

Kingdom of Cambodia  
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## **Memorandum of Understanding**

Between

National Committee for Sub National  
Democratic Development  
Secretariat (NCDDS)

And

Save the Children

On

**The Implementation of Social Accountability  
Implementation Plan  
for Sub-National Democratic Development**

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**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**THE SECRETARIAT OF THE NATIONAL COMMITTEE FOR SUB-NATIONAL DEMOCRATIC  
DEVELOPMENT (NCDDS)**

**AND**

Save the Children

**ON THE IMPLEMENTATION OF THE SOCIAL ACCOUNTABILITY IMPLEMENTATION PLAN  
FOR SUB-NATIONAL DEMOCRATIC DEVELOPMENT**

**Article 1: Social Accountability**

The NCDD Secretariat (NCDDS) worked closely with development partners and NGOs to formulate the three-year Plan for Implementation of the Social Accountability Framework under the National Program Framework for Sub-National Democratic Development, 2016-2018. Social accountability is an integral element of governance arrangements and is a process of constructive engagement between citizens and sub-national administrations through which public decision-making and action takes place. It includes all those activities in which citizens and their representatives can advocate for their interests (voice) and thereby check the performance of councils, officials and service providers of Communes, Education (Primary Schools) and Health (Health Centers).

**Article 2: Purpose of the Memorandum of Understanding (MoU)**

This MoU defines the obligations, responsibilities and partnership arrangements of the NCDDS and Save the Children (referred to as “the NGO”) relating to implementation of the ISAF in target areas specified in Annex I of this MoU. This MOU is valid for 3 years from 2016 to 2018, and is intended to follow the I-SAF Implementation Plan while the target area will be updated every year by scaling up based on agreement from both parties. Both parties will make all effort to seek financial support to implement the ISAF Implementation Plan in the planned target areas as stated in the Annex 1.B.

**Article 3: Obligations of the NCDDS**

The NCDDS agrees to:

- a) Provide instructions to the concerned sub-national administration within the target areas regarding the terms of this MoU;



- b) Provide training to the Councils, Administrations, relevant health and education officials within the target areas regarding the ISAF concept, tool and process and in particular principles of good governance and downward of accountability, the respective roles and responsibilities of the relevant sub-national administration to uphold the above principles and in supporting to the implementation of ISAF, the NGO and the civil society organizations (CSO) contracted by the NGO to facilitate the implementation of ISAF in the target areas;
- c) Provide Information for Citizens posters and booklets to the target areas with technical guidance or thorough orientation on how are they to be produced, displayed and used in the ISAF process;
- d) Provide (supply side) ISAF orientation training to key NGO implementer so that they can align the demand side ISAF echo training to their provincial partners;
- e) Timely provide budget support to the sub-national administration in the target areas to finance the activities under their responsibility; and
- f) Periodically monitor the performance and meaningful participation of the sub-national administration, relevant health and education officials and to ensure that the ISAF - the information dissemination to citizens and multi-sector scoring process -are being implemented and in accordance with the ISAF document (ISAF-three-year Implementation Plan, ISAF Supply Side Operational Manual and).
- g) Regularly prepare and share the progress and financial report as the agreed content in the annex 2.
- h) As much as possible, maintain year on year consistent implementation in target area to avoid interruptions to annual ISAF implementation.

#### **Article 4: Obligations of Save the Children**

The Save the Children agrees to:

- a) Provide guidance to its organizational staff and its partner CSOs regarding the terms of this MoU;
- b) Ensure that training (and training of trainers) is provided to their CSO partners on the ISAF concept, tool and process, principles of good governance and downward of accountability, importance of citizen participation, roles/responsibilities of the relevant sub-national administration, CSOs and citizens ;
- c) Provide budget support to their partner CSOs to finance the demand side ISAF activities under responsibility of these CSOs;
- d) Periodically monitor the performance of its organization or its CSO partners to ensure that the ISAF – citizen participation in multi-sector scoring process –is being implemented and in accordance with the ISAF document (ISAF-three-year Implementation Plan Demand Side Operations Manual).
- e) Regularly prepare and share the progress and financial report as the agreed content in the annex 2.
- f) As much as possible, maintain year on year consistent implementation in the target area to avoid interruptions to annual ISAF implementation.

#### **Article 5: Coordination Arrangements**

If necessary, both parties will arrange for periodically coordination meeting intended to:

- Review progress in implementation;
- Identify constraints and formulate solutions to these constraints in a collaborative manner;
- Discuss and agree on proposed improvements to the process to be incorporated in future phases of implementation; and
- Other matters pertaining to the overall ISAF.

**Article 6: Amendment or Termination of the MoU**

This MoU may be amended at any time subject to mutual agreement of the two parties. Termination of the MoU will require prior notice of eight (8) weeks in writing and an agreement between both parties on appropriate measures to ensure that implementation of the ISAF in the target areas are not unduly affected.

For the NCDDDS



Signature:



Name :

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Title :

Head of NCDDDS

Date :

09- Mar - 2016

For the NGO





Henk van Beers

Interim Country Director;  
Director Programme Development  
and Quality

09- Mar - 2016

Annex 1

A-Target areas to be covered in 2016 under MoU between NCDDS and Save the Children

GIS Code	Name of Target District	No. Communes		No.Pri. School		No.Health Centre		CSO Partner
		supply side	demand side	supply side	demand side	supply side	demand side	
	Pursat	11	11	57	11	9	9	
1503	Krakor	11	11	57	11	9	9	WP
	Tboung khmum	24	28	218	28	37	25	
2504	O Reang Ov	7	7	36	7	8	6	PSOD
2507	Tboung Khmum	14	14	80	14	18	13	PSOD
2503	Memot	14	7	102	7	11	6	PSOD
	Prey Veng	40	40	174	40	34	33	
1407	Peam Ro	8	8	30	8	7	7	WOMEN
1406	Peam Chor	10	10	36	10	5	5	WOMEN
1409	Preah Sdach	11	11	59	11	11	10	WOMEN
1413	Svay Antor	11	11	49	11	11	11	WOMEN
	Kratie	18	18	106	18	12	12	
1003	Preaek Prasap	8	8	48	8	6	6	WP
1006	Chetr Borei	10	10	58	10	6	6	WP
	Total	104	97	555	97	92	79	

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**B-Planned target areas to be covered in 2017 and 2018 under MoU between NCCDS and Save the Children**

Target Provinces	# of Districts	# of communes	# Health Center	# of primary school	NGOs partners	Remark
<b>Prey Veng</b>	Kampong Trabek	13	11	13	WOMEN	
	Peam Ror	8	7	8	WOMEN	
	Pea Raing	9	9	9	WOMEN	
	Preash Sdach	11	10	11	WOMEN	
	Ba Phnum	9	8	9	WOMEN	
	Sithor Kandal	11	9	11	C	
	Por Reang	7	9	7	WOMEN	
	Me Sang	8	8	8	WOMEN	
	Peam Chor	10	5	10	WOMEN	
	Svay Antor	11	11	11	WOMEN	
	Kanhchriech	8	7	8	PSOD	
	Kamchay Mear	8	8	8	PSOD	
<b>Pursat</b>	Pursat (peri-urban)	7	5	7	WP	
	Kandieng	9	6	9	WP	
	Krakor	11	9	11	WP	
<b>Kratie</b>	Chhloung	8	4	8	WP	
	Snuol	5	5	5	WP	
	Chetr Borei	10	6	10	WP	
	Preaek Prasap	8	6	8	WP	
	Sambour	10	4	10	WP	
<b>Stoeung Treng</b>	Sesan	7	2	7	PSOD	
	Siem Bouk	7	3	7	PSOD	
	Siem Pang	5	2	5	PSOD	
	Thala Barivat	11	3	11	PSOD	
<b>Tboung Khmum</b>	Dambae	7	6	7	PSOD	
	Krouch Chhmar	12	9	12	PSOD	
	Memot	14	11	14	PSOD	
	Ou Reang Ov	7	8	7	PSOD	

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	Ponhea Krack	8	8	8	PSOD	
	Tboung Khmum	14	15	14	PSOD	
<b>5 provinces</b>	<b>30 districts</b> (27 target districts, 3 allocated as controls)	<b>273 communes</b> (239 target communes)	214	273	<b>3 partners</b>	

*Note: The above planned target is subject to change as the discussion and the agreed by NCDDS & individual NGOs.*

## Annex 2

### Content of I-SAF Report Format

1. Introduction
2. Progress
3. Challenges
4. Financial Status
5. Conclusion 

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