

Senior Coordinator Implementation Pakistan

Term of Reference 2019



Starting date: As soon as possible and no later than 15 April 2019

Contract Type: Full time contract contract

Location: Lahore, Pakistan

Application

closing date: Midnight 15 February GMT



The Better Cotton Initiative (BCI) is a multi-stakeholder Standards System set up to make global cotton production better for the people who produce it, better for the environment it grows in and better for the sector's future. The Better Cotton Standard System is a pragmatic, innovative, highly credible and constantly evolving system that is designed for scale and impact. There are currently over 2 million licensed BCI Farmers and over 1,000 BCI Members from across the cotton sector working together to promote measurable and continuing improvements for the environment, farming communities and the economies of cotton-producing areas. This role offers you the opportunity to join an enthusiastic and dynamic team that are making significant global changes.

BCI's specific aims

- » Reduce the environmental impact of cotton production;
- » Improve livelihoods and economic development in cotton producing areas;
- » Improve commitment to and flow of Better Cotton throughout the supply chain;
- » Ensure the credibility and sustainability of the Better Cotton Initiative.

For more info, see <http://bciannualreport.org/>

Under the supervision of the Pakistan Country Manager line management of BCI Global Assurance Manager, **the Pakistan Sr. Coordinator Implementation** will support the successful, rapidly expanding implementation of the Better Cotton program in Pakistan. The Sr. Coordinator Implementation will manage Pakistan Programme/Implementation Team and will be responsible for coordinating annual activities related to training, BCI Assurance Programme, Partners' Management/ support, data collection, and farm-level verification.

Key Responsibilities

Training and capacity building

The Sr. Coordinator Implementation will be responsible for working together with the Pakistan team to provide targeted training, support, and capacity building to BCI Implementing Partners in Pakistan and supporting the cascading of training and resources down to participating farmers. This will likely involve:

- » Working with the Pakistan Country Manager to develop an overarching strategy for training and capacity building for IPs/PU Managers, focusing on key sustainability impacts and areas for farm improvement.
- » Helping to develop and deliver training and capacity building activities around sustainable farming practices, in line with the capacity building strategy. This may include for outreach

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to external experts and NGOs to run 'train the trainer' workshops on topics such as biodiversity and water management or building and coordinating a resource bank of guidance materials on key sustainability issues.

- » With support from the Pakistan Country Manager, carrying out annual training for BCI's network of partners; as well as annual refresher training for BCI approved, Pakistan third-party verifiers (with support from the BCI Global Assurance team).

Coordination of work planning and delivery

The Sr. Coordinator Implementation will play an essential role in delegating responsibilities and tracking tasks at country level, including:

- » Managing progress against the Pakistan country-level workplan; ensuring the team delivers training, data collection/management, and farm-level verification activities in line with the plan.
- » Communicating regularly with the BCI Global Assurance team (based in London) to ensure the workplan is up-to-date and revised as needed based on country-level changes or developments.
- » Coordinating tasks and responsibilities within the sub-team of Program Officers and ensuring all team members are clear on expectations and timelines. This includes overseeing the schedule for farm-level verification visits and reporting.
- » Track progress against operational budgets and inform annual resourcing and budget-setting processes (with support from Pakistan Country Manager and Global Assurance team).

Quality oversight for Pakistan program delivery

The Sr. Coordinator Implementation will be responsible for helping to ensure the overall quality of activities delivered in Pakistan, by:

- » Overseeing farm-level verification activities (by BCI team members, partners, and third-party verifiers) to ensure consistency and quality. This can include shadow visits and report reviews.
- » Conducting farm-verification (second-party credibility checks) of a small sample of participating Pakistani farmers.
- » Providing feedback to Pakistan Country Manager and Global Assurance team on performance of partners (Group Managers) and verifiers and suggesting strategies to address performance gaps or challenges.
- » Working with IPs/Projects to identify areas for improvement (related to group management as well as farmer performance) and support IPs/Projects in implementing improvements.
- » Identifying strategic risks or issues affecting BCI program delivery in Pakistan, and escalating these proactively to the Pakistan Country Manager and Global Assurance team
- » Working with Program Officers, Producer Unit Managers, and BCI's Monitoring & Evaluation team to ensure high-quality field-level data is collected annually from participating BCI farmers.

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Providing input into global Assurance processes

The Sr. Coordinator Implementation will play a key role in working with the BCI Global Assurance team and a network of other BCI Program Coordinators in order to:

- » Provide input into proposed assurance processes and tools; particularly to represent unique challenges or opportunities in the Pakistan cotton farming context
- » Identify Pakistan-specific implementation challenges and suggest potential solutions
- » Ensure that feedback and field-level input from Program Officers is represented back to the Global Assurance team
- » Ensure active participation in Global team meetings, calls, and working sessions

Team management and support

- » Line management for Program Team, including providing oversight and support where needed
- » Identifying skills gaps for the team members and proposing training and support strategies to address these gaps
- » Providing regular feedback on team performance; carrying out mid-year and end-year reviews for direct reports
- » Helping to establish effective communication channels and coordination among Pakistan BCI team members and between the Pakistan team and Global Assurance team

Coordination and Collaboration with Stakeholders in Pakistan and Policy Engagement

- » Work closely with public sector organizations e.g. cotton research institutes, agricultural colleges/universities and other relevant organizations. Explore ways that these institutes can support the implementing partners in fulfilling their aims.
- » Support Pakistan Country Manager in establishing National Stakeholders and conduct of NSC meetings.
- » Participate in Meetings/Programme organized by public sector organizations or other key stakeholders.

Helping to establish effective communication channels and coordination among Pakistan BCI team members and between the Pakistan team and Global Assurance team

Other responsibilities

The Program Coordinator will be asked to take on various other tasks and projects as needed (and capacity permits); to include, e.g.

- » Liaising with Membership and Supply Chain team members as necessary;
- » Providing administrative and logistical support for Pakistan stakeholder, member and supply chain events;
- » Contributing to the development of communications material for members and partners, strengthening the story of Better Cotton (together with the BCI Global Comms team).

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Profile

To be successful, candidates for the Senior Assurance Manager role will have the following attributes:

Qualification, Skills & Knowledge
<i>Essential</i>
University degree, or equivalent higher education qualification, in a relevant field
Demonstrated interest in sustainability and international development
Excellent analytical and problem-solving skills with a proactive approach to finding and proposing solutions to challenges within clearly defined boundaries.
Fluent in English and Urdu – ability to communicate clearly and concisely
IT literacy, to include: Word; Excel; PowerPoint; outlook
Excellent organisation and capacity to handle a set of different priorities
Willingness to travel frequently and to carry out administrative tasks
Understanding of basic statistics
<i>Desirable</i>
Objective and meticulous professional with the ability to multitask.
Academic background in rural/agricultural development and sustainability.
Understanding of Decent Work principles in the context of Pakistan.
Knowledge of Punjabi, Saraiki and Sindhi.

Experience

<i>Essential</i>
At least 5 years' working experience, with a minimum 2 years' experience on a managerial position.
Experience working as part of a team and managing a team.
Experience gathering information from farmers and/or to assess activities through direct observation and semi-structured interviews.
Experience in managing information and databases
Experience of working with farmers/farming communities
<i>Desirable</i>
Experience in the field of agriculture especially cotton production
Experience in Monitoring and Evaluation.
Experience in Decent Work standards in agriculture (including reducing child labour and promoting w women's empowerment
Experience in the field of agriculture especially cotton production

Working arrangements

- » This is a full time (40 hours per week), regular position. The successful candidate will receive a one-year contract (with possible renewal), with a 3-month initial trial period. The employment contract may be through a 3rd Party, working under a contract with BCI.
- » Frequent travel (especially during the months June-November) to cotton production area in Punjab and Sind will be required. Travelling to field area may take up to 75% of the total work time.

Applications

Interested applicants with the required attributes are asked to send, in English, a detailed CV

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and a brief cover letter (2 pages maximum) to BCI by email with subject “Application for Sr Coordinator Implementation – Pakistan” at: bci.pakistan@bettercotton.org

Application deadline: 15 Feb. 2019

We thank all applicants for their interest; however, only candidates short-listed for a telephone interview will be contacted.

The BCI is an equal opportunity employer and is committed to good practice and transparency in the management of natural, human and financial resources.