Terms of Reference (ToRs)

Women Field Trainer
Food & Markets Practice, WWF-Pakistan

Reports to: Sr. Project Officer
Project/Program: Fostering self-employment through in-kind support (Apiculture & Homestead poultry rearing kits) and capacity-building
Grade: C-3
Location: Khanewal
Contract: Short Term contract
Work Week: 5 (Monday to Friday) Days - 40 hrs / week
Work Hours: 0830 hrs to 1715 hrs

Duties and Responsibilities

● Work in close coordination with Sr.Project Officer to ensure field level implementation of project activities.
● Developing questionnaire for data collection, research and identification of beneficiaries along with a selection criteria document as per the project objectives.
● Identification of returnees and further outreach through word of mouth / social circles.
● 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.
● Assist in establishing the “Rural Women /Farming families Groups” in working areas/villages of the project.
● 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.
● Prepare & present the Monthly Project Activity Plan in collaboration with Sr.Project Officer.
● 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.
● Assist in capacity building of farming families on 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 record of training, surveys and all other relevant field interventions.

Selection Criteria

Education, Experience & Working Knowledge
● A university degree in Agriculture from a HEC recognized university.
● Two years of working experience in relevant or similar projects is desirable.
● Have her own smartphone and smoothly operate different android applications.
● Ability to create data sheets in excel and operate different Agriculture related android applications.
● Having personal conveyance for field visit and bearing the fuel/travel expenses by herself.

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;
● Data Entry by using Android/iOS platform
● 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 spreadsheet;

HR department: ___________________________ Signature / Date
Hiring Manager: __________________________ Signature / Date
Acknowledged by: ______________________ Signature / Date
Employee: ______________________________ Signature / Date

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