

HIV & AIDS in the Education Sector in Cambodia

Prepared by ICHA Secretariat
under the direction of Patrick Duong
and H.E Im Sethy

Royal Government of Cambodia.
Ministry of Education, Youth and Sport.
Interdepartmental Committee for HIV & AIDS (ICHA)

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**Institutional Arrangements and ToRs of the
“Interdepartmental Committee for HIV & AIDS”**

**Fact
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2007**

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Interdepartmental Committee for HIV & AIDS (ICHA) *Institutional Arrangements and ToRs*

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Introduction

As in many other South East Asian countries, HIV & AIDS is a major concern for Cambodia.

This ICHA Fact Sheet (#4) aims at briefly describing the Ministry's Institutional Arrangements for strengthening its *Interdepartmental Committee for HIV & AIDS* (ICHA) and highlights some of the key lessons we learned and wish to share with colleagues.

While the country has recovered from the Khmer Rouge regime (1975-1979) and from the tragedy of losing up to 3 million children, women and men in the "killing fields", Cambodia is still engaged towards mobilizing resources to rebuild and strengthen its society, including through providing adequate education and health services to its population.

Despite the fact that the HIV/AIDS prevalence rate has dropped from 2.1% (2002) to 0.9% (2007), Cambodia prevalence rate is still among the highest in the region. More worrying, the economic growth of the country, the population migration and the new consumer behaviors that the economic development is generating are increasingly putting the young Cambodian population at risk.

As a key actor of the "National Response to HIV & AIDS", the Ministry of Education, Youth and Sport (MoEYS) has been implementing since 1999 an HIV & AIDS programme that aims at protecting and preventing the students, the out-of-school Cambodian youth and the MoEYS labour force from being infected and affected by HIV & AIDS. Developing policies, setting systems, mainstreaming HIV & AIDS in the Education sector, integrating HIV & AIDS in the national curriculum, training pre- and in-service teachers and education officers are therefore among the top priorities of the Ministry's Interdepartmental Committee on HIV & AIDS (ICHA).

Thanks to the support of the United Kingdom's Department for International Development (DFID), UNDP, UN Agencies and other development partners, ICHA is now, considerably strengthened and recognized for its experience in "mainstreaming HIV & AIDS in the education sector". I am therefore grateful to Mr. Patrick Duong, the DFID/UNDP Advisor to the Ministry, for having prepared these fact sheets which primarily aims at giving an overview on the Ministry's HIV & AIDS programme and share information and practices. I would also like to thank Ms. M. Brown, Mr. M. Crook, Mr. I. Beach, Dr. R. Jayakaran, Mr. J. Lee, World Education, CSCS, the ICHA members and the many other individuals and partners for the technical expertise they are providing to our programme.

His Excellency, Im Sethy
Secretary of State
Chairperson of ICHA
Ministry of Education, Youth and Sport

List of Abbreviations:

AIDS:	Acquired Immune Deficiency Syndrome
BC:	Behaviour Change
BBC WST:	British Broadcasting Corporation / World Service Trust
DGAF:	Director General for Administration and Finance (MoEYS)
DGE:	Director General for Education (MoEYS)
DFID:	Department for International Development (United Kingdom)
DOE:	District Office of Education (MoEYS)
DOY:	Department of Youth (MoEYS)
EU:	European Union
HIV:	Human Immunodeficiency Virus
ICHA:	Interdepartmental Committee for HIV/AIDS (MoEYS)
IEC:	Information, Education and Communication
ILO:	International Labour Organisation
MAT:	Monitoring and Advisory Team (DFID)
MoCR:	Ministry of Cults and Religions
MoEYS:	Ministry of Education, Youth and Sport
MoH:	Ministry of Health
NAA:	National AIDS Authority
NCHADS:	National Centre for HIV/AIDS, Dermatology and STD
NFE:	Non-Formal Education Department (MoEYS)
NGO:	Non-Governmental Organisation
NIE:	National Institute of Education (MoEYS)
PAC:	Provincial AIDS Committee
PAS:	Provincial AIDS Secretariat
POE:	Provincial Office of Education (MoEYS)
PRD:	Pedagogical Research Department (MoEYS)
Q&A:	Questions and Answers
RGoC:	Royal Government of Cambodia
RTI:	Research Triangle Institute (NGO)
SCRH:	Strengthening Cambodia's Response to HIV/AIDS
SHD:	School Health Department (MoEYS)
STD:	Sexually Transmitted Disease
TA:	Technical Advisor
ToT:	Training of Trainers
TTD:	Teacher Training Department (MoEYS)
UNAIDS:	United Nations Joint Programme on HIV/AIDS
UNCT:	United Nations Country Team
UNDP:	United Nations Development Programme
UNESCO:	United Nations, Educational, Scientific and Cultural Organisation
UNFPA:	United Nations Population Fund
UNICEF:	United Nations Children's Fund
UNODC:	United Nations Office on Drug and Crime
USAID:	United States Agency for International Development

1. Introduction,

HIV & AIDS related activities within the Ministry for Education Youth and Sport (MoEYS) are coordinated by an Interdepartmental Committee for HIV & AIDS (ICHA). This has wide ranging responsibilities including the determination of the MoEYS strategy on HIV/AIDS and ensuring fulfillment of that strategy through ongoing programmes of activity. The latter are mainstreamed (integrated) into the various Departments of the MoEYS where they are taken forward under the leadership of senior technical staff acting as HIV/AIDS Focal Points. The detailed activities of Focal Points are coordinated by a Technical Working Group. The ICHA programme is supported by a small Administrative Secretariat and by a Department of Finance Project Task Team.



Primary school children in Siam Reap where a HIV/AIDS awareness programme is implemented.

The implementation of the Ministry's HIV & AIDS programme required an up-to-date review of all the ICHA organisational arrangements to ensure that staff are clear about their roles and responsibilities, lines of accountability and other similar matters. This manual sets out the results of that review which was completed by bringing together information from:

- a pre-existing consultation draft prepared within the ICHA Secretariat titled *Proposals for Strengthening the Interdepartmental Committee for HIV/AIDS and its Secretariat – March 2005*.
- a supplementary functional analysis of the work of ICHA linked staff, developed specifically to enable the introduction of the proposed output based incentive scheme

Through the amalgamation of these analyses, this manual now:

- assists in strengthening the operation and eventual outcome¹ of the ICHA programme by clarifying further the institutional arrangements

¹ In June 2005, approval was given to introduce a pilot Output Based Incentive Scheme (OBI) which encourages staff to meet certain ICHA Programme targets (refer to ICHA Fact Sheet 5 for details of the scheme).

- enables the operation of the output based incentive scheme by detailing certain key administrative tasks and the overall timetable within which these must be completed and against which performance is judged.

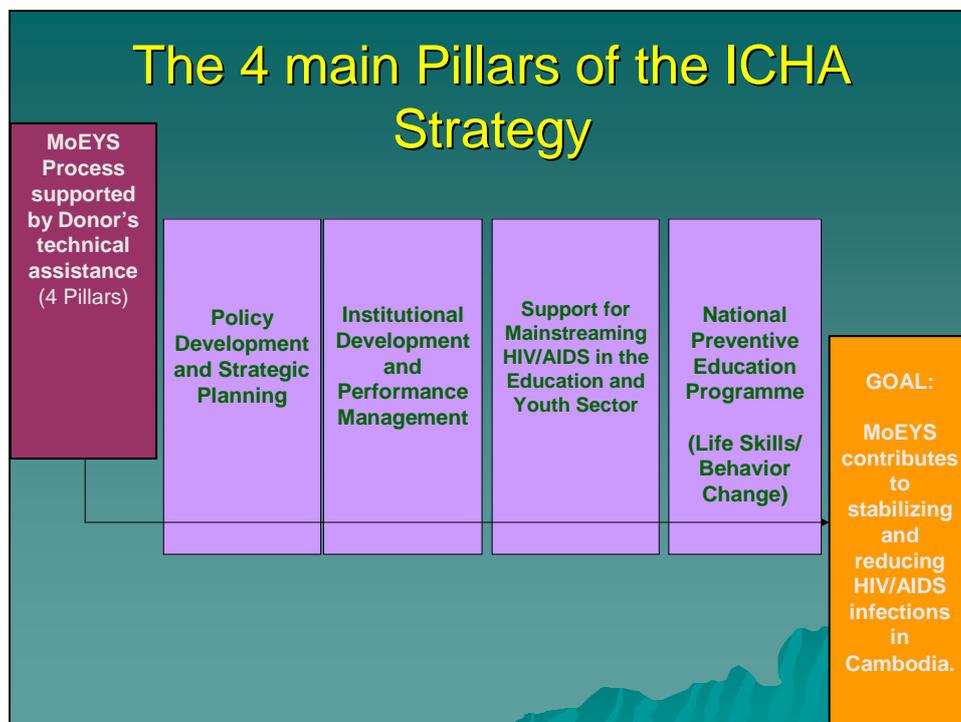
2. Strengthening the Cambodian Response to HIV/AIDS in the MoEYS

Historically, the ICHA was established in 1999 in response to the decision of the Royal Government of Cambodia (RGoC) to Strengthen Cambodia's Response to HIV/AIDS (SCRH). Under the SCRH programme the ICHA became responsible for:

- developing the MoEYS response to the Royal Government's National HIV/AIDS Strategic Plan.
- educating Cambodian in-school and out-of-school youth on the risks and means to protect themselves and others from HIV/AIDS
- mainstreaming the response to HIV/AIDS within the Ministry.

The MoEYS is expected to be closely involved with HIV/AIDS initiatives, and the substantial programme of work that flows from them. Because of their importance, scale and technical complexity, it has been necessary to introduce comprehensive management processes to ensure that programme targets are met. The March 2005 *'Proposals for Strengthening the ICHA and its Secretariat'* and the June 2005 *'Proposal to Introduce an Output Based Incentive Scheme'* are part of this strengthening process and complement each other. Hence, this manual assists with both initiatives.

The 4 Pillars of the Ministry's HIV/AIDS Strategy



- **Pillar 1:** Policy Development and Strategic Planning: The objective of this first component is to ensure that HIV & AIDS (and other related topics) remains a priority for the Ministry of Education, Youth and Sport and that relevant strategies and goals are set up.
- **Pillar 2:** Under second pillar, institutional development, capacity building and training activities are organized to strengthen the Ministry's capacity to plan, implement and monitor HIV/AIDS programmes. Financial management, Procurement, Human resource management and the Output based incentive (OBI) scheme is also addressed under this component.
- **Pillar 3:** This third component aims at mainstreaming HIV/AIDS across the MoEYS. It mainly focuses on integrating HIV & AIDS in the national curriculum, training pre and in-service teachers, developing curriculum and IECs, Research, Monitoring and Evaluation.
- **Pillar 4:** This last pillar supports the planning and implementation of the National "Life Skills for HIV/AIDS Education Programme" that targets the Cambodian youth (In-School and Out-of-School Youth, approximately 6 million)

3. Structure and responsibilities within the ICHA programme

The organogram at Annex A sets out the overall ICHA structure. Whilst this contains identifiable components, with responsibilities and lines of accountability, these do not displace the underlying Ministry structure or management arrangements. As indicated at Para. 2, one objective of the ICHA programme is to mainstream (integrate) the HIV/AIDS tasks within the every-day activities of the Ministry. The ICHA structure provides a means of focussing attention on HIV/AIDS and delivering programme objectives, whilst doing so in a way that integrates these activities into the general responsibilities of departments. The principal elements in the ICHA structure are:

3.1 The ICHA Policy Board (IPB)

Membership of the Policy Board is detailed at Annex B.

The Board is Chaired by HE the Secretary of State of the MoEYS. Representation on the Board from each of the Technical Departments and Institutes, as well as the Financial and Administrative Secretariats, ensures informed leadership by the Board and enables an integrated approach to policy and strategy development and the management of programme activities. The International Advisor attends the IPB and supports the Chairperson as required.

Terms of reference for the Policy Board are at Annex C.

3.2 The ICHA Technical Working Group (TWG)

Membership of the Technical Working Group is detailed at Annex D.

The TWG is Chaired by the Deputy Director General, Directorate of General Education. In essence, it is the body which provides the operational focus of professional and technical action and advice on HIV/AIDS issues and leads the implementation of annual and quarterly action plans. It is intended to function as the driving force in the delivery of programme objectives. The membership comprises representatives from the fifteen Departments of the MoEYS involved in the delivery of ICHA programme activities. These include the Departmental Director and up to two other senior staff from each department.

Terms of reference for the Technical Working Group are at Annex E.

3.3 Focal Point Leaders within Technical Departments

The members of the Technical Working Group are also designated as Focal Point Leaders within their respective departments. Their responsibility is to identify opportunities to implement the HIV/AIDS strategy, to prepare action plans for approval and implement agreed proposals. As the nature of the activity in each technical department is different, there are variations in the organisational arrangements. The essence of the tasks of Focal Point Leaders remains constant however.

Generic terms of reference for Focal Point Leaders are at Annex F.



On the way to school!

3.4 The ICHA Administrative Secretariat

An organogram of the Administrative Secretariat is at Annex G

The posts identified in the organogram devote varying percentages of their time to ICHA related matters. In total this time amounts to the equivalent of 7 full time staff. Of this number, the equivalent of one full time post is filled by three part time Technical Advisers who provide guidance and practical assistance to the other members of the Secretariat.

The School Health Department (SHD) has been allocated responsibility for providing administrative support to the ICHA programme and the ICHA Secretariat is located and functions within the administrative section of the SHD. The breadth of ICHA activities and the administrative action that this calls for makes it essential to have this small yet

identifiable group of staff whose principal tasks are to enable the delivery of the programme. Amongst many other matters, they will monitor progress against timetable and draw attention to the need for action where slippage occurs.

Terms of reference for the Administrative Secretariat are at Annex H.

Job descriptions for Administrative Secretariat staff are at Annexes I to P.

3.5 The Department of Finance Programme Task Team (DFPTT)

An organogram of the Department of Finance Programme Task Team is at Annex Q.

The DFPTT comprises eleven Finance Department staff who devote varying percentages of their time to ICHA related matters. In total ICHA tasks take up the equivalent of 5.5 full time staff. The balance of time of these staff is devoted to other Finance Department duties.

The overall responsibility of the DFPTT is to undertake the efficient and effective control and disbursement of ICHA Programme funds. They do this internally in close collaboration with other ICHA linked Departments and externally with donors and the UNDP.

Terms of reference for the DFPTT are at Annex R.

3.6 The Performance Assessment Board (PAB)

An Output Based Incentive Scheme (see Para 1.) has been devised to encourage staff to achieve ICHA programme targets. The PAB is the body with responsibility for overseeing the operation of the scheme and approving levels of reward for performance.

The membership and terms of reference of the PAB are detailed in the *'Procedure for the Assessment and Payment of Output Based Incentives'* document. For ease of reference, these are also reproduced in this manual at Annex S.

4. The ICHA programme of activities

There are two main strands of programme activities.

4.1 Process related activities

These are the routine functions that have to be undertaken, mainly on a repetitive basis, to enable the programme related activities to take place. They include such matters as the routine collation of activity proposals and data, the servicing of the ICHA Policy Board and the Technical Working Group, as well as the management of budgets and disbursement of funds.



A special training session for female pre-service teachers.

The effective and efficient operation of these process related activities are critical to the successful accomplishment of the programme objectives. They must be undertaken in the appropriate sequence and according to a strict timetable if slippage is not to occur in programme activities. These process details have now been charted and a calendar of activities devised. The charts and the calendar provide a benchmark against which progress can be assessed and managerial action taken, should this be required. They also provide the basis for the Output Based Incentive Scheme which assesses performance against the completion of specified activities.

There are five flow charts which focus on the following processes:

- The activity, expenditure request, approval and reporting cycle
- The ICHA related internal meetings cycle. (Five regular meetings.)
- The Secretariat specific process related activities
- The DFPTT specific process activities
- The Technical Department specific process activities

Because of the interdependence of the work of each of the departments, there is some overlap between the content of each chart.

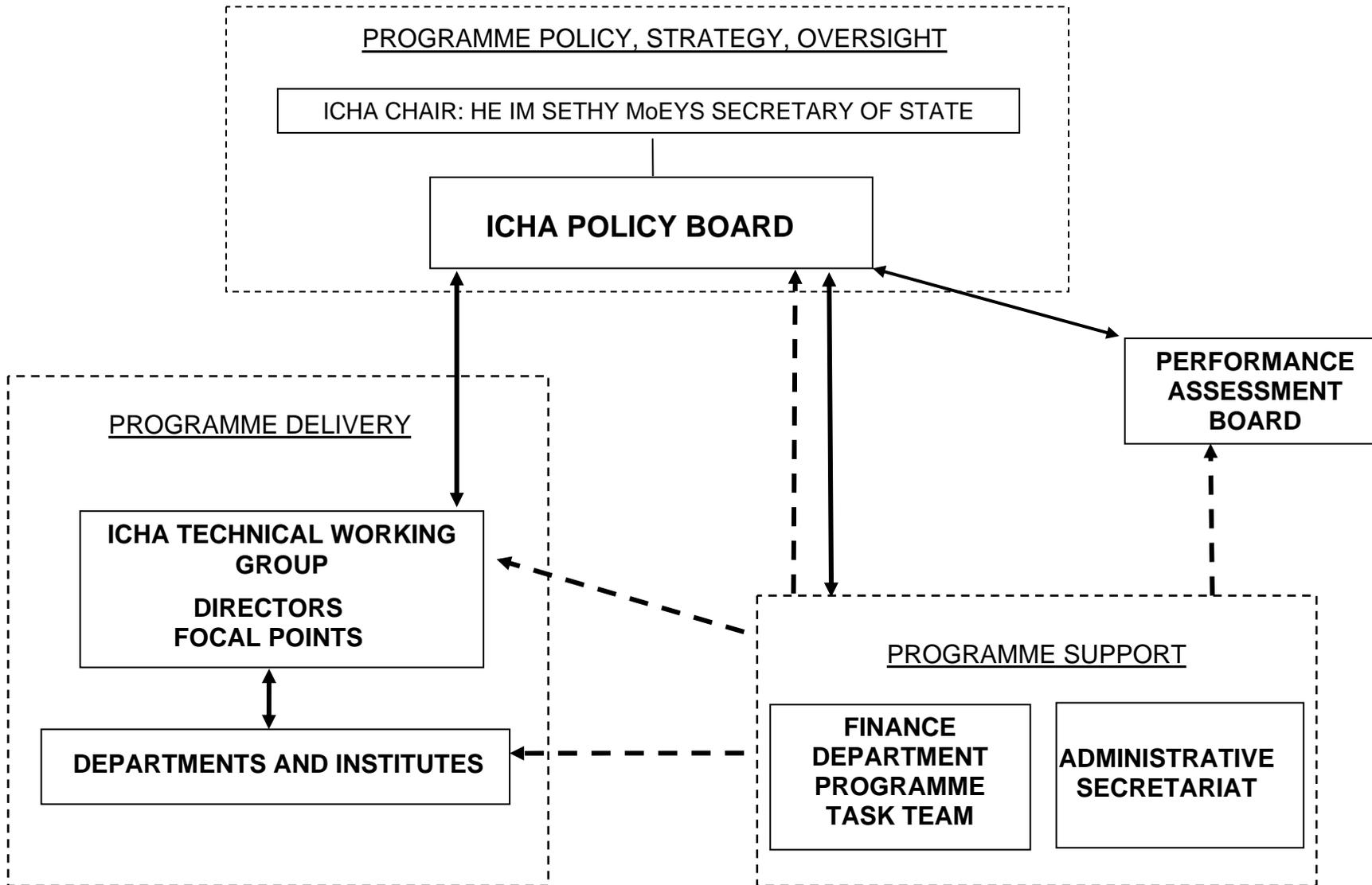
4.2 Programme related activities

Programme related activities comprise the components of Technical Departments' plans that contribute to the fulfilment of the HIV/AIDS Strategy. These frequently change quarter by quarter, reflecting progress with annual plans and the five year strategy. Examples of programme activities include the conduct of workshops, revision of syllabi, production of publicity materials and the training of teachers.

This manual does not deal with programme related activities as these are detailed in annual and quarterly programmes. However, the process related activities to which it does refer, are intended to enable the successful completion of those programme activities.

5. Evolving management arrangements

The functional analyses which have informed the preparation of this manual have revealed the complexity and unrelenting sequence of activities that must be undertaken to fulfil the ICHA programme. This is a challenging task for all those involved. Though the current arrangements are thought to be appropriate at this time, experience of their operation linked to changing circumstances may demonstrate the need for different approaches in the future. Because of this, it will be important periodically to review the functional arrangements set out in this manual and to make adjustments and improvements to the processes it specifies.



Lines of accountability and oversight



Lines of service giving and support



Organogram: The overall ICHA structure

ICHA Policy Board Membership

Chair

HE Im Sethy, MoEYS Secretary of State

Directors of Directorates

HE the Director General of Education

HE the Director General of Administration and Finance

Director of the ICHA Secretariat

Deputy Director General of Education

Directors of Departments and Institutes

ASEAN Affairs and Information

Audit

Finance

Higher Education

National Institute of Education

Non-Formal Education

Pedagogical Research

Personnel

Planning

Primary Education

School Health

Secondary Education

Student Physical Education

Teacher Training

Youth

In attendance

Senior Programme Officer ICHA Secretariat*, acting as Committee Clerk, to take minutes and provide related assistance to the Board.

* The Policy Board may specify additional officers to attend to assist with these duties.

Participation

Attendance at Policy Board Meetings will normally be limited to the members designated above. In exceptional circumstances, when a Policy Board member is unavailable, a deputy may attend on their behalf, subject to the prior approval of the Chair.

Annex C

Terms of Reference for the ICHA Policy Board

The ICHA Policy Board has overall responsibility for the implementation of national policy on HIV/AIDS as it affects the Ministry of Education Youth and Sport. (MoEYS) In particular it will:

1. Set a Strategic Plan for the MoEYS in the context of the Law and the Implementation Guidelines of the Law on the Prevention and Control of HIV/AIDS and consistent with the Education Sector Strategic Plan (ESP) and Education Sector Support Programme (ESSP).
2. Determine the strategies to be adopted by MoEYS to give effect to the Royal Government of Cambodia's HIV/AIDS Strategic Plan.
3. Approve organizational arrangements to implement the agreed strategies within the MoEYS, including the assignment of responsibility, accountability and the use of resources.
4. Consider and give approval to annual or other work plans to implement agreed strategies.
5. Ensure that the response to HIV/AIDS is mainstreamed across MoEYS Departments and Institutes and that a programme of preventive education is implemented.
6. Work to achieve the integration of HIV/AIDS programme activities into the ESP and ESSP and vice versa.
7. Agree criteria against which the success of long term strategies and short term action plans can be assessed.
8. Review performance and call to account departments responsible for completing work plans.
9. Initiate corrective action as necessary to ensure the successful completion of annual or other work plans.
10. Monitor and evaluate the outcome and impact of strategies and plans against expectation. Where necessary, initiate adjustments to ensure intended outcomes are achieved.
11. Ensure that ICHA related programme expenditure is contained within budget, used for proper purposes and fully accounted for as required by donor bodies.
12. Account to donor bodies for the implementation and outcome of programme activities.
13. Take ultimate responsibility for the proper working of the Performance Based Incentive Scheme, the ongoing management of which is delegated to the Performance Assessment Board, according to separate terms of reference.
14. Receive and consider reports of other HIV/AIDS related programmes of relevance to the MoEYS and draw on these in the development of further strategies and action plans.
15. Ensure that constructive relationships are established and maintained with institutional partners and donors.

Frequency of Meetings

The Board will meet at least twice a year, or more frequently at the discretion of the Chair.

Technical Working Group Membership

Chair

Deputy Director General, General Directorate of Education

Vice Chair

Director of SHD, ICHA Secretariat Manager

Either one or two Focal Point Leaders from the following Departments

ASEAN Affairs and Information

Audit

Finance

Higher Education

National Institute of Education

Non-Formal education

Pedagogical Research

Personnel

Planning

Primary Education

School Health

Secondary Education

Student Physical Education

Teacher Training

Youth

Support Staff

Administrative Secretariat

Department of Finance Programme Task Team

Annex E

Terms of Reference for the Technical Working Group

The Technical Working Group is the operational body which provides the focus of professional and technical action and advice on HIV/AIDS issues being tackled across the MoEYS. In particular the Group will:

1. Oversee the preparation of draft HIV/AIDS policies and strategies for consideration by the Policy Board.
2. Oversee the preparation of ICHA Annual Work Plans for approval by the Policy Board and donors as appropriate. This will detail activities to implement the MoEYS Strategic Plan for HIV/AIDS and other Policy Board approved strategies.
3. Ensure the preparation of comprehensive Quarterly Work plans based on the approved annual work plan.
4. Monitor progress with the implementation of the Annual and Quarterly Work Plans against targets, calling individuals and departments at national, provincial and district levels to account for their outputs.
5. Initiate action to remedy any under performance against Work Plan targets.
6. Report on progress against targets as required by the Policy Board.
7. Reconcile proposed work plans with available financial resources.
8. Ensure, through the receipt and assessment of regular financial reports, that expenditure on ICHA related activities is appropriate, contained within approved budget limits and properly accounted for in accordance with the MoEYS and donor requirements.
9. Draw the attention of the Policy Board to any issue of significance arising from the implementation of the MoEYS HIV/AIDS strategies and Work Plan. This will include informing the Policy Board of any conclusions from studies of the outcome or impact of agreed strategies.
10. Coordinate and facilitate the exchange of information and practices between the MoEYS Departments and Institutes.
11. Oversee the planning and delivery of HIV/AIDS awareness or other training for MoEYS Departments and Institutes.
12. Encourage the mainstreaming of HIV/AIDS related practices throughout the MoEYS.
13. Co-ordinate technical activities within MoEYS which involve donors, UN agencies, NGOs and other partners.
14. Provide inputs to the review and development of the ESP and ESSP, to ensure that approved HIV/AIDS related policies/strategies are adequately incorporated.
15. Ensure preparation for and participation in formal quarterly, biennial or other donor coordinating meetings.

Any amendments to these terms of reference are subject to approval by the ICHA Policy Board.

Annex F

Terms of Reference for Directors and ICHA Focal Points within Technical Departments

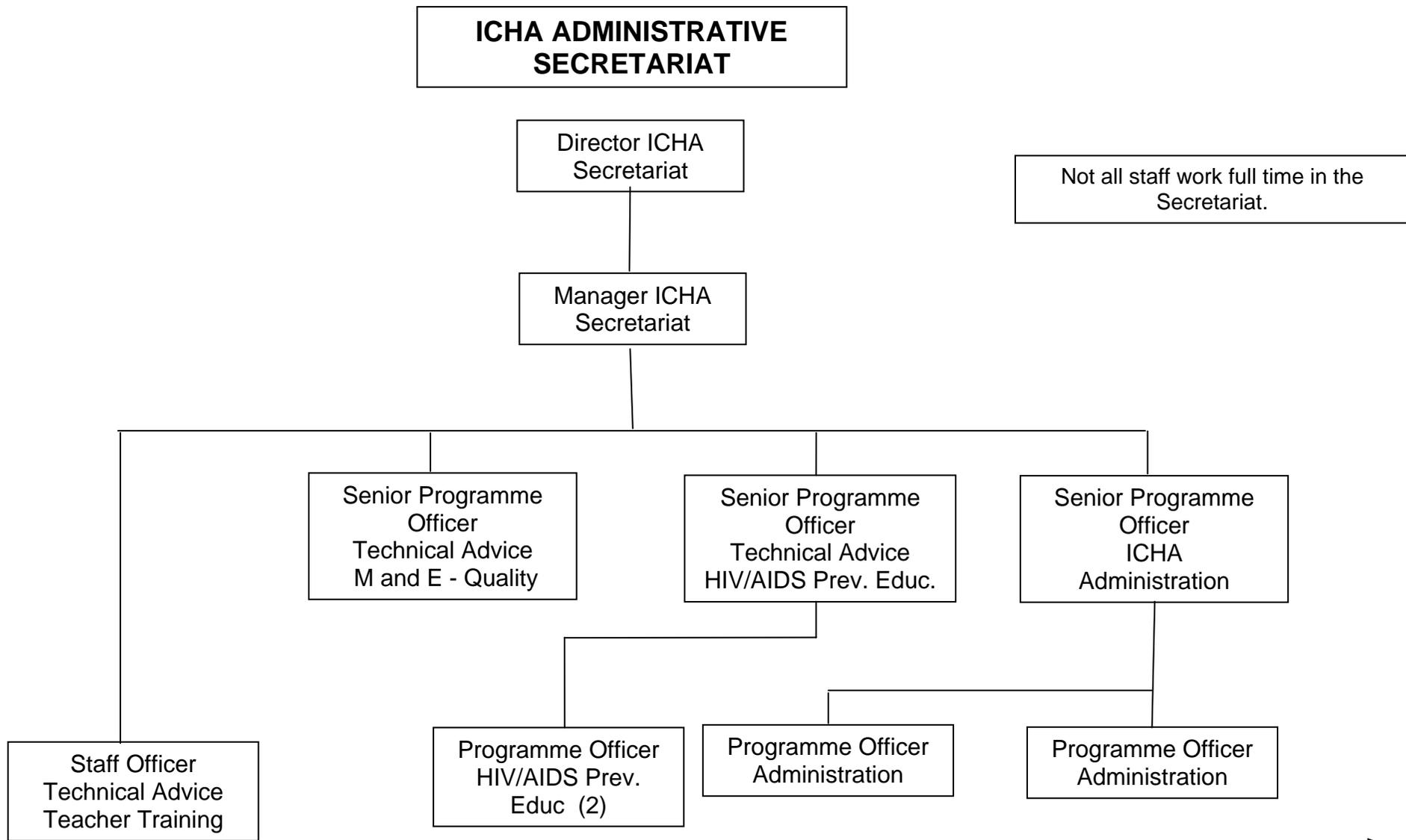
The Director and up to two additional staff have been designated as Focal Points within each Department of MoEYS which has a responsibility for implementing ICHA related activities. Departments will aim to complete these activities according to the:

- Timetable and other details specified in work plans and activity requests
- Timetable specified in the Calendar of Activities (at Annex T of this document)
- Performance Based Incentive Scheme.

Each Director will determine the precise division of responsibilities between the Focal Points in their Departments who will:

1. Identify opportunities to mainstream the response to HIV/AIDS within their departments in accordance with ICHA policy and strategy.
2. Make detailed proposals for inclusion in annual work plans.
3. Prepare quarterly activity plans to implement approved annual work plans.
4. Prepare and submit quarterly activity requests for approval
5. Prepare and submit quarterly micro budgets and cash requests to fund the proposed quarterly activities.
6. Receive and disburse funds to complete the quarter's activity according to the approved work plan
7. Manage the implementation of the approved quarterly work plans.
8. Maintain records of achievement against approved quarterly objectives and prepare and submit quarterly activity reports.
9. Participate fully in Technical Working Group meetings and cooperate in the sharing and dissemination of information.
10. Contribute to the preparation of any additional papers or reports that may be required by the ICHA Policy Board, the Technical Working Group or other body.
11. Enable the visits of monitoring and evaluation teams or similar visits made by teams nominated by donor bodies.
12. Maintain records and submit timely reports as required under the Performance Based Incentive Scheme

Any amendments to these terms of reference are subject to approval by the ICHA Policy Board.



Organogram: ICHA Administrative Secretariat

Annex H

Terms of Reference for the ICHA Administrative Secretariat

A small Secretariat will provide Administrative support for all ICHA related activities. It will do so according to the evolving needs of the programme and the Calendar of Activities specified at Annex T (or as subsequently amended). In particular the Secretariat will:

1. Service the Policy Board (PB), Technical Working Group (TWG), Performance Assessment Board (PAB) and donor co-ordination meetings through the preparation and circulation of agenda and papers for discussion, writing and distributing minutes and communicating action plans.
2. Assemble reports and make any other necessary preparations for Steering Committee meetings and visits by external monitoring or similar groups.
3. Advise and assist the ICHA Chairperson, the PB, the TWG and PAB on aspects of programme management.
4. Enable the implementation of the MoEYS HIV/AIDS policies, strategies and work plans, encouraging interdepartmental cooperation and information exchange.
5. Draft the Comprehensive Annual and Quarterly ICHA Work Plans under the direction of the Technical Working Group.
6. Provide practical assistance to Departments and Institutes in planning, implementing, monitoring and evaluating programme activities.
7. Collect data and report on a quarterly basis or as appropriate to Directors, Chairpersons, the PB and TWG on progress against Work Plan or other targets.
8. Prepare a comprehensive Annual Report, under the direction of the TWG, for submission to the PB for endorsement.
9. Continually assess the utilisation of funds, equipment and materials allocated for the official use of the ICHA programme. (This in collaboration with the FDPTT.) Immediately report any indication of inappropriate use to the Chair of the PB and TWG.
10. Organise technical meetings, training and capacity building to support the ICHA activities.
11. Liaise with the National AIDS Authority (NAA), in line Ministries and other institutions on HIV/AIDS related matters.
12. Participate in and represent the ICHA/MoEYS in NAA Technical Board Meetings
13. Maintain and facilitate constructive relations with bilateral donors, UN Agencies, partner NGOs or other similar bodies.
14. Keep copies of reports, and other documents related to ICHA activities, making these available to others as a resource to assist with their work.
15. Facilitate dissemination of approved work plans and reports to partners and donor agencies as appropriate.
16. Host and support the Technical Adviser, long-term national support staff and Consultants recruited under the MoEYS ICHA Programme.

Any amendments to these terms of reference are subject to approval by the ICHA Policy Board.

JOB DESCRIPTION

Title of the Post: Director ICHA Secretariat

Accountable to: Director General, Directorate General of Education

Accountable for: Manager ICHA Secretariat

Job Summary:

To be responsible for the ongoing oversight and coordination of the SCRH Programme ensuring that planning and implementation takes place according to the policies and strategies determined by the ICHA Policy Board.

Specific Responsibilities:

1. Ensure effective and efficient implementation of the SCRH Programme, taking action to coordinate administrative, financial and technical activities to ensure outcomes are achieved to plan, on time and within budget.
2. Regularly scrutinise activity or other reports on the SCRH Programme, using these to indicate where action is required to resolve variations in performance against target.
3. Chair the Technical Working Group (TWG) and ICHA Secretariat meetings, ensuring that the terms of reference for those bodies are carried out fully.
4. Provide advice on SCRH issues to the ICHA Chairperson, Policy Board, Policy Board Chairperson and other Departments within the MoEYS, as appropriate.
5. Give technical advice and guidance to the ICHA Administrative Secretariat.
6. Consider and where appropriate authorise actions within the SCRH Programme that require approval or submission to higher authority.
7. Oversee the ICHA Output Based Incentive Scheme to ensure its proper operation and be a member of the Performance Assessment Board

General Responsibilities:

1. Encourage and support the heads and staff of all departments involved with the SCRH Programme.
2. Ensure that ICHA linked staff maintain the highest levels of performance, honesty and transparency at all times in every activity.
3. Draw the attention of the Director General, Directorate General of Education immediately to any irregularity or other matter of significance affecting the outcome of the SCRH Programme.
4. Undertake any other SCRH related duties assigned by the DG DGE or the Policy Board.

This job description may be modified at any time after consultation and agreement between the post holder, the DG DGE and Chairperson of the Policy Board.

Note: This job description only relates to tasks undertaken by the post holder in connection with the Strengthening Cambodia's Response to HIV/AIDS (SCRH) Programme. The post holder may have other duties in addition to those listed in this document.

JOB DESCRIPTION

Title of the Post: Manager ICHA Administrative Secretariat

Accountable to: Director ICHA Secretariat

Accountable for: 3 x Senior Programme Officers (Administration/Technical/M and E)
1 x Staff Officer (Teacher Training)

Job Summary:

To be responsible for managing the ICHA Secretariat, ensuring that it provides effective and efficient administrative support to the SCRH Programme in accordance with its terms of reference. (See separate document.)

Specific Responsibilities:

1. Ensure that the Secretariat has a clear work plan that reflects its terms of reference.
2. Supervise the completion of the Secretariat work plan, taking any action required to ensure this is achieved according to the specified timetable and budget.
3. Ensure that the Secretariat supports and services the ICHA Policy Board, the Technical Working Group (TWG), the Performance Assessment Board (PAB) and their respective Chairpersons.
4. Co-Chair management meetings of the Administrative Secretariat twice a quarter as specified in the ICHA Activity Schedule.
5. Provide any technical or other advice and guidance that the Secretariat may require.
6. Constantly review progress with the SCRH Programme to identify ways in which its completion can be assisted and assured. Initiate whatever action may be required.
7. Report any matters of significance to the Director, ICHA Secretariat, seeking his/her guidance as necessary.

General Responsibilities:

1. Attend the designated workplace punctually, regularly and for the full official working hours.
2. Encourage and support all staff in the ICHA Administrative Secretariat.
3. Ensure that the staff of the Administrative Secretariat maintain the highest levels of performance, honesty and transparency at all times in every activity.
4. Draw the attention of the Director, ICHA Secretariat immediately to any irregularity or other matter of significance affecting the honest or proper functioning of the Secretariat and the outcome of the SCRH Programme. .
5. Undertake any other SCRH related duties assigned by the Director ICHA Secretariat.

This job description may be modified at any time after consultation and agreement between the post holder, the DG DGE and Director ICHA Secretariat

Note: This job description only relates to tasks undertaken by the post holder in connection with the Strengthening Cambodia's Response to HIV/AIDS (SCRH) Programme. The post holder may have other duties in addition to those listed in this document.

JOB DESCRIPTION

Title of the Post: Senior Programme Officer ICHA Administrative Secretariat

Accountable to: Manager ICHA Administrative Secretariat

Accountable for: 2 x Programme Officer(s), ICHA Administration

Liaises with: 2 x Senior Programme Officer(s) ICHA Administration
1 x Staff Officer ICHA Administration
Finance Department Programme Task Team (FDPTT)

Job Summary:

To oversee, coordinate and assist with the ongoing work of the ICHA Secretariat, including providing support to the ICHA Policy Board (IPB), the Technical Working Group (TWG), the Performance Assessment Board (PAB) and the Chairpersons of each of these bodies.

Specific Responsibilities:

1. Oversee and coordinate the activities of the ICHA Administrative Secretariat to assist the completion of the ICHA and ICHA Secretariat work plans.
2. Service the IPB, TWG, PAB and assist their respective Chairpersons as required. Ensure the preparation and circulation of meeting agenda; collation of submissions; preparation of papers; drafting of minutes and the communication of decisions.
3. Facilitate preparations within MoEYS for meetings of the Steering Committee and similar external SCRH linked bodies.
4. Coordinate preparations for Monitoring and Advisory Team and other group visits.
5. Prepare for, and ensure action after, regular ICHA Administrative Management meetings.
6. Maintain an efficient filing system to retain copies of all agenda, minutes, papers and other significant ICHA/SCRH documents to ensure they are available for reference.
7. Provide a common point of contact for donors and maintain ongoing links with them.
8. Oversee routine procurement tasks and the maintenance of inventory records.
9. Ensure appropriate financial procedures are followed and records maintained.
10. Host short and long term Technical Advisers to the SCRH Programme.

General Responsibilities:

1. Attend the designated workplace punctually, regularly and for the full official working hours.
2. Encourage and support all staff in the Administrative Secretariat.
3. Ensure that the staff of the Administrative Secretariat maintain the highest levels of performance, honesty and transparency at all times in every activity.
4. Draw the attention of the Manager ICHA Secretariat immediately to any irregularity or other matter of significance affecting the honest or proper functioning of the Secretariat and the outcome of the SCRH Programme.
5. Undertake any other SCRH related duties assigned by the Director or Manager, ICHA Secretariat.

This job description may be modified at any time after consultation and agreement between the post holder and the Director ICHA Secretariat and the Manager ICHA (Administrative) Secretariat.

Note: This job description only relates to tasks undertaken by the post holder in connection with the Strengthening Cambodia's Response to HIV/AIDS (SCRH) Programme. The post holder may have other duties in addition to those listed in this document.

MINISTRY OF EDUCATION YOUTH AND SPORT

JOB DESCRIPTION

Title of the Post: Programme Officer ICHA Administrative Secretariat (Post 1.)

Accountable to: Senior Programme Officer ICHA Administrative Secretariat

Job Summary:

To process Activity Requests and Activity Reports and be the focal point of reference within the ICHA Secretariat on progress with the SCRH Programme, preparing reports for the Policy Board, Technical Working Group and other bodies or individuals as required. To assist the ICHA Secretariat in respect of the output based incentive scheme.

Specific Responsibilities:

1. Advise technical departments on the completion of Activity Requests so that they are correctly prepared prior to submission.
2. Receive and check Activity Requests, reconciling these with the Annual or Quarterly Work Plan and budget, liaising as necessary on this with the Finance Department.
3. Advise technical departments where Activity Requests require further action prior to approval, providing guidance where appropriate.
4. Raise funding requests for submission to the Finance Department.
5. Receive and record Activity Reports from technical departments chasing up late submissions where necessary.
6. Compare Activity Reports with Annual Work Plans and prepare reports to inform the Policy Board, Technical Working Group, and others about variance against projections.
7. Receive OBIS claims from technical departments and collate these for presentation to the Performance Assessment Board. (PAB)
8. Carry out any actions required by the PAB under the direction of the Senior Programme Officer.
9. Maintain a filing system to store Activity Requests and Reports, entering information into a computerised database or other programme as required.
10. Draw the immediate attention of the Senior Programme Officer to any slippage in completion of work plans so that these can be investigated quickly for remedial action.

General Responsibilities:

1. Attend the designated workplace punctually, regularly and for the full official working hours.
2. Work cooperatively with other members of staff in carrying out the duties of the post.
3. Maintain the highest levels of performance, honesty and transparency at all times in every activity.
4. Draw the attention of the ICHA Senior Programme Officer immediately to any irregularity or other matter of significance affecting the honest or effective functioning of the Secretariat and the outcome of the SCRH Programme.
5. Undertake any other duties assigned by the Manager or Senior Programme Officer ICHA Administrative Secretariat.

This job description may be modified at any time after consultation and agreement between the post holder, Manager and Senior Programme Officer ICHA Administrative Secretariat .

Note: This job description only relates to tasks undertaken by the post holder in connection with the Strengthening Cambodia's Response to HIV/AIDS (SCRH) Programme. The post holder may have other duties in addition to those listed in this document.

MINISTRY OF EDUCATION YOUTH AND SPORT

JOB DESCRIPTION

Title of the Post: Programme Officer ICHA Administrative Secretariat (Post 2)

Accountable to: Senior Programme Officer ICHA Administrative Secretariat

Job Summary:

To maintain records and databases to monitor progress with ICHA related activities and to provide general and logistical assistance to facilitate the work of the ICHA Secretariat. Additionally, to prepare reports and provide administrative assistance across the range of ICHA Administrative Secretariat activities.

Specific Responsibilities:

1. Assist in preparing and collating papers and reports required for meetings or other purposes.
2. Undertake routine filing of all agenda, minutes, papers, reports and other significant ICHA/SCRH documents and assist in retrieving these for subsequent reference by staff.
3. Maintain a filing system to store Activity Requests and Reports, entering information into a computerised database or other programme as required.
4. Set up and maintain a system to measure and record progress with performance criteria specified by the output based incentive scheme (OBIS) using a computerised database or other means.
5. Monitor progress with performance indicators and draw the attention of departments to any slippage that may occur as directed by the Senior Programme Officer.
6. Provide general assistance to facilitate the work of the ICHA Secretariat as required by the Senior Programme Officer.

General Responsibilities:

1. Attend the designated workplace punctually, regularly and for the full official working hours.
2. Work cooperatively with other members of staff in carrying out the duties of the post.
3. Maintain the highest levels of performance, honesty and transparency at all times in every activity.
4. Draw the attention of the ICHA Senior Programme Officer immediately to any irregularity or other matter of significance affecting the honest or effective functioning of the Secretariat and the outcome of the SCRH Programme.
5. Undertake any other duties assigned by the Manager or Senior Programme Officer ICHA Administrative Secretariat.

This job description may be modified at any time after consultation and agreement between the post holder, Manager and Senior Programme Officer ICHA Administrative Secretariat.

Note: This job description only relates to tasks undertaken by the post holder in connection with the Strengthening Cambodia's Response to HIV/AIDS (SCRH) Programme. The post holder may have other duties in addition to those listed in this document.

MINISTRY OF EDUCATION YOUTH AND SPORT

JOB DESCRIPTION

Title of the Post: Senior Programme Officer - Technical Adviser on HIV/AIDS Preventive Education. ICHA Administrative Secretariat

Accountable to: Manager ICHA Administrative Secretariat

Liaises with: 2 x Senior Programme Officers
1 x Staff Officer

Job Summary:

To support, monitor and evaluate the 'Life Skills for HIV/AIDS Education Programme'. Additionally, to provide clinical and related technical advice to the ICHA Administrative Secretariat to ensure appropriate conclusions are drawn, decisions taken and action initiated on programme issues that have clinical implications. Additionally, to contribute to discussions on programme matters where a multi-disciplinary approach is required, including in the design of programme inputs and the assessment of outcomes and quality.

Specific Responsibilities:

1. To support, monitor, evaluate and ensure the smooth implementation of the 'Life Skills for HIV/AIDS Education Programme'
2. Maintain a high level of awareness about clinical aspects of HIV/AIDS and be alert to local and international data and clinical trends.
3. Provide authoritative guidance on clinical aspects of HIV/AIDS when required by the ICHA Administrative Secretariat.
4. Contribute to the work of the Senior Programme Officer, Monitoring and Evaluation, by providing a clinical viewpoint on the assessment of outputs, outcomes and quality.
5. Assist with the collation and analysis of data by the Secretariat, where this has a clinical dimension.
6. Contribute to the preparation and presentation of technical papers with clinical content as well as assist with the preparation and editing of teaching and learning materials.

General Responsibilities:

1. Attend the designated workplace punctually, regularly and for the full official working hours.
2. Work cooperatively with Secretariat and other SCRH linked staff to meet programme objectives.
3. Strive at all times to assist Secretariat and other SCRH linked staff to attain the highest levels of performance and honesty in their activities.
4. Draw the attention of the Manager ICHA Secretariat immediately to any irregularity or other matter of significance affecting the honest or proper functioning of the Secretariat and the outcome of the SCRH Programme.
5. Undertake any other SCRH related duties assigned by the Director or Manager, ICHA Secretariat.

This job description may be modified at any time after consultation and agreement between the post holder, the Director ICHA Secretariat and the Manager ICHA Administrative Secretariat.

Note: This job description only relates to tasks undertaken by the post holder in connection with the Strengthening Cambodia's Response to HIV/AIDS (SCRH) Programme. The post holder may have other duties in addition to those listed in this document.

MINISTRY OF EDUCATION YOUTH AND SPORT

JOB DESCRIPTION

Title of the Post: Senior Programme Officer -Technical Adviser on M and E and Quality
ICHA Administrative Secretariat

Accountable to: ICHA Secretariat Manager

Accountable for: 2 Programme officers (preventive education)

Job Summary:

To provide technical advice to the ICHA Administrative Secretariat on monitoring and evaluation issues and on the development of approaches to quality assurance and improvement. To assist the Administrative Secretariat in dealing with issues where assumptions may need to be tested and where an evidence based or research oriented approach would strengthen the quality of programme outcomes. To assist and support the ICHA Secretariat and Departments in developing teaching and learning materials.

Specific Responsibilities:

1. Assist in developing understanding and expertise within the Administrative Secretariat relating to M and E, quality assurance and quality improvement.
2. Provide advice and practical assistance with the development of teaching and learning materials as well as with tasks requiring the collection and/or the detailed analysis of data.
3. Identify opportunities for research or structured enquiry which will assist in informing programme content, the assessment of outcomes, or longer term strategy.
4. Contribute to the further development of methods of assessing activity requests against programme objectives.
5. Assist with preparations before and the agreed action after the regular external Programme Monitoring and Evaluation Team visits.

General Responsibilities:

1. Attend the designated workplace punctually, regularly and for the full official working hours.
2. Work cooperatively with Secretariat and other SCRH linked staff to meet programme objectives.
3. Strive at all times to assist Secretariat and other SCRH linked staff to attain the highest levels of performance and honesty in their activities.
4. Draw the attention of the Manager ICHA Secretariat immediately to any irregularity or other matter of significance affecting the honest or proper functioning of the Secretariat and the outcome of the SCRH Programme.
5. Undertake any other SCRH related duties assigned by the Director or Manager, ICHA Secretariat

This job description may be modified at any time after consultation and agreement between the post holder, the Director ICHA Secretariat and the Manager ICHA (Administrative) Secretariat.

Note: This job description only relates to tasks undertaken by the post holder in connection with the Strengthening Cambodia's Response to HIV/AIDS (SCRH) Programme. The post holder may have other duties in addition to those listed in this document.

MINISTRY OF EDUCATION YOUTH AND SPORT

JOB DESCRIPTION

Title of the Post: Staff Officer – Technical Adviser on Teacher Training

Accountable to: Manager ICHA Administrative Secretariat

Job Summary:

To provide technical advice to the ICHA Administrative Secretariat on the implications for teacher training of HIV/AIDS programme components. Additionally, to contribute to discussions on programme matters and provide practical assistance where a multi-disciplinary approach is required, including in the design of programme inputs and the assessment of outcomes and quality.

Specific Responsibilities:

1. Provide technical expertise on teacher training issues to the Administrative Secretariat.
2. Contribute to the work of the Technical Adviser on M and E and Quality and on Clinical Issues drawing attention to opportunities for synergy between these foci and teacher training.
3. Provide inputs and practical assistance with the preparation of technical papers or reports.
4. Develop and maintain an awareness of the breadth of activity making up the MoEYS HIV/AIDS programme and identify opportunities to contribute a teacher training perspective that may strengthen its content and outcome.
5. Contribute to discussions and where possible provide practical assistance with M and E and with the development of quality assurance and quality improvement, seeking opportunities to link these with teacher training initiatives.

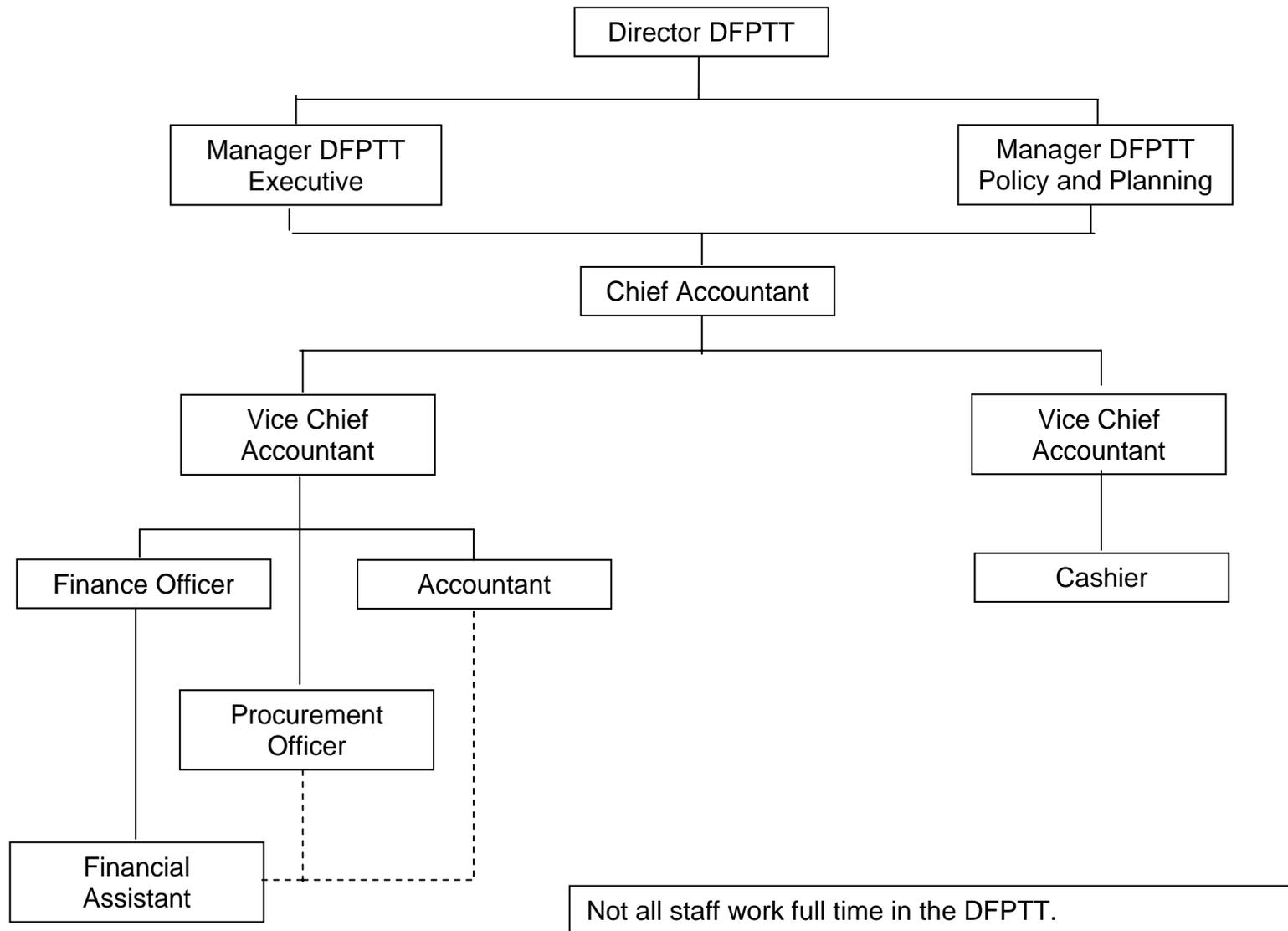
General Responsibilities:

1. Attend the designated workplace punctually, regularly and for the full official working hours.
2. Work cooperatively with Secretariat and other SCRH linked staff to meet programme objectives.
3. Strive at all times to assist Secretariat and other SCRH linked staff to attain the highest levels of performance and honesty in their activities.
4. Draw the attention of the Manager ICHA Secretariat immediately to any irregularity or other matter of significance affecting the honest or proper functioning of the Secretariat and the outcome of the SCRH Programme.
5. Undertake any other SCRH related duties assigned by the Director or Manager, ICHA Secretariat.

This job description may be modified at any time after consultation and agreement between the post holder, the Director ICHA Secretariat and the Manager ICHA Administrative Secretariat.

Note: This job description only relates to tasks undertaken by the post holder in connection with the Strengthening Cambodia's Response to HIV/AIDS (SCRH) Programme. The post holder may have other duties in addition to those listed in this document.

The DFPTT is mainstreamed within the Department of Finance



Organogram: Finance Department Programme Task Team

Annex R

Terms of Reference for the Department of Finance Programme Task Team

A 'Department of Finance Programme Task Team' (DFPTT) created within the wider structure of the Finance Department, will undertake the efficient and effective control and disbursement of SCRH Programme funds. In doing this, the DFPTT will follow the protocols set out in the 'Financial Procedures' document prepared with technical advice in June 2004. Where appropriate, its aim will be to do so according to the timetable of activities specified under the Performance Based Incentive Scheme. Within these frameworks, the DFPTT will:

1. Maintain full and proper accounting records in accordance with the Royal Government of Cambodia procedures and the DFPTT specified protocols.
2. Prepare annual, quarterly or other financial plans and budgets for the various activities of the ICHA programme, drawing on information and advice from relevant technical and administrative departments within the MoEYS.
3. Review and as necessary revise micro budgets of implementing departments.
4. Review and verify advance requests from all implementing departments.
5. Prepare both detailed and summary reports to facilitate the management of the ICHA Programme through the Policy Board, Technical Working Group and respective Departments of the MoEYS.
6. Liaise closely with the ICHA Administrative Secretariat and TWG members during preparation of ICHA work plans, reports and other documentation required by the ICHA programme.
7. Liaise closely with donor organisations, to fulfill their accounting requirements and secure the prompt release of approved allocations of funds for ICHA purposes.
8. Speedily and efficiently disburse donor funds to receiving departments within the MoEYS to enable the timely completion of annual or other work plans.
9. Manage the disbursement of petty cash and maintain all the appropriate accounting records for this purpose.
10. Provide practical assistance or advice to technical departments within MoEYS to ensure that activity requests or other documents with financial content are fully and accurately prepared prior to submission, so as to avoid delay in their approval.
11. Undertake the procurement of ICHA related goods or services, in accordance with approved procedures.
12. Maintain a full inventory of equipment or other tangible assets acquired with SCRH and other sourced funding.
13. Exercise continuous vigilance, including the use of audit, to ensure the proper control and use of resources, immediately drawing the attention of the Director General, Finance and Administration to any improper practices that may be detected.

Any amendments to these terms of reference are subject to approval by the ICHA Policy Board.

Performance Assessment Board

Composition and Terms of Reference

1. Composition

The Members of the Performance Assessment Board are:

- The Director General, Directorate of Education and the Director General, Directorate of Administration and Finance, acting as alternate Chairpersons.
- The Deputy Director General, Directorate of Education, as Director, ICHA Secretariat.
- The Director, Department of Finance, Directorate of Finance and Administration.

The long-term Technical Adviser to the MoEYS/SCRH Programme is the designated adviser to the Performance Assessment Board, but is not an executive member.

The National Financial Technical Adviser is alternate to the Long Term Technical Adviser.

2. Terms of Reference

The Performance Assessment Board is accountable to the ICHA Policy Board for the proper operation of the Performance Based Incentive Scheme. It will normally meet once a quarter to:

- 1.1 Receive, review and audit the quarterly Unit Performance Assessments submitted by each staff group before the end of week four of the following quarter.
- 1.2 Confirm or amend the Unit Assessments taking account of other reports or verifiable information that is available.
- 1.3 Minute any changes that they make to the Performance Assessments in a permanent auditable record.
- 1.4 Notify any staff group whose Unit Assessment has been changed. The notification should be in writing to all the staff concerned and should explain the reasons fully.
- 1.5 Approve the names of the staff who will participate in the scheme and confirm the proportion of their time that they spend on ICHA related activities. The total time taken up by all staff should not exceed the limit approved by the Steering Committee for each staff group.
- 1.6 Resolve any irregularities or issues of concern and make minor adjustments to the operation of the scheme to enable it to operate effectively.
- 1.7 Verify that participants do not receive duplicate payment from other sources for work rewarded under the scheme.
- 1.8 Report their decisions to the Steering Committee through the Policy Board.

3. Grievances

The Chairperson of the Performance Assessment Board in any quarter will receive and make a judgment on any appeal which is lodged by an individual or group of staff concerning their assessment. The Chairperson will consult both other members of the PAB and may call for additional information. The Chairperson will then rule on the appeal and their decision will be final.

