

CREPA
Mr Cheik Tidiane Tandia
03 B.P. 7112
OUAGADOUGOU 03
BURKINA FASO

Westvest 7
Delft
The Netherlands

telephone: +31 (0)15 219 29 39
telefax: +31 (0)15 219 09 55
e-mail: general@irc.nl
website: <http://www.irc.nl>

P.O. BOX 2869
2601 CW DELFT
THE NETHERLANDS

date: 20 December 2006
reference: L6.0334/504
subject: Sources Nouvelles Edition Spéciale (SOURCE French)
direct number: +31 (0)15 219 2964



International Water and Sanitation Centre

Dear Mr. Tandia,

With reference to the discussions between yourself and Ms. Caridad Machín 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 Edition Spéciale (project number 50008-6) in a partnership of CREPA, Cap-Net, GWA 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. During this year, the product and procedures will be evaluated and the contract adjusted when found necessary.

TERMS OF REFERENCE

1. To collect news items from the francophone countries in West Africa for the quarterly editions according to the attached schedule (Appendix 5);
2. To translate into French the news items selected by IRC from the English SOURCE Bulletin, and occasionally from other sources to be included in the francophone news service editions;
3. To compile the contributions from IRC, Cap-Net and GWA into an agreed format and file type
4. To deliver by email the final quarterly documents (newsletters) to IRC before the agreed dates (see Appendix)
5. 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.

6. To publish the bimonthly on the official website of the Sources Nouvelles. IRC will manage the technical maintenance of the website.
7. CREPA will be notified of any response or feedback regarding mistakes, or positive comments which are received in relation to the joint newsletter. CREPA will notify IRC of any and all comments or feedback it receives on the Cap-Net sections. IRC needs this information to monitor the process.
8. the Cap-Net and the GWA logo of the same size of IRC's and CREPA's will be placed on the front page (in the left-hand column) and in the heading of those pages/columns provided by Cap-Net and GWA.
9. A note will be included in each quarterly issue that reads: "Cap-net/GWA does not officially endorse sections of Sources Nouvelles Edition Spéciale other than those contributed to by Cap-net and GWA".
10. IRC, CREPA, CINARA, GWA and Cap-Net 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.
11. CREPA will not use any personal data resulting from this co-creation agreement between IRC, Cap-Net and GWA for any other purpose than that specifically stated in this contract. CREPA does not sell or pass on personal contact details to any organisation.
12. CREPA will write a mid term report (June 2007/December 2007) on the behaviour of subscriptions, the feedback from readers and the lessons learnt during the period as well as on the impact of "Sources Nouvelles Edition Spéciale" in the region (websites links, references, etc) and suggestions for improvements. IRC will incorporate this information to a final report based on feedback received from the rest of the partners and other sources

Reference is also made to the attached proposal for the francophone news service Sources Nouvelles (see Appendix).

CONDITIONS

- A The work will be done under guidance of Ms. Caridad Machín Camacho or her nominee
- B For the purposes of this contract, the point of contact for CREPA will be: Marie Quenum
- C The required services will be delivered according to the agreed deadlines as indicated in the attached Appendix 3. Reporting during and following the provision of the consultancy services should be to Ms. Caridad Machín Camacho of IRC, or her nominee.



- D 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 .
- E The layout and the typographical finalization of the reports and other output will be arranged in consultation with IRC.
- F For 2007, the compensation for the services will be Euro 4 432:
- a) 3 days every 3 months for the quarterly at a rate of € 200/day, four times a year; (Euro 2 400)
 - 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 3400 - 4000 words. Payments for the service will be calculated according to this contractual basis, not based on the actual word count. (Euro 1 632)
 - c) 2 days for an assessment report on the water sector availability and demand of news letters in francophone countries in coordination with all partners involved (Euro 400 per year)
- G 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 quarterly invoices to IRC. All other costs are deemed included and no additional expenditures will be accepted without a written authorization from IRC.
- H CREPA shall, during the period mentioned above, maintain an insurance adequate to cover its liabilities to third parties.
- I 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.
- J 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.
- K 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.



- L IRC, CREPA, Cap-Net and GWA share the ownership of the information material produced under this contract.
- M IRC, CREPA, Cap-Net and GWA 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.
- N This consultancy services agreement is not to be interpreted as indicating any employer/employee relationship whatsoever.
- O 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.
- P 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.
- Q IRC maintains the right to cancel this agreement if CREPA's performance does not comply with the requirements for the assignment and 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

“Sources Nouvelles – Edition Spécial” Quarterly News Service on water and sanitation.

Introduction

Since November 2002, IRC and CREPA have been publishing Sources Nouvelles – Edition Spécial a French news service on water supply, sanitation and hygiene in developing countries. The main target audiences are sector staff in French speaking countries and staff in organisations having projects and partnerships with organisations in those countries. This news service is part of Source News Service, a joint partnership of IRC, Cap-Net, GWA, CINARA and CREPA.

The Sources Nouvelles – Edition Spécial follows the concept of the English SOURCE Bulletin, in terms of the quarterly it comprises, the sections it contains and the editorial objective (content published) it serves. The composition of Source Bulletin is based on general features, Cap-Net and GWA news and Cinara or CREPA 's news.

The quarterly edition will also be published on the official website and distributed by email as well as by airmail to a maximum of 1200 - 1500 subscribers. In order to keep mail distribution costs low, IRC/CREPA should try to distribute the print issues in priority to institutions and groups of persons, as opposed to individuals. This should further help promoting the newsletter.

Objective

The overall objective is to make interesting world-wide and French sector news/developments, and news from CREPA and West African partners, Cap-Net and GWA and IRC better accessible to sector staff/organisations based or involved in activities in West African countries.

Production objectives:

- To publish an electronic quarterly with general features as well as West African information, news from Crepa and West African partners, Cap-Net, GWA and IRC news.

Methodology

For the quarterly, called “Sources Nouvelles – Edition Spécial”, the main source of information is the English SOURCE Special Features Edition, GWA news, Cap-Net news, IRC's news and partners news. Crepa will add specific news items from her own organisation, sector partners in West Africa, sector organisations francophone countries and occasional contributions sent by readers. Crepa will carry out the translation English-French. The details are given in appendix 2.

IRC is responsible to distribute by email the electronic quarterly via a jointly agreed provider. In respect for consistency with the other Source newsletters and in line with its multilingual functionality, IRC's preference goes to ANTENNA, the current provider of Source and Sources Nouvelles. CREPA will enter the news items into the official website of the Sources Nouvelles (<http://www2.irc.nl/source/lgfr/index.php>).

IRC will be responsible for the administrative aspects including database of subscribers and mailing. IRC will be responsible for the Quality Assurance of the two publications and the process (including the timely production/delivery); these are two key issues in this endeavour.

Outputs

For 2007:

- Four quarterly “Sources Nouvelles – Edition Spécial“ mailed according to the Annual Calendar 2007