TERMS OF REFERENCE

Field Trainer/Internal Control Inspector – Organic Cotton Project

WWF-Pakistan

Reports to: Coordinator/Site Manager
Grade: C-3
Positions / Location: Kohlu-Baluchistan
Employment Status: Long-term
Work Week: 05 Days/week (Monday to Friday)
Work Hours: 40 hours per week

Major Duties and Responsibilities

- Mobilize farmers and establish Farmer Field Schools (FFSs) within the project geography.
- Plan, organize, and implement training of field staff and regulate Farmer Field Schools’ (FFSs) activities.
- Establish Internal Control Systems (ICSs) and ensure implementation of Organic Cotton Standard Practices at FFSs and ICSs level.
- Ensure quality implementation of project activities through provision of technical support.
- Close collaboration with Department of Agriculture Extension for smooth implementation of project activities.
- Identify issues and weaknesses from the field and devise strategy for improvement.
- Develop and compile required field data at FFS/ICS level as per format.
- Develop presentations and reports with respect to the project activities.
- Prepare weekly, monthly, and quarterly progress reports as per requirements of the SAFP and donors.
- Facilitate in organizing communication/awareness events and ensure quality outcomes.
- Make available all the records and information, regarding field activities and outcomes, in a presentable format.
- Facilitate in internal and external audits and inspections visits.
- Verify the field data and participate in FFS sessions to guide/train project farmers.
- Collect success stories from the field and share with the supervisor.
- Any other duty assigned by the supervisor/senior management.
- Support in linkage development among the relevant stakeholders.
- Develop link among the project farmers, local in-puts’ dealers, and bio-inputs suppliers.
- Ensure maximum compliance of organic cotton cultivation standards to earn organic certification.
- Keep quality and updated record of field data to satisfy requirement of audits and certification.
- Observe the timelines of activities and report submission to the donor and SAFP.

Selection Criteria

Education, Experience & Working Knowledge

- BSc (Hon) Agriculture/BS Agriculture in any relevant discipline.
- Work experience of one year in a similar capacity.
- A comprehensive knowledge on organic farming.
- An established personal commitment to the conservation of nature and ecological processes.

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