

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 the Social Accountability  
Framework  
for Sub-National Democratic Development**

**MEMORANDUM OF UNDERSTANDING  
BETWEEN**

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

**AND**

**CARE INTERNATIONAL IN CAMBODIA**

**ON IMPLEMENTATION OF THE SOCIAL ACCOUNTABILITY FRAMEWORK  
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 Plan for the Implementation of the Social Accountability Framework (ISAF) Phase II (2019-2023) under the National Program Framework for Sub-National Democratic Development. Social accountability is an integral element of good governance 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 Center), services of Sangkat, Municipality, District, Khan and others services in accordance with the transfer of functions and resources to the Sub-National Administration.

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

This MoU defines the obligations, responsibilities and partnership arrangements of the NCDDS and CARE International in Cambodia relating to the implementation of the ISAF for Sub-National Democratic Development in target areas specified in annexes 1-2 and annual plan and budgets in annexes 3-4 of this MoU.

The MOU is effective from the date of signing until the end of 2023. CARE International in Cambodia needs to seek funding supports to implement I-SAF in coverage areas as specified in annexes 1-2, which will be expected to extend to new coverage areas and additional services in accordance with the implementation of I-SAF phase II (2019 - 2023). The extended coverage areas and additional services will be updated annually, subject to mutual agreement of both parties.

**Article 3: Obligations of the NCDDS**

**The NCDDS agrees to:**

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



- 2) Provide training to Councils, Administrations, health and education officials, other sectors specified within the target areas regarding the ISAF concept, tools 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;
- 3) Support Sub National Administration to 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;
- 4) 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 in the coverage areas;
- 5) Periodically monitor the performance and meaningful participation of the sub-national administration, relevant health and education officials (and other areas as specified in reality) 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;
- 6) Regularly prepare and share the progress report on The Implementation of ISAF (quarter, semester, annual) as the agreed content in the Annex 5.
- 7) Coordinate and provide the technical support to Sub National Administrations (SNAs) in the implementation of social accountability for the supply side activities effectively and efficiently from year to year in the designated target areas.

#### **Article 4: Obligations of CARE International in Cambodia**

##### **CARE International in Cambodia agrees to:**

- 1) Provide guidance to its organizational staffs and its partner CSOs regarding the terms of this MoU;
- 2) Ensure that training (and training of trainers) is provided to their CSO partners on the ISAF concept, tools 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.
- 3) Provide budget support to their partner CSOs to finance the demand side ISAF activities under the responsibility of these CSOs.
- 4) 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.
- 5) Prepare and share the MoU and annual work plan of ISAF’s CSO partners to NCDDDS and Sub National Administrations in the coverage areas to ensure better coordination and support to the CSO partners.
- 6) Regularly prepare and share the progress report (quarter, semester, annual) as the agreed format in the annex 5.
- 7) Cooperate with relevant ministries, national institution and Sub-National Administrations by using its resource support to implement the supply side activities of Social Accountability effectively and efficiently from year to year in the designated target areas.

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



- 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 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 the NCDDSD 

For CARE International in Cambodia

  
 Signature:   
 Name: ថាវ៉ា ប៊ុនីត

   
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Mot Sana

Title : Head of NCDDSD

Country Director

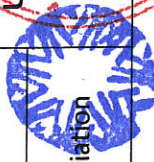
Date : 20. 04. 2020

21. 04. 2020

## Annex 1

## Target Coverages in 2020 under MoU between NCDSDS and CARE International in Cambodia

No	Province	Khan/Municipality/District	Commune/Sangkat administrative		Primary School (PS)		Health Center (HC)		Name of Implementing LNGO	Funding Source
			Total Commune / Sangkat	Target Commune /Sangkat	Total PS	Target PS	Total HC	Target HC		
1	Ratanakiri	Andoung Meas	3	3	12	12	3	3	Conserve Indigenous Peoples Languages Organization (CIPL)	European Union (EU)
		Bar Kaev	6	4	23	16	3	3	Save Vulnerable Cambodians (SVC)	
		Koun Mom	6	4	16	16	2	2	Building Community Voice (BCV)	
		Lumphat	6	4	29	16	4	4	Conserve Indigenous Peoples Languages Organization (CIPL)	
		Ou Chum	7	4	22	16	3	3	Conserve Indigenous Peoples Languages Organization (CIPL)	
		Ou Ya Dav	9	4	20	16	3	3	Conserve Indigenous Peoples Languages Organization (CIPL)	
		Ta Veang	2	2	6	6	1	1	Save Vulnerable Cambodians (SVC)	
		Veun Sai	9	4	23	16	3	3	Save Vulnerable Cambodians (SVC)	
		Ban Lung municipality	4	3	12	12	2	2	Building Community Voice (BCV)	
<b>Sub total</b>		<b>52</b>	<b>32</b>	<b>163</b>	<b>126</b>	<b>24</b>	<b>24</b>			
2	Mondulakiri	Kaev Seima	5	4	27	16	3	3	Alliance for Conflict Transformation (ACT)	European Union (EU)
		Kaoh Kheak	6	4	23	16	2	2	Cambodia Digital Commerce Association (CDCA)	
		Pech Chreada	4	4	17	16	3	3	Cambodia Digital Commerce Association (CDCA)	



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3	Koh Kong	Ou Reang	2	2	10	10	2	2	2	2	Alliance for Conflict Transformation (ACT)	European Union (EU)
		Saen Monourom municipality	4	4	9	9	4	4	4	4	Cambodia Digital Commerce Association (CDCA)	
		<b>Sub total</b>	<b>21</b>	<b>18</b>	<b>67</b>	<b>67</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>		
		Botum Sakor	4	4	14	14	3	3	3	3	Health and Development Alliance (HEAD)	
		Srae Ambel	6	4	31	16	2	2	2	2	Family Health Development (FHD)	
4	Kratie	Thma Bang	6	4	11	11	2	2	2	2	Action for Health Development (AHEAD)	European Union (EU)
		Kiri Sakor	3	3	9	9	1	1	1	1	Family Health Development (FHD)	
		Mondol Seima	3	3	10	10	2	2	2	2	Health and Development Alliance (HEAD)	
		Koh Kong	4	4	8	8	1	1	1	1	Action for Health Development (AHEAD)	
		Khemara Phoumin municipality	3	3	6	6	2	2	2	2	Health and Development Alliance (HEAD)	
		<b>Sub total</b>	<b>29</b>	<b>25</b>	<b>74</b>	<b>74</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>		
		Chhloung	8	4	31	16	5	5	5	5	Nak Akphivath Sahakum (NAS)	
5	Stung Treng	Prek Prasab	8	4	39	16	6	6	6	6	Community Development Center (CDC)	European Union (EU)
		Sambour	10	4	54	16	5	5	5	5	Community Development Center (CDC)	
		Snuol	6	4	49	16	6	6	6	6	Kampuchea Women Welfare Action (KWVA)	
		Chetr Borei	10	4	56	16	6	6	6	6	Kampuchea Women Welfare Action (KWVA)	
		Kracheh municipality	5	4	13	13	5	5	5	5	Nak Akphivath Sahakum (NAS)	
		<b>Sub total</b>	<b>47</b>	<b>24</b>	<b>242</b>	<b>93</b>	<b>33</b>	<b>33</b>	<b>33</b>	<b>33</b>		
		Sesan	7	4	21	16	2	2	2	Youth Council of Cambodia (YCC)/Cambodian Agency Development of		





## Annex 2

## Target Coverages in 2021-2023 under MoU between NCDDDS and CARE International in Cambodia

No	Province	Khan/Municipality/District	Commune/Sangkat administrative		Primary School (PS)		Health Center (HC)		Name of Implementing LNGO	Funding Source
			Total Commune / Sangkat	Target Commune /Sangkat	Total PS	Target PS	Total HC	Target HC		
1	Ratanakiri	Andoung Meas	3	3	12	12	3	3	Conserve Indigenous Peoples Languages Organization (CIPL)	European Union (EU)
		Bar Kaev	6	6	23	23	3	3	Save Vulnerable Cambodians (SVC)	
		Koun Mom	6	6	16	16	2	2	Building Community Voice (BCV)	
		Lumphat	6	6	29	29	4	4	Conserve Indigenous Peoples Languages Organization (CIPL)	
		Ou Chum	7	7	22	22	3	3	Conserve Indigenous Peoples Languages Organization (CIPL)	
		Ou Ya Dav	9	9	20	20	3	3	Conserve Indigenous Peoples Languages Organization (CIPL)	
		Ta Veaeang	2	2	6	6	1	1	Save Vulnerable Cambodians (SVC)	
		Veun Sai	9	9	23	23	3	3	Save Vulnerable Cambodians (SVC)	
		Ban Lung municipality	4	4	12	12	2	2	Building Community Voice (BCV)	
		<b>Sub total</b>	<b>52</b>	<b>52</b>	<b>163</b>	<b>163</b>	<b>24</b>	<b>24</b>		
		2	Mondulkiri	Kaev Seima	5	5	27	27	3	
Kaoh Kheaek	6			6	23	23	2	2	Cambodia Digital Commerce Association (CDCA)	
Pech Chreada	4			4	17	17	3	3	Cambodia Digital Commerce Association (CDCA)	
Ou Reang	2			2	10	10	2	2	Alliance for Conflict Transformation (ACT)	
Saen Monourom municipality	4			4	9	9	4	4	Cambodia Digital Commerce Association (CDCA)	

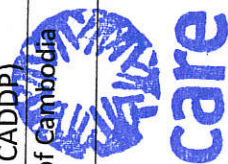
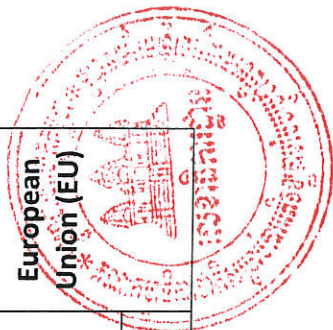


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Sub total	5	21	21	86	86	14	14
3	Botum Sakor	4	4	14	14	3	3
	Srae Ambel	6	6	31	31	2	2
	Thma Bang	6	6	11	11	2	2
	Kiri Sakor	3	3	9	9	1	1
	Mondol Seima	3	3	10	10	2	2
	Koh Kong	4	4	8	8	1	1
	Khemara Phoumin municipality	3	3	6	6	2	2
<b>Sub total</b>	<b>7</b>	<b>29</b>	<b>29</b>	<b>89</b>	<b>89</b>	<b>13</b>	<b>13</b>
4	Chhloung	8	8	31	31	5	5
	Prek Prasab	8	8	39	39	6	6
	Sambour	10	10	54	54	5	5
	Snuol	6	6	49	49	6	6
	Chetr Borei	10	10	56	56	6	6
	Kracheh municipality	5	5	13	13	5	5
	<b>Sub total</b>	<b>6</b>	<b>47</b>	<b>242</b>	<b>242</b>	<b>33</b>	<b>33</b>
5	Stung Treng	7	7	21	21	2	2
	Sesan	7	7	28	28	3	3
	Siem Bouk	7	7	28	28	3	3



European Union (EU)

European Union (EU)

European Union (EU)

Health and Development Alliance (HEAD)

Family Health Development (FHD)

Action for Health Development (AHEAD)

Family Health Development (FHD)

Health and Development Alliance (HEAD)

Action for Health Development (AHEAD)

Health and Development Alliance (HEAD)

Nak Akhivath Sahakum (NAS)

Community Development Center (CDC)

Community Development Center (CDC)

Kampuchea Women Welfare Action (KWVA)

Kampuchea Women Welfare Action (KWVA)

Nak Akhivath Sahakum (NAS)

Youth Council of Cambodia (YCC)/

Cambodian Agency Development of Disability and the Poor (CADDP)

and the Poor (CADDP)

Youth Council of Cambodia (YCC)





Annex 4

Implementation Budget 2020-2023 under MoU Between NCDDDS and CARE International in Cambodia

No.	Component	2020-2023 (EUR)	2020-2023 (USD)	2020 (USD)	2021 (USD)	2022 (USD)	2023 (USD)
1	Component 1: Transparency and access to Information	288,405.29	323,013.92	80,753.48	80,753.48	80,753.48	80,753.48
2	Component 2: Citizen Monitoring	306,579.53	343,369.07	85,842.27	85,842.27	85,842.27	85,842.27
3	Component 3: Implementation of the Joint Accountability Action Plan	242,418.97	271,509.25	67,877.31	67,877.31	67,877.31	67,877.31
4	Component 4: Training, Capacity Development and Communication	416,819.07	466,837.36	116,709.34	116,709.34	116,709.34	116,709.34
5	Component 5: Program Management, Monitoring and Evaluation	964,894.99	1,080,682.39	270,170.60	270,170.60	270,170.60	270,170.60
6	Others	280,882.21	314,588.08	78,647.02	78,647.02	78,647.02	78,647.02
	<b>Total</b>	<b>2,500,000.00</b>	<b>2,800,000.00</b>	<b>700,000.00</b>	<b>700,000.00</b>	<b>700,000.00</b>	<b>700,000.00</b>



*Note: The above Budget Plan 2020-2023 is subject to change in case of coverage update in the following year and based on the discussion and agreement by both parties.*

**Content of I-SAF Report Format**

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

