Terms of Reference
Coordinator – Carrefour Organic Cotton Project – Pakistan
WWF-Pakistan

Project/Programme: Carrefour Organic Cotton Project – Pakistan / Food & Markets
Reporting to: Manager, Food & Markets
Grade / Title: C-1
Duty Station: Khairpur / Sukkur
Total Position: 01
Employment Contract: Long-term
Work Week: 5 Days (Monday to Friday) - 40 hrs / week
Work Hours: 0830 hrs to 1715 hrs

Major Duties and Responsibilities

- Development of efficient mechanisms to ensure proper implementation of Organic Cotton protocols in the project site.
- Ensure effective coordination between project management and field staff of the project.
- Work in close coordination with Internal Control Inspector/Field Trainer & field teams to carry out field activities in accordance with the agreed-on procedures and standards of organic cotton project/s.
- Supervise and regulate collection, compilation and tabulation of field data in the standard formats as advised / suggested by the F&M Management / Donors / Certification Body or Third-party verifiers.
- Provide expert and technical guidance to field teams and local implementing partners (public & private) on the requirements of Organic Cotton cultivation particularly focusing compliance to Organic cotton standards at farm and ginning level.
- Develop an active liaison with other partner organizations / institutions / departments to escalate scope of organic agriculture.
- Facilitate in development and dissemination of technical information materials (brochures, manuals, video film, documentary, and other communication activities and events).
- Develop technical progress reports (Quarterly, mid-term or annual) as per internal and donors’ requirements.
- Provide support and guidance to the projects field team on all matters pertaining to the smooth operation of the projects in accordance with the procedures and obligations specified in the project agreement and Project Activity Plan.
- Plan & facilitate technical support system as per requirement of the project (Capacity Building Workshops, Seminars etc).
- Undertake measures to ensure quality execution of the project activities as per project LFA & work plan.
- Make available the records and information and present to the donors, auditors and partners in respect of the services performed by WWF-Pakistan.
- Identify strengths and weaknesses in project activities and devise strategy/plan for improvement.
- Monitor and manage project/s activity budget as per plan and report to the Manager on regular basis.
• Maintain proper documentation of field activities (daily, weekly & monthly) and submit reports to the F&M management/donors when and where required.
• Support in preparing letters, presentations, research papers, reports, news articles, fact sheets, and any other material as required
• Collect success stories from the field and support in preparation of information material/news clips/updates for social media and panda post etc.
• Facilitate in internal and external audit / inspection / quality assurance visits
• Any other tasks assigned by the supervisor / F&M Management.

**Selection Criteria**

**Education, Experience & Working Knowledge**

- An established personal commitment to the conservation of nature and ecological processes
- Master’s degree in Agriculture / Social Sciences in any discipline
- At least 3 years’ relevant experience in a similar capacity

*WWF- Pakistan is an equal opportunity employer and reserves the right to amend this document from time to time, as may be required in the interests of the organization*