



Terms of Reference
Manager, Food & Market Programme
WWF-Pakistan

Reports to	:	Sr. Manager F&M
Project / Program	:	Food & Market Program (F&M)
Grade / Title	:	D-2/Manager
Location	:	WWF-Pakistan, Quetta Office
Contract	:	Long-Term
Work Week	:	05 Days-40 Hours/Week

Duties and Responsibilities

Programme Management

1. Coordinate and manage projects of Food & Market Program (F&M) having wide variety of field activities and geographical diversification in Balochistan from implementation, administrative and financial point of view, applying strategic planning and systemic coordination of activities.
2. Guide project teams in the performance of their respective role and responsibilities and ensure that well ordered working arrangements are established for seamless implementation of projects' activities as well as financial and procurement matters.
3. Supervise and guide project teams in preparing training/communication/visibility materials applied in training & communication activities of targeted communities and relevant stakeholders.
4. Ensure the timely and efficient delivery of outputs planned under different projects leading to the achievement of expected results.
5. Support internal and external verifiers in audit, inspection and verification visits of Organic Cotton projects.
6. Provide technical guidance to the field team and local implementing partners (public & private) regarding Organic Cotton cultivation with particular focus on maximum compliance at field/farm level.
7. Ensure implementation of Standard Operating Procedures (SOPs) for technical inputs at each level of projects implementation.

Programme Development and Donor Coordination

8. Develop, or as appropriate assist in strategic planning for diversification & up scaling of sustainable agriculture's thematic areas or course of intervention for long term sustainability of F&M Programme in Balochistan
9. Prepare concept notes, project proposals, project budgets and presentations for national and international donor agencies to diversify and enhance scope of F&M, following WWF-Pakistan's priority areas and SOPs.
10. Keep close coordination with donors, facilitate their visits and maintain a regular interaction with them for their extended support.

Networking and Partnerships

11. Seek opportunities to develop strategic partnerships with public/private organizations, government authorities, research and academic institutions, industry organizations etc. to support

F&M's objectives of Balochistan region

12. Represent WWF-Pakistan's F&M programme at different national and international forums as required.
13. Provide support for dissemination of information-communication-networking activities of the programme at different forums.
14. Develop proposals focusing WWF-P's conservation agenda and explore funding opportunities for financial sustainability of the WWF-P's Balochistan region.

Planning, Monitoring and Reporting

15. Prepare, or as appropriate supervise the preparation of, annual work plans in accordance with available financing, quarterly and annual progress reports, project (s) completion and other related reports for internal and external communication.
16. Review and monitor field operations and implementation of activities and achievements of results as planned in the annual operational plans in accordance with specified budget.
17. Provide technical feedback on progress and other related issues to senior management F&M on regular basis.
18. Ensure availability of the records/information and present to the donors and partners in respect of the services performed by WWF-Pakistan in different F&M projects.
19. Review and comment on policy and position papers/reports etc.

Financial Management

20. Monitor expenditures in accordance with WWF-Pakistan's and donors' financial guidelines.
21. Provide support to the Finance Department in audits and follow up.
22. Extend help to Finance Department in preparing quarterly and annual financial reports as well as financial plans for new project proposals.

Selection Criteria

Education, Experience & Working Knowledge

- Master degree in Agricultural/Natural Sciences
- At least 10 years relevant professional experience of working in agriculture and development sector is desirable
- Experience in proposal development, managing programme budgets and financial control.

Skills & Attributes

- Adheres to WWF's values, which are: Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, and Persevering & Delivering Results;
- Personnel management skills, good leadership skills and ability to motivate and influence others
- Ability to travel in field areas, sensitivity to gender and other social norms in Pakistan;
- Excellent written / spoken English and Urdu, and proficiency in the use of computer office applications on word processing and spread sheet;

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