Terms of Reference

Consultancy to conduct a Team Building programme for the staff of the WHO Country Office Sri Lanka

1. Background
1.1 Introduction
WHO Sri Lanka is undertaking a detailed human resource review of the office as recommended by its Country Cooperation Strategy 2018-2023. The CCS is aligned with the 13th Global Programme of Work of WHO, South East Asia Regional Flagship priorities and national policies and strategies of the government.

This review is in line with WHO’s continuing commitment to a motivated, high-performing and accountable workforce, able to deliver the outputs to effectively contribute to Sri Lanka’s health priorities. One of the main expected outcomes is to better align the roles and functions of the staff to the new vision of the WHO. Adapting and optimally functioning in the new roles and assignments will require a deeper sense of team collaboration, knowledge sharing, and unity and interpersonal respect towards the team as a whole.

Fostering Integration and Teamwork will also require strengthening the core competencies of WHO of knowing and managing yourself, respecting and promoting Individual and cultural differences, setting an example and creating an empowering and motivating environment. In this background the objectives of the proposed Consultancy to conduct a team Building programme for the staff of the WHO Country office Sri Lanka are to strengthen the capacity of the staff of the WHO Sri Lanka Country Office to grow as a team in the knowledge and practice of organizational values and mission of the WHO.

Objectives
Enhance the capacity of the staff of WHO Country Office Sri Lanka to:
• Align to a new vision for the WHO globally and for Sri Lanka
• Adapt to the possibility of new work roles and assignments
• Build a deeper sense of team collaboration, knowledge sharing, and unity
• Generate more interpersonal respect towards the team as a whole
• Change management

2. Planned timelines (subject to confirmation)
Two days in first week of June 2022
3. Requirements

3.1 Work to be performed

The contractual partner shall:

- Design and conduct a workshop to achieve the above objectives targeting WHO Country office Sri Lanka Staff (total of 40-50 WCO personnel).
  - The training should encompass activities that enhance the following competencies among the staff
    - Knowing and Managing Yourself
    - Fostering Integration and Teamwork
    - Respecting and Promoting Individual and Cultural Differences
    - Setting an Example
    - Creating an Empowering and Motivating Environment
    - Change Management
  - The programme should be interactive whilst employing a variety of learning methodologies.
  - The training should be conducted by a team of facilitators and be conducted in English. Wherever possible locally relevant examples should be used. A local expert will be recruited by the WHO to join the workshop for this purpose with no cost implications to the contracting agency. WHO will bear the cost of the local resource person.
  - An assessment of effectiveness of the training in the form of a pre post assessment should be conducted.
  - The training report should include a detailed description of the training and should also include an analysis of the results of the assessment of effectiveness

The training venue will be in Colombo (non-residential).

The training logistics including venue and meals of the staff will be provided by the WHO with no cost implications to the contracting agency.

Costs related to training material of the resource team of the contractual agency should be borne by the contractual agency.
3.2 Deliverables
- Conduct of the Team Building programme for the staff of the WHO Country office Sri Lanka and a technical report:
  - describing the training activities
  - results of the assessment of the effectiveness of the training
  - recommendations for further trainings

4. Expected characteristics of the provider
Contractual agency shall:
  - At least 10 years’ experience as an Agency
  - Possess a team of experts with internationally recognized qualifications related to leadership development programmes and training
  - Lead resource person to possess at least 10 years’ experience with requisite formal training in a relevant area
  - Having worked with WHO/other UN agencies/International organizations in the past

Curriculum Vitae of the identified experts should be annexed to the proposal.

5. Place of assignment
Capacity building workshop will be held in a training facility in Colombo.