

5. MONITORING AND QUALITY CONTROL

Monitoring is a basic management tool that helps in systematically and continuously assessing each piece and progress of work. It also helps all the people involved in the work to identify the strengths and weaknesses and to make appropriate changes in order to improve the quality of work. Adhering to checklists for each of the six steps mentioned in the section 'Conducting Rapid Situation and Response' is key to a good assessment. The checklists can be developed around many facets as follows.

- ◆ Events (e.g., formation of advisory / steering committee, training, report dissemination workshop, etc.),
- ◆ Materials (e.g., translated questionnaires for one-on-one interviews, data collection guideline for in-depth interviews and FGDs, transportation arrangement, etc.),
- ◆ Scheduled activities,
- ◆ Management and supervision (e.g., were the problems arising during field work addressed and solved appropriately and are the activities being accomplished on time, etc.)

A sample checklist is given in the Annex.