TERMS OF REFERENCE
Internal Control Inspector / Field Trainer – Carrefour Organic Cotton Project – Pakistan

WWF-Pakistan

Reports to : Project Coordinator
Grade : C-3
Positions / Location : Khairpur Mirs, Sindh
Employment Status : Long - term
Work Week : 05 Days/week (Monday to Friday)
Work Hours : 40 hours per week

Major Duties and Responsibilities
• Mobilize farmers and establish Farmer Field Schools (FFSs) with in the project geography
• Plan, organize and implement training of field staff and regulate Farmer Field Schools’ (FFSs) activities.
• Establish Internal Control Systems (ICSs) and ensure implementation of Organic Cotton Standard Practices at FFSs and ICSs level.
• Ensure quality implementation of project activities through provision of technical support.
• Develop a healthy collaboration and interaction with the Department of Agriculture Extension for smooth implementation of project activities.
• Identify issues and weaknesses from the field and devise strategy for improvement.
• Develop and compile required field data at FFS/ICS level as per format.
• Develop presentations and reports with respect to the project activities
• Prepare weekly, monthly and quarterly progress reports as per requirements of the F&M and the donors.
• Facilitate in organizing communication/awareness events and ensure quality outcomes.
• Make available all the records and information, regarding field activities and outcomes, in a presentable format.
• Facilitate in internal and external audits and inspections visits
• Verify the field data periodically and conduct FFS sessions to guide/train project farmers.
• Collect success stories from the field and share with the supervisor
• Support in linkage development among the relevant stakeholders.
• Develop linkage among the project farmers, local in-puts’ dealers, and bio-inputs suppliers
• Guide farmers and field staff and ensure maximum compliance to standard practices leading to organic certification
• Keep quality and updated record of field data to satisfy requirement of audits and certification.
• Observe the timelines of activities and report submission to the donor and F&M
• Any other duty assigned by the supervisor/senior management.

Selection Criteria

Education, Experience & Working Knowledge
• M. Sc / BSc (Hon) Agriculture / BS Agriculture in any relevant discipline
• Work experience of one year in a similar capacity
• A comprehensive knowledge on organic farming
• An established personal commitment to the conservation of nature and ecological processes

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