**ORGANIZATION CHART**

The organization chart is *designed during the planning phase* and is part of operational planning. At Tdh, it is a *compulsory* part of project documents developed for each intervention. Keep in mind that most donors also ask for organization chart and that it can therefore support internal and external accountability.

The organisation chart shows the internal structure of an organisation or company. The employees and positions are represented by boxes or other shapes. Straight or elbowed lines link the levels together. This creates a clear visual depiction of the hierarchy and ranks of the different people, jobs and departments that make up the organisation.

In humanitarian settings, it is important to have a clear organisation chart since it *helps to define the human resources required for project implementation (quantity and type), how these people will work together and how they will be allocated geographically.*

Don’t forget to plan for operational staff who have transversal roles and responsibilities, namely those involved in monitoring and evaluation.

The organization chart must be adapted to the specificities of each context.

*Tips for designing an organization chart:*

* Do not build your organization chart based on individuals or your project will most likely suffer from a lack of appropriate competencies/expertise/human resources to achieve its objectives. Define the positions you need based on the expertise you are looking for.
* Use harmonized name of position;
* Format the chart to fit on one single page – otherwise it won’t be understandable and user- and reader-friendly;
* If you need to save space and have a lot of similar positions, group people with the same title into one box;
* Makes the boxes the same size and space them evenly;
* Update your organization chart in time. It is of the utmost importance as in emergency and humanitarian crisis context, the composition of a team evolves quickly because of frequent scaling up or downsizing of intervention. Regular updates will ease operational (including finance and logistics) and strategic planning.
* If you are developing an organization chart for one specific project, make sure it is coherently integrated into the general organization chart of the delegation – which could cover several projects.
* Think globally so you don’t have twice the same position in the delegation and your support teams are properly fitting the size of the delegation. This will also help to draft realistic budget.

***ORGANISATION CHART TEMPLATE (must be contextualised)***

**Data Clerk**

**Supply Officer**

**Logistics Officer**

**HR Officer**

**Finance Officer**

**Project Manager**

**Base M&E Officer**

**Base Logistics Manager**

**Base Admin Manager**

**Protection Advisor**

**Information Manager**

**Health Advisor**

**M&E Manager**

**Programme Coordinator**

**Field Coordinator BASE A**

**Project Manager**

**Logistics Officer**

**Finance Officer**

**HR Officer**

**Base Admin Manager**

**Base Logistics Manager**

**Base M&E Officer**

**Field Coordinator BASE B**

**Finance Manager**

**HR Manager**

**Finance Officer**

**HR Officer**

**Logistics Manager**

**Logistics Officer**

**Logistics Coordinator**

**Admin/Fin/HR Coordinator**

**Data Clerk**

**Supply Officer**

**Deputy HoD Emergency Coord**

**Head of Delegation (HoD)**