

# Readiness Proposal

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**with Rainforest Alliance for the Republic of Guatemala**

10 January 2020 | Adaptation Planning



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# Readiness and Preparatory Support Proposal Template

Programme title:	Strengthening National Adaptation Planning Processes (SNAPP)- Guatemala
Country:	Guatemala
National designated authority:	Ministry of the Environment and Natural Resources
Implementing Institution:	Guatemala designated Rainforest Alliance as the Delivery Partner
Date of first submission:	31 October 2017
Date of current submission / version number	16 December 2019 V.1.6



### How to complete this document?

- Please visit the [Empowering Countries](#) page of the GCF website to download the Readiness Guidebook and learn how to access funding under the GCF Readiness and Preparatory Support Programme.
- This document should be completed by National Designated Authorities (NDA) or focal points with support from their Delivery Partners where relevant. Once completed, this document should be submitted to the GCF by the NDA or focal point to [countries@gcfund.org](mailto:countries@gcfund.org).
- Please be concise. If you need to include any additional information, please attach it to the proposal.
- If the Delivery Partner implementing the Readiness support is not a GCF Accredited Entity for project Funding Proposals, please complete the Financial Management Capacity Assessment (FMCA) questionnaire and submit it prior to or with this Readiness proposal. The FMCA is available for download at the [Library](#) page of the GCF website.

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- We will get back to you within five (5) working days to acknowledge receipt of your submission and discuss the way forward.

### Note: Environmental and Social Safeguards and Gender

Throughout this document, when answering questions and providing details, please make sure to pay special attention to environmental, social and gender issues, particularly to the situation of vulnerable populations, including women and men. Please be specific about proposed actions to address these issues. Consult Annex IV of the Readiness Guidebook for more information.

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Please use the following naming convention for the file name:

"GCF Readiness Proposal-[Country]-[yymmdd]"

1. SUMMARY			
Country submitting the proposal	Country name:	Guatemala	
	Name of institution representing NDA or Focal Point:	Ministry of the Environment and Natural Resources (MARN)	
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	Contact person's position:	Minister	
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Date of initial submission	31 October 2017		
Last date of resubmission	16 December 2019	Version number	V.1.6
	<input type="checkbox"/> National designated authority <input type="checkbox"/> Accredited entity <input checked="" type="checkbox"/> Delivery partner Please provide contact information if the implementing partner is not the NDA/focal point		
Which institution will implement the Readiness and Preparatory Support project?	Name of institution:	Rainforest Alliance (RA)	
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Title of the Readiness support proposal	Strengthening National Adaptation Planning Processes (SNAPP)- Guatemala		

<p>Type of Readiness support sought</p>	<p>Please select the relevant GCF Readiness activity area below (click on the box):</p> <p><input type="checkbox"/> I. Country capacity for engagement with GCF</p> <p><input type="checkbox"/> II. Country programming process</p> <p><input type="checkbox"/> III. Direct access to climate finance</p> <p><input type="checkbox"/> IV. Climate finance accessed</p> <p><input checked="" type="checkbox"/> V. Formulation of national adaptation planning and/or other adaptation planning processes</p>
<p>Brief summary of the request</p>	<p>The Government of Guatemala (GoG) has established several national policies and plans to mainstream responses to climate-related challenges in natural resources management, conservation, and adaptation and mitigation. Despite this progress, it faces significant barriers to operationalizing these plans; that is, there are no roadmaps for <i>how</i> plans are actualized on the ground in communities and municipalities, nor for how they will be integrated into existing initiatives or policies. Thus, Guatemala's most climate-vulnerable regions are not adapting quickly enough, exposing large swaths of the country's population to prolonged and intensified climate-induced disasters such as drought, flooding, and landslides. National adaptation planning in particular has been stymied as a result of factors including: 1) infrequent inter-institutional collaboration on adaptation and exclusion of subnational bodies from the process; 2) insufficient climate information to inform locally-developed plans; 3) lack of standardized procedures for climate modeling and, subsequently, inadequate institutional capacity to draw conclusions and develop solutions at scale; and 4) lack of significant financial investments across the public and private sectors for adaptation planning.</p> <p>The Strengthening National Adaptation Planning Processes (SNAPP)- Guatemala project will increase adaptive capacity at the national and departmental levels and build climate resiliency in Guatemala's most vulnerable regions through enhanced access to localized climate information and improved adaptation response plans, constructed collaboratively with subnational actors, including vulnerable communities themselves. In phase one of the SNAPP Guatemala project, RA as the GoG's Delivery Partner, will support MARN and Guatemala's Presidential Bureau for Planning and Programming (SEGEPLAN) to apply a regional climate modeling system and create a country-wide climate vulnerabilities map, outlining risks and sensitivities based on the country's key micro-climates. In a highly inclusive, bottom-up process, RA will facilitate the development of adaptation plans, which will be validated and communicated nationally. By the end of the 18-month phase one period, Guatemala will have extended coverage of accurate and up-to-date climate vulnerabilities analysis to 100% of the country's territory (up from the current 20%) and produced 22 comprehensive adaptation plans, one per department. Additionally, based on sound quantitative data and locally-vetted plans, RA will produce a pipeline of viable adaptation projects and will mobilize public and private sector support through a series of dissemination and coordination events, including at the chambers of commerce, industry, and agriculture. Phase one will culminate with the design of two Green Climate Fund (GCF) concept notes for adaptation projects in Guatemala, contributing directly to the GCF Country Program (CP) project pipeline.</p> <p>During phase two of the SNAPP Guatemala project, RA will support MARN and SEGEPLAN to operationalize adaptation plans developed during phase one by mainstreaming adaptation principles and strategies into departmental and municipal-level development plans. Regionally-based employees and members of Development Councils will thus utilize climate information to conduct anticipatory adaptation planning and vulnerable communities will be able to act on climate risks and carry out best practices for their mitigation. Additionally, RA and SNAPP project partners will develop an adaptation financing strategy which will link interested investors and donors, particularly from the private sector, to its pipeline of high-impact adaptation projects.</p>

Total requested amount and currency	USD 1,520,639	Anticipated duration	18 months
Has the country received or is expecting to receive other Readiness and Preparatory Support funding allocations (including adaptation planning) from GCF or other donors?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <p>From 2018-2019, in partnership with MARN, the International Union for Conservation of Nature (IUCN) implemented a GCF Readiness program in Guatemala, which culminated in the establishment of the draft Guatemala CP. The CP provides a practical framework for understanding climate programming in the country, distilling and prioritizing broad action areas from Guatemala's National Climate Change Action Plan (PANCC) into a series of adaptation and mitigation programs prioritized for investment by funding institutions, including GCF. The CP integrates considerations from Guatemala's Sustainable Development Goals (SDGs) and Nationally Determined Contributions (NDCs) into its comprehensive guidelines for designing climate-related initiatives and developing GCF solicitations via concept notes. The process strengthened GoG institutional capacities to engage with GCF and partner organizations in order to accelerate the implementation of bold and aggressive climate-related initiatives in Guatemala.</p> <p>In addition, the Food and Agriculture Organization of the United Nations (FAO) is implementing a GCF Readiness program to strengthen GoG capacity and systems to monitor, measure, and report on emissions from the Agriculture, Forestry and Other Land Use (AFOLU) sector.</p>	

## 2. BACKGROUND

Guatemala is a biodiversity hotspot of global importance. A country of micro-climates, its physiography shifts dramatically over short distances – from the warm coastal regions to the mountainous highlands to the tropical forest of northern Petén. The dry corridor, a large belt of land stretching across the middle of the country from east to west, is one of the most susceptible regions to extreme climate variability in the world. In addition, rural production communities whose livelihoods depend on the country's increasingly depleted natural resources experience incredibly high rates of poverty, chronic malnutrition, and inequality. If left unchecked, climate change could collapse entire regions of the country, resulting in a surge of both internal and out-migration in the coming decades.

The GoG has made significant progress in mobilizing institutional leadership in response to climate-related challenges, particularly since the approval of its robust Climate Change Framework Law (LMCC)<sup>1</sup> in 2013. The law established the National Council on Climate Change (CNCC), an intersectoral working group charged with overseeing climate-related regulations and actions in-country. Mandated by the LMCC, and under the leadership of MARN and SEGEPLAN, in 2016 the

<sup>1</sup> MARN, Decreto 2013, Ley Marco para Regular la Reducción de la Vulnerabilidad, la Adaptación Obligatoria ante los Efectos del Cambio Climático y la Mitigación de Gases de Efecto Invernadero, <http://www.marn.gob.gt/Multimedios/2682.pdf>.

CNCC developed the National Climate Change Action Plan (PANCC),<sup>2</sup> which outlines broad national-level guidelines on climate challenges in key sectors, as well as potential corrective measures. Additional GoG institutions, including the National Institute of Forests (INAB) and the National Council of Protected Areas (CONAP), have produced several documents to guide natural resources management, conservation, and climate change adaptation and mitigation efforts and to establish and communicate Guatemala's commitments to international climate frameworks and initiatives.<sup>3</sup> Despite these efforts, the GoG faces significant barriers to operationalizing national plans; that is, there are no roadmaps for *how* plans are actualized in communities and municipalities, nor for how they will be integrated into existing initiatives or policies. Additional barriers exist in grounding national plans in localized scientific data and securing sustained financing for their implementation over the long term.

Guatemala's capacity to produce continuous and high-quality climate information for decision-making is inadequate. Its national network of weather stations covers limited territory and data collection is erratic, with periods of stored historical data at distinct weather stations varying from anywhere between 10 to 30 years. Additionally, the software used is out of date, making information incompatible with regional and/or global data. Without consistent and localized climate data over time, it is impossible to respond to the often drastic differences in weather-related effects in communities and municipalities which may even sit within the same department. Similarly, it is difficult to predict how distinct physiographic regions will interact with and affect each other (e.g. the Western Highlands, which sit at the top of the watershed, deliver important environmental services to downstream communities. Prolonged drought in this region will affect water cycles and availability in lower regions, including along the pacific coast).

In this context, progress on national adaptation planning in Guatemala is stymied and though documents such as the PANCC contribute an overall vision on adaptation and mitigation, they often lack the foundational climate information needed to produce contextualized and science-based responses. In recent years, efforts have been made to study climate vulnerabilities on a subnational level and in line with internationally vetted climate modeling systems. For instance, in 2017, the MARN, United Nations Development Program (UNDP), and RA produced a climate vulnerability study within the Pacific Coastal Marine Zone. The study included 17 municipalities with outlets to the sea, determining sensibility to and risk levels of relevant threats, such as rising sea levels and temperature, flooding, and drought. The assessment team developed an adaptation planning document for the region, which outlines immediate and long-term adaptation strategies, published in a popular education format. Additionally, as part of its USAID Climate Nature and Communities in Guatemala program (CNCG), RA developed a similar process in Guatemala's Western Highlands region, assessing vulnerabilities to major threats such as drought, forest fires, and landslides. Following the analysis, RA published a series of successful adaptation strategies in the region, with a focus on market-based conservation and adaptive productivity.<sup>4</sup>

Though a promising start, these vulnerability studies highlight the ways in which a lack of standardized procedures for climate modeling in the country has led to inadequate institutional capacity to draw conclusions locally and leverage subnational studies for producing viable solutions at scale. Challenges with existing studies include:

- The vulnerability study along the Pacific coast covers only portions of the departments in which it was implemented, making its results incompatible with GoG administrative and budgeting schemes, which consider departments, municipalities, and communities as the main units for territorial planning.
- In 2016, the GoG carried out a climate vulnerabilities diagnostic in Chimaltenango department using a non-standard vulnerabilities assessment method. Its results therefore cannot be aggregated with and/or compared to data from either the Western Highlands or Pacific Coastal Marine Zone studies.

<sup>2</sup> The first edition of the PANCC was revised and updated in 2017 to include chapters on Climate Science, Risk Management, and Human Mobility and Climate Change. The PANCC will be subsequently updated every five years, as stipulated in the LMCC.

<sup>3</sup> Key documents include the National Strategy on Biological Diversity, the National Strategy and Opportunities for Landscape Restoration documents, and the Nationally Determined Contributions (NDC), among others.

<sup>4</sup> CNCG, "Acciones Exitosas de Adaptación al Cambio Climático y Reducción de la Pobreza en el Altiplano Occidental de Guatemala," 2017.

- The sheer dearth of compatible climate data is a challenge, as the existing vulnerability analyses which do use an internationally recognized modeling system cover only about 20% of the country's total territory and only about 5% of the total territory has an accompanying climate change adaptation plan (see map in Annex 1)

Insufficient availability and accuracy of climate data in Guatemala thus poses significant challenges to conducting meaningful adaptation planning, both nationally and locally. Additional barriers to progress at the national and regional levels include:

- **Governance:** There is a lack of ownership around adaptation planning in Guatemala and progress on implementing the PANCC is insufficient. The document's broad objectives and actions, while important, remain high level and lack specificity and clarity. In addition, responsible parties assigned to actions are multiple and varied, making it difficult to monitor progress and understand who manages what and within what timeframes.
- **Communication:** Though the platforms for sharing information exist, climate change messaging, communication, and information dissemination across institutions and sectors is inconsistent and sparse. In addition, management information systems such as the National Climate Change Information System (SNICC) have had limited functionality.
- **Financing:** There is a lack of significant financial commitments across the public and private sectors for adaptation planning and challenges remain in securing the continued engagement and interest of the private sector.

The Strengthening National Adaptation Planning Processes (SNAPP)- Guatemala project will increase adaptive capacity at the national and departmental levels and build climate resiliency in Guatemala's most vulnerable regions through enhanced access to localized climate information and improved adaptation response plans, constructed collaboratively with subnational actors, including vulnerable communities themselves. The project is designed in response to the barriers listed above and builds on previous climate-related initiatives in several of which RA, along with key stakeholders in Guatemala, have engaged (see detailed description of initiatives in Annex 2). During phase one of the project (18 months), RA will work as the Delivery Partner in collaboration with MARN and SEGEPLAN to both strengthen and streamline national adaptation processes by:

- **Strengthening GoG institutional capacity to assess climate change vulnerability information and conduct participatory adaptation planning at the national and departmental levels.** RA will support MARN and SEGEPLAN to apply a standardized climate modeling system to create a country-wide map displaying current and future climate change risks and sensitivities data by regional micro-climates.<sup>5</sup> In a bottom-up process that builds local ownership and leverages local knowledge on climate variability, RA will then facilitate the development of contextualized adaptation plans, based on the climatic information collected. Through this process, project stakeholders will ground the PANCC's general categories of action into precise adaptation strategies based on standard indices of vulnerability. By the end of phase one, Guatemala will have extended coverage of accurate and up-to-date climate vulnerabilities analysis to 100% of the country's territory and produced 22 practical and comprehensive adaptation plans, one per department.
- **Establishing inclusive processes for information sharing, communication, and knowledge management on climate change adaptation.** RA will mobilize the participation of national and subnational actors throughout, engaging them in a series of validation events to promote local ownership over adaptation plans, including by the MARN, who will appoint a small leadership group to incorporate stakeholder feedback and approve final documents for national dissemination. To ensure widespread distribution of SNAPP project results, RA will leverage existing national platforms to post the vulnerabilities assessments and resulting adaptation plans online and will encourage GoG institutions to share results through social media. Additionally, and in order to ignite private sector participation in the process, RA and MARN will facilitate in-person dissemination events, specifically targeting RA's wide-reaching base of partner companies with detailed information on adaptation planning and the business case for investment in effective, community-based solutions.

<sup>5</sup> In regions where climate vulnerabilities information already exists, RA will review studies for accuracy and update and/or expand on the information as needed. For studies only covering portions of departments, new studies completed under the current project will extend coverage to all territory within the department. Please see Annexes 1 and 2 for additional detail.



- **Increasing the capacity of the public and private sectors to solicit and manage climate-related financing and invest in adaption planning and implementation.** Based on quantitative vulnerabilities data and locally-vetted adaptation plans, RA will produce two major products to promote increased public and private sector collaboration on adaptation planning: 1) A pipeline of viable adaptation project ideas, outlining the most critical sectors for investment, in addition to detailing national policies and incentives which the private sector can leverage for increased impact, and 2) two GCF concept notes for high-impact adaptation initiatives, developed collaboratively with MARN and in partnership with GCF-Accredited Entities operating in Guatemala. Criteria for the development of concept notes will be based on the prioritized adaptation measures from departmental plans and the priority areas for investment in climate change adaptation outlined in the Guatemala CP. The SNAPP project will facilitate spaces for private sector engagement and share the adaptation project pipeline both online and at events, including at the chambers of commerce, industry, and agriculture.

During phase two of the SNAPP Guatemala project, RA will support MARN and SEGEPLAN to operationalize adaptation plans developed during phase one by mainstreaming adaptation principles and strategies into departmental and at least two prioritized municipal-level development plans. RA will create an adaptation planning integration toolkit, which will aid SEGEPLAN in incorporating adaptation planning into its development planning processes, in close partnership with Development Councils at the subnational level.<sup>6</sup> National, departmental, and municipal employees and members of Development Councils will thus understand and be able to utilize climate information and will have the tools to conduct anticipatory adaptation planning throughout the country. RA will also strengthen national-level capacity to produce consistent and accurate climatic information for science-based decision-making on climate change. This will include working with Guatemala's National Institute of Seismology, Volcanology, Meteorology and Hydrology (INSIVUMEH) to conduct an in-depth evaluation of the country's network of weather stations in order to identify and strengthen critical gaps in data collection, accuracy, frequency, analysis, and dissemination. Finally, RA and SNAPP project partners will develop an adaptation financing strategy which will link interested investors and donors, particularly from the private sector, to its pipeline of viable, high-impact adaptation projects.

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<sup>6</sup> The Urban and Rural Development Council Law (Decree No. 11-2002) established the Development Council System to which SEGEPLAN provides direct oversight. This system encompasses a chain of participatory development councils at the national, regional, departmental, municipal, and community levels, which are made up of members of all sectors of Guatemalan society, including public and private sector actors, indigenous and community leaders, community members, and representatives of local organizations, cooperatives, and associations. Development Councils oversee territorial and development planning and public administration issues regionally and serve as a critical institutional mechanism for citizen participation in public affairs and decision-making.

[illegible]

[illegible]

### 3. LOGICAL FRAMEWORK AND IMPLEMENTATION SCHEDULE

Outcomes		Baseline	Targets	Activities (brief description and deliverables)	Anticipated duration: 18 months																	
					Monthly implementation plan of activities																	
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
				Deliverable 1.1.7a: Links to uploaded reports and dissemination email to stakeholders (month 7)																		
	<b>Output 1.2:</b> 22 departmental climate change adaptation plans developed	05% of national territory (see map in Annex 1)	100% of national territory	Activity 1.2.1: <i>Assess and prioritize strategic adaptation measures (based on previously agreed-upon criteria, including social, technological and financial viability) and develop standardized format for adaptation plans</i>  Deliverable 1.2.1: A total of 22 reports on the prioritization of strategic actions based on a standardized methodology (month 10)										x								
				Activity 1.2.2: <i>Draft initial climate change adaptation plans through consultative national and departmental-level workshops (One national-level workshop and 22 departmental-level workshops, each with an estimated 50 participants)</i>  Deliverables 1.2.2: 1.2.2.a. 22 Climate change adaptation plans completed (month 12) 1.2.2b. Attendees lists classified by sector, sex, age, and language community (month 12)											x							
<b>Outcome 2:</b> Inclusive processes for information sharing, communication, and knowledge management on climate change adaptation established	<b>Output 2.1:</b> Information generated by the project accurately uploaded to the SNICC (or the platform designated by the MARN) and is up-to-date,	0% of project documents uploaded, nor corresponding data linked	100% of project documents uploaded, and corresponding data linked	Activity 2.1.1: <i>Identify critical gaps and lessons learned to effectively integrate adaptation planning into legal and strategic country frameworks (during phase 2 of the program)</i>  Deliverables 2.1.1: 2.2.1a. Document on gaps analysis and lessons learned from the adaptation planning process (month 15) 2.2.1b. Proposal document for phase two of the project to be submitted to GCF (month 18)															x			x

### 3. LOGICAL FRAMEWORK AND IMPLEMENTATION SCHEDULE

Outcomes		Baseline	Targets	Activities (brief description and deliverables)	Anticipated duration: 18 months																	
					Monthly implementation plan of activities																	
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	facilitating progress monitoring and the identification of learning, gaps and best practices in adaptation planning			<p>Activity 2.1.2: <i>In partnership with MARN, review and agree on protocols and tools to be used for uploading program data and information to the SNICC (or the platform designated by MARN)</i></p> <p>Deliverable 2.1.2: Protocol and/or packet of relevant tools (as needed) (month 7)</p>							x											
				<p>Activity 2.1.3: <i>Upload program data and information to the SNICC</i></p> <p>Deliverable 2.1.3: All documents and data are available publicly through the SNICC (verifiable on the website: <a href="https://snicc.azurewebsites.net">https://snicc.azurewebsites.net</a>)</p>						x	x					x	x	x				
	<b>Output 2.2:</b> Adaptation plans validated and agreed upon by key national and departmental-level stakeholders	0 adaptation plans validated	22 adaptation plans validated	<p>Activity 2.2.1: <i>In partnership with MARN, develop validation plan and methodology; carry out at least one workshop per department to present results and validate adaptation plans</i></p> <p>Deliverables 2.2.1: 2.2.1a. Validation plan and methodology (month 10) 2.2.1b. Reports of validation events with attendees' lists classified by sector, sex, age, and language community (month 14)</p>										x				x				
	<b>Output 2.3:</b> Adaptation plans and results reports disseminated to public and	0 dissemination events conducted	8 dissemination events conducted	<p>Activity 2.3.1: <i>Carry out adaptation plan dissemination events and activities (i.e. roundtables, chamber of commerce, chamber of industry, chamber of agriculture, others), including at least one launch event per administrative region<sup>7</sup></i></p>																	x	

<sup>7</sup> Guatemala is divided into eight administrative regions: Metropolitan Region, Northern Region, North and Southeast Regions, Central Region, North and Southwest Regions, and Petén

### 3. LOGICAL FRAMEWORK AND IMPLEMENTATION SCHEDULE

Outcomes		Baseline	Targets	Activities (brief description and deliverables)	Anticipated duration: 18 months																		
					Monthly implementation plan of activities																		
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
	private sector stakeholders, as well as community members (including vulnerable groups and IPs)			Deliverable 2.3.1: Reports of dissemination events with attendees’ lists classified by sector, sex, age, and language community (month 17)																			
				Activity 2.3.2: <i>Disseminate adaptation plans and results reports online, uploading documents to relevant public websites (SNICC, MARN REDD+ portal, SEGEPLAN documentation library)</i>																			
				Deliverable 2.3.2: Links to uploaded reports and dissemination email to stakeholders (month 15)																			
Outcome 3: Increased capacity of public and private sectors to solicit climate-related financing and invest in adaptation planning and implementation	Output 3.1: Priority sectors <sup>8</sup> for private investment (including concessional lending programs) identified and leveraged	0 documents outlining pipeline of initiatives	1 document outlining pipeline of initiatives	Activity 3.1.1: <i>Develop a compendium of information and portfolio or pipeline of project ideas to promote private sector investment in adaptation processes, including identifying key sectors for investment and national policies and incentives to leverage</i>																			
				Deliverable 3.1.1: One document outlining sector information and portfolio of project ideas geared toward the private sector (will serve as a preliminary private sector engagement and sustainable financing strategy to be developed in phase 2) (month 17)																			
	Output 3.2: 2 concept notes for adaptation-related projects developed (at least 1 is oriented toward the private sector)	0 concept notes	2 concept notes	Activity 3.2.1: <i>Based on prioritized adaptation measures and in accordance with the PANCC and MARN guidelines, develop concept notes in partnership with potential Accredited Entities, ensuring at least one is oriented to the private sector</i>																			
				Deliverable 3.2.1: 2 GCF concept notes for adaptation-related projects (month 18)																			

<sup>8</sup> Priority sectors will be identified in accordance with relevant criteria, including the implementation of best practices (adaptation and mitigation), as well as value chain certification (RA, FSC, and others)

#### 4. ADDITIONAL INFORMATION (ONLY FOR ADAPTATION PLANNING SUPPORT)

The SNAPP Guatemala project was designed to support the GoG to address anticipated climate change impacts by mitigating barriers to comprehensive adaptation planning at the national and departmental levels (see Theory of Change in Annex 3) and builds on climate-related initiatives already implemented or underway in the country. For instance, from 2018 to 2019, IUCN – in partnership with MARN – implemented a GCF Readiness program to review and streamline climate change planning in Guatemala. The project culminated in the development of the draft Guatemala CP, which provides a practical framework for understanding climate programming and objectives in Guatemala and defines priority areas for investment in adaptation and mitigation, drawn directly from the PANCC. In addition, the CP establishes guidelines for program design and solicitations via concept notes for GCF climate-related funding. In its final report,<sup>9</sup> the CP-development team identified gaps in national capacity for climate change adaptation and mitigation, which include:

- **Lack of science-based information on climate vulnerabilities.** There is a need for improved use of technologies and methods to facilitate institutional access to, monitoring, and application of regional and science-based climate information for decision-making. The CP guidelines for concept notes thus include indications that generating climate information must be a key component of any new program or project.
- **Lack of inclusivity in processes.** Though the LMCC calls for collaboration among all institutions on climate change, subnational governing bodies, such as local authorities, municipal governments, and Development Councils are largely excluded and, in many cases, are unreceptive to the non-traditional measures required for reducing the impacts of climate change. The CP emphasizes the need for improved coordination and consultative processes in which a wider range of public, social, and economic sectors can participate.

Through the SNAPP Guatemala project, RA and MARN will reinforce and apply the CP national priority areas of investment and the GCF concept development guidelines, paying special attention to the CP cross-cutting themes: gender, climate information, climate change vulnerabilities, transparency, and inclusivity. Importantly, the SNAPP Guatemala project will provide continuity to the CP by contributing critical climate information, systematized results, and standardized tools for conducting inclusive adaptation planning. These include:

- A national data repository of information on current and future climate vulnerabilities – using existing national online platforms – to store and disseminate project information. Vulnerabilities information will be accessible publicly and will inform the development of technical strategies for concept notes for the CP pipeline.
- Departmental adaption planning guidelines, which will also inform the development of CP concept notes and their specific activities and strategies. RA will produce a portfolio of adaptation project ideas per region that can be readily linked to private sector funders interested in the distinct priority areas of investment.
- Mechanisms for ongoing coordination, communication, and collaboration between MARN and SEGEPLAN, especially via the SNAPP Project Governance Committee, which will be made up of representatives of RA, MARN, and SEGEPLAN who will meet regularly to discuss project activities and progress and agree on work plans and strategies.
- Two concept notes outlining high-impact adaptation initiatives (of which at least one is oriented toward the private sector). RA and MARN will base the development, prioritization, and selection of concept notes on criteria identified within two categories: 1) Prioritized adaptation measures from departmental plans; these will be based on specific climate vulnerabilities, will have included considerations from the PANCC, and will be widely validated and accepted among project stakeholders, and 2) Priority investment areas for climate change adaptation (i.e. forest and landscape restoration, agriculture and food security, etc.) and cross-cutting concept note guidelines from the CP, which have been validated by MARN.

The first 18 months of the project will establish the foundation for improved adaptation planning through increased access to and use of climate vulnerabilities information. Working in partnership with SEGEPLAN and the Departmental-level Development Councils (CODEDES), RA and MARN will conduct vulnerability assessments by applying the Providing Regional Climates for Impacts Studies (PRECIS) modeling software, the same used to carry out studies in the Western Highlands and Pacific coast.<sup>10</sup> RA will compile input data on precipitation, temperature, and evapotranspiration generated by INSIVUMEH

<sup>9</sup> IUCN and MARN, “Programa de Apoyo Preparatorio para el Fondo Verde para el Clima en Guatemala,” 2019.

<sup>10</sup> PRECIS is an effective, open source regional climate modelling system approved by IPCC, which provides climate change projections that are compatible with the climate models used by IPCC and relevant globally.

weather stations, as well as other national and international open sources of information in neighboring Honduras, El Salvador, and Mexico, to more accurately predict weather patterns and decrease the margin of error under which INSIVUMEH currently operates. RA will use the current and future climate models and local scenarios developed to create several theories of change at the geographic scales of each large physiographic region in the country. RA will then scale down results by department, disaggregating data down to the municipal level. The result will be a detailed, accurate, and complete picture of national and local-level climate vulnerabilities, an indispensable first step toward producing localized adaptation plans that will truly enable action in both the short and long term.

To catalyze stakeholder participation and ensure an inclusive process, RA has established several project mechanisms which leverage GoG regulatory frameworks for civil participation and new tools emerging from the Guatemala CP. For instance, the project proposes to work directly with the CODEDES to implement vulnerability assessments and develop adaptation plans in order to ensure active and meaningful participation of a wide range of public, private sector, and community actors, including departmental and municipal authorities, representatives of Indigenous Populations (IPs), women's groups, producer and farmer associations and cooperatives, among others. According to Guatemalan law, CODEDES are made up of a variety of members, including (but not limited to):

- The governor of the department and the mayors of each of the department's municipalities
- Representatives of government entities such as MARN, CONAP, SEGEPLAN, INAB, the National Coordinator for Disaster Reduction (CONRED), and the Ministry of Agriculture and Livestock (MAGA), among others
- Representatives of each of the indigenous communities residing within the department
- Representatives of each of the cooperatives operating in the department
- Representatives of each of the small business associations operating in the department (all sectors, including manufacturing, service delivery, agriculture, commercial, financial, and industrial)
- Representatives of each of the community, farmer, and worker associations operating in the department
- Representatives from each of the women's organizations operating in the department
- Representatives from each of the universities operating in the department

SNAPP Guatemala project staff will work with the CODEDES to carry out the following activities aimed at promoting leadership and engagement of all actors in the adaptation planning process, especially IPs and other vulnerable groups:

- Conduct a stakeholder mapping and analysis in each department in order to identify relevant actors, engage them appropriately, and define their participation in and contributions to the vulnerability assessments and/or adaptation planning process.<sup>11</sup> This will allow for clarity and transparency on roles and responsibilities and will help the CODEDES to manage the participation of dominate actors while lifting the voices of traditionally isolated actors. Importantly, it will help the CODEDES to mitigate barriers and constraints related to power dynamics, transparency, social conflict, and collective action that so often hinder both macro- and micro-level planning processes in Guatemala.
- Conduct a cross-cutting gender and vulnerable groups needs assessment, embedded within departmental climate vulnerability analyses, which will help project staff and stakeholders to gain a deeper understanding of the baseline context for climate vulnerabilities in the distinct regions, as well as the specific needs and demands of vulnerable groups. The vulnerable groups assessments will be conducted through a series of participatory workshops (one per department) and will cover issues ranging from power dynamics in communities to access to resources and knowledge, time constraints, priorities, responsibilities and obligations, and decision-making. RA will follow the Conservation Measures Partnership Open Standards methodology, which consists of the following steps: (1) Define and prioritize key intervention areas based on the specific threats or factors signaling immediate action; (2) Define strategies in response to threats, prioritizing those that have the highest potential to mitigate the threat (these are linked to the environmental and development objectives of the country, as well as policies on inclusion, IPs, etc.); (3) Develop operational and monitoring plans, the foundation of which are based on national and global objectives for inclusion of vulnerable groups, conservation, development, and climate change; (4) Document and communicate learning to promote an adaptive management process that is results-based and inclusive of all groups. Climate vulnerabilities assessments thus consider vulnerabilities within two distinct but interrelated categories:
  - **Environmental vulnerabilities.** Can be larger in scale and are based on physiographic regions or geographies.

<sup>11</sup> For stakeholder mapping and analyses, RA will apply the MACTOR methodology (Matrix of Alliances and Conflicts: Tactics, Objectives, and Recommendations). The MACTOR methodology facilitates answers to key questions about actors in a specific process, emphasizing power relations, resources and contributions, as well as plans and motivations of the different actors.



- **Other vulnerabilities.** Considers the people affected by environmental impacts. What social or economic vulnerabilities exist for them? How will their livelihoods be affected? Who are the different groups in any given area impacted by climate variability and what are their levels of social, human, physical, financial, and cultural capital?

Additionally, RA and stakeholders will apply tools such as the MARN-IUCN CP Manual for Incorporating Gender Considerations into GCF project designs, RA's own internal gender toolkit, and the GCF policies on Gender and IPs.

In order to promote buy-in, uptake, and use of adaptation plans in country, following the initial stakeholder mapping and climate vulnerabilities assessments, RA will hold workshops to develop adaptation plans collaboratively with stakeholders, including youth, women and IPs, in a community-driven process that capitalizes on local knowledge and locally-led solutions. RA will then develop a validation methodology, which will consider criteria such as comprehension, language, and functionality of the documents, as well as feasibility of the activities, timelines, and resources, and hold a series of validation events, such as public forums and roundtable meetings. In close partnership with MARN leadership, RA will review and incorporate feedback from participants, facilitating MARN's final approval of the documents.

Throughout the project's implementation, RA will ensure widespread dissemination of national baseline and future vulnerabilities information and adaptation plans, contributing to increased transparency and consistency on climate change messaging in the country. RA will also promote more inclusive and collaborative communication by holding a series of project information dissemination events (one per administrative region), inviting a variety of actors, including its longstanding private sector partners in Guatemala. Targeting its efforts on Guatemala's private sector, RA will produce a pipeline of viable adaptation project ideas in the most critical sectors that will include an extensive review of national policies and incentives to which the private sector has access. The document will present the business case for investing in climate change adaptation in Guatemala to spark the interest of the private sector and facilitate more aggressive commitments that will drive meaningful impact in communities over time.

## 5. BUDGET, PROCUREMENT, IMPLEMENTATION, AND DISBURSEMENT

### 5.1 Budget plan

Please complete the Budget Plan in Excel using the template available in the [Library](#) page of the GCF website.

### 5.2 Procurement plan

Please complete the Procurement Plan in Excel using the template available in the [Library](#) page of the GCF website. For goods, services, and consultancies to be procured, please list the items, descriptions in relation to the activities in section 2, estimated cost, procurement method, relevant threshold, and the estimated dates. Please include the procurement plan for at least the first tranche of disbursement requested below and provide a full procurement plan for the entire duration of the implementation period if available at this stage.

### 5.3 Disbursement schedule

Please specify the proposed schedule for requesting disbursements from the GCF. Bi-annually periodicity.

☒ **Readiness Proposal that requires a bilateral Grant Agreement to be signed with the GCF**

- The first disbursement *amounting* USD 635,000.00 will be transferred upon approval of the readiness request and effectiveness of the Grant Agreement; Bi-annually periodicity.
- The second disbursement *amounting* USD 735,000.00 will be transferred upon submission of an interim progress report [and audited financial report]<sup>12</sup>, in form and substance acceptable to the Fund, [including an audited expenditure statement]; and
- The third disbursement *amounting* USD 150,639.00 will be made upon submission of a completion report and financial report, in form and substance acceptable to the Fund, including an audited expenditure statement.

<sup>12</sup> For second disbursement, audited financial report and audited expenditure statement are only required for readiness and preparatory support proposals expected to last over 12 months.

## 6. IMPLEMENTATION ARRANGEMENTS AND OTHER INFORMATION

### 6.1 Implementation map

Please describe how funds will be managed by the NDA and/or the Readiness Delivery Partner.

RA has a strong presence in Guatemala and has collaborated with the GoG on sustainable development projects for more than 30 years. At the national level, RA provides technical guidance to GoG institutions and participates in high level advocacy and policy development. For instance, since 2013, RA has worked with the Interinstitutional Coordination Group (GCI), which promotes technical cooperation among GoG institutions to advance national conservation and natural resource management objectives and is made up of representatives from MARN, the Ministry of Agriculture and Livestock (MAGA), INAB, and CONAP. On climate change, and as part of its USAID-funded Climate, Nature, and Communities in Guatemala (CNCG) program, RA provides ongoing technical and financial support to the GoG's Forests, Biodiversity and Climate Change working group, as well as its Intersectoral Forest Mapping and Land Use working group. RA also serves as a key focal point in support of the MARN and the GoG commitments to the United Nations Framework Convention on Climate Change and the Bonn Challenge. Regionally, RA maintains close relationships with these same institutions to execute its programs in natural resource governance, conservation, and sustainable economic development in specific territories of Guatemala.

The GoG has identified RA as the Delivery Partner and grant recipient for the SNAPP Guatemala project.<sup>13</sup> Under the leadership and guidance of MARN as the National Designated Authority (NDA), RA is responsible for the project's implementation, administration, and financial management. To promote ongoing collaboration, transparency, and adaptive management, RA will form a SNAPP Project Governance Committee made up of representatives from RA, MARN and SEGEPLAN, who will meet regularly to discuss and provide input to activities and operational plans, project priorities, and strategies. RA will present work plans and regular narrative and financial progress reports to MARN, seeking the organization's approval of these documents throughout project implementation. SEGEPLAN will serve as a steering body and crucial implementing partner with which RA and MARN will share information and maintain close communication. Though the project will be implemented collaboratively, MARN will lead on decision-making regarding project strategies, timelines, and activities (see implementation map in Annex 4).

As the Delivery Partner, RA will have the following responsibilities:

1. Under MARN's guidance, prepare the project operational plan and provide the administrative and financial services required for project implementation
2. Administer and disburse the funds provided by GCF, in accordance with RA institutional rules and procedures
3. Monitor and supervise project execution, in accordance with plans and budgets established in the project operational plan, as well as standard RA rules and procedures
4. Ensure the technical quality of all activities and outcomes delivered
5. Provide regular progress and financial reports to MARN, to the GCF Secretariat, and to other entities indicated in the association agreement to be signed between MARN and RA
6. Coordinate with MARN and the GCF Secretariat to approve annual work plans, budgets, and reports as well as the necessary adjustments to achieve the expected results and direct effects
7. Support the resolution of all project administrative and implementation problems, including suggesting corrective actions for strategic or operational challenges that may arise
8. Supervise all activities proposed in the annual operational plan, which will include field activities, annual schedules, budget allocations, responsible entities and persons, outputs, outcomes, and corresponding indicators
9. Analyze reallocation of funds and perform budget reviews when necessary and in accordance with GCF-defined rules and scopes of work
10. Identify and systematize lessons learned derived from the implementation of the project

All consultants to be procured under the project will be based in Guatemala, with regular field visits where appropriate and in accordance with their approved work plans. In terms of their physical location, some consultants will be based within the NDA office (e.g. the four MARN technicians), while others will work remotely within Guatemala. Regardless of

<sup>13</sup> RA submitted the financial management capacity assessment (FMCA) questionnaire in January 2017, which was subsequently approved by the Readiness Working Group.

their specific location in the country, all will have periodic meetings with government and RA staff as they execute their functions. All consultants will be responsible for promoting knowledge-sharing, capacities transfer, and training of the GoG units and staff with which they work, including through the development and provision of training materials, tools, and documents. This responsibility will be formally stated within all consultant contracts and will be monitored closely by RA and the MARN. In addition, RA will generate a simple database compiling all training materials and documents on an open-access platform such as google drive, which will be permanently available to all government officials and staff. In this way, even if there is turnover, the documents will be readily available to incoming GoG personnel.

As the NDA, the MARN will provide ongoing leadership and oversight for the implementation of SNAPP project activities. Through its Office of Climate Change and/or Department of Adaptation, the Vice minister of Climate Change will receive and facilitate technical review and approval of project work plans and reports submitted by RA. Several other MARN units will play key roles throughout project implementation, as follows:

- **International Cooperation Unit:** Staff of this unit will serve as the direct link and focal point between GCF, GoG, and RA representatives, and will coordinate between the SNAPP Guatemala project and other readiness and/or climate-related initiatives in country to avoid duplication and promote harmonization of actions.
- **Environment and Climate Change Information Unit:** Staff of this unit will support SNAPP project staff to ensure all relevant project information (climate vulnerabilities and adaptation planning) is accurately entered into the SNICC and will promote its use for decision-making; staff will also support in the national dissemination of results reports, adaptation plans, and other information generated through SNAPP project activities.
- **Gender Unit:** Staff of this unit will review vulnerabilities results reports and other documents generated by the project to ensure gender perspectives are represented and gender is mainstreamed throughout project activities; staff will also provide ongoing technical assistance and training to SNAPP project staff on gender issues and topics and will engage in climate vulnerabilities assessments, supporting the cross-cutting gender and vulnerable groups analyses.
- **Multiculturality Unit:** Staff of this unit will work with RA's IP specialist to ensure that topics of multiculturality and IPs are mainstreamed into project activities and that the needs of IPs are considered and their demands heard at all times; staff will also provide ongoing technical assistance and training to SNAPP project staff on topics of multiculturality, inclusion, and vulnerable groups and will engage in climate vulnerabilities assessments, supporting the cross-cutting gender and vulnerable groups analyses.

*Please note, the start date for implementation will be as outlined in the framework/grant agreement in effect at time of approval unless otherwise agreed to between the Delivery Partner and the GCF.*

## 6.2 Risks, monitoring and evaluation (M&E), and other relevant information

### Risks:

The MARN and RA have identified the following salient risks, for which safeguards have been established (see full description of risks and mitigation measures in Annex 5).

- **Adaptation planning processes could foment or exacerbate vulnerabilities and/or inequalities in communities.** RA will adhere to its own internal policy guidelines, as well as GoG, MARN, and GCF guidelines related to gender and vulnerable groups and will ensure the active participation of the pertinent MARN units which support these themes. Start-up field activities such as the stakeholder mapping and cross-cutting gender and vulnerable groups needs analyses are also meant to support SNAPP project staff to be sensitive to power dynamics, mitigate barriers to active participation and leadership of vulnerable groups, and prevent potential harm to people or communities.
- **GoG institutions may be too weak and fractured to support large-scale changes from short and medium-term planning to the long-term planning required for climate change adaptation.** RA has built longstanding relationships within GoG institutions and will provide ongoing guidance to apply methods for structural shifts in planning processes. RA will focus on strengthening established institutional frameworks such as the PANCC and SEGEPLAN's development planning processes to mainstream changes to planning over the long term.
- **Project staff (including the new MARN technicians to be hired) may have limited capacity and experience to collect, analyze, and apply climate-related data.** RA will make a concerted effort to empower GoG staff and will ensure

ongoing staff training and technical assistance over the life of the project. RA will strengthen GoG institutional knowledge by developing a toolkit of materials and curriculum around vulnerabilities analysis and adaptation planning, which will stay within the MARN following the end of the project. RA will also develop a sustainability and exit plan, which will contemplate capacities strengthening and transition of project activities to MARN staff outside the four project technicians.

#### **Monitoring and Evaluation (M&E):**

Both the MARN and SEGEPLAN play critical roles in ensuring monitoring and evaluation of climate-related issues in country. For instance, the MARN is legally mandated by the LMCC to store, manage, and update adaptation and mitigation related data and information in the SNICC. This includes gathering information from other institutions and supporting technical staff with the right tools and capacities to accurately collect and document information. Due to its role in national development planning, SEGEPLAN is responsible for insuring the incorporation of climate change planning into national planning process and empowering the Development Councils to do the same. SEGEPLAN also monitors progress toward the SDGs and houses Guatemala's 2032 Ka'tun National Development Plan, which will be explicitly linked to the adaptation plans developed under the SNAPP Guatemala project. As established in Article 11 of the LMCC, both institutions participate in reviewing progress against and updating the PANCC regularly and will continue to do so following the project's end.

RA will work with SEGEPLAN and MARN to implement a results-based M&E system for this project, which will mirror the tools used by SEGEPLAN to conduct annual monitoring of GoG institutional activities and objectives. In this way, SNAPP project monitoring will contribute information to key indicators reported in Ka'tun 2032 and other relevant documents. The project will report at different geographic scales, from the departmental to national levels, and will incorporate results into the development planning tools used within local and national government plans.

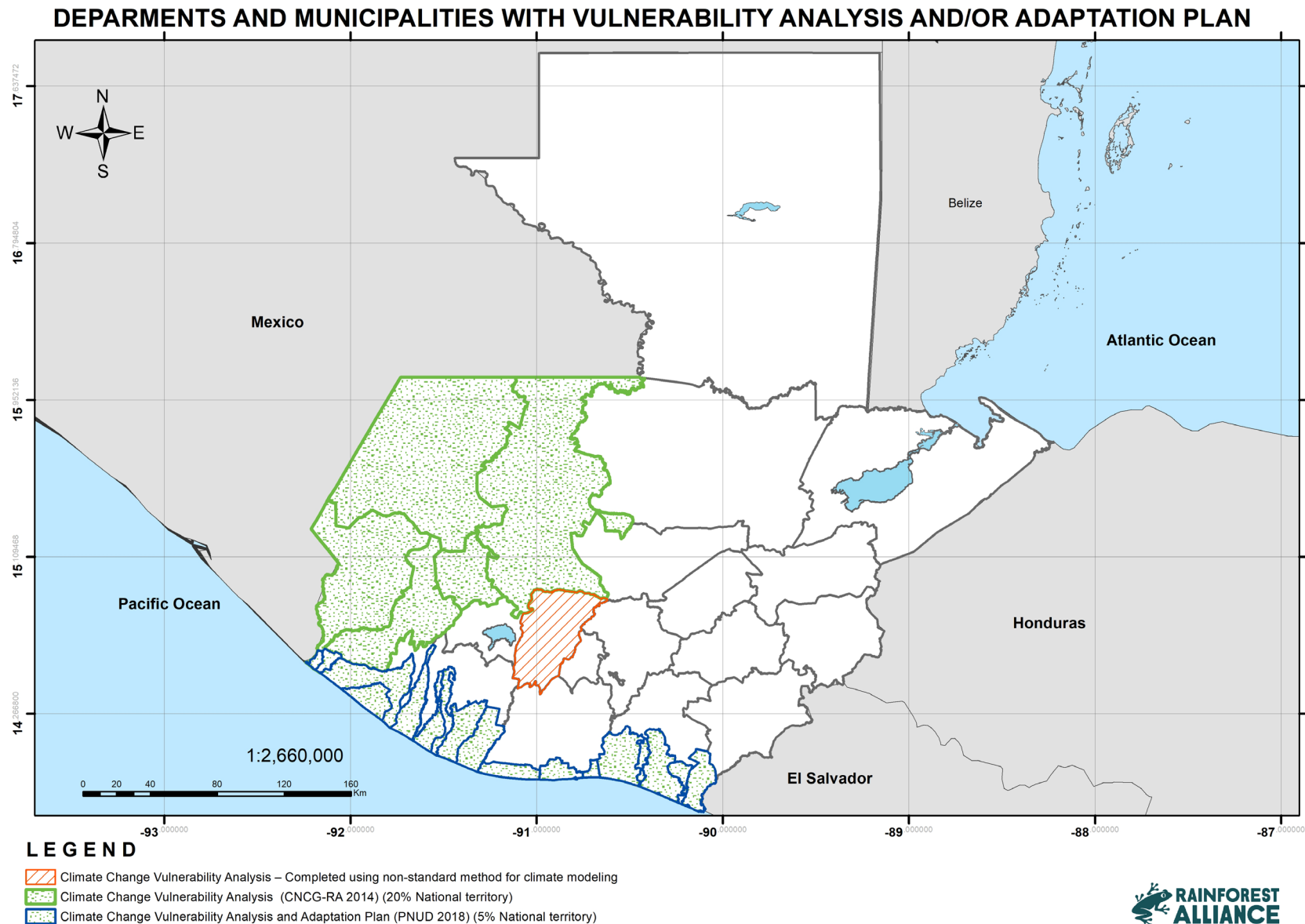
In addition, to the extent possible, the SNICC will serve as the primary database to store and analyze information generated by the project and will facilitate the monitoring of progress on activities and plans.

#### **Other relevant information:**

The GoG has chosen RA to be the Delivery Partner for the present readiness proposal for the formulation of adaptation plans and planning processes. RA may also participate in subsequent project proposals that Guatemala will submit to GCF. This participation could occur in the role of RA as a partner or consultant to another accredited entity, as well as in the role of RA as an accredited entity, should RA choose to become accredited at a future date. To manage any potential conflict of interests, RA and MARN will implement the following measures. First, MARN and RA will agree in writing that the interactions between RA and MARN on the delivery of readiness support will not influence any decision that MARN or the GoG might make regarding the choice of projects or accredited entities for the implementation of programs or projects to be submitted to GCF. Second, the prioritization of programs or projects to be included in the country program, including the potential selection of accredited entities and projects, will be done based on clear procedures and assessment criteria and without prejudice to the selection of RA as the readiness delivery partner for the present project.

Investment and project prioritization regarding the readiness assignment will be carried out through a broad consultation process with the relevant interested parties, led by the NDA, to avoid any possible conflict of interest derived from the role of the delivery partner. The final validation of these priorities will be performed by the country's coordination mechanism and the relevant institutional arrangements, with the participation of other government agencies as well as representatives of civil society and the private sector, in order to ensure that determined priorities are fully in accordance with the plans and strategies and to adequately include the contributions from the consulted interested parties.

## Annex 1. Existing Climate Vulnerabilities Analyses and Adaptation Plans in Guatemala



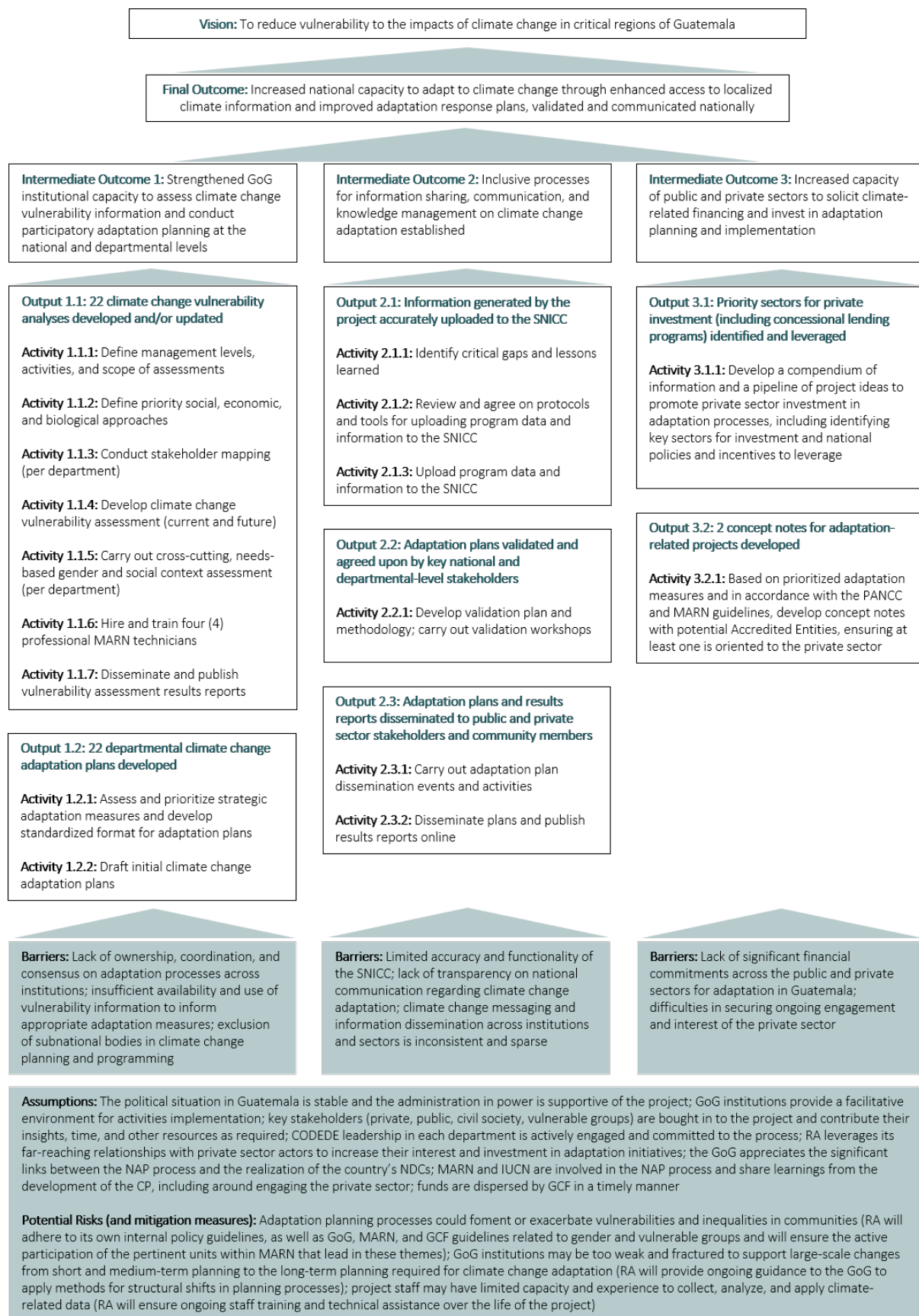
## Annex 2. Existing Climate-Related Policies and Initiatives in Guatemala

Climate-related Policy or Initiative	Lead Institutions	Principal Outputs	To build on and strengthen climate-related efforts in Guatemala, the SNAPP project will:
Climate, Nature, and Communities in Guatemala (CNCG) (2013-Present)	Rainforest Alliance, TNC, WWF, GoG	Climate vulnerability analysis in the Western Highlands (five departments); Compendium of successful adaptation strategies; implementation of market-based adaptation, including agroforestry and forest-based value chains	<ul style="list-style-type: none"> <li>Review and update previous assessment data</li> <li>Develop standard, contextualized adaptation plan per department</li> </ul>
Conservation and Sustainable Use of Biodiversity in Coastal Marine Protected Areas (2017)	Rainforest Alliance, GEF, UNDP, GoG	Climate vulnerability analysis along Guatemala's pacific coast (17 municipalities); Adaptation plans in the coastal marine zone	<ul style="list-style-type: none"> <li>Review and update previous assessment data to include incomplete portions of the six departments, providing 100% coverage of departments in the region</li> <li>Develop standard, contextualized adaptation plan per department</li> </ul>
Report on Climate Change Vulnerability in Chimaltenango Department (2016)	MARN	Climate vulnerabilities report for Chimaltenango department	<ul style="list-style-type: none"> <li>Review and update previous assessment data using standardized climate vulnerability modeling and indicators</li> <li>Develop standard, contextualized adaptation plan for Chimaltenango department</li> </ul>
Guatemala GCF Readiness program with IUCN (2018-2019)	MARN, IUCN	Strengthened foundational GoG capacities to engage with GCF and manage GCF funding; established the Guatemala Country Program; created tools and mechanisms for successful solicitations and execution of GCF programs (gender manual, guidelines for developing concept notes); distilled broad action areas from the PANCC into specific national priorities for investment (adaptation and mitigation)	<ul style="list-style-type: none"> <li>Fill gaps identified during the CP development process, such as the need for (1) science-based and localized information on climate vulnerabilities and impact, (2) strengthened institutional capacity to monitor and plan for adaptation, (3) improved coordination and dialogue between central, departmental, and municipal governments, and (4) improved coordination and dialogue between key institutions such as MARN and SEGEPLAN</li> <li>Contribute to Guatemala CP objectives and monitoring indicators, such as # of climate change proposals submitted for financing, # of people trained in and implementing improved practices in climate adaptation, # of vulnerable and indigenous populations participating in activities, etc.</li> <li>Utilize the CP final report document as a baseline for adaptation planning activities. For example, in the development of concept notes, apply the national priority areas of investment and MARN concept development guidelines</li> <li>Apply the new tools generated during the program (gender manual, concept development guidelines) to guide the design, analysis, and prioritization of adaptation projects and concept notes</li> <li>Provide continuity on private sector engagement strategies</li> </ul>
Guatemala GCF Readiness program with FAO (2018-2020)	MARN, FAO	Strengthen GoG capacity to monitor, measure and report on emissions from the Agriculture sector to complement monitoring methodologies	<ul style="list-style-type: none"> <li>Contribute departmental-level vulnerability data and information on adaptation planning measures to inform potential adaptation and mitigation projects in the AFOLU sector</li> </ul>

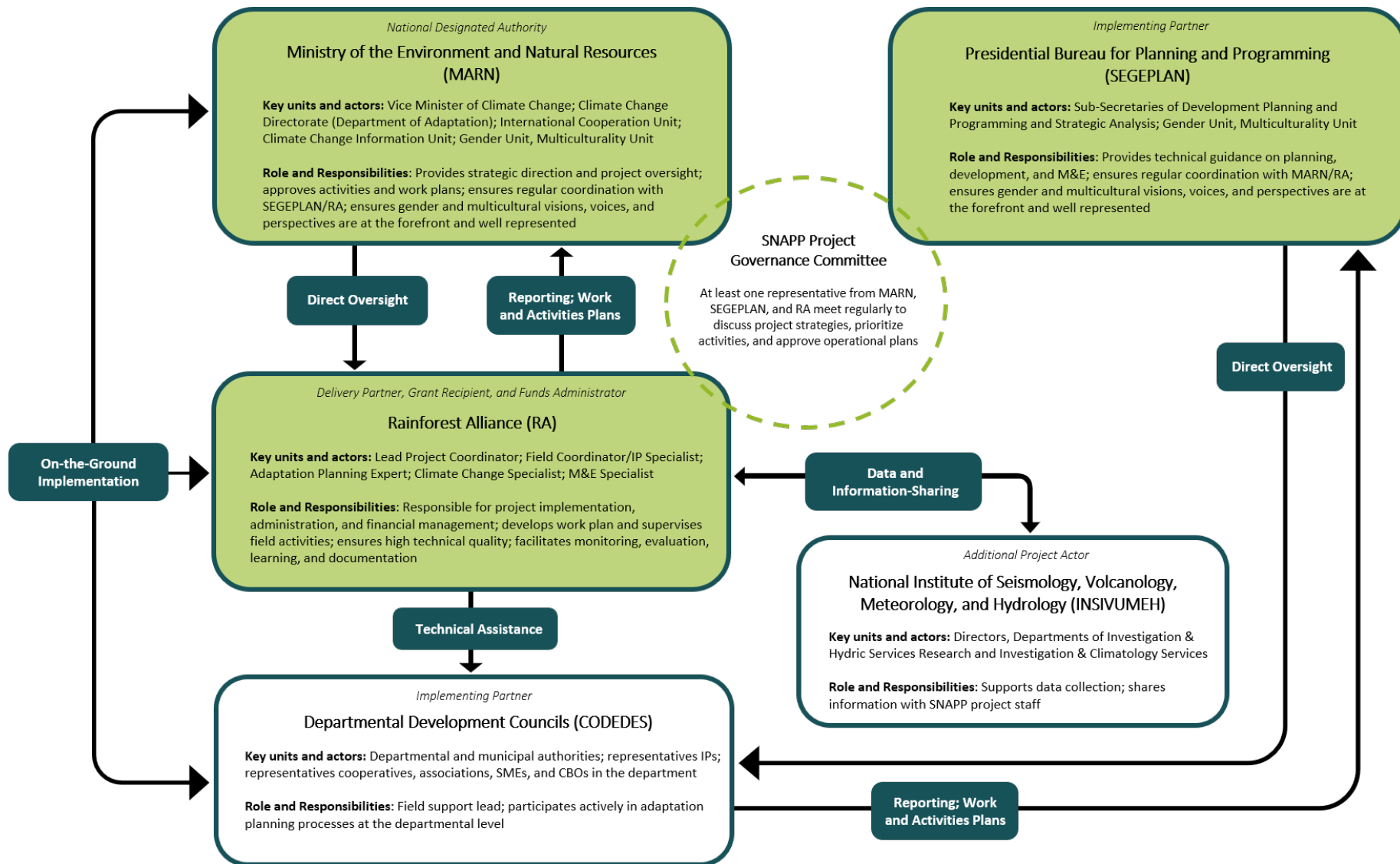
Climate-related Policy or Initiative	Lead Institutions	Principal Outputs	To build on and strengthen climate-related efforts in Guatemala, the SNAPP project will:
		proposed for the national REDD strategy and FOLU sector	<ul style="list-style-type: none"> <li>Coordinate and share lessons and best practices with the program wherever possible</li> </ul>
National Climate Change Action Plan (PANCC) (second edition 2019)	MARN	The PANCC is a national-level guiding document, which provides a significant overview of themes and actions for adaptation and mitigation at the central and local levels	<ul style="list-style-type: none"> <li>Assist the GoG to contextualize the PANCC by providing the necessary science-based information on vulnerabilities and identifying and prioritizing the most significant actions for adaptation per municipality and/or department</li> <li>Assist the GoG to operationalize the PANCC by creating practical adaptation plans per department, as well as creating governance mechanisms in which Development Councils, local authorities, and community members assert their leadership in the development of vulnerability information and adaptation responses</li> </ul>
Climate Change Framework Law (2013)	MARN	The Climate Change Framework Law (LMCC) provides comprehensive political legislation to facilitate the prevention of and planning for the effects of climate change	<ul style="list-style-type: none"> <li>Assist the GoG to operationalize several articles of the climate change framework law by engaging with and building the capacities of the Development Councils, MAGA, MARN, and SEGEPLAN to assess vulnerabilities and conduct adaptation planning</li> </ul>
Productive Investment Initiative for Adaptation to Climate Change (CAMBIO II) (2019-2024)	BCIE	Increase resilience to climate change of SMEs by providing increased access to financial and technical assistance for adaptation measures	<ul style="list-style-type: none"> <li>Develop a portfolio of viable and potentially bankable adaptation project ideas for key actors, including BCIE's CAMBIO II program, IDB, and Guatemalan national banks</li> <li>Coordinate and share lessons and best practices with the program wherever possible</li> </ul>
Building livelihood resilience to climate change in the upper basins of Guatemala's highlands (2019 - 2026)	IUCN	Introduce physical and technical capacities to better equip government and target communities to make climate-smart decisions and to conduct restoration interventions at the landscape level	<ul style="list-style-type: none"> <li>Contribute relevant departmental-level vulnerability data and information on adaptation planning measures to inform learning and implementation</li> <li>Coordinate and share lessons and best practices with the program wherever possible</li> </ul>
NAP-Ag project (2017-2019)	UNDP, FAO	Strengthen the adaptation component of the PANCC linked to agriculture, livestock and food security	<ul style="list-style-type: none"> <li>Contribute relevant departmental-level vulnerability data and information on adaptation planning measures to inform learning and implementation</li> <li>Coordinate and share lessons and best practices with the program wherever possible</li> </ul>
Updating adaptation strategies and objectives in Guatemala's NDCs (2019)	IUCN, World Bank	Prioritization of sectors of adaptation within the NDCs	<ul style="list-style-type: none"> <li>Exchange relevant data and information on adaptation planning measures to inform learning and implementation</li> <li>Where appropriate, coordinate on the integration of adaptation into national planning processes</li> </ul>



### Annex 3. SNAPP Project Theory of Change (Phase One)



#### Annex 4. SNAPP Project Implementation Map



## Annex 5. Risks and Mitigation Measures

Risk Category	Risk Description	Probability of Occurrence (low, medium, high)	Impact Level (low, medium, high)	Mitigation Actions	Entities Responsible for Managing the Risk
Project Administration: Staff recruitment	Limited availability of experienced candidates for the proposed new regional staff positions could subject the project to delays in start-up and/or implementation.	Low	Medium	RA has robust recruitment and hiring procedures in place and HR staff based in Guatemala with experience in interviewing and selecting personnel for this type of project. In addition, RA has extensive networks in the departments, which will be tapped to identify a wide-reaching pool of high-quality candidates.	RA
Project Administration: Procurement	Limited availability of experienced consultants and/or other delays in procurement could impact timely execution of key activities (e.g. support for geographic and climate data analysis, development of portfolio of project ideas, development of concept notes, etc.)	Low	Medium	RA has specific staff in its Guatemala City office who are dedicated to ensuring clarity, continuity, and swiftness of financial and operational processes, including procurement and hiring of consultants and project staff (see Annex 6: Staffing Plan).	RA
Enabling Environment: GoG commitment	Given the anticipated turnover within GoG institutions (new administration takes office in January 2020) and the inevitable transition period for the incoming administration, there may be delays in project start-up and/or continuity in relationships.	Medium	High	RA will work closely with MARN, SEGEPLAN, and other entities to ensure a smooth transition and that the new administration is bought in to the project goals and objectives and is committed to creating a facilitative environment for project activities. RA staff are well connected in Guatemala and have already taken steps to establish new and strengthen existing relationships with representatives of the incoming administration.	RA, MARN, SEGEPLAN
Enabling Environment: GoG commitment	GoG institutions may be too fractured and lack the level of coordination needed to support changes from short and medium-term planning to the long-term planning required for climate change adaptation.	High	High	RA has built longstanding relationships within GoG institutions and will support the GoG in applying methods for structural shifts in planning processes. RA will focus its efforts on strengthening established institutional frameworks such as the PANCC and SEGEPLAN's development planning processes to mainstream changes to planning over the long term. RA will also focus efforts on facilitating improvements in inter-institutional coordination between MARN, SEGEPLAN, and other GoG entities.	RA, MARN, SEGEPLAN
Enabling Environment: Private sector commitment	If the interest and commitment of the private sector in Guatemala stays at current levels, the project will lack the stimulus needed to promote diversified	Medium	Medium	RA will leverage its far-reaching relationships with private sector actors to boost their interest and investment in adaptation. In addition, RA will work with MARN and IUCN to understand their process for engaging with the private sector	RA

Risk Category	Risk Description	Probability of Occurrence (low, medium, high)	Impact Level (low, medium, high)	Mitigation Actions	Entities Responsible for Managing the Risk
	investments climate change initiatives and to fill climate financing gaps in the country.			during the development of the Guatemala Country Program and any lessons learned, best practices or recommendations based on their experience.	
Project Implementation: Leadership of sub-national stakeholders	There may be varied levels of organizational and technical capacities of the CODEDES in each department. In this regard, some CODEDES may have more willingness and ability than others to participate meaningfully in the NAP process.	Medium	High	RA will have national and regional staff in place to provide ongoing technical assistance and operational support to SEGEPLAN and the CODEDES and to respond effectively based on their specific needs and capacities. These staff are knowledgeable of the local contexts and will ensure that CODEDE leadership in each department is actively engaged throughout.	RA, MARN, SEGEPLAN, CODEDES
Project Implementation: Staff capacity	Project staff (including the new MARN technicians to be hired) may have limited capacity and experience to collect, analyze, and apply climate-related data.	Low	High	RA will make a concerted effort to empower GoG staff and will ensure ongoing staff training and technical assistance over the life of the project. RA will strengthen GoG institutional knowledge by developing a toolkit of materials and curriculum around vulnerabilities analysis and adaptation planning, which will stay within the MARN following the end of the project. RA will also develop a sustainability and exit plan, which will contemplate capacities strengthening and transition of project activities to MARN staff outside the four project technicians.	RA, MARN
Project implementation: Skills transfer and knowledge-sharing	Given any number of contextual challenges, the project may encounter difficulties in ongoing knowledge-sharing and transfer of skills and capacities to GoG officials and personnel.	Medium	Medium	As mentioned above, RA will develop a sustainability and exit plan to outline strategies for capacities strengthening and skills transfer to the GoG institutions with which the project works. The contracts of all project staff and consultants will include a clause on skills transfer and will specify products, tools and/or training materials to be left with the GoG at the end of the project (or at the end of their term). RA will generate a simple database compiling all training materials and documents on an open-access platform such as google drive, which will be permanently available to government officials and staff. In this way, even if there is turnover, the documents will be readily available to all incoming GoG personnel.	RA, MARN
Project Implementation: Climate information	Given that the GoG only recently launched the SNICC (November 2019), it may not be fully functional as a national-level climate data repository, analysis, and communication tool. Or, it may be operational, but GoG staff may	High	Medium	RA will coordinate closely with MARN's Climate Change Information Directorate (and its environmental information unit) to agree on the official procedures for submission of data to the GoG, as well as for processing and uploading it to the SNICC. In addition, RA has planned to hire a consultant to provide support to the MARN in identifying and developing	RA, MARN

Risk Category	Risk Description	Probability of Occurrence (low, medium, high)	Impact Level (low, medium, high)	Mitigation Actions	Entities Responsible for Managing the Risk
	not yet have the capacity to fix glitches and ensure optimal functionality without delays.			tools or protocols needed to process data and train GoG staff on their use. The consultant will also support MARN in uploading data and troubleshooting the SNICC as needed.	
Project Implementation: Impacts on vulnerable groups	Adaptation planning processes could foment or exacerbate vulnerabilities and/or inequalities in communities	Low	High	RA will adhere to its own internal policies, as well as GoG, MARN, and GCF guidelines related to gender and vulnerable groups and will ensure the active participation of the pertinent MARN units which support these themes. Activities such as the stakeholder mapping and cross-cutting vulnerable groups analyses are meant to support SNAPP project staff to be sensitive to power dynamics, mitigate barriers to active participation of vulnerable groups, and prevent potential harm to communities.	RA, MARN, SEGEPLAN

## Annex 6. SNAPP Project Staffing Plan (RA)

Staff Position and Experience	Role and Responsibilities	Level of Effort
<p><b>Lead Project Coordinator, Climate Change Vulnerability Specialist</b></p> <p>Alejandro Santos is an environmental economics expert with over 20 years of experience implementing methodologies to strengthen the productive development and market access of community groups in Guatemala. Mr. Santos provided direction and oversight for two of the existing climate vulnerability studies in Guatemala. He has a deep understanding of the national political context and has managed long-term relationships with relevant government agencies, including MARN. He holds a master's degree in Environment Economics and a bachelor's degree in Natural Resources Development Engineering.</p>	<p>The Lead Project Coordinator supervises project execution, regularly monitoring performance against established operational and activities plans and budget. He will maintain open and constant communication with MARN and is responsible for ensuring the technical quality of all activities, progress reporting to the MARN and GCF Secretariat, and overseeing monitoring and evaluation activities, including identifying and systematizing lessons learned.</p>	80%
<p><b>Field Coordinator, Specialist in Social Inclusion and Policies Related to Indigenous Peoples</b></p> <p>Sergio Dionisio has more than 10 years of experience coordinating programs as a specialist in sustainable landscapes and indigenous populations. He has supported the implementation of REDD + national and subnational strategies, as well as the monitoring and facilitation of forest governance groups in Guatemala. Mr. Dionisio has a master's degree in Sustainable Rural Development and a bachelor's degree in Agronomy with an emphasis in Renewable Natural Resources. Mr. Dionisio speaks three Mayan languages.</p>	<p>The Field Coordinator facilitates the engagement of IPs and vulnerable groups, including women, by designing, analyzing, and adapting the project's social inclusion and participation strategies. He will contribute to the development of field preparatory assessments (stakeholder analysis and vulnerable groups) and will support the design of climate vulnerabilities assessment and adaptation planning activities, ensuring that vulnerable groups are empowered to voice their opinions and lead throughout the project. He will also provide ongoing technical assistance to MARN technicians working on the project and will support knowledge management activities.</p>	100%
<p><b>Senior Expert in Planning for Adaptation</b></p> <p>Oscar Rojas has more than 30 years of experience in conservation and rural development in Guatemala, El Salvador, and Honduras. He served as the development director for the Guatemalan NGO <i>Defensores de la Naturaleza</i>, leading initiatives in sustainable development, conservation, and community and municipal capacity building in protected areas. Prior to this, Mr. Rojas worked with development organizations such as CATIE, World Vision, and GIZ on the protection of natural resources in Guatemala, the REDD+ mitigation process, environmental and risks management, resilience, landscape restoration, and climate change.</p>	<p>The Senior Expert in Planning for Adaptation provides ongoing technical guidance to strengthen the capacities of MARN's Climate Change Directorate, especially in the development of the departmental adaptation plans, as well as the portfolio of adaptation projects and the GCF concept notes. He will maintain close communication and coordination with MARN, SEGEPLAN, and other GoG institutional authorities throughout the life of the project.</p>	45%
<p><b>Monitoring and Evaluation Specialist, Coordinator of Activities in the Pacific Coast Region</b></p> <p>Mario Jolón has 26 years of experience in project planning, monitoring, and evaluation. Since 2010, he has led the implementation of M&amp;E strategies for USAID-funded projects implemented regionally in Central America and nationally in Guatemala. Mr. Jolón holds a bachelor's degree in Biology and a master's degree in Management and Conservation of Forests and Biodiversity.</p>	<p>The M&amp;E Specialist designs project monitoring protocols and tools and ensures their implementation throughout the life of the project. He provides ongoing technical assistance and capacity strengthening to project staff, MARN, CODEDES, and SEGEPLAN technical staff to apply tools and regularly monitor project activities and results. He will also directly support the implementation of the climate vulnerability baseline studies and contribute to the development of project operational and adaptive management plans.</p>	70%

Staff Position and Experience	Role and Responsibilities	Level of Effort
<p><b>Climate Change Specialist and Expert in Planning Methodologies</b></p> <p>Genoveva Martinez has more than 15 years of experience in protected areas management, forest governance, and climate change mitigation. She was instrumental in the development of the National REDD+ Program and is a key expert for Guatemala's National Deforestation Reduction Strategy. She led the flagship Flores Huella Cero mitigation initiative, which included a GHG emissions inventory of the energy, transportation, waste, and AFOLU sectors. Ms. Martínez is a biologist with a master's degree in Ecological Economics.</p>	<p>The Climate Change Specialist works in close partnership with the MARN, CODEDES, and SEGEPLAN to ensure the technical quality of project activities, including their alignment with IPCC and UNFCCC guidelines and Guatemala's NDCs document. She serves as a key point of contact and coordination between RA, MARN, and SEGEPLAN and provides ongoing training, oversight, and technical assistance to project stakeholders.</p>	<p>70%</p>
<p><b>Northern Lowlands Regional Coordinator</b></p> <p>Jorge Cruz has over 25 years of experience working on the ground in the Maya Biosphere Reserve and has deep technical expertise in natural resource management, productive restoration, conservation, rural development, and technologies transfer. He has led teams to develop sustainable forest management plans in Central America, the Dominican Republic, and Colombia. He is a Forestry Engineer with a master's degree in Integrated Management of Watersheds, with a focus on forest management.</p>	<p>The Northern Lowlands Regional Coordinator (Petén) guides and facilitates the participation of the COCODES, working with their members to ensure their involvement and leadership in project activities. He supports field activities in the region, including the execution of vulnerabilities assessments and adaptation planning and the results validation and analysis workshops. He ensures timely and accurate communication and shares information with and presents results reports to key partners at MARN and additional GoG stakeholders and authorities operating regionally.</p>	<p>30%</p>
<p><b>Altiplano Regional Coordinator</b></p> <p>To be hired</p>	<p>The Altiplano (Highlands) Regional Coordinator guides and facilitates the participation of the COCODES, working with their members to ensure their involvement and leadership in project activities. They support field activities in the region, including the execution of vulnerabilities assessments and adaptation planning and the results validation and analysis workshops. They ensure timely and accurate communication and share information with and present results reports to key partners at MARN and additional GoG stakeholders and authorities operating regionally.</p>	<p>50%</p>
<p><b>Verapaces and Izabal Regional Coordinator</b></p> <p>Ricardo Ávila is a regional specialist in agroforestry systems in the Verapaces. His experience in the region includes providing training and technical assistance on production practices for local value chains and mobilization of producer groups and agroforestry cooperatives to access to local and international markets. He is also involved in the development of tailored mechanisms for community access to finance. Mr. Avila holds a master's degree in Watershed Management with a Specialization in Environment and a bachelor's degree in Agricultural Engineering.</p>	<p>The Verapaces and Izabal Regional Coordinator guides and facilitates the participation of the COCODES, working with their members to ensure their involvement and leadership in project activities. He supports field activities in the region, including the execution of vulnerabilities assessments and adaptation planning and the results validation and analysis workshops. He ensures timely and accurate communication and shares information with and presents results reports to key partners at MARN and additional GoG stakeholders and authorities operating regionally.</p>	<p>25%</p>
<p><b>General Assistant Field Coordinator (Zacapa, Chiquimula, Jutiapa Departments)</b></p> <p>To be hired</p>	<p>The General Assistant (Zacapa, Chiquimula, Jutiapa Departments) guides and facilitates the participation of the COCODES, working with their members to ensure their involvement and leadership in project activities. They support field activities in the region, including the execution of vulnerabilities assessments and adaptation</p>	<p>50%</p>



Staff Position and Experience	Role and Responsibilities	Level of Effort
	planning and the results validation and analysis workshops. They ensure timely and accurate communication and share information with and present results reports to key partners at MARN and additional GoG stakeholders and authorities operating regionally.	
<b>Program Management, Director, Latin America</b>  Mark Morge is a tropical conservation and development specialist with more than 10 years of experience advancing integrated sustainable rural development objectives through: project design and implementation, integrated portfolio management, and strategic and technical advisory for REDD+, climate-smart agriculture and adaptation interventions.	The Director for Latin America maintains a close working relationship with the Lead Project Coordinator in order to monitor and support organizational and project risk mitigation. He will provide technical assistance on the development of the project concept notes and will serve as the key focal point between project staff and other global RA departments and technical units that may provide technical assistance, training, or administrative support to project staff.	10%
<b>Program Management, Finance Manager</b>  Cecilia Alvarez has more than 10 years of experience managing projects of different multilateral entities, including USAID's CNCG in Guatemala. She holds a master's degree in Business Administration.	The Finance Manager supports the Lead Project Coordinator to administer and disburse funds provided by GCF and to monitor and supervise project execution, in accordance with RA institutional rules and procedures and project plans and budgets established. She reviews and ensures completeness and accuracy of program and financial reports and provides ongoing assistance and support for adequate budget management.	25%
<b>Program Management, Grants, Contracts, and Compliance</b>  Ana Paola Aragón has over ten years of experience working in administration, finance and contract management for environmentally-focused organizations. She has worked on projects in Latin America funded by donors such as USAID, IDB, and the World Bank. She holds a bachelor's degree in Business Administration and is currently a Master of Business Administration Candidate.	The Grants, Contracts, and Compliance position monitors and supports project compliance with GCF rules and regulations and RA policies and procedures and serves as the principal administrative contact for grants management, donor regulations, and required reporting. She supports financial and/or donor audits and conducts reviews of agreement deliverables and RA site visits, ensuring proper documentation as appropriate. She coordinates with and provides technical assistance to RA staff related to their agreement administration responsibilities, donor regulations, and donor award management. She works with project managers to ensure close-out of agreements and sub-agreements are in line with donor and RA requirements.	20%



## Annex 7. Acronyms

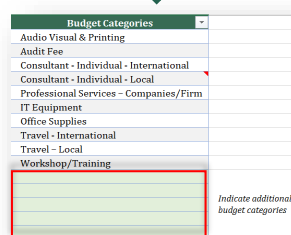
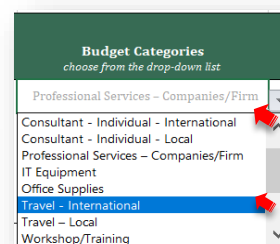
AFOLU	Agriculture, Forestry and Other Land Use
APMs	Conservation and Sustainable Use of Biodiversity in Coastal Marine Protected Areas ( <i>Conservación y Uso Sostenible de la Biodiversidad en Áreas Protegidas Marino Costeras</i> )
BCIE	<i>Banco Centroamericano de Integración Económica</i> (Central American Bank for Economic Integration)
CBO	Community-Based Organization (Organización de base)
CCV	Climate Change Vulnerability
CNCC	<i>Consejo Nacional del Cambio Climático</i> (National Council on Climate Change)
CNCG	Climate, Nature and Communities in Guatemala ( <i>Clima, Naturaleza y Comunidades en Guatemala</i> )
COCODE	<i>Consejo Comunitario de Desarrollo</i> (Community Development Council)
CODEDE	<i>Consejo Departamental de Desarrollo</i> (Departmental Development Council)
COMUDE	<i>Consejo Municipal de Desarrollo</i> (Municipal Development Council)
CONAP	<i>Consejo Nacional de Áreas Protegidas</i> (National Council of Protected Areas)
CONRED	<i>Coordinadora Nacional para la Reducción de Desastres</i> (National Coordinator for Disaster Reduction)
CP	Country Program
FAO	Food and Agriculture Organization of the United Nations ( <i>Organización de las Naciones Unidas para la Alimentación</i> )
FMCA	Financial Management Capacity Assessment ( <i>Evaluación de Capacidad de Gestión Financiera</i> )
FSC	Forest Stewardship Council
GCF	Green Climate Fund ( <i>Fondo Verde del Clima</i> )
GCI	<i>Grupo de Coordinación Interinstitucional</i> (Interinstitutional Coordination Group)
GCRI	Global Climate Risk Index
GEF	Global Environment Facility
GoG	Government of Guatemala
INAB	<i>Instituto Nacional de Bosques</i> (National Institute of Forests)
INSIVUMEH	<i>Instituto Nacional de Sismología, Vulcanología, Meteorología e Hidrología</i> (National Institute of Seismology, Volcanology, Meteorology and Hydrology)
IP	Indigenous Peoples ( <i>Pueblos Indígenas</i> )
IPCC	Intergovernmental Panel on Climate Change ( <i>Panel Intergubernamental sobre el Cambio Climático</i> )
IUCN	International Union for Conservation of Nature ( <i>Unión Internacional para la Conservación de la Naturaleza</i> )
LMCC	<i>Ley Marco para el Cambio Climático</i> (Climate Change Framework Law)
MAGA	<i>Ministerio de Agricultura y Ganadería</i> (Ministry of Agriculture and Livestock)
MARN	<i>Ministerio de Ambiente y Recursos Naturales</i> (Ministry of the Environment and Natural Resources)
M&E	Monitoring and Evaluation ( <i>Monitoreo y Evaluación</i> )
NDA	National Designated Authority ( <i>Autoridad Nacional Designada</i> )
NDCs	Nationally Determined Contributions
PANCC	<i>Plan de Acción Nacional para el Cambio Climático</i> (National Climate Change Action Plan)
PPF	Project Preparation Facility
PRECIS	Providing REgional Climates for Impacts Studies
RA	Rainforest Alliance
SEGEPLAN	<i>Secretaría de Planificación y Programación de la Presidencia</i> (Presidential Bureau for Planning and Programming)
SDGs	Sustainable Development Goals ( <i>Objetivos de Desarrollo Sostenible</i> )
SNICC	<i>Sistema Nacional de Información sobre Cambio Climático</i> (National Climate Change Information System)
SMEs	Small and Medium-Sized Enterprises ( <i>Pequeñas y Medianas Empresas</i> )
TNC	The Nature Conservancy
UNFCCC	United Nations Framework Convention on Climate Change
UNDP	United Nations Development Program ( <i>Programa de las Naciones Unidas de Desarrollo</i> )
WWF	World Wildlife Fund

# Readiness and Preparatory Support Budget and Procurement Plan

## Readiness Grant Budget Preparation Guidelines

The following considerations are important when completing the budget:

1. Before preparing the Readiness and PPF budget, please read the full guidance on our website (<https://www.greenclimate.fund/how-we-work/empowering-countries>).
2. You can select the appropriate budget categories from the dropdown list in the budget plan:
3. To insert additional rows, right click on the row number below where you wish to insert the new row and choose INSERT.
4. Additional budget categories may be added by manually typing them on the Budget Category sheet. :

### Project Management Cost:

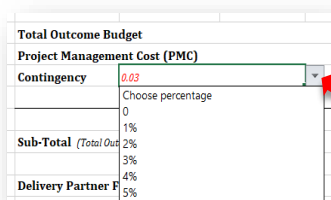
Project management costs (PMC) are the direct administrative costs incurred to execute a project. They should cover only incremental costs incurred due to the GCF contribution. In most cases, these costs are directly related to the support of a dedicated project management unit (PMU) which manages the day to day execution related activities of the project.

#### General Principles for PMC costs:

1. The percentage of PMC financed by GCF should not be more than the percentage share of the overall budget financed by GCF
2. PMC budget thresholds: Up to 7.5 per cent of total activity budget.
  - > PMC exceeding 7.5 per cent for the readiness (including NAPs) proposals, and PPF proposals, up to \$ 3 million will require detailed documentation and justification supporting the entire PMC budget.
  - > The PMC should be shown as a separate component in the project budget. A detailed breakdown of PMC should be provided by budget category.
  - > Indicative list of eligible project management costs:
    - > **Project staffing and consultants:** Project manager, Project Assistant, Procurement personnel, Finance personnel & Support/admin. Personnel
    - > **Other direct costs:** Office equipment, Mission related travel cost of the PMU, Project management systems and information technology, Office supplies, Audit cost

### Contingency :

1. Select the appropriate % of Contingency Budget from the dropdown list :



2. Contingency budget for unforeseen costs arising during the project implementation should not be included in the outcome budget separately.
3. Contingency budget must be used for any unforeseen programme (output level) cost that is unrelated to implementation/service fee.
4. Any use of contingency must be reported to and agreed by the GCF Secretariat in writing in advance provided with justifications that are acceptable to the GCF
5. If you get to the end of the project and you haven't spent Contingency, you can't increase the scope of the project or buy some more equipment to use it up.
6. The Budget Notes sheet should be used to record explanations, further details or cost breakdowns for individual lines

5.1 Budget Plan

Please add rows for Outcomes, Outputs and Cost Categories as required. Additional budget categories may be added by manually typing them on the Budget Category sheet.

			Detailed Budget (in US\$)									Disbursement Plan					
			Budget Categories		Unit	# of Unit	Unit Cost	Total Budget (per budget	Total Budget (per sub-	Total Budget (per outcome)	6m	12m	18m	24m	30m	36m	
Outcome	Output	Activity	choose from the drop-down list														
Outcome 1: Strengthened GoG institutional capacity to assess climate change vulnerability information and conduct participatory adaptation planning at the national and departmental levels	Output 1.1 - 22 climate change vulnerability analyses developed and/or updated	Activity 1.1.1: Define administrative levels of approach and scope, based on criteria agreed upon between MARN, RA, and others	RA Staff Cost	Lead project coordinator and specialist on climate change vulnerability analysis	W/Day	15	501.26	7,518.92	56,852.54		7,518.92						
			RA Staff Cost	Field coordinator, specialist in social aspects and policies related to indigenous peoples	W/Day	15	221.58	3,323.66			3,323.66						
			RA Staff Cost	Senior expert in planning for adaptation	W/Day	8	616.62	4,932.95			4,932.95						
			RA Staff Cost	Monitoring and evaluation specialist, coordinator of activities in the Pacific Coast	W/Day	20	424.70	8,493.92			8,493.92						
			RA Staff Cost	Climate change specialist and expert in planning methodologies	W/Day	20	295.15	5,902.92			5,902.92						
			RA Staff Cost	Coordinator and facilitator of activities in the Altiplano region	W/Day	5	282.56	1,412.80			1,412.80						
			RA Staff Cost	Coordinator and facilitator of activities in the northern lowlands region	W/Day	5	282.42	1,412.08			1,412.08						
			RA Staff Cost	Coordinator and facilitator of activities in the Verapaces and Izabal region	W/Day	5	271.05	1,355.27			1,355.27						
			Travel – Local		Trip	22	750.00	16,500.00			16,500.00						
			Car Rental		Day	44	65.00	2,860.00			2,860.00						
			Fuel		Day	44	35.00	1,540.00			1,540.00						
			Workshop/Training		Event	1	1,500.00	1,500.00			1,500.00						
			Workshop/Materials		Set	1	100.00	100.00			100.00						
		Activity 1.1.2: Define priority social, economic, and biological approaches	RA Staff Cost	Lead project coordinator and specialist on climate change vulnerability analysis	W/Day	12	501.26	6,015.14			6,015.14						
			RA Staff Cost	Field coordinator, specialist in social aspects and policies related to indigenous peoples	W/Day	10	221.58	2,215.77			2,215.77						
			RA Staff Cost	Senior expert in planning for adaptation	W/Day	10	616.62	6,166.19			6,166.19						

Activity 1.1.3: In partnership with CODEDES, conduct a stakeholder mapping in each department to engage relevant actors and define participation in the adaptation process	RA Staff Cost	Monitoring and evaluation specialist, coordinator of activities in the Pacific Coast	W/Day	10	424.70	4,246.96	27,104.63
	RA Staff Cost	Climate change specialist and expert in planning methodologies	W/Day	10	295.15	2,951.46	
	RA Staff Cost	Coordinator and facilitator of activities in the Altiplano region	W/Day	5	282.56	1,412.80	
	RA Staff Cost	Coordinator and facilitator of activities in the northern lowlands region	W/Day	5	282.42	1,412.08	
	RA Staff Cost	Coordinator and facilitator of activities in the Verapaces and Izabal region	W/Day	4	271.05	1,084.22	
	Workshop/Training		Event	1	1,500.00	1,500.00	
	Workshop/Materials		Set	1	100.00	100.00	
	RA Staff Cost	Lead project coordinator and specialist on climate change vulnerability analysis	W/Day	12	501.26	6,015.14	97,107.53
	RA Staff Cost	Field coordinator, specialist in social aspects and policies related to indigenous peoples	W/Day	28	221.58	6,204.17	
	RA Staff Cost	Senior expert in planning for adaptation	W/Day	10	616.62	6,166.19	
	RA Staff Cost	Monitoring and evaluation specialist, coordinator of activities in the Pacific Coast	W/Day	10	424.70	4,246.96	
	RA Staff Cost	Climate change specialist and expert in planning methodologies	W/Day	10	295.15	2,951.46	
	RA Staff Cost	Coordinator and facilitator of activities in the Altiplano region	W/Day	30	282.56	8,476.81	
	RA Staff Cost	Coordinator and facilitator of activities in the northern lowlands region	W/Day	15	282.42	4,236.25	
	RA Staff Cost	Coordinator and facilitator of activities in the Verapaces and Izabal region	W/Day	10	271.05	2,710.54	
	Travel – Local		Trip	22	750.00	16,500.00	
	Car Rental		Day	44	65.00	2,860.00	
	Fuel		Day	44	35.00	1,540.00	
	Workshop/Training		Event	22	1,500.00	33,000.00	
	Workshop/Materials		Set	22	100.00	2,200.00	

4,246.96					
2,951.46					
1,412.80					
1,412.08					
1,084.22					
1,500.00					
100.00					
6,015.14					
6,204.17					
6,166.19					
4,246.96					
2,951.46					
8,476.81					
4,236.25					
2,710.54					
16,500.00					
2,860.00					
1,540.00					
33,000.00					
2,200.00					

Activity 1.1.4: Develop climate change vulnerability assessment (current and future), including producing an in-depth analysis of climate-based information, mapping, expert validation of criteria, and initial identification of key actions to reduce vulnerability	RA Staff Cost	Lead project coordinator and specialist on climate change vulnerability analysis	W/Day	28	501.26	14,035.32	170,916.07
	RA Staff Cost	Field coordinator, specialist in social aspects and policies related to indigenous peoples	W/Day	27	221.58	5,982.59	
	RA Staff Cost	Senior expert in planning for adaptation	W/Day	22	616.62	13,565.62	
	RA Staff Cost	Monitoring and evaluation specialist, coordinator of activities in the Pacific Coast	W/Day	20	424.70	8,493.92	
	RA Staff Cost	Climate change specialist and expert in planning methodologies	W/Day	20	295.15	5,902.92	
	RA Staff Cost	Coordinator and facilitator of activities in the Altiplano region	W/Day	30	282.56	8,476.81	
	RA Staff Cost	Coordinator and facilitator of activities in the northern lowlands region	W/Day	20	282.42	5,648.33	
	RA Staff Cost	Coordinator and facilitator of activities in the Verapaces and Izabal region	W/Day	10	271.05	2,710.54	
	Professional Services – Companies/Firm		Lumpsu	1	40,000.00	40,000.00	
	Travel – Local		Trip	22	750.00	16,500.00	
	Car Rental		Day	44	65.00	2,860.00	
	Fuel		Day	44	35.00	1,540.00	
	Workshop/Training		Event	22	1,500.00	33,000.00	
	Workshop/Materials		Set	22	100.00	2,200.00	
	Publications		Set	2,000	5.00	10,000.00	
Activity 1.1.5: Carry out a needs-based gender and vulnerable groups assessment per department to ensure that all gender-based differences are recorded and social inequalities considered in planning and implementation	RA Staff Cost	Lead project coordinator and specialist on climate change vulnerability analysis	W/Day	18	501.26	9,022.71	87,695.85
	RA Staff Cost	Field coordinator, specialist in social aspects and policies related to indigenous peoples	W/Day	25	221.58	5,539.44	
	RA Staff Cost	Senior expert in planning for adaptation	W/Day	5	616.62	3,083.10	
	RA Staff Cost	Monitoring and evaluation specialist, coordinator of activities in the Pacific Coast	W/Day	5	424.70	2,123.48	
	RA Staff Cost	Climate change specialist and expert in planning methodologies	W/Day	6	295.15	1,770.88	

14,035.32					
5,982.59					
13,565.62					
8,493.92					
5,902.92					
8,476.81					
5,648.33					
2,710.54					
40,000.00					
16,500.00					
2,860.00					
1,540.00					
33,000.00					
2,200.00					
10,000.00					
866,368.20					
9,022.71					
5,539.44					
3,083.10					
2,123.48					
1,770.88					

Output 1.2- 22 departmental climate change adaptation plans developed		RA Staff Cost	Coordinator and facilitator of activities in the Altiplano region	W/Day	20	282.56	5,651.21	
		RA Staff Cost	Coordinator and facilitator of activities in the northern lowlands region	W/Day	6	282.42	1,694.50	
		RA Staff Cost	Coordinator and facilitator of activities in the Verapaces and Izabal region	W/Day	10	271.05	2,710.54	
		Travel – Local		Trip	22	750.00	16,500.00	
		Car Rental		Day	44	65.00	2,860.00	
		Fuel		Day	44	35.00	1,540.00	
		Workshop/Training		Event	22	1,500.00	33,000.00	
		Workshop/Materials		Set	22	100.00	2,200.00	
	Activity 1.1.6: Hire and train four (4) professional technicians who will provide support to develop, implement, and follow up on adaptation plans.	RA Staff Cost	Lead project coordinator and specialist on climate change vulnerability analysis	W/Day	24	501.26	12,030.27	149,271.80
		RA Staff Cost	Field coordinator, specialist in social aspects and policies related to indigenous peoples	W/Day	39	221.58	8,641.52	
		Consultant - Individual - Local		Month	18	1,500.00	108,000.00	
		Travel - International		Trip	2	4,800.00	9,600.00	
		IT Equipment		Laptop	10	1,000.00	10,000.00	
		IT Equipment		Printer	2	500.00	1,000.00	
	Activity 1.1.7: Disseminate and publish vulnerability assessment results reports online, uploading documents to relevant public	RA Staff Cost	Field coordinator, specialist in social aspects and policies related to indigenous peoples	sergio	15	221.58	3,323.66	8,123.66
		Workshop/Training		Event	3	1,500.00	4,500.00	
		Workshop/Materials		Set	3	100.00	300.00	
	Activity 1.2.1: Assess and prioritize strategic adaptation measures (based on previously agreed-upon criteria, including social, technological and financial viability) and develop standardized format for adaptation plans	RA Staff Cost	Lead project coordinator and specialist on climate change vulnerability analysis	W/Day	23	501.26	11,529.01	
		RA Staff Cost	Field coordinator, specialist in social aspects and policies related to indigenous peoples	W/Day	35	221.58	7,755.21	
		RA Staff Cost	Senior expert in planning for adaptation	W/Day	15	616.62	9,249.29	
		RA Staff Cost	Monitoring and evaluation specialist, coordinator of activities in the Pacific Coast	W/Day	36	424.70	15,289.06	
		RA Staff Cost	Climate change specialist and expert in planning methodologies	W/Day	40	295.15	11,805.85	

5,651.21					
1,694.50					
2,710.54					
16,500.00					
2,860.00					
1,540.00					
33,000.00					
2,200.00					
4,010.09	5,513.88	2,506.31			
2,880.51	2,880.51	2,880.51			
36,000.00	64,800.00	7,200.00			
3,200.00	3,200.00	3,200.00			
3,333.33	3,333.33	3,333.33			
333.33	333.33	333.33			
	3,323.66				
	4,500.00				
	300.00				
2,305.80	9,223.21				
1,551.04	6,204.17				
1,849.86	7,399.43				
3,057.81	12,231.25				
2,361.17	9,444.68				

Activity 1.2.2: Draft initial climate change adaptation plans through consultative national and departmental-level workshops (One national-level workshop and 22 departmental-level workshops, each with an estimated 50 participants)	RA Staff Cost	Coordinator and facilitator of activities in the Altiplano region	W/Day	10	282.56	2,825.60	138,463.44
	RA Staff Cost	Coordinator and facilitator of activities in the northern lowlands region	W/Day	10	282.42	2,824.17	
	RA Staff Cost	Coordinator and facilitator of activities in the Verapaces and Izabal region	W/Day	10	271.05	2,710.54	
	RA Staff Cost	General assistant field coordinator and in charge of the Zacapa, Chiquimula, Jutiapa departments	W/Day	22	221.58	4,874.70	
	Consultant - Individual - Local		Month	3	1,500.00	13,500.00	
	Travel – Local		Trip	22	750.00	16,500.00	
	Car Rental		Day	44	65.00	2,860.00	
	Fuel		Day	44	35.00	1,540.00	
	Workshop/Training		Event	22	1,500.00	33,000.00	
	Workshop/Materials		Set	22	100.00	2,200.00	
	RA Staff Cost	Lead project coordinator and specialist on climate change vulnerability analysis	W/Day	18	501.26	9,022.71	130,832.68
	RA Staff Cost	Field coordinator, specialist in social aspects and policies related to indigenous peoples	W/Day	25	221.58	5,539.44	
	RA Staff Cost	Senior expert in planning for adaptation	W/Day	12	616.62	7,399.43	
	RA Staff Cost	Monitoring and evaluation specialist, coordinator of activities in the Pacific Coast	W/Day	28	424.70	11,891.49	
	RA Staff Cost	Climate change specialist and expert in planning methodologies	W/Day	30	295.15	8,854.39	
	RA Staff Cost	Coordinator and facilitator of activities in the Altiplano region	W/Day	14	282.56	3,955.85	
	RA Staff Cost	Coordinator and facilitator of activities in the northern lowlands region	W/Day	10	282.42	2,824.17	
	RA Staff Cost	Coordinator and facilitator of activities in the Verapaces and Izabal region	W/Day	8	271.05	2,168.44	
	RA Staff Cost	General assistant field coordinator and in charge of the Zacapa, Chiquimula, Jutiapa departments	W/Day	36	221.58	7,976.79	
	Consultant - Individual - Local		Month	3	1,500.00	13,500.00	

565.12	2,260.48				
564.83	2,259.33				
542.11	2,168.44				
974.94	3,899.76				
2,700.00	10,800.00				
3,300.00	13,200.00				
572.00	2,288.00				
308.00	1,232.00				
6,600.00	26,400.00				
440.00	1,760.00				
1,804.54	7,218.16				
1,107.89	4,431.55				
1,479.89	5,919.54				
2,378.30	9,513.19				
1,770.88	7,083.51				
791.17	3,164.68				
564.83	2,259.33				
433.69	1,734.75				
1,595.36	6,381.43				
2,700.00	10,800.00				

Outcome 2: Inclusive processes for information sharing, communication, and knowledge management on climate change adaptation established	Output 2.1- Information generated by the project is accurately uploaded to the SNICC (or the platform designated by the MARN) and is up-to-date, facilitating progress monitoring and the identification of learning, gaps and best practices in adaptation planning.	Activity 2.1.1: Identify critical gaps and lessons learned to effectively integrate adaptation planning into legal and strategic country frameworks (during phase 2 of the program)	Travel – Local		Trip	22	750.00	16,500.00	92,695.65		3,300.00	13,200.00				
			Car Rental		Day	44	65.00	2,860.00			572.00	2,288.00				
			Fuel		Day	44	35.00	1,540.00			308.00	1,232.00				
			Workshop/Training		Event	23	1,500.00	34,500.00			6,900.00	27,600.00				
			Workshop/Materials		Set	23	100.00	2,300.00			460.00	1,840.00				
			RA Staff Cost	Lead project coordinator and specialist on climate change vulnerability analysis	W/Day	35	518.53	18,148.69				14,518.95	3,629.74			
			RA Staff Cost	Field coordinator, specialist in social aspects and policies related to indigenous peoples	W/Day	25	227.66	5,691.57				4,553.26	1,138.31			
			RA Staff Cost	Senior expert in planning for adaptation	W/Day	23	638.51	14,685.64				11,748.51	2,937.13			
			RA Staff Cost	Monitoring and evaluation specialist, coordinator of activities in the Pacific Coast	W/Day	42	438.91	18,434.06				14,747.24	3,686.81			
			RA Staff Cost	Climate change specialist and expert in planning methodologies	W/Day	40	304.17	12,166.97				9,733.58	2,433.39			
			RA Staff Cost	Coordinator and facilitator of activities in the Altiplano region	W/Day	16	291.09	4,657.36				3,725.89	931.47			
			RA Staff Cost	Coordinator and facilitator of activities in the northern lowlands region	W/Day	18	290.94	5,236.84				4,189.47	1,047.37			
			RA Staff Cost	Coordinator and facilitator of activities in the Verapaces and Izabal region	W/Day	8	279.12	2,232.95				1,786.36	446.59			
			RA Staff Cost	General assistant field coordinator and in charge of the Zacapa, Chiquimula, Jutiapa departments	W/Day	25	227.66	5,691.57				4,553.26	1,138.31			
			Travel – Local		Trip	5	750.00	3,750.00				3,000.00	750.00			
			Car Rental		Day	10	65.00	650.00					650.00			
			Fuel		Day	10	35.00	350.00					350.00			
			Workshop/Materials		Set	10	100.00	1,000.00					1,000.00			
		Activity 2.1.2: In partnership with MARN, review and agree on protocols and tools to be used for uploading program data and information to the SNICC (or the platform designated by MARN)	RA Staff Cost	Lead project coordinator and specialist on climate change vulnerability analysis	W/Day	5	518.53	2,592.67	22,680.53				2,592.67			
			RA Staff Cost	Field coordinator, specialist in social aspects and policies related to indigenous peoples	W/Day	5	227.66	1,138.31					1,138.31			
			RA Staff Cost	Monitoring and evaluation specialist, coordinator of activities in the Pacific Coast	W/Day	5	438.91	2,194.53					2,194.53			



			RA Staff Cost	Climate change specialist and expert in planning methodologies	W/Day	4	304.17	1,216.70	
			Publications		Docume	2	3,000.00	6,000.00	
Output 2.2- Adaptation plans validated and agreed upon by key national and departmental-level stakeholders (MARN, CODEDES, municipal governments, etc.)	Activity 2.1.3: Upload program data and information to the SNICC		RA Staff Cost	Field coordinator, specialist in social aspects and policies related to indigenous peoples	W/Day	5	227.66	1,138.31	151,732.47
			Consultant - Individual - Local		Month	2	1,400.00	8,400.00	
			RA Staff Cost	Lead project coordinator and specialist on climate change vulnerability analysis	W/Day	47	518.53	24,371.10	
			RA Staff Cost	Field coordinator, specialist in social aspects and policies related to indigenous peoples	W/Day	35	227.66	7,968.20	
	Activity 2.2.1: In partnership with MARN, develop validation plan and methodology; carry out at least one workshop per department to present results and validate adaptation plans		RA Staff Cost	Senior expert in planning for adaptation	W/Day	6	638.51	3,831.04	
			RA Staff Cost	Monitoring and evaluation specialist, coordinator of activities in the Pacific Coast	W/Day	25	438.91	10,972.65	
			RA Staff Cost	Climate change specialist and expert in planning methodologies	W/Day	24	304.17	7,300.18	
			RA Staff Cost	Coordinator and facilitator of activities in the Altiplano region	W/Day	28	291.09	8,150.38	
			RA Staff Cost	Coordinator and facilitator of activities in the northern lowlands region	W/Day	4	290.94	1,163.74	
			RA Staff Cost	Coordinator and facilitator of activities in the Verapaces and Izabal region	W/Day	12	279.12	3,349.43	
			RA Staff Cost	General assistant field coordinator and in charge of the Zacapa, Chiquimula, Jutiapa departments	W/Day	66	227.66	15,025.74	
			Consultant - Individual - Local		Month	3	1,500.00	13,500.00	
			Travel – Local		Trip	22	750.00	16,500.00	
			Car Rental		Day	44	65.00	2,860.00	
			Fuel		Day	44	35.00	1,540.00	
			Workshop/Training		Event	22	1,500.00	33,000.00	
			Workshop/Materials		set	22	100.00	2,200.00	
Output 2.3- Adaptation plans and results reports disseminated to public and private sector stakeholders, as well as	Activity 2.3.1: Carry out adaptation plan dissemination events and activities, including at least one launch		RA Staff Cost	Lead project coordinator and specialist on climate change vulnerability analysis	W/Day	6	518.53	3,111.20	

331,668.32

		1,216.70			
	4,800.00	1,200.00			
	1,138.31				
	8,400.00				
	19,496.88	4,874.22			
	6,374.56	1,593.64			
	3,064.83	766.21			
	8,778.12	2,194.53			
	5,840.15	1,460.04			
	6,520.31	1,630.08			
	930.99	232.75			
	2,679.54	669.89			
	12,020.60	3,005.15			
	10,800.00	2,700.00			
	13,200.00	3,300.00			
	2,288.00	572.00			
	1,232.00	308.00			
	26,400.00	6,600.00			
	1,760.00	440.00			
	2,488.96	622.24			



Output 3.2- 2 concept notes for adaptation-related projects developed (at least 1 is oriented toward the private sector)	Activity 3.2.1: Based on prioritized adaptation measures and in accordance with the PANCC and MARN guidelines, develop concept notes in partnership with potential Accredited Entities, ensuring at least one is oriented to the private sector	RA Staff Cost	Lead project coordinator and specialist on climate change vulnerability analysis	W/Day	5	518.53	2,592.67	61,574.40	94,544.81		2,074.14	518.53				
		RA Staff Cost	Senior expert in planning for adaptation	W/Day	20	638.51	12,770.12				10,216.10	2,554.02				
		RA Staff Cost	Monitoring and evaluation specialist, coordinator of activities in the Pacific Coast	W/Day	20	438.91	8,778.12				7,022.50	1,755.62				
		RA Staff Cost	Climate change specialist and expert in planning methodologies	W/Day	20	304.17	6,083.48				4,866.79	1,216.70				
		Consultant - Individual - Local			Lumpsu	2	12,000.00			24,000.00		19,200.00	4,800.00			
		Travel – Local			Trip	5	750.00			3,750.00		3,000.00	750.00			
		Car Rental			Day	10	65.00			650.00		520.00	130.00			
		Fuel			Day	10	35.00			350.00		280.00	70.00			
		Workshop/Training			Event	20	100.00			2,000.00		1,600.00	400.00			
		Workshop/Materials			Set	6	100.00			600.00		480.00	120.00			
Terminal Evaluation		Consultant - Individual - Local		Day	30	372.56	11,176.68	11,176.68	11,176.68			11,176.68				
Total Outcome Budget									1,303,758.00	543,293.11	630,937.87	129,527.03	-	-	-	
Project Management Cost (PMC) Up to 7.5% of Total Activity Budget		Program Management, Director, Latin America	Project Management, Director, Latin America	W/Day	34	732.00	24,888.00	97,752.00	Percentage of PMC requested:  7.50%							
		Program Management, Finance Manager	Project Management, Finance Manager	W/Day	82	386.00	31,652.00									
		Program Management, Grants, Contracts and Compliance	Project Management, Grants, Contracts and Compliance	W/Day	64	258.00	16,512.00									
		Travel - International		Trip	2	1,400.00	2,800.00									
		IT Equipment		Laptop	7	1,700.00	11,900.00									
		Annual Financial Audit		Audit	2	5,000.00	10,000.00									

FOR GREEN CLIMATE FUND SECRETARIAT'S USE ONLY

Breakdown (per budget category)	Total (per budget category)
Audio Visual & Printing	-
Annual Financial Audit	10,000.00
RA Staff Costs	592,781.32
Consultant - Individual - Local	211,576.68
Professional Services – Companies/Firm	40,000.00
IT Equipment	22,900.00
Office Supplies	-
Travel - International	12,400.00
Travel – Local	129,000.00
Workshop/Training	231,500.00
Workshop/Materials	16,900.00
Publications	27,000.00
RA Staff Costs - Project Management	73,052.00
RA Staff Cost - Program Management	-
Fuel	12,040.00
Car Rental	22,360.00
Total Outcome Budget + PMC	1,401,510.00

FOR GREEN CLIMATE FUND SECRETARIAT'S USE ONLY

Total Outcome Budget		1,303,758.00
Project Management Cost (PMC)	7.50% requested	97,752.00
Contingency	0% requested	-
Sub-Total (Total Outcome Budget + Contingency + PMC)		1,401,510.00
Delivery Partner Fee (DP) - Up to 8.5% of the Sub-Total		119,128.35
Total Project Budget (Total Activity Budget + Contingency + PMC + DP)		\$ 1,520,639.00

Budget Note	Detailed Description
Activity 1.1.1: Define administrative levels of approach and scope, based on criteria agreed upon between MARN, RA, and others	Lead project coordinator and specialist on climate change vulnerability analysis, 15 working days @501 per day for activity 1.1.1
	Field coordinator, specialist in social aspects and policies related to indigenous peoples, 15 working days @222 per day for activity 1.1.1
	Senior expert in planning for adaptation, 8 working days @617 per day for activity 1.1.1
	Monitoring and evaluation specialist, coordinator of activities in the Pacific Coast, 20 working days @425 per day for activity 1.1.1
	Climate change specialist and expert in planning methodologies, 20 working days @295 per day for activity 1.1.1
	Coordinator and facilitator of activities in the Altiplano region, 5 working days @283 per day for activity 1.1.1
	Coordinator and facilitator of activities in the northern lowlands region, 5 working days @282 per day for activity 1.1.1
	Coordinator and facilitator of activities in the Verapaces and Izabal region, 5 working days @271 per day for activity 1.1.1
	Travel costs for 22 trips (22 departments); 5 persons per trip; 2 days per trip at a cost of \$65/day for car rental, \$35 fuel/ day, lodging and meals \$75/day per person for activity 1.1.1
	Workshop costs for 1 event for 50 participants at a cost of \$30/person for lunch, coffee breaks and facilities for activity 1.1.1
	Workshop materials for 10 event at a lump sum cost of \$100 for workshop stationary and materials for activity 1.1.1
Activity 1.1.2: Define priority social, economic, and biological approaches	Lead project coordinator and specialist on climate change vulnerability analysis, 12 working days @501 per day for activity 1.1.2
	Field coordinator, specialist in social aspects and policies related to indigenous peoples, 10 working days @222 per day for activity 1.1.2
	Senior expert in planning for adaptation, 10 working days @617 per day for activity 1.1.2
	Monitoring and evaluation specialist, coordinator of activities in the Pacific Coast, 10 working days @425 per day for activity 1.1.2
	Climate change specialist and expert in planning methodologies, 10 working days @295 per day for activity 1.1.2
	Coordinator and facilitator of activities in the Altiplano region, 5 working days @283 per day for activity 1.1.2
	Coordinator and facilitator of activities in the northern lowlands region, 5 working days @282 per day for activity 1.1.2
	Coordinator and facilitator of activities in the Verapaces and Izabal region, 4 working days @271 per day for activity 1.1.2
	Workshop costs for 1 event for 50 participants at a cost of \$30/person for lunch, coffee breaks and facilities for activity 1.1.2
	Workshop materials for 5 event at a lump sum cost of \$100 for workshop stationary and materials for activity 1.1.2
Activity 1.1.3: In partnership with CODEDES, conduct a stakeholder mapping in each department to engage relevant actors and define participation in the adaptation process	Lead project coordinator and specialist on climate change vulnerability analysis, 12 working days @501 per day for activity 1.1.3
	Field coordinator, specialist in social aspects and policies related to indigenous peoples, 28 working days @222 per day for activity 1.1.3
	Senior expert in planning for adaptation, 10 working days @617 per day for activity 1.1.3
	Monitoring and evaluation specialist, coordinator of activities in the Pacific Coast, 10 working days @425 per day for activity 1.1.3
	Climate change specialist and expert in planning methodologies, 10 working days @295 per day for activity 1.1.3
	Coordinator and facilitator of activities in the Altiplano region, 30 working days @283 per day for activity 1.1.3
	Coordinator and facilitator of activities in the northern lowlands region, 15 working days @282 per day for activity 1.1.3
	Coordinator and facilitator of activities in the Verapaces and Izabal region, 10 working days @271 per day for activity 1.1.3
	Travel costs for 22 trips (22 departments); 5 persons per trip; 2 days per trip at a cost of \$65/day for car rental, \$35 fuel/ day, lodging and meals \$75/day per person for activity 1.1.3
	Workshop costs for 22 events (22 departments) for 50 participants at a cost of \$30/person for lunch, coffee breaks and facilities for activity 1.1.3
	Workshop materials for 22 event at a lump sum cost of \$100 for workshop stationary and materials for activity 1.1.3
	Lead project coordinator and specialist on climate change vulnerability analysis, 28 working days @501 per day for activity 1.1.4
	Field coordinator, specialist in social aspects and policies related to indigenous peoples, 27 working days @222 per day for activity 1.1.4

Activity 1.1.4: Develop climate change vulnerability assessment (current and future), including producing an in-depth analysis of climate-based information, mapping, expert validation of criteria, and initial identification of key actions to reduce vulnerability	Senior expert in planning for adaptation, 22 working days @617 per day for activity 1.1.4
	Monitoring and evaluation specialist, coordinator of activities in the Pacific Coast, 20 working days @425 per day for activity 1.1.4
	Climate change specialist and expert in planning methodologies, 20 working days @295 per day for activity 1.1.4
	Coordinator and facilitator of activities in the Altiplano region, 30 working days @283 per day for activity 1.1.4
	Coordinator and facilitator of activities in the northern lowlands region, 20 working days @282 per day for activity 1.1.4
	Coordinator and facilitator of activities in the Verapaces and Izabal region, 10 working days @271 per day for activity 1.1.4
	Lumpsum consultancy at a cost of \$40,000. The consultant firm will analyze climate data gather at the national level, develop the vulnerability analysis and atlas. Also run the model to generate the actual and future vulnerability analysis at the national level.
	Travel costs for 22 trips (22 departments); 5 persons per trip; 2 days per trip at a cost of \$65/day for car rental, \$35 fuel/ day, lodging and meals \$75/day per person for activity 1.1.4
	Workshop costs for 22 events (22 departments) for 50 participants at a cost of \$30/person for lunch, coffee breaks and facilities for activity 1.1.4
	Workshop materials for 22 event at a lump sum cost of \$100 for workshop stationary and materials for activity 1.1.4
Activity 1.1.5: Carry out a needs-based gender and vulnerable groups assessment per department to ensure that all gender-based differences are recorded and social inequalities considered in planning and implementation	Publications, 2,000 copies of the national vulnerability baseline analysis, at an estimated cost of \$5 each, for activity 1.1.4
	Lead project coordinator and specialist on climate change vulnerability analysis, 18 working days @501 per day for activity 1.1.5
	Field coordinator, specialist in social aspects and policies related to indigenous peoples, 25 working days @222 per day for activity 1.1.5
	Senior expert in planning for adaptation, 5 working days @617 per day for activity 1.1.5
	Monitoring and evaluation specialist, coordinator of activities in the Pacific Coast, 5 working days @425 per day for activity 1.1.5
	Climate change specialist and expert in planning methodologies, 5 working days @295 per day for activity 1.1.5
	Coordinator and facilitator of activities in the Altiplano region, 20 working days @283 per day for activity 1.1.5
	Coordinator and facilitator of activities in the northern lowlands region, 6 working days @282 per day for activity 1.1.5
	Coordinator and facilitator of activities in the Verapaces and Izabal region, 10 working days @271 per day for activity 1.1.5
	Travel costs for 22 trips (22 departments); 5 persons per trip; 2 days per trip at a cost of \$65/day for car rental, \$35 fuel/ day, lodging and meals \$75/day per person for activity 1.1.5
Activity 1.1.6: Hire and train four (4) professional technicians who will provide support to develop, implement, and follow up on adaptation plans.	Workshop costs for 22 events (22 departments) for 50 participants at a cost of \$30/person for lunch, coffee breaks and facilities for activity 1.1.5
	Workshop materials for 22 event at a lump sum cost of \$100 for workshop stationary and materials for activity 1.1.5
	Lead project coordinator and specialist on climate change vulnerability analysis, 24 working days @501 per day for activity 1.1.6
	Field coordinator, specialist in social aspects and policies related to indigenous peoples, 39 working days @222 per day for activity 1.1.6
	Four Field MARN technicians, at a monthly rate of \$1,500 for 18 months. These professional level technicians will support the Ministry to implement and follow up the preparation of adaptation plans for activity 1.1.6
	International Travel costs for 1 trip to the COP for 2 persons per trip, for 12 days per trip at a cost of \$300/day and airfare cost of \$1,200 for activity 1.1.6
Activity 1.1.7: Disseminate and publish vulnerability assessment results reports online, uploading documents to relevant public websites (SNICC, MARN REDD+ portal, Segeplán documentation library)	Ten computers for the MARN Climate Change Department, at a cost of \$1000
	Two printers for the MARN Climate Change Office, at a cost of \$500 for activity 1.1.6
	Field coordinator, specialist in social aspects and policies related to indigenous peoples, 15 working days @222 per day for activity 1.1.7
	Workshop costs for 3 events for 50 participants at a cost of \$30/person for lunch, coffee breaks and facilities for activity 1.1.7
	Workshop materials for 3 event at a lump sum cost of \$100 for workshop stationary and materials for activity 1.1.7
	Lead project coordinator and specialist on climate change vulnerability analysis, 23 working days @501 per day for activity 1.2.1
	Field coordinator, specialist in social aspects and policies related to indigenous peoples, 35 working days @222 per day for activity 1.2.1
	Senior expert in planning for adaptation, 15 working days @617 per day for activity 1.2.1
	Monitoring and evaluation specialist, coordinator of activities in the Pacific Coast, 36 working days @425 per day for activity 1.2.1

Activity 1.2.1: Assess and prioritize strategic adaptation measures (based on previously agreed-upon criteria, including social, technological and financial viability) and develop standardized format for adaptation plans	Climate change specialist and expert in planning methodologies, 40 working days @295 per day for activity 1.2.1
	Coordinator and facilitator of activities in the Altiplano region, 10 working days @283 per day for activity 1.2.1
	Coordinator and facilitator of activities in the northern lowlands region, 10 working days @282 per day for activity 1.2.1
	Coordinator and facilitator of activities in the Verapaces and Izabal region, 10 working days @271 per day for activity 1.2.1
	General assistant field coordinator and in charge of the Zacapa, Chiquimula, Jutiapa departments, 22 working days @222 per day for activity 1.2.1
	Three technicians to support to facilitate workshops to validate the adaptation plans, at a rate of \$1,500 per month, during 3 months for activity 1.2.1. 22 documents adaptation plans have to be written in just 3 months. The additional support from 3 technicians is needed, to finish on time.
	Travel costs for 22 trips (22 departments); 5 persons per trip; 2 days per trip at a cost of \$65/day for car rental, \$35 fuel/ day, lodging and meals \$75/day per person for activity 1.2.1
	Workshop costs for 22 events (22 departments) for 50 participants at a cost of \$30/person for lunch, coffee breaks and facilities for activity 1.2.1
	Workshop materials for 22 event at a lump sum cost of \$100 for workshop stationary and materials for activity 1.2.1
Activity 1.2.2: Draft initial climate change adaptation plans through consultative national and departmental-level workshops (one national-level workshop and 22 departmental-level workshops, each with an estimated 50 participants)	Lead project coordinator and specialist on climate change vulnerability analysis, 18 working days @501 per day for activity 1.2.2
	Field coordinator, specialist in social aspects and policies related to indigenous peoples, 25 working days @222 per day for activity 1.2.2
	Senior expert in planning for adaptation, 12 working days @617 per day for activity 1.2.2
	Monitoring and evaluation specialist, coordinator of activities in the Pacific Coast, 28 working days @425 per day for activity 1.2.2
	Climate change specialist and expert in planning methodologies, 30 working days @295 per day for activity 1.2.2
	Coordinator and facilitator of activities in the Altiplano region, 14 working days @283 per day for activity 1.2.2
	Coordinator and facilitator of activities in the northern lowlands region, 10 working days @282 per day for activity 1.2.2
	Coordinator and facilitator of activities in the Verapaces and Izabal region, 8 working days @271 per day for activity 1.2.2
	General assistant field coordinator and in charge of the Zacapa, Chiquimula, Jutiapa departments, 36 working days @222 per day for activity 1.2.2
	Three technicians to support to facilitate workshops to validate the adaptation plans, at a rate of \$1,500 per month, during 3 months for activity 1.2.2. 22 documents prioritizing adaptation actions will be finish in just 3 months. The additional support from 3 technicians is needed, to finish on time.
	Travel costs for 22 trips (22 departments); 5 persons per trip; 2 days per trip at a cost of \$65/day for car rental, \$35 fuel/ day, lodging and meals \$75/day per person for activity 1.2.2
	Workshop costs for 23 events (22 departments, 1 national) for 50 participants at a cost of \$30/person for lunch, coffee breaks and facilities for activity 1.2.2
	Workshop materials for 23 events at a lump sum cost of \$100 for workshop stationary and materials for activity 1.2.2
Activity 2.1.1: Identify critical gaps and lessons learned to effectively integrate adaptation planning into legal and strategic country frameworks (during phase 2 of the program)	Lead project coordinator and specialist on climate change vulnerability analysis, 35 working days @519 per day for activity 2.1.1
	Field coordinator, specialist in social aspects and policies related to indigenous peoples, 25 working days @228 per day for activity 2.1.1
	Senior expert in planning for adaptation, 23 working days @639 per day for activity 2.1.1
	Monitoring and evaluation specialist, coordinator of activities in the Pacific Coast, 42 working days @439 per day for activity 2.1.1
	Climate change specialist and expert in planning methodologies, 40 working days @304 per day for activity 2.1.1
	Coordinator and facilitator of activities in the Altiplano region, 16 working days @291 per day for activity 2.1.1
	Coordinator and facilitator of activities in the northern lowlands region, 18 working days @291 per day for activity 2.1.1
	Coordinator and facilitator of activities in the Verapaces and Izabal region, 8 working days @279 per day for activity 2.1.1
	General assistant field coordinator and in charge of the Zacapa, Chiquimula, Jutiapa departments, 25 working days @228 per day for activity 2.1.1
	Travel costs for 5 trips; 5 persons per trip; 2 days per trip at a cost of \$65/day for car rental, \$35 fuel/ day, lodging and meals \$75/day per person for activity 2.1.1
	Workshop costs for 10 events for 50 participants at a cost of \$30/person for lunch, coffee breaks and facilities for activity 2.1.1
	Workshop materials for 10 event at a lump sum cost of \$100 for workshop stationary and materials for activity 2.1.1

Activity 2.1.2: In partnership with MARN, review and agree on protocols and tools to be used for uploading program data and information to the SNICC (or the platform designated by MARN)	Lead project coordinator and specialist on climate change vulnerability analysis, 5 working days @519 per day for activity 2.1.2
	Field coordinator, specialist in social aspects and policies related to indigenous people, 5 working days @228 per day for activity 2.1.2
	Monitoring and evaluation specialist, coordinator of activities in the Pacific Coast, 5 working days @439 per day for activity 2.1.2
	Climate change specialist and expert in planning methodologies, 4 working days @304 per day for activity 2.1.2
	Publications of 2 documents, at an estimate cost of \$3,000 each
Activity 2.1.3: Upload program data and information into the SNICC	Field coordinator, specialist in social aspects and policies related to indigenous people, 5 working days @228 per day for activity 2.1.3
	Two technicians to review and upload data into the SNICC, at a rate of \$1,400 per month, during 3 months for activity 2.1.3.
Activity 2.2.1: In partnership with MARN, develop validation plan and methodology; carry out at least one workshop per department to present results and validate adaptation plans	Lead project coordinator and specialist on climate change vulnerability analysis, 47 working days @519 per day for activity 2.2.1
	Field coordinator, specialist in social aspects and policies related to indigenous peoples, 35 working days @228 per day for activity 2.2.1
	Senior expert in planning for adaptation, 6 working days @639 per day for activity 2.2.1
	Monitoring and evaluation specialist, coordinator of activities in the Pacific Coast, 25 working days @439 per day for activity 2.2.1
	Climate change specialist and expert in planning methodologies, 24 working days @304 per day for activity 2.2.1
	Coordinator and facilitator of activities in the Altiplano region, 28 working days @291 per day for activity 2.2.1
	Coordinator and facilitator of activities in the northern lowlands region, 4 working days @291 per day for activity 2.2.1
	Coordinator and facilitator of activities in the Verapaces and Izabal region, 12 working days @279 per day for activity 2.2.1
	General assistant field coordinator and in charge of the Zacapa, Chiquimula, Jutiapa departments, 66 working days @228 per day for activity 2.2.1
	Three technicians to support to facilitate workshops to validate the adaptation plans, at a rate of \$1,500 per month, during 3 months for activity 2.2.1. 22 adaptation plans will be validated and disseminated in just 3 months. The additional support from 3 technicians is needed, to finish on time.
	Travel costs for 22 trips (22 departments); 5 persons per trip; 2 days per trip at a cost of \$65/day for car rental, \$35 fuel/ day, lodging and meals \$75/day per person for activity 2.2.1
	Workshop costs for 22 events (22 departments) for 50 participants at a cost of \$30/person for lunch, coffee breaks and facilities for activity 2.2.1
	Workshop materials for 22 event at a lump sum cost of \$100 for workshop stationary and materials for activity 2.2.1
Activity 2.3.1: Carry out adaptation plan dissemination events and activities, including at least one launch event per administrative region (e.g. roundtables, chamber of commerce, chamber of industry, chamber of agriculture, others)	Lead project coordinator and specialist on climate change vulnerability analysis, 6 working days @519 per day for activity 2.3.1
	Field coordinator, specialist in social aspects and policies related to indigenous peoples, 20 working days @228 per day for activity 2.3.1
	Senior expert in planning for adaptation, 5 working days @639 per day for activity 2.3.1
	Monitoring and evaluation specialist, coordinator of activities in the Pacific Coast, 5 working days @439 per day for activity 2.3.1
	Climate change specialist and expert in planning methodologies, 4 working days @304 per day for activity 2.3.1
	Coordinator and facilitator of activities in the Altiplano region, 4 working days @291 per day for activity 2.3.1
	Coordinator and facilitator of activities in the northern lowlands region, 4 working days @291 per day for activity 2.3.1
	Coordinator and facilitator of activities in the Verapaces and Izabal region, 4 working days @279 per day for activity 2.3.1
	General assistant field coordinator and in charge of the Zacapa, Chiquimula, Jutiapa departments, 12 working days @228 per day for activity 2.3.1
	One technician to support to facilitate workshops to disseminate the adaptation plans, at a rate of \$1,500 per month, during 1 month for activity 2.3.1.
	Travel costs for 8 trips; 5 persons per trip; 2 days per trip at a cost of \$65/day for car rental, \$35 fuel/ day, lodging and meals \$75/day per person for activity 2.3.1
	Workshop costs for 8 events for 50 participants at a cost of \$30/person for lunch, coffee breaks and facilities for activity 2.3.1
	Workshop materials for 8 event at a lump sum cost of \$100 for workshop stationary and materials for activity 2.3.1

Activity 2.3.2: Disseminate adaptation plans and publish results reports online, uploading documents to relevant public websites (SNICC, MARN REDD+ portal, Segeplán documentation library)	Field coordinator, specialist in social aspects and policies related to indigenous peoples, 15 working days @228 per day for activity 2.3.2
	Workshop costs for 3 events for 50 participants at a cost of \$30/person for lunch, coffee breaks and facilities for activity 2.3.2
	Workshop materials for 3 event at a lump sum cost of \$100 for workshop stationary and materials for activity 2.3.2
	Publications 100 documents for the 22 departments at an estimated cost of \$5 per document. (50 documents of the vulnerability analysis including the atlas and 50 documents of the adaptation plan).
Activity 3.1.1: Develop a compendium of information and portfolio of project ideas to promote private sector investment in adaptation processes, including identifying key sectors for investment and national policies and incentives to leverage	Lead project coordinator and specialist on climate change vulnerability analysis, 10 working days @519 per day for activity 3.1.1
	Senior expert in planning for adaptation, 10 working days @639 per day for activity 3.1.1
	Local consultant for 50 days at a rate of \$300 day including travel expenses for activity 3.1.1
	Workshop costs for 4 events for 50 participants at a cost of \$30/person for lunch, coffee breaks and facilities for activity 3.1.1
Activity 3.2.1: Based on prioritized adaptation measures and in accordance with the PANCC and MARN guidelines, develop concept notes, ensuring at least one is oriented to the private sector	Workshop materials for 4 event at a lump sum cost of \$100 for workshop stationary and materials for activity 3.1.1
	Lead project coordinator and specialist on climate change vulnerability analysis, 10 working days @519 per day for activity 3.2.1
	Senior expert in planning for adaptation, 20 working days @639 per day for activity 3.2.1
	Monitoring and evaluation specialist, coordinator of activities in the Pacific Coast, 20 working days @439 per day for activity 3.2.1
	Climate change specialist and expert in planning methodologies, 20 working days @300 per day for activity 3.2.1
	Two lumpsum local consultancies at a cost of \$12,000 each. The consultants will develop concept notes documents for the Project Preparation Facility, working in close coordination with MARN and Rainforest Alliance.
	Travel costs for 5 trips; 5 persons per trip; 2 days per trip at a cost of \$65/day for car rental, \$35 fuel/ day, lodging and meals \$75/day per person for activity 3.2.1
	Workshop costs for 20 meetings for 10 participants at a cost of \$10/person for lunch, coffee breaks and facilities for activity 3.2.1
	Workshop materials for 6 meetings at a lump sum cost of \$100 for workshop stationary and materials for activity 3.2.1
Terminal Evaluation	Local consultant for 30 days at a rate of \$373/day approximately including travel expenses for the project technical terminal evaluation.
Project Management Cost (PMC)	Director, Latin America, 34 working days @732 per day. This position will deliver several core functions to ensure project success, including directly contributing to the performance management of the project, providing overarching technical and strategic guidance, channeling institutional support.
	Finance Manager, 82 working days @386 per day. This position will ensure strong compliance with donors requirements for the financial management of the project. Also, will ensure costs are allocated appropriately and consistently across the project and provide ongoing financial analysis to complement the progress towards outcomes. This position will also manage financial reporting and provide oversight and technical expertise to local staff.
	Grants, Contracts and Compliance, 64 working days @258 per day. This position will ensure full compliance with the grant terms, and is responsible to oversee contracts and procurement processes.
	Travel costs for 2 trips; 1 person per trip; 4 days per trip at a cost of \$800 airfare from the US to Guatemala, \$150/day for lodging and meals for project management and supervision
	Seven laptops for the specialists investing time in the project, at an estimated cost of \$1,700 each (laptop with additional monitor, and accessories)
	Two annual financial audits at an estimated cost of \$5,000 each.



Budget Categories	
Audio Visual & Printing	
Annual Financial Audit	
Consultant - Individual - International	
Consultant - Individual - Local	
Professional Services – Companies/Firm	
IT Equipment	
Office Supplies	
Travel - International	
Travel – Local	
Workshop/Training	
Workshop/Materials	
Publications	
RA Staff Cost	
RA Staff Cost - Program Management	
Fuel	
Car Rental	

*Indicate additional  
budget categories*

5.2 Procurement Plan

For goods, services, and consultancies to be procured, please list the items, descriptions in relation to the activities in Section 3, estimated cost, procurement method, relevant threshold, and the estimated dates. Please include the procurement plan for at least the first tranche of disbursement requested below and provide a full procurement plan for the entire duration of the implementation period if available at this stage.

Item	Item Description	Estimated Cost (US\$)	Procurement Method	Thresholds (Min-Max monetary value for which indicated procurement method must be used)	Estimated Start Date	Projected Contracting Date
Goods and Non-Consulting Services						
Travel – Local	Lodging and meals	129,000.00	Direct procurement or Open tender as applicable	000 direct procurement; >\$5,000 open competition, price analysis, qualifications and	Month 1	TBD
Travel - International	Lodging and meals, airfare	12,400.00	Direct procurement or Open tender as applicable	000 direct procurement; >\$5,000 open competition, price analysis, qualifications and	Month 1	TBD
Car Rental	Car rental	22,360.00	Direct procurement or Open tender as applicable	000 direct procurement; >\$5,000 open competition, price analysis, qualifications and	Month 1	TBD
Fuel	Fuel	12,040.00	Direct procurement or Open tender as applicable	000 direct procurement; >\$5,000 open competition, price analysis, qualifications and	Month 1	TBD
Workshop/Training	Workshop facilities rental, lunch, coffee breaks	231,500.00	Direct procurement or Open tender as applicable	000 direct procurement; >\$5,000 open competition, price analysis, qualifications and	Month 1	TBD
Workshop/Materials	Workshop materials, stationery, pencils, others.	16,900.00	Direct procurement or Open tender as applicable	000 direct procurement; >\$5,000 open competition, price analysis, qualifications and	Month 1	TBD
Publications	Printing material (brochures, documents)	27,000.00	Direct procurement or Open tender as applicable	000 direct procurement; >\$5,000 open competition, price analysis, qualifications and	Month 3	TBD
IT Equipment	Laptops and printers	22,900.00	Direct procurement or Open tender as applicable	000 direct procurement; >\$5,000 open competition, price analysis, qualifications and	Month 1	TBD
Sub-Total (US\$)		\$ 474,100.00				
RA Staff Cost						
RA Staff Cost	Lead project coordinator and specialist on climate change	131,190.89	Direct Procurement, RA In-house personnel	n/a current RA staff	Month 1	TBD
RA Staff Cost	Field coordinator, specialist in social aspects and policies related to indigenous peoples	72,430.06	Direct Procurement, RA In-house personnel	n/a current RA staff	Month 1	TBD
RA Staff Cost	Senior expert in planning for adaptation	91,427.18	Direct Procurement, RA In-house personnel	n/a current RA staff	Month 1	TBD
RA Staff Cost	Monitoring and evaluation specialist, coordinator of activities	97,359.68	Direct Procurement, RA In-house personnel	n/a current RA staff	Month 1	TBD
RA Staff Cost	Climate change specialist and expert in planning	68,123.91	Direct Procurement, RA In-house personnel	n/a current RA staff	Month 1	TBD
RA Staff Cost	Coordinator and facilitator of activities in the Altiplano region	46,183.98	Direct Procurement, RA In-house personnel	000 direct procurement; >\$5,000 open competition, price analysis, qualifications and	Month 1	TBD
RA Staff Cost	Coordinator and facilitator of activities in the northern	27,615.90	Direct Procurement, RA In-house personnel	n/a current RA staff	Month 1	TBD
RA Staff Cost	Coordinator and facilitator of activities in the Verapaces and	22,148.96	Direct Procurement, RA In-house personnel	n/a current RA staff	Month 1	TBD
RA Staff Cost	General assistant field coordinator and in charge of the Zacapa, Chiquimula, Jutiapa departments (9 months)	36,300.76	Open tender	000 direct procurement; >\$5,000 open competition, price analysis, qualifications and	Month 1	TBD
RA Staff Cost - Program Management	Program Management, Director, Latin America	24,888.00	Direct Procurement, RA In-house personnel	n/a current RA staff	Month 1	TBD
RA Staff Cost - Program Management	Program Management, Finance Manager	31,652.00	Direct Procurement, RA In-house personnel	n/a current RA staff	Month 1	TBD
RA Staff Cost - Program Management	Program Management, Grants, Contracts and Compliance	16,512.00	Direct Procurement, RA In-house personnel	n/a current RA staff	Month 1	TBD
Consultancy Services						
Consultant - Individual - Local	Technical support to facilitate workshops to validate the adaptation plans (9 technicians)	45,000.00	Open tender	000 direct procurement; >\$5,000 open competition, price analysis, qualifications and	Month 7	TBD
Consultant - Individual - Local	Two technicians to review and upload data into the SNICC	8,400.00	Open tender	000 direct procurement; >\$5,000 open competition, price analysis, qualifications and	Month 7	TBD
Consultant - Individual - Local	Field MARN technicians (4 technicians)	108,000.00	Open tender	000 direct procurement; >\$5,000 open competition, price analysis, qualifications and	Month 1	TBD
Consultant - Individual - Local	Develop a compendium of information and portfolio of	15,000.00	Open tender	000 direct procurement; >\$5,000 open competition, price analysis, qualifications and	Month 7	TBD
Consultant - Individual - Local	Development of concept notes documents for the Project	24,000.00	Open tender	000 direct procurement; >\$5,000 open competition, price analysis, qualifications and	Month 13	TBD
Professional Services – Companies/Firm	Geographic and climate data analysis support to develop the vulnerability analysis	40,000.00	Open tender	000 direct procurement; >\$5,000 open competition, price analysis, qualifications and	Month 2	TBD
Consultant - Individual - Local	Terminal Evaluation	11,176.68	Open tender	000 direct procurement; >\$5,000 open competition, price analysis, qualifications and	Month 16	TBD
Audit	Annual Financial Audits	10,000.00	Open tender	000 direct procurement; >\$5,000 open competition, price analysis, qualifications and	Month 17	TBD
Sub-Total (US\$)		\$ 927,410.00				