Terms of Reference
Women Field Facilitator – Organic Cotton Project
WWF-Pakistan

Reporting to : Internal Control Inspector (ICI)
Grade / Title : A-1/Women Field Facilitator
Duty Station : Barkhan/Lasbela (Balochistan)
Employment Contract : Short-term
Work Days : 05/week (Monday to Friday)
Work Hours : 0830 to 1715 hours (40 hours / week)

Job Summary
The position will be responsible for ensuring and technically facilitating day to day implementation of women related activities under the organic cotton project

Duties and Responsibilities

- Identify potential women pickers associated with project farmers and establish Women Open Schools (WOS)
- Develop lists of women pickers/workers as per project need
- Conduct fortnightly/monthly basis women trainings at WOS level
- Train women pickers/workers on organic cotton standards regarding cotton picking, collection and storage
- Train women on Decent Work & Child Labor
- Identify alternate livelihood options and relevant trainings for poor families
- Organize training of poor women on skills enhancement leading to development of small entrepreneurship
- Assist and train the women on record keeping and documentation
- Submit monthly work plan and progress report on regular basis
- Any other relevant task assigned by the supervisor/organization

Selection Criteria
Education, Experience & Working Knowledge

☐ At least Matric
☐ Work experience of 1-2 years in a similar capacity

Skills & Attributes

☐ Demonstrated ability to plan, implement & manage filed activities
☐ Data Entry & Report Writing
☐ Good interpersonal and communication skills
☐ Speaking Urdu and local languages, and adheres to local culture and norms
☐ Adheres to WWF’s values, which are: Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, and Persevering & Delivering Results

HR department : Signature / Date-------------------------------

Hiring Manager : Signature / Date-------------------------------

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

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