

LAO PEOPLE'S DEMOCRATIC REPUBLIC
Peace Independence Democracy Unity Prosperity

Memorandum of Understanding

Between

The Ministry of Health

Represented by Department of Health Care and Rehabilitation,

And

Aide Odontologique Internationale AOI

Concerning

Partnership for Integrated Development for Quality Health Care

For the period of: From April 2020 to 31 December 2022

Funded by: Agence Française de Développement AFD

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PROJECT SUMMARY SHEET

PROJECT NAME	Integrated Development of Quality Health Care Services through a transversal approach Project.
MAIN PARTNER OR ORGANIZATION	Ministry of Health, Department of Health Care & Rehabilitation, University of Health Sciences of Lao PDR, Vientiane Capital Health Department.
NGO Name Address	Aide Odontologique Internationale AOI Implementation office: Unit number: 07, Village: Sidamdouen, District: Chanthabury, Vientiane capital, Lao PDR P.O. Box: 4791 Tel : +856 21 254038 Contact: Lola VAN DESSEL, Country programme coordinator Contact: Mme Manithong THAMMACHITH Admin and Finance officer (020 22228474). Email: manithong_cat@hotmail.com Email: lola.vandessel@aoi-fr.org ; lolavd.aoi@gmail.com
Project location:	Naxaythong, Xaythani, Hardxayfong District in Vientiane Capital City
Project duration	From April 2020 to 31December 2022
Main activities	<ol style="list-style-type: none"> 1. implement of Infection Prevention and Control in 1 central hospital and 3 district hospitals. 2. Training of IPC the dental faculty, the medical faculty and in Nursing science faculty 3. Improved infection and control in 4 dental clinics in Vientiane 4. Strengthen competences of health care professionals, administrator and professional association
Project budget	172.500 EUR (One hundred seventy-two thousand and five hundred EURO)
Support Donors	Agence Française du Développement (AFD)
Personnel	<p>National staff: 2 persons</p> <ul style="list-style-type: none"> • Technical Advisor 1 person • Administration and finance 1 person <p>International staff 2 persons</p> <ul style="list-style-type: none"> • Programme coordinator 1 person • Project advisor (short term support) 1 person
Vehicle & Equipment	<p>1 laptop, 1 desktop, 2 printers,</p> <p>1 Car (TOYOTA AVANZA, continue to use from last project)</p>

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1. GENERAL INFORMATION

1.1. Background and rational of project

The present action is entitled “Integrated development for quality health care services” and aims to improve the health status in Laos. The main stake of the project is to promote the implementation of infection prevention and control in health care facilities and pre-service education in Vientiane Capital City to enhance quality health care delivery. In this view, the project activities will be to lead actions for the integration of oral health in partnership with the dental faculty and dental practitioners in hospitals and to support the implementation of relevant actions related to training and capacity building of health care professionals in the field of infection prevention and control (IPC) to reduce nosocomial infections and improve the access to quality health care services.

In its implementation the overall programme emphasizes the importance of enhancing health care staff capacity, particularly at district and pre-service levels. The design of the programme builds upon the operational structure for infection prevention and control (IPC) as developed by the Ministry of Health in Lao PDR in the “*National emerging infectious disease and public health emergencies workplan 2016-2020*” and more particularly the “*National Strategy on Infection Prevention and Control (IPC) for all health Care Facilities (2013-2016)*” and other relevant guidelines published by the Ministry of Health since 2009. Furthermore, AOI relies on the technical expertise of the Department of Health Care and Rehabilitation in the Ministry of Health and on the IPC network comprised of trainers of trainers from central hospitals and from faculty of dentistry. Specifically, AOI brings expertise in supporting infection prevention and control through its extensive experience in neighbouring countries such as Cambodia and Vietnam. The programme design ensures a deep understanding of the context and needs of the Government of Laos and communities, and make full use of the policies and strategies in place as well as the strong long-term partnerships with all stakeholders involved in the domain.

1.2. Aide Odontologique Internationale (AOI)

AOI is an NGO that works in Laos since 2005. Its mission is to support the strengthening of the health system through support for quality health service delivery and improvement of oral health in developing countries. It has a recognised expertise especially in Lao neighbouring countries such as Cambodia and Vietnam where it worked for more than 20 years in close partnership with the respective Ministries of Health.

AOI has been working in Vientiane Province since 2008 mostly in the Capital city, through the Promotion of Oral health project (Project de promotion de santé bucco-dentaire en RPD Lao 2008-2010). In July 2011, AOI has received the Agence Française pour le développement (AFD) co-financed called the “Promotion of Oral Health Project in Lao PDR-Phase II”. Afterward, AOI managed the “Promotion of Oral Health Project in Lao PDR-Phase III” (March 2014 – September 2017 with extension until January 2018) financed by AFD. Through its action, from 2005 to 2018, AOI is involved in various projects led by the Ministry of Health in Laos, and thus durably contributed to improving the health system in the country.

AOI has been recognized with all the expertise and the necessary vocation to cooperate with the relevant partners and ministries in Laos, to technically and financially support the activities led by local authorities on various issues, especially the strengthening of oral health and enhancing infection prevention and control practices through a global and integrated approach.

2. PROJECT NAME

Integrated Development for Quality Health Care Services Project.

3.Objectives

3.1. Overall objective

Improve health status in the Lao PDR.

3.2. Specific Objectives, Outputs & Key activities

3.2.1. Specific objective 1: Improve the access to a quality health care and services

Output 1.1: The implementation of Infection Prevention and Control in 1 central hospital and 3 district hospitals and audit in 1 central hospital (Based on the "National emerging infectious disease and public health emergencies work plan 2016-2020"):

Key Activities:

- 1.1.1 Identification and implementation of technical solutions in 3 district hospitals;
- 1.1.2 Support renovation for improving infection control in 3 district hospitals;
- 1.1.3 Providing medical material for improving infection control in 3 district hospitals;
- 1.1.4 Training, regular monitoring, technical advisory and evaluation;
- 1.1.5 Audit on IPC in 1 Central hospital.

Anticipated results:

- IPC practices are improved in 3 district hospitals;
- Environment for provision of quality health care services is improved in 3 district hospitals;
- 3 district hospitals are provided with IPC equipment for supporting the provision of quality health care services;
- IPC committee members from 3 district hospital teams are trained on IPC standard precaution;
- 3 district hospitals move towards model hospital in the field of IPC;
- 1 Central hospital benefit from technical advice for enhanced IPC.

Output 1.2: IPC training is provided in the dental faculty, the medical faculty and in the Nursing Science faculty

Key Activities:

- 1.2.1 Support the development of curriculum for IPC teaching strengthening in the dental faculty and medical faculty;
- 1.2.2 Support the printing of teaching material for the nursing science faculty, the dental faculty and the medical faculty;
- 1.2.3 Support the upgrade of skills laboratory for improving IPC practical training in the Nursing Sciences faculty and Medical faculty;
- 1.2.4 Regular monitoring, technical advisory and evaluation.

Anticipated results:

- IPC is reinforced in the pre-service curriculum;
- Referring teachers in IPC are trained;
- Pedagogical materials are available and used for students;
- Practical training is improved ;

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- 70% of students in the University Health Science at the end of their studies have good practices in IPC.

Output 1.3: Infection prevention and control is improved in 4 dental clinics in Vientiane Capital City:

Key Activities:

- 1.3.1. IPC Training for staff of 4 dental clinics in Hardxayfong District hospital, Naxaythong District hospital, Xaythani District hospital and Setthatirath Central hospital;
- 1.3.2. Audit for better environment and ergonomics for improved IPC practices in 4 dental units in Hardxayfong District hospital, Naxaythong District hospital, Xaythani District hospital and Setthatirath Central hospital;
- 1.3.3. Monitoring, technical advisory to staff from 4 dental units in Hardxayfong District hospital, Naxaythong District hospital, Xaythani District hospital and Setthatirath Central hospital.

Anticipated results:

- IPC practices for provision of quality health care services are improved in 4 dental clinics;
- 4 dental clinics benefited from technical advice for enhanced IPC.

3.2.2. Specific objective 2: Strengthen competences of health care professionals and administrators and professional association

Output 2.1: The skills of IPC Unit team under the department of Health care and rehabilitation, the Health Department of Vientiane Capital project focal points, the dental faculty, the medical and the nursing sciences focal points for IPC, and the IPC committees of 3 district hospitals and 1 central hospital.

Key Activities:

- 2.1.1 Technical training on IPC specific topics for IPC Unit at Health Care and Rehabilitation department of MOH and IPC TOT network as well as IPC focal points at Health department of Vientiane Capital City;
- 2.1.2 Training for improved IPC practices for teachers and administrators from the dental faculty and the medical faculty in IPC;
- 2.1.3 Training for improved IPC practices for health care staff of 3 district hospitals (Hardxayfong district, Naxaythong district, Xaythani district);
- 2.1.4 Improve IPC in 04 dental units in Hardxayfong District hospital, Naxaythong District hospital, Xaythani District hospital and Setthatirath Central hospital;
- 2.1.5 Update IPC pedagogic supports for district hospitals;

Anticipated results:

- IPC Unit under the Department of Health Care and Rehabilitation have enhanced IPC technical knowledge;
- Health department of Vientiane Capital focal points have improved skills and knowledge on IPC structure, environment and practices to monitor district hospitals in the field of IPC;
- 70% of trained teachers have good understanding of IPC practices and are aware of the importance of strengthening IPC teaching in their faculties;
- IPC committees are established and effective in 3 district hospitals, meeting minutes are available as well as annual action plans in 3 district hospitals (Hardxayfong District, Naxaythong District, Xaythani District);

4. PROJECT LOCATION

The project will be implemented in Vientiane City with Sethathilath hospital and 3 district hospitals: Hardxayfong, Naxaythong, Xaythani

5. PROJECT DURATION

The project duration: From April 2020 to 31 December 2022

6. TOTAL PROJECT BUDGET

- The total project budget is 172.500 Euros (One hundred seventy-two thousand and five hundred Euros)
- Donated by Agence Française du Développement
- Budget detail

No	Description	Budget 2020 EUR	Budget 2021 EUR	Budget 2022 EUR	Budget EUR 3 years	%
I	Programmatic cost				121.000	70,2%
1.2	SO 1:Improve the access to a quality health care and services	90.000	-	-	90.000	52,2%
1.3	SO 2: Strengthen competences of health care professionals and administrators and professional association	31.000	-	-	31.000	18,0%
II	Administrative cost				51.500	29.8%
	1. Human resources					
	National staff	7.667	7.667	7.667	23.000	13,3%
	2. Monitoring and Evaluation	2.500	2.500	2.500	7.500	4,3%
	3. Office rental, consumables	4.167	4.167	4.167	12.500	7,3%
	4. internet , Phone	833	833	833	2.500	1,4%
	5.Equipment and supply: Laptop, Printer	1.000	-	-	1.000	0,6%
	6. Vehicle and Maintenance, insurance	1.667	1.667	1.667	5.000	2,9%
	Grand Total EUR	17.834	16.833	16.833	172.500	100%

- The budget for activities section is not transferable to other section.
- Budget report must be submitted to authorities concerned including MoFA in comparative format between above-proposed budget detail and all expenditures in the implementation for easy assessment of project progress. (Example format will be provided by MoFA)
- Budget report must be endorsed by Implementation Management Committee (IMC).

7. BENEFICIARIES

Health personnel of 3 district hospitals and 1 central hospital, including doctors, dentists, nurses and midwives but also government health staff from national, and district level who will gain technical skills in infection prevention and control through on-going training and

more globally about the enhancement of health care quality. Furthermore, teaching staff of 3 faculties will be trained to improve IPC and to develop pedagogic material for the students and by ripple effect, the students will gain good IPC practices at the end of their studies. Additionally; the project will also focus on strengthening the capacity of staff of 4 dental clinics and members of the Lao dental association (LDA).

More generally; The project will benefit to the population of 3 districts benefiting of access to quality health care services (potentially 366,450 people) and 550 of students of the university of Health Sciences benefiting of IPC training per year.

8. ESTABLISH IMPLEMENTATION MANAGEMENT COMMITTEE (IMC)

In order to manage all activities of the project, the Implementation Management Committee (IMC) will be established at the local and national level. The members of the IMC are a representative of:

1. Department of Health Care and rehabilitation, the Ministry of Health;
2. University of Health Sciences of Lao PDR;
3. International Organizations Department of the Ministry of Foreign Affairs;
4. Vientiane Capital City Health Department,
5. Vientiane Governor;
6. 3 District hospitals: Hardxayfong, Nanxaythong and Xaythani;
7. Aide Odontologique International AOI;

9. ROLES AND RESPONSIBILITIES/MANAGEMENT ARRANGEMENT

9.1 Implementation Management Committee (IMC)

- Approve detailed budget according to the MoU
- Approve Project Key activities according to the MoU
- Ensure fully participation of IMC members in the implementation of the project
- Endorse reports including financial reports of the project
- Participate in Monitoring and Evaluation meetings
- Organize the meeting of summary and evaluation the result of the implementation “Project Integrated Development of Quality Health Care services”

9.2 Ministerial Level

9.2.1. Department of Health Care and Rehabilitation, Ministry of Health

The Department of Health Care and Rehabilitation (DHCR)-Infection prevention and control (IPC) Unit are the main partners and will coordinate and contribute to the overall planning, monitoring and implementing and evaluation of the project. The roles and responsibilities of the Department of Health Care and Rehabilitation (DHCR)-Infection prevention and control (IPC) Unit, are outlined below:

- To ensure project activities are carried out according to the plan and budget approved by IMC;
- To ensure project activities are carried out according to Lao National IPC Action plan 2016-2020;
- To provide the management and coordination support to project activities;
- To provide policy and technical advice to the project team, through collaboration with concerned partners;
- To visit the project sites and participate in monitoring and evaluation meetings.

9.2.2. University of Health Sciences

Roles and Responsibilities of the University of Health Sciences are:

- To ensure the activities of the project are conducted according to the approved partnership agreement and budget;
- To identify appropriate staff of 3 faculties to participate in training and activities;
- To provide technical advice through each relevant sector;
- To implement and monitor project activities;
- To ensure that the project is embedded within University of Health Sciences priorities, strategies and plans in the field of curriculum development especially for IPC module.

9.2.3. Department of International Organisations, Ministry of Foreign Affairs

The Department of International Organisations, Ministry of Foreign Affairs is the important partner at the national level. The roles and responsibilities of the Ministry of Foreign Affairs are outlined below:

- To provide administrative support necessary to facilitate the effective implementation of the project, such as visa approvals, working permits, tax exemptions and duty free importation of all necessary equipment and materials for the project; and other permissions;
- To provide policy and technical advice to the project team, as necessary;
- To participate in the final monitoring and evaluation meeting.

9.2.4. Provincial Level

1. Health Department of Vientiane Capital

Roles and Responsibilities of the Health Department of Vientiane Capital Province are:

- To allocate key staff responsible for coordination and management to implement the project activities;
- To supervise relevant Health care staff in the project implementation;
- To ensure all project activities are implemented according to the approved budget allocated to district hospitals;
- To identify appropriate staff to participate in training and activities;
- To provide technical advice to the project team on relevant sector;
- To coordinate, implement and monitor the activities at district level;
- To ensure that the project is embedded within provincial priorities, strategies and plans for IPC and in line with the Policy on the Implementation of quality health Care for health facilities (5 Good and 1 Satisfaction Implementation Guidelines);
- To visit the project sites and participate in monitoring and evaluation meeting

9.2.5. District Level

1. Hardxayfong, Naxaythong & Xaythani District Hospitals

Roles and Responsibilities of the District Hospitals are:

- To ensure the activities of the project are conducted according to the approved partnership agreement and budget;
- To identify appropriate staff to participate in training and activities;
- To provide technical advice through each relevant sector;
- To implement and monitor project activities;

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- To report to all relevant provincial and district level authorities about the project activities and progress;
- To ensure that the project is embedded within district priorities, strategies and plans in the field of IPC.

9.2.6. Aide Odontologique Internationale AOI in the Lao PDR

AOI is responsible for providing the following management and coordination support to the project:

- To carry out activities of the project in accordance with the MoU plan and budget as approved by the IMC;
- To monitor and evaluate support;
- To recruit and manage staff;
- To coordinate with partners from the Lao Government and key stakeholders at central, provincial and district levels;
- To direct management of project activities;
- To organize trainings and workshops as described in the MoU;
- To design and implement field activities with the IMC;
- To monitor project activities;
- To manage the project financially and report to the IMC.

10. HUMAN RESOURCE FOR THE PROJECT

10.1. Lao National Staff

Lao national project staff will include the following positions:

- Technical Advisor 1 person
- Admin and finance 1 person

10.2. International staff

- Programme Coordinator 1 person

10.3. International staff and short-term consultant

- Project Advisor: short-term support (1 person/year for 3 months).
- AOI HQ will visit the project and participate to meeting/seminar, (2 persons/year for 1-2 weeks).
- Final Evaluation: short-term (1 person for 1 month).

11. EQUIPMENT/VEHICLE TO BE USED IN THE PROJECT

Vehicle and equipment for the project implementation may include as follows:

No.	Item	Quantity	Remarks
1	Laptop computer	1	
2	Desktop computer	1	
3	Printer	2	
4	car	1	TOYOTA AVANZA (continue to use from last project)

12. DISTRIBUTION OF EQUIPMENT/MATERIALS AT THE END OF THE PROJECT

At the end of the project, all the vehicle and equipment listed under paragraph number 11 must be handed over to Health Care and Rehabilitation Department to distribute to project partners.

If there is an extension of the same project after this MoU period with the same partners and same area, all equipment and materials will continue to be used until the final end of the program.

13. REPORTS, MONITORING AND EVALUATION

Reports: AOI shall submit its annual progress project report every three Months to local authority, for 6 Months, annual report and financial report and at the end of the project there will be also a completion report to concerned authorities including the Ministry of Health, Vientiane Capital Province Health Department and Foreign Affairs Department of international Organisation.

Monitoring: To ensure the efficiency and quality of the project implemented under this MoU, the monitoring must be done regularly and AOI should 6 months or organize an annual review meeting between AOI and the IMC, including concerned partners and the representative of MoH and MoFA.

Evaluation: AOI will organize an end of project evaluation annual, midterm and end of project by having a representative from MoFA, the Ministry of Health, Vientiane Capital Provincial Health Office, Vientiane capital Foreign Affair Department and concerned partners. The project evaluation will focus on the implementation of activities, budget utilization and coordination. After the evaluation, the report must be submitted to MoFA, the Ministry of Health, Vientiane Capital Province Health Department and concerned partners within 45 days.

Expenditures: For the costs of travel, accommodation, and Daily Subsistence Allowances (DSA) of the Government Officers participating in the project's monitoring and evaluation meeting of the project must be responsible by utilization of this project's budget. The DSA shall not be less than the Government rate on domestic traveling being enforce, in accordance to the Ministry of Finance's guidelines Ref: 4000/FN dated 12 December 2018.

14. AMENDMENT

Any modification to the MoU will require an amendment and will need to be approved by the parties concerned and MoFA in writing form.

15. DISPUTE AND ARBITRATION

Any dispute or difference arising between AOI and Government of Laos will be settled by negotiation or mediation between the parties concerned. Any dispute that cannot be settled by negotiation or mediation must be arbitrated in accordance to the laws enforce in the Lao PDR.

16. ANNEXES

The following Annexes are attached to this Memorandum of Understanding and form and integral part of it:

- The list of project partners

17. CONCLUSION

This MoU has been prepared in two languages, Lao and English and both versions have equal value.

This MoU will be effective from the date of the signature by both parties.

Vientiane, on / /2020

For Ministry of Health

Represented by Department of
Health care and Rehabilitation



Dr Bouakhan PHAKHOUNTHONG

For Aide Odontologique Internationale

Represented by AOI

Aide Odontologique internationale

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