



Terms of Reference
Woman Trainer Better Cotton Project Punjab
WWF-Pakistan

Reporting to : Coordinator Women Empowerment

Grade / Title : Woman Trainer/C-3

Duty Station : Bahawalpur

Employment Contract : Short Term Contract

Work Week : 5 (Monday to Saturday) Days - 40 hrs / week

Work Hours : 0830 hrs to 1715 hrs

Duties and Responsibilities

- Develop and train a team of women Field Trainers in the relevant working area
- Act as team leader for outreach Project advisory services to women of cotton farming families and worker families
- Ensure Women Empowerment awareness among rural women
- Arrange feedback sessions according to the plan
- Attend the workshops
- Technical backstopping of Women Field Field Trainers and rural women
- Capacity building of women field staff
- Ensure data collection and recordkeeping
- Supervision of survey for new area and women
- Implementation of Women Livelihood Improvement Activities
- Facilitate and organize donor's visit, workshops, meetings, field days and other communication events.
- Submit data and reports in time
- Conduct Physical verification of WFFs and submit report
- Conduct Quarterly evaluation of WFFs and submit report

Selection Criteria

Education, Experience & Working Knowledge

- At least Master in Agriculture/Sociology/Social Work/Gender Studies
- One year of working experience in the rural area will be preferred
- WFT will arrange field travel herself
- Candidates from the local district will be short listed

Skills & Attributes

- Demonstrated ability to plan, implementation & Manage filed activities;
- Data Management, Computer & Report Writing;
- Personnel management skills and experience;
- Good problem-solving skills and results orientation;
- Good local languages reading, writing and speaking skills;
- Demonstrated interpersonal communication and leadership skills;
- Excellent written / spoken English and Urdu; other languages will be an advantage;
- Adheres to WWF's values, which are: Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, and Persevering & Delivering Results

WWF- Pakistan is an equal opportunity employer and reserves the right to amend this document from time to time, as may be required in the interests of the organization