CFW planning checklist

* Consider how community committees can be strengthened or created to help manage projects, and organize and supervise work teams.
* Engage with local government authorities to guarantee their support of, and active participation in the programme, and ensure that the infrastructure recovered or created will be maintained in the long term.
* Establish a culturally appropriate work scheme (i.e., taking into account prayer times, public holidays, etc.).
* Ensure that working hours correspond to participants’ physical condition and respect competing demands on their time (in terms of both timing and total hours worked).
* Make sure the community understands the project objectives, what is expected from participants, work conditions, wage rates and payment processes.
* Decide whether participants need to be trained.
* Discuss with communities what will happen to work tools and materials at the end of the project.
* Organize workers into groups that are small enough to enable supervision (generally around 25 workers in each group).
* Plan unannounced monitoring visits to verify registration lists and avoid the risk of ‘ghost workers’.
* Pay attention to the dignity of workers, in order to avoid creating or reinforcing stigma.
* Put in place measures to ensure the safety of workers, by analysing potential risks and putting mitigation measures in place. For example, ensure that machines are operated only by experienced workers, provide a first aid kit at the work site and determine in advance how any injuries will be dealt with, and provide for transport to a local hospital or clinic in case of a serious incident.
* Consider insuring workers to cover them while they are engaged in CFW. This decision will need to take into account the local policy and what other agencies are doing.
* Coordinate with the Logistics department, keeping it informed of:
* which projects will take place, where and when
* how many workers will be working in each location, and for how many days
* how workers will reach the work sites, especially when transport facilities are needed
* what tools (including spare parts, building materials, machines, protective clothing, face masks, etc.) will be needed to carry out the work and whether these tools are available on local markets and/or in the community
* what storage facilities exist, whether beneficiaries are expected to store tools and equipment themselves, and whether there are security risks involved in transporting and storing these materials

Adapted from Harvey P, Bailey S., (2011) “Cash Transfer Programming in Emergencies” GPR ODI