

Terms of Reference for Project Coordinators

In Central and South America: Brazil, Colombia, Guatemala and Costa Rica

[Thomson Media](#) based in Berlin, Germany, seeks to engage two-three consultants for coordination of activities and grants program in the **Advancing Global Innovation and Learning Effectively to Build Resilience in Independent Media (AGILE)** project. The initiative is funded by the **European Union** and implemented by a consortium led by the **Internews Europe** along with co-applicants **ARTICLE 19, Fojo Media Institute/Linnaeus University, Thomson Media gGmbH** and **Transtélé Canal France International**.

OVERVIEW

We are seeking experienced professionals with a strong background in media and a deep understanding of the media landscape to join Thomson Media on a temporary consultancy basis from *July 2025 to June 2026*. This role will involve actively contributing to three key phases of the project, during which your expertise will be crucial in shaping our stakeholder engagement, media strategies and grants distribution.

BACKGROUND

This role is part of **AGILE Workstream 3: Sustainable Business Models**, which includes the *Resilience Incubator, Strategic Adaptability Support, and Innovation Grants* aimed at strengthening independent media in South and Central America, East Africa, Southeast and Central Asia. The first iteration of the Resilience Incubator and the following activities will be conducted in **Central and South America: in Brazil, Colombia, Guatemala and Costa Rica, working with journalists in exile from Nicaragua**.

Applicants residing in or from the above countries are strongly encouraged to apply.

KEY RESPONSIBILITIES

- Organize and oversee the smooth execution of project activities, including commissioning audience and security assessments, mentoring sessions for newsrooms and grants distribution, ensuring alignment with project goals and timelines.
- Manage the translation, publication, and promotion of calls for media participation through relevant local platforms in Spanish and/or Portuguese, ensuring high engagement from targeted countries.
- Assess media capacity for participation in Resilience Incubator: evaluate their editorial and operational capacity.
- Manage the translation, publication, and promotion of calls for media participation through relevant local platforms in Spanish and/or Portuguese, ensuring high engagement from targeted countries.
- Support the selection and onboarding of participants and grantees, ensuring compliance with Thomson Media and EU guidelines and maintaining strong engagement throughout their participation.
- Serve as the primary point of contact between participants, expert mentors, and Thomson's office, facilitating communication and resolving any issues that arise.

- Maintain accurate and organized records of project activities, including grant agreements, reporting templates, pre- and post-participation feedback, and financial documentation, ensuring all files are up-to-date and accessible.
- Assist with logistics for international travel and events, including booking venues, purchasing tickets, arranging interpretation services, and other event-related tasks.
- Review narrative and financial reports submitted by grantees to ensure compliance and alignment with project objectives and guidelines.
- Document and highlight success stories, providing insights into the impact of the program and communicating these to key stakeholders.

KEY REQUIREMENTS:

- Proven experience in projects coordination, grant administration, financial oversight, and compliance with donor regulations, preferably in media or development projects, at least three years.
- Strong coordination skills, ability to oversee multiple grantees, track milestones, and ensure timely reporting of project outcomes.
- Confident English (minimum B2 level) and fluency in at least one language Spanish or Portuguese.
- Experience with e-form-building software e.g., Google Forms, Jotform, Typeform and data integration tools is required.
- Knowledge of independent media challenges, media sustainability, and general media landscape in respective country/region is a considerable advantage.
- A university degree in journalism, communication, international relations, or a related field is preferred.

LOCATION

The first iteration of Resilience Incubator covers 4 countries:

- Brazil
- Colombia
- Guatemala
- Costa Rica (working with media in exile from Nicaragua)

Most of the work can be performed remotely, in country presence can be required for international and local events.

TIMEFRAME

Although the overall contract duration spans from **July 2025 to June 2026**, we expect your full engagement to occur primarily during the three key activity periods. During these times, you will be fully dedicated to supporting and driving the success of each activity.

APPLICATION

To apply, please send your CV along with a brief introduction explaining why you believe you are a strong fit for this position to **olenas[at]thomsonfoundation[dot]org** by **4 May 2025**. In the subject email indicate: AGILE Media Coordinator + country.