

**KINGDOM OF CAMBODIA  
Nation-Religion-King**

**LETTER OF AGREEMENT**

**Between**

**National Centre for HIV/AIDS, Dermatology and STD (NCHADS)**

**And**

**Catholic Relief Services-USCCB  
(CRS)**

**For the Implementation of  
a Linked Response for Prevention, Care, and Treatment of  
HIV/AIDS and Sexual and Reproductive Health; and HIV/AIDS  
Community Home Based Care Programme in Cambodia**

**2009**

**May, 2009  
Phnom Penh, Cambodia**



## **1. ORGANIZATIONS TO THE LETTER OF AGREEMENT**

Organizations to this Project Agreement are the National Centre for HIV/AIDS, Dermatology and STD (NCHADS) of the Ministry of Health, Royal Government of Cambodia and Catholic Relief Services (CRS), respectively, herein after called the organizations.

The National Centre for HIV/AIDS, Dermatology and STD (NCHADS) and CRS affirm that they are both autonomous organizations which agree to work together in partnership to implement a common goal. The parties shall therefore work together to fulfil their common goal and mutual responsibilities, while affirming their different identities.

## **2. INTRODUCTION**

The National Centre for HIV/AIDS, Dermatology and STD (NCHADS) and Catholic Relief Services-USCCB (CRS) agree that close collaboration and coordination between government and other partners will strengthen health promotion and health service delivery, in particular for HIV/AIDS and STI prevention and care.

CRS is an international NGO, officially registered with No 316 IO/MFA.IC by the Ministry of Foreign Affairs and International Cooperation in 2002.

CRS has received funding from CRS Regional Office to collaborate with NCHADS, Action for Health Development (AHEAD) and Caritas Cambodia in the implementation of the Linked Response and HIV/AIDS Community Home-Based Care Activity, within the framework of the Strategic Plans for HIV/AIDS and STI Prevention & Care 2008-2010 of the NCHADS. This includes Standard Operating Procedures to Initiate a Linked Response for Prevention, Care, and Treatment of HIV/AIDS and Sexual and Reproductive Health Issues in Cambodia.

During this year 2009, CRS will work closely with NCHADS in collaboration and coordination with CRS partners at national and regional levels for home-based care activities and especially for Linked Response in the Operational Districts (OD) of Sampov Loun in Battambang and Sot Nikum in Siem Reap.

From 2009 to September 30, 2010, CRS and its Partners will continue to collaborate with NCHADS and the Provincial Health Departments (PHD) to implement the linked response in Sampov Loun OD in Battambang province and Sot Nikum OD in Siem Reap province, and possibly scale up to the other ODs within the HBC coverage under the Global Fund Round 7 for HIV components, as per funding availability and agreement with PHDs and the other implementing organization within the coverage area.

CRS will ensure that all activities and budget supported by the Regional Office are included in the Provincial and NCHADS Annual and Quarterly Comprehensive Work Plans and Reports.

## **3. OBJECTIVES**

3.1 To provide community services that support increased access, uptake and adherence to HIV services (Home-based Care, PLHA support groups and MMM 'Friends Help Friend' Groups)

3.2 To contribute to the strengthening of Cambodia's overall health care system including the system within ODs through enhancing existing reproductive health services and increasing access to HIV prevention education, testing, care and treatment.

#### **4. ACTIVITIES**

**4.1 Objective 1:** To provide community services that support increased access, uptake and adherence to HIV services (Home-based Care, PLHA support groups and MMM 'Friends Help Friend' Groups).

**Activities:**

- a) Provide financial support to NCHADS to conduct regular monitoring visits to CRS partners (AHEAD and Caritas).
- b) Provide financial support to NCHADS to organize the western regional HBC meeting in Battambang province.
- c) Provide financial support to NCHADS for printing SOP and NCHADS annual report and workplan.

**4.2 Objective 2:** To contribute to the strengthening of Cambodia's overall health care system including the system within ODs through enhancing existing reproductive health services and increasing access to HIV prevention education, testing, care and treatment.

**Activities:**

- d) Collaborate and coordinate with NCHADS and CRS partners to implement the Linked Response in Sampov Loun OD in Battambang Province and Sot Nikum OD in Siem Reap province.
- e) Provide financial support to NCHADS to cover the start-up costs, including assessment, training and meeting. For the operating costs (including materials and furniture for Linked Response Satellite "as list of materials and furniture for LR") will be covered by CRS and CRS partners.

#### **5. LOCATIONS**

**5.1** Sampov Loun Operational District, Battambang Province.

**5.2** Sonikum Operational District, Siem Reap Province.

#### **6. SOURCES OF FUNDING**

##### **6.1 Amount of Funding and Disbursements**

CRS will ensure funding for five months of project implementation. Upon signing this agreement, CRS will provide funding in the estimated overall amount of **USD 14,276.00** (Fourteen Thousands Two Hundred and Seventy Six Dollars US only) to National Centre for HIV/AIDS, Dermatology and STD (NCHADS) for project expenses from May 1, 2009 to September 30, 2009, according to the detailed budget presented in the attachment.

For this implementation period, the approved budget will be disbursed as follows:

- Disbursement on May 2009: USD 9,695.00
- Disbursement on July 2009: USD 4,581.00

CRS will make cash transfers to the following National Centre for HIV/AIDS, Dermatology and STD (NCHADS) designated bank account: Account Name: NCHADS-ICEHA Account number: 010.30 064 000712.0 at Foreign Trade Bank of Cambodia in USD, based on actual cash balances and forecasts of cash needs. The cash transfer will be done according to the detailed and approved plans. Each transfer will be processed when National Centre for HIV/AIDS, Dermatology and STD (NCHADS) spends 70% of the previous disbursement.

## **7. RESPONSIBILITY OF CRS AND NCHADS**

### **7.1 Responsibilities of Partner**

Under the Agreement, *National Center for HIV/AIDS, Dermatology and STD (NCHADS)* will take responsibility for:

- To conduct regular monitoring visits to CRS partners (AHEAD and Caritas).
- To organize the western regional HBC meeting in Battambang province.
- To print NCHADS annual report and annual operational plan.
- To implement start-up activities of the Linked Response in Sampov Loun OD in Battambang Province and Sot Nikum OD in Siem Reap province.

### **7.2 Responsibilities of CRS**

Under the Agreement, CRS will take responsibility for:

- Provide technical assistance to CRS partners in collaboration and coordination with NCHADS.
- Provide coordination among CRS partners and NCHADS for implementation of the linked response.
- Provide regular monitoring to project activities at field level in collaboration and coordination with NCHADS.
- Work in consultation and /or Coordination with NCHADS, PHD/Provincial AIDS Program on program planning, management, quality improvement and problem solving

## **8. GENERAL PROVISIONS**

### **8.1 Usage & Accountability**

The funds comprising the Project budget are to be used in accordance with legislation currently in force in the United States and Cambodia. Both organizations will maintain strict

financial accountability in accordance with the requirements of the legislation in force in relevant countries.

## **8.2 Management**

National Centre for HIV/AIDS, Dermatology and STD (NCHADS) will be responsible for the day-to-day management during the period of project implementation (as described in 8.5 of LoA). Because of CRS's legal responsibility for the proper expenditure and reporting of the Project funds, CRS will maintain oversight as appropriate. CRS will do all it can to negotiate with and support National Centre for HIV/AIDS, Dermatology and STD (NCHADS) in financial matters, but reserves the right to determine how grant money is spent, based on donor requirements.

National Centre for HIV/AIDS, Dermatology and STD (NCHADS) shall maintain its budget and expenses following the internationally accepted accounting principles. From time to time, CRS will provide technical support and monitor accounting activities to maintain high accounting standards. National Centre for HIV/AIDS, Dermatology and STD (NCHADS) shall allow CRS staff, or any other persons authorized by CRS, for project site visits and documentation review, either for monitoring and auditing purposes.

National Centre for HIV/AIDS, Dermatology and STD (NCHADS) shall maintain budget expenses with changes no larger than 10% between the approved line items. If expenses are expected to be above 10% for any given line item, National Centre for HIV/AIDS, Dermatology and STD (NCHADS) should request a budget adjustment before spending above the 10% limit.

## **8.3 Expense Documentation**

All parties will have a written Project budget. Funds will be transferred in advance as described in 6.1. Full written documentation and receipts on all grant money will be submitted by National Centre for HIV/AIDS, Dermatology and STD (NCHADS).

## **8.4 Performance Assessment and Reporting**

### **8.4.1 Disclosure**

The parties agree to share fully between themselves all information that is necessary to achieve the project objectives and to document them. Any information that impacts accomplishment of the project objectives will be shared between all parties as soon as possible. Progress monitoring reports to donors and other stakeholders will be either submitted jointly or copied to the other organization upon submission.

It is understood that some information may be of a confidential nature. Information that is declared confidential will not be shared with any outside people or organization without agreement of the involved organizations.

CRS and National Centre for HIV/AIDS, Dermatology and STD (NCHADS) certify that we do not and will not provide financial or material support to any individual or organization that is known to have advocated, sponsored, or engaged in unlawful violence or terrorist activity.

#### 8.4.2 Project Reporting & Format

NCHADS will submit a final report to CRS/Cambodia within one month after the end of project as in the attached format.

#### 8.5 Period of Agreement

This Agreement shall commence on May 1, 2009, and shall continue until completion of the Project on September 30, 2009 or until termination of agreement (see Section Termination).

#### 8.6 Termination

The organizations recognize that entering into this agreement is at substantial cost to each organization. Therefore this agreement can only be terminated in the following cases:

- If there is a serious violation of obligations under this agreement, by either organization. The violating organization must first be given written notice of the problem with suggested recourse from aggrieved party and given 60 day resolution period to address the matter. Following the resolution period the aggrieved may terminate the agreement with 30 day written notice.
- If all organizations agree in writing to nullify the agreement.

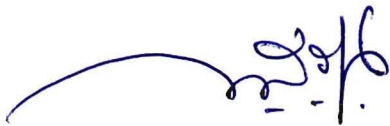
#### 8.7 Resolution of Disputes

All disputes under Agreement will be resolved through negotiations of the sides. In case the organizations cannot reach agreement by means of negotiation, they have recourse to meditation by a mutually agreed upon mediator.

### 9. SIGNATURES

This Agreement is undertaken in a spirit of trust, cooperation partnership, to the benefit of all parties.



For NCHADS 



\_\_\_\_\_  
Dr. Mean Chhi Vun  
Director, NCHADS

Date... 25 June 2009

For CRS

  
\_\_\_\_\_  
Mrs. Susan Silveus  
Country Representative, Cambodia 

Date... 19 June 09

### **ANNEX III Annual progress report to CRS**

Implementing partner:

Project name:

Period covered by this report:

Date submitted:

#### **I. GEOGRAPHIC COVERAGE**

*Please clearly report on location covered by project and total population in the coverage area*

<b>Geographic focus</b>			<b>Total Population covered</b>
<b>Province</b>	<b>Operational District (OD)</b>	<b>Villages covered by OD(in Number)</b>	

#### **II. BUDGET ANALYSIS**

*Please explain the cost categories where there is a variance between the planned budget and actual expenditure only*

<b>Cost Category</b>	<b>Planned budget</b>	<b>Actual expenditure</b>	<b>Variance explanation</b>
Human Resource			
Project direct cost			
Operating cost			

#### **III. NARRATIVE**

##### **A. Program achievement during reporting period**

*Describe the program progress in relation to each Intermediate Result (IR) and the activities described in the workplan*

##### **B. Problems/Challenges**

*Include unexpected events and how those events affected program progress or implementation*

##### **C. Lesson learned**

*Lesson learned can be positive or negative*

**D. Success stories**

*Please write out any success stories. For example, stories can be about program staff or program beneficiaries*

**E. Suggestions**

*Write out any request for assistances, suggestions or recommendations you have to CRS*

**F. Attach annual workplan for the next year (For projects continuing to receive CRS funds after year one)**

*Please include any trainings, events, or workshops planed for the next reporting period*



Name of Donor: Catholic Relief Services  
 Name of Partner's Organization: National Center for HIV/AIDS, Dermatology and STD  
 Name of Project: Scaling up the Linked Response for Prevention, Care and Treatment of HIV/AIDS and Sexual and Reproductive Health; and HIV/AIDS Community Home Based Care Programme in Cambodia  
 Date of submission:

# Activity Reference	Activity (from workplan)	Unit	Unit cost	# Day/Month	Total	Account code						Total Cost
							May-09	Jun-09	Jul-09	Aug-09	Sep-09	
IR1	<b>Scaling Up the HIV/AIDS Community Home Based Care Programme</b>											
1.1.1	<b>Provide financial support to NCHADS to conduct regular monitoring visits to CRS partners (AHEAD and Caritas).</b>											
	Per-diem	3	10	6	180			90		90		180
	Accommodation	3	15	4	180			90		90		180
	Transportation allowance	1	75	2	150			75		75		150
	<b>Total</b>				<b>510</b>		<b>0</b>	<b>255</b>	<b>0</b>	<b>255</b>	<b>0</b>	<b>510</b>
1.1.2	<b>Provide financial support to NCHADS to organize the western regional HBC meeting in Battambang province.</b>											
1.1.2.1	<b>Per-diem, accommodation, transportaion for national participants</b>											
	Honorarium for opening and closing for NCAHDS director	1	25	4	100					100		100
	Honorarium for PHD (for opening and closing)	1	25	2	50					50		50
	NCHADS facilitator, speaker and participants	4	25	4	400					400		400
	NCHADS Accountant and Administration	1	25	4	100					100		100
	Local Coordinator, daily pay (including preparation day)	2	12.5	4	100					100		100
	NCHADS drivers	2	20	4	160					160		160
	Fuel	1	75	2	150					150		150
	<b>Sub-Total</b>				<b>1060</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1060</b>	<b>0</b>	<b>1060</b>
1.1.2.2	<b>Per-diem, accommodation, transportaion for PAO participants from provinces</b>											
	From Banteay Meanchey, Oddor Meanchey, Pailin, Siem Reap	17	20	4	1360					1360		1360
	From same Battambang provnce, Battambang, PAO staffs	1	5	3	15					15		15
	From same provnce Battambang out of town	2	15	4	120					120		120
	<b>Transportation Cost</b>											
	From Banteay Meanchey for Mongkul Borei PAC	3	12	1	36					36		36
	Or-Chrov	1	16	1	16					16		16
	Thmor Pork	1	18	1	18					18		18

	Preah Net reas	1	18	1	18				18		18	
	From Oddor Meanchey	3	40	1	120				120		120	
	From Pailin	3	10	1	30				30		30	
	From Siem Reap	3	20	1	60				60		60	
	OD Soth Nikum	1	22	1	22				22		22	
	OD Kralanh	1	30	1	30				30		30	
	From Battambang	1	20	1	20				20		20	
	OD Thmor Koul	1	6	1	6				6		6	
	OD Sampou Loun	1	20	1	20				20		20	
	<b>Sub-Total</b>				<b>1891</b>				<b>1891</b>		<b>1891</b>	
	<b>Stationary amd room rental</b>											
	Room rental	1	150	3	450				450		450	
	Stationary	45	2	1	90				90		90	
	Back drop	1	30	1	30				30		30	
	Photography/TV	1	50	1	50				50		50	
	Photocopy	45	0.02	150	135				135		135	
	Break	45	2	3	270				270		270	
	<b>Sub-Total</b>				<b>1025</b>				<b>1025</b>		<b>1025</b>	
	<b>Total</b>						<b>0</b>	<b>0</b>	<b>0</b>	<b>3976</b>	<b>0</b>	<b>3976</b>
<b>1.1.3</b>	<b>Provide financial support to NCHADS for printing SOP and NCHADS annual report and workplan.</b>											
	Printing	50	7	1	350				350		350	
	<b>Total</b>				<b>350</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>350</b>	<b>0</b>	<b>350</b>
<b>IR2</b>	<b>Scaling Up the Linked Response for Prevention, Care and Treatment of HIV/AIDS and Sexual and Reproductive Health</b>											
<b>2.1</b>	<b>Provide financial support to NCHADS to cover the start-up costs, including assessment, training, meeting in Sampov Loun OD/Battambang</b>											
<b>2.1.1</b>	<b>OD Assessment trip</b>											
	Perdiem for national staff	4	25	3	300				300		300	
	Fuel cost (Stationary, Refreshment and Gazolin	1	75	1	75				75		75	
	Participants	15	3	1	45				45		45	
	<b>Sub-Total</b>				<b>420</b>				<b>420</b>		<b>420</b>	
<b>2.1.2</b>	<b>6 day PMTCT/VCCT integrated counseling/lab. training, led by NCHADS staff</b>											

	Perdiem for participant	10	25	7	1750			1750			1750
	Trainer	3	13	7	273			273			273
	Transport for participant	10	15	1	150			150			150
	Room rental	1	50	6	300			300			300
	Production cost stationary, refrehment, backdrop and others	1	300	1	300			300			300
	<b>Sub-Total</b>				<b>2773</b>			<b>2773</b>			<b>2773</b>
2.1.3	<b>Linked response orientation for provincial and district administrations and HC Chief from all facilities in the zone, as well as ANC and delivery nurse</b>										
	Perdiem for trainer	5	25	4	500			500			500
	Perdiem for trainee	40	5	4	800			800			800
	Transport for participant	40	5	1	200			200			200
	Room rental	1	50	4	200			200			200
	Perdiem for accountant and secretary	2	25	4	200			200			200
	Perdiem for NCHADS drivers	2	20	4	160			160			160
	Fuel cost (Stationary, Refreshment, Backdrop )	2	300	2	1200			1200			1200
	<b>Sub-Total</b>				<b>3260</b>			<b>3260</b>			<b>3260</b>
2.1.4	<b>VCCT lab training</b>										
	Perdiem for trainer	3	13	6	234			234			234
	Perdiem for trainee	4	25	6	600			600			600
	Transport for participant	4	15	1	60			60			60
	Room rental	1	50	5	250			250			250
	(Fuel cost Stationary, Refreshment, Backdrop )	1	100	1	100			100			100
	<b>Sub-Total</b>				<b>1244</b>			<b>1244</b>			<b>1244</b>
2.1.5	<b>PCR Heel Prick training for clinicians and nurse</b>										
	Perdiem for trainer	3	13	2	78			78			78
	Perdiem for trainee	7	25	2	350			350			350
	Transport for participant	7	15	1	105			105			105
	Room rental	1	50	1	50			50			50
	Cost including stationary, refreshment and gazolin	1	200	1	200			200			200
	<b>Sub-Total</b>				<b>783</b>			<b>783</b>			<b>783</b>
2.1.6	<b>Training course for LR M&amp;E tool for satellites</b>										

	Perdiem for trainer	4	25	4	400			400				400
	Perdiem for trainee	6	5	2	60			60				60
	Cost including stationary, refreshment and gazolin	2	100	2	400			400				400
	<b>Sub-Total</b>				<b>860</b>			<b>860</b>				<b>860</b>
2.1.7	<b>VCCT/PMTCT field attachment at LR sites : Central level</b>											
	Perdiem for working in the field	2	25	2	100			100				100
	<b>Sub total</b>				<b>100</b>			<b>100</b>				<b>100</b>
2.1.8	<b>VCCT/PMTCT field attachment at LR sites : OD level</b>											
	Perdiem for working in the field											
	Perdiem for working in the field											
	<b>Sub total</b>				<b>0</b>			<b>0</b>				<b>0</b>
	<b>Total</b>						<b>0</b>	<b>9440</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9440</b>
	<b>Total</b>						<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Grand- Total</b>						<b>0</b>	<b>9695</b>	<b>0</b>	<b>4581</b>	<b>0</b>	<b>14276</b>