



Terms of Reference

Water Resource Accountability in Pakistan (WRAP) Project

Position Title:	Research Associate/Officer (Social, Community liaison) (Female)
No of Posts	02
Salary Grade:	B-2
Direct Reporting:	Project Site Incharge
Duty Station:	Khabeki (Soon Valley), Punjab
Contract Type:	Long Term
Work Week:	5 Days (Monday to Friday) - 40 hrs / week
Work Hours:	0830 hrs to 1715 hrs

Project Context

World Wide Fund for Nature- Pakistan (WWF-Pakistan) is Pakistan's largest organization for environmental conservation. Its Freshwater programme strives to protect and revive rivers and wetlands that sustain people and nature and ensure there's enough water for all of us. To call for an action, WWF-Pakistan with the financial support of FCDO, implementing a project titled, "Scaling up nature-based solutions for improving integrated water resources management and enhanced water security in Pakistan". The project aims to pilot Nature-based Solutions (NBS) at selected locations in Punjab, Gilgit-Baltistan and Khyber Pakhtunkhwa in partnership with relevant stakeholders. Water management for improving the health of natural ecosystems, better water resource management and livelihood improvement will be outcomes of the project interventions.

Duties and Responsibilities

Under the overall guidance and supervision of the Site Incharge, the position will be responsible for the smooth implementation of the project in Soon Valley Khushab on the following responsibilities.

- Organize regular meetings with the village women and inform them about the project and encourage them to facilitate and support WWF-Pakistan in the implementation of WRAP project;
- Develop Women-Based Organization (WVO) and Women Water User Group (WWUG) from the active and interested women;
- Mobilize project communities and strengthen the village level CBOs or Women Village Organization and other key stakeholders for conservation of natural resources in the project sites and encourage them to own and support the activities without raising their expectations;
- Develop Term of Partnerships (ToPs), agreements, meeting minutes and field visits for each activity of the project;
- Facilitate and train WVOs in maintaining the meeting minute register and resolution;
- Conduct awareness sessions for the WVOs about the Nature-Based Solutions (NbS) and ensure the NbS in each activity;
- Ability to conduct feasibility studies for the women-based activities;
- Prepare site specific mobilization and community engagement activities related work plans in accordance with the project outputs in consultation with project team;
- Responsible for the smooth implementation of the WRAP project activities in target villages;
- Develop socioeconomic impact assessment plan for the project;
- Maintain the socioeconomic data /information and reports in hard and soft form;
- Support WRAP project team to finalize sites for the interventions, particularly for women related activities;
- Prepare the field trip, meeting minutes, reports of each activity and ensure timely submission to the supervisor.

- Ensure completion of the site-specific activities effectively and timely;
- Keep involved and inform every government department of the relevant activities;
- Develop success stories, concept notes, at least one in each year, and impact studies for each women-related activity and support the Conservation officer in developing such studies;
- Prepare the field reports and ensure timely submission of technical/activity reports to the supervisor;
- Accomplish any task assigned apart from the project activities by the reporting officer.

General Requirement

- Physically fit for traveling/trekking to the project villages and its vicinities in Soon Valley;
- Familiarity with social, cultural, and geographical context;
- Sufficient knowledge about the women challenges in the context of district Khushab in particular Soon Valley;
- Willing to spend time with the local communities and work in challenging field conditions;
- Excellent in English, Urdu and Local Languages (preference);
- Based at the Khabeki project site but requires frequent road traveling;
- Proven problem-solving skills and results orientated;
- Sensitivity to gender related and other current social issues in context with Pakistan;
- A vibrant and amicable personality;
- Aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity;
- Demonstrates WWF behaviors in the way of working: Strive for Impact, Listen Deeply, Collaborate Openly, Innovate Fearlessly;
- Adheres to WWF’s brand characteristics: Knowledgeable, Optimistic, Determined, and Engaging.

Selection Criteria (Education & Experience)

- Graduate degree from any recognized institute in Social Sciences, including but not limited to Sociology; Anthropology; Political Science; Pakistan studies, Natural science;
- At least two years of similar working experience with a government or non-government organization of high standard and repute;
- Computer literate (capable of using MS Database and MS Office packages);
- Strong inter and intrapersonal communication, leadership, and Good Communication Skills.
- Must familiarize with the environmental conservation issues faced by the local community.
- Excellent written/spoken Urdu; other local languages will be an advantage.

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WWF-Pakistan reserves the right to amend and upgrade these TORs from time to time as may be required in the interest of the programme.

HR Department: Signature / Date-----

Senior Director Operations: Signature / Date-----

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