CFW monthly summary form template

### Background information

1. Reporting month: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. Program site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Current date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. Person completing form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Cash-for-work programme summary measures

5. Total number of projects that were active at any time during the month: \_\_\_\_\_\_\_\_\_\_\_\_

6. Number of new projects started during the month: \_\_\_\_\_\_\_\_\_\_\_\_

7. Number of projects finished during the month: \_\_\_\_\_\_\_\_\_\_\_

8. Number of people participating in projects during the month:

(this is an average of weekly data from timesheets or biweekly data from monitoring spreadsheets)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| a. Overall: | \_\_\_\_\_\_\_\_ | c. Female | \_\_\_\_\_\_\_\_ | e. Group leaders | \_\_\_\_\_\_\_\_ |
| b. Male | \_\_\_\_\_\_\_\_ | d. Labourers | \_\_\_\_\_\_\_\_ | f. Site supervisors | \_\_\_\_\_\_\_\_ |

9. Total number of person days worked during the month: \_\_\_\_\_\_\_\_\_\_\_

10. Total amount of cash payments disbursed during the month: \_\_\_\_\_\_\_\_\_\_\_

11. What were the primary obstacles facing participants in the CFW programme over the month?

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12. Are there other external factors, issues or problems that have influenced the CFW programme over the month? Please explain.

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13. Have any problems with cash distribution or labour reporting been observed or reported during the month?

(e.g., workers report not receiving agreed upon daily rate; fewer workers are present than what is reported on time sheet, etc.)

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14. New activities, innovations and other comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Source: Guide to Cash-for-Work Programming (2006) Mercy Corps