Minimum requirements for RBM in technical cooperation

1. **PROBLEM ANALYSIS**
   Explore the root causes of the problem.

2. **STAKEHOLDER ANALYSIS**
   Identify beneficiary needs and other actors providing similar technical assistance.

3. **VALUE ADDED**
   Propose a unique solution that targets one or more of the root causes.

4. **RESULTS FRAMEWORK**
   (or logical framework)
   Link activities to outputs and to medium and long term results.
   List assumptions made and indicators to measure progress.

5. **WORKPLAN**
   Establish the sequence of activities and expected duration.
   Plan for contingencies.
   Assign responsibilities.

6. **BUDGET**
   Estimate realistically the project costs.

7. **MONITORING**
   Define the monitoring plan (who does what when).
   Measure and document progress on the indicators.

8. **EVALUATION**
   Answer "what worked well?" and "what could have been done better" using the UN evaluation criteria of relevance, efficiency, effectiveness and sustainability.

9. **REPORTING**
   Report on implementation (quarterly) and on impact (twice a year) to the Division Director and UNCTAD Technical Cooperation Service.

10. **LESSONS LEARNED**
    Discuss lessons learned and reflect them in decision-making and future projects.