

Kingdom of Cambodia
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Memorandum of Understanding

Between

National Committee for Sub National
Democratic Development
Secretariat (NCDDS)

And

STAR Kampuchea (SK)

On

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

MEMORANDUM OF UNDERSTANDING

BETWEEN

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

AND

STAR Kampuchea (SK)

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 STAR Kampuchea (SK) relating to implementation of the ISAF in target areas specified in Annex I of this MoU.

Article 3: Obligations of the NCDDS


The NCDDS agrees to: *A*



- 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.
- g) Regularly prepare and share the progress and financial report as the agreed content in the annex 2.

Article 4: Obligations of STAR Kampuchea (SK)

The STAR Kampuchea 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.
- e) Regularly prepare and share the progress and financial report as the agreed content in the annex 2. 







Article 5: Coordination Arrangements

Both parties, if necessary, 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 NCDDES	 For STAR Kampuchea
Signature: 	
Name : <u>ស៊ី ឆេត្យា</u>	<u>Ms. Chet Charya</u>
Title : <u>Head of NCDDES</u>	<u>Executive Director</u>
Date : <u>17. Mar. 2016</u>	<u>17-03-16</u>

Annex 1

A-Target areas to be covered in 2016 under MoU between NCDDS and STAR Kampuchea

GIS Code	Name of Target District	No. Communes		No.Pri. School		No.Health Centre	
		supply side	demand side	supply side	demand side	supply side	demand side
	Svay Rieng	22	22	73	15	15	11
2001	Chantrea	6	6	17	3	4	4
2004	Romeas Haek	16	16	56	8	11	11
	Total	22	22	73	11	15	15

Note: Based on curent budget, STAR Kampuchea could implement 11 cluster schools. If Oxfam approves budget in April 2016, STAR Kampuchea could implement in all target areas.

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**B-Planned target areas to be covered in 2017 and 2018 under MoU between NCCDS and
STAR Kampuchea**

GIS Code	Prov Name	Dist Name	Commune	Primary Schoo	Health Centres	CSO Partners	Remarks
2001	Svay Rieng	Chantrea		1. Chres 2. Me Sa Thngak 3. Chantrea	1. Tuol Sdei 2. Chres 3. Prey Kokir 4. Me Sa Thngak	No partner	2017-2018
200103			Chantrea				2017-2018
200104			Chres				2017-2018
200105			Me Sa Thngak				2017-2018
200108			Prey Kokir				2017-2018
200109			Samraong				2017-2018
200110			Tuol Sdei				
2004		Romeas Haek					
200401			Ampil	1. Ampil 2. Kampong Trach 3. Trapeang Pring 4. Andoung Pou 5. Mukh Da 6. Pou Thom 7. Chrey Thum 8. Krasang 8. Krasang	1. Kampong Trach 2. Doung Prasrae 3. Angk Prasrae 4. Trapeang Sdau 5. Chantrei 6. Mukh Da 7. Chrey Thum 8. Krasang 9. Ching Dey 10. Ampil 11. Mream	No partner	2017-2018
200402			Andoung Pou				2017-2018
200403			Andoung Trabaek				2017-2018
200404			Angk Prasrae				2017-2018
200405			Chantrei				2017-2018
200406			Chrey Thum				2017-2018
200407			Doung				2017-2018
200408			Kampong Trach				2017-2018
200409			Kokir				2017-2018
200410			Krasang				2017-2018
200411			Mukh Da				2017-2018
200412			Mream				2017-2018
200413		Sambuor	2017-2018				
200414		Sambatt Mean Chey	2017-2018				
200415		Trapeang Sdau	2017-2018				
200416		Tras	2017-2018				
Total	1 Provinces	2 districts	22 Communes	11 Health Centers	15 Schools		

Note: The above planed target is subject to change as the discussion and the agreed by NCCDS & STAR Kampuchea.

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Conten of I-SAF Report Format

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

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