CFW supervisory structure template

When planning CFW activities you should establish a supervisory structure for the daily supervision and monitoring of the work activities. This tool provides a supervisory structure example, which should be adapted to your context and needs.

The suggested structure includes an area supervisor, site supervisors and work group leaders, whose main responsibilities are described below. The number of supervisors and work groups will vary depending on the project.

* The **area supervisor** is normally a programme staff member who oversees CFW projects in several communities and is responsible for the entire project cycle and quality control.
* **Site supervisors** are normally community members who supervise up to five group leaders, review work activities, and monitor attendance and timesheet preparation.
* **Work group leaders** are normally community members who supervise up to 30 workers and are responsible for the day-to-day management of the work activities and maintenance of attendance records. Also, they can facilitate the payment of the work group.

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