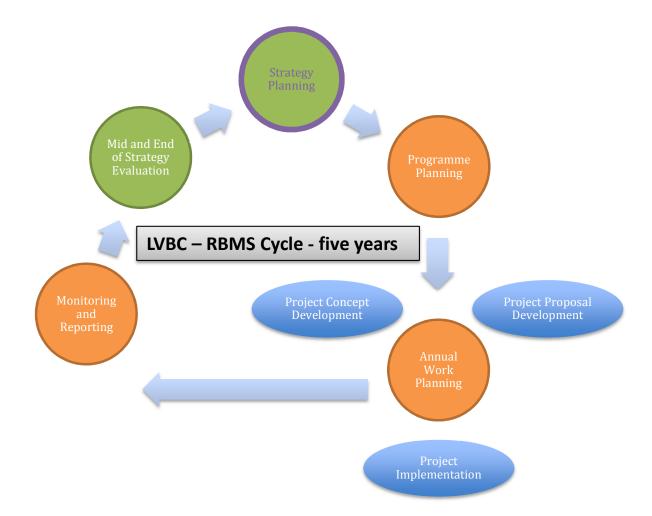
Appendix 1 – LVBC Results Based Management System Processes (recommended)

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

provide feedback to

Programme

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

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

> Programme Managers disseminate to Sectoral Committees

PMEC returns updated operational strategy to Programme Managers

comments to PMEC

PMEC circulates

draft plan to

Sectoral Council reviews and approves LVBC institutional and Programme plans and provides direction to LVBC

Sectoral Council

ES initiates programme planning for the new strategic cycle

Programme Managers draft results based plans using the LM, PMF and risk templates and validate/ elaborate with Sectoral Committees

LVBC – Programme Planning Steps (recommended)
RBMS Function: Programme Management
Process Initiator: Executive Secretary passing to
Programme Managers
Frequency: Every five years

Programme Managers submit drafts to DES (PMEC)

PMEC finalizes draft programme plans, creates a draft synthesis institutional results frame work (LM, PMF and risk) and submits to ES

Programme Managers finalize their draft programme plans and submit to DES (PMEC) PMEC reviews and provides feedback to Programme Managers ES approves concepts for submission to

> DES reviews concep papers and submits to ES

Programme managers prepare project idea notes

PDO reviews idea notes and, where warranted, instructs managers to draft a concept



LVBC – Project Concept Development Steps (recommended)

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

Programme managers submit draft concepts to DES (PDO)

Concept champions submit their work to the DES

> PDC teams refine concepts with "champion(s)"

PDO assigns concepts to the Project Development Committee (PDC) and recruits technical/sectoral expertise, as required Coordination Forum reviews proposals and, when ready, directs LVBC to submit to donors

LVBC – Project Proposal Development Steps (recommended) RBMS Function: Project Development Process Initiator: Executive Secretary to Programme Manager in collaboration with concept champion (staff) Frequency: As clearance is given to proceed

Donors signal interest in concept notes and request proposals

> PDO re-constitutes Project Development Committee (PDC) teams on the basis of technical/sectoral expertise

DES reviews proposal drafts and, when ready, submits to the Coordination Forum

PDC prepares proposals with concept/proposal champions according to donor requirements and strategic focus of LVBC; when ready, it submits to DES ES relays donor interest to DES (PDO)

UUCC- REMS Cycle - The years UUCC- THE YEARS UUCC- REMS CYCLE - THE YEARS Project Coordinator makes adjustments

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

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

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

monitors performance

with team and submits financial and narrative reports to Programme Manager, as scheduled Team members (staff, consultants, partners) implement assigned tasks and share in data collection

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



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

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

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)

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

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

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

DES-FAD review documents and submit to the ES Sectoral Council reviews reports and provides guidance to LVBC on programme implementation Project Coordinators oversee monitoring and submit monthly financial and quarterly narrative reports to their Programme Managers Programme Managers review and consolidate project analysis into semi-annual programme reports and submit to DES (PMEC)



ES provides feedback to DES and Programme Managers and reports to Sectoral Council

DES reviews reports and provides inputs to ES LVBC – Monitoring & Reporting Steps (recommended) RBMS Function: Programme Management Process Initiator: Programme Manager to Project Coordinator Frequency: Continuous PMEC analyses financial and narrative reports against programme results and returns documents to Programme Managers

> Programme Managers submit reports to Sectoral Committees

Programme Managers finalize reports and submit to DES (PMEC)

PMEC consolidates programme analysis into Institution level, semi-annual reports and submits to DES Sectoral Committees provide inputs to Programme Managers Sectoral Council discusses evaluation findings and provides guidance to LVBC On instruction from Sectoral Council, ES initiates mid- and endof cycle evaluations – three programme and one institutional

> PMEC receives evaluation reports and disseminates to DES and Programme Managers for review

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

ES reviews evaluation package and reports to Sectoral Council

> PMEC reviews and submits evaluations with a synthesis note to ES

Programme Managers share with Sectoral Committees and submit a written response to DES (PMEC)