Terms of Reference
Sr. Field Facilitator-Documentation, BC-G&IF, Sindh
WWF-Pakistan

Reporting to: Project Coordinator / Manager-SAFP
Project/Programme: BC-G&IF, Sindh / SAFP
Grade / Title: B-1 / Sr. Field Facilitator-Documentation
Duty Station: Sukkur
Employment Contract: Short Term Contract
Work Week: 5 (Monday to Friday) Days - 40 hrs / week
Work Hours: 0830 hrs to 1715 hrs
Number of Positions: 01

Duties and Responsibilities

- Support AED and other FFDs in project documentation and field activities
- To review the field data and ensure the quality of the data with the support of other team members.
- Capacity building of farmers and farm workers as per criteria of Better Cotton Standard System and new Assurance Model
- Help the AED in arranging staff training sessions as per Better Cotton Standard System and new Assurance Model
- Ensure timely implementation of corrective actions given by the QA Team, BCI and 3rd party at PU level.
- Support Project Coordinator / Manager in development of training material for field staff, farmers and farm workers (male & females) and develop annual training plan for farmers and farm workers at PU level.
- Frequent visits to the project farmer (Learning Groups) in three tehsils (Pano Akil, Rohri & Salehpat) of Sukkur district.
- Support the AED for the compliance during the PU assessment and also ensure the proper documentation as well as field activities as per requirements.
- Ensure DW awareness among the project farmers with support of the team.
- Arrange feedback sessions according to the plan
- Attend the workshops
- Reporting to the supervisors whenever needed
- Facilitate and organize donor’s visit, workshops, meetings, field days and other communication events.
- Submit data and reports in time.
- Support to the project officer / Manager-SAFP in technical project reports, presentations, etc.
Selection Criteria

Education, Experience & Working Knowledge

- At least Master in Agriculture/Natural Sciences/Social Sciences
- Minimum two years of working experience in the rural area will be preferred

Skills & Attributes

- Demonstrated ability to plan, implementation & Manage filed activities
- Data Management, Computer & Report Writing
- Personnel management skills and experience
- Good problem-solving skills and results orientation
- Good local languages reading, writing and speaking skills
- Demonstrated interpersonal communication and leadership skills
- Excellent written/spoken English and Urdu; other languages will be an advantage
- Adheres to WWF’s values, which are: Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, and Persevering & Delivering Results