



Terms of Reference
Officer Gender and ESS
WWF-Pakistan

Department	:	Recharge Pakistan
Reporting to	:	Senior Manager Gender
Grade / Title	:	C3/Officer Gender and ESS
Duty Station	:	Islamabad
Employment Contract	:	Long Term
Work Week	:	5 (Monday to Friday) Days - 40 hrs. / week
Work Hours	:	830 to 1715 hrs.

Working Relationships:

External: Gender and ESSF public, & Civil Society institutions, consultants, Gender and Safeguard networks, development partners and stakeholders, and WWF Network

Internal: Works closely with WWF Pakistan Recharge Pakistan project PMU Gender and ESSF leads, SIUs teams, Gender & ESSF teams across Pakistan

Job Summary

1. Gender

• **Implementation of Gender Action Plan:**

Support the Snr. Manager Gender in implementing the Gender Action Plan (GAP), WWF and donor GCF gender policies, standards, guidelines, guiding note on GBV-SEAH for GCF and GEF projects and frameworks etc. across all targeted sites of the Recharge Pakistan project.

• **Gender Mainstreaming and Inclusion:**

Assist in promoting gender mainstreaming, gender equality, social inclusion, and women's economic empowerment. Assist in gender inclusive project planning and implementation and ensure Community institutions and groups are gender inclusive

• **Capacity Building and Training:**

Contribute to the development of gender responsive training and capacity building plans including training material for project staff, communities, CBOs/NGOs/CSOs and public sector entities.

• **Stakeholder Coordination and Reporting:**

Support coordination with internal and external stakeholders, track progress against gender specific action, targets and indicators, and assist in reporting on the gender component of the project.

• **IEC Materials and Campaigns:**

Assist in the design and development of gender inclusive IEC materials, campaigns,



events, international day observances, gender and GBV-SEAH awareness raising sessions, and joint initiatives with public departments, CBOs/CSOs.

- **Gender-Inclusive CSA and Livelihoods:**

Support the finalization and implementation of gender inclusive livelihood and CSA interventions to ensure equitable empowerment of women and marginalized groups.

- **Planning and Monitoring:**

Assist in the development and implementation of annual, biannual, quarterly and monthly work plans and monitoring systems for gender components all EbA, GI, CSA and livelihood interventions under the project. Assist in project monitoring and developing success stories/case studies.

- **Development of Terms of Reference (ToRs):**

Assist Senior Manager Gender in preparing Terms of Reference (ToRs) for engaging consultant firms or individual experts for gender base line, gender gap study, drought and flood management toolbox including gender dimensions and livelihood related assignments and ToRs conclusion, as required.

2. Environmental and Social Safeguards:

- **Environmental & Social Safeguards Planning**

- Support the development and implementation of Environmental and Social Safeguards Framework (ESSF) in project activities

- Assist in preparing site-specific safeguards instruments (e.g., ESMPs, LRP, IPPs where applicable)

- Ensure safeguards considerations are integrated into project design, planning, and execution • Identify potential environmental and social risks and propose mitigation measures

- **Implementation & Compliance Monitoring**

- Monitor field-level implementation of ESMPs and other safeguards plans • Conduct regular site visits to ensure compliance with organizational and donor safeguards requirements

- Support contractors and field teams in understanding and applying safeguards measures

- Ensure adherence to national environmental laws and donor policies

- **Stakeholder Engagement & GRM**

- Facilitate community consultations and stakeholder engagement in line with project requirements

- Support implementation of Free, Prior and Informed Consent (FPIC) where applicable

- Assist Manager ESSF in managing and monitoring the GBV-SEAH responsive Grievance Redress Mechanism (GRM), including documentation and resolution tracking



- Ensure awareness of safeguards and GRM among local communities and stakeholders
- **Monitoring, Evaluation & Reporting**
- Maintain accurate records of safeguards activities, compliance status, and incidents
- Collect and analyze data on environmental and social performance indicators. Prepare periodic safeguards monitoring reports and contribute to overall project reporting
- Document lessons learned and recommended improvements
- **Capacity Building & Awareness**
- Support training and awareness sessions for staff, communities, and contractors on ESSF requirements
- Assist in developing training materials and guidance tools on environmental and social safeguards
- Promoting a culture of environmental and social responsibility within project teams
- **Risk Management & Incident Reporting**
- Identify emerging environmental and social risks during implementation
- Report incidents, non-compliance, or grievances in a timely manner
- Support corrective actions and follow-up on mitigation measures
- **Data Management & Compliance**
- Provide support in ensuring proper documentation and filing of all gender and safeguards related data and report
- Maintain confidentiality and integrity of sensitive information
- Provide support in ensuring compliance with WWF policies and donor requirements

Selection Criteria:

- Bachelor's degree [4 Years] in Gender Studies, Environmental Sciences, Social Sciences or Development Studies (HEC recognized or equivalent) or from an accredited foreign institution.
- 1 year of experience in Gender and social inclusion, environmental and social safeguards, ESMP and GAP implementation are an advantage.
- Familiarity with Gender and safeguards frameworks (e.g., GCF, World Bank, WWF, ADB and TCCF) is an advantage

Other Skills & Competencies

Technical Competencies

- Knowledge of Gender Action Plan (GAP), GBV-SEAH, Environmental and Social Safeguards frameworks and compliance requirements
- Experience in GAP & Environmental and Social Management Framework (ESMF) implementation, monitoring, and reporting
- Strong gender inclusive data collection, analysis, and documentation skills



- Proficiency in MS Office
- Ability to conduct gender and ESS analysis, gender inclusive field assessments and stakeholder consultations

Behavioral Competencies

- Excellent communication and interpersonal skills.
- High level of professionalism, integrity, and confidentiality.
- Strong analytical thinking and attention to detail.
- Collaborative, team-oriented approach with the ability to work across departments.
- Proactive, organized, and solution-oriented mindset
- Adhere to WWF's Values: Courage, Integrity, Respect and Collaboration

WWF- Pakistan is an equal opportunity employer and reserves the right to amend this document from time to time, as may be required in the interests of the organization