Terms of Reference (ToRs)
Women Field Facilitator
Food & Markets Practice, WWF-Pakistan

Reports to: Women Field Trainer
Project/Program: Fostering self-employment through in-kind support (Apiculture & Homestead poultry rearing kits) and capacity-building
Grade: A-1
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 women field trainer to ensure field-level implementation of project activities.
- Ensure timely collection and incorporation of field data and its verification.
- Conduct questionnaires for data collection, research and identification of returnees / beneficiaries.
- 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.
- Identify and induct trainees based on data collected and pre-defined selection criteria.
- Assist in establishing the “Rural Women /Farming families Groups” in working areas/villages of the project.
- Built the capacity of rural women 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 & Submit the Monthly Work plan to 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.
- Maintain records of training, surveys and all other relevant field interventions.
- Identify the field issues and try to rectify them on the spot or communicate to the supervisor for Timely solution.
- Facilitate in organizing training and ensure farming families participation.
- Completion of any task assigned by the supervisor.
Selection Criteria

Education, Experience & Working Knowledge

- Preferably one year of experience in a similar capacity
- At least Matric/Middle

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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