Terms of Reference
Project Coordinator
WWF-Pakistan

Reporting to: Manager Food & Markets Programme, Punjab

Project/Programme: Better Cotton, Punjab / Food & Markets Programme

Grade / Title: C-1/ Project Coordinator

Duty Station: Lodhran

Employment Contract: Long Term Contract

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

Work Hours: 0830 hrs to 1715 hrs

Working Relationships
Internal F&M-WWF -Pakistan

Job Summary
The position will be responsible for coordination and management of Better Cotton Project at Lodhran district.

Major Duties and Responsibilities

a) General

- Ensure that Project adheres to the Timeline of Better Cotton Assurance Activities.
- Facilitates a process, within project, based on a participatory approach with field staff and farmers to develop the natural resource plans and time-bound plans required under the Better Cotton Principles and Criteria (i.e., Integrated Pest Management Plan, soil management plan and soil profiling, water stewardship plan, biodiversity plan and mapping, child labour prevention, Improving position of disadvantaged groups).
- Develop close collaboration with Agriculture Extension Department, Research Institutions and other stakeholders
- Ensure timely submission of project reports and deliverables to the BCI and WWF-Pakistan’s F&M Management
• Implement an effective data management system for improving quality of project data.

b) Capacity Building

• Ensure that all capacity-building activities take place as per Cascading Model.
• Ensure that all field staff are trained by BCI accredited master trainers.
• Conduct capacity-building sessions for the field team on regular basis or need base.
• Ensure that Producer Units shape their capacity-building programme around the priorities identified in the CIP.
• Monitor the effectiveness of training and other interventions, through tracking levels of field team and farmer understanding and awareness and adoption of more sustainable practices.

c) Continuous Improvement of Producer Units

• Facilitate the Producer Units in identifying key sustainability challenges within Producer Units, devise tools for data collection and analysis.
• Facilitate the Producer Units in carrying out consultation process with different stakeholders.
• Ensure that Producer Units develop their Continuous Improvement Plans according to a specified process that supports Producer Units to identify their greatest areas for improvement, define and prioritise interventions, and monitor and record progress in achieving their goals.
• Engage the Producer Units in an annual review process of CIP to ensure they build on successes and address any areas of challenge.

d) PU Support Visit

• Carry out Support Visits of Producer Units as per schedule and maintain a tracker of PU support visits.
• Prepare PU Support Visit reports and share when requested.
• Commissions Surveillance Assessment if a risk is flagged during PU Support Visit.
• Carry out PU Support Visits as an assessment of year-on-year progress of Producer Units in achieving Continuous Improvement Plan goals and identification of any areas of challenge that require support.

e) Self-Assessment

• Ensure that Producer Units carry out Internal Assessment for Self-Assessment.
• Ensure that Producer Units use Self-Assessment as a learning tool for their improvement.
• Ensure that during the set-up phase of Producer units, internal assessment focuses on baseline (existing) farmer practices, which helps identify improvement priorities.
• Ensure that after a PU is licensed, the focus of internal assessment shifts to assessing levels of farmer understanding and adoption of the practices promoted through training.
• Ensure that the Producer Units use self-assessment for identifying gaps against Core Indicators, reporting progress against the Continuous Improvement Plan, and identifying areas where additional support or corrective actions are needed.
• Extend facilitation for assessors for conducting Licensing Assessment of Producer units.

f) Readiness Checks of Producer Units

• Conduct Readiness Checks of Producer Units under his/her supervision and issue Corrective Actions to Producer Units.
• Carry out follow up of Corrective Action Plans and ensure that these corrective actions have been implemented after the Readiness Check.
• Sign off the corrective actions as per Better Cotton Assurance requirements.
• Facilitate the Producer Units in identifying the root cause and outlining remediation steps for all non-conformities identified.
• Inform the Project Manager about whether a PU is ready to be recommended for licensing or not based on outcome of the readiness check.

Selection Criteria

Education & Work Experience

• MSc (hon) Agriculture along with BCI Accreditation Certificate.
• At least five years of experience regarding working with farming communities, out of which at least three years of experience working with cotton farming communities.

Skills & Attributes

• Excellent communication skills
• Personnel management skills and experience;
• Good problem-solving skills and results orientation;
• Demonstrated interpersonal communication and leadership skills;
• Excellent written / spoken English and Urdu; other languages will be an advantage;
• Command at Data Management
• Adheres to WWF’s values, which are: Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, and Persevering & Delivering Results

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