

Terms of Reference
Coordinator External Links
WWF-Pakistan

Reports to	:	Manager, Value Chain Engagement
Project / Program	:	Regenerative Production Landscape Collaborative-Pakistan
Grade	:	C-1
Location	:	Lahore
Contract	:	Long Term contract
Work Week	:	05 Days- 40 hours/week

Duties and Responsibilities

- Keep liaison with stakeholders of the Regenerative Production Landscape Collaborative (RPLC-Pakistan) regularly. Accordingly, arrange meetings for the signing of partnership agreements such as Memorandum of Understanding (MoU) and Letter of Intent (LoI) for formal partnerships with interested stakeholders/partners of RPLC-Pakistan., when and where required.
- Prepare annual and monthly schedules of events, meetings, and workshops planned under RPLC-Pakistan and ensure their implementation in true spirit.
- Support Manager Value Chain RPLC in organizing events, meetings, and workshops (both digital and physical) along with ensuring required communication, boarding and lodging, venue, logistic arrangements etc.
- Prepare all relevant documents required for events including agendas, minutes, reports, and follow up on these when and where required.
- Prepare required visibility materials, brochures, videos, social media posts, press releases, and presentations in consultation with WWF-Pakistan's Communication department.
- Ensure in-time delivery of communication material (both digital and printed) including banners, standees, videos, reports, brochures, etc.
- Support Manager Value Chain RPLC in organizing regular meetings of the National Council and Compacts (Punjab and Balochistan) and District Working Groups. Ensure the drafting of all relevant documents such as briefs, meeting agendas, minutes, reports etc.
- Liaise with relevant members of RPLC-Pakistan to collect information/data on initiatives/activities being implemented by them to generate consolidated reports.
- Create and manage a knowledge base (portal) that can be used as a repository for updated information/documentation of RPLC-Pakistan activities.
- Prepare concise reports with technical support of compact managers, to be shared with RPLC secretariate and members of compacts to keep them updated about RPLC-Pakistan activities/initiatives.
- Keep a record (both hard and soft) of all RPLC related documents.

Selection Criteria

Education, Experience & Working Knowledge

- Master degree in Agriculture, agriculture marketing environmental sciences from HEC recognized university
- At least 5 years of professional experience in development or corporate sectors
- Experience/expertise in report writing, content development, communication material, and compiling programme documents

Skills & Attributes

- Adheres to WWF’s values, which are: Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, and Persevering & Delivering Results;
- Personnel management skills and experience;
- Good problem-solving skills and results orientation;
- Ability to travel in field areas;
- Ability to motivate and influence others;
- Sensitivity to gender and other social issues in Pakistan;
- Demonstrated interpersonal communication and leadership skills;
- Excellent written / spoken English and Urdu; other languages will be an advantage;
- Proficiency in the use of computer office applications on word processing and spreadsheet;

HR department : Signature / Date-----

Hiring Manager : Signature / Date-----

Acknowledged by Employee : Signature / Date-----

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.