



TERMS OF REFERENCE

Field Mobilizer – CLIMATE & ENERGY PROGRAM

Grade	:	C-3
Reports to	:	Manager CEP
Project	:	Pepsi
Location	:	Lahore
Work Week	:	5 Days (Monday to Friday)
Contract	:	5 months- Short Term
Work Hours	:	8:30am To 5:15pm

Duties and Responsibilities

1. Daily Reporting to Manager CEP.
2. Maintain close liaison with client.
3. Conduct and coordinate M&E field visits (where required) that include GIS mapping, interviews, survey questionnaires, visual quantification, and sampling.
4. Gather record and maintain data for questionnaire responses, visual estimation, GPS coordinates, photographic evidence, and contact details of each stakeholder during each visit for respective projects.
5. Consolidate and analyze the data acquired through the field visits statistically, draft fortnightly updates and a final report for projects.
6. Develop technical environmental content for flyers, questionnaires, social media, and Press releases.
7. Assisting with research and collation of data, and development of content for proposals and annexes, for projects being designed
8. Assist in all projects on solid and plastic waste management
9. Arranging events, campaigns, workshops, and seminars.
10. Assist in project proposal development for in areas of environmental assessment, waste management, plastics, climate change, sustainable development etc.
11. Drafting training workshop material for circularity and sustainability projects.
12. Research for possible local private and international funding opportunities to support local environmental initiatives.
13. Any other work assigned by the supervisor

Selection Criteria

Candidates for the position should ideally have:

1. Bachelor's degree (4 years) in humanities/social sciences (international development and/or environmental sciences preferred)
2. Excellent presentation (data analytics) and interpersonal communication skills
3. Experience in the manufacturing and waste sector will be an advantage.
4. Other Skills and Abilities:
 - Aptitude for teamwork;
 - Excellent English and Urdu Language (speaking skills);
 - Proficiency in programs particularly Microsoft Office and SPSS
 - Familiarity with the waste management and manufacturing issues in Pakistan
 - A dynamic, pleasant, and communicative personality.
 - Ability to motivate and encourage others.
 - Sensitivity to gender and other current social issues in Pakistan.

WWF-Pakistan is an equal opportunity employer. WWF-Pakistan reserves the right to amend and upgrade these ToRs from time to time, as may be required in the interests of the organization.

Only online applications through WWF-Pakistan website www.wwfpak.org will be considered.