Terms of Reference

Senior Officer, Programme Development
Programme Development Department, WWF - Pakistan

Direct Supervisor: Head Programme Development, WWF-Pakistan
Duty Station: Lahore OR Karachi (PLEASE SPECIFY WHEN APPLYING!)
Employment Grade: C2
Work Week / Hours: 5 days (Monday to Friday) / 40 hrs per week

RESPONSIBILITIES:
1. **Proposal Writing**: Developing concepts, proposals, and bids (including log frames, work plans, and budgets) for funding from the public and private sectors, bilateral and multilateral agencies, trusts & foundations, and the WWF Network
2. **Project Management Support**: Coordinating project development with WWF-Pakistan’s various teams, colleagues from the global WWF Network, and other partners and stakeholders
3. **Donor/Fund Tracking**: Frequently monitoring all local and international calls/requests for proposals/bids and presenting to team for review
4. **Practice Team Engagements**: Facilitating with strategic planning of WWF Practice teams by supporting in aligning local priorities to WWF Network, UN SDG and various global conservation priorities. This would include supporting project teams to comply with WWF Network Project & Programme Management Standards and other policies (e.g. social and environmental safeguards).
5. **Record & Reporting**: Facilitate WWF-Pakistan’s project administration processes, database maintenance, and due diligence processes for partnerships, including supporting in review and drafting of project reports, research studies and other publications in close coordination with the Communications team.
6. **Innovation & Research**: Assisting in poverty, environment, and socio-economic research and impact assessments (e.g. designing survey tools, analysis and report writing). This will include actively participating Panda Labs and other Network groups.
7. **Other** programme development related tasks as required by department, including event management, supporting Internal Audit, M&E and ESSF teams, administrative tasks, etc.

SELECTION CRITERIA:
**Education and Experience:**
a. Between 3 to 5 years of relevant work experience in the development sector, including proposal development, M&E, program/project management and research (candidates with demonstrable understanding of/experience working with nature conservation and sustainable development issues will be preferred)
b. Master’s degree in humanities/social sciences (international development and/or environment preferred) OR Bachelor’s degree + at least 5 years of relevant work experience

**What We’re Looking For:**
a. **Excellent writing and communication skills**, with demonstrated ability to draft RFP summaries, proposal, research reports and related publications.
b. **Exceptional research and analytical skills**, particularly in understanding proposal writing
c. **Hustler** with a keen ability to recognize priorities, organize ideas, work independently, take initiative on tasks in close coordination with team and other departments, and meeting deadlines
d. **Idealist AND Realist** with a passion for nature conservation and sustainable development
e. **Sensitivity** to issues regarding gender, religious and ethnic minorities, and other marginalized groups in Pakistan
f. **Proficiency** in MS Office applications (experience using Smartsheet, Google applications, and data analysis software preferred)