



the
**TENURE
FACILITY**

Rev. 2

October 17, 2017

Peruvian Society for Environmental Law (SPDA)

Attn: Pedro Solano Morales, Executive Director of Avenida
Arenales Prolongation N ° 437 San Isidro, Lima Peru

Dear Mr. Solano:

The International Land and Forest Tenure Facility ("The Facility Tenure") AGREES to Provide a grant to Peruvian Society for Environmental Law ("SPDA"), According to the terms detailed below. This grant is issued by the Rights and Resources Group on Behalf of The Tenure Facility. With SPDA will work Ministry of Culture (MINCUL), Ministry of Agriculture and Irrigation (MINAGRI), Regional Government of Loreto (GOREL), Regional Government of Madre de Dios (GOREMAD), Forest Service and Wildlife (SERFOR), Interethnic Association for Development Peruvian jungle (AIDSEP), native Federation of Madre de Dios (FENAMAD), federations of indigenous communities in Loreto in the i mplementation of the activities funded by esta grant, in Accordance With The Proposal attached in annex 1 . The **objective** de este grant is to Contribute to the legal security of 5 million hectare s of community lands nationwide and 200, 000 hectares in the territories of the native communities of L Oreto and Madre de Dios, Peru, as described in the Proposal to The Tenure Facility, attached in annex 1 . This grant be used to cover Shall expenditures contributing to this objective During the term from

15 October 2017 to 15 October 2019.

Total funding of **US \$ 1,943,946** Under This grant is available.

Reporting

SPDA will submit the following reports to The Tenure Facility:

- Semi-annual Progress Report, April 14 2018 due.
- Semi-Annual Financial Report and request for second disbursement, due 14 April 2018.
- Annual Progress Report, October 2018 14 due.

- Annual Financial Report and request for third disbursement, Including projection of expenditures for the remainder of the grant due 14 October 2018.
- Semi-annual Progress Report, April 2019 due 14
- Semi-annual Financial Report and request for disbursement fourth, Including projection of expenditures for the remainder of the grant due 14 April 2019.
- Final Narrative and Lessons Learned Report, due 15 November 2019.
- Final Financial Report for expenses thru the grant end date above, due 15 November 2019
- Project Audit, due 30 May 2020.

The above Reports and Audits will follow the guidelines in Attachment A .

SPDA AGREES to designate At least one single key to the implementation of the activities funded by esta grant Who Will Participate in a workshop on Lessons Learned During The Pilot Project phase of The Tenure Facility to be convened after the end of esta grant, with the purpose of furthering the development of The Tenure Facility's program, policies, and practices, especially With regard to future funding recipients. Travel, lodging, meals, and incidental expenses will be covered by The Tenure Facility under separate

arrangement to be issued upon scheduling of the workshop.

Coordination and Technical Assistance

SPDA will coordinate the activities Undertaken Under This grant With **Janis Alcorn**, who is the Responsible Officer For This grant On Behalf Of The Tenure Facility.

Any questions or inquiries Regarding esta agreement Should be addressed to the Responsible Officer Identified above, at The International Land and Forest Tenure Facility, c / o Rights and Resources Group, 1238 Wisconsin Avenue NW, Suite 300, Washington, DC 20007, or by email to jalcorn@rightsandresources.org

The Tenure Facility will offer consultation and technical assistance to SPDA as agreed by Both Parties.

Disbursements

SPDA will Maintain the funds in a bank account established Solely for the financing provided by esta grant. An initial disbursement of **US \$ 458.003** will be made to SPDA upon acceptance and signature of esta grant. A second disbursement of up to **US \$ 458.003** will be made upon submission and acceptance of the Interim Progress and Financial Reports, as described above. The second disbursement amount will be based on the projected expenditure statement in the Interim Financial Report. A third disbursement of up to **US \$ 513.970** will be made upon submission and acceptance of the Interim Progress and Financial Reports, as described above. The third disbursement will be based on amount the projected expenditure statement in the Interim Financial Report. A fourth disbursement of up to **US \$ 513.970** will be made upon submission and acceptance of the Interim Progress and Financial Reports, as described above. The amount will be fourth disbursement based on the projected expenditure statement in the Interim Financial Report.

If the fourth disbursement is less than the maximum amount above, and all acceptable expenses Exceed the amount disbursed, a fifth disbursement of the balance of unreimbursed expenditure May be made at the end of esta grant, but all Disbursements will not Exceed the total amount of esta grant as specified above.

Any funds advanced are not Utilized That must be returned in implementation or upon CONCLUSION termination of esta great t.

Terms and Conditions

The Terms and Conditions below and the Specific Requirements and Restrictions in **Attachment B** apply to this agreement.

Accountability and Transparency

That the AGREES SPDA | expens is Incurred Under This grant will support the activities Described in SPDA's Proposal in annex 1.

SPDA AGREES to Ensure all procurement meets international good practice, the principle of value Follows-for-money, is competitively and transparently bid thresholds using locally standard, and is done in a ma nner That Prevents corruption, nepotism, and misuse of funds and Avoids the appearance t hereof. SPDA will by adhering to Ensure esta SPDA's Procurement Policy included in Attachment C.

SPDA AGREES That all expenses Allocated to this grant will not be submitted for reimbursement Also by any other source.

SPDA AGREES to require Appropriate, auditable documentation for expenses Allocated to this grant, and to esta Maintain documentation in the organization's accounting files for at Least Seven Years after the end of esta grant.

If Requested, SPDA AGREES to make financial records related to this agreement available to an external auditor hired by The Tenure Facility or the donor agencies supporting The Tenure Facility.

Evaluation

The Tenure Facility May conduct independent evaluations at the mid-point of the project's implementation schedule and / or at the end of the grant. SPDA AGREES to Provide access to all documented and undocumented sources of information pertaining to the conduct of the project, Including organizational considerations Relating to SPDA's operational, managerial and governance structures, systems and procedures. As requested, SPDA access to Relevant Shall Facilitate project stakeholders treats including, but not limited to: SPDA staff and managers, partners and

collaborating organized tions, beneficiaries, and responsible Authorities.

Ownership of Product

All maps, data, or other documentation That Demonstrates particularly traditional or statutory community resource or tenure rights, especially Those produced by a community or from data, narratives, or other information produced by the community, Shall be the exclusive property of the community, in Compliance With International Law. SPDA AGREES only to use Such documents With the explicit written permission of the community and cease to use Shall Such documents If This permission is terminated by the community.

SPDA commits to only use the community-owned Data with the judicious consideration of the potential impact of use on the community Such Ability to Maintain ITS's rights, and only while permission is in effect ACCORDING TO the Provisions above.

Any work-product of SPDA, Including but not limited to progress reports, Lessons Learned reports, evaluations, or other product produced by SPDA Under This grant is the property of SPDA. The Tenure Facility Shall be free to make publicly available These documents support to community Organizations and Other Organizations advancing community tenure, as well as to share These documents with T I funding agencies supporting The Tenure Facility.

acknowledgment

SPDA AGREES to include acknowledgment, logos, and disclaimer language for The Tenure Facility and Relevant Donors on all outreach products, published reports, internet-disseminated reports, and conference materials funded in whole or in part by esta grant. The acknowledgment and disclaimer should read, with minimal adaptation, in the language of the materials produced:

The views presented here are of the authors and Those Not Necessarily are shared by the International Land and Forest Tenure nor the agencies Facility That support the Tenure Facility.

If acknowledgment is not Deemed Appropriate, SPDA will seek guidance from The Tenure Facility.

Prohibition on Lobbying and Political Campaigning

These SPDA will not use funds to Directly or Indirectly Participate or intervene in any political campaign on Behalf of or in opposition to any candidate, slate of candidates, or political party fielding candidates for Elected Office.

Prohibition on Corruption and Nepotism

SPDA commits not to offer, accept, or Facilitate Either Directly or Indirectly any contract, procurement, gift, payment, or other benefit That Is or Could be construed to be illegal, corrupt, or nepotistic practice under the laws of any of: The United States of America, the European Union, or the Jurisdictions will Which Occur in the activities funded by esta grant. The SPDA will Immediately notify any indication Tenure Facility or allegation of corruption or misuse of resources as defined above related to this grant; Will take rapid action to investigate any person, company, organization or suspected of corruption or misuse of resources From this grant; and will halt, report, and prosecute for corruption or misuse substantiated in Accordance With applicable law.

Term and Termination

This grant covers the period specified on the first page of esta agreement. Prior to the expiration of esta grant, the parties review the arrangement May Jointly established In This grant agreement and decides Whether to extend, modify, or discontinue it.

The Facility reserves the right Tenure to terminate for cause esta grant if the Tenure Facility Determines That SPDA has failed to Comply with the terms contained HEREIN. Such termination Shall Become effective upon provision of written notice by The Tenure Facility to SPDA. This grant May not be used for any expenditure after the termination date in the written notice. Upon termination, SPDA Shall promptly submit to The Tenure Facility at the end end financial report and narrative report, as well as return all unexpended grant funds.

Delay

The SPDA will notify Tenure Facility of any Circumstances That May impede the ability to successfully Implement These activities, at Which time a decision will be made Regarding postpone ment, suspension or termination.

no Agency

This grant does not make Tenure Facility Either The SPDA nor an agent or legal representative of the other party, and does not create a partnership or joint venture. Each of the parties remains independent of the other and principal remains for Their own accounts.

Disputes

In the event a dispute Arises Between the parties, the parties will seek in good faith to resolve the dispute through Consultations and Negotiations Between each other. The parties agree to submit any dispute can not be resolved That through binding arbitration to Negotiations. Any arbitration award or decision will be binding on the p arties, and enforceable in any court of competent jurisdiction.

Governing Law

The laws of the District of Columbia w Govern ill esta agreement.

Entire Agreement and Survivability

This letter includes The entire agreement of the parties, no promises or representations Having Been Made Either party to the by other to induce agreement except as referenced HEREIN.

The Tenure Facility

"The Tenure Facility", as referenced in the text, attachments, and annexes de este grant agreement, Refers to Both the Rights and Resources Group as current hosting organization for the incubation of The Tenure Facility, and The International Land and Forest Tenure Facility as an independent institution, Which is in process of establishment. Rights and Resources Group reserves the right to devolve all or part of ITS agency In This grant in the future to The Tenure Facility as an independent institution. To accept esta grant from The Tenure Facility and the terms Described above, Please sign below. We wish you the best as your organization works your Toward Objectives. Sincerely yours,

Accepted,



Janis B. Alcorn
 Interim Manager
 The International Land and Forest
 Tenure Facility

17. October 2017

Date



Pedro Solano Morales
 Executive Director of Peruvian Society for Environmental
 Law _____ Date
 October 17, 2017

Interim Progress Report

The report will be Interim Progress not less than 2 and not more than 5 pages, Which will describe:

- Progress
- Challenges
- Adaptation to challenges

Final Narrative Report and Lessons Learned

The Final Narrative Report and Lessons Learned Should be no more than 20 pages, and will include:

- Achievements
- Challenges Encountered
- Adaptation to challenges
- Lessons learned will inform the development That of The Tenure Facility and may be applied by others receiving support from The Tenure Facility or others working Toward recognition of tenure and other rights of communities.

Financial Reporting

Financial reports are required to Demonstrate That the funds provided by The Tenure Facility are used in an effective manner to Achieve the Objectives of esta grant, and accountability and transparency to Demonstrate.

Interim Financial Report

The interim financial report will include:

- a comparison of the budget agreement vs. expenditures, following the reporting categories specified in the grant budget in Annex 2; and
- **to projection of expenditure** for the remainder of the grant.

Final Financial Report

The Final Financial Report must include all of the following:

- **a comparison of the agreement budget vs. expenditures**, following the reporting categories specified in the grant budget in Annex 2;
- **documentation of Disbursements received**, Including the local currency amount received in; and
- **Certification** by the Financial Officer of the organization, with signature:

I certify That esta financial report contains a true representation of the receipts and expenditures Under This grant During the reporting period, and That all expenditures made to support the Objectives specified in the Proposal funded by esta grant. I certify That all procurement was made in Accordance With the terms of the grant, and esta That organization has no knowledge of any fraud, corruption, nepotism or Associated With These activities. [Name, Position, Signature]

All of the above items Should be submitted to the Responsible Officer at The Tenure Facility specified in the main body of esta agreement.

The recipient organization must require receipts or other documentation for all expenditures, and Maintain or electronic copies of These in ITS These Financial records for seven years At least after the Conclusion of esta grant. These receipts Should **not** be sent to The Tenure Facility.

Funds issued to other Organizations

If, as part of the activities, funding is issued to other Organizations, the Recipient will require the Sub-recipient Organizations to report to the above ACCORDING. Sub-recipients for WHO receive funding in excess of US \$ 30,000, copies of the Sub-recipient's financial reports will be submitted in Addition to the Recipient's financial report to The Tenure Facility.

Project Audit Report

Within six months of the end of esta grant, the Recipient will submit to an audit The Tenure Facility of the project's financial report of income and expenditures.

The project audit will:

- *Be Conducted by independent accredited auditors*
- *Be Conducted in Accordance With the standards issued by the International Auditing and Assurance Standards Board (IIASB)*
- *State Whether the financial report presents fairly, in all respects material income and expenditures under the grant esta*
- *Whether the State audit has uncovered Material Weaknesses in financial systems of financial monitoring or accounting*
- *Whether the State audit has uncovered any illegal or corrupt practices*
- *Whether the State receipts and use of funds are properly Accounted for under the accounting principles generally accepted in the Relevant national jurisdiction*
- *Include a copy of the auditor's letter issued to management and governance Those charged With That Should address deficiencies noted in the system of internal control if any*

The Estimated costs of the project are included in the audit budget of esta grant. At the Conclusion of the grant, the Recipient will enter into an engagement Contract with the auditors. The auditors quote for the audit based on These specifications will be included in the Final Financial Report as an expenditure.

Special Requirements and Restrictions

The following terms are incorporated into esta grant to meet the requirements of the donor agencies funding the International Land and Forest Tenure Facility.

The recipient of grant esta AGREES to Ensure That These requirements and restrictions are met by any Subcontractors Also or subrecipients of funding Under This grant.

- **The funds advanced by The Tenure Facility must be maintained in a bank account established Solely** for the financing provided by esta grant. The funds in this account REMAIN Shall Until required for expenditure under esta grant. No funding from other sources Should be deposited in this account.
- **All procurement of goods and services Both must be documented With a proof of purchase** Documenting cost and to **proof of receipt** of the goods and services procured. Internationally tendered for bids or requests for goods and services Proposals must be issued Foremost in Inglés in Addition to any other languages; Where Local procurement must be and the Local primary language is not Inglés, Inglés is not required. Also procurement must Comply with the Terms and Conditions in the main body of esta grant agreement.
- **The purchase of First Class and Business Class fares for any mode of transportation is not** allowable.
- **All travel expenditure** Should be supported With proper documentation.
- **Debt, provision for loss or debt, interest and financing charges, and currency exchange loss are not** Under This agreement allowable expenses.
- **Recipient will neither offer nor Provide tangible or intangible gifts of any value to the issuer of esta** agreement (The Tenure Facility), any of ITS employees, or immediate family members of ITS employees. Recipient, ITS employees, and immediate family members of Its employees will not accept any tangible or intangible gifts of any value from any subcontractor or subrecipient Under This grant.
- **Recipient will seek instruction from The Tenure Facility at the end of esta agreement for or disposal** **ownership** Instructions for any **durable assets** with a purchase cost over € 5,000 (Euros) Local or equivalent.
- **If the budget de este agreement is divided into distinct sub-projects, the recipient's financial reports** and invoices will divide the **summary and detail expenditure into the sub-projects.**

ACQUISITION POLICY OF GOODS AND SERVICES (June 2017)

Goods and services are acquired to properly develop the activities of the institution, facilitate the work carried out and have the tools and equipment necessary working technology also serve as support for events and travel agency staff. Every team must have a maintenance service.

Policies and procurement procedures apply to both purchases of goods (materials, equipment, furniture, etc.) and service contracts (consulting, printing, photocopying, equipment maintenance, services for workshops and meetings, etc.).

- to. It is aimed at all staff at headquarters and decentralized offices and project offices involved in the process of purchases of materials, supplies, tools and spare parts.
- b. Equipment purchases must be made in Lima, unless a better offer, warranty and be better able to perform this process in the provinces.
- c. Directors Project / Program, Regional Coordinators and the Office of Management and Control are responsible for monitoring compliance with these procedures.
- d. In Lima, the Administration and Control are responsible for carrying out the procurement process and document and in decentralized offices, the Regional Coordinator and the regional administrative coordinator.

1.1. Amounts of purchases of goods and services

the following conditions are set for the execution of funds for purchases and services:

1.1.1. For purchases below \$ 1 to \$ 500

- to. In the case of small purchases amounting from \$ 1.00 to \$ 500 it is required one single quote.
 - b. In case of purchase of equipment quotation should have warranty information and service maintenance corresponding duration of the warranty.
 - c. The Program Manager and / or Project Coordinator checks the availability of budget for the purchase and authorizes the application
 - d. The person requesting the purchase detailing your request via e-mail to the Director of Program Coordinator Decentralized Office and Project Coordinator with the Office of Management copy.
- and. The Director of Program Coordinator Office or Decentralized Project and the Project Coordinator, copied the Administration and Control gave its assent or rejection copy electronically with the right people at the point c.

F. The Office of Management and Control processes the request in the appropriate accounting system with the following information:

- Project under which the purchase is made
- Starting with available balance
- Amount (soles or dollars)
- vendor name or beneficiary to issue check
- Supplier bank details for payment or bank transfer.

g. Any request submitted must be signed by the applicant or project manager.

h. The Administration and Control receives physical requirement, verifies the information submitted and approval by the area manager for the process of payment is made by check or transfer.

i. The Office of Management and Control processes the request for spending and payment made (a) immediately, (b) at 7 or 15 days depending on the availability of funds, (c) upon delivery of the product and / or (d) , as agreed with the supplier.

j. The Administration and Control recorded good in the box assets, the institutional inventory and project encode good and is responsible for carrying out the coordination for the insurance of property owned by the institution, the technical and manual service guarantees correspondingly, this area may consist of:

- Furniture and fixtures
- Facilities
- Assets in transit

k. The Office of Management and Control is responsible for recording depreciation according to the best estimate of the damage or use of the property:

- Useful life
- depreciable amount
- Deterioration

1.1.2. For purchases over \$ 501 and to US \$ 3,000

to. In the case of purchases which amount of \$ 501.00 to \$ 3,000 requiring 3 quotes.

b. In case of purchase of equipment quotation should have warranty information and service maintenance corresponding duration of the warranty.

c. The applicant informed and detailed your request via e-mail to the Director of Program Coordinator Office or Decentralized Project and Project Coordinator, copied the Administration and Control.

d. The applicant informed and detailed your request via e-mail to the Director of Program Coordinator Office or Decentralized Project and Project Coordinator, copied the Administration and Control.

and. The Program Manager and / or Project Coordinator checks the availability of budget for acquisition and authorizes the request by electronic or physical means.

F. The Office of Management and Control processed in the corresponding system, with the following information:

- Draft
- Starting with available balance
- Amount (soles or dollars)
- vendor name or beneficiary to issue check
- Escrow account for bank transfers

g. The Administration and Control receives physical requirement, verifies the information submitted and proceed with the approval of the application process for the payment is made by check or transfer. Also presented any request must be signed by the applicant or project manager.

h. The Office of Management and Control processes the request and expense payment can be immediate or 7 or 15 days, or delivery of the product, as agreed with the supplier.

i. Administration Office will register the property in the box assets, institutional inventory and projects of the institution, encode the well and make the necessary coordination for the insurance of property owned by the institution, this item can consist of:

- Furniture and fixtures
- Facilities
- Assets in transit

j. The Office of Management and Control is responsible for the depreciation according to the best estimate of the damage or use of the property:

- Useful life
- depreciable amount
- Deterioration

Purchases of computer equipment (desktop, laptop, etc.) are within the equitable standards of equipment used in the SPDA ensuring technical performance and productivity.

1.1.3. Approval

Approval process and approval to proceed with the acquisition will have the following authorization levels:

- to. Less than \$ 500 may be delegated by the Director of Program collaborators (assistants) or Coordinators of DOs or projects.
- b. Between US \$ 501 and US \$ 3,000 Program Director
- c. US \$ 3,001 greater than: Executive Director
- d. However, in cases where it is applicable to the acquisition of computer equipment, furniture and any enser or other similar nature, the approval of the Executive Director is required.

1.1.4. Emergency purchases

For purposes of this Manual, the term emergency purchases mean obtaining certain goods or services without following the regular procedure established in the regulations and procedures. The value of these purchases may not exceed US \$ 1,000 thousand dollars. Only proceed when an event or combination of circumstances that cause a situation that requires immediate attention or remedy, to avoid damage to life or property, or adverse effects to service the Company provides to the public, or their contractual commitments occur.

to. For emergency purchases should request funds to the Office and Control Unit, which will see the best option to handle the request. These purchases must be made against surrender of funds.

1.2. Call and selection of suppliers

1.2.1. Database suppliers of goods

to. The Administration and Control keeps track of vendors who have provided us with services previously and new suppliers offering their goods and services.

b. This record shall update and suppliers are also evaluated criteria after sales service, price and quality.

1.2.2. Selection and classification of suppliers

to. Once submitted quotations, they are evaluated by the applicant for the purchase of the property, you must choose the provider that offers better quality, payment, whether the transaction is credit (# of days credit granted), or who give more discount for cash purchase. In both cases you take into account the service, quality, maintenance and after the acquisition of the collateral.

1.2.3. Formalities suppliers

to. After choosing a provider, it must send the right attaching a waybill, the same to be signed and sealed in approval when receiving good. Then the supplier will send the invoice.

1.2.4. Procurement procedures (Services)

to. If there is a need presented by the administrative area, the Executive Director approves the need for such employment. If the need is at the level of programs, Program Director in conjunction with the Executive Director agree to hire the professional. If the need is at the level of Decentralized Offices or Project, the Coordinator of the Decentralized Project Office or the Executive Director and hiring professional agree.

b. For the procurement of services, it should consider the procedures set forth in paragraph 4.1.3 and 4.1.4 of this Manual.

c. Paying bills or receipts of fees shall be in accordance with what was agreed in the respective contract.

d. Hiring services for more than US \$ 1,000 it must be supported by a service contract

Which must be signed by the Executive Director also attached Terms of Reference that will be prepared by the applicant responsible. If required by the financier, they will be compiled service contracts for amounts less than US \$ 1,000 The contract should have clauses that explicitly indicate the obligations

of the parties and the consequences of noncompliance.

1.2.5. Procurement process of direct purchases

to. Direct purchases are made in cases that already have pre- agreements established with suppliers, such as for office supplies, because as old customers get discounts, offers and payment facilities. The same applies to the purchase of airline tickets and supply printers and photocopier (toner).

b. In the case of direct purchases, these by the personnel using such goods and services, in order to verify the quality of the products and services, and the costs thereof are periodically evaluated and analyzed the desirability of continuing the same supplier.

1.2.6. Procedure Petty (shopping purchases smaller amounts up to S /. 50 soles)

to. Petty cash is managed by the Secretary of the Executive Board

b. Presented the need for spending, the applicant informed the Secretary or responsible for managing petty cash.

c. Receipts submitted must be authorized by the SUNAT documents. (Invoice, Report Cards, tickets) prior to payment proof document must be approved / signed by the Director or Program Coordinator or Project Coordinator Office or Decentralized Project.

d. Proof must also include the name of project and budget item to which the expense is charged.

and. Secretary of the Executive Director or Coordinator of Decentralized Project Office or proceed to make payment.

1.3. Supply of materials and office supplies

to. The Assistant Coordinator Office or Decentralized Project Office and will be responsible for that sufficient materials and office supplies in stock.

b. Reruns and / or additional acquisitions required will be in charge of the Office Assistant and will be in accordance with the policies established in this Manual.

c. SPDA staff requiring some useful office or materials in a timely request to the Assistant Coordinator Office or Decentralized Project Office or via e-mail the materials required, for which you will use the format set. The request must indicate the intended purpose thereof (when they are to be used for a workshop or activity) as well as the departure of the project that are loaded. (Annex 6.2 "format buying votes".)

d. The Assistant Coordinator Office or Decentralized Office in coordination with the Administration and Control, will make the request to the provider according to established procedures and then proceed to the delivery of supplies within 72 hours after approval requirement.

5. TRAVEL POLICY FOR PURCHASES OF AIR TICKETS

It is understood trip when a person leaves his regular place of residence.

the following policies and procedures for the purchase of tickets, travel advances application are established.

5.1. Selection, evaluation and designation of Travel Agencies

- to. As a result of a prior assessment of various travel agencies it seems appropriate that the contract for the purchase of tickets, will be made with travel agencies registered as providers of SPDA. This travel agency discounts granted national and international travel and credit for the payment of collection documents and respective invoices.
- b. the service provided by the travel agency and regularly assess the costs in order to continue the service or change travel agency. This assessment is in charge of Administration and Control will consult with users of these services regularly.
- c. There is also the possibility to buy tickets directly from the airline via the web different, especially in cases where there is a price difference for the benefit of the institution. In these cases, each person may make a reservation, ticket purchase shall be made by the Administration and Control through the Office Assistant using the credit card business of the institution

5.2. Purchase procedure passages

- to. The applicant shall show the Office Assistant travel itinerary for different proposals (for both terrestrial travel as areas, national and international) via mail.
- b. The Office Assistant will proceed to route requests and forward them to the applicant.
- c. The applicant chooses the best option and requests authorization electronically to purchase the Director, Program Coordinator or decentralized.
- d. Once authorized the purchase of Office Assistant prosecute request ticketed.
- and. The applicant shall submit to the Office Assistant approval to make the purchase electronically with business card directly to the airline or the requirement for payment of the purchase made to the travel agency as appropriate.

5.3. Date changes, cancellation of tickets or other related

Unforeseen changes occur or the user miss your flight due to negligence and this generates additional costs to the institution, they must be borne by the user. If changes to travel dates are due to change event dates, and cancellation or other causes not attributable to user costs will be borne by the institution.

6. ADMINISTRATIVE CONTROL POLICY AND EXPENSES

6.1 POLICY APPLICATION FOR ADVANCES AND EXPENSE LIQUIDACIONES

6.1.1 Requirements advances expenses (travel, per diem, workshops, etc.)

Staff who require an advance of funds for activities such as trips and / or events involving among other projects must follow the following instructions:

- to. Fill the form requirements found on the website of the SPDA located on the intranet [http: // spdaweb / intranet /](http://spdaweb/intranet/), which should indicate the project and the budget item to which the expense is charged. This requirement must be approved and signed the corresponding Program Director or the Project Coordinator.
- b. The requirements will be delivered to the Accounting Office where they will verify and enter information into the file system control requirements and the discharge of the corresponding budget item. Requirements under DELIVERIES TO PERFORM amounts exceeding S / 1000.00 soles, must fill in the field glossing specifies the expenses detailed in the portal requirements.
- c. Payment requirements for the week will be received as the last day on Mondays, requirements to Monday delivered at a later date payment will be made next week.
- d. Extemporaneous requirements and presented outside the appointed day, must attach an exhibition format motive and be authorized by the Program Director. (Annex 7 "Extemporaneous Format Request").
- and. Coordinators and Project Coordinators and Project Decentralized Offices should maintain a schedule of payments with suppliers of goods and services. Also, for transfers to accounts must record the following information:
 - Bank name
 - City
 - Savings account
 - Suns
 - interbank code
- F. Payments for receipt of fees must be made to the Accounting Office to conduct the process in the system requirements [http: // spdaweb / expenditure /](http://spdaweb/expenditure/), this system is available only to authorized personnel. By delivering HR Accounting Office to coordinate with the Administration and Control receipt of the technical report approved or V°B° the service received and should include a note with the following information:
 - Project's name
 - Departure
 - Attach the Certificate of no withholding tax (if applicable)
 - Banking (currency, CCI) account
- g. All documentation for payments must be submitted in original to the Accounting Office. Accounting office will not process payments with copies of these documents.
- h. Accounting Office and deliver schedule payment check or money to the person who made the request for travel expenses or direct payment to the provider.
- i. Requirements should be made at least 72 hours (3 days) before Monday, for efficient scheduling of payments. Accounting Office will address the payment and delivery of checks

Fridays of each week from 4:00 pm to 6:00 pm.

- j. Accounting Office is responsible for payments to suppliers and delivery of checks to applicants requirements for travel and / or organizing events.
- k. Accounting Office should contact suppliers of goods and services for the scheduled payment, the check must be delivered within a maximum period of 48 hours issued the check. per diem will be given to any person for work at the request of the institution requires travel inland or abroad and place outside your place of residence.
- to. The person concerned will prepare your request, detailing the expense ratio for each item with the corresponding amounts, indicating the starting of the project to which these expenses will be charged. This requirement shall be signed by the person traveling (who will receive the money) and be approved by the Program Director or Executive Director in his absence.
 - For travel nationwide, the worker requesting the advance must have the approval of the Director of Project / Program Coordinator in coordination with the project manager. Only meeting this requirement may make the request for funds.
 - For international travel, the employee requesting the advance must obtain the approval of the Executive Directorate in coordination with the Administration and Control with Office Accounting. Only meeting this requirement may make the request for funds.
- b. Inside the requirement will be contemplated: The name of the project, budget allocation, the route of travel, travel time, the / the name / s of the / s person / s traveling / n, the breakdown of budgeted expenditures: concept the total amount in soles or dollars, as appropriate.
- c. The interested surrender to the accounting office your requirement well in advance for the fund to be available in due course.
- d. When delivering the advancement the worker, he must sign the voucher or a simple receipt for the amount received.
- and. The amount of the advance will be linked to travel:
 - Travel place, day stay, average food consumption, transfers roundtrip airport, airport taxes, internal transfers and accommodation, according to the project budget.
 - If the project or program to have a fixed amount agreed for travel expenses, these will be respected under the provisions of the Funder or qualifications.
- F. The worker must use the required amount responsibly, if possible avoiding expenditure and direct their expenses during the trip looking for the most comfortable alternative with comparable quality. The fact of obtaining an advance amount for a specific expenditure does not amount to an obligation to spend it in its entirety. If you can get the same service or the same good, with acceptable quality, it is the responsibility of the employee to use the service or get good at a more affordable price, to repay a balance to the institution and thus make rational and efficient use of funds.

6.1.2 Expense report

Staff have to pay any cash advance or process any outstanding balance required for travel or other advances delivered, should follow the following instructions:

- to. The worker, once complete its journey, should make a settlement expenses, attaching the corresponding receipts of payments authorized by the SUNAT (bills, invoices, tickettes, liquidations purchase receipts)
- b. Renditions must be made within five (05) working days after completion of the trip or activity that generated the request in advance through the system Surrenders found at [http: // spdaweb / caja_chica /](http://spdaweb/caja_chica/)
- c. In the reporting system [http: // spdaweb / caja_chica /](http://spdaweb/caja_chica/), the applicant must indicate your full name, project name, the type of expenditure: date, document number collection, concept, name of the entity issuing document collection and the amount of spending. Any information not assigned correctly will be the responsibility of the applicant, leading him attention delaying Accounting Office.
- d. If the applicant received the furtherance in dollars, it must enclose with its liquidation proof indicating the exchange rate of the bank to submit in the reporting system. Proof of exchange rate is necessary to include it because that surrender will be sent to the financial institution of the project so that it can check the exchange rate that was used in surrender.
- and. The settlement must be submitted with the support of each expense receipts backed accepted by SUNAT (bills, tickets sales, ticket cash register receipts for fees, etc.). The first proof of payment to the invoice request is, but there will not proceed with the bill of sale. Any other exception required by the Donor is communicated earlier. If the expenditure is in rural areas where it is physically impossible to obtain proof (invoice / ticket), you must submit an affidavit specifying the detail of spending. In conjunction with the trip report format (Annex 8 Trip Report).
- F. Accepted expenses are scheduled according to the activities that have taken place and those mentioned in the administrative policies of expenditure for each project, considering the reasonableness and eligibility criteria together with the special provisions for each donor. They are not accepted expenses sightseeing tours, personal care, attendance at nightclubs, alcoholic beverages and in general all exaggerating expenses established values.
- g. For purposes of rendering accounts, advances in respect of allowances will cover the following types of expenses:
- Accommodation expenses (laundry costs will not be covered)
 - Landside transport (must deliver the original tickets)
 - Air transport costs (must deliver the original tickets and airport taxes.)
 - Expenses for local transportation (taxis, local buses, tolls and parking). By local mobilities internal receipts to be provided to the user will be filled.
 - Food expenses (bills and / or ballots may not contain alcoholic beverages and documents that say "FOR CONSUMER" will not be accepted, shall be required detail thereof)
 - Communication costs (telephone calls, phone cards, faxes, internet)
 - Workshops expenses or specific events programming copy and list of participants should be provided.
 - Materials expenses (Photocopies and materials for participants)
 - logistical expenses
 - No Personal Expenses will be accepted.
- h. If the worker spent less than what he received, he must pay the balance on the current account of the project and attach the deposit together with its surrender within a maximum period of 5 working days.

- i. In the event that the applicant spent more the amount received will be refunded the difference, once effected the surrender and verified by the Office of Accounting and in accordance with the payment procedures.
- j. In the event that an outside person to travel organization with project funds those responsible for instructing them in how accountability will be responsible applicant for travel expenses (in accordance with Directive SPDA), who will have the task of verifying the veracity of the surrender of these people and demand the return of unspent money from them. The Project Coordinator is directly responsible for the renditions within the deadlines are met and are delivered to the Accounting Office.
- k. If the corresponding rendering is not performed, the person may not request any requirement of money until you have presented their surrender. Also, weekly, every month fortnights Administration and Control in coordination with the Accounting Office sent to all members of the SPDA a detail of who and how much they pay their status pending accounts receivable.

l. **Control: •**

You may not be granted another advance of travel expenses to staff who did not meet the expense report, in the case of a previous trip.

- The Decentralized Coordinator shall submit to headquarters (Accounting Office) those for travel advances rendered during the period, accounting for documents.
- Accounting Office at headquarters should verify that all documents submitted match the corresponding settlement.
- Accounting Office at the headquarters should not receive any proof of payment which is earlier date the advance was granted travel.
- The Administration and Control will control all advances and loans in order to achieve timely settlement thereof.
- Advances and / or loans granted spend their due date shall be charged to the personal account of the employee.

- m. Exceptions to the above regulations may only be authorized by the Executive Board.

6.1.3 Payment to Suppliers

- to. Assistant Office that serves the reception of documents, receive documents collection, invoices, tickets and other, making sure they are properly filled in data of the institution, breakdown of IGV and glosses document required for payment attention .
- b. Office Assistant enter the invoice data to a database in Excel.
- c. Office Assistant take delivery receipts for services to the Administration Office (Electricity, water, telephone lines, cable, etc.) as well as maintenance services office (security, cleaning gardens, office supplies, tools cleaning, newspapers, etc.)
- d. For requested by program and / or project they will be given to those responsible for the service request services.
- and. Applicants are responsible for coordinating services with each supplier confirming payment by check or bank transfer.
- F. Service seekers are in charge of their requirements within the established payments and as agreed with suppliers dates.
- g. Applicants are responsible for service arrears or default of them not

comply with the above regulations.

- h. Payments to suppliers and services will be on Friday of each week from 4:00 pm to 6:00 pm

*Project Design Document International Land
and Forest Tenure Facility
Rights and Resources Initiative*

***"Titling indigenous territories in Peru".
Peruvian Society for Environmental Law***

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Glossary

Applicant, ie main Implementing organization	The entity Submitting the project proposal, ie the main Implementing organization of the project. Signs the Contract with the Contracting Authority and is responsible Directly for the preparation, management and implementation of the Project with the Partner (s) and Associate (s), if any, and is not acting as an intermediary.
Co-Applicant, ie Partner (s)	Co-Applicant (s) (ie Implementing Partner Organization (s)) Participate in designing and Implementing the project, and the costs are eligible They incur in the same way as Incurred by the Applicant Those. Partner (s) must sign the Mandate Indicated in the Section 5.
Associate (s)	Other Organizations May be Involved in the action. Such associates play real role in the action but May not receive funding from the grant, with the exception of per diem or travel costs.
Contractor	The grant beneficiaries (ie Implementing Organizations) and Their Affiliated entities (ie Implementing Partner Organizations) are permitted to award contracts. Associates can not be Also in the project contractors. Contractors are subject to the procurement rules Set Out in the grant contract.
Project	Activities for Which May be Awarded Grant
Final Beneficiaries	Those Who will benefit from the action in the long term at the level of the industry or society at large.
Contracting Authority	The entity With Who the contract is signed (RRG, ILFTF or another instance eg an outsourced organization in the country Where the project Takes place).

1 Summary Table

Title of the action:	"Titling indigenous territories in Peru"
Applicant	Peruvian Society for Environmental Law (SPDA)
Partner (s)	
Associate (s)	<ul style="list-style-type: none"> Ministry of Culture (MINCUL) Ministry of Agriculture and Irrigation (MINAGRI) Regional Government of Loreto (GOREL) Regional Government of Madre de Dios (GOREMAD) Forest and Wildlife Service (SERFOR) Interethnic Association for the Development of the Peruvian Rainforest (AIDESEP) Native Federation of Madre de Dios (FENAMAD) Federations of indigenous communities in Loreto
Location (s) of the project: - <i>specify country, region (s) That will benefit from the action</i>	Peru, at national level; and Loreto and MDD at regional level
Total duration of the action (<i>months</i>):	24 months
ILFTF Requested financing (amount) US \$ 1,943,946	ILFTF financing
as a percentage of Requested overall budget of the project (indicative)	100% and will leverage / match an additional \$ 500,000 from private Donors to SPDA ¹ .
Objectives of the project	<p>Overall objective:</p> <p>Achieve collective ownership by strengthening the institutional framework for formalization of communal lands.</p> <p>To allow intervention</p> <p>legal certainty in 5 million hectares nationwide community ² and 200 thousand hectares ³ in indigenous territories of Loreto and Madre de Dios.</p> <p>Specific objectives: O1:</p> <p>Strengthen the role of MINAGRI and MINCUL for the purposes of effective implementation of its key functions to provide the lands of the territories of the peasant and indigenous communities of legal certainty.</p> <p>O2: Articulate the MINAGRI and MINCUL with other authorities involved on formalization of communal lands, with</p>

¹ Additional funds are intended to strengthen the intervention personnel and aid workers SPDA and operating expenses of complementary actions.

² Through the implementation of this project whose results will impact positively on the progress of other projects for communal land

titling.

³ hectares.

	<p>executors of projects in this area, with indigenous organizations and civil society.</p> <p>03: Secure access rights to forest land</p> <p>Loreto and Madre de Dios and indirectly achieve effective certification processes in other regions of Peru.</p>
Final beneficiaries	<ul style="list-style-type: none"> • Indigenous peoples and their communities • Ministry of Culture (MINCUL) • Ministry of Agriculture and Irrigation (MINAGRI) • Regional Government of Loreto (GOREL) • Regional Government of Madre de Dios (GOREMAD) • Forest and Wildlife Service (SERFOR) • Interethnic Association for the Development of the Peruvian Rainforest (AIDESEP) • Native Federation of Madre de Dios (FENAMAD) • Federations of indigenous communities in Loreto • Titling projects: PTRT-3⁴, DCI / CBPP⁵, FIP⁶, Pro communal lands⁷, four basins⁸, MDE Saweto⁹, DAS and Satipo¹⁰.
Estimated results	<p>High Level Result:</p> <p>Secure tenure in communal 5 million hectares nationwide and 200 thousand hectares^{eleven} in indigenous territories of Loreto and Madre de Dios, directly benefiting more than 500 communities.</p> <p>Intermediate Results: R1:</p> <p>Institutionalizing a national policy formalization of communal land, benefiting rural and native communities, and giving legal certainty over their land.</p> <p>R2:</p> <p>MINCUL joint MINAGRI and with other authorities involved in the formalization of communal lands (including the relevant authorities of regional governments), as well as implementers of the projects focused on qualifications, with indigenous organizations and civil society.</p>

⁴ PTRT-3: Third Phase Degree Program (beginning 1996) (BID)

⁵ DCI: Joint Declaration of Intent (Peru-Norway-Germany)

⁶ FIP Forest Investment Program (IDB, World Bank)

⁷ Pro Communal Lands (GIZ Germany)

⁸ Four Basins: (MEF-GOREL)

⁹ MDE Saweto: (World Bank)

¹⁰ DAS Satipo (Junín European Union-GORE)

^{eleven} hectares.

Main activities	<ul style="list-style-type: none"> • Diagnosis of intervention levels of competent institutions formalization of communal lands. • Design of two proposed mechanisms to improve the operation and performance of the relevant institutions is formalization of communal lands. • collaborative work with MINCUL, MINAGRI, GOREL and GOREMAD and other national agencies to achieve titling procedures more efficient and effective land. • Analysis of the technical and legal requirements of officials of MINAGRI and MINCUL to implementation of a capacity building program. • MINAGRI hiring specialists and MINCUL and specialized to carry out its work efficiently advice. • Design proposals for directives to facilitate collaborative work and articulated between MINAGRI and MINCUL. • Design incorporating two proposals for intercultural and gender criteria in the process of formalization of communal lands. • Joint MINAGRI and MINCUL with other authorities involved on formalization of communal lands (SERFOR, etc), as well as implementers of projects in this area and with indigenous organizations.

2 Description of the Project

2.1 Summary of the Project

The proposed project aims to contribute to legal security of 5 million hectares of communal land nationwide and 200 thousand additional hectares in indigenous territories in Loreto and Madre de Dios. This will be possible through the strengthening of MINAGRI and Sanitation Department of the Agricultural Property and Land Rural - DISPACR, as the lead agency on land titling, the MINCUL as the competent body to ensure respect for the collective rights of indigenous peoples and monitoring procedures for land titling and regional Governments of Loreto and Madre de Dios as competent entities to implement collective titling processes at regional level, to achieve effective performance of its functions. In the same way,

This proposal has been preceded by the successful experience of the pilot TF "legal security for indigenous territories of Cusco and Madre de Dios" executed by SPDA and FENAMAD between October 2015 and March this year project, which was achieved by strengthening FENAMAD (an indigenous federation at regional level, in this case MDD) and GOREMAD (the regional government of Madre de Dios), 18,680.00 hectares titling 2 native communities and cadastral update in 3 communities, totaling

64,000.00 hectares insured. The results of the pilot showed SPDA capabilities to lead a proposal implemented efficiently hand in hand with FENAMAD and GOREMAD, so it is now aspires to a more ambitious proposal, expected results at country level.

The proposed project will implement a strategy whose results will have a major impact, in terms of ensuring an institutional framework to enable the State to lead efficiently titling processes and implementation of projects to support the formalization of communal lands that they are running or will begin in the coming months. This is made possible by two key factors i) successful experience of collaborative work SPDA and public institutions such as SERNANP, MINAM and

ii) the opportunity for collaborative work with MINAGRI through DISPACR and the MINCUL through the Vice Ministry of multiculturalism, generated by recent history of SPDA work with both institutions.

Regarding projects (PTRT-3¹² DCI / CBPP¹³, FIP¹⁴, Pro communal lands^{fifteen}, four basins¹⁶, MDE Saweto¹⁷ DAS and Satipo¹⁸), These include funds for the

¹² PTRT-3: Third Phase Degree Program (IDB)

¹³ DCI: Joint Declaration of Intent (Peru-Norway-Germany)

¹⁴ FIP Forest Investment Program (IDB, World Bank)

^{fifteen} Pro Communal Lands (GIZ Germany)

¹⁶ Four Basins: (MEF-GOREL)

¹⁷ MDE Saweto: (World Bank)

¹⁸ DAS Satipo (Junín European Union-GORE)

indigenous organizations promote the titling of their lands through regional governments. However, they do not take into account the importance *key* the national government and MINAGRI, as the authority in charge of approving policies and standards for formalization of communal lands and MINCUL as the competent body to ensure respect for the collective rights of indigenous peoples and monitoring procedures land titling. It is important to note that only two of the projects considered accompanying measures to the State, PTTR3 only provides capacity building for individual ownership, but not collective work and its scope is limited to 10 regions of the country, leaving 14 out. The GIZ project-Pro Communal Lands provide the state only provides consulting or research topics prioritized by the Governing Body.

Experience working with FENAMAD and Regional Government Madre de Dios, allowed us to identify that 80% of communities facing conflicts overlapping rights, therefore, transform or resolve conflicts is a necessary step to achieve adequate titling that allow real legal certainty for communal territories. However, these projects formalization of collective land (PTTR3 etc) will not act in communities where there are conflicts over access to the territory, and we believe that these projects will leave out of the race most outstanding communities holder.

Therefore, this project makes a difference in addressing the need for a stronger and better articulated to institutional formalization of communal lands. This will allow national and international cooperation for an investment of 80 million dollars for certification in different regions of Peru funds being used efficiently and effectively achieving the goals.

Legal certainty allows indigenous peoples better tools to protect their territories and opens the possibility of participating in economic schemes, incentive payments for environmental services and REDD. This is already a possibility in several Amazon regions of Peru through the National Forest Conservation Program and through the conditional cash transfer mechanism, to cite one example.

The proposal is for a period of 2 years and will be conducted by the Peruvian Society for Environmental Law, an organization with an impeccable track record of over 30 years and very good experience of collaborative work with the state that runs from the contribution to building a better environmental legislation, to direct cooperation with public entity for a better performance of its functions.

2.2 Relevance of the Project (3 pages)

2.2.1 Relevance to the Objectives / sectors / themes / specific Priorities of the ILFTF

The objectives of this project are consistent with the main objective of Tenure Facility: ensuring collective rights over land and natural resources. This project has as general objective, to ensure collective lands in Peru by strengthening the institutional framework for formalization of communal lands in the

Peru and expedite its efforts to issue title insurance (granted under appropriate procedures) through projects ¹⁹ formalization of communal lands that are underway.

The proposed intervention involves collaborative work with DISPACR (MINAGRI), MINCUL and regional governments to ensure titling procedures more efficient and effective land. The importance of this is to consolidate the structure of the Governing Body a team or unit specializing in rural and native communities, whose base is the recognition of collective rights of indigenous peoples, with an integrated and articulated at the level of the Peruvian State vision.

Previous experience working with FENAMAD, we taught that it is crucial to prioritize actions regarding the conflicts in indigenous rights by superimposing or lack of formalization territories. Under this argument, this project will allow the State to have staff trained to handle correctly the procedures for collective land titling. Therefore, the value of this project transcends the expected results thereof and extends to the achievement of the objectives and goals of others titling projects, while addresses and seeks to resolve current limitations of the state.

2.2.2 Relevance to the special needs and constraints of the target country, region (s)

and / or Relevant the industries (including synergy with other vouchers Initiatives and avoidance of duplication)

The proposed project is relevant because 49% of the Peruvian territory roughly 600,000 km² is under communal tenure where tenure rights are exercised by indigenous peoples organized peasant and indigenous communities in their ancestral domains. 38% of rural and native communities in the country does not yet have titles ^{twenty}. There is no official information on the number of peasant and native communities that do not have titles, but there is no official information. According to unofficial data bases, 3,379 rural communities and 644 indigenous communities, still do not have land titles ^{twenty-one} and AIDESEP estimated 1,300 native communities holder.

With respect to communities that do have a title to their land, it should be noted that in 72.7% of cases ²², their titles were obtained with no proper procedures, which ultimately undermine legal certainty over their land. Among the most common problems found contradictory cadastral information, lack of

¹⁹ PTRT-3 ¹⁹, DCI / CBPP ¹⁹, FIP ¹⁹, Pro communal lands ¹⁹, four basins ¹⁹, MDE Saweto ¹⁹ DAS and Satipo ¹⁹.

^{twenty} Smith, Richard and Salazar, Milagros (2016). Commons: More than preserving the past is securing the future. The State of Indigenous Communities in Peru. 2016. P.8 report.

^{twenty-one} Smith, Richard and Salazar, Milagros (2016). Commons: More than preserving the past is securing the future. The State of Indigenous Communities in Peru. Report 2016. P.25.

²² Medina, Melissa (2016). Titular missing in Peru Indigenous Communities 4023.

[<http://www.ibcperu.org/uncategorized/en-el-peru-faltan-titular-4023-comunidades-indigenas/>].

georeferencing plans, lack of monumentation milestones, difficulties in rectifying bad deeds granted by administrative means, among others ^{2.3}.

Given that regional governments are responsible for leading the process and issue land titles, it is essential to strengthen the capacities of MINAGRI as Ente Tector regarding formalization of land as well as the capabilities of MINCUL as the competent body to ensure respect for the collective rights of indigenous peoples and monitoring procedures for land titling, to ensure procedures backed securities within the legal framework.

At this level indigenous organizations and civil society are strategic for government agencies in the procedures for formalization of communal lands allies, as not only an important source of information but also an important technical support for the monitoring and support of these procedures. It is important to remember that international cooperation funds committed for legal security of indigenous territories have been achieved by indigenous organizations, as FENAMAD and AIDSEP, who have made their demands are met in major international spaces such as the COP and the Permanent Forum indigenous peoples in the UN.

In this context, the proposed SPDA focuses on the key problem - lack of capacity of the Lead Agency to coordinate the actions of the various projects, to establish clear criteria and procedures for regional governments and to involve other government entities:

- Strengthen the role of MINAGRI and MINCUL for the purposes of effective performance of its functions to provide the lands of the territories of the peasant and indigenous communities of legal certainty. This will be achieved through development aimed at strengthening technical and legal capacities of MINAGRI and MINCUL, their servants and officials, the implementation of a training program and the preparation and publication of teaching materials activities. Institutional strengthening of MINCUL and MINAGRI will establish and articulate joint working mechanisms to exercise a leadership role in their different functions, and thus have the tools necessary to safeguard the rights of indigenous peoples.

- Articulate the MINAGRI and MINCUL with other authorities involved in the formalization of communal lands, as well as implementers of projects in this area and with indigenous organizations. This will be achieved through the instrumentality of normativas- proposals -including proposals to raise the deficiencies that exist around the articulation of all the aforementioned actors, the creation of spaces for dialogue between the MINCUL, MINAGRI and governments regional for the purposes of due accompaniment procedures formalization of communal lands. activities are planned in order to strengthen the technical and legal capabilities through the hiring of in-situ cooperating professional implementation

^{2.3} Ministry of Agriculture and Irrigation (2014). Cadastre project, Titling and Rural Land Registry in Peru, Third Stage - PTRT3. Environmental and Social Analysis (EAS) and Plan Environmental and Social Management (ESMP). Q9.

brigades of specialists in intercultural and gender, and the development and publication of teaching materials. A proper coordination will allow more active participation by all the actors who play a role in the formalization of communal lands, which will bring a comprehensive view on this matter and, therefore, possible to define consistent policies and standards and adequate to actually, generating greater dynamism in the formalization of communal lands.

The history of work on which is built the proposal is the pilot "legal security for indigenous territories of Madre de Dios and Cusco" project, which through capacity building FENAMAD and GOREMAD titration was achieved 2 18,680.00 hectares Native communities and cadastral update in 3 communities, for a total of 64,000.00 hectares in the Amazon forest.

This project does not involve the continuation of the pilot, since the proposed intervention involves scaling strategic actions at the national level to achieve greater impacts on formalization of communal lands and, therefore, the project will impact both addresses key problems from different fronts, which will allow the government and international cooperation investment exceeding 80 million under titling projects PTRT-3 ²⁴, DCI / CBPP ²⁵, FIP ²⁶, Pro communal lands ²⁷, fourth Basins ²⁸, MDE Saweto ²⁹ DAS and Satipo ³⁰ achieve the objectives and targets set, which land tenure in at least 500 communities they ensured.

2.2.3 Beneficiaries, Their needs and constraints, and state how the action will address

These needs

The objectives and expected results of the project are focused on the following beneficiaries:

- Country's indigenous peoples and their communities
- Ministry of Agriculture and Irrigation (MINAGRI)
- Ministry of Culture (MINCUL)
- Regional Government of Loreto (GOREL)
- Regional Government of Madre de Dios (GOREMAD)
- Forest and Wildlife Service (SERFOR)
- Interethnic Association for the Development of the Peruvian Rainforest (AIDESEP)
- Native Federation of Madre de Dios (FENAMAD)
- Federations of indigenous communities in Loreto

²⁴ PTRT-3: Third Phase Degree Program (beginning 1996) (BID)

²⁵ DCI: Joint Declaration of Intent (Peru-Norway-Germany)

²⁶ FIP Forest Investment Program (IDB, World Bank)

²⁷ Pro Communal Lands (GIZ Germany)

²⁸ Four Basins: (MEF-GOREL)

²⁹ MDE Saweto: (World Bank)

³⁰ DAS Satipo (Junín European Union-GORE)

- **Titling projects:** PTRT-3³¹, DCI / CBPP³², FIP³³, **Pro communal lands**^{3.4}, **fourth basins**³⁵, MDE Saweto³⁶ DAS and Satipo³⁷.

As noted above, 38% of communal land currently still lacks title to, which is somewhat ironic as obtaining legal certainty for the territories is and has been the main demand of Indigenous Peoples in Peru since long time. It has even been the reason for the foundation of many of the representative regional organizations.

There are a number of factors that have led to the lack of legal certainty for much of the indigenous territories of our country:

- Lack of political will on the part of governments to prioritize communal titles.
- Lack of continuity in political commitments when a change of government occurs.
- It does not exist in the country a clear policy to organize the formalization and allow resolve conflicts.
- Lack of articulation and coordination between the competent authorities for certification.
- Lack of institutional capacity (qualified personnel, clear procedures) for certification.
- Uncertainty generated by the decentralization of functions to regional governments and other authorities.
- High turnover of those responsible for land titling processes.

Weak institutions and lack of capacity of the Peruvian State regarding the formalization of communal lands entails a lack of legal certainty over lands of peasant and native communities, which ends up hurting the exercise of the fundamental right that these, as are indigenous peoples they have to their lands.

Establish the conditions for proper governance is not a simple task in Peru. Promote changes that strengthen the institutional framework is complicated, but highly possible through comprehensive strategies accompaniment to MINAGRI, MINCUL and regional governments, linking public and private actors in order to empower our authorities so that they assume their role with capabilities and conditions necessary for the fulfillment of their duties.

2.2.4 Particular added-value elements

Legal certainty on communal lands facilitates indigenous peoples safeguard their territories and resources, therefore, this proposal will also help reduce deforestation in communal territories and thus slow the rate of climate change and biodiversity loss, generating not only a national but global benefit.

³¹ PTRT-3: Third Phase Degree Program (beginning 1996) (BID)

³² DCI: Joint Declaration of Intent (Peru-Norway-Germany)

³³ FIP Forest Investment Program (IDB, World Bank)

^{3.4} Pro Communal Lands (GIZ Germany)

³⁵ Four Basins: (MEF-GOREL)

³⁶ MDE Saweto: (World Bank)

³⁷ DAS Satipo (Junín European Union-GORE)

Recall that numerous studies have shown -and also been pointed out repeatedly by various indigenous organizations the ability of indigenous peoples to actively conservation of nature in the field of their territories participate is closely linked to legal recognition and security long-term legal thereon. The latter not only allows them to have a long-term view on their territories, which encourages conservation, but also gives them the opportunity to exercise adequate protection over them and thus curb the development of activities that impact negatively about their natural environment.

Achieve legal certainty for communal territories is not the ultimate goal that this intervention will generate, to be titled and registered communal lands in the public records, the possibility of participation of indigenous peoples in remuneration schemes open for ecosystem and REDD services. In Peru, this is an opportunity for short- medium term, just to cite one example, two of the beneficiary communities of joint work between FENAMAD, GOREMAD and SPDA: Hell and Port Arthur. Both communities have joined the Mechanism Conditional downloads of the National Forest Program. Under this scheme, those communities that meet the requirements can benefit from a well managed and conserved annual economic incentive per hectare.

It is noteworthy that the project also proposes to begin the discussion on what options they have communities that already have a title for sustainably use forest resources found in their territories, it linked to the new forestry regulations and figure cession in use.

Finally, the project will incorporate gender and intercultural approach procedures formalization of communal lands in order that the authorities are guarantors of the rights of the different cultural groups, the same that have historically been excluded. The project also seeks to strengthen coordination between the various authorities with responsibility for formalization of communal land to develop joint strategies and a holistic view of the application of law in favor of indigenous peoples. Finally, the project proposes to start the analysis and generate discussion about the next steps to titling, seeking to identify alternatives for the benefit of indigenous peoples.

2.3 Description of the Project (10 pages)

2.3.1 Overall Objective

The overall objective of this project is to collective ownership by strengthening the institutional framework for formalization of communal lands. The intervention will allow to give legal certainty to 5 million hectares nationwide community ³⁸ and 200 thousand hectares ³⁹ in indigenous territories of Loreto and Madre de Dios.

³⁸ Through the implementation of this project whose results will impact positively on the progress of other projects for communal land titling.

³⁹ hectares.

2.3.2 specific Objectives

The specific objectives of this project are twofold: 1) To strengthen the role of MINAGRI and MINCUL for the purposes of effective performance of its functions to provide legal certainty to the lands of the territories of the peasant and indigenous communities; and 2) Articulate the MINAGRI and MINCUL with the other authorities involved regarding the formalization of communal lands, as well as implementers of projects in this area, with indigenous organizations and civil society.

These objectives respond to two aspects that are essential for effective strengthening of the steering role in the formalization of communal land: the institutional strengthening of MINAGRI as the lead agency in this area and improve coordination between all actors playing a role in the formalization of communal lands.

The aforementioned objectives have been designed so that compliance with the first, after the implementation of the relevant activities, is a prerequisite for the fulfillment of the second. Thus, the institutional strengthening of MINAGRI as lead agency in the latter generate the necessary leadership for effective coordination among all actors playing a role in the formalization of communal lands.

2.3.3 expected Results

To achieve the specific objectives and the overall goal of the project is expected to achieve the following results:

1. Institutionalizing a national policy formalization of communal land, benefiting rural and native communities, and giving legal certainty over their land.

2. MINCUL joint MINAGRI and with other authorities involved in the field of formalization of communal lands (including the relevant authorities of regional governments), as well as implementers of the projects focused on qualifications, with indigenous organizations and civil society.

3. Both results allow secure tenure in communal 5 million hectares national level and 200 thousand hectares⁴⁰ in indigenous territories of Loreto and Madre de Dios, directly benefiting more than 500 communities⁴¹.

3. Activities

The specific objectives mentioned above (page 3) will be achieved after the implementation of certain groups of activities specifically designed to

⁴⁰ hectares.

⁴¹ Goals titling projects.

purposes of compliance with each of them. Then each raised specific objective, followed by group activities for each case will be:

SO 1: Strengthen the role of MINAGRI and MINCUL for the purposes of effective implementation of its key functions to provide land territories of peasant and native communities of legal certainty.

1.1 Develop a participatory technical-legal report through which you make a diagnosis of the intervention levels of the different sectors (emphasizing MINAGRI MINCUL, PTRT 3 MINAM SERFOR, Gores DGAAA) on formalizing common land and proposed link mechanisms are made to ensure compliance the rights of peasant and indigenous legal certainty of their territories communities.

1.2. Based on the diagnosis 1.1 the activity refers to instrumentalise least two proposals for improvement. Validate these proposals with the competent authorities for approval through a workshop which will include the presentation of proposals-directed to the main civil servants of such entities, civil society organizations and indigenous organizations.

1.3. Based on the participatory diagnosis, identify or mechanisms proposed for joint legal framework on land tenure and related to forest resources, with emphasis on the assignment of use and application. Technical and legal
Identify the technical, legal and economic feasibility of developing and use of forest resources in the lands of the territories of the peasant and indigenous communities entitled, as an alternative for effective management of forest resources against deforestation.

1.4. Develop a participatory technical-legal report through which you make a diagnosis of the technical and legal requirements of servants and officials of MINAGRI and MINCUL for the effective exercise of their functions. Based on the diagnosis that the activity relates to design and implement a program for capacity building aimed at servers and officials MINCUL and MINAGRI in order to consolidate their knowledge of the formalization of communal lands and rights native populance.

1.5. Based on the diagnosis that refers activity 1.4, providing advice technical and legal MINAGRI and MINCUL regarding the formalization of communal lands with the hiring of three cooperating professionals who provide permanent in-situ MINAGRI three professional advice and aid workers who provide in-situ ongoing advice to MINCUL

- 1.6.** In coordination with MINAGRI and MINCUL, and based on the diagnosis that refers activity 1.4, develop and publish at least one educational material to facilitate the work of GORES on the formalization of the commons.
- 1.7.** Based on the diagnosis that the activity refers 1.4, prepare at least two -directivas- proposed rules to facilitate the servants and officials of MINAGRI and MINCUL collaborative work and articulate. Validate the proposals MINCUL and regulations with MINAGRI, civil society organizations and indigenous organizations.
- A. 1.8** Quarterly schedule a follow-up meeting between project activities State institutions and organizations of civil society and titling project implementers, as well as with regional governments that are part of the project.

The implementation of this group of activities will result in the strengthening of the capacities of MINAGRI and MINCUL regarding the formalization of communal lands and collective rights of indigenous peoples approaches to multiculturalism and gender, as well as strengthening country level the institutions in this area. For this purpose, it is planned to implement aimed at strengthening the technical and legal capabilities of servers and MINAGRI and MINCUL officials, such as conducting training activities, provision of permanent technical-legal advice -through different mechanisms - and the development and publication of teaching materials. On the other hand, It is also planned deployment aimed at strengthening the institutional framework of MINCUL and MINAGRI, such as the development of diagnostics and policy development and validation of proposed activities. The successful implementation of these activities, because of their very nature, will depend on joint work and articulate, and at different levels, with MINAGRI and MINCUL:

SO 2: Articulate the MINAGRI and MINCUL with other authorities involved in matters formalization of communal land, with project implementers in this area, with indigenous organizations and civil society.

- 2.1.** Develop a participatory technical-legal report through which you make a Diagnostic criteria incorporating multiculturalism and gender in procedures formalization of communal lands and improvement proposals are made in this regard. Based on this diagnosis, instrumentalize at least two proposals for improvement.
- 2.2.** Validate the proposed improvements to the activity 2.1 it refers to the authorities competent for approval through a workshop which will include the presentation of proposals - aimed at senior public officials of those institutions and representatives of civil society and indigenous organizations.

- 2.3.** In coordination with the MINCUL, develop and publish at least two teaching materials to facilitate the incorporation of gender and interculturality formalization of common lands, both regulatory and in terms of the implementing procedures.
- 2.4.** In coordination with MINAGRI and MINCUL develop and publish at least one material training to facilitate the work of regional governments at different stages of the award procedure of communal lands.
- 2.5** In coordination with the MINCUL, develop and publish at least one educational material on the formalization of communal lands and collective rights of indigenous peoples.
- 2.6.** Implement an annual workshop with each of the two regional governments of Mother God and Loreto that will generate opportunities for dialogue between the latter and the MINCUL and MINAGRI in order to identify those areas in which regional governments require technical and legal advice for the effective performance of its functions regarding formalization of communal lands.
- 2.7.** Based on the weaknesses identified in the areas of dialogue to which 2.7 refers activity, implement an annual capacity building workshop with at least 5 regional governments.
- 2.8.** Provide technical and legal advice to the Regional Government of Loreto and Madre God, through hiring experts in conflict resolution strategies, as well as additional hiring of three cooperating professionals providing in-situ ongoing advice to such regional governments.
- A 2. 9.** Implement a special brigade of three professionals accompanying the Regional governments of Madre de Dios and Loreto in its work formalization of communal lands in order to incorporate the components of multiculturalism and gender in award procedures. This brigade will assist national level.
- SO 3:** Secure access rights to forest land in Loreto and Madre de Dios and indirectly achieve effective certification processes in other regions of Peru.

The implementation of this group of activities will bring the articulated implementation of policy formalization of communal lands. For this purpose, it is planned to implement joint MINAGRI oriented and MINCUL with different actors playing a role in the formalization of communal lands, with special emphasis on regional governments, which are responsible for formalizing activities *per se* of the common lands, as well as project implementers titling and indigenous organizations.

While the impact of the project is at the national level, strengthening the Governing Body and the MINCUL the election of the Regional Government of Loreto and Madre de Dios answer the following: in the case of the Loreto Region, is the Amazon region most extensive of Peru and which brings together the largest number of outstanding communities titling, many of which will not be worked by high levels of conflict, for example, natural protected areas, lots of oil, and forestry concessions, among others, leading to delays in the process and the need for a higher level of intervention at the time of the procedure. Despite this and the demand of indigenous peoples and the need to organize regional territory, the annual goals of the Regional Governments are titling of 30 communities,

In the case of Mother of God, the choice responds to continue with the process initiated with the pilot project, the impact is expected lies in resolving conflicts in communities with high levels of conflict in their territories, by the presence of different illegal mining activities, as more complex situations such as sightings of peoples in voluntary isolation. With this, Mother of God can become a reference level methodology for resolving tenure conflicts with indigenous peoples, continuing the consolidation of the regional indigenous organization as a key driver to activate the action of the Regional Government of Madre de Dios.

2.3.4 Strategy Towards Greater / sustained Impact

The project intervention strategy is focused on strengthening the state and consolidate the institutions needed to manage processes and titling projects underway in Peru. Given that the projects have been designed on the basis of numerical targets (number of communities holder, number of individuals beneficiaries) may not provide that the processes can be affected if no conflicts caused by lack of allocation of rights previously resolved, it is imperative to have a governing body with the capacity to fulfill its duties properly and lead a national process in which other actors participating in the central government and regional governments.

Another consideration is strategically addressed from the project is conflict resolution as part of the formalization process of communal lands. As mentioned above, other projects⁴² Titration not planning to act in communities where there are overlapping conflicts or lack of allocation of rights, which many communities lose the possibility of qualification.

In practice, this will allow, from the MINAGRI, better articulation and coordination among stakeholders, especially in the areas (regions or communities) where it is implemented more than one titling project is promoted. Since they are implementing a number of titling projects parallel, leadership and MINAGRI joint is essential to ensure that the objectives is reached and therefore that

⁴² PTRT-3⁴², DCI / CBPP⁴², FIP⁴², Pro communal lands⁴², fourth basins⁴², MDE Saweto⁴² DAS and Satipo⁴².

State investment and international cooperation is used effectively and efficiently.

Methodology

The field activities of this project will be implemented sequentially. Each generates or allows conditions for carrying out the next activity. This is a reason: the strengthening capabilities MINAGRI and MINCUL on formalizing commons 1--the result is a precondition for the proper implementation of the second set of activities for the articulated policy enforcement in matter of formalization of communal lands. It is possible that the governing body in this area -MINAGRI - and lead MINCUL such linkages without strengthened internally and with each other.

The methodology used for the implementation of the activities will, as far as possible, highly participatory, since the success of each and every one of them will depend on their validation by different stakeholders. Therefore, throughout the entire project will be held constant meetings, interviews and workshops, among other events for participation and dialogue.

Description of Roles

- **MINAGRI:** This project revolves around institutional strengthening. As is the governing body and, therefore, who dictates the guidelines for the exercise of these activities, it is clear that the latter will play a major role in the project.
- **MINCUL:** This project's main beneficiaries indigenous peoples organized peasant and indigenous communities. As the governing body on indigenous peoples is the MINCUL, it is clear that the latter will play an important role in the project. This entity will be who is in charge of ensuring that the rights of indigenous peoples in the framework of the activities of this project peoples are respected and to validate and approve the incorporation of gender perspectives and multiculturalism in the different activities of the same , among others.
- **MINAM:** Land classification for their use capacity is an important step of the process of demarcation and land titling of native communities. While MINAM is the governing body on the environment, this also has the function to coordinate with the MINAGRI land classification for their use capacity, whose approval is in charge of MINAGRI. While MINAM has a limited role in the framework of the formalization of communal lands, we can not deny that this also has a function

and therefore, it will participate, as a consultant entity in all activities related to the classification of land for their use capacity.
- **Regional governments:** If requirésemos pigeonhole this project on a topic, this would be "the formalization of communal property '. The formalization of communal property is realized through the implementation of demarcation and titling procedures for the case of peasant communities and demarcation and titling, in the case of native communities. These procedures under the decentralization process are under the responsibility of regional governments. While regional governments are the implementing arm of the

guidelines issued by the MINAGRI in this matter, it is clear that these will play a major role in the project. Regional governments will be in charge of validating all the rules relating to their duties and to strengthen their own technical and legal capabilities, among others.

- **Indigenous organizations:** Under procedures formalization of communal lands, Indigenous organizations are strategic allies for regional governments, as not only an important source of information but also an important technical support as regards the monitoring and follow these procedures. In this sense, regional governments play an important role in this project and indigenous organizations are strategic allies for regional governments, then indigenous organizations have a key role in this project. These participate as consultants and mainstreamed in the project. They will be consulted about the mainstreaming of gender and intercultural approaches in award procedures and about the adequacy of the latter to the indigenous reality, among others.
- **Project developers titling communal land:** To date 10 projects have been implemented regarding formalization of communal lands through public-private partnerships or private initiatives. These projects, as a whole, are aimed at the mass titling of communal lands, so it is necessary that their executors participate as consultants in all the project activities linked to the articulation with the governing body, because his actions It must be consistent with the guidelines issued by the governing body and the main aspects that work with the latter in this project, such as the incorporation of gender and intercultural approaches in formalizing procedures communal lands.
- **SPDA:** Led intervention, implements and reviews the intervention strategies result, designs proposed regulations, promotes the generation of opportunities for coordination and participation, promotes the dissemination of progress and facilitates communication processes and coordination through its head office and decentralized offices in Loreto and Madre de Dios.

Project staff

- **POLICY ADVISORY PROJECT:** Attorney with knowledge and experience in the development and implementation of public policies, which will provide policy advice throughout the project implementation.
- **DIRECTOR OF THE PROJECT:** Attorney with knowledge and experience in the formalization of communal lands, which will oversee the proper implementation of the project, making high-level decisions regarding its implementation, both technically and financially, if the formal link with TF charge of formal communications with the latter and, likewise, if the formal link with the authorities involved in the project, also taking care of formal communications with the latter, being thus the face of the SPDA to TF and those authorities.
- **PROJECT COORDINATOR:** Attorney with knowledge and experience in the formalization of communal lands, which will manage the technical and financial coordination of the project, including coordinating with project staff and aid workers and others

professionals who are hired for the purpose of its implementation and ensure its proper implementation, both from a technical standpoint and budget.

- **LEGAL SPECIALIST Formalizing the commons 1:** Attorney with knowledge and experience in the formalization of communal lands, which will execute a certain percentage of the legal component of the project.
- **LEGAL SPECIALIST Formalizing communal land 2:** Attorney with knowledge and experience in the formalization of communal lands, which will execute a certain percentage of the legal component of the project.
- **AND TECHNICAL SPECIALIST IN Formalizing common land:** Engineer with knowledge and experience in the formalization of communal lands, which is responsible for implementing the technical component of the project.
- **LEGAL SPECIALIST IN INDIGENOUS PEOPLES:** Attorney with knowledge and experience in national and international standards on indigenous peoples, which will handle all aspects related to the implementation of the regulations on indigenous peoples, including ensuring that the rights of indigenous peoples are respected during the implementation of draft.
- **LEGAL SPECIALIST IN FORESTRY LEGISLATION:** Lawyer specialist experienced in forest law and forest resources, deforestation and forest management, which will handle all aspects of identifying figures of forest management and cession in use on the lands of communities.
- **COMMUNICATIONS SPECIALIST:** Communicator with knowledge and experience in development projects, which is responsible for conducting communications project, from making coverage of the events held under the same until positioning on social networks and other media.
- **WIZARD COMMUNICATIONS:** Communicator with knowledge and experience in development projects, which will support the project communicator in the exercise of their functions.
- **Project Manager:** Administrator with knowledge and experience in managing projects of international cooperation, which will handle all administrative, financial and related aspects of project implementation staff.
- **ADMINISTRATIVE ASSISTANT:** Administrator with knowledge and experience in managing international cooperation projects, which will support the project manager in the exercise of their functions.
- **OFFICIAL MONITORING AND EVALUATION OF THE PROJECT:** Professional knowledge and experience in managing projects of international cooperation, which is responsible for track project implementation, both technically and financially.

- **Logistics Officer:** Person with knowledge and experience in organizing workshops and events of all kinds, who will handle all logistical aspects related to the implementation of all events organized under the project, as well as all logistical aspects trips made by the project staff and aid workers and other professionals who are hired for the purpose of implementing the project.

Equipment, Materials and Supplies

For the purposes of implementing this project, you will need to purchase computers and software. It will also be necessary to acquire materials for everyday office use, such as toner, paper, among others. It is necessary to indicate here the purchase of a differential GPS for each of the regional governments with which it will work.

communications

The project will have the permanent support of a communicator who, with the support of an assistant and in coordination with the personnel in charge of the implementation of activities will handle it visible through the following channels:

- Using different media to promote project activities and disseminate its objectives and results, which will bring this information to as many people as possible, so that the general public not specialized in the field of formalization of communal lands also can about the project. The main tools for this will be the Web of SPDA (www.spda.org.pe) And the Current Web Ambiental (<http://www.actualidadambiental.pe/>)
- specialized periodical articles on the formalization of communal lands where the project reference is made, using different platforms such as web portal 'Environmental News'.

2.3.5 Duration and indicative action plan for Implementing the Project

This project will last 24 months. The same field activities will be implemented according to the following schedule:

Years 1 & 2														
Activity	<u>H to LF- Year 1</u>										<u>H to If-Year 1</u>		<u>year 2</u>	Implementing Body
	1	2	3	4	5	6	7	8	9	10				

[illegible]

1.5. Based on the diagnosis that activity 1.4 is concerned, provide technical and legal advice to MINAGRI and MINCUL on formalization of communal land, with the hiring of three (03) professional aid workers who provide ongoing advice in- situ MINAGRI and three (03) cooperating professionals who provide ongoing advice on-site to MINCUL													SPDA
1.6. In coordination with MINAGRI and MINCUL, and on the basis of the diagnosis to the activity refers 1.4, develop and publish at least one (01) educational material to facilitate the work of GORES on formalizing commons.									x	x	x		SPDA
1.7. Based on the diagnosis that the activity refers 1.4, prepare at least two (02) proposed standards - directivas- facilitate servers and officials MINCUL MINAGRI and collaborative work and articulated. Validate the proposed regulations with MINCUL and MINAGRI, civil society organizations and indigenous organizations.									x	x			SPDA
1.8. Schedule one (01) quarterly meeting Tracking the project activities among institutions State, with the civil society organizations and project implementers titling as well as with regional governments that are part of the project.			X		X			x			x		SPDA
2.1. Prepare a (01) report technical and legal participatory, through which a diagnosis is made on incorporating criteria interculturalism and gender the procedures land formalization communal, Y HE carry proposals for improvement in this regard. On this diagnosis based instrumentalize at least two (02) proposals for improvement.												xx	SPDA
A.2.2 Validate the proposed improvements to the activity 2.1 it refers to the authorities competent to his approval by performing a (01) workshop which will include the presentation of proposals - aimed at the main public officials these entities, civil society y indigenous organizations.										x	x		

A.2.3 In coordination with the MINCUL, develop and publish at least two (02) teaching materials to facilitate gender mainstreaming and multiculturalism in the formalization of communal lands, both at the policy level and at the level of implementation of procedures.											X	X	SPDA
A.2.4 In coordination with MINAGRI and MINCUL develop and publish at least one (01) teaching materials to facilitate the work of regional governments at different stages of the award procedure communal lands.								XX		X	X	X	SPDA
2.5. In coordination with the MINCUL, develop and publish at least one (01) educational materials on the formalization of communal lands and collective rights of indigenous peoples.										X	X	X	SPDA
2.6. Implement an (01) Annual workshop with each of the two (02) regional government of Madre de Dios and Loreto, that will generate opportunities for dialogue between the latter and the MINCUL and MINAGRI, in order to identify those aspects that regional governments require technical and legal advice for the effective performance of its functions regarding formalization of communal lands.											X	X	SPDA
2.7. Based on the weaknesses identified in the areas of dialogue that activity 2.7 refers implement (01) Annual capacity building workshop with at least 5 regional governments.										X	X	X	SPDA
2.8 Based on the weaknesses identified in the areas of dialogue that activity 2.7 refers provide technical and legal advice to the Regional Government of Loreto and Madre de Dios, through hiring experts in strategies for conflict resolution as well as well as hiring additional three (03) cooperating professionals who provide in-situ ongoing advice to such regional governments.			XXXXXXXXX							X	X	X	SPDA

<p>2.9. Implement a brigade special three (03) Professional accompanying the Regional Governments of Madre de Dios and Loreto in its efforts to formalize communal lands, in order to incorporate the components of multiculturalism and gender in award procedures. This brigade assist nationwide.</p>											X	X	X		SPDA
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2.3.6 Sustainability of the Action

Expected impacts

Undoubtedly the most significant impact of the intervention is to build strong institutions to achieve legal certainty in 5 million hectares nationwide communal and at least 200 thousand additional hectares in Loreto and Madre de Dios.

The implementation of this project will bring a number of positive impacts on formalization of communal lands, by their very nature, be sustainable over time such as better rules and procedures approved. As mentioned earlier, have legal certainty allows indigenous peoples better tools to protect their territories which can be sustainable over time as security obtained can become a tool to access funding for conservation and access other benefits complementary as seed funds for community forestry improvement.

Another important impact of this intervention will show that the mechanisms appropriate collaborative work can make the state work, breaking down bureaucratic barriers, since each conflict or entrapment to be resolved as part of communal formalization, it creates a precedent or model which it should be replicated in a similar case taken care of by the state. This will contribute significantly to the revitalization of the procedures for formalization of communal lands, which in turn will come hand in hand with an improvement in compliance and enforcement at the country level the fundamental right of indigenous peoples to access to land. While it is true that the level of staff turnover is high in regional governments,

Finally, it is important to note the important role that indigenous organizations will meet in terms of requiring the State fulfill its functions through clear and unbureaucratic mechanisms.

Dissemination Plan

Dissemination activities, objectives and results that make up this project, will take over its life through the following channels:

- Participation of key project staff in major national and international regarding the formalization of communal lands events. The staff concerned should participate in major events on the subject carried out at national and international level, either as an assistant as rapporteur, must try to give the widest possible dissemination to the project.
- Using different media to promote project activities and disseminate its objectives and results, which will bring this information to as many people as possible, so that the general public not specialized in the field of formalization of communal lands can also about the project.
- Key developing training material, intended to strengthen the capacities of officials as well as advocacy capacity from communities. This is especially useful in a context of high staff turnover.
- We have seen in practice that any achievement of a GORE is of interest to other Gore, and this person-person communication (Officer-official) will be a key element disseminating achievements.
- specialized periodical articles on formalization of communal lands where the project reference is made, using different platforms such as web portal 'Environmental News'.

Replicability

Considering that this project will implement activities primarily at a country level, the chances of reply will focus on the strategies and mechanisms used to work collaboratively with the State, as the hiring of cooperating professionals with the aspiration that then integrate them to state their permanent staff.

On the other hand, some of the activities that respond to specialized training, assistance and advice to two regional governments, will be perfectly replicated in other regional governments in both involve use value for officials.

Finally, we believe that as they go resolving conflicts and formalizing collective lands in Madre de Dios and Loreto, the model could be adopted by other regional governments, with the approach of continuing a successful model.

Risk Analysis and Contingency Measures

They have identified two risks, both political nature, linked to the implementation of activities that are the subject of this project:

1. Staff turnover trust of the two associated authorities and the two governments

regional that will be subject selection, it could result in a lack of political interest in the joint implementation of activities and / or a slowdown in the implementation of these measures and the loss of experienced staff and expertise. In the case of regional governments the risk is even higher, while in October 2018 will be held regional elections for the period 2019-2022, resulting highly probable election of new governors and therefore staff turnover confidence.

Contingency measures : The signing of interagency cooperation agreements with the two partner authorities and two regional governments that are subject selection, in which he expresses the activities to be implemented jointly referenced; and building a long-term professional relationship with the most stable of these entities staff. SPDA's institutional presence through its decentralized offices in Loreto and Madre de Dios facilitate this measure.

2. The conflict that characterizes access to communal land and the problems associated with lack

allocation or overlapping rights could result in a difficulty to generate consensus on the regulatory changes necessary on the formalization of the commons.

Contingency measures : Prioritization of standards endorsed by a majority group of actors, including project implementers titling of communal lands; and the incorporation of criteria and mechanisms for prevention, conflict resolution and transformation in implementing linked to the adoption of standards activities.

Preconditions and Assumptions

This project has been designed on the basis that the formalization of communal land is a priority for the Peruvian State appearance. It follows the historical context in which we live today, when they are implementing 10 projects in the formalization of communal lands, through private and public-private partnerships, for an amount of approximately 80 million US dollars . Under this premise, strengthening the rectory on the formalization of communal lands should also be a priority for the Peruvian state appearance, while weak stewardship in this matter can not guarantee an effective formalization. However, as we face an assumption, it is necessary to take action so that this assumption becomes a fact. About, a key aspect is to ensure that all authorities will participate in the implementation of this project make it their own. To achieve the latter has validated this project with the main authorities that will participate in its implementation, with whom he expects to sign agreements interagency cooperation for the purpose of joint implementation of the project. On the other hand, the field activities of this project have been designed so that its implementation is highly participatory, and who lead the processes for implementation are the authorities involved, supported by the SPDA. Thus, it seeks to ensure ownership of the project by the authorities involved. To achieve the latter has validated this project with the main authorities that will participate in its implementation, with whom he expects to sign agreements interagency cooperation for the purpose of joint implementation of the project. On the other hand, the field activities of this project have been designed so that its implementation is highly participatory, and who lead the processes for implementation are the authorities involved, supported by the SPDA. Thus, it seeks to ensure ownership of the project by the authorities involved. To achieve the latter has validated this project with the main authorities that will participate in its implementation, with whom he expects to sign agreements interagency cooperation for the purpose of joint implementation of the project. On the other hand, the field activities of this project have been designed so that its implementation is highly participatory, and who lead the processes for implementation are the authorities involved, supported by the SPDA. Thus, it seeks to ensure ownership of the project by the authorities involved. the field activities of this project have been designed so that its implementation is highly participatory, and who lead

Upon completion of the project is expected to strengthen the institutional framework for the formalization of communal lands lasts over time. The latter will partly depend on the will of the governing body and MINCUL, but also a constant demand from the public, especially indigenous organizations.

Logical Framework

LOGICAL FRAMEWORK FOR THE PILOT PROJECT				
	Project Logic	Objectively verifiable indicators of achievement	Sources and Means of verification	assumptions
Overall Objectives	Strengthening institutions concerning the award of communal lands and collective rights	Under the leadership of MINAGRI and MINCUL, different actors in the field of formalization of communal land work articulately and efficiently for the benefit of indigenous peoples grouped into communities peasant and native, making procedures formalization more dynamic, less controversial, respectful of different cultural approaches, among others.	diagnostics elaborated participatively; -including proposals for improvement proposals normativas-developed and validated; Training, assistance Y advice technical and legal provided; Teaching materials developed and published; Spaces generated dialogue; Y Mechanisms for disseminating procedures gender and multiculturalism.	The formalization of communal land, thus strengthening from the institutionality (MINAGR-MINCUL) on formalization from land community is a priority for the Peruvian State appearance.
specific Objectives	O1: Strengthen the role of MINAGRI and MINCUL for the purposes of effective performance of its functions to provide the lands of the territories of the peasant and indigenous communities of legal certainty. (R1).	MINAGRI and MINCUL are strengthened both from an organizational standpoint as capacity, allowing them to exercise an articulated work on behalf of indigenous peoples.	diagnostics elaborated participatively; -including proposals for improvement proposals normativas-developed and validated; Training, assistance Y advice technical and legal provided; Y	The formalization of communal land and therefore strengthening from the institutional framework for formalization of communal lands is a priority for the Peruvian State appearance.

			Teaching materials developed and published.	
	<p>O2: Articulate the MINAGRI and MINCUL with other authorities involved in the formalization of communal lands, as well as implementers of projects in this area and indigenous organizations.</p> <p>(R2).</p>	<p>MINAGRI and MINCUL exercises its functions in an articulated manner with other authorities competent in the formalization of communal lands, and in close coordination with project implementers titling and indigenous organizations, which has brought</p> <p>with him procedures from most dynamic execution, less controversial, respectful of different cultural approaches, among others.</p>	<p>diagnostics elaborated participatively;</p> <p>-including proposals for improvement proposals normativas-developed and validated;</p> <p>Training, assistance Y advice technical and legal provided;</p> <p>Teaching materials developed and published; Y</p> <p>Spaces generated dialogue.</p>	<p>The formalization of communal land, thus strengthening from the institutional framework for formalization of communal lands is a priority for the Peruvian State appearance.</p>
expected Results	<p>R1: It consolidates a national policy regarding formalization of communal land, benefiting rural and native communities, and giving legal certainty over their land.</p>	<p>MINAGRI and MINCUL are recognized as referring national, regional and local level in the formalization of commons and collective rights This is given by the greater presence of MINAGRI and MINCUL, product institutional strengthening, both organizational as level capabilities.</p>	<p>diagnostics elaborated participatively;</p> <p>-including proposals for improvement proposals normativas-developed and validated;</p> <p>Training, assistance Y advice technical and legal provided; Y</p> <p>Teaching materials developed and published.</p>	<p>The formalization of communal land, thus strengthening from the institutional framework for formalization of communal land, is a priority for the Peruvian State appearance.</p>
	<p>R2: an articulated policy applies in the country's formalization of land communal, in which the various authorities involved in coordination</p>	<p>Under the leadership of MINAGRI and MINCUL, all competent authorities formalization of communal lands perform their duties in an articulated manner, in close coordination with</p> <p><u>implementers and titling projects</u></p>	<p>diagnostics elaborated participatively;</p> <p>-including proposals for improvement proposals normativas-developed and validated;</p>	<p>The formalization of communal land, thus strengthening from the institucionalida on formalization from land <u>community, is an aspect</u></p>

	with project implementers titling and indigenous organizations.	indigenous organizations. This is reflected in procedures from most dynamic execution, less controversial, respectful of different cultural approaches, among others.	Training, assistance Y advice technical and legal provided; Teaching materials developed and published; Y Spaces generated dialogue.	priority for the Peruvian State.
	1.1. Prepare a (01) technical-legal report participatory, through which a diagnosis of the intervention levels of the different sectors (emphasizing MINAGRI MINCUL, PTRT 3 MINAM SERFOR and MINAM, Gores DGAAA) on formalizing common land is made, and make proposals for joint mechanisms to ensure respect for the rights of peasant and indigenous legal certainty of their territories communities. (R1).	It has been diagnosed if the organization of MINAGRI and MINCUL is the most relevant to the operation of both institutions for formalization of communal lands, having also made proposals for improvement.	01 report technical and legal drawn up jointly.	The formalization of communal land, thus strengthening from the institutional framework for formalization of communal land, is a priority for the Peruvian State appearance.
-	1.2. Based on the diagnosis that the activity refers 1.1, instrumentalise at least two (02) improvement proposals. Validate these proposals with the competent authorities for approval, through the realization of a (01) workshop which will include the presentation of proposals-directed to the main civil servants of such entities, civil society organizations Indigenous organizations (R1).	They are instrumented two proposals for improving MINAGRI and MINCUL around their roles on formalization of communal lands and collective rights. The authorities competent for the approval of two proposals for improvements have been validated and endorsed them.	02 proposals for improving instrumentalized. 01 attendance at the workshop presentation of proposals for improvement; 01 minutes of validation of improvement proposals signed by the representatives of the competent authorities for approval; I 01 Official communication from representatives of the	The formalization of communal land, thus strengthening the institutional framework for formalization of communal land, is a priority for the Peruvian State appearance.

			competent authorities for approval, where evidence of the validation of the proposals for improvement is left.	
	<p>1.3. Based on the participatory diagnosis, identify technical proposals or legal mechanisms for joint legal framework on land tenure and related to forest resources, with emphasis on the assignment of use and application.</p> <p>Identify technical, legal and economic feasibility of the development and utilization of forest resources in the lands of the territories of the peasant and indigenous communities entitled, as alternatives for effective management of forest resources against deforestation. (R1).</p>	It diagnosed what are the technical and legal requirements MINCUL staff and MINAGRI cash for their roles for the benefit of indigenous peoples exercise.	<p>01 report technical and legal drawn up jointly.</p> <p>02 proposals for improving instrumentalized.</p>	The formalization of communal land, thus strengthening from the institutional framework for formalization of communal land, is a priority for the Peruvian State appearance.
	<p>1.4. Prepare a (01) technical-legal report participatory, through which an assessment of the technical and legal requirements of servants and officials of MINAGRI and MINCUL for the effective exercise of their functions is performed. Based on the diagnosis that the activity relates to design and implement a program for capacity building aimed at servers and officials MINCUL and MINAGRI, in order to consolidate their knowledge formalization of communal lands and rights of indigenous peoples .</p> <p>(R1).</p>	Servers and officials of MINAGRI and MINCUL they have consolidated their knowledge of formalization of communal lands, after completed a capacity building program on this matter.	<p>01 report technical and legal drawn up jointly.</p> <p>Training program designed</p> <p>Letters of invitation;</p> <p>Attendance lists; Y</p> <p>Evaluations.</p>	The formalization of communal land, thus strengthening from the institutional framework for formalization of communal land, is a priority for the Peruvian State appearance.
	<p>1.5. Based on the diagnosis that refers activity 1.4, providing advice</p>			Formalizing land community, and therefore the

	<p>technical and legal MINAGRI and MINCUL concerning formalization of land communal, with the hiring of three (03) cooperating professionals who provide ongoing advice in-situ to MINAGRI Y three (03) professionals cooperating who provide permanent advice in-situ to MINCUL (R1).</p>	<p>Servers and MINCUL officials and MINAGRI increases his team on formalization of communal land, three aid workers in-situ professionals, having improved efficiency in the performance of their roles.</p>	<p>contracts location of services from professionals cooperating in-situ;</p> <p>Monthly reports of cooperating professionals in- situ.</p>	<p>strengthening from the institutional framework for formalization of communal land, is a priority for the Peruvian State appearance.</p>
	<p>1.6. In coordination with MINAGRI and MINCUL, and based on the diagnosis that activity 1.4 refers, develop and publish at least one (01) educational material to facilitate the work of GORES on formalizing commons. (R1)</p>	<p>Servers and MINCUL officials and MINAGRI have two teaching materials physicist who serves as support for the exercise of their roles in terms of formalization of communal lands.</p>	<p>02 materials teaching published; Y</p> <p>Letters delivered to MINAGRI and MINCUL</p>	<p>The formalization of communal land, thus strengthening from the institutional framework for formalization of communal land, is a priority for the Peruvian State appearance.</p>
	<p>1.7. Based on the diagnosis terms</p> <p>activity 1.4, create at least two (02) -directivas- proposed standards providing servers and officials MINCUL MINAGRI and collaborative work and articulated.</p> <p>Validate the proposals MINCUL and regulations with MINAGRI, civil society organizations Y indigenous organizations.</p> <p>(R1).</p>	<p>Two proposals have been developed standard internal character aimed at facilitating the servants and officials of MINAGRI exercise their roles on formalization of communal lands.</p>	<p>02 proposals standard elaborate.</p>	<p>The formalization of communal land, thus strengthening from the institutional framework for formalization of communal land, is a priority for the Peruvian State appearance.</p>

	<p>1.8. Schedule one (01) quarterly meeting</p> <p>monitoring of project activities, including state institutions, with civil society organizations</p> <p>Y</p> <p>titling project implementers, as well as with regional governments that are part of the project.</p> <p>(R1).</p>		01 attendance. Summary agreements.	<p>The formalization of communal land, thus strengthening from the institutional framework for formalization of communal land, is a priority for the Peruvian State appearance.</p>
	<p>2.1. Prepare a (01) technical-legal report participatory, through which a diagnosis on the incorporation of multiculturalism and gender criteria in award procedures communal land is made, and suggestions for improvement are made in this regard. Based on this diagnosis instrumentalize at least two (02) proposals for improvement. (R2).</p>	<p>It has been diagnosed with what is the situation that exists around the joint between the MINCUL and MINAGRI and other competent authorities to formalize land communal, proposals for improvement having also done.</p>	01 report technical and legal drawn up jointly.	<p>The formalization of communal land, thus strengthening from the institutional framework for formalization of communal land, is a priority for the Peruvian State appearance.</p>
	<p>2.2. Validate the proposed improvements to which</p> <p>Activity 2.1 refers to the competent authorities for approval, through the realization of a (01) workshop which will include the presentation of proposals - aimed at senior public officials of these entities, civil society and indigenous organizations.</p> <p>(R2).</p>	<p>They are instrumented two proposals for improvement aimed at improving the articulation between MINAGRI and MINCUL and other competent authorities formalization commons</p>	02 proposals for improving instrumentalized. 01 attendance at the workshop presentation of proposals for improvement; 01 minutes of validation of improvement proposals signed by the representatives of the competent authorities for approval; I	
	<p>2.3. In coordination with the MINCUL, develop and publish at least two (02) teaching materials to facilitate the incorporation of</p>	<p>The competent authorities for approval of the two proposals for improvements to the activity 2.2 refers</p>	have materials teaching published; Y	<p>The formalization of communal land, thus strengthening from the <u>institutions on</u></p>

	gender and multiculturalism in the formalization of communal lands, both at regulatory and at the level from implementation procedures. (R2).	modified or validated and endorsed them.	Letters delivered to MINAGRI and MINCUL	formalization of communal land, is a priority for the Peruvian state appearance.
	2.4. In coordination with MINAGRI and MINCUL produce and publish at least one (01) educational material to facilitate the work of regional governments in various stages of the procedures of communal land. (R2).	Diagnosed what is the situation that exist around the joint between the competent authorities for formalization of communal lands, the project implementers in this area and indigenous organizations, proposals for improvement having also done.	01 materials teaching published; Y	The formalization of communal land, thus strengthening from the institutional framework for formalization of communal land, is a priority for the Peruvian State appearance.
	2.5. In coordination with the MINCUL, develop and publish at least one (01) educational materials on the formalization of communal lands and collective rights of indigenous peoples. (R2).		01 materials teaching published; Y Letters delivered to MINAGRI-MINCUL and regional governments.	
	2.6. Implement an (01) Annual workshop with each of the two (02) regional government of Madre de Dios and Loreto, that will generate opportunities for dialogue between the latter and the MINCUL and MINAGRI, in order to identify those aspects that regional governments require technical and legal advice for the effective performance of its functions regarding formalization of communal lands.		01 minutes of validation Assistance Acts. 01 Agreed Minute 01 Report controversial issues	The formalization of communal land, thus strengthening from the institutional framework for formalization of communal land, is a priority for the Peruvian State appearance.
	2.7. Based on the weaknesses identified in the areas of dialogue that activity 2.7 refers implement (01) Annual capacity building workshop with at least 5 regional governments. (R2).	Through a fruitful dialogue, annual MINAGRI and MINCUL take knowledge of the weaknesses of the two regional governments selected in relation to the performance of their duties regarding formalization of communal lands.	Attendance records. 01 Agreed Minute 01 Report controversial issues	The formalization of communal land, thus strengthening from the institutions on formalization of common lands, is an aspect

				priority for the Peruvian State.
	<p>2.8. Based on the identified weaknesses</p> <p>in dialogue spaces that activity 2.7 refers provide technical and legal advice to the Regional Government of Loreto and Madre de Dios, through hiring experts in strategies of conflict resolution as well as well as recruitment additional three (03) cooperating professionals who provide permanent on-site advice to such regional governments. (R2).</p>		<p>Attendance records. 01</p> <p>Agreed Minute 01</p> <p>Report controversial issues</p>	<p>The formalization of communal land, thus strengthening from the institutional framework for formalization of communal land, is a priority for the Peruvian State appearance.</p>
	<p>2.9. Implement a special brigade of three (03)</p> <p>Professional accompanying the Regional Governments of Madre de Dios and Loreto in its efforts to formalize communal lands, in order to incorporate the components of multiculturalism and gender in award procedures. This brigade assist nationwide.</p> <p>. (R2).</p>		<p>contracts location of services from professionals cooperating in-situ;</p> <p>Monthly reports of cooperating professionals in- situ.</p>	<p>The formalization of communal land, thus strengthening from the institutional framework for formalization of communal land, is a priority for the Peruvian State appearance.</p>

3 Budget Summary

Expenses *:	Funds Requested USD \$	year 1	year 2	Funded expenses by Others ⁴³ USD \$
Salaries (include employee benefits) SPDA **	402,027.67	203,147.04	198,880.64	204,755.96
cooperators	712,800.00	356,400.00	356,400.00	149,000.00
Meetings expenses capacity building, dissemination	276,000.00	135,500.00	140,500.00	
Travel & Lodging	219,960.00	75,480.00	144,480.00	66,097.22
Field Expenses	-	-	-	
Materials & Supplies	11,600.00	5,000.00	6,600.00	9,280.21
Coordination expenses	-	-	-	
Communications supplies	-	-	-	
Design fees & printed materials	-	-	-	
Audiovisuals (hosting, design, etc.)	-	-	-	
Equipment, Software & Supplies	58,000.00	16,500.00	41,500.00	7,000.00
Project audit	10,000.00	4,500.00	5,500.00	1,500.00
The counterpart of the native communities	-	-		
Total Direct Expenses	1,690,387.67	796,527.04	893,860.64	437,633.39
indirect Overhead				
fifteen%	253,558.15	119,479.06	134,079.10	65,645.01
Total Expenses USD \$	1,943,945.82	916,006.09	1,027,939.73	503,278.40

⁴³ Additional funds are intended to strengthen the intervention personnel and aid workers SPDA and operating expenses of complementary actions.

annex 2

17-TF SPDA 01 - 1

Grant Budget

The budget included will be used below for reporting expenses against budget. If the budget below differs from the budget in the Proposal attached in Annex 1 below the Budget Takes Precedence.

Expenses *:	Funds Requested USD \$	year 1	year 2	Funded expenses by Others ⁴⁴ USD \$
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Field Expenses	-	-	-	
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Coordination expenses	-	-	-	
Communications supplies	-	-	-	
Design fees & printed materials	-	-	-	
Audiovisuals (hosting, design, etc.)	-	-	-	
Equipment, Software & Supplies	58,000.00	16,500.00	41,500.00	7,000.00
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