Terms of Reference

Coordinator, Value Chain & Corporate Engagement

Organic Cotton Project

WWF-Pakistan

Project / Programme : Sustainable Agriculture & Food Programme
Reporting to : Manager, Organic Cotton SAFP
Grade : C1
Duty Station : Multan/Quetta
Employment Contract : Long-term / Annual Renewable
Work Week : 5 days (Monday to Friday) 40 hrs / week
Work Hours : 0830 hrs - 1715 hrs

Working Relationships

External
Relevant government departments / Civil Society Organizations, Academic Institutions, Print & Electronic Media and Corporate Sector

Internal
WWF Network

Summary

The position will provide support in Sustainable Agriculture Programme of WWF-Pakistan. S/he will assist in providing field project implementation support and will closely work with the field and office teams both. The incumbent will interact with the relevant stakeholders and help build partnerships to promote the mission / work of the organization. The positions will assist in enhancing both restricted and unrestricted funding for WWF-Pakistan by contributing towards building strong working relationships with existing & potential donors.

Duties and Responsibilities:

Under the overall supervision of Senior Director Water, Food and Climate, the Senior Officer will be responsible to carry out the following assignments:

- Development of efficient mechanisms to ensure proper implementation of Organic Cotton protocols in the project area.
- Provide expert and technical guidance to field team and local implementing partners (public & private) on the requirements of Organic Cotton with a particular emphasis on the maximum compliance to Organic cotton protocols at farm/ginning level.
- Provide oversight and guidance to all the projects field team on all matters pertaining to the smooth operation of the projects, in accordance with procedures and obligations specified in the project agreement and implementation arrangements detailed in the Project Activity Plan.
- Ensure that all the assessments are carried out smoothly for the desired impact of improving the economic, environmental and social sustainability of agriculture farming sector.
- Facilitate in developing collaboration with other projects with similar mandates and objectives.
- Facilitate in exploring and organizing training opportunities for field staff and local implementing partners (public & private).
- Ensuring implementation of Standard Operational Procedures (SOPs) for technical inputs at different levels of field level project implementation.
- Monitor and manage project/s activity budget as per plan and report to Manager SAFP on regular basis. Maintenance of the Finances and Accounts of the project in coordination with the Finance.
• Ensure timely submission of all technical progress reports (Monthly, Quarterly, midyear and annual reports) including TPRs and board updates.
• Assist Manager Sustainable Agriculture & Food Programme in all projects related activities such as meetings, workshops, reports, etc.
• Ensure availability of the records and information to certifiers, field auditors required for organic certification
• In addition to the internal documentation (technical reports, financial documentation and accounts, procurement requests, etc.) prepared at the project office level, coordinate the submission of other internal documentation as appropriate and in accordance with project plan.
• Represent and promote the project as required and maintain close continued collaboration with all the relevant stakeholders especially corporate sector, supply chain actors etc.
• Support internal and external verifiers in audit, inspection and verification as required for certification.
• Ensure proper collection of samples, ensure strip testing and submission to certified labs
• Tracking assigned tasks/project steps/timetables, coordinating with relevant stakeholders, and providing assistance and/or information on project related matters.
• Maintain proper documentation of field activities (daily & weekly) and submit fortnightly reports to the SAFP management.
• Developing/sharing of appropriate communication content for donors, stakeholders and WWF network for organic cotton project visibility
• Support cooperation with relevant stakeholders, institutions, organizations for productive collaborations.
• Support in preparing letters, presentations, research papers and reports, news articles, fact sheets, briefing notes, policy papers and any other material as required
• Support in preparation of information material for social media and ensure timely submission of projects updates in panda post;

Selection Criteria

Education, Experience & Working Knowledge

☐ A Masters degree in Agriculture/Environmental Science
☐ At least 3 years’ of professional experience in Agriculture/ Sustainable Crop production/certification etc,
☐ Experience of working in a multicultural / international environment;
☐ Excellent knowledge of the global and/or regional Cotton Value chain stakeholders/
☐ Strong commitment to conservation and development issues

Skills and Abilities

☐ Proven experience and ability in achieving conservation outcomes;
☐ Demonstrated ability to raise funding for conservation initiatives; familiarity with funding agencies;
☐ Demonstrated ability in development, management and delivery of nature conservation projects; (ability to effectively manage and work with people and projects and to plan, schedule and budget projects / initiatives)
☐ Demonstrated experience in working in partnership with government, civil society and corporate sector to achieve change;
☐ Excellent communication skills, including an ability to communicate effectively with a broad range of individuals within and outside the WWF Network.
☐ Demonstrated ability in working with both field and office-based team(s).
☐ Fluency in oral and written English is essential; proficiency in local languages will be useful.
☐ Exceptional Presentation Skills;
☐ Adheres to WWF’s values, which are: Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, and Persevering & Delivering Results.
Proficiency in the use of computer office applications on word processing, spread sheet and presentation
Willingness to travel to remote areas

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