



## **WWF Pacific Family Farms Teams TOT Master Trainer**

### **Terms of Reference (TOR)**

WWF Pacific seeks an experienced PNG-based Master Trainer to implement the Family Farms Teams TOT Training Modules so that men and women from WWF partner communities are able to contribute their skills in an effective way and build strong and resilient families.

**Location:** Pomio District, Papua New Guinea

**Start Date:** November 2025

**End Date:** 15<sup>th</sup> December 2025

**Total Working Days:** 12 days (all travel, logistics, meals and accommodation expenses to be covered by WWF Pacific)

**Daily Rate:** K750/day

**Deliverables:** See Schedule Below

#### **Background**

WWF's mission is to stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature. To further strengthen our deep commitment to working towards inclusive and sustainable solutions that benefit all members of the communities where we work, WWF-Pacific is hiring a PNG based Master Trainer to implement a Family Farms Teams TOT workshop in Pomio District, East New Britain.

Smallholder farming families are the backbone of food production in Papua New Guinea. For generations they have fed their families through subsistence practices and now these families need support through the transition to a cash economy. The Family Farm Teams program helps men and women to look at the work done by women, men and youth and to work towards making it equal and shared. It also helps families to learn to plan together and make decisions together.

The Family Farms Teams modules were developed by the Centre for Sustainable Communities, Faculty of Education, University of Canberra and was funded by the Australian Centre for International Agricultural Research. The FFT modules have been successfully piloted in several PNG provinces, including East New Britain.

#### **Objectives:**

The aim of the Family Farm Teams program is to provide one female and one male family head from a household with a series of workshops and family activities that will enable them to work as a family team and to plan together the further development of their agricultural activities. The program can also be used with full family teams (adults, young adults and youth) and with other types of families, such as a widow and adult son, for example, or with polygamous families.

**There are four modules (details below):**

- Module 1: Working as a family farm team for family goals
- Module 2: Planning your family farm as a family team
- Module 3: Feeding your family farm team
- Module 4: Communicating and decision-making as a family farm team

**Module 1: Working as a family farm team for family goals**

This module introduces the concept of a family team as an effective and inclusive way to work as a farming family. Family heads will learn about how to map their current division of labour and then together consider better ways to work as a family. The family heads also look at possible family goals and determine together farming goals, financial goals and general family goals.

**Module 2: Planning your family farm as a family team**

In this module, family heads/teams work together to map their gardens/plots in order to identify all their agricultural activities, space allocation, water sources, housing, animal shelters and other assets. They develop seasonal calendars for all major crops and consider how the income from each crop can be linked to family goals. The families then draw how they would like to see their farm in 5 years. The final step is to identify the assets, constraints and challenges, and possible solutions in order to design a 1-year and a 3-year plan of development.

**Module 3: Feeding your family farm team**

This module uses group activities to enable participants to consider the food and nutritional security of the whole family. The activities focus on typical times, and for times of drought or other weather events. This enables families to have greater knowledge of how to feed their families from local foods as well as how to adapt in times of food shortage.

**Module 4: Communicating and decision-making as a family farm team**

This workshop helps family heads explore communication issues within the family and to consider the importance of shared decision-making, especially in the areas of family farm activities and financial decision-making. The workshop looks at conflicts and ways to address this. The workshop helps men and women to make shared decisions and support effective and positive communication in the family.

**Roles and Responsibilities**

The Family Farms Teams TOT Country Leader will implement the four training modules over 3 days in a participatory workshop delivered in Pomio, East New Britain.

WWF Pacific will cover all expenses, including printing costs, accommodation and meals, as well as air and ground transport.

**Qualifications & Experience Required**

- Knowledge and experience implementing the Family Farms Teams (FFT) TOT Training in Papua New Guinea
- Knowledge of rural communities and agricultural livelihoods in East New Britain

- Ability to provide FFT workshop materials and training guidebook
- Ability to engage with participants from diverse backgrounds
- Ability to plan and implement a FFT training workshop with practical activities.
- Fluency in Tok Pisin and English

### **Terms and conditions of payment**

The Consultant is subject to tax under the national policy.

The Consultant(s) will deliver timely outputs as listed below.

Payment will be made upon successful submission of the above deliverables according to the schedule below.

### **Payment Schedule**

| <b>Deliverable</b>                                      | <b>Deliverable Date</b>                                           |
|---------------------------------------------------------|-------------------------------------------------------------------|
| Contract finalisation                                   | 30% upon signing of contract                                      |
| 4 FFT Modules implemented in a TOT workshop over 3 days | 60% of payment upon completion of training by 15th December 2025. |
| Workshop Summary Report                                 | 10% of payment upon completion of workshop report.                |