Digital Democracy Initiative

Open Call for Engagement of a Moderator for the Final Event

Project: “Digital Voices Lab: From Media Literacy to Civic Impact”

About the Project

The Center for Community Media Development MEDIUM announces an Open Call for the engagement of one moderator for the project’s final public event. The event will present the Youth Digital Civic Scorecard results and facilitate dialogue between young people and local stakeholders.

1. Objective of the Engagement

The moderator will lead a structured, inclusive and constructive discussion, ensuring that young participants can present their findings, raise questions and discuss recommendations with representatives of local institutions and other stakeholders.

2. Scope of Work

- Coordinate with the MEDIUM project team before the event to review the agenda, Scorecard findings, recommendations and participants’ roles.
- Prepare guiding questions and the discussion flow based on the approved event agenda and youth findings.
- Moderate the final public event, introduce speakers and youth presenters, and manage transitions and allocated speaking time.
- Facilitate dialogue between youth and local stakeholders, encourage balanced participation and manage audience questions respectfully.
- Keep the discussion focused on the findings and practical recommendations, and summarise key points and any next steps agreed by participants.

3. Expected Deliverables

- Moderation of the one-day final public event.
- A brief completion report summarising the discussion, key recommendations and any agreed follow-up actions, together with a timeline of activities and a signed timesheet.

4. Required Qualifications

Applicants should demonstrate:

- Experience moderating public events, panel discussions or stakeholder dialogues.
- Strong facilitation, communication and time-management skills.
- Ability to support youth participation and manage diverse perspectives constructively.
- Ability to work in a multicultural and multilingual environment.

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Experience in youth engagement, civic participation, media literacy or civil society projects will be considered an advantage. Familiarity with local institutions and youth issues in the Polog region, and proficiency in both Macedonian and Albanian, are also advantages.

5. Duration and Location of Engagement

The assignment covers one (1) working day for moderation of the Final Event in Gostivar. The exact event date, venue and hours will be communicated in advance and agreed with the selected moderator. Preparatory coordination and reporting are included in the total assignment fee.

6. Financial Conditions and Payment Terms

The total budget for this assignment is USD 120 gross, payable in MKD countervalue: 1 moderator × 1 day × USD 120 per day = USD 120 total gross amount. The fee covers all agreed duties and deliverables, including preparation and reporting, and includes applicable taxes and charges.

The remuneration is financed under budget line 2.5 of the project “Digital Voices Lab: From Media Literacy to Civic Impact.” Payment will be made after successful completion and approval of the moderation service and deliverables, submission of the brief completion report, timeline and signed timesheet, in accordance with MEDIUM’s administrative and financial procedures.

7. Application Procedure

Interested candidates should submit a Curriculum Vitae (CV), a Motivation Letter describing relevant moderation experience, and a Financial Offer stating the total gross amount in USD, not exceeding USD 120.

Applications should be sent electronically to: community.mediadev@gmail.com
Subject line: Application – Moderator for Final Event – Digital Voices Lab
Application deadline: 07.10.2026, until 17 hrs.

8. Selection Criteria

Applications will be evaluated according to:

Criteria	Points
Professional background	35
Relevant moderation and facilitation experience	35
Financial offer	30
TOTAL	**100**

Project Support

The project “Digital Voices Lab: From Media Literacy to Civic Impact” is part of the Regional Support Mechanism EECA project, implemented by Metamorphosis Foundation and TechSoup, in partnership with CIVICUS and under the Digital Democracy Initiative (DDI) that covers the Global South.