Terms of Reference
Project Coordinator
WWF-Pakistan

Reports to: Manager
Project / Program: Climate Smart Crop Production System
Grade: C-1
Location: Khanewal
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 tools for measuring the results of climate-smart interventions and share these with relevant stakeholders.
• Devise digital training and dissemination material to promote climate-smart practices at the field level.
• Promote sustainable livestock management practices through onsite training and demonstrations.
• Support women-centric gender and skill development activities at the ground level to enhance the economic buffering capacities of communities against climate change variabilities.
• 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.
• 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
• Master’s degree in agriculture (MSc Hons. Agriculture)
• 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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