

Kingdom of Cambodia
Nation Religion King



Memorandum of Understanding

Between

National Committee for Sub National
Democratic Development
Secretariat (NCDDS)

And

Family Health International (FHI 360)

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

FAMILY HEALTH INTERNATIONAL (FHI 360)

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

Article 1: Social Accountability

The implementation plan on Social Accountability for Sub-National Democratic Development phase II (2019-2023) was developed in close collaboration between the NCDD Secretariat (NCDDS), Development Partners and NGOs under the National Program Framework for Sub-National Democratic Development. 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/Sangkat, Education (Primary Schools), and Health (Health Centers), District, Municipality and Khan and other services in line with the transfer of functions and resources to Sub-National Administration.

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

This Memorandum of Understanding (MoU) defines the partnership arrangements of the NCDDS and Family Health International (FHI 360) relating to implementation of the implementation plan on Social Accountability for Sub-National Democratic Development activities in target urban areas as specified in Annex 1 and Annex 2, and annual work plan and budget as specified in Annex 3 of this MoU.

The term of this MOU is from the signing date to December 2021. The FHI 360 will seek funding to support the implementation plan on Social Accountability in the target areas identified in Annex I-II and expect to expand to new target areas and new services in parallel with the implementation plan on Social Accountability Plan for Sub-National Democratic Development Phase II (2019-2023). Target areas may be updated annually, based on agreement from 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 the Sub-National Administrations, Councils, technical health officers, technical education officers and relevant local officials within the target areas regarding the I-SAF concept, tools, and processes, in particular, principles of good governance and the downward flow of accountability, the respective roles and responsibilities of the relevant sub-national administrations and demand side to uphold the above principles and support implementation of ISAF activities in the target areas;
3. Support Sub-National Administration to provide Information for Citizens (I4C) posters and booklets to the target areas with technical guidance and/or orientation on how they are to be produced, displayed and used in the ISAF process;
4. Collaborate in providing orientation training on Strategic Plan on Social Accountability to National master trainers of NGO partner which to ensure the alinement of on-going training delivery to provincial NGO partner trainers at each provincial target;
5. Periodically monitor the performance and meaningful participation of the sub-national administration and relevant health and education officials in order to ensure that information dissemination to citizens and the multi-sector scoring process (service providers and citizens) are being implemented in accordance with ISAF supply side operational guidelines;
6. On a quarterly, semester and yearly basis, prepare and share progress reports of the Social Accountability implementation according to the report format as in annex 5;
7. Facilitate and provide technical support to supply side for efficiency and effectiveness of the implementation of Social Accountability from year to year in the target areas.

Article 4: Obligations of the FHI 360

The FHI 360 agrees to:

1. Provide guidance to its FHI 360 staffs and NGO partners regarding the terms of this MoU;
2. Provide trainings to FHI 360's local NGO partners on Social Accountability concepts, tools, and processes; principles of good governance and downward flow of accountability; and the importance of citizen participation; as well as the roles/responsibilities of the relevant sub-national administration and local NGO partners and citizens in the Implementation of Social Accountability Plan phase II;
3. Provide financial support to FHI 360's NGO partners for Social Accountability activities;
4. Periodically monitor on FHI 360 and NGO partners implementation to ensure that the Social Accountability activities are being implemented with participation from Sub-National Administration, and are in accordance with ISAF demand side operational guidelines;
5. Prepare and share with NCDDS and Sub-National Administration of the MOU and yearly work plan of FHI 360's NGO partners in order to ensure well support and coordination in the implementation;
6. On a quarterly, semester and yearly basis, prepare and share progress reports of the Social Accountability implementation according to the report format as in annex 5;
7. Well collaboration with ministries and Sub-National Administration of supply side for the efficiency and effectiveness of the implementation of Social Accountability Plan from year to year in the target areas.

Article 5: Coordination Arrangements



As necessary, both parties intend to hold periodic coordination meetings to:

- Review progress and challenges 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
- Discuss other matters pertaining to the overall Social Accountability initiatives.

Article 6: Amendment or Termination of the MoU

This MoU may be amended at any time subject to mutual agreement in writing of the two parties. Either party may terminate this MOU without cause upon at least eight weeks prior written notice. The parties will agree in writing on appropriate measures to minimize any disruption to the implementation of the Social Accountability in the target areas.

For the NCDDS

Signature: 
Name: NGAN CHAMROEUN

Title : Head of NCDD

Date : 20.04.2020

For the FHI 360


Seng Sopheap

Country Representative FHI360

20.04.2020

Annex 1

Target areas to be covered in 2020 under MoU between NCDDDS and Family Health International (FHI 360)

NO	Target Provinces	Municipalities	Sangkat		Primary school		Health Center		Funding source
			Total Sangkat	Target Sangkat	Total Primary School	Target Primary School	Total Health Center	Target Health Center	
1	Banteay Meanchey	Serey Sophorn	7	7	29	14	8	8	U.S Agency for International Development (USAID)
		Poi Pet	3	3	38	6	4	4	
	Total	2	10	10	20	12	12		
2	Siem Reap	Siem Reap	12	12	52	24	10	10	
	Total	1	12	12	24	10	10		
3	Battambang	Battambang	10	10	36	20	8	8	
	Total	1	10	10	36	20	8	8	
4	Kampong Chhnang	Kampong Chhnang	4	4	8	8	4	4	
	Total	1	4	4	8	8	4	4	
5	Kandal	Ta Khmau	10	10	26	20	10	10	
	Total	1	10	10	12	12	10	10	
6	Kampot	Kampot	5	5	12	12	5	5	
	Total	1	5	5	12	12	5	5	
	Grand total	6	51	51	187	96	49	49	

Note: the target area for 2020 in table might be change in case there is any expansion for the next year project implementation according to the agreement of both parties.



Annex 2

Target areas to be covered in 2020-2021 under MoU between NCDDDS and Family Health International (FHI 360)

NO	Target Provinces	Municipalities	Sangkat		Primary school		Health Center		Funding source
			Total Sangkat	Target Sangkat	Total Primary School	Target Primary School	Total Health Center	Target Health Center	
1	Banteay Meanchey	Serey Sophorn	7	7	29	14	8	8	U.S Agency for International Development (USAID)
			3	3	38	6	4	4	
			10	10	67	20	12	12	
2	Siem Reap	12	12	52	24	10	10		
Total	1	12	12	52	24	10	10		
3	Battambang	Battambang	10	10	36	20	8	8	
Total	1	10	10	36	20	8	8		
4	Kampong Chhnang	Kampong Chhnang	4	4	8	8	4	4	
Total	1	4	4	4	8	8	4		
5	Kandal	Ta Khmau	10	10	26	20	10	10	
Total	1	10	10	10	12	12	10		
6	Kampot	Kampot	5	5	12	12	5	5	
Total	1	5	5	5	12	12	5		
Grand total	6	51	51	51	187	96	49		

Note: the target area for 2020-2021 in table might be change in case there is any expansion for the next year project implementation according to the agreement of both parties.

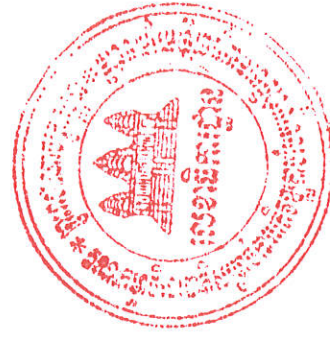


Annex 3

Work plan and budget plan for implementation in 2020 for the MOU between NCDDSD and FHI360

No.	Activity	Indicator	Target area	Amount of budget	Source of budget	Operation organization	NGO partner	2020												Remark
								01	02	03	04	05	06	07	08	09	10	11	12	
Component 1: Access to information and open budget																				
1	Disseminate Information for Citizens	150 times with total 4,600 participants	Municipality: Takhmau, Kampong Chhnang, Siem Reap, Paoy Paet, Seret Saophoan, and Battambang	\$ 219,000.00	USAID	FHI 360	NGO partner				X	X	X							
Component 2: Citizen Monitoring																				
1	Community Scorecard and interface meetings	357 times with total 7200 participants	Municipality: Takhmau, Kampong Chhnang, Siem Reap, Paoy Paet, Seret Saophoan, and Battambang	\$ 328,500.00	USAID	FHI 360	NGO partner						X	X						
Component 3: The implementation Joint Accountability Action Plan (JAAP)																				
1	Disseminate Joint Accountability Action Plan (JAAP)	100 times with total 3000 participants	Municipality: Takhmau, Kampong Chhnang, Siem Reap, Paoy Paet, Seret Saophoan, and Battambang	\$ 12,000.00	USAID	FHI 360	NGO partner						X	X			X			
2	Conduct Joint Accountability Action Plan Committee meetings	100 time with total 500 participants	Municipality: Takhmau, Kampong Chhnang, Siem Reap, Paoy Paet, Seret Saophoan, and Battambang	\$ 13,000.00	USAID	FHI 360	NGO partner						X	X			X			
Component 4: Capacity building to NGO partner and community accountability facilitators																				
1	Train to NGO partner staffs	2 times with total 25 participants	Phnom Penh	\$ 4,000.00	USAID	FHI 360	FHI 360			X										
2	Train to Community Accountability Facilitators	3 times with total 110 participants	Municipality: Takhmau, Kampong Chhnang, Siem Reap, Paoy Paet, Seret Saophoan, and Battambang	\$ 16,000.00	USAID	FHI 360	NGO partner				X			X						
Component 5: Management and Monitoring																				
1	Conduct coaching and monitoring by ISAC staff	160 times to NGO partner staff	Municipality: Takhmau, Kampong Chhnang, Siem Reap, Paoy Paet, Seret Saophoan, and Battambang	\$ 10,000.00	USAID	FHI 360	FHI 360			X	X	X	X	X	X	X	X			
2	Conduct coaching and monitoring by NGO staff to community accountability facilitators	900 tie with total 110 participants	Municipality: Takhmau, Kampong Chhnang, Siem Reap, Paoy Paet, Seret Saophoan, and Battambang	\$ 39,000.00	USAID	FHI 360	NGO partner			X	X	X	X	X	X	X	X			
Grand Total				\$ 641,500.00																

Note: The above 2020 work plan and budget is subject to change as the discussion and agreement by next year among the two parties.

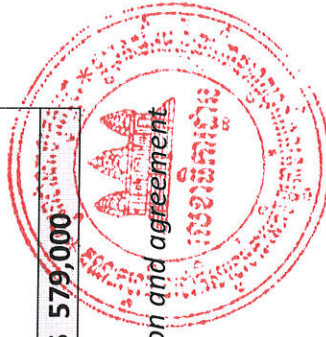


Annex 4

Budget plan for implementation in 2020 to 2021 for the MOU between NCDDDS and FHI360

No	Component	2020-2021 (USD)	2020 (USD)	2021 (USD)
1	Component 1: Transparency and access to Information	\$409,000	\$ 219,000	\$ 190,000
2	Component 2: Citizen Monitoring	\$628,500	\$ 328,500	\$ 300,000
3	Component 3: Implementation of the Joint Accountability Action Plan	\$45,000	\$ 25,000	\$ 20,000
4	Component 4: Training, Capacity Development and Communication	\$40,000	\$ 20,000	\$ 20,000
5	Component 5: Program Management, Monitoring and Evaluation	\$98,000	\$ 49,000	\$ 49,000
6	Others			
	Grand total	\$1,220,500	\$ 641,500	\$ 579,000

Note: The above Budget Plan 2020-2021 is subject to change in case of coverage update in the following year and based on the discussion and agreement by both parties.



Annex 5

Content of quarterly, semester and yearly report

- 1. Introduction**
- 2. Progress**
- 3. Challenges and Resolution**
- 4. Financial status**
- 5. Request and Recommendation**
- 6. Conclusion**

