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**Fall**

Guidance on top tips for AQA to strengthen WASH programming

Top Tips for WASH Partner Participation

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| **Challenge** | **Recommendation** |
| New partner staff join and are not familiar with the AQA initiative | Cluster to give regular reminders to new partner staff on AQA process through periodic quick ‘refreshers’ at Cluster meetings.Share links to partners on key resources: AQA toolkit, Agora course, Guidance note. Have a one pager for new partners on the process and roles. |
| Lack of incentives in place to promote adherence by partners. | Require AQA participation for partners who received pooled humanitarian funds. Provide budget allocation for monitoring within this funding. |
| Limited financial resources for data collection and analysis | Avoid AQA specific data collection, integrating KQIs into existing monitoring. Incorporate monitoring costs in proposals, highlighting partners’ participation in the initiative. |
| Monitoring of KQIs is not yet an established expectation of partners. | Set out the monitoring of KQIs as part of the sector Strategic Operating Framework (SOF) or the (Strategic Implementation Plan SIP) and Monitoring Framework (MF). |

Top Tips for AQA Technical Working Groups (TWGs)

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| **Challenge** | **Recommendation** |
| Limited participation of partners in AQA TWGs and in following AQA process. | AQA TWG members sign a working group TOR that includes both TWG participation and following AQA 4 step process. |
| Burden for AQA TWGs to follow up monitoring/reporting and analysis. | TWGs should avoid managing monitoring by partners. Allow the WASH Coordination Teams to follow up on reporting and analysis. Have clear division of roles and responsibilities between Cluster and TWG. |
| Partner WASH staff engage in Cluster coordination and TWGs but partner MEAL teams oversee monitoring. | Involve MEAL colleagues staff at the start of the process. MEAL colleagues are invited to TWG meetings. |

Top Tips for WASH Sector Coordination Teams

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| **Challenge** | **Recommendation** |
| AQA process is not yet part of regular coordination business. | Allocate 10-15 minutes for AQA within cluster meetings and send emails reminding WASH partners of expectations (as is done for 4Ws). |
| The AQA process requires leadership from the WASH Sector Coordination team. | Have one person from the coordination team who is responsible for following up AQA monitoring/reporting and actions with partners and coordinating with TWG. |
| AQA initiative is not institutionalized within coordination systems. | Integrate AQA initiative into the HNRP and in the Sector SOF and monitoring framework.Include steps on the AQA initiative process in the Sector work plan. |





Top Tips for Data Collection and Reporting

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| **Challenge** | **Recommendation** |
| Difficult to manage ‘AQA surveys’ and participation by partners. | Avoid dedicated AQA surveys. Integrate agreed questions into monitoring activities already being done by partners. |
| Difficult to harmonize indicators and surveys with all stakeholders | Establish agreed questions (including their translation if necessary) used by all stakeholders involved in data collection. |
| Partners use different monitoring tools/platforms | Two options:1. Use a common template for data submission that is independent of the tool used for data collection.2.Promote use of monitoring tool used by most partners. |
| Monitoring data for different indicators is updated at various times | Establish fixed times for data submission. All data is submitted since previous period. Example: a deadline of June 30th is set, all data collected since Jan. 1 is submitted. |

Top Tips for Action Planning

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| **Challenge** | **Recommendation** |
| Action planning is time consuming | Keep it simple: partners commit to 2-3 actions to improve programming on the basis of KQIsHighlight the key gaps from KQI data in coordination meetings to request commitments to action. |
| Improvements in WASH quality are slow to materialize | Use ‘positive competition’ between actors and locations to achieve higher performance in WASH services |
| Monitoring of KQIs is not yet an established expectation of partners. | Set out the monitoring of KQIs as part of the sector Strategic Operating Framework (SOF) or the (Strategic Implementation Plan SIP) and Monitoring Framework (MF). |
| Community engagement is limited in the AQA process. | Partners to provide KQI data and explain their intended actions to communities. Make information accessible and easy to understand.Elicit feedback on steps taken the AQA initiative ( such actions taken, corrective measures). |

Top Tips for Collaboration

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| **Challenge** | **Recommendation** |
| Donors do not request partners to monitor KQIs. | Share progress on the AQA Initiative with donors. Provide donors with the list of priority KQIs being monitored in the sector. |
| Coordinate AQA initiative with other initiative related to accountability and quality. | WASH Sector AQA TWGs to periodically exchange with AAP and Accountability working groups. |
| Limited opportunities to learn from others on the AQA Initiative. | Learn from the AQA process in other countries by exchanging periodically. |
| Sustain the AQA initiative beyond the humanitarian response | Collaborate with government department involved in monitoring and evaluation of technical services. |