

Kingdom of Cambodia  
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## Memorandum of Understanding

Between

National Committee for Sub National  
Democratic Development  
Secretariat (NCDDS)

And

CARE International in Cambodia

On

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

4/20

## MEMORANDUM OF UNDERSTANDING

BETWEEN

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

AND

CARE International in Cambodia

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

### Article 1: Social Accountability


The NCDD Secretariat (NCDDDS) 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 Centres).

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

This MoU defines the obligations, responsibilities and partnership arrangements of the NCDDDS and the CARE International in Cambodia relating to implementation of the ISAF in target areas specified in Annex I of this MoU. This MOU is valid for 34 months 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 NCDDDS

The NCDDDS 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 ~~the~~ CARE International in Cambodia

~~The~~ CARE International in Cambodia 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: ①

①



- 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 NCDD

Signature: \_\_\_\_\_

Name : ស៊ី សេដ្ឋា

Title : Head of NCDD

Date : 09 Mar 2016



For the CARE International in Cambodia

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Joanne Fairley

Country Director

09 - Mar - 2016

Annex 1

A-Target areas to be covered in 2016 under MoU between NCDs and CARE International in Cambodia

GIS Code	No	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	
16		Rattanakiri	12	8	56	32	3	2	
1604	40	Koun Mom	6	4	26	16	1	1	2LNGOs
1605	41	Lumphat	6	4	30	16	2	1	2LNGOs
11		Monduliri	15	12	68	48	9	6	
1101	42	Keo Seima	5	4	27	16	3	2	2LNGOs
1102	43	Koh Neak	6	4	25	16	3	2	2LNGOs
1104	44	Pech Chenda	4	4	16	16	3	2	2LNGOs
09		Koh Kong	16	12	68	42	7	6	
0901	45	Botum Sakor	4	4	16	16	3	2	2LNGOs
0906	46	Sre Ambel	6	4	39	16	2	2	2LNGOs
0907	47	Thmar Bang	6	4	13	10	2	2	2LNGOs
07		Kampot	29	8	94	32	16	8	
0703	48	Chhuk	15	4	50	16	9	4	2LNGOs
0706	49	Kampong Trach	14	4	44	16	7	4	2LNGOs
		Total	72	40	286	154	35	22	20 NGOs



**B-Planned target areas to be covered in 2017 and 2018 under MoU between NCD DS and CARE International in Cambodia**

**I-SAF Demand Side Target District for 2017-2018**

GIS Code	Pro.	Districts	2017-2018							
			# of District	# of Communes		# of HCs		# of Schools		# of Ips
				All	Imple.	All (*)	Imple.	All	Imple.	
	4		25	177	57	89	37	661	212	27
7	Kampot									
701	1	Angkor Chey	1	11	2	8	2	43	8	1
702	2	BanteayMeas	1	15	2	9	2	46	8	1
703	3	Chhuk	1	15	4	10	4	50	16	2
704	4	Chum Kiri	1	7	0	7	0	28	0	0
705	5	Dang Tong	1	10	2	6	2	29	8	1
706	6	Kampong Trach	1	14	4	7	4	44	16	1
707	7	TekChhou	1	16	0	11	0	55	0	0
	<b>Sub-total</b>		<b>7</b>	<b>88</b>	<b>14</b>	<b>58</b>	<b>14</b>	<b>295</b>	<b>56</b>	<b>6</b>
9	Koh Kong									
901	1	BotumSakor	1	4	4	2	2	16	16	2
902	2	KiriSakor	1	3	3	1	1	11	12	1
903	3	Koh Kong	1	4	0	1	0	11	0	0
905	4	MondulSeima	1	3	2	2	2	15	8	1
906	5	SreAmbel	1	6	4	2	2	39	8	2
907	6	Thma Bang	1	6	4	2	2	13	8	2
	<b>Sub-total</b>		<b>6</b>	<b>26</b>	<b>17</b>	<b>10</b>	<b>9</b>	<b>105</b>	<b>52</b>	<b>8</b>
11	MondulKiri									
1101	1	Keo Seima	1	5	4	3	3	27	16	2
1102	2	KohNeak	1	6	4	2	2	25	16	2
1103	3	O Reang	1	2	0	2	0	10	0	0
1104	4	PechChenda	1	4	2	3	2	17	8	1
	<b>Sub-total</b>		<b>4</b>	<b>17</b>	<b>10</b>	<b>10</b>	<b>7</b>	<b>79</b>	<b>40</b>	<b>5</b>
16	Ratanak Kiri									
1601	1	AndoungMeas	1	3	2	2	2	16	8	1
1603	2	Bor Keo	1	6	2	1	1	30	8	1
1604	3	Koun Mom	1	6	4	1	1	26	16	2
1605	4	Lumphat	1	6	4	1	1	28	16	2
1606	5	Ou Chum	1	7	2	1	1	24	8	1
1607	6	Ou YaDav	1	7	2	1	1	23	8	1
1608	7	Ta Veng	1	2	0	1	0	9	0	0
1609	8	VeunSai	1	9	0	3	0	26	0	0
	<b>Sub-total</b>		<b>8</b>	<b>46</b>	<b>16</b>	<b>11</b>	<b>7</b>	<b>182</b>	<b>64</b>	<b>8</b>

The rest of the target districts are the control districts

Note: CARE will select seven organizations to work on cross-cutting activities such as capacity building and learning.

Note: The above planned target is subject to change as the discussion and the agreed by NCD DS & 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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