



Terms of References

Project Site Coordinator

Reports to	:	Project Lead
Project / Programme	:	Conservation Islamabad (Countering Wildlife Trafficking in Pakistan Project)
Grade	:	C-1/ Project Site Coordinators
Locations	:	Lahore
Contract	:	Short-Term
Work Week	:	5 (Monday to Friday) Days
Work Hours	:	8:30am To 5:15pm (40 Hrs/Week)

Duties and Responsibilities

Under the overall supervision of project lead, the project site coordinator will be responsible for overseeing and implementing project activities and to carry out all the assignments that will be assigned by the senior management. Major responsibilities will be as follows:

- ☐ Prepare quarterly and monthly work plans for the project's activities.
- ☐ Implement engagement programs involving provincial wildlife departments, other law enforcement and rescue agencies, and citizens to prevent and effectively combat illegal wildlife trade in Pakistan;
- ☐ Conduct field visits, hold discussions with stakeholders, and engage with communities to carry out project activities.
- ☐ Review training curriculums and modules, awareness materials, reports, and other documents prepared by consultants, and provide feedback;
- ☐ Celebrate global environmental days to raise awareness about the harmful impact of wildlife trafficking and engage key stakeholders, such as Provincial wildlife departments, journalists, law enforcement and academia;
- ☐ Organize in-person and online workshops, as well as awareness sessions, on wildlife crime issues in Pakistan, with a focus on engaging journalists to ensure broad media coverage.
- ☐ Create a targeted digital campaign, in collaboration with WWF Pakistan's communications team, to raise awareness among youth about the broader impacts of wildlife trafficking on ecosystems and biodiversity
- ☐ Promote environmental stewardship among youth through established Nature Clubs under this project, offering a structured environment for students to learn about wildlife crime, engage in related activities, and advocate for wildlife crime prevention within their communities.
- ☐ Conduct market surveys to explore the status of illegal trade of wildlife and other natural resources available in the market in relevant provinces;
- ☐ Gather data from the Provincial Wildlife Department regarding the number of successful enforcement actions, including arrests, prosecutions, convictions, and sentencing related to wildlife crimes;
- ☐ Gather data to assess the effectiveness of implementation strategies and interventions in decreasing both the quantity and estimated dollar value of wildlife assets and proceeds seized from trafficking activities in relevant provinces;
- ☐ Assist in developing awareness materials such as brochures, fact sheets, a booklet containing successful case studies about wildlife crimes and their convictions and presentations to educate judiciary and citizens on wildlife crime issues in Pakistan;
- ☐ Liaison with provincial wildlife departments to involve their officials in training and capacity-building initiatives on wildlife crime issues.
- ☐ Liaison with provincial judicial academies to engage judges and prosecutors in enhancing their awareness, skills, and ability to prioritize wildlife crimes and convict offenders involved in illegal wildlife poaching and trafficking;

- ☐ Hold consultative meetings with relevant law enforcement agencies, such as wildlife, forest, and fisheries protection authorities, customs, trade monitoring, and crime control agencies, at federal, provincial, and territorial levels, along with relevant conservation organizations;
- ☐ Assist in organizing a national workshop to create an inter-agency National Wildlife Crime Prevention Network (NWCPN) at the MoCC&EC, aimed at enhancing national and inter-provincial coordination;
- ☐ Prepare and submit monthly and quarterly reports summarizing project site activities, including completed tasks, progress toward goals, encountered challenges, and key insights;
- ☐ Support in developing proposals/concept notes on wildlife and natural resource management related themes in Pakistan;
- ☐ Support in preparing official letters, invitations, research reports, briefing notes, policy papers, scientific articles, presentations and other such related materials as required;
- ☐ Build and strengthen working relationship with provincial wildlife departments and academia in effective achievement of aims and objectives of WWF-Pakistan;
- ☐ Carry out any other assignments that may be assigned by the supervisor and the senior management;

Qualification and Experiences

- ☐ At least Post graduate degree in Environmental Sciences, Zoology, Ecology or Wildlife Management, GIS and Remote Sensing;
- ☐ At least five years professional experience (Experience with WWF-Pakistan will be preferred);
- ☐ Demonstrated experience conducting biodiversity assessments, including familiarity with relevant field techniques and methodologies.

Skills & Abilities

- ☐ Ability to express ideas clearly and concisely both orally and in writing; computer literacy and ability to effectively use words processing;
- ☐ Strong analytical and writing skills, including the ability to produce high-quality technical reports;
- ☐ Initiative and ability to plan and organise work within short deadlines; initiatives judgement and promptness
- ☐ Ability to pay attention to details and to ensure that work is performed to high quality standards
- ☐ Understanding of financial matters
- ☐ Ability to communicate with a wide variety of people with different cultural and educational background
- ☐ Willingness to travel to remote areas for field surveys
- ☐ Computer literacy;

HR department	: Signature / Date-----
Hiring Manager/Supervisor	: Signature / Date-----
Acknowledged by Employee	: Signature / Date-----

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