Terms of Reference (ToRs)

Senior Project Officer
Food & Markets Programme, WWF-Pakistan

Reports to: Coordinator - Livelihood Improvement & Gender Empowerment
Project/Program: Fostering self-employment through in-kind support (Apiculture & Homestead poultry rearing kits) and capacity-building
Grade: C-2
Location: Khanewal
Contract: Short Term contract
Work Week: 5 (Monday to Friday) Days - 40 hrs / week
Work Hours: 0830 hrs to 1715 hrs

Job Summary:
The incumbent will be responsible for undertaking capacity building of rural families in the project titled as Fostering self-employment through in-kind support (apiculture & homestead poultry rearing kits) under Food & Markets Programme of WWF-Pakistan.

Duties and Responsibilities

- Work in close coordination with the coordinator to ensure field level implementation of project activities.
- Prepare & present the Monthly Project Activity Plan in collaboration with the Project Coordinator.
- Developing a questionnaire for data collection, research and identification of returnees / beneficiaries along with a selection criteria document as per the project objectives.
- Reach out to Union Councils (UCs) and obtain data regarding the demographic profiles of the residents, including names, occupation, address and number of adults in the household.
- Identification of returnees and further outreach through word of mouth / social circles.
- Supervise establishment of the “Rural Women/Farming families Groups” in working areas/villages of the project through support of field staff.
- Prepare TORs for the technical consultancies to achieve project targets.
- Assist consultants in the field for successful demonstration and capacity building of families on the proposed interventions.
- Built the capacity of rural families through provision of Pre & Post training sessions in entrepreneurship and business development as well as technical aspects regarding the operational use of Apiculture and homestead poultry-rearing.
- Supervise and ensure provision of technical tool kits among beneficiaries as per pre-defined selection criteria.
- Assist to organize outreach workshops to brief people regarding the proposed intervention, its scope and merits of apiculture as a sustainable business model.
- Ensure smooth operation of technological demonstrations at field level.
- Ensure to enhance the overall visibility of the apiculture and homestead poultry-rearing business and its socio-economic effects on the livelihoods of rural families including documenting success stories of the respective intervention, podcasts, webinars, paid articles etc.
- Assist in capacity building of farming families and marketing skills through developing the linkage with potential buyers’ markets.
• Assist in collaboration with (government schemes), micro-finance, institutions/banks, public/private organization and communities.
• Maintain records of training surveys and all other relevant field interventions.

**Selection Criteria**

**Education, Experience & Working Knowledge**
• A university degree in Agriculture from HEC recognized university
• Ability to travel to project areas
• Relevant working experience in the field of rural development working directly with the communities and local authorities, with an emphasis on women and gender issues would be preferable;
• Experience in capacity building will be an advantage
• Comprehensive computer skills: in particular MS Word, Excel, PowerPoint and basic database management.

**Skills & Attributes**

• Demonstrated ability to plan, implementation & manage field activities
• Good problem-solving skills and results orientation
• Able to communicate and leadership skills
• Adheres to WWF’s values, which are: Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, and Persevering & Delivering Results

- **HR department** : Signature / Date____________________________
- **Hiring Manager** : Signature / Date____________________________
- **Acknowledged by Employee:** Signature / Date____________________________

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