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date: 20 December 2006
reference: L6.0333/503
subject: Sources Nouvelles (SOURCE French monthly)
direct number: +31 (0)15 219 2964



Dear Mr. Tandia,

With reference to the discussions between yourself and Ms. Caridad Machin Camacho on behalf of IRC regarding your consultancy services to IRC, I have pleasure in submitting the following terms-of-reference and conditions to you for your agreement. The work will be carried out in the context of the joint production of the francophone news service Sources Nouvelles (project number 50008-6) in a partnership of CREPA, H2o Paris and the IRC. The production of this news service might have slight changes in the course of the year, in the event of which an amendment will be drafted. Under unchanged conditions, the contract is valid for the period starting 01.01.2007 until 31.12.2007. The contract is considered to cover a transition year 2007 in which the product modality and the operational agreement for future collaboration will be assessed in the context of action plan of the IRC regional programme for West Africa.

TERMS OF REFERENCE

1. To collect news items from the francophone countries in West Africa for the monthly editions according to the attached schedule (Appendix Editorial Calendar);
2. To translate into French the news items selected by IRC from the English SOURCE Weekly and Bulletin, and occasionally from other sources to be included in the francophone news service editions;
3. To gradually take over the selection of news items mentioned in point 2;
4. To compile the contributions from IRC and H2O Paris into an agreed format and file type.
5. To deliver by email the final monthly (newsletters) to IRC before the agreed dates (see Editorial Calendar)



6. To provide IRC with all available relevant email and postal addresses of potential readers of the francophone SOURCE in order to develop a comprehensive mailing database.
7. To publish the monthly on the official website of the Source Nouvelles. IRC will manage the technical maintenance of the website.
8. CREPA will write an assessment in coordination with the regional group on the availability and demand for newsletters in the sector in countries in West Africa. CREPA will ensure that the assessment includes an evaluation of the present Sources Nouvelles (feedback from readers, lessons learned) which will constitute in an integrative part of the general assessment of the need for newsletters in the sector. The results will be reflected in a document which will also contain a proposal for a newsletter to be supported by the regional group.

Reference is also made to the attached proposal for the francophone news service Source Nouvelles

CONDITIONS

- A The work will be done under guidance of Ms. Caridad Machin Camacho or her nominee
- B The required services will be delivered according to the agreed deadlines as indicated in the attached Appendix 5. Reporting during and following the provision of the consultancy services should be to Ms. Caridad Machin Camacho of IRC, or her nominee.
- C All documents will be written in the French language. Figures and data will be presented in Standard International (SI) units. Output will be delivered on by email using the agreed file formats and types (see proposal). The layout and the typographical finalization of the reports and other output will be arranged in consultation with IRC.
- D For 2007, the compensation for the services will be € 9372:
 - a) 2.5 days per month for the monthly at a rate of € 200/day, 11 times a year; (Euro 5 500)
 - b) for the number of English words translated at a rate of € 0.12 per English word. It is envisaged that each monthly will have some 2100 words and each bimonthly some 3100 words. Payments for the service will be calculated according to this contractual basis, not based on the actual word count; (Euro 2772)
 - c) 5.5 days for participation in the assessment on the availability and demand for newsletters in the sector in West Africa (Euro 1 100 per year)



This is to cover all expenditures for overhead, taxes, levies, duties of whatever nature of relating in any way to the required services. Upon request, an advance can be paid. CREPA can send bimonthly invoices to IRC. All other costs are deemed included and no additional expenditures will be accepted without a written authorization from IRC.

- E CREPA shall, during the period mentioned above, maintain an insurance adequate to cover its liabilities to third parties.
- F CREPA shall have the sole responsibility for arranging for the necessary insurances, such as insurance in respect of life, health, accident and travel, unless otherwise agreed with IRC.
- G CREPA is prepared to travel as deemed necessary by IRC. Expenses of travel (economy class tariff on public carriers) and a Daily Subsistence Allowance (in accordance to the applicable rates) as far as directly related to the contractual services will be borne by IRC, provided that authorization of the said travel is obtained from IRC in advance.
- H CREPA will maintain confidentiality of the information acquired during the period of work and the conclusions derived thereof. The consultant will also maintain confidentiality of the work and work output.
- I IRC, CREPA and H2O Paris share the ownership of the information material produced under this contract.
- J IRC, CREPA and H2O Paris share the publishing rights, sales rights and copyrights of the material produced under this contract. The undersigned hereby warrants that the work will be in no way whatsoever a violation of any existing copyright.
- K This consultancy services agreement is not to be interpreted as indicating any employer/employee relationship whatsoever.
- L This formal offer in no way constitutes, nor can be construed, as any commitment on my part to entertain claims with respect to any accident which may occur during the period of work, nor damages or liabilities caused or incurred during or as a result of the consultancy.



M This agreement shall be governed by Dutch Law. Any disputes which may arise concerning the interpretation or execution of the agreement will be submitted to the competent court in The Hague.

N IRC maintains the right to cancel this agreement if CREPA's performance does not comply with the requirements for the assignment or vice versa. IRC will not be liable for any expenses, loss of income, etc. pertaining to the cancellation of this Consultancy Service Agreement.

I trust that you will find the above Terms of Conditions acceptable. Please confirm acceptance by signing and returning the enclosed copy of this letter, which will constitute a contract.

Yours sincerely,

Agreed,

Paul van Koppen
Director, IRC

Mr. Cheik TidianeTandia
Director, CREPA