Terms of Reference
Women Field Facilitator
WWF-Pakistan

Reports to : Project Officer-Livelihood Improvement & Gender Empowerment
Project / Program : Agroforestry, Biodiversity Conservation
Grade : A1
Location : Shujjadabad – Farmer Resource & Training Centre
Contract : Short Term contract
Work Week : 05 Days- 40 hours/week

Duties and Responsibilities

- Participate actively in establishment of Farmers’ Resource and Training Centre.
- Provide support for livelihood improvement and gender empowerment activities/trainings/workshops at farmers’ resource centre under direction of Project Officer.
- Ensure field level support to project team for conducting baseline survey and ensure smooth implementation of activities for long-term sustainability of livelihood improvement activities.
- Should have basic knowledge of women centric skills of traditional embroideries, cutting, sewing and knitting, etc.
- Supervise and manage discipline of women training centre to ensure active participation of women.
- Support in smooth implementation of women centric gender and skill development activities at ground level to enhance socio-economic resilience among farming community.
- Organize preliminary requirements of skill enhancement trainings as described or informed by trainer/PO.
- Ensure training related documentation, including attendance sheets, evaluation forms and other necessities as required by PO and trainer.
- Facilitate partnering organizations, consultants, trainers and academic institutions to visit and deliver planned trainings/workshops to participants at resource centre, pertaining to skill building and alternate income generation opportunities.
- Maintain display board and demonstration blocks of training centre with special focus to products developed by women groups as resultant of different skill building trainings.
- Prepare & present the annual/quarterly/monthly progress of Activity Plan and maintain proper documentation of field and resource centre activities (daily & weekly) in collaboration with Project Officer.

Selection Criteria

Education, Experience & Working Knowledge

- At least intermediate or a vocational/women centric skills diploma holder.
- 1 to 2 years of professional work experience in similar projects is desirable.
- Demonstrated experience of skills related to sewing, stitching, traditional embroideries, handicrafts and other similar activities.
- Ability to travel to project areas.
- Positive and motivational behavior towards livelihood improvement and gender empowerment related activities.
- Good communication and excellent reporting skills in Urdu and other local languages.
- Possess outstanding professional reputation and have strong demonstrated interpersonal, written, and oral presentation skills.
• Ability to work well with others and to develop and maintain compatibility among project staff, subcontractors, consultants, and recipients of assistance.

Skills & Attributes

• Adheres to WWF’s values, which are: Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, and Persevering & Delivering Results;
• Personnel management skills and experience;
• Good problem-solving skills and results orientation;
• Ability to travel in field areas;
• Ability to motivate and influence others;
• Sensitivity to gender and other social issues in Pakistan;
• Demonstrated interpersonal communication and leadership skills;
• Excellent written / spoken English and Urdu; other languages will be an advantage;
• Proficiency in the use of computer office applications on word processing and spread sheet;

HR department : Signature / Date______________________________
Hiring Manager : Signature / Date______________________________
Acknowledged by Employee : Signature / Date______________________________

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