

# WE ARE LOOKING FOR A PART-TIME CONSULTANT/TRAINER

The World Health Organization is looking for an English-speaking experienced trainer to deliver the services described below between February and December 2018, mainly in our office located at the Ministry of Public Health, Tiwanon Rd, Nonthaburi.

## WORK TO BE PERFORMED - DELIVERABLES

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### **1. Induction into learning and development strategy for 2018**

Provide an induction into the learning and development strategy for 2018 in February. The induction could last for about an hour and could be delivered just before the first training session on Lifelong learning.

### **2. Training sessions (every two months)**

Provide a learning session to all staff of the WHO office in Thailand (about 30 individuals – 2/3 National and 1/3 International staff) of maximum 4 hours every other month (6 in total in 2018). Topics may include:

1. Lifelong learning (developing a learning mindset)
2. Change management
3. Performance management
4. Team working
5. Intercultural awareness
6. The job application process
7. Communication skills
8. Time management
9. Stress management and employee well-being
10. Organizational culture
11. Project management

The end of each training session should include a part on setting personal S.M.A.R.T. learning goals. Three months after each session a follow-up group coaching session should be conducted (see next deliverable), to review progress, discuss challenges and further embed the learning.

### **3. Follow-up group coaching**

Provide follow-up group coaching a few weeks/months after each of the 6 training sessions. The whole office would be divided into 3 groups and each group session would last for approximately an hour. That is 3 hours per follow-up group coaching.

### **4. Conflict management training**

Give a 3-day training session on “Conflict management” to all support staff of the office (all are Thai nationals). Dates to be determined but most probably during first semester of 2018.

Conduct a 2-hour follow-up group coaching to the participants of the conflict management training a few months after the training.

### **5. Ongoing support to managers**

Provide consultancy and ongoing support for managers within the team, as one-on-one coaching or small group coaching, in the areas covered through training above and additional areas such as (depending on the needs):

1. Leadership
2. Coaching and mentoring
3. People management
4. Presentation skills
5. Talent management
6. Recruitment and selection skills
7. Learning and Development Framework
8. Performance Management process
9. Recruitment process
10. Induction process
11. Integration of WHO values and behavioral competencies into operational structures

### **6. Office staff retreat attendance and facilitation of follow-up planning + monitoring**

Participate in the office staff retreat (usually 2 nights offsite, accommodation and transportation costs will be covered by WHO) as an observer and assist the office with follow up of recommendations (2 follow-up sessions of approximately 2 hours each).

### **7. Monitoring and evaluation**

Develop and apply a strategy to measure the impact of the learning activities. Use of surveys (2 surveys per learning content area, i.e. 1 before training session and 1 after follow-up group coaching)

## SPECIFIC REQUIREMENTS

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### LANGUAGE:

Expert knowledge of English (read, write speak). Knowledge of Thai is a plus.

### EDUCATION:

University degree and/or certifications in Human Resources, Coaching, Counselling, Education

### EXPERIENCE:

Minimum 7 years of experience in training/coaching. With international organizations/UN is a plus.

## PLACE OF ASSIGNMENT AND AVAILABILITY

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The consultant will be home-based, but the sessions will be conducted at the WHO country office for Thailand, located at the Ministry of Public Health in Nonthaburi. This is a part-time position that required a few hours/days of availability per month from February to December 2018.

## HOW TO APPLY?

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Interested candidates should send their proposal to Ms Kanpirom Wiboonpanich **kanpirom@who.int** by 12 January 2018. The proposal should include:

1. A presentation of the trainer (CV + any other relevant information)
2. Contact details of professional references (organizations for which you have worked)
3. A financial proposal in the format on page 4

If you have any questions, do not hesitate to contact Ms Wiboonpanich to schedule an appointment or a phone call.

## Financial proposal

Learning activity/Deliverable in 2018	Approx. number of hours	Quantity	Comments	Cost per unit in THB	Total cost in THB
1. Induction into learning and development strategy 2018	1h	1	Give rate for the session		
2. Training sessions	4h per session	6	Give rate per session and total cost		
3. Follow-up group coaching	3h per session	6	Give rate per session and total cost		
4. 3-day training session on conflict management (national staff), including the follow-up group coaching	20h in total	1	Give total cost		
5. Ongoing support to managers	Depends on the need	Depends on the need	Give an hourly rate		
6. Office staff retreat attendance and facilitation of follow-up planning + monitoring	2 days and 2 nights offsite + 4 hours of follow-up		Give total cost		
7. Monitoring and evaluation		Depends on the number of learning activities	Rate must include development and administration of survey, and analysis of results per learning activity		