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**Fall**

Top tips for reducing the time involved in the AQA process

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| **AQA Step** | **Challenge** | **Recommendation** | **Responsible** |
| Step 1: DEFINE | Time required to identify Key Quality Indicators (KQIs) and harmonized questions for monitoring | Rather than starting from scratch, review the recommended KQIs and monitoring questions in the AQA Toolkit as an easy starting point. | TWG can review and modify and adapt the recommended KQIs to the context. |
| Monitoring too many indicators is difficult. | Select only priority indicators from the 3 mandatory modules based on the context. | TWG can propose the top 10 KQIs that they recommend. |
| STEP 2: MEASURE | Dedicated monitoring by partners for KQIs is a burden. | Don’t do specific ‘AQA monitoring’. Instead, Integrate harmonized monitoring questions into existing monitoring activities by partners. | WASH Sector Coordinator can disseminate questions and request adherence by partners. |
|  | Delays in monitoring data submission. | Announce dates for monitoring data submission in advance, wherein all data for the monitoring period to be submitted to the Cluster IMO.  A twice-yearly frequency for Quality Snapshot production, analysis, and adapting is recommended. | WASH Sector IMO can email monitoring period dates and deadlines and remind partners at coordination meetings. |
| STEP 3: ADAPT | It is difficult to manage sub-national review of data and action planning. | Simplify the process and delegate, rather than manage.  Request partners to each commit to 2-3 actions to improve quality and accountability based on KQI data. | WASH Sector Coordinator (and/or task sub-national coordinators) to make requests after release of KQI data. |
| STEP 4: LEARN | It can be hard to dedicate time for learning within the AQA process. | Integrate the AQA learning process within other workshops convened by the Cluster/Sector. | AQA TWG to propose an agenda for learning and exchange on AQA to the WASH Sector Coordinator. |