Call Reference No: SMS KS EA 1/25

Date: July 11, 2025

**TERMS OF REFERENCE (ToR)**

**Assessors** **for Small grants for media content production under the SMS Facility – Small Media Support in Western Balkans project**

**1. Position Title:**

External assessors for project application assessment under the Small grants for media content production.

**2. Background:**

Small local media outlets often face the challenge of producing high-quality, relevant and engaging content for their local and regional audiences while maintaining professional and technical standards. Limited human and technical resources, as well as lack of creativity or knowledge in storytelling, further constrain their ability to grow and compete.

To address these challenges, Centar za promociju civilnog društva (CPCD) as lead organization, together with Thomson Media gGmbH from Germany, Centar za demokratsku tranziciju (CDT) from Montenegro, Kosovo 2.0 from Kosovo, Metamorphosis Foundation from North Macedonia and Center for Science and Innovation for Development (SCIDEV) from Albania established tailored sub – granting project to support small, local media outlets for content production with the aim of developing content quality, increasing media competitiveness and strengthening public trust in local media as credible sources of information.
During the project implementation, it is planned to award 60 small grants of up to EUR 7,000 each with 10 grants allocated per country.

**3. Purpose of Engagement:**

The assessors will be engaged to carry out an independent and objective assessment of media project proposals in line with the grant scheme objectives. The overall purpose of the assignment is to ensure a fair, impartial, and high-quality evaluation process for project proposals received under the call. The assessor is expected to uphold the integrity and credibility of the sub-granting process by applying professional expertise in assessing the relevance, coherence, feasibility, and financial soundness of each proposed project.

**4. Key Responsibilities and Tasks:**

* Assessment of project proposals based on predefined evaluation criteria outlined in the criteria of Guidelines of CfA for Small grants for media content production under the SMS Facility – Small Media Support in Western Balkans project (please see section 10).
* Apply a standardized scoring system outlined in the criteria of Guidelines of CfA for Small grants for media content production under the SMS Facility – Small Media Support in Western Balkans and provide recommendations for funding.
* Participate in all assessment sessions. On each call there will be two joint assessment sessions. The first assessment session will be between assessors which assessed same project(s) and the second one will be between assessors and the Selection Committee.
* Complete assessment forms for each application, including justification of scores.

**5. Duration of Engagement:**

The estimated start date is September 1 to September 30, 2025 (first call) and from June 1 to June 30, 2026 (second call) (Subject to change by the Contracting Authority based on Call Timeframe, Number of Applications received, etc.) The precise timetable of the assignment will be defined after the selection process.

Assessors are expected to be available to perform their tasks from September 1st to September 30, 2025 (first call) and from June 1 to June 30, 2026 (second call). Each external assessor must ensure exclusivity and availability for the period of implementation of this assignment at the moment of signing the contract.

In case the assessor does not remain available for the required period, the CPCD reserves the right to substitute the assessor(s) with the next ranked candidate at the top of reserve list compiled after the recruitment process.

**6. Required Qualifications:**

* Advanced university degree in Political Science, Media, Communication, Public Administration, Law or other relevant fields.
* At least five (5) years of professional experience in the Civil Society sector, preferably with a focus on media
* Proven experience in project assessment, particularly in the fields of civil society.
* Understanding the local media context and the challenges faced by small, local media outlets.
* Strong analytical and reporting skills.
* Experience working with international projects or donor funded sub – granting projects.
* Fluency in English language and Local languages (for Kosovo: Albanian and Serbian)
* Be a citizen of WB 6 (Albania, Bosnia and Herzegovina, Montenegro, Serbia, Kosovo and North Macedonia)

**7. Type of Engagement and Compensation:**

The assessor will be engaged through a service contract in accordance with the procedures of the implementing partner organizations in each country. The compensation for this assignment will be 46,5 EUR in gross amount per assessed project.

**8. Application Process:**

Interested candidates should submit the following on English language:

* Cover letter (maximum one page)
* CV (maximum three pages)
* Copy of University degree
* Further documents proving their skills and expertise i.e. for example a list of previous assignments where proposal assessment skills were applied, including former supervisors/colleagues in the respective organizations who may be contacted as references (please include name, function, email, phone number).

**9. How to apply**

Applications should be sent no later than August 18, 2025 at 5 pm.

Applications must be submitted exclusively via email to: sms.ks@ktwopointzero.com. All documents listed in section 8 must be sent in PDF format as email attachments.

The email format should be as follows:

* **To:** sms.ks@ktwopointzero.com
* **Subject:** reference number of the call, name of the applicant (e.g., SMS KS EA 1/25, John Doe/Jane Doe)

**Email content:**
It is necessary to list all the documents being sent as attachments in numerical order.

If the attached documents are “too large” to send in a single email, the application can be sent in multiple parts, i.e., in multiple emails. In this case, the subject line of each email should indicate the following:

* **Reference number of the public call – 1/X – name of the applicant**, where 1 indicates the first email, and X represents the total number of emails being sent as part of the application (e.g., 1/3, which means the first of three emails).
* **Reference number of the public call – 2/X – name of the applicant**, where 2 indicates the second email in the total series, and so on.

It is necessary to send as many emails as indicated in the subject line (number X).
Applications will be considered valid if the date and time of receipt correspond to the application deadline. Any applications received after the specified deadline will not be considered.
Applications received by any other means (via regular mail or sent to a different email address) will not be considered.

**10. Selection process**

The selection criteria include the following:

* Eligibility Condition: Submission of all required documents. 30 points
* Relevant Experience: Evaluation of relevant professional background. 70 points

**11. Timetable**

|  |  |  |
| --- | --- | --- |
| **Selection of assessors** | **Deadline** | **Time** |
| Public call | July 11, 2025 | 12 PM |
| Closing of Public call | August 18, 2025. | 5:00 PM |
| End of selection process | August 19, 2025. | - |
| Notification to (un)successful | August 22, 2025. | - |
| Info session for assessors | September 1, 2025 | 1:00 PM |
| Contract signing | September 8, 2025. | - |

Annex 1

**Statement of exclusivity and availability**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (state your name and surname), hereby confirm that I will be fully available for the duration of the assignment as stated in Public call for Small grants for media content production under the SMS Facility – Small Media Support in Western Balkans project.

I will be available for consultations, feedback sessions, or any necessary meetings throughout the assignment, as required by the contracting authority, within the agreed-upon timelines.

I understand that a failure to ensure availability may result in adjustments to timelines, compensation, or any other remedies as mutually agreed.