**Supportive Supervision checklist**

Field visits are a critical part of CBHFA implementation. Lots of field visits are undertaken by projects to help volunteers and field staff in organizing activities, monitor project implementation and get feedback from volunteers and communities about CBHFA processes.

It is important to structure these visits in order to get feedback on all critical elements of program implementation. This tool will help in qualitatively rating critical findings with supporting reasons for ratings. Good ratings can be used later to develop case studies and other can be used to discuss challenges and lessons.

This tool can be used by management staff, supervisors and M&E team members during their field trips. Observations and recommendations must be shared later with the implementation team.

This tool can also be used to support management decisions to recognize and reward good work and identify areas of professional development for project staff.

**Supportive Supervision Checklist**

(To be used for giving constructive feedback to volunteers and field staff by program management team)

Date of visit: \_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_ Time: From\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_

Community visited : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Activity/event observed :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Objective of activity/visit:

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Key observation and comments (Please tick one option and put comment below)

Activity organized as planned Largely Average Poorly organized

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# of participants as per expected level Good Average Poor participation

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# Key message delivered correctly Mostly Some Incorrectly delivered

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# Volunteer participation Good Average Poor

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# Volunteer motivation level Good Average Poor

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# Community involvement Good Average Poor

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**Remarks**

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**Recommendations**

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Name and designation of the visitor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_