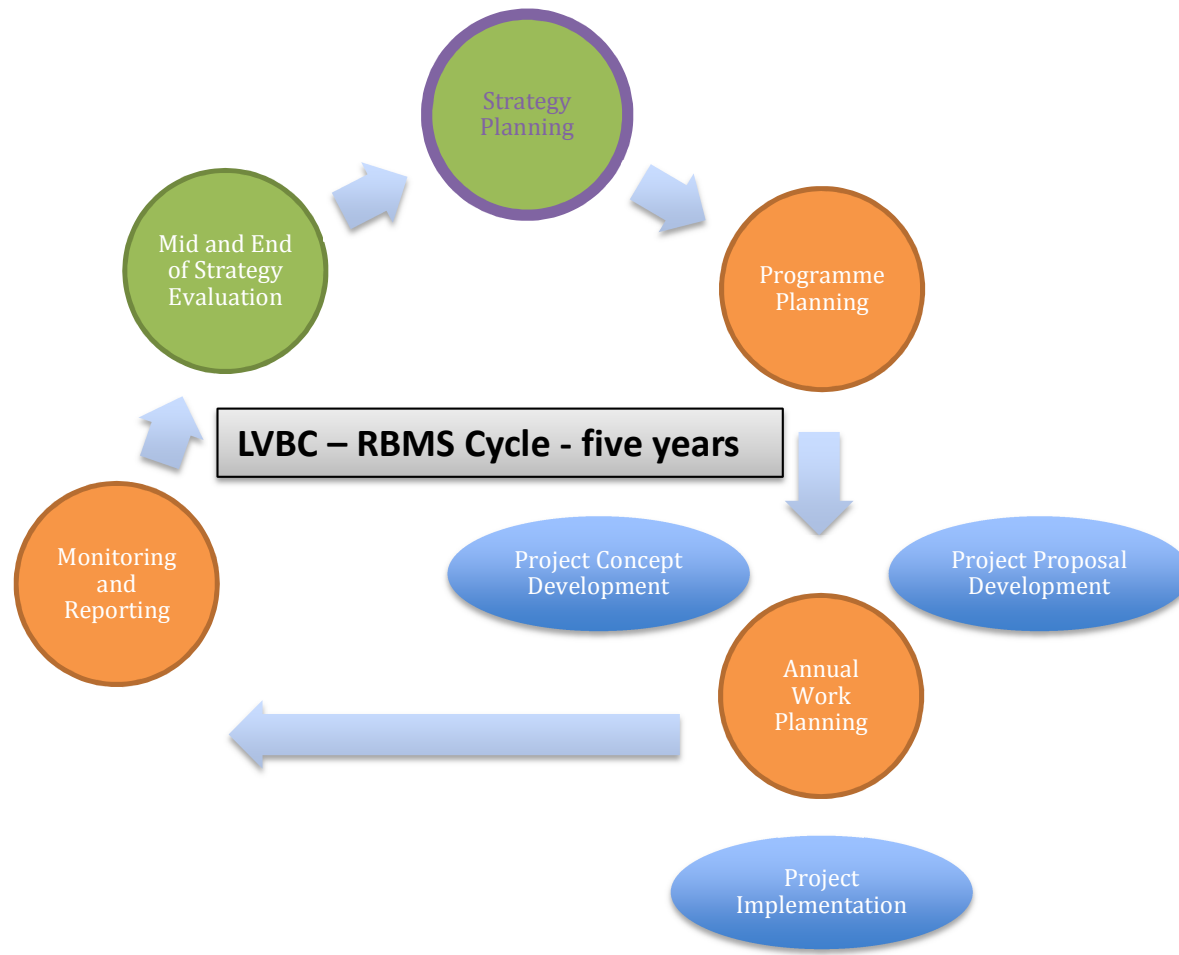


## Appendix 1 – LVBC Results Based Management System Processes (recommended)

The RBMS is comprised of eight processes that cover design, delivery and documentation at LVBC across three planning perspectives – institution, programme and project. All the processes operate within a five year strategy cycle, as shown in the diagram below. The shapes are colour coded to show the functions that they serve. Green signifies “strategic”, orange signifies “programme management”, and blue signifies “project development”.



Sectoral Council reviews and approves operational strategy and provides direction to LVBC

ES reviews draft and reports to Sectoral Council

PMEC finalizes operational strategy draft and submits to ES

Programme Managers finalize their sections and submit strategy to PMEC

On instruction from Sectoral Council, ES initiates a five year operational strategy for LVBC by engaging Partner States on sectoral priorities

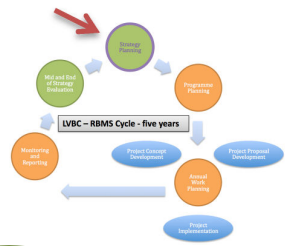
PMEC manages an environmental scan and planning process - end-of strategy evaluations are key inputs

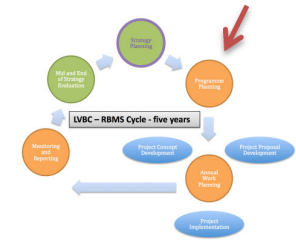
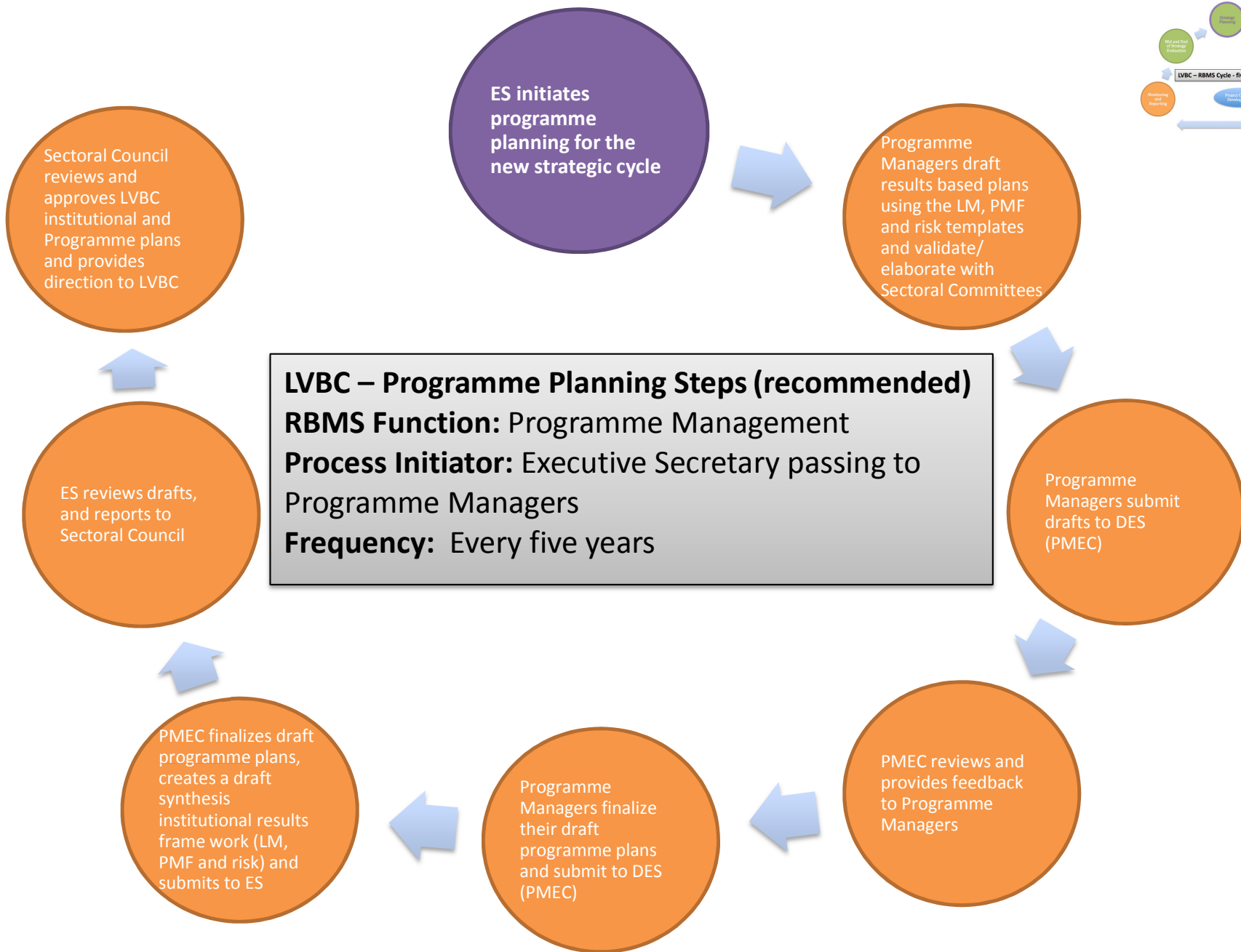
PMEC circulates draft plan to Programme Managers

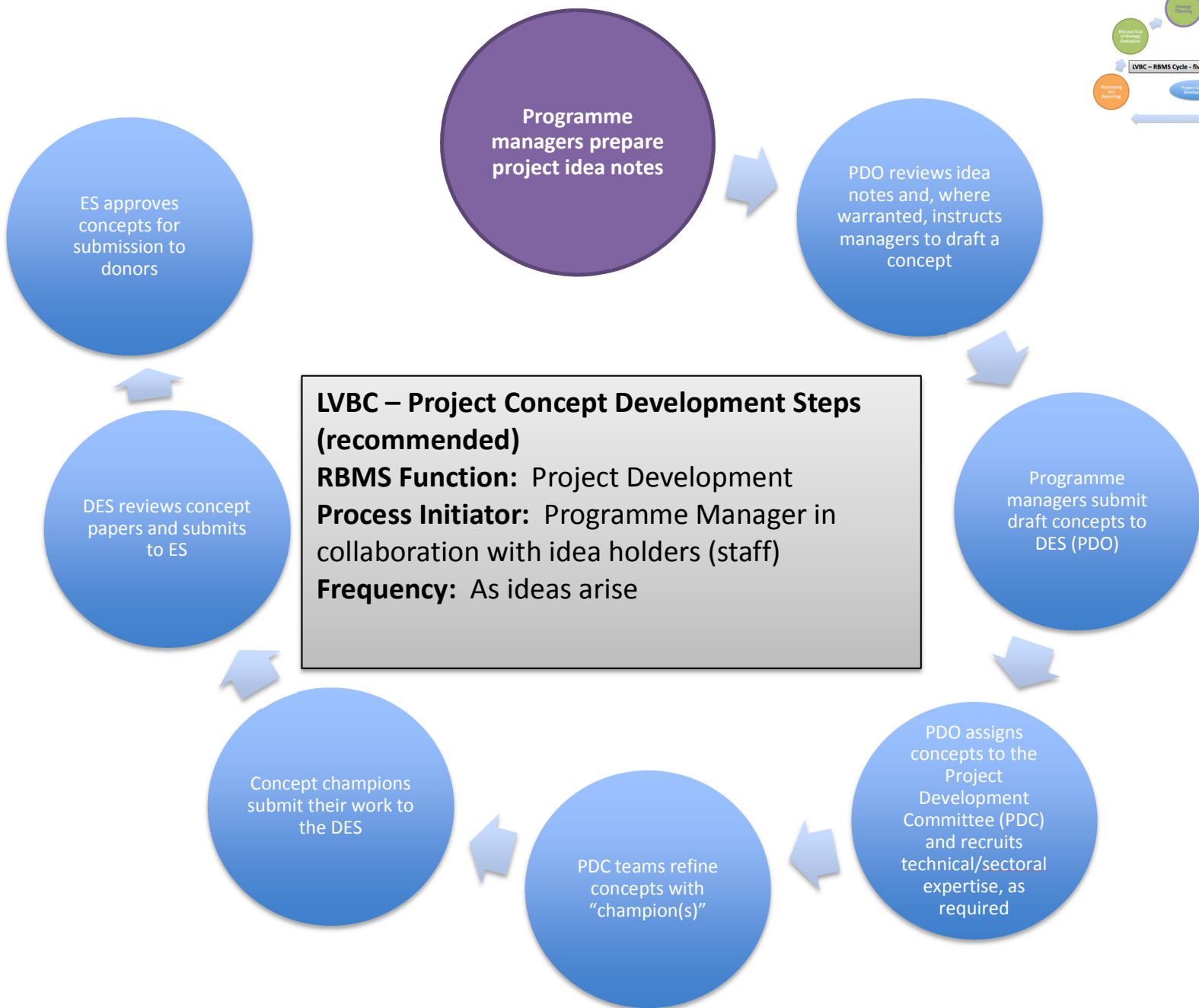
Programme Managers provide comments to PMEC

PMEC returns updated operational strategy to Programme Managers

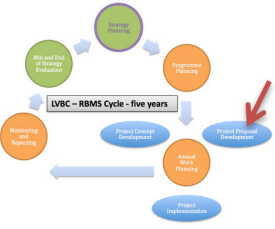
**LVBC – Strategy Planning Steps (recommended)**  
**RBMS Function:** Strategic  
**Process Initiator:** Sectoral Council passing to Executive Secretary  
**Frequency:** Every five years



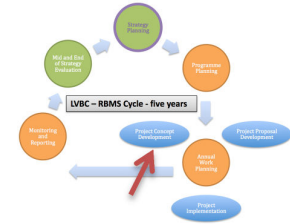




**LVBC – Project Concept Development Steps (recommended)**  
**RBMS Function:** Project Development  
**Process Initiator:** Programme Manager in collaboration with idea holders (staff)  
**Frequency:** As ideas arise







ES assigns project coordination position, sets partnership agreements (where indicated) and establishes governance arrangements

Project Coordinator prepares work plan and procures inputs in consultation with service areas

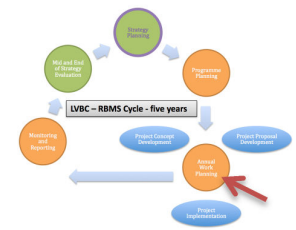
Team members (staff, consultants, partners) implement assigned tasks and share in data collection

Project Coordinator monitors performance with team and submits financial and narrative reports to Programme Manager, as scheduled

Programme Manager reviews reports, dispatches to donors, integrates in a programme analysis and provides direction to Project Coordinator

Project Coordinator makes adjustments

**LVBC – Project Implementation Steps (recommended)**  
**RBMS Function:** Project Development  
**Process Initiator:** Executive Secretary to Programme Manager in collaboration with concept champion (staff)  
**Frequency:** Continuous for project cycle



On instruction from Programme Managers, Project Coordinators draft annual work plans and submit to Programme Managers

Programme Managers rationalize and consolidate into programme work plans and budgets and submit to DES (PMEC)

PMEC further rationalize and consolidates work plans and budgets and submits to DES-PP/DES-FAD

DES-FAD review documents and submit to the ES

ES reviews documents and submits to the EAC Sectoral Council of Ministers

Sectoral Council reviews and approves LVBC Annual Work Plan and Budget; it consolidates and transmits to EALA

EALA reviews and approves EAC Annual Work Plan and Budget (LVBC included) for implementation

**LVBC – Project Implementation Steps (recommended)**  
**RBMS Function:** Programme Management  
**Process Initiator:** Programme Manager to Project Coordinator  
**Frequency:** Annually

