Terms of Reference
Woman Field Trainer GIF Project Punjab
WWF-Pakistan

Reporting to : Manager SAFP

Grade / Title : Woman Field Trainer/C-3

Duty Station : Khairpur Tamewali, Bahawalpur

Employment Contract : Short Term Contract

Work Week : 5 (Monday to Saturday) Days - 40 hrs / week

Work Hours : 0830 hrs to 1715 hrs

Duties and Responsibilities

- Develop and train a team of women facilitators in the relevant working area
- Act as team leader for outreach Decent Work advisory services to women of cotton farming families and worker families
- Ensure DW criteria awareness by rural women with special focus on elimination of hazardous child labour from cotton farming and gender
- Arrange feedback sessions according to the plan
- Attend the workshops
- Technical backstopping of WFFs and rural women
- To conduct need base training workshop for field staff
- Ensure data collection and recordkeeping
- DW widespread dissemination
- To ensure the implementation of decent work
- Supervision of survey for new area and women
- 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
**Selection Criteria**

**Education, Experience & Working Knowledge**

- At least Master in Agriculture/Sociology/Social Work/Gender Studies
- One year 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

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