

### RBSA workflow process and timeline from design to approval stages

Stage	Action
<b>DESIGN</b>	<p>Country Offices (CO) work closely with their Regional Programming Unit (RPU), Decent Work Team (DWT), Outcome Coordinating Team (OCT) and/or relevant technical unit at Headquarters to develop RBSA proposals (against CPOs) in line with the priorities identified in the related outcome-based workplan.</p> <p>The CPO template in SM/IP is used for the design of RBSA proposals (see in attached Annex 2A the details to be filled in the SM/IP template)</p> <p>CO submits proposal(s) via e-mail to their Regional Programming Unit. RPU's to do the pre-screening basis the regional strategic fit, results at country level and in line with overall compliance with the RBSA guidelines.</p>
<b>SUBMISSION (Day 1)</b>	<p>Regional Office submits – via e-mail to PROGRAM (<a href="mailto:program@ilo.org">program@ilo.org</a>) – up to maximum ten (10) proposals per submission, ideally, commencing from <b>8 April 2016 to 27 May 2016</b>.</p> <p>The email includes:</p> <ul style="list-style-type: none"> <li>(i) the subject of the e-mail to read: <i>RBSA submission for CPO xxx</i>.</li> <li>(ii) a signed Minute from the CO-Director confirming that consultations have taken place with relevant units before submitting the proposal; and</li> <li>(iii) a pdf version of the SM/IP template for the CPO submitted for RBSA funding.</li> </ul>
<b>APPRAISAL (Day 2 – Day 11)</b>	<p>All proposals will be appraised by an Appraisal Team consisting of one representative each from: the respective RPU; the OCT Lead (or designated representative from OCT, relevant DWT or technical department at HQ); PROGRAM and PARDEV.</p> <p>The checklist that will be used by the Appraisal Team to assess the proposal is appended as Annex 2B.</p>

Stage	Action
	<ul style="list-style-type: none"> <li>• PROGRAM initiates the appraisal workflow via e-mail with RPU, OCT Lead and PARDEV to get respective inputs into the appraisal checklist.</li> <li>• All team members complete their appraisal and submit their feedback to <b>PROGRAM</b> (<a href="mailto:program@ilo.org">program@ilo.org</a>) within a maximum period of 10 working days upon receipt of PROGRAM request. Subject of e-mail to mention <i>RBSA appraisal feedback for CPO xxx</i>.</li> <li>• PROGRAM consolidates the appraisal feedback and sends to Director of PROGRAM, for decision in consultation with PARDEV and DDG/P Office.</li> </ul>
<b>APPROVAL</b> <b>(Day 12 - Day 16)</b>	PROGRAM communicates decision (together with completed appraisal checklist) to Country Office and OCT Lead, with copy to RPU and PARDEV. The decision of the Director of PROGRAM is final (approved or not approved).
<b>RELEASE OF ALLOCATION</b> <b>(Day 17 - Day 21)</b>	If proposal is approved, PROGRAM issues the approval Minute and PDM.

## RBSA Appraisal Checklist 2016-17<sup>1</sup>

CPO: xxxxxx  
CPO title: xxx  
P&B Outcome: xx  
RBSA Budget: \$xxx  
Duration: xx months  
Proposal submission date: xx.yy.2016  
Appraisal completion date: xx:yy.2016

### For RPU

1. What is the strategic fit of the proposal with the priorities identified in the DWCP and those set for the region? – Elaborate briefly
2. Is the results chain (from outputs to expected results) clear and logic? – Elaborate briefly
3. Does the proposal provide evidence of consultations with constituents and fit to their demands? – Elaborate briefly
4. Additional comments, if relevant

### For OCT LEAD (or designated representative from OCT, relevant DWT or HQ technical department)

1. Is the proposed strategy aligned with the strategy of the P&B outcome to which the CPO is linked? – Elaborate briefly, including reference to innovations in terms of approaches or deliverables, if applicable
2. Does the proposal provide evidence that delivery on the proposed strategy and products will yield results reportable against the measurement criteria of the indicator(s) to which the CPO is linked? – Elaborate briefly
3. Additional comments, if relevant

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<sup>1</sup> To be completed by the appraisal team: RPU, OCT Lead or designated representative, PROGRAM and PARDEV. Each team member to complete the appraisal template as per corresponding pre-identified section.

**For PROGRAM**

**1. Does the proposal meet the RBSA criteria set out in PROGRAM Minute dated 16 December 2015? – Elaborate briefly**

**2. Is the proposal funded through different sources of funding, in addition to RBSA? – Elaborate briefly**

**3. Is the RBSA budget justifiable (in terms of total amount requested and budget breakdown) to carry out the proposed activities, and accurate (in terms of budget accounts and applicable standard costs for staff)? – Elaborate briefly**

**4. Additional comments, if relevant**

**For PARDEV**

**1. Does the proposal establish linkages with past or ongoing XBTC projects? – Elaborate briefly**

**2. Does the proposal include evidence of leveraging non-ILO resources (e.g. domestic funding, UN/multilateral or regional institutions, public-private partnerships, etc.)**

**3. Additional comments, if relevant**

**APPROVAL/NON-APPROVAL**

**Decision by PROGRAM Director in consultation with PARDEV and DDG/P and justification:**

**Date:**