



Terms of Reference

Senior Field Facilitator Better Cotton Project Punjab

WWF-Pakistan

Reporting to: PU Supervisor

Project/Programme: Better Cotton Project Punjab / Food & Agriculture

Grade / Title: B-1/Senior Field Facilitator

Duty Station: Bahawalpur , Lodhran, Khanewal, Shujabad

Employment Contract: Short Term Contract

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

Work Hours: 0830 hrs to 1715 hrs

General

The position is meant to promote a clear focus on impact in the Better Cotton Project by ensuring that the project data and learning are applied towards continuous improvements in the Better Cotton Project.

Duties and Responsibilities

- Responsible for 100% accuracy of final farmer lists
- Assess baseline practices and deliver training, awareness-raising activities, and other interventions to farmers on the requirement of the Better Cotton Standard System
- Identify the field issues and try to rectify them on the spot
- Collect farmers feedback on trainings
- Assist with collecting farm-level data and monitoring farmer awareness and practice adoption.
- Attend feedback sessions and share his progress and next planning
- Conduct regular Field visits to monitor project activities and ensure data quality
- 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 of field implementation data.
- Coordinate data gathering and data management of population-based surveys and surveillance activities.
- Monitor accuracy of result indicator reports and self-assessment reports through monitoring and verification of data
- Carry out follow up of corrective actions implementation by the project
- Support the project teams in the analysis of data and effective integration of monitoring activities
- Implement and monitor, accountability mechanism, and practices across the field implementation

- Ensure after-action reviews and lessons learned exercises
- Evaluate Capacity Building Trainings and prepare training evaluation reports.
- Support his/her supervisor in developing quarterly narrative reports of MEAL activities and present in internal meetings.
- Develop monthly report of MEL activities and present in monthly progress review meeting of the project
- Collect success stories and Best Practices from the field

Education, Experience & Working Knowledge

- University Degree in Agriculture/Sociology or Field Assistant Diploma
- Only local candidates will be short listed for interview and test
- At least one year of Agriculture experience in a similar capacity will be preferable

Skills & Attributes

- Demonstrated ability to plan, implementation & Manage field activities;
- Data Entry
- Demonstrated interpersonal communication and leadership skills;;
- Adheres to WWF's values, which are: Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, and Persevering & Delivering Results;

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