



**Terms of Reference**  
**Senior Officer Capacity Building**  
**WWF-Pakistan**

**Reporting to:** Coordinator BC-GIF Sindh

**Project/Programme:** BCI-G&IF, Sindh / Food and Markets Programme

**Grade / Title:** C-2/ Senior Officer Capacity Building

**Duty Station:** Sukkur

**Employment Contract:** Long Term Contract

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

**Work Hours:** 0830 hrs to 1715 hrs

**Working Relationships**

Internal F&M, WWF -Pakistan

**Job Summary**

The position will lead the development and implementation of capacity development programme within the project with relevant internal and external support as and when required.

**Duties and Responsibilities**

- Ensure that all capacity-building activities take place as per Cascading Model.
- Prepare project and annual capacity building workplans for all key staff at the central and district levels to enable them to effectively provide services and support for the in their respective areas of responsibilities and monitor field staff capacity development plan at the project level
- Assess and provide recommendations for strengthening training programs provided by the staff and resource persons to the target beneficiaries to ensure effectiveness and inclusiveness of the training
- Devise innovative ways to encourage farmers' knowledge exchange activities
- Provide technical assistance and support to the producer units for designing capacity strengthening plans and carrying out capacity development activities for improved planning and impact assessment
- Develop, oversee and ensure the implementation and monitoring of the Social Inclusion and Gender Action Plan (GAP) at all levels in coordination with Coordinator Women Empowerment
- Organize and follow up on gender sensitivity training with project staff at central and district levels in partnership and in collaboration with relevant stakeholders and ensure that the project staff at all levels are actively engaged in GAP implementation and are gender sensitive

- Ensure capacity development activities are implemented according to work plan and in line with budget
- Ensure that all necessary requirements to ensure successful training sessions are prepared in a timely manner including material, equipment, venue and transportation in coordination with the Admin Officer.
- Develop and adapt training materials and tools to monitor effectiveness of trainings, including pre and post-tests
- When needed, work on updating training material, modules and tools, develop facilitation guides.
- Design, develop, implement and monitor capacity development assessments
- Ensure proper documentation of all training and capacity building session, keep track of the attendance sheets, training reports, training tracker and fill in the training database for trainings.
- Manage the process of identifying and synthesizing of best practices and lessons learned that are directly linked to the implementation of capacity development activities and contribute to their dissemination.
- Ensure that all field staff are trained by BCI accredited master trainers.
- Conduct capacity-building sessions for the field team on regular basis or need base.
- Ensure that Producer Units shape their capacity-building programme around the priorities identified in the CIP.
- Monitor the effectiveness of training and other interventions, through tracking levels of field team and farmer understanding and awareness and adoption of more sustainable practices.
- Engage the Producer Units in an annual review process of CIP to ensure they build on successes and address any areas of challenge.

## **Selection Criteria**

### Education & Work Experience

- MSc (hon) Agriculture/Social Sciences.
- At least three years of experience in similar capacity.

## **Skills & Attributes**

- Excellent communication skills
- Personnel management skills and experience;
- Good problem-solving skills and results orientation;
- Demonstrated interpersonal communication and leadership skills;
- Excellent written / spoken English, Urdu and Sindhi languages will be an advantage;
- Command at Data Management
- 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.**