Terms of Reference  
Project Coordinator, WWF-Pakistan

Reporting to : Manager Water Stewardship Projects - Freshwater Programme  
Grade/Title : C1-Project Coordinator  
Duty Station : Lahore, Head Office  
Employment Contract : 12 Month  
Work Week : 5 Days (Monday to Friday) - 40 hrs/week  
Work Hours : 0830 hrs. to 1715 hrs

Working Relationships

External  Donors, Stakeholders, Vendors, Contractors  
Internal  Freshwater Team, Department & Project Heads of WWF-Pakistan

Project Context:

Lahore is the 2nd largest populated city of Pakistan and due to climate change and urbanization, the communities are facing several challenges in terms of water quality and quantity as groundwater aquifer is depleting and there is no wastewater treatment system at the community level. WWF-Pakistan is initiating a ‘Community Water Stewardship’ project in Lahore Catchment on water replenishment and conservation that will help communities to conserve the rainwater and replenish the groundwater aquifers. The project activities will also help the rural communities to treat their wastewater through floating treatment wetlands and use for agriculture and other purposes.

The specific objectives of the project will be, but not limited to;

- Conserve the rainwater by installation of rainwater harvesting systems
- Installation of Recharge wells for replenishing the groundwater aquifer
- Installation of floating treatment wetlands to treat the wastewater and reuse it for other purposes by the communities
- Construction of Ablution water rainwater harvesting systems at the worship places and reuse of that treated water.
- Construction of line water courses and laser land levelling to reduce the water footprint of the crops.
- Land cover management by different campaigns such as Urban & rural afforestation
- Awareness raising campaign among the schools, institutions and WASH activities
- Sharing the success stories at the Government level and engagement with policy makers to promote the water replenishment and stewardship approach

Duties and Responsibilities:

- Help the Manager, Water Stewardship Project and Director [Freshwater] in the documentation, technical evaluation, strategic development, implementation monitoring and coordination of activities related to the Project (Community Water Stewardship Project).
- Assist team in cross functional activities
- Maintain effective liaison with the Contractor, consultants for efficient implementation of the feasibility and detailed Project action plan.
- Liaison with the Donor as well as with the project stakeholders under different projects of WWF
- Liaison with Donor of the project and coordinating with the team for the on-ground implementation of the project activities of the replenishment activities as well as different initiatives of Corporate on Water.
• Provide technical expertise on the ground and surface water assessment in urban flood, recharge and replenishment activity
• Provide expertise on technical studies [Hydrological studies, Environmental studies, Groundwater recharge impact studies etc.]. In addition, the coordinator will use modeling and spatial tools for future prediction of water security issues in the study area
• Contribute technically towards assessing and developing Nature-Based Solutions initiatives in Lahore and Punjab Plains
• Provide technical feedback on progress to the Manager and Director, Freshwater Programme and assist in all freshwater related activities such as meetings, workshops, reports, etc. on regular basis
• Provide support to the senior management in budget planning and other financial support
• Provide support in organizing training workshops/awareness seminars related to Nature-Based Solutions interventions for Urban Area and flood plains as well
• Develop new initiatives on innovative themes related to Replenishment and assist in securing the resources necessary for these initiatives and ensure their effective and efficient implementation
• Represent WWF-Pakistan at relevant forums to highlight priority issues, create a favorable image of the organization, and promote its efforts and position on various water conservation issues
• Provide strategic leadership for enhancing the scope of the freshwater programme of WWF Pakistan in collaboration with other programmes/practice focal points/community of practice
• Maintain close strategic and sustained working relationships within the WWF network.
• Conducts field visits and prepares assessment of construction interventions
• Reviews and assesses technical design documents for construction interventions, providing substantive technical inputs and quality assurance
• Monitors and supervises of construction works
• Frequent field visits to carry out progress, process and technical monitoring based on agreed TORs and Engineering standards
• Provide data to produce Monitoring and support visit reports based on field visit findings, technical monitoring and statistical analysis of surveys.
• Review and update technical documents (e.g., manuals and workflows).
• Any other tasks assigned by the Supervisor, Manager and Senior management of the project

**Selection Criteria:**

• Bachelors in Environmental Engineering, Water Resource Engineering and Management, Environmental Sciences and Hydrology
• Understanding of all or any of the following; environmental law, regulation, compliance standards, resource management, economics
• At least 5 years of professional experience in water-related projects with credible organizations
• Experience of working in a multicultural/international environment
• Strong commitment to conservation and development

**Other Skills:**

• Proven commitment to nature conservation in Pakistan
• Aptitude for team work
• Capacity to maintain a productive liaison with the corporate partner ensuring a healthy partnership
• Excellent English and Urdu (reading, writing and speaking skills)
• Proficiency in computers particularly Microsoft Office
• Familiarity with the community setups and mindsets of the city
• Event management skills & experience
• A dynamic, pleasant and communicative personality
• Ability to motivate and influence others
• Sensitivity to gender and other current social issues in Pakistan
• Demonstrated advocacy skills
• Adheres to WWF’s values, which are: Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, and Persevering & Delivering Results
• Proficiency in the use of computer office applications on word processing, spreadsheet and presentation