Terms of Reference
Project Coordinator
WWF-Pakistan

Reports to: Manager Climate Smart Agriculture
Project / Program: Improving the income security of small-scale cotton farmers in Pakistan
Grade: C-1
Location: Khairpur
Contract: Long-Term contract
Work Week: 05 Days- 40 hours/week

Position Overview:

WWF-Pakistan’s sustainable cotton farming project aims to revolutionize agricultural practices and enhance the livelihoods of small farmers in Pakistan. This comprehensive initiative focuses on promoting regenerative and climate-friendly cotton cultivation methods, reducing reliance on harmful agrochemicals, and fostering economic empowerment. By engaging with local communities, governmental agencies, and industry stakeholders, the project seeks to establish a cross-border dialogue to address the evolving requirements of the global cotton market. The Project Coordinator will play a pivotal role in driving the successful implementation of these initiatives, fostering collaboration, and ensuring the project’s long-term impact on the region.

Key Responsibilities:

1. Project Planning and Implementation:
   • Develop detailed project plans, outlining timelines, milestones, and resource requirements.
   • Oversee the execution of project activities, ensuring alignment with project goals and objectives.
   • Monitor and evaluate the progress of various project components, making adjustments as needed.

2. Stakeholder Engagement and Consortium Building:
   • Establish and maintain a consortium of stakeholders, including farmers, Water user associations and local partners

3. Capacity Building and Consultation:
   • Conduct Training of Trainers (ToT) for the field staff to create a trained cadre of field trainers.
   • Organize and conduct consultation meetings with stakeholders at the regional levels.
   • Strengthen the capacities of local NGOs and agricultural advisory staff to disseminate sustainable cotton farming practices.
   • Collaborate with actors on the meso and meta levels to secure long-term income for cotton-producing smallholders.

4. Demonstration Farms and Pilot Projects:
   • Coordinate the establishment of demonstration sites to showcase climate-smart crop production and protection practices
   • Ensure the implementation of climate-smart practices pertaining to cotton production, protection, and promotion of agroforestry.

5. Financial Management:
   • Manage the project budget efficiently, including tracking expenditures and ensuring compliance with financial guidelines.
• Collaborate with finance departments to prepare regular financial reports.

6. **Risk Management:**
• Identify potential risks to project implementation and develop strategies for risk mitigation.
• Stay informed about political and regulatory changes that may impact project activities.

7. **Coordination with Government Agencies:**
• Establish institutional coordination with various government agencies and departments.
• Ensure compliance with necessary government approvals and regulations.

8. **Reporting and Documentation:**
• Prepare regular progress reports for internal and external stakeholders.
• Maintain accurate documentation of project activities, including meeting minutes and agreements.

9. **Sustainability Initiatives:**
• Contribute to the development and execution of sustainability initiatives, focusing on structural, economic, social, and ecological aspects.
• Promote sustainable agricultural practices and facilitate cross-border dialogue.

**Selection Criteria**

**Education, Experience & Working Knowledge**

• Master’s degree in agriculture or social sciences
• Four years of working experience in similar projects is desirable
• Excellent communication and interpersonal skills, with the ability to build and maintain effective relationships with diverse stakeholders.

**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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