

Kingdom of Cambodia
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Memorandum of Understanding

Between

National Committee for Sub National
Democratic Development
Secretariat (NCDDS)

And

Reproductive and Child Health Alliance

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

REPRODUCTIVE AND CHILD HEALTH ALLIANCE (RACHA)

**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 non-governmental organizations (NGOs) to formulate the three-year Plan for the Implementation of the Social Accountability Framework (ISAF) 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 Centres).

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

This MoU defines the obligations, responsibilities and partnership arrangements of the NCDDS and RACHA relating to the implementation of the ISAF in target areas specified in Annex I of this MoU. The MOU is effective from the date of signing until the end of the ISAF implementation period of December 31, 2018, with annual updates on geographic coverage areas, as needed.

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;

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- 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 the implementation of ISAF, the NGO and the civil society organizations (CSOs) contracted by the NGO to facilitate the implementation of ISAF in the target areas;
- c) Provide Information for Citizens (I4C) posters and booklets to the target areas with technical guidance or thorough orientation on how they are to be produced, displayed and used in the ISAF process; conduct regular follow up to ensure that the I4C materials are properly used.
- d) Provide (supply side) ISAF orientation training to key NGO implementers so that they can align the demand side ISAF to echo training to their provincial partners;
- e) Timely provision of 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 in accordance with the ISAF principles. Ensure that there are coordinated efforts among stakeholders in resolving related issues identified at all levels.
- g) Regularly prepare and share the progress and financial report as the agreed content in the annex 2.
- h) Provide the technical support to Sub National Administrations with needed resource support from RACHA in the implementation of the supply side activities of Social Accountability.

Article 4: Obligations of RACHA

The RACHA 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 the 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 principles.
- e) Regularly prepare and share the progress and financial report as the agreed content in the annex 2.
- f) Cooperate with Sub-National Administrations by using its resource support to implement the supply side activities of Social Accountability in compliance with the agreed joint-action-plan between NCDDDS and RACHA as attached in the Annex 3.



Article 5: Coordination Arrangements

Both parties will arrange for periodic coordination meetings 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;
- Jointly formulate gradual phase out and exit strategies; and
- Other matters pertaining to the overall ISAF implementation.

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 that both parties will ensure there is appropriate exit strategy, and that termination of the MOU will not have adverse impact on on-going ISAF activities in the target areas covered under this MOU.

	 For NCDDSG	 For RACHA
Signature:		
Name :		
Title :		
Date :		

Annex 1

A-Target areas to be covered in 2016 under MoU between NCDD and (Name of NGO)

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
1	Banteay Meanchey	20	20	120	107	21	21
104	Preah Netr Preah	9	9	63	63	9	9
105	Ou Chrov	7	7	24	22	6	6
109	Malai	6	6	33	22	6	6
17	Siem Reap	46	46	263	255	41	41
1701	Angkor Chum	7	7	36	35	7	7
1709	Prasat Bankong	8	8	41	41	7	7
1711	Sotr Nikum	10	10	67	67	10	10
1712	Srei Snam	6	6	35	28	5	5
1702	Angkor Thum	4	4	20	20	4	4
1703	Banteay Srei	6	6	30	30	5	5
1713	Svay Leu	5	5	34	34	3	3
2	Battambang	76	76	504	205	60	60
201	Thmar Koul	8	8	77	16	6	6
202	Sangkhae	10	10	46	20	10	10
204	Banan	8	8	82	16	8	8
205	Bavel	7	7	46	14	6	6
206	Aek Phnom	9	9	68	18	9	9
208	Moung Russey	10	10	50	20	9	9
209	Sam Lout	7	7	48	14	5	5
210	Sampov Loun	6	6	19	19	3	3
213	Koas Kralar	6	6	36	36	2	2
214	Rukhakiri	5	5	32	32	2	2
24	Pailin	4	4	27	27	3	3
2402	Sala Krau	4	4	27	27	3	3

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Total	126	126	794	487	104	104
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Note:

- 1. Battambang and Pailin:** RACHA will conduct I4C dissemination to all the primary schools in the catchment areas and will select 2 primary schools per commune for conducting self assessment and score card.
- 2. Siem Reap and Banteay Meanchey:** RACHA will conduct I4C dissemination to all the primary schools in the catchment areas and will select 2 primary schools per commune for conducting self assessment and score card for the communes with ongoing ISAF implementation and 1 primary school per commune for conducting self assessment and score card for the communes with new ISAF implementation.

B-Planned target areas to be covered in 2017 and 2018 under MoU between NCDDDS and (Name of NGO)

GIS Code	Prov Name	Dist Name	# Commune	# Health Centre	# Primary School	CSO Partners	Remarks (Coverage Year)
	Bateay Meanchey	Preah Netr Preah	9	9	64	RACHA	Support Demand Side
		Ou Chrov	6	4	22	RACHA	Support Demand Side
		Malai	5	5	22	RACHA	Support Demand Side
	Siem Reap	Angkor Chum	7	6	35	RACHA	Support Demand Side
		Prasat Bankong	8	8	41	RACHA	Support Demand Side
		Sotr Nikum	10	10	70	RACHA	Support Demand Side
		Srei Snam	6	5	28	RACHA	Support Demand Side

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		Angkor Thum	4	4	20	RACHA	Support Demand Side
		Banteay Srei	6	5	30	RACHA	Support Demand Side
		Svay Leu	5	3	34	RACHA	Support Demand Side
	Battambang	Thmar Koul	10	10	46	RACHA	Support Demand Side
		Sangkhae	10	9	54	RACHA	Support Demand Side
		Banan	8	6	65	RACHA	Support Demand Side
		Bavel	8	8	76	RACHA	Support Demand Side
		Aek Phnom	7	6	39	RACHA	Support Demand Side
		Moung Russey	9	9	68	RACHA	Support Demand Side
		Sam Lout	7	5	40	RACHA	Support Demand Side
		Sampov Loun	6	3	19	RACHA	Support Demand Side
		Koas Kralar	6	2	38	RACHA	Support Demand Side
		Rukhakiri	5	2	33	RACHA	Support Demand Side

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		Ratanak Mondul	5	3	46	RACHA	Support Demand Side
		Kamreng	6	3	41	RACHA	Support Demand Side
		Phnom Prek	5	4	30	RACHA	Support Demand Side
	Pailin	Sala Krau	4	3	27	RACHA	Support Demand Side
	Kampong Cham	Batheay	12	8	45	RACHA	Support Demand Side
		Chamkar Leu	8	9	46	RACHA	Support Demand Side
		Cheung Prey	10	7	38	RACHA	Support Demand Side
		Kampong Siem	15	12	49	RACHA	Support Demand Side
		Kang Meas	11	8	43	RACHA	Support Demand Side
		Koh Sotin	8	7	33	RACHA	Support Demand Side
		Prey Chhor	15	11	58	RACHA	Support Demand Side
		Srey Santhor	14	9	38	RACHA	Support Demand Side
		Stung Trang	12	11	43	RACHA	Support Demand Side

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Kampong Speu	Boseth	15	11	41	RACHA	Support Demand Side	
	Kong Pisei	13	10	47	RACHA	Support Demand Side	
	Oral	5	2	26	RACHA	Support Demand Side	
	Oudong	15	9	56	RACHA	Support Demand Side	
	Phnom Sruoch	12	6	52	RACHA	Support Demand Side	
	Samraong Tong	15	9	52	RACHA	Support Demand Side	
	Thpong	7	4	27	RACHA	Support Demand Side	
	Pursat	Bakan	10	10	84	RACHA	Support Demand Side
		Phnom Kravanh	7	5	49	RACHA	Support Demand Side
		Veal Veng	5	5	22	RACHA	Support Demand Side
Total	7	44	371	285	1837		

Note: The above planned target is subject to change based on the discussion and agreement by NCDDS & individual NGOs.

Annex 2

Content of I-SAF Report Format

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

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Annex 3: ISAF 2016 annual joint workplan between RACHA and NCDD

No	Description of Outcome/Activities Implementation	Estimated budget for 2016										Timeframe	Remarks
		NCDD \$					RACHA \$						
		TOTAL	BTB	SRP	BMC	PL	TOTAL	BTB	SRP	BMC	PL		
I. Provincial		\$19,691	\$9,600	\$4,590	\$5,501	\$0	\$8,050	\$4,685	\$1,335	\$135	\$1,895		
1	Conduct inception/dissemination Workshop on I-SAF to Provincial and District staffs (2days)	\$7,533	\$4,871	\$1,100	\$1,562	-	\$3,000	\$2,000			\$1,000	Jan-Feb	RACHA conduct INCEPTION workshop at new province
2	Conduct training on the implementation of Social Accountability Framework to Supply-Side on data collection and printing, post the I4Cs poster, M&E data system to commune council, health center, primary school, and district level officers (Administration	\$6,711	\$2,771	\$1,807	\$2,133	-						Sep-Oct	Provincial Trainer (HRD Center, PEYS and PHD) including PPMA and PCDA. (RACHA and NCDD tainers conduct the training)

	Director, OD Chief, and OEYS Chief) (ToT 3 days)												
3	Conduct 5 days TOT on ISAF (Concept of ISAF, D & D, I4C and CSC and how to use training curriculum and lesson plan on I4C and CSC) to (district administration Director, OD Chief, and OEYS Chief and RACHA staff)	\$0	-	-	\$0	-	\$4,420	\$2,550	\$1,020		\$850	Mar-Apr	All participants became ISAF trainers and then they will conduct ISAF training to CC, HC, Primary school and CAFs.
4	Supportive Supervision and Monitoring ISAF implementation (I4C dissemination, CSC, interface meeting and JAAP follow up meeting)	\$5,447	\$1,958	\$1,683	\$1,806	-	\$630	\$135.00	\$315.00	\$135	\$45.00	Feb-Dec	
II. District level		\$59,497	\$29,497	\$13,500	\$16,500	0	\$22,240	\$7,528	\$7,920	\$4,987	\$1,803		
1	I-SAF Inception meeting to Commune Council, Health Center and Primary School	\$11,747	\$7,692	\$954	\$3,101	-	\$800		\$800			Mar-Apr	RACHA conduct INCEPTION workshop at new districts

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	(2days)												
2	Collect I4C data and print the Post-Ons (DPMA go directly to CC, HC and PS for collecting those information)	\$11,706	\$3,877	\$4,828	\$3,001	-	\$700	\$150.00	\$350	\$150	\$50	Feb-Dec	
3	Conduct 3 days training on I4C including key health messages to Commune Council, Health Center, Primary School and CAFs	-	-	-	-	-	\$7,960	\$2,879.15	\$2,540	\$1,863	\$677	Mar-Apr	
4	Conduct 3 days training on community score card including key health messages to Commune Council, Health Center, Primary School and CAFs	-	-	-	-	-	\$7,960	\$2,879.15	\$2,540	\$1,863	\$677	Apr-Jun	
m	Training on I-SAF for supply-side operation manual, data collection, and printing for posting on I4C	\$15,933	\$6,926	\$3,897	\$5,110	-						Sep-Oct	AD Cooperate with group of provincial/district trainer (DPMA, Key Person for Social Accountability, EYSO, and OD)

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	Poster and M&E data system to CC, HC and PS, and AD, OD, and EYSO (3days)												
6	Posting and follow up the information providing, Supportive supervision and Monitoring ISAF implementation (I4C dissemination, CSC, interface meeting and JAAP follow up meeting)	\$5,653	\$2,303	\$1,163	\$2,187	-	\$840	\$180.00	\$420.00	\$180	\$60.00	Feb-Dec	
7	Reflection Workshop on I-SAF (JAAP Result and Next plan) (1day)	\$14,458	\$8,699	\$2,658	\$3,101	-	\$3,980	\$1,439.57	\$1,270	\$931	\$339	Quarter 4	
Total		\$79,188	\$39,097	\$18,090	\$22,001	\$0	\$30,290	\$12,213	\$9,255	\$5,122	\$3,698		

Notice that this guideline on how to plan the budget for training on I-SAF (Activity 2-Attached Table)

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.For the province who has many districts (4up) HRDC should consider to prepare ToT to AD by using provincial budget and AD continues training to CC, HC and PS by using District budget.

. For provinces that have a little province (1-3) HRDC should consider to conduct training directly at district to CC, HC, and PS by using district budget. So, the training account budget of province plan for mission and travel (for trainers), IEC material and printing the I4Cs for training process only.

.For the budget plan for district, please look at the next sheet on how to plan the detail budget for district " Detail district's Act Plan" 

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