

Kingdom of Cambodia

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LETTER OF AGREEMENT

BETWEEN

**The National Center for HIV/AIDS, Dermatology and STD
(NCHADS), of Ministry of Health**

AND

MAGNA CAMBODIA

on

**Enhancing Treatment Outcomes Through Comprehensive approach to HIV
care and Psychosocial Support for Children and Adolescents in Cambodia**

(Year 2016 – 2019)



This letter of **agreement** was made on July 1st, 2016 between the National Center for HIV/AIDS, Dermatology and STD (NCHADS) of the Ministry of Health of the Royal Government of Cambodia and MAGNA Cambodia and the agreement will last until December 31, 2019.

NCHADS and MAGNA Cambodia agree to collaborate and coordinate closely to implement a **Comprehensive approach to HIV care and Psychosocial Support for Children and Adolescents in Cambodia.**

This will include building capacity and skills of health care personnel; improvement of the HIV/AIDS care and treatment outcomes and provision of psychosocial services including comprehensive case management, individual HIV infected children and adolescents partner & family counseling, health education, psychological evaluation, support groups for youth, support groups for parents/guardians. And referral to community resources and the activities for preparation and pre-transition and transitional period in Cambodia.

Scope of the Agreement

This Agreement embodies the terms and conditions under which NCHADS and MAGNA Cambodia will collaborate and cooperate in the course of their operations in Cambodia for Comprehensive approach to HIV care and Psychosocial Support for Children and Adolescents in Cambodia in the project locations of parties involved herein.

Article 1: Objective of the Agreement

To support the Cambodian HIV/AIDS program in ART treatment by providing psychosocial support as needed with MAGNA Cambodia capacity and experiences to assist those gaps:

- 1- To assist with support for pre-adolescent and adolescent patients with HIV as chronic illness and disability to prevent unnecessary switching to second line and resistance to treatment and to prepare them for adulthood and their transition to adult care and treatment services.
- 2- To assist in providing health care that is uninterrupted, coordinated, developmentally appropriate, psychosocially sound, and comprehensive to prevent unnecessary switching to second line and resistance to treatment and bring adolescent to adult care.
- 3- To provide psychosocial services that will improve psychological well-being of children and adolescents living with HIV through the implementation of, and support for, comprehensive case management, individual, partner & family counseling, health education, psychological evaluation, support groups for youth, support groups for parents/guardians and referral to community resources.
- 1- To assist each supported site in implementing of Boosted-Integrated Active Case Management (B-IACM).

Article 2: Location of Supported of ART sites

A: Direct support sites by MAGNA include:

1. National Pediatric Hospital (NPH),
2. Social Health Clinic (SHC),
3. Chey Chumneas Hospital Pediatric and Adult services,

B: Indirect partial support sites to provide follow-up supports for the transitioned children by MAGNA include:

1. Porchentong Referral Hospital.
2. Dang Kor Referral Hospital,
3. Samdach Ov Referral Hospital,
4. Bassac Referral Hospital

Article 3: Obligations and Activities of MAGNA Cambodia

MAGNA Cambodia will undertake the following obligations based on its financial, technical, and human resource abilities as specified in its annual budget plan.

- 1) Provision of medical assistance and access to HIV/AIDS prevention, care and treatment through the provision of comprehensive care and psychosocial support for children adolescents in supported sites in Phnom Penh as enumerated in Article 2 of this agreement through:
 - Provision of monthly assistance to motivate health providers as medical doctor, nurse counselor and peer counselor at directly supported sites;
 - Provision of the emergency stock of OI medication in urgent need;
 - Psychosocial services which will include comprehensive case management of HIV infected individuals, partner & family counseling, health education, psychological evaluation, support groups for youth, support groups for parents/guardians and referral to community resources;
 - Support for individual counselling;
 - Operations of support groups (pre-transition preparation groups, adherence tracing, after transfer support groups);
 - Referral of eligible cases to Community Based Prevention Care and Support services after transfer through the existing structures.

Detailed activities in the support process include the following:

- Provision of a comprehensive psychosocial support;
- Coaching patients to understand their diagnosis, condition and treatment;
- Provision of patients with skills and support to manage their condition, adhere to treatment requirements, communicate effectively with their providers;
- Understanding each patient's unique needs and abilities, and putting strategies in place to promote self-care early on;
- Empowering and preparing young people to manage their own care, live independently and seek the resources they need for successful transition;
- Teaching patients to advocate for themselves, navigate adult care systems and to help them become confident pursuing their adult life goals;
- Provision of support and guidance to extended family members of selected patients with complex care needs;
- Building patients' knowledge and skills to understand and manage their health and healthcare needs;
- When appropriate, preparing caregivers to support patients' independence;
- Provision of communication support for smooth transition into adult care and treatment

- service;
 - Referral of eligible cases to Community Based Prevention Care and Support services after transfer through the existing structures.
 - Acting as case management supporter at the supported sites to support the implementation of B-IACM, as part of the Group of Champions.
- 2) MAGNA will work in close collaboration with local partners in selected health facilities (as Pochentong Referral Hospital, Bassac Referral Hospital, Dang Kor Referral Hospital and Samdach Ov Referral Hospital) by implementing the following activities:
 - Specialized supporting group sessions after transfer;
 - Support for Adherence tools;
 - Provision of communication support for tracing the lost to follow-up cases;
 - Tracking patients through B-IACM and the existing CBPCS structures.
 - 3) MAGNA will collaborate with NCHADS to conduct training related to Psycho Social Support;
 - 4) MAGNA will employ some technical staff to work at directly supported ART sites as listed in Article 2 of this Agreement;
 - 5) MAGNA will assist NCHADS to develop and update national guidelines, adherence tools, leaflets, posters and other necessary materials and to document best practices and lessons learnt,;
 - 6) MAGNA will collaborate with AUA, KHANA, CPN+ and other CBPCS networks supporting PLHIVs to ensure execution of CBPCS services for selected beneficiaries.
 - 7) MAGNA will collaborate closely with all concerned PHD, OD, RH and sites included in this Agreement in implementing the Project.

Article 4: Obligation of NCHADS

NCHADS will:

- 1- Provides and ensures an uninterrupted supply of Antiretroviral (ARV) drugs, medications for the treatment of opportunistic infections and other necessary commodities to all ART supported sites as defined in this agreement;
- 2- shares with MAGNA Cambodia relevant national strategic frameworks and guidelines on HIV prevention, treatment, care and support in Cambodia;
- 3- Provides orientation and training of staff involved in the implementation of the project supported by MAGNA on the updated national guidelines;
- 4- Avail to MAGNA Cambodia ability to access to patients files as necessary for the program;
- 5- Avail to MAGNA Cambodia ability to access to information need by the project.
- 6- Guide MAGNA Cambodia in scaling up/and or replacing new sites to be covered by the project as needed;
- 7- Assist MAGNA Cambodia in any administrative procedures in relation to the importation or utilization of the medical supplies and equipment as required;
- 8- Provide MAGNA Cambodia assess to premises at selected sites for mentioned project;
- 9- Agree to provide proper monitoring and evaluation for the project;
- 10- Developed standard tools including forms, counseling cards, tools for conducting support groups and others for the mention project;
- 11- Secure an active involvement of NCHADS and health care providers in the project execution to ensure smooth operations and ownership of the action in the future;
- 12- NCHADS will provide monitoring and technical support to the project sites.

- 13- Secure acknowledgment of MAGNA Cambodia as a partner of the mentioned project included but not limited to official reports, publications, guidelines, leaflets etc.;
- 14- Agrees to provide proper supporting financial documents as required by MAGNA financial policies and audit;
- 15- Agrees to reimburse any ineligible expenditures found.

Article 5: Funding

In support of the collaboration between MAGNA and the NCHADS/MoH/PHD to strengthen HIV/AIDS and STI prevention and care services and implement the comprehensive approach to HIV care and Psychosocial Support for Children and Adolescents, MAGNA will submit the annual budget to obtain annual funding support from headquarter of MAGNA for approval on annual basis.

Article 6: Implementing Arrangement

- The Country representative of MAGNA Cambodia will ensure the implement of this agreement;
- Both NCHADS and MAGNA Cambodia, through the assigned focal persons, will ensure the implement their activities based on the agreed and approved work plan
- Written amendments to this LoA could be made and attached by mutual agreement and signed by both parties;
- This Agreement may be terminated in any emergency by a joint decision taken by official representatives of NCHADS and MAGNA Cambodia.

Article 7: Period of Collaboration

This agreement shall take effect from the date of signing and shall remain in effect until the project end-date (December 31, 2019), except in emergency as stated above. The agreement can be extended after end- day after previous discussion among both partners.

Article 8: Settlement of Disputes

Both parties shall resolve amicably any dispute regarding implementation of the program discussed in this agreement.

Article 9: Termination

Both parties may terminate this LoA for any reason at any times by giving the other party 3 months is prior in writing.

Article 10: Law application

This LoA should construed and governed in accordance with Laws of the Royal Government of Cambodia.

This Letter of Agreement will come to effect from July 1st, 2016 after representative of the two parties sign this agreement.

Signed and Sealed

Dr Ly Penh Sun

Director, NCHADS

Signature.....
Date..... 30 June 2016

Signed and Sealed

Martin Bandzak

Head of the Mission, MAGNA

Signature.....

Date..... 30 June 2016

