Terms of Reference  
Project Coordinator  
WWF-Pakistan

Reports to: Manager  
Project / Program: Climate Smart Crop Production System  
Grade: C-1  
Location: Multan  
Contract: Long Term contract  
Work Week: 05 Days- 40 hours/week

Duties and Responsibilities

- Ensure field implementation of project activities through planning & provision of technical support to the field staff.
- Lead the project team and ensure effective engagement of each team member for the implementation of project activities.
- Conduct Training of Trainers (ToT) for the field staff to create a trained cadre of field trainers.
- Provide technical guidance to the project team for conducting a baseline survey to assess GHG emissions through crop production and protection practices.
- Ensure the smooth implementation of climate-smart crop production and protection practices at the farm level to reduce GHG emissions.
- Devise and demonstrate innovative water conservation technologies at the farm to improve crop water productivity.
- Plan and organize training events for farmers and workers on climate-smart crop production and protection practices, water stewardship, and sustainable land use management.
- Ensure agroforestry and biodiversity conservation activities in project areas and promote multiple associated benefits such as economic development, environmental sustainability, biodiversity conservation, and increased agricultural production through sustainable agroforestry practices.
- Explore and demonstrate feasible advanced farming tools among communities to enable them for making right and informed decisions.
- Promotion of E-smart training tools among farming communities to strengthen the Decision Support System (DSS) of farmers.
- Provide technical guidance for a better understanding of digital tools in data collection, analysis, and reporting in a purposeful way that will result in cost efficiency, time management, and wider impact.
- Devise tool for measuring the results of climate-smart interventions and share these with relevant stakeholders.
- Develop ToRs and identify suitable consultants to conduct studies related to agrobiodiversity conservation and ensure smooth implementation of suggested recommendations at the field level.
- Devise digital training and dissemination material to promote ago-biodiversity conservation.
- Promote sustainable livestock management practices through onsite training and demonstrations.
- Ensure the smooth implementation of women-centric gender and skill development activities at the ground level to enhance the economic buffering capacities of communities against climate change variabilities.
- Organize training for cotton supply chain actors (Middlemen, Commission Agents, and Transporters), ginners on contractual, quality-based cotton trading.
- Support project team to train cotton-supply chain actors to adopt harvest and post-harvest...
standards for fiber quality preservation at different transition points of the supply chain.

- Assist & guide the project team in conducting linkage development meetings for cotton growers, traders/middlemen, ginners, and suppliers to promote quality-based procurement trends.
- Develop liaisons with relevant stakeholders, academia, and research institutions to engage them in field research in the wake of changing climate and its impact on agriculture.
- Maintain a close liaison with relevant stakeholders and govt. authorities.
- Receive and arrange for reproduction and circulation of reports, studies, and other project documentation from consultants as appropriate.
- Represent and promote the Project at different forums as required and maintain close continued collaboration with the relevant stakeholders on issues related to the Project.
- Coordinate and plan various events e.g., stakeholders’ meetings, conferences, seminars, etc. – including the preparation of agenda and minutes of meetings/event reports, etc.
- Adopting a variety of training techniques e.g., farmer field days, E-Vans, group meetings, awareness-raising campaigns, the establishment of demonstration plots, etc.
- Develop internal documentation (technical reports, financial documentation, procurement requests, etc.) as per the requirement of the organization and donor.
- Prepare & present the Annual/quarterly/ monthly Project Activity Plan in collaboration with Manager Food and Markets.
- Maintain proper documentation of field activities (daily & weekly) and submit fortnightly reports to the Manager of Food and Markets.
- Assist Manager Food and Markets to develop different communication material/reference material for internal and external communication.

**Selection Criteria**

**Education, Experience & Working Knowledge**

- Masters’ degree in agriculture/ engineering
- Four years of working experience in similar projects is desirable

**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;
- 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 Employee** : Signature / Date-----------------------------

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