



## Terms of Reference

### Cambodian NCD Alliance

#### 1 Background

To date both non-communicable disease (NCD) prevention and treatment has been completely inadequate given the magnitude of the burden. Cancer, cardiovascular diseases, diabetes, chronic respiratory diseases, and mental illness collectively known as 'non-communicable diseases' are the largest cause of morbidity and mortality in Cambodia.

The 2018 UN High Level Meeting on NCDs placed NCDs high on the global political agenda but financing remains a significant challenge, with only 2 per cent of Official Development Assistance (ODA) directed to NCDs. Recent trends in Cambodia show that ODA is declining and thus, greater country ownership for NCD prevention and control is required.

Currently, the cost to people's health and the strain that chronic conditions place, on both the economy and households, is severe and yet NCDs receive a fraction of investment and political attention compared to other diseases. The commercial, profit-driven promotion of unhealthy products is the driving force behind the epidemic. Health-harming business is growing rapidly in Cambodia, meanwhile Cambodian society suffers as it spends more and more on the problems that result.

Failure to adequately respond to the growing NCD burden, which is causing preventable death, disability and suffering in Cambodia, leads some to say that we are "sleepwalking into a sick future".

#### 2 Purpose

The purpose of the CNCDA is to reduce the negative impact of noncommunicable diseases (NCDs) on people, society and the economy by advocating for equitable and affordable essential health services to treat NCDs, increased multisectoral preventive actions addressing NCDs, and political and financial commitment from the highest levels of government.

#### 3 Mission

The mission of CNCDA is to put NCDs firmly on the political agenda, by joining forces with those working on NCDs and their risk factors to build a platform for collaborative advocacy and a common agenda to accelerate action and mobilise resources necessary to prevent and control NCDs among the Cambodian population.

The CNCDA works in partnership with the Royal Government of Cambodia. Therefore, representatives from Ministry of Health and other key ministries such as the Ministry of Education, Ministry of Economics and Finance, Ministry of Social Affairs, Veterans and Youth Rehabilitation, Ministry of Environment and other relevant ministries and national authorities will be invited to participate in relevant meetings with the steering committee. This broad engagement reflects the purpose of the Cambodian NCD Alliance, which is to advance multisectoral action.

The Alliance will seek to support national processes and mechanisms, such as the National Committee on Environment and Health's Technical Working Group which reviews the progress of Implementation of the National Multisectoral Action Plan for the Prevention and Control of NCDs 2018- 2027.

### **3 Specific objectives of the Cambodian NCD Alliance**

- Advocate for greater political support, action and investment from highest to lowest level that is proportionate to the burden posed by NCDs
- Build consensus for priority actions for the prevention and control of NCDs, avoid duplication and support complementary action
- Stimulate effective implementation of the National Multisectoral Action Plan on the Prevention and Control of NCDs and monitor progress
- Promote the engagement of people living with NCDs in the Alliance and more broadly
- Create a membership network for sharing evidence, information and lessons learnt
- Develop a comprehensive understanding of the political environment and factors affecting policy advancement

### **4 Working operations**

Upon its inception the Cambodian NCD Alliance will not be registered as a formal legal entity. The Alliance will initially operate as an informal network alliance.

- Where possible, Alliance members use their spheres of influence and various entry points to advance all aspects of NCD prevention and control, particularly agreed policy and advocacy priorities
- Throughout activities have a unified position and common language for advocacy
- Alliance members agree to share information in agreed forums relevant to the Alliances' purpose, objectives and action plan/s, and provide regular updates of programs addressing NCD prevention and control
- A steering committee consisting of members comprised of the founding members and any other interested Alliance members, in addition to a Coordinator, supports the operations of the Alliance
- Where possible, Cambodian NCD Alliance members encourage collaboration between disparate organisations and entities to foster a multisectoral approach to NCDs
- Members promote the Cambodian NCD Alliance among their networks
- Virtual monthly or bi-monthly (once every 2 months) meeting organised by Cambodian NCD Alliance Coordinator for sharing updates and discussions of specific topics

- Annual in-person meeting for all members of Alliance to review progress and activities in the NCD response in Cambodia if funds allow

## **5 Membership**

Membership of the Cambodian NCD Alliance will be inclusive of organisational representatives across civil society, bilateral/multilateral agencies, academia, research institutions and think tanks, government entities, and representatives of groups of people living with NCDs who share in the purpose of the Alliance without conflict of interest. The membership criteria will serve as a guide when welcoming new members and members will not have to pay a membership fee.

Representatives from health-harming industries and related organisations whose products or activities increase the risk of NCDs, including the tobacco, alcohol, sugar-sweetened beverage and fast food companies will not be accepted as members or be, in any way, affiliated with the Cambodian NCD Alliance's activities. Where possible the Alliance will seek to protect public policy from industry interference.

## **6 Governance and decision-making**

### **6.1 Quorum**

A quorum for meetings of the Steering Committee shall consist of ten members. Decisions shall be determined by a majority of those present. For matters arising at times when it is not feasible to call a meeting, decisions of the Steering Committee may be made by votes sent to the Coordinator of the Cambodian NCD Alliance by e-mail. A quorum for such e-mail voting shall consist of ten members, and decisions shall be determined by a majority of those voting. Meetings shall be called at least one month in advance along with a tentative agenda.

More than one person, for each of the ten committee members, may participate in meetings of the committee, if previously agreed. However, only one-member vote may be submitted for decisions requiring a vote. For example, if two or three people participate in committee meetings and all represent one committee member, this member can only submit one vote. The only exception is if the Coordinator is from the same organisation as a committee member then two votes are counted.

The steering committee will implement a decision-making by majority approach (>50%). The quorum for any meeting of the Steering Committee shall be two-thirds of its membership, including the Coordinator, at the time of the meeting. The members of the Steering Committee may participate in a meeting of the Steering Committee from separate locations by means of video or audio conference software using GoToMeeting, Zoom or Skype which allows those participating to hear each other, and shall be entitled to vote or be counted in the quorum accordingly. When appropriate, the Coordinator will also make it possible for committee members to make decisions virtually using Google Forms or a Doodle Poll.

### **6.2 Governance**

The steering committee is entrusted with the governance of the Cambodian NCD Alliance. The Cambodian NCD Alliance will have a more organic structure encouraging open, fluid partnerships

which are beneficial to the priorities as defined and agreed by the Cambodian NCD Alliance members. Note that as the Cambodian NCD Alliance evolves it might be beneficial to register as a legal entity.

### 6.3 Steering Committee

The Steering Committee is comprised of at least the four founding members of the Cambodian NCD Alliance – GIZ, WHO, MoPoTsyo, Louvain Cooperation, and representatives of the Ministry of Health and National AIDS Authority.

The Steering Committee will also welcome applications from other members of the Cambodian NCD Alliance should they wish to join with a maximum of 10 representative organisations. Membership will be reviewed on an annual basis by steering committee members.

The role of the Steering Committee is to oversee and guide the direction and development of the Cambodian NCD Alliance. Committee members provide strategic direction, represent and promote the Alliance, and make ongoing contributions to Alliance work. Specific activities might require a greater commitment from select committee members.

This might include overarching activities that help to achieve the objectives of the Alliance, such as supporting the development of an annual evidence-based policy brief, engaging with key actors in the policy-making process, and fostering high-level champions who can build momentum on NCD prevention and control.

### 6.4 Coordinator

Within the Steering Committee there is also a Coordinator role. The Coordinator is the main focal point for members of the Cambodian NCD Alliance. A representative from one of the Steering Committee members will take on the role of Coordinator and in case of changes in the Coordinator role a decision will be made by the Steering Committee.

The role of the Coordinator is to:

- Represent the Cambodian NCD Alliance at meetings and in a range of settings
- Maintain communication with members of the Cambodian NCD Alliance and continually update member information in database
- Produce a regular newsletter with updates on activity updates, news etc.
- Routinely update social media channels with relevant news stories, research and evidence, training opportunities, event information etc.
- Facilitate the formation of thematic action groups based on agreed priorities
- Identify and apply for funding in collaboration with the Steering Committee members

## 7 Membership to the global NCD Alliance

The Cambodian NCD Alliance is a member of the global NCD Alliance. The global NCD Alliance requires the Cambodian NCD Alliance to have a representative who is a civil society organisation.

Louvain Cooperation, one of the founders or the Alliance and member of the Steering Committee is the representative of the Cambodian NCD Alliance to the global NCD Alliance.

As a member of the NCD Alliance (global), the Cambodian NCD Alliance members will have access to a range of benefits. Membership to the NCD Alliance (global) is paid for on an annual basis. In the future the Steering Committee would like a national civil society organisation to assume this representative role which has been registered legally in Cambodia.

## **8 Virtual meetings - chair/s**

The Cambodian NCD Alliance will have a rotating chair for virtual meetings. This will be decided based on members availability. The chairs responsibilities will include:

- Guiding the meeting according to the agenda and time available
- Ensuring all discussion items end with a decision, action or definite outcome

## **9 Communications**

It is the responsibility of the steering committee to ensure that the Cambodian NCD Alliance complies with Cambodian law. A logo has been created for visibility and identity. The image of a lotus was chosen to represent the coming together of different organisations and individuals to develop a unified position and messages in response to NCDs.

Appropriate social media networks will be employed to the maximum extent to reach the target audience. If permitted a more comprehensive communications package, will be developed for greater visibility.

## **10 Budget and resources**

The Alliance's main purpose is to advocate and lobby for action on key priorities related to NCD prevention and control. Thus, initially the Cambodian NCD Alliance will apply for financial resources for coordination purposes and to enable the implementation of a small number of agreed priorities to support the Alliance to advocate for action in relation to key priority areas. The steering committee will opportunistically submit requests for funding to establish the alliance and agree on activities based on resources available.

## **Annex 1 – Criteria for membership**

- works on a specific NCD or group of NCDs with common risk factors (e.g. tobacco, alcohol, nutrition, physical activity, environment/air pollution)
- represents the voice of people living with cancer, cardiovascular diseases, diabetes, chronic respiratory diseases, or mental illness (i.e. patient groups)
- are critical to advancing action
- represent the broader health sector or a non-health sector whose work is relevant to NCDs
- has signed the membership application form declaring that they share the purpose of the Cambodian Alliance without conflict of interest
- have experience mobilising high-level political support and shaping policy priorities