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**INSTITUTE FOR MEDIA AND SOCIETY**

**EU SUPPORT TO DEMOCRATIC GOVERNANCE IN NIGERIA (EU-SDGN)**

**COMPONENT 4 A: SUPPORT TO MEDIA**

**TERMS OF REFERENCE FOR EDITOR AND EDITORIAL ASSISTANT**

**OF IMS/EU SDGN QUARTERLY NEWSLETTER**

No. 3 Emina Crescent, Off Toyin Street, Ikeja, Lagos

 **INSTITUTE FOR MEDIA AND SOCIETY**

**TERMS OF REFERENCE (TORs) FOR EDITOR AND EDITORIAL ASSISTANT FOR NEWSLETTER**

The Institute for Media and Society is implementing the media component of the action, **EU Support to Democratic Governance in Nigeria.**

The action, which has a duration of 52 months, runs from 2017 to 2021. It will be implemented in the six geo political zones of Nigeria.

The specific objective is to ensure that the media provide fair, accurate and ethical coverage of the electoral process.

The action targets media practitioners in conventional and new/social media as well as personnel of the broadcast media regulator, the National Broadcasting Commission (NBC).

One of the communication and visibility materials for the project is the quarterly newsletter.

1. Terms of Reference for the Editor

 Duties and Responsibilities

1. Plan the template and outlook of the newsletter.
2. Provide professional advice on the contents of the newsletter.
3. Conduct interviews (where necessary on issues relating to the project) and transcribe same for publication.
4. Work within the editorial policy formulated by IMS in line with the project objectives.
5. Work under the supervision of the Communication and Visibility Officer to ensure strict adherence to EU visibility specifications.

Competencies

1. Familiarity with the Nigerian governance environment.
2. Strong journalism professional knowledge and skills.
3. Ability to lead the editorial team of the newsletter.
4. Ability to work with little or no supervision, and under pressure.
5. Ability to keep to work deadline for the timely production of the newsletter.

QUALIFICATION AND EXPERIENCE

A bachelor degree or Higher National Diploma in Mass Communication or related courses with a minimum of ten years cognate experience. A higher qualification or working in the print media is an added advantage.

**TERMS OF REFERENCE FOR NEWSLETTER EDITORIAL ASSISTANT**

DUTIES OF THE EDITORIAL ASSISTANT

1. Help in the collation and editing of materials for the publication.
2. Work with the editor for the contents of the newsletter.
3. Carry out other assignments as dictated by the editor, the Communications and Visibility Officer or as decided by the Project Team.

Competencies

1. Familiarity with the Nigerian governance environment.
2. Ability to work with little or no supervision, and under pressure.
3. Ability to meet deadline for publication.

QUALIFICATION AND EXPERIENCE

A bachelor degree or Higher National Diploma in Mass Communication or related courses with a minimum of five years cognate experience. A higher qualification or working in the print media is an added advantage.



**INSTITUTE FOR MEDIA AND SOCIETY**

**EU- SUPPORT TO DEMOCRATIC GOVERNANCE IN NIGERIA**

**COMPONENT 4 - SUPPORT TO MEDIA**

**AGREEMENT FOR INDEPENDENT CONTRACTOR SERVICES**

**Between** Institute for Media and Society of No 3, Emina Crescent, Off Toyin Street, Ikeja, Lagos State (“IMS”).

**And Shade Wesley Metibogun**, of Block 350, Flat 5, Abesan Housing Estate, Ipaja, Lagos State. The (“Consultant”) shall provide support services as editorial assistant for a quarterly Newsletter publication of **IMS** under the **EU-SDGN** projectdescribed below upon the following terms and conditions:

**RESPONSIBILITIES**

You shall provide supporting editorial services for a quarterly **Newsletter Publication** by IMS, relating to its work as a non-government organization on the European Union funded ‘EU Support to Democratic Governance in Nigeria as follows:

* Help in the collation and editing of materials for the publication.
* Work with the editor for the contents of the newsletter.
* Carry out other assignments as dictated by the editor, the Communications and Visibility Officer or as decided by the Project Team.

**2. Compensation:** In consideration of performing the services described above, IMS shall pay you a quarterly compensation as follows:

**a.** Consultant’s (Editorial Assistant) Fee of **N100, 000** (One Hundred Thousand Naira) per quarter.

 **3. Payments will be made to consultant by cheque as follows:**

**a.** One hundred percent (100%) of consultant's fee will be paid at the end of the quarterly production, having satisfied all the requirements of the contract. Please note that consultant’s fee is subject to 5% withholding tax.

**b.** You shall acknowledge and include your full address and exact amount received from IMS upon each payment.

**4. Term and Termination:** This agreement shall be effective for the four quarterly publication, which means the payment shall be made after every publication.

 This contract is subject to a renewal, subject to satisfactory performance.

IMS may choose to terminate the Agreement at any time with immediate effect if you breach this agreement in any form. No termination indemnity whatsoever will be due to you.

**5. Independent Contractor Status:** It is expressly agreed and understood that you are performing services under this Agreement as an independent consultant for IMS and not as an employee, agent or representative of IMS, and thus not entitled to the benefits provided by IMS to its employees. IMS’s liability hereunder shall be limited to payment of the fees set forth in this Agreement.

**6. Relationship between The Parties:** As an independent contractor, you have no authority to commit IMS or an organization or person in connection with or affiliated with Institute for Media and Society (IMS) contractually or otherwise to any third party.

**7. Confidentiality:** You agree not to disclose any IMS financial information, grant information, program information, or other related data to any third party and to take reasonable precautions to protect such information from disclosure.

**8. Agreement to Arbitrate:** The parties agree that in the event a dispute arises as to interpretation or performance of this Agreement, they will first attempt to resolve the matter between each other directly. In the event that they are not able to resolve the dispute, the parties agree to consider the use of a mediator. In the event that resolution is still not achieved, either party may invoke legal action, in a Nigerian court of Justice.

**9. Ownership:** Any material including, but not limited to, written materials, photos, films, and recordings generated by Consultant through the duration of the agreement, related to the scope of the work enumerated in this contract is the sole property of IMS.

**CONSULTANT INSTITUTE FOR MEDIA AND SOCIETY**

Signature – Consultant Signature – Head, Finance/Admin.

Print Name: **SHADE WESLEY METIBOGUN** Print Name: **OLALERE OYENIYI**

**Date: date:**



**INSTITUTE FOR MEDIA AND SOCIETY**

**EU- SUPPORT TO DEMOCRATIC GOVERNANCE IN NIGERIA**

**COMPONENT 4 - SUPPORT TO MEDIA**

**AGREEMENT FOR INDEPENDENT CONTRACTOR SERVICES**

**Between** Institute for Media and Society of No 3, Emina Crescent, Off Toyin Street, Ikeja, Lagos State (“IMS”)

**And Mr. Bayo Adeosun**, of No. 2 Adewale Street, Off Chief Benson Anorue (Chivita Close), Off Ajao Estate, Lagos State. The (“Consultant”) shall provide quarterly Newsletter Editorial Services for **IMS/EU-SDGN project** described below upon the following terms and conditions:

**Service(s) to be provided by Consultant (Newsletter Editor):** You shall provide editorial services for a quarterly **Newsletter Publication** by IMS, relating to its work as a non-government organization on the European Union funded ‘EU Support to Democratic Governance in Nigeria as follows:

**RESPONSIBILITIES**

You shall be responsible for editing and packaging of activity reports into print format for a quarterly IMS/EU-SDGN project newsletter publication with the following***:***

* Plan the template and outlook of the newsletter.
* Provide professional advice on the contents of the newsletter.
* Conduct interviews (where necessary on issues relating to the project) and transcribe same for publication.
* Work within the editorial policy formulated by IMS in line with the project objectives.
* Work under the supervision of the Communication and Visibility Officer to ensure strict adherence to EU visibility specifications.
* Plan newsletter pages and provide supervision for its graphics design
* Enhance social media visibility for IMS EU-SDGN project activities

The consultant shall also:

* Develop a detailed production plan for the quarterly project newsletter
* Ensure prompt and timely publication
* Submit a quarterly publication report at the end of each production exercise
* Sign and submit all documents related to the contract

**2. Compensation:** In consideration of your performing the services described above, IMS shall pay you a quarterly compensation as follows:

**a.** Consultant’s Fee of **N200, 000** (Two Hundred Thousand Naira) per quarter.

 **3. Payments will be made to consultant by cheque as follows:**

**a.** One hundred percent (100%) of consultant's fee will be paid at the end of the quarterly production, having satisfied all the requirements of the contract. Please not that consultant’s fee is subject to 5% withholding tax.

**b.** You shall acknowledge and include your full address and exact amount received from IMS upon each payment.

**4. Term and Termination:** This agreement shall be effective for the four quarterly publication of the newsletter. This contract is subject to renewal, subject to satisfactory performance.

IMS may choose to terminate the Agreement at any time with immediate effect if you breach this agreement in any form. No termination indemnity whatsoever will be due to you.

**5. Independent Contractor Status:** It is expressly agreed and understood that you are performing services under this Agreement as an independent consultant for IMS and not as an employee, agent or representative of IMS, and thus is not entitled to the benefits provided by IMS to its employees. IMS’s liability hereunder shall be limited to payment of the fees set forth in this Agreement.

**6. Relationship between The Parties:** As an independent contractor, you have no authority to commit IMS or an organization or person in connection with or affiliated with Institute for Media and Society (IMS) contractually or otherwise to any third party.

**7. Confidentiality:** You agree not to disclose any IMS financial information, grant information, program information, or other related data to any third party and to take reasonable precautions to protect such information from disclosure.

**8. Agreement to Arbitrate:** The parties agree that in the event a dispute arises as to interpretation or performance of this Agreement, they will first attempt to resolve the matter between themselves directly. In the event that they are not able to resolve the dispute, the parties agree to consider the use of a mediator. In the event that resolution is still not achieved, either party may invoke legal action, in a Nigerian court of Justice.

**9. Ownership:** Any material including, but not limited to, written materials, photos, films, and recordings generated by you through the duration of the agreement, related to the scope of the work enumerated in this contract is the sole property of IMS.

**CONSULTANT INSTITUTE FOR MEDIA AND SOCIETY**

Signature – Consultant Signature – Head, Finance/Admin.

Print Name: **BAYO ADEOSUN**  Print Name: **OLALERE OYENIYI**

Date: Date: