



**Terms of Reference**  
**Senior Project Officer,**  
**Milliner Cotton Initiative (MCI) Project, Rahimyar Khan**  
**Food & Agriculture Programme**  
**WWF-Pakistan**

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Reporting to: Manager – Food & Agriculture Programme  
Grade / Title: C-2/ Senior Project Officer  
Department: Food & Agriculture Programme  
Project: Milliner Cotton Initiative (MCI) Project, Rahimyar Khan  
Duty Station: Rahimyar Khan  
Type of Contract: Long Term (Annual Renewable)  
Work Week: 5 (Monday to Friday) Days  
Work Hours: 0830 hrs to 1715 hrs (40 Hours)  
Number of Positions: 01

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**Working Relationships:**

Internal: F&A, WWF-Pakistan  
External: with Donor and stakeholders

**Job Summary**

The position is meant to promote a clear focus on quality implementation and impact in the MCI Project by ensuring that the project implementation takes place as per WWF- Pakistan's implementation requirements and learning is applied towards continuous improvements in MCI Project Punjab. He/she will build systems and staff capacity to ensure that the project quality is of high quality to beneficiaries and donor and learning is institutionalized for the project improvements.

**Duties and Responsibilities**

In order to perform this job successfully, an individual must be able to perform below functions.

**a) Project Execution**

- Ensure that Project adheres to the timeline of MCI Project Activities.

- Mentor and monitor the progress and quality of the project and provide inspiration and leadership to the project team to work.
- Lead the project team for execution as per approved strategy of the project.
- Facilitates a process, within project, based on a participatory approach with field staff and farmers to develop the natural resource plans and time-bound plans required under the Regenerative Agriculture Standard document.
- Develop close collaboration with Agriculture Extension Department, Research Institutions and other stakeholders
- Ensure timely submission of project reports and deliverables to the donor and to the WWF-Pakistan's **FOOD & AGRICULTURE PROGRAMME** Management
- Implement an effective data management system for improving quality of project data.
- Conduct regular project site visits to monitor project activities and ensure data quality.
- Develop and maintain a centralized database for the project
- Ensure Credibility of Field Data of the project
- Assess the quality of collected data for the indicators and manage tools and methods for assessing data quality for all indicators of the project log frame and field implementation data.
- Organize the planning for project data quality audits and monitor routine data quality audits, compile results.
- Coordinate data gathering and data management of population-based surveys and surveillance activities.
- Collect the progress of the project against targets of Work Plan and Indicators of Logical Framework on a quarterly basis.
- Conduct or organize baseline, progress assessments and end line evaluation based on project objectives and focus areas for the use of current and future project activities as well as for reporting
- Establish basic learning systems within the project that incorporate project studies' findings, lessons learnt, achievements and gaps, and develop all the tools required to support learning practices.
- Ensure after-action reviews and lessons learned exercises.
- Ensure that the internal feedback systems recommendations for project teams are adequately addressed and utilized to influence the design, the re-design of project implementation strategies.

#### **b) Capacity Building**

- Ensure that all capacity-building activities take place as per Cascading Model.
- Ensure that all field staff are trained regarding regen standards and MCI protocols.
- Conduct capacity-building sessions for the field team on regular basis or need base.
- 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.

#### **c) Continuous Improvement of Farm Groups**

- Facilitate the Farm Groups (FFSs) in identifying key sustainability challenges within FFSs,

devise tools for data collection and analysis.

- Facilitate the Farm Groups (FFSs) in carrying out consultation process with different stakeholders.
- Ensure that Farm Groups (FFS) develop their Continuous Improvement Plans according to a specified process that supports FFSs to identify their greatest areas for improvement, define and prioritize interventions, and monitor and record progress in achieving their goals.
- Engage the Farm Groups (FFSs) in an annual review process to ensure they build on successes and address any areas of challenges.

#### **d) Self-Assessment**

- Ensure that ICS carry out Internal Assessment for Self-Assessment.
- Ensure that ICS use Self-Assessment as a learning tool for their improvement.
- Ensure that during the set-up phase of ICS, internal assessment focuses on baseline (existing) farmer practices, which helps identify improvement priorities.
- Ensure farmers' understanding and adoption of the practices promoted through training.
- Ensure that the ICS use self-assessment for identifying gaps against Core Indicators, reporting progress against the Continuous Improvement Plan, and identifying areas where additional support or corrective actions are needed with reference to the regen standards.
- Extend facilitation for auditors for conducting annual audits and other assessments.

#### **Qualification and Experience**

- At least Bachelors / Master's Degree in Agriculture Science.
- At least 3 years of work experience in implementing Regen or Sustainable Agriculture Projects

#### **Skills & Attributes**

- Demonstrated ability to plan, implementation & manage MEAL functions.
- Sound skills in developing data collection formats and protocols
- Advanced data analysis skills
- Good English language reading, writing and speaking skills;
- Demonstrated interpersonal communication and leadership skills;

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