Terms of Reference
Coordinator/Site Manager, Organic Cotton Project
WWF-Pakistan

Project / Programme : Sustainable Agriculture & Food Programme
Reporting to : Manager SAFP-Organic Cotton Projects
Grade : C1
Duty Station : Kohlu-Balochistan
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, Corporate Partners, Private Sector, Civil Society Organizations, Research & Academic Institutions, Print & Electronic Media
Internal WWF-Pakistan

Duties and Responsibilities:

- Ensure effective coordination between project management and field staff
- 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.
- Support in developing reference materials (training material, broachers, documentary, animated videos) on Organic Cotton Best Practices after validating them at local level.
- Coordination, preparation and logistical planning of various events - e.g., training, workshops, supply chain meetings, conferences, seminars etc. – including the preparation of agenda and minutes of meetings,
- 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 supervisor 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.
• 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, 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 Master degree, preferably in Agricultural or Environmental Sciences
- At least 3 years professional experience in Sustainable Agriculture/ relevant fields
- Experience of working in a multicultural environment;
- Strong commitment to conservation and development issues

**Skills and Abilities**
- 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 of working in partnership with government, civil society and corporate sector
- Excellent communication skills, including an ability to communicate effectively with a broad range of individuals within and outside the WWF-Pakistan.
- 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