participated. From this encounter a promise to realize an exercise of solidifying potential initiatives for USAID/ Nexos Locales cooperation, was designed.

On September 17, 2014, a participatory exercise was carried out for prioritizing themes, scopes and interests of ancestral authorities from various regions of the country. The exercise resulted in the finding of common ground between the themes; and using the following core questions:

- a) What do we want to contribute?
- b) What do we want to generate?
- c) And, with whom?

The answers constructed by representatives of indigenous authorities were consolidated into a graph depicting particular themes, scopes, and interests derived from the input of the authorities present. The graphic was supplemented with general information about the authorities who participated in the exercise and more detailed information about the responses to the questions generated in the activity.

This process, combined with the initial municipality approaches through the rapid assessment/ diagnosis, permitted the PGL program to incorporate the indigenous perspective more concretely into its action plan, particularly in terms of need prioritization and ways to approach the theme of local government.

As well, on September 30, a meeting was held with the Association of Mayors and Indigenous Authorities, AGAAI, with the goal of exploring lines of technical cooperation that will be developed and captured shortly in the MOU.

Notes

¹The acronyms and abbreviations correspond to the following themes: Municipal Finances (FM), Social responsibility mechanisms (RS), Service and quality of water (A), Local economic development (DEL), Nutritional and Food security (SAN), Climate change adaptation and mitigation (CC)

²Women, children and indigenous communities, useful mostly for goals in monitoring and evaluation

³If the organization is of women, youth, and/or indigenous perspective. For reasons of M&E.

⁴Municipal, departmental, and regional. In case of municipal, indicate at bottom of page which, with particular attention to those attended by PGL. In case of regional, indicate which departments.

⁵Combined with statistical data and demographic material, basic services, education, natural resources, economic activities, etc.

⁶More in-depth diagnostics will be developed through the course of the first year of the project, which will identify a municipal baseline in these themes.

Pre-Diagnosis/ Rapid Assessment

General Structure and Guide

1. Introduction: Objective and reason for the assessment (explain the characterization of information being generated/ asked for).
2. Characterization of the municipality (Index or matrix of relevant data)

Municipal Finances:

3. What was the 2013 operating budget?
4. How much was allocated for investment and function?
5. How much was financed by Own Source Revenue (%)?
6. What municipal finance technical need do you consider a priority for attention? (most urgent or important?)

Mancomunidades:

7. Do you work with any mancomunidades? If so, which ones?
8. What themes (if any) do you work on with them?

Development Committees/ Councils:

9. Can you characterize the functioning of your COMUDE? (Do they meet legal requirements of function, do they produce results, etc.)?

Freedom of Information Law and Access:

10. Is an Access Unit present? Is it functioning?

Civil Society:

11. Map of actors/ players (using specific scheme)
12. Analysis of map of actors: conclusions and observations about what the map reveals
13. What are the key organizations present in the community, with emphasis in gender, youth, and indigenous community?
14. What private-sector organizations weigh in on the local dynamic?

Potable Water:

15. What is the general situation of water service, access, and quality in the community?
16. Does the municipality have management plans for watersheds under their control?
17. Do they utilize GIS systems for questions of water management?

Local Economic Development Plans:

18. Does the municipality have a Local Economic Development Plan?
19. Are the following functional: Commission of Economic Formation, Tourism, Environment and Natural Resources, COFETAR?
20. Do the Offices and Unities of LED function well?
21. What basic services does the office provide to the local smallholders and their associations?

Municipal Offices of Women (Gender) and Youth:

22. Do the Offices of Women, Gender, and/or Youth operate in the municipality?
23. What topics do they cover or work on?

Nutritional and Food Security:

24. Does the COMUSAN (municipal commissions) operate/ function well?
25. Does the COCOSAN (community commissions) operate/ function well?
26. Is there an operating and effective food and nutritional security operation room?

Climate Change:

27. Do offices and entities of UGARES (management of environmental risk) operate and function well?
28. What climate vulnerability (ies) is/ are perceived as the most important within the municipality?
29. Does the municipality have any type of climate change action plan?
30. Have they realized any action oriented towards the prevention of climate disaster (trainings, simulations, coordination, etc.)?

Municipal Trade Unions, Associations

31. Is the municipality organized with AGAAI and/or AGAAI, and what actions have they realized with them?
32. Political party and mayoral situation for the upcoming elections.

Transversal themes:

33. What were previous PGL actions and activities with the municipality?
34. What other USAID associates and themes were worked on? (WHIP associate map) (specific scheme)
35. What studies, publications, and/or databases of information about the municipality exist?

Meetings with Allied Partners

Cluster I Huehuetenango

No.	Activities	Goals	Participants
1	Work meeting with PGL and USAID staff	Present and analyze PGL work plan	PGL and USAID staff
2	Meeting with PCI's director	Present PGL program and exchange information on how WHIP works in Huehuetenango.	Balmaria Gutiérrez.
3	Meeting with WHIP representatives and USAID staff in Huehuetenango	Get to know and exchange ideas about how WHIP works in Huehuetenango.	Andrew Lucas and Balmaria Gutiérrez.

Sub Cluster I Huehuetenango – Norte de Quiché

No.	Activities	Goals	Participants
1	Meeting with representatives of WHIP member from Quiché and consultants from HC3.	Get to know how WHIP Works and how it is integrated. Exchange of communication strategies in order to achieve changes in the community according to WHIP's work and other consultants from HC3.	Carlos Cárdenas y Patricia Ceballos – Save The Children; Patricia Pope y Gabriela Hunter – HC3; Griselda Lorenzo – REDMISAR; Yojana Vicente – PASMO; Lourdes Gómez – PAISANO; José Pérez y Carlos León – NUTRISALUD; William Escobedo y José Antonio Hernández – AGEXPORT y Sebastián Charchalac Santay – TNC; Erwin Maaz y Magdalena Tello – LGP.

Cluster 2 San Marcos

No.	Activities	Goals	Participants
1	Participation in meeting for presentation of advances by WHIP San Marcos and USAID representatives.	Know the results of work performed by WHIP	WHIP Representative: Wendy Cifuentes – PASMO, Mildred Rodríguez – PlanFam, Melvin Juarez – Ana Café, Victor Rodas – TNC, Gilda Rivera – Calidad Educativa – HEPP y Andrew Lucas – USAID.
2	Participation in ordinary meeting of San Marcos WHIP.	Participate in ordinary WHIP San Marcos meeting, in order to obtain information regarding the actions that each social organization is developing in the selected municipalities.	Representing WHIP Committee: Wendy Cifuentes – PASMO, Mildred Rodríguez – PlanFam, Víctor Rodas – TNC, Gilda Rivera – Calidad Educativa – HEPP y Vilma Velay – Nutri Salud.
3	Presentation of Project to director of SEGAMIL.	Know the objectives, results, actions, and areas of intervention of the Project, in order to identify coordinating actions and potential social implementation actors of the Project in covered municipalities.	Engineer Vinicio López Presentation of Project to director of SEGAMIL
4	Meeting with TNC representative	Compilation of information of the actions and results of TNC's work	Sebastián Charcalac

		for identifying coordination actions.	
5	Meeting with a representative of Read and Learn Project.	Compilation of information of the actions and results of work of the Read and Learn Project in order to identify coordination actions.	Ventura Salanic coordinator of Component I of the project.
6	Meeting with representatives of Project PlanFam/ PASMO.	Compilation of information of the actions and work of the PlanFam Project for identifying coordinating actions.	Wendy Cifuentes, coordinator, Mildred Rodríguez, responsible for communication component.
7	Meeting with HEPP I Project representative.	Compilation of information of the actions and work of the HEPP I Project in Quality Education for identifying coordinating actions.	Gilda Rivera, Yadira Cotí y Juan Carlos de León: Project technical team.

Cluster 3 Quetzaltenango – Totonicapán – Sur de Quiché

No.	Activities	Goals	Participants
1	Meeting with Rainforest Alliance and The Nature Conservancy staff	Get to know and exchange information about climate change.	Sebastián Charchalac and Rudy Monzón.
2	Meeting with Health Policy Project staff.	Present LGP program and exchange information on how HEPP works in Quetzaltenango and Totonicapán	Herminia Reyes, Susan Palma, Diego Andrés Juan Álvarez, Telma Suchi, Silvia Maldonado and Angélica Bixcul.
3	Meeting with PlanFam staff.	Present LGP program and exchange information to coordinate actions.	Glendy de León and Julio César Méndez.
4	Meeting with Western Highlands Integrated Program –WHIP– representatives from Quetzaltenango and Totonicapán.	Present LGP program and exchange information on how WHIP works in Quetzaltenango and Totonicapán	Telma Suchí Carlos Albillo, Amarilis Ortiz Marta Godínez, Gustavo Barrios, Marta Lidia Godínez Noemí Racancoj, Dolores Chacón, Calixto García Glendy de León Diego Cua Francisco Tzul.
5	Meeting with Western Highlands Integrated Program –WHIP– representatives from Quetzaltenango and Totonicapán.	Present LGP program and exchange information on how WHIP works in Quetzaltenango and Totonicapán	Telma Suchí Carlos Albillo, Amarilis Ortiz Marta Godínez, Gustavo Barrios, Marta Lidia Godínez Noemí Racancoj, Dolores Chacón, Calixto García Glendy de León Diego Cua Francisco Tzul
6	Meeting with Western Highlands Integrated Program—WHIP— representatives from Huehuetenango in Quetzaltenango’s main office.	Get to know how WHIP Works and how it is integrated. Exchange of communication strategies in order to achieve changes in the community according to WHIP’s work and other consultants from HC3.	Telma Suchí de Políticas en Salud y Educación, Carlos Albillo, Amarilis Ortiz de Agexport con Cadenas de Valor, Marta Godínez, Dr. Gustavo Barrios, Licda. Marta Lidia Godínez de Nutri Salud, Noemí Racancoj, Dolores Chacón de Pies de Occidente, Lic. Calixto García de PAISANO/Save of Children, Glendy de León de PASMO/ PlanFam, Diego Pua de RED/HEPP, Francisco Tzul de Segamil/ADIPO and other consultants from HC3.

Cluster I Huehuetenango

No.	Activities	Goals	Participants
1	Work meeting with Rubén Herrera, the representative of the Assembly for the Defense of Natural Resources of Huehuetenango--ADH.	Present PGL program to ADH	Ruben Herrera
2	Work meeting with Hermelinda Simón, member of the Aq'ab'al Women's Association from Barrillas.	Present PGL program to Aq'ab'al Women's Association.	Hermelinda Simón
3	Work meeting with Kenny Hernández, Vicente Gálvez Pérez and Roberto Solís from the PROJOVEN association.	Present PGL program to PREJOVEN association	Kenny Hernández. Vicente Gálvez Pérez and Roberto Solís.
4	Meeting with executive director of the Centro de Documentación de la Frontera Occidental de Guatemala—CEDFOG.	Present the PGL program to CEDFOG's general assembly.	María Concepción Sáenz.
5	Meeting with Huehuetenango's governor	Present PGL program.	Arq. Keneth Otoniel Mérida Reyes
6	Meeting with SEGEPLAN staff in Huehuetenango	Present PGL program and analyze strategies of coordination and network building.	Ing. Luis Meza.
7	Meeting with SEPREM and its branches.	Present PGL program and analyze strategies of coordination and network building.	Brenda Rodríguez.
8	Meeting with indigenous people leaders from Huehuetenango's department.	Present PGL program to indigenous people leaders from Huehuetenango's department.	Francisco Martín Carrillo, Yolanda Lucia López Fernández, Reyna García Calmo and Fernanda Ramírez.

Sub Cluster I Huehuetenango – Norte de Quiché

No.	Activities	Goals	Participants
1	Meeting with Western Highlands Integrated Program—WHIP—representatives from Quiche.	Get to know and integrate spaces of coordination (WHIP-Quiché).	Carlos Cárdenas and Patricia Ceballos – Save The Children; Patricia Pope and Gabriela Hunter – HC3; Griselda Lorenzo – REDMISAR; Yojana Vicente – PASMO; Lourdes Gómez – PAISANO; José Pérez and Carlos León – NUTRISALUD; William Escobedo and José Antonio Hernández – AGEXPORT and Sebastián Charchalac Santay – TNC; Erwin Maaz and Magdalena Tello – LGP.
2	Field visit to caprine farm.	Get to know the caprine farm that Save The Children is running as an experiment in Nebaj, Quiché.	Carlos Cárdenas and Patricia Ceballos – Save The Children; Patricia Pope and Gabriela Hunter – HC3; Erwin Maaz and Magdalena Tello – LGP.

3	Meeting with the Asociacion Pro-desarrollo de la Familia Ixil—APRODEFI—and visit to Finca Paxil in Xix, in Chajul, Quiché.	Get to know the coordination experiences with WHIP members from Quiché in Xix community from Chajul, Quiché.	Carlos Cárdenas and Patricia Ceballos – Save The Children; Patricia Pope and Gabriela Hunter – HC3; Griselda Lorenzo – REDMISAR; Yojana Vicente – PASMO; Lourdes Gómez – PAISANO; José Pérez and Carlos León – NUTRISALUD; William Escobedo and José Antonio Hernández – AGEXPORT and Sebastián Charchalac Santay – TNC; Erwin Maaz y Magdalena Tello – LGP; Amelia Acabal – APRODEFI.
4	Meeting with the governor and his representatives in Quiché.	Present LGP Project and start coordinations with other institutions.	Lic. Daniel Tucux and Lic. Eri García (the governor’s advisers).
5	Meeting with the Secretaria Presidencial de la Mujer—SEPREM— Quiché.	Present LGP Project and start coordinations with other institutions.	Licda. Marisol Chávez
6	Meeting with Unidad de Prevencion Comunitaria de la Violencia—UPCV—in Quiché.	Present LGP Project to UPCV and start coordinations with other institutions.	Lic. Carlos Ríos.
7	Meeting with the Comision Presidencial en Materia de Derechos Humanos— COPREDEH—Quiché.	Present LGP Project to COPREDEH and start coordinations with other institutions.	Lic. Onofre Carrillo
8	Meeting with representatives of Asociación Centro de Paz Bárbara Ford.	Present LGP Project to the Asociación and start coordinations with other institutions.	Hna. Virginia Searing
9	Meeting with representatives from the Municipality of Sacapulas, Quiché.	Present LGP Project and start coordinations with other institutions.	Luis Morales, the municipality’s secretary.
10	Meeting and visit to Instituto Tecnologico Maya— ITEMAYA—Uspantán, Quiché.	Present LGP Project and start coordinations with other institutions.	Lic. Luis Enrique Us (Director ITEMAYA).
11	Meeting with representatives from the Minicipality of Uspantán, Quiché.	Present LGP Project and start coordinations with other institutions.	Señor: Juan David Santiago (Vice-alcalde de Uspantán).
12	Meeting with representatives from the Minicipality of Nebaj, Quiché.	Present LGP Project and start coordinations with other institutions.	Pedro Raymundo Cobo, mayor; Luis Brito, from the Asuntos Agrarios office; and, Tomas de Paz, secretary.
13	Meeting with representatives from the Minicipality of Uspantán, Quiché.	Official presentation of LGP and receive the Concejo’s consent in order to sign the Memorandum of Understanding--MOU.	Uspantan’s municipal main concejo.
14	Meeting with representatives from the Minicipality of Sacapulas, Quiché.	Official presentation of LGP and receive the Concejo’s consent in order to sign the Memorandum of Understanding--MOU.	Municipality’s Concejo and staff.
15	Meeting with Comision Departamental de Medio Ambiente—CODEMA— Quiché.	Present LGP Project and start coordinations with other institutions members of CODEMA.	INAB, MARN, AFORQ, SIPECIF, WATER FOR PEOPLE, UICN, HRQ, Municipalidad from Santa Cruz Quiché, CARITAS, DIPRON and Civil Society.

16	Meeting with the Unidad de Agua y Saneamiento del Área de Salud from Quiché.	Get to know the water's situation and other processes related to water treatment and cleaning that are underway in the Department of Quiché.	Ing. Oliverio León Medrano.
17	Meeting with representatives from VIDA organization.	Identify entities, that work with the Local Development—DEL—initiatives in the Department of Quiché.	Mr. José Argueta.
18	Meeting with Consejo Municipal de Desarrollo—COMUDE—from Sacapulas.	Present LGP Project and start coordinations with other institutions and members of the COMUDE in Sacapulas.	INAB, INEB, APADECT, IMSAC, MAGA, Convento Parroquial, Academia de Lenguas Mayas, Policía Municipal, INBACCOP, Caminos, Vectores, MIDES, MOSCAMED, Cruz Roja, CAP Sacapulas, MINEDUC, Fundación Pantaleón, PASMO, Comité Femenino, Escuela Urbana, Escuela de Párvulos and SESAN
19	Meeting with the Instituto de Investigacion y Desarrollo Maya—IIDEMAYA—representatives.	Identify entities, that work and have experience with topics related to the program (citizen participation; DEL; Climate Change; and Seguridad Alimentaria).	José Us, Carlos Chón, Silvia María Morales and Manolo Rodríguez.
20	Meeting with Consejo Municipal de Desarrollo—COMUDE—from Nebaj, Quiché.	Official presentation of LGP and receive the Concejo's consent in order to sign the Memorandum of Understanding--MOU.	Municipality's Concejo and staff.
21	Meeting with the mayor from Chajul, Quiche	Present LGP Project and start coordinations with other institutions.	Pedro Caba Caba
22	Meeting with the mayor from Cotzal, Quiche	Present LGP Project and start coordinations with other institutions.	Baltazar Cruz Torres
23	Meeting with Consejo Departamental de Desarrollo—CODEDE—from Quiché.	Present LGP Project to CODEDE members.	Representatives from different State entities, ONGs, trade unions, peasant and indigenous organizations, women's organizations, mayors, universities, and civil society.
24	Meeting with representatives of the Asociacion Centro de Paz Barbara Ford, in Quiche.	Plan the Youth's Congress.	Virginia Sea ring, Luciano Laynez, Edgar Balsells, Ajb'ee Jimenez, Lorena Sierra and Erwin Maaz.

Cluster 2 San Marcos

No.	Activities	Goals	Participants
1	Meeting for Project presentation	Present Project Nexos Locales and coordinate activities that will contribute to the achievement of the desired results	Engineer Eusebio López Coordinator of UTD del CODEDE and Etelbina Estrada Delegada SEPREM.
2	Meeting for Project presentation	Present Project Nexos Locales and coordinate activities that will contribute to the achievement of	Carlos Barrios, Municipal Mayor of San Marcos and technical team of DMP.

3	Outreach meeting	the desired results Identify contact data o SESAN representatives in the department and meet the Project technical team	Representative of SESAN
4	Participation in the Women's Office network workshop of San Marcos	For the OMM coordinators to know the objectives, actions, and intervention areas of the PGL plan, and for them to present the technical team who will be in charge of developing and implementing departmental actions	22 coordinators and technicians of the Municipal Women's Offices from: Tacana, Tajumulco, San Marcos, El Rodeo, San Rafael, Concepción Tutuapa, San Miguel Ixtahuacan, Tejutla, Pajapita, San Lorenzo, Comitancillo, Nuevo Progreso, El Quetzal, La Blanca, Sipacapa, Ixchiguan, Ayutla, San José Ojetenam, San Cristobal Cucho, El Tumbador, San Pedro.
5	Presentation of Project to representatives of the CODEDE	For the CODEDE coordinators to know the objectives, actions, and intervention areas of the PGL plan, and for them to present the technical team who will be in charge of developing and implementing departmental actions	Representatives of the integrated institutions of CODEDE and mayors of the municipalities of : San Marcos, Concepción Tutuapa, San Miguel Ixtahuacan, Tejutla, Pajapita, San Lorenzo, Comitancillo, Nuevo Progreso, El Quetzal, Sipacapa, Ixchiguan, Ayutla, San José Ojetenam, San Cristóbal Cucho, El Tumbador.
6	Presentation of Project to the network "Network of Municipal Direction" (DMP)	For the DMP members to know the objectives, actions, and intervention areas of the PGL plan, and for them to present the technical team who will be in charge of developing and implementing departmental actions	23 members of DMP from the municipalities of: San Miguel Ixtahuacan, Nuevo Progreso, El Tumbador, San Pedro, San Marcos, Pajapita, Concepción Tutuapa, Catarina, San Rafael, San Lorenzo, Malacatan, Ixchiguan, San Antonio, El Quetzal, Tacana, La Blanca, La Reforma , San Pablo, Ayutla, Sibinal, Palo Gordo, Ocos.
7	Presentation of Project to the Delegation Network of SESAN	For the members of various networks, institutions, and organizations of San Marcos to know the objectives, actions, and intervention areas of the PGL plan, to identify implementing associates, and re-establish coordination processes with said organizations.	Thelma de León SESAN Departmental Delegate
8	Presentation Meeting for presenting Project to Director of DIPECHP Pastoral Social Program	For the members of various networks, institutions, and organizations of San Marcos to know the objectives, actions, and intervention areas of the PGL plan, to identify implementing associates, and re-establish coordination processes with said organizations.	Marvin Portillo director of program DIPECHO Pastoral Social Program
9	Presentation of Project to director of joint program of PNUD	Present the project Nexos Locales and to coordinate activities that contribute to the achievement of	Edwin Castro, director of PC/ PNUD

		results.	
10	Presentation of Project to integral members of CODESAN	Present the project Nexos Locales and to coordinate activities that contribute to the achievement of results	Representatives of 12 of the integrated institutions of the CODESAN, among them SOSEP, MIDES, CONALFA, DIACO, SBS, DIDEDUC, INAB, MARN, MINTRAB, CODEDE, MAGA, Área de Salud y SESAN
11	Presentation of Project to delegate of SEPREM	Present the project Nexos Locales and to coordinate activities that contribute to the achievement of results	Etelbina Estrada SEPREM delegate
12	Presentation of Project to political managers and technicians of ADIMAM	Present the project Nexos Locales and to coordinate activities that contribute to the achievement of results	Sergio Morales, political manager, and engineer Héctor Gonzales, Technical manager of ADIMAM
13	Presentation of Project to functionaries of municipality of San Pablo	Present the project and compile information for the municipal rapid assessment	María José Molina, coordinator of the OMM, Jeidy Roca coordinator of the OMNA, and Edwin Alonzo, Judge of Municipal Affairs
14	Presentation of Project to municipality of San Lorenzo	Compile information in the municipalities as Inputs for the elaboration of municipal rapid assessments	Eber Bámaca, director of DAFIM
15	Presentation of Project to the municipality of San José el Rodeo	Compile information in the municipalities as inputs for the elaboration of municipal rapid assessments	Dr. Juan Francisco Aguilar, Municipal Mayor; Fredy de León director of DAFIM; Estuardo Ochoa Judge of Municipal Affairs; Pedro Vásquez, Office of Water; and Olma Mazariegos coordinator of the OMM
16	Presentation of Project to the municipality of San Rafael Pie de la Cuesta	Compile information in the municipalities as inputs for the elaboration of municipal rapid assessments	Enio Morales, DMP technician; and Aroldo Rodas director of DAFIM.
17	Presentation of Project to the municipality of San Miguel Ixtahuacán.	Compile information in the municipalities as inputs for the elaboration of municipal rapid assessments	Liliana Gonzales coordinator of the OMM; Marco Argueta coordinator of the Municipal Economic Development Plan; and Gladis Villatoro, official of I FAFIM

Cluster 3 Quetzaltenango – Totonicapán – Sur de Quiché

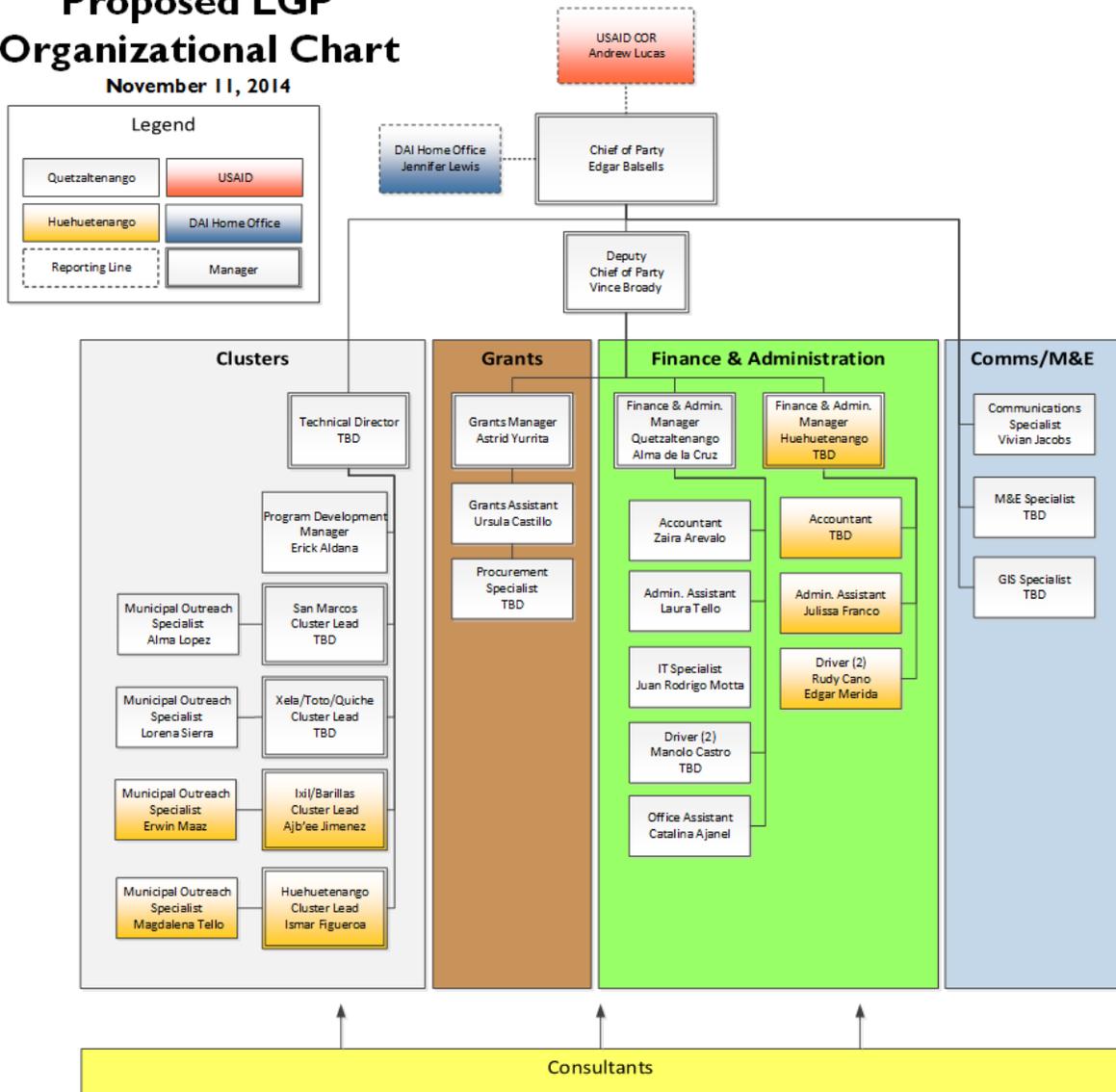
No.	Activities	Goals	Participants
1	Meeting with Inter institutional Commission (San Juan Ostuncalco)	Engage with important organizations in every municipality	Omar Sunum, Municipal technical, Luisa Pérez, Romuel Loarca, SERJUS, Julio Méndez PASMO – PlanFam, Carlos Joaquín PAISANO-Save the Children, Ing. Calixto García Alba Hernández Nuevos Horizontes Association, María Morales Nutrisalud, Osvaldo Quijivix Pies de Occidente, Lidia Romero AIGMIM, Gladis Pérez CEIPA.
2	Meeting with Local Economic Development Office and other organizations (San Juan Ostuncalco)	Engagement with the Local Economic Development Office	Omar Sunum, Municipal technical, Romel Loarca, SERJUS, Calixto García, Paisano Project, Osvaldo Quijivix, Pies de Occidente
3	Meeting with Ana Carlos, who directs the program “El Sabor de Mi Tierra”	Exchange of experiences	Ana Carlos, Edgar Balsells y Lorena Sierra
4	Meeting with ADAM Association	Get to know the experience of Asociación de Desarrollo Agrícola y Microempresarial ADAM and also to present the LGP.	Guillermo Cifuentes, Alain Cifuentes, Valeska Sarmiento
5	Meeting with IIDEMAYA institute.	Get to know the experience of Instituto de Investigación y Desarrollo Maya IIDEMAYA and coordinate actions about LGP	José Vicente and Silvia María Morales.
6	Meeting with Indigenous Authorities of 48 Towns of Totonicapán	Engage with indigenous authorities of 48 towns of Totonicapán and present the LGP.	Andrew Lucas, USAID Wendy Duflon, Communication USAID, Ray Waldron, General Coordinator of the Program WHIP, Dr. Edgar Balsells, COP, Vivian Jacobs, Edgar Sunum, Indigenous Authorities of Santo Tomas Chichicastenango, Ancestral authorities from Pocomán, Indigenous Authorities of 48 Towns of Totonicapán, Leticia Teleguario, Ventura Salanic from Leer y Aprender Project, Irma Citalán, Olga Mejía, FODIGUA (Fondo de Desarrollo indígena de Guatemala)
7	Meeting with small scale producers association from the Mam area.	To understand the needs of the region and analyze further technical assistance to local economic development.	José Luis Ramírez, MANQ Manuela de Jesús Tucux ICTA,
8	Meeting with ancestral authorities	Analyze the main topics and interest of the ancestral authorities from the different regions of the country.	Indigenous Authorities from Palín, Escuintla, Indigenous Authorities of 48 Towns of Totonicapán And Indigenous municipality from Santo Tomas Chichicastenango
9	Meeting with Secretaria de Seguridad Alimentaria y	Present LGP program and get to know how work SESAN in	Julio Aceituno

	Nutricional –SESAN- representative.	Quetzaltenango.	
10	Meeting with Comisión de Seguridad Alimentaria y Nutricional –COMUSAN- from Momostenango	Present LGP program	COMUSAN representatives and Comisión de Escuelas Saludables - COMES-
11	Meeting with municipal mayor from San Juan Ostuncalco and technical staff.	Present LGP program to the municipal mayor.	Arturo Alonzo Escobar, Municipal Mayor from San Juan Ostuncalco, Quetzaltenango; Omar Sunum, Technical Staff.
12	Meeting with AGAAI	Engagement with AGAAI's representatives previous to the MOU's signed.	Carlos Guarquez, Leonardo Escalante, Sonia Can
13	Meeting with Mancomunidad MANQ and technical municipal staff	Analyze the most important municipal needs	Omar Sunum, Jorge Ruiz José Luis Ramírez
14	Meeting with representatives from the Municipality of Momostenango.	Present LGP Project and start coordinations with the municipality.	Consejo Municipal de Momostenango.
15	Meeting with the inter institutional comisión from San Juan Ostuncalco	Start coordination with other organizations.	Inter institutional Commission from San Juan Ostuncalco.
16	Meeting with the Local Economic Development office from San Juan Ostuncalco.	Get to know the municipal diagnostic about local economic development.	Local Economic Development office representative, Pies de Occidente Association, Paisano project.
17	Meeting with the Secretaria Presidencial de la Mujer— SEPTEM— Quetzaltenango	Present LGP Project and start coordinations with other institutions.	Diana Racancoj
18	Meeting with representatives from Pastoral Arquidiócesis de los Altos	Present LGP Project and start coordinations in Quetzaltenango and Totonicapán.	Ing. Imer Vásquez
19	Meeting with the Oficina Municipal de la Mujer	Get to know the work of Oficina Municipal de la Mujer and star coordinations	Luisa Pérez López,
20	Meeting with Servicios Jurídicos Sociales - SERJUS-	Present LGP Project and interchange información about San Juan Ostuncalco, Concepción Chiquirichapa, Momostenango and Santa Lucia La Reforma.	Lidia Villagrán, Ervin Barrera, Valeriano Vásquez, Romel Loarca,
21	Meeting with Comisión Comunitaria de Seguridad Alimentaria y Nutricional –COCOSAN- from San Juan Ostuncalco.	Prioritize projects of COCOSANES from San Juan Ostuncalco.	COSANES representatives Paisano Project Serjus, Asecsa (Asociación de servicios comunitarios de salud) Pies de Occidente

Proposed Organizational Chart

Proposed LGP Organizational Chart

November 11, 2014



Staff Distribution

TOTAL PROJECT STAFF			CLUSTERS		
Sex	Total	Percentage	Sex	Total	Percentage
Men	13	52%	Men	3	50%
Women	12	48%	Women	3	50%
Total	25	100%	Total	6	100%
<i>Indigenous</i>	4	16%	<i>Indigenous</i>	3	50%