

## Terms of Reference for Project Supervision

### BACKGROUND

Thomson Media supports journalists and media organisations worldwide often in challenging and emerging economies. Our work promotes ethical reporting and ensures independent, trusted sustainable media businesses developments. Thomson currently implements several media support programmes in the regions of Western Balkans and Central and Eastern Europe. Focus of Thomson's work is to provide guidance to media outlets for sustainable development and operation through business mentorship, testing and implementing new and innovative business modalities, supporting media to attract and engage new and underrepresented media audience(s) including young, female, minority groups and diaspora. Thomson is looking to hire Project Supervision as part of the wider Western Balkans and Central and Eastern European team and support implementation of its programmes.

### ABOUT THE PROJECT

*Media Innovation Europe: towards resilient public-interest media ecosystem (MIE 2026-2028)* is a two-year programme co-funded by the European Union aiming to provide support to the European newsrooms and individuals through business needs assessments and personalised advisory, grants, training and mentorship to media managers and journalists that work or are building working in and building newsrooms that are moving towards a full digital transition. MIE's overall goal is to empower media outlets to navigate a changing media context, providing tools and guidance to align their journalistic products, business structures, and means of discovery and distribution in an audience-focused and sustainable way. The project is delivered by a consortium led by the Vienna-based International Press Institute (IPI) together with the Berlin-based Thomson Media (TM), The Fix Foundation (TFF) and the Balkan Investigative Reporting Network (BIRN).

As part of the project, Thomson Media will implement the following programmes :

a. Ideation – following the open call for support, selected beneficiaries will pass the series of three ideation workshops (September - November 2026). The three main objectives of ideation sessions are to (1) have innovative and articulated ideas, (2) inspire and support out of the box thinking and (3) secure quality and committed candidates for its programs that will ensure impact. Workshops will engage with two types of beneficiaries are (1) new media

outlets, journalists or collectives of journalists/media professionals with a start-up plan for a sustainable new media model and (2) experienced media professionals and decision makers in established newsrooms. Selected participants will get familiar with key concepts such as ideation techniques, steps they have to complete to be able to better understand testing and validation. They further have the chance to brainstorm ideas with facilitator support that they can possibly turn into project proposals and apply for funding from Thomson or other donor organisations. Upon the completion of the series, participants will have three potential trajectories: have a reserved spot in our Validation Booster program (to validate ideas they previously articulated through the workshops), or to take part in networking and collaborative activities and fellowship program, Thomson and its partners plan to organize within this project, or beyond.

b. Validation Booster (VB) - tailored for smaller media outlets, content producers, journalists, communication/media startups and networks. Validation Booster is structured as a guided program consisting of up to 12 workshops, related resources and tasks designed to help beneficiaries to learn how to validate and test their business idea that imply new digital products/services, diving into the process of rethinking a media's potential and feasibility in the digital environment. The goal is for beneficiaries to be acquainted with the necessary tools, knowledge, and directions to properly understand and implement validation methodology for their business idea. After completing Validation program key beneficiaries will be: a) equipped to present their ideas and mission clearly; b) capable to validate on their own any business idea they may have within their outlet in the future; c) develop materials to present and communicate their validated idea to interested parties and potential funders and d) present their idea, if validated, to broader pool of funders and investors. Besides structured mentorship, beneficiaries will receive funds through grant scheme (up to EUR 3.000) to implement all validation program related tasks. The program will be driven through one cycle ( February – June 2027). Up to 12 beneficiaries will be involved in this support stream.

c. Business Innovation Synergizer (BIS) - tailored to support larger media with significant absorption capacities, developed strategic or business plans and/or validated ideas. Media outlets will be supported through grants (EUR 30.000), technical support (1-on-1 mentoring, capacity building). The program will be implemented from January 2027 until December 2027. Only one cycle will be organized, with a defined number of beneficiaries (up to 5 under the Business Innovation Synergizer programme). BIS' overall objective is to improve the business sustainability of professional media and make journalists and media outlets more resilient to any external threat.

## SCOPE OF WORK

The Project Supervisor will be responsible for the overall supervision, coordination, and successful implementation of the EU-funded project covering the Creative Europe countries. The role ensures that all activities are delivered in line with approved objectives, timelines, budgets, EU regulations, contractual obligations, and organizational procedures.

The Project Supervisor will coordinate project planning, implementation, stakeholder communication, team performance, risk management, reporting, financial oversight, quality assurance, monitoring and evaluation, and project closure. The position requires effective cooperation with project partners, beneficiaries, donors, consultants, contractors, and other relevant stakeholders to ensure efficient delivery of results and sustainable project outcomes.

### Main Tasks and Responsibilities

The Project Supervisor shall be responsible for the following tasks and responsibilities:

- Lead and supervise the overall implementation of the EU-funded project in the Western Balkans, ensuring delivery in line with approved objectives, timelines, budgets, and expected results.
- Develop, update, and monitor project work plans, schedules, milestones, implementation frameworks, and resource allocation plans.
- Coordinate project activities and maintain effective cooperation with project partners, beneficiaries, contractors, consultants, donors, and other relevant stakeholders.
- Ensure compliance with EU regulations, donor requirements, contractual obligations, organizational procedures, and approved financial and operational plans.
- Manage and supervise project teams, including task allocation, performance monitoring, mentoring, coordination, and capacity building.
- Oversee project budgets, expenditures, procurement-related inputs, and use of resources, ensuring cost-efficiency, transparency, and proper financial tracking.
- Monitor project progress, deliverables, quality standards, risks, and implementation challenges, and take timely corrective or mitigation measures where needed.
- Prepare and submit progress reports, technical reports, presentations, meeting records, and other required project documentation to management, donors, and partners.
  
- Support monitoring, evaluation, learning, knowledge-sharing, and project closure, including final reporting, evaluation of results, documentation of lessons learned, and transfer of knowledge and deliverables.

### EVALUATION CRITERIA

**Education:** A level of education which corresponds to completed university studies including postgraduate studies or at least 10 years of work experience in the field of project management, business administration, public administration, international relations, media, international development, or other related relevant fields.

**Communication and Language Skills:**

- Excellent communication, negotiation, and interpersonal skills.
- Ability to work effectively in multicultural and multidisciplinary environments.
- Fluency in English, both written and spoken, is required.
- Knowledge of at least one of the languages spoken within the Western Balkans.

**Professional Experience:**



- Minimum of 5–7 years of professional experience in project management and supervision.
- Proven experience managing EU-funded projects and familiarity with EU financial and reporting procedures.
- Experience working in the Western Balkans region and understanding of the regional institutional and socio-economic context is highly desirable.
- Demonstrated experience in managing multidisciplinary teams and coordinating multiple stakeholders.
- Experience in budget management, procurement oversight, and risk management.
- Proven ability to deliver projects on time, within scope, and within budget.

### **Technical Competencies**

- Strong knowledge of project management methodologies, tools, and best practices.
- Excellent organizational, analytical, and problem-solving skills.
- Strong reporting, documentation, and presentation skills.
- Ability to monitor project performance and implement corrective actions where necessary.
- Good understanding of quality assurance and monitoring and evaluation processes.

### **Other skills:**

- Ability to travel within the Western Balkans and Central Eastern Europe region as required by project activities.
- Excellent presentation, oral and writing communication skills, with strong interpersonal and cross-cultural communication skills.
- High level of integrity, professionalism, and accountability.

## **DURATION OF ASSIGNMENT**

Duration of assignment will commence from **June 2026 until May 2028**.

## **LOCATION**

Remote work covering the Creative Europe countries. Travel per need and planned in advance with the Thomson program team.

## **APPLICATION PROCESS**

Interested candidates should submit their resume, cover letter and offer to [jobs@thomsonfoundation.org](mailto:jobs@thomsonfoundation.org) by **12.06.2026**.

## **REVIEW AND AMENDMENTS**

These Terms of Reference may be reviewed and amended as needed to meet the evolving needs of the project and organization.