

APPENDIX 2**TERMS OF REFERENCE**

NO.	DESIGNATION	CRITERIA	ROLES AND RESPONSIBILITIES
1	RBB CHAMPION	<ol style="list-style-type: none">1. The RBB Champion will be a Senior Officer, i.e. Deputy Permanent Secretary, Deputy Director of Department, Deputy Resident or Secretary of Local Authority.2. The RBB Champion will be appointed by the Head of Ministry / Department.3. The RBB Champion will be the lead person in the implementation of RBB for the respective Ministry/ Department/Local Authority. Specialised training will be provided by SFSO and World Bank PFM Team, along with the other trainers.4. The RBB Champion, along with the Focal Person, will be the Liaison Officer for the respective Ministry/ Department/ Local Authority.	<ol style="list-style-type: none">1. Advise the Head of Ministry and Department on the RBB Implementation Progress of the RBB reform.2. Work with the Ministry/Department/Local Authority Focal Person on all training needs and manage all trainers.3. Ensure compliance with budget procedures, rules and regulations.4. The RBB Champion will be the main driver for Change Management.

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2	FOCAL PERSON CUM TRAINER	<ol style="list-style-type: none"> 1. A Focal Person (FP) must be appointed and among the trainers who have been identified at the respective Ministry / Department. 2. Ideally, the FP who is selected must be one of the most senior trainers in the Ministry / Department. 3. Intensive training will be provided by SFSO and World Bank PFM Team. 4. Their roles will be recognized as substantive work for their annual appraisal. 	<ol style="list-style-type: none"> 1. As Liaison Officer to the State Financial Secretary's Office (SFSO) carrying out duties on the budget, particularly planning, budget preparation and monitoring of annual budget estimates and performance. 2. Internally, the FP will work directly with the respective RBB Champion. 3. FP will be the first line of contact for the SFSO Project Team. 4. The FP will work closely with the SFSO Project Team to facilitate the implementation of the RBB within their respective Ministry / Department. 5. The FP along with the other trainers will be the key technical reference point on RBB. 6. The FP will assist the RBB Champion in setting up the Ministry / Department administrative set-up to support the implementation of RBB. 7. They will keep the RBB Champion informed of the development that is taking place so that, where necessary, executive action can be taken internally to organise or implement directives issued by the SFSO on matters related to the implementation of RBB.

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3	TRAINERS	<ol style="list-style-type: none"> 1. A maximum of two Trainers from each Ministry / Department. 2. Trainers must have at least 4 years of working experience. 3. Trainers can hold on to their substantive job, and training will be recognised as part of their additional function. 4. They are appointed by their respective Head of Ministry/ Department. 5. If they are transferred out, they will continue to be recognised as trainers at their new workplace. 6. As an incentive, special provisions can be made to allow them to claim an honorarium for the duration of the training. 7. They will be certified as trainers only after they have successfully attended the mandatory training program. 8. The Ministry / Department will identify one of the trainers who will also play the role of Focal Person. 	<ol style="list-style-type: none"> 1. Trainers will conduct intensive training for their respective Ministry / Department on the reform process under Results-Based Budgeting. 2. Trainers will work with the Focal Person and RBB Champion on all aspects of training needs. 3. Trainers can assist other Ministries / Departments in their training needs and vice versa, with the approval of the respective Permanent Secretary / Head of Department.