**Terms of Reference**

**Field Trainer Rural Livelihood**  
*(Female)*

WWF-Pakistan

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**Reports to**: Project Officer Rural Livelihood  
**Project / Program**: Climate Smart Crop Production  
**System Grade**: C-3  
**Location**: Khanewal  
**Contract**: Short-Term contract  
**Work Week**: 05 Days - 40 hours/week

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**Duties and Responsibilities**

- Work in close coordination with Project Officer Rural Livelihood to ensure field level implementation of project activities.
- Conduct a detailed gender analysis in climate-smart projects emphasizing gender issues in working districts including gender division of labour, access to control of resources and technologies. Women’s and men’s needs and preferences, and opportunities for and constraints on women’s participation.
- Ensure that gender & disadvantaged groups and vulnerable groups’ dimensions are integrated throughout the activities of climate smart projects’ capacity building activities and other aspects of implementation.
- Identify and establish climate smart model villages to demonstrate livelihood improvement interventions and sustainable climate-smart crop production practices.
- Ensure skill development trainings of rural women on actions like Apiculture, Poultry Rearing, establishment of Family Food Gardens, Micro-nurseries and Kitchen Gardening, Off-Season Vegetable Gardens, etc.
- Organize training of cotton pickers/rural women on sustainable harvesting practices in accordance with devised harvest and post-harvest standards and procedures.
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- Built capacities of rural families on family & community health hygiene and workplace safety.
- Enhance socio-economic resilience of cotton farming communities against climate-change vulnerabilities through livelihood improvement interventions.
- Establish Agro Based Rural Women Entrepreneur groups in working areas of the project.
- Develop marketing strategy for selected rural enterprises from production until consumption and make it functional for rural women.
- Built capacities of farming communities/rural women on marketing skills and develop their linkages with potential buyers’ markets.
- Ensure utilization of E-smart training tools and digital data collection app. for projects’ interventions and training of communities.
- Collect field information, crop data, training information etc. by using e-smart software and analyse to make it presentable.
- Ensure to have a laptop and keen responsible for data entry.
- Ensure smooth operation of technological demonstrations at field level.
- Support Project Officer Rural Livelihood in arranging data and preparation of reports for internal and external sharing.
- Provide support for collecting basic information related to integration of agroforestry into agricultural lands in project areas.
- Conduct trainings of rural women on agroforestry and bio-diversity conservation.
• Conducting plantation activities to promote integration of Agro-forestry into agricultural lands for ecological and economic benefits of farming communities.
• Training of rural women on sustainable livestock management practices.
• Support in steering a variety of training techniques e.g. farmer field days, E-Vans, group meeting, awareness raising campaigns, establishment of demonstration plots etc.
• Conduct baseline survey to identify gaps in prevailing on-farm harvest and post-harvest Practices with reference to fiber quality preservation during picking, handling, storage and transportation of raw cotton.
• Organize the training workshops for cotton pickers pertaining to trash abatement and contamination prevention in accordance with harvest and post-harvest standards of cotton value chain.
• Prepare & present the monthly Project Activity Plan in collaboration with Project Officer Rural Livelihood.
• Maintain proper documentation of field activities (daily & weekly) and submit fortnightly reports to the Project Officer Rural Livelihood.

Selection Criteria

Education, Experience & Working Knowledge
• A university degree in Agriculture from HEC recognized university
• One year of working experience in relevant or similar projects is desirable
• Have own smartphone and laptop and smoothly operate different Android applications.
• Ability to create data sheet in excel and operate different Agriculture related android applications.

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;
• Data Entry by using Android/iOS platform
• 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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