



World Health
Organization

End-of-project review and documentation for “Scaling up Evidence-Based Parenting Intervention in Thailand”

Request for Proposals (RFP)

Proposal Reference

2026-02

Country Office/Unit Name

Thailand

Issued on

Monday, August 10, 2026

Closing date

Sunday, August 23, 2026

Closing Time

11:00 PM

Time Zone

UTC + 7 hours

Section 1: Cover Letter

Dear Proposers,

The World Health Organization, hereinafter referred to as WHO, hereby invites prospective Proposers to submit a proposal in accordance with the General Conditions of Contract and the Terms of Reference as set out in this Request for Proposal (RFP).

To enable you to submit a proposal, please read the following attached documents carefully.

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If you are interested in submitting a proposal in response to this RFP, please

1. Acknowledge receipt of this RFP by completing and returning the Letter of Intent form in **Annex A**, indicating your intention to submit a proposal or not, no later than Friday, August 14, 2026
2. Submit any requests for clarification no later than Friday, August 14, 2026
3. Prepare your proposal in accordance with the requirements and procedures outlined in this RFP and submit it no later than Sunday, August 23, 2026

All WHO vendors are required to comply with the [United Nations Supplier Code of Conduct](#). We encourage all Proposers to join the [United Nations Global Compact](#) and [support the Women's Empowerment Principles](#) (WEP).

For guidance on how to register as a supplier in UNGM and use WHO's e-tendering system, please refer to the following resources: [Instructions on how to register with WHO and access WHO tenders](#), [UNGM Help Center](#) and [UNGM/In-Tend support](#)

We look forward to receiving your competitive proposals.

Section 2: General Instructions to Proposers

GENERAL	
1. About WHO	The World Health Organization (WHO) was established in 1948 as a specialized agency of the United Nations. The objective of WHO (www.who.int) is the attainment by all peoples of the highest possible level of health. "Health", as defined in the WHO Constitution, is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity. WHO's main function is to act as the directing and coordinating authority on international health work.
2. Scope	Proposers are invited to submit a proposal in line with the Terms of Reference (Section 5) and the requirements of this RFP, including any written amendments. A summary of the scope is provided in Section 3: Specific information to this RFP.
3. Interpretation of the RFP	This RFP is conducted in accordance with Policies and Procedures of WHO, a summary of which is accessible at WHO's website: WHO Procurement: principles and processes Any proposal submitted will be regarded as an offer by the proposer and does not constitute or imply the acceptance of the proposal by WHO. WHO is under no obligation to award a Contract to any proposer as a result of this RFP.
4. Eligible Proposers	Proposers shall have the legal capacity to enter into a binding contract with WHO. All WHO suppliers must abide to the UN Supplier Code of Conduct, which is available at the following link: UN Supplier Code of Conduct Proposers must submit a signed Self-Declaration form (Annex F) included in this RFP Proposers will be excluded if: • They are bankrupt, undergoing court administration, have suspended business, are under creditor arrangements, or in similar situations under national law. • They or individuals with decision-making power have been found guilty of fraud, corruption, involvement in criminal organizations, money laundering, terrorism-related offenses, child labor, or human trafficking. • They or such individuals have been found guilty of financial irregularities. • They misrepresent or fail to provide required information under this RFP or during evaluation. • They have a conflict of interest, as determined solely by WHO. This includes associations with firms involved in preparing specifications for this procurement or any other conflicting situation. • They appear on sanction or ineligibility lists, including the UN Security Council, UN Ineligibility List, World Bank's non-responsible vendors list, or World Bank ineligible firms and individuals list. WHO may also exclude proposers for other reasons, at its discretion.
SOLICITATION DOCUMENTS	
5. Clarification of solicitation documents	Proposers may request clarifications on any of the RFP documents no later than the date and time indicated in Section 3: Specific Information to this RFP. Any request for clarification must be sent in writing in the manner indicated in Section 3: Specific Information to this RFP. Explanations or interpretations provided by personnel other than the named contact person will not be considered binding or official. WHO will provide the responses to clarifications through the method specified in Section 3: Specific Information to this RFP. No individual presentations or meetings with Proposers will be allowed before the proposal submission deadline. From the issuance of this RFP until final selection, contact with WHO officials is not permitted, except through formal queries as outlined, or if WHO initiates a presentation or meeting as per the RFP terms.
6. Amendment of solicitation documents	WHO may, at any time before the closing date for submission of proposals, for any reason, whether on its own initiative or in response to a clarification requested by a (prospective) proposer, modify the RFP by written amendment. Amendments will be made available to all prospective Proposers. If the amendment is substantial or for other reasons, WHO may extend the Deadline for submission of proposals.

PREPARATION OF PROPOSALS	
7. Cost of preparation of the proposal	The proposer shall bear all costs related to the preparation and/or submission of the proposal, regardless of whether its proposal is selected or not. WHO shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
8. Language	The proposal, as well as any and all related correspondence exchanged by the proposer and WHO, shall be written in the language(s) specified in Section 3: Specific Information to this RFP.
9. Documents comprising the bidders' proposal	The proposal shall comprise of the returnable forms requested in Section 7: Proposal forms as well as any associated documentation requested in the RFP
10. Technical proposal format and content	The proposer must submit a technical proposal addressing all requirements in Section 4 (Evaluation Criteria), attaching the forms provided in Section 7 (returnable forms) and responding to RFP requirement as described in Section 5 - Terms of Reference. The technical proposal shall not include any price or financial information. A technical proposal containing material financial information may be declared non-responsive.
11. Financial proposal	The financial proposal shall be prepared using the returnable form provided in Section 7 (returnable Forms) and taking into consideration the requirements in the RFP. The proposal shall list all major cost components associated with the services, and the detailed breakdown of such costs. Any output and activities described in the technical proposal but not priced in the financial proposal, shall be assumed to be included in the prices of other activities or items as well as in the final total price. Prices and other financial information must not be disclosed in any other place except in the financial proposal.
12. Prices, Duties and taxes	WHO is entitled to tax exemption by reason of the Privileges and Immunities it enjoys, subject to the conditions included in the WHO General Terms and Conditions in Section 6. During bidding, vendors must submit prices excluding taxes. However, in jurisdictions / countries where VAT is mandatory, as evidenced by the vendor, the selected vendor will include VAT on invoices to WHO. The respective Finance team at Headquarters, Regional Office, or Country Office, will handle refund claims with the relevant authorities in accordance with applicable tax laws and procedures in that jurisdiction / country. Any quantity or other discounts (e.g.: volume discounts) shall be clearly indicated. Prices quoted by the Proposer shall be fixed during the bidder's performance of the contract. Any adjustment or revision to the prices shall only be made effective upon agreement based on written amendment signed by both parties.
13. Currencies	Prices may be quoted in US Dollar, or any currency of the bidder's choice, unless otherwise stipulated in Section 3 Information Specific to the RFP. However, for the purposes of comparison of all offers, WHO will convert the currency quoted in the offers to USD, in accordance with the UN Operational Rate of Exchange on the closing date for bid submission specified in Section 3: Specific information about this RFP.
14. Proposal validity period	Proposals shall remain valid for the period specified in Section 3: Specific information to this RFP commencing on the deadline for submission of proposals. A proposal valid for a shorter period may be rejected by WHO and rendered non-responsive. During the proposal validity period, the proposer shall maintain its original proposal without any change, including the availability of the key personnel, the proposed rates and the total price. In exceptional circumstances, prior to the expiration of the proposal validity period, WHO may request Proposers to extend the period of validity of their proposals.
15. Joint Venture, Consortium or Association	Two or more entities may form a joint venture or consortium and submit a joint proposal offering to jointly provide the services described in the proposal. Such a proposal must be submitted in the name of one member of the consortium hereinafter the "lead organization". The lead organization will be responsible for undertaking all negotiations and discussions with, and be the main point of contact for, WHO. The

	lead organization and each member of the consortium will be jointly and severally responsible for the proper performance of the contract
16. Only one proposal	Each proposer, including individual members of any Joint Venture, may submit only one proposal—either independently or as part of a Joint Venture. Proposals will be rejected if any of the following apply: • They share at least one controlling partner, director, or shareholder. • One has received a direct or indirect subsidy from another. • They have the same legal representative for this RFP. • They are related in a way that gives access to or influence over another's proposal. • They are subcontractors to each other, or a subcontractor also submits a separate proposal as a lead proposer. • Key personnel are proposed in more than one team (this does not apply to subcontractors appearing in multiple proposals).
17. Alternative proposals	Unless otherwise specified in Section 3: Specific information about this RFP, alternative proposals shall not be considered. If submission of alternative proposal is allowed in Section 3: Specific information to this RFP, a proposer may submit an alternative proposal but only if it also submits a proposal conforming to the RFP requirements. Where the conditions for its acceptance are met, or justifications are clearly established, WHO reserves the right to award a contract based on an alternative bid.
18. Pre-proposal conference	When appropriate, a pre-proposal conference will be held at the date, time, and location specified in Section 3: Specific information to this RFP. If marked as mandatory, non-attendance will result in ineligibility to submit a proposal. If not mandatory, non-attendance will not lead to disqualification.
19. Site inspection	If specified in Section 3: Specific information to this RFP, a site inspection will be held at the indicated date, time, and location, following the given instructions. If marked as mandatory, failure to attend will render a proposer ineligible. If not mandatory, non-attendance will not lead to disqualification. Proposers are responsible for their own visa arrangements. The site inspection is for background information only, and any information provided is not binding unless confirmed by WHO in writing.
SUBMISSION AND OPENING OF PROPOSALS	
20. Instruction for proposal submission	The proposer shall submit a complete proposal in the format and with the documents required in Section 3: Specific information to this RFP, using the delivery method specified therein. Submission of a proposal implies that the proposer has accessed, read, understood, and agrees to comply with WHO's General and Contractual Conditions in Section 6.
21. Deadline for proposal submission	Complete proposals must be received by WHO in the manner, and no later than the date and time, specified in Section 3: Specific information about this RFP. In case of any doubt regarding the time zone, Proposers should refer to Section 3: Specific information about this RFP. It is the sole responsibility of Proposers to ensure their proposal is received by the stated deadline. Late submissions will not be possible or accepted. Proposers are strongly advised to take all necessary steps to ensure timely submission. WHO accepts no responsibility for proposals that are delayed due to technical issues and will consider only the actual date and time of receipt. WHO may, at its discretion, extend the proposal submission deadline by amending the solicitation documents in accordance with Clause 6 (Amendment of solicitation documents) of Section 2. In such cases, the new deadline will apply to all Proposers.
22. Withdrawal, substitution and modification of proposals	The proposer may withdraw its proposal any time after the proposal's submission and before the tender closing date of the proposals, provided a written and signed notice of the withdrawal is received by WHO prior to the closing date for the submission of proposals. No Proposal may be withdrawn in the interval between the closing date for submission of proposals and the expiration of the proposal validity period.
23. Proposal opening	Proposals will be opened after the deadline for proposal submission by the bid opening committee There will be separate proposal openings for technical and financial proposals. The opening panel will open only the financial proposals of suppliers who meet the minimum criteria of the technical evaluation.

EVALUATION OF PROPOSALS	
24. Evaluation of proposals	WHO shall evaluate a proposal using only the methodologies and criteria defined in this RFP. No other criteria or methodology shall be permitted. WHO shall conduct the evaluation solely on the basis of the submitted technical and financial proposals. Evaluation of proposals shall be undertaken in the following steps: (i) preliminary examination. (ii) evaluation of minimum eligibility and qualification (if pre-selection is not done) / mandatory requirements (iii) evaluation of technical proposals on weighted scoring; and (iv) evaluation of financial proposals.
25. Preliminary examination	WHO shall examine the proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the proposals are generally in order, among other indicators that may be used at this stage. WHO reserves the right to reject any proposal at this stage. Technical proposals found to contain financial proposal or pricing information will be rejected.
26. Evaluation of eligibility and qualification	Eligibility and qualification of the proposer will be evaluated against the minimum eligibility and qualification requirements specified in Section 4: Evaluation Criteria and in Clause 4 (Eligible Proposers) in Section 2.
27. Evaluation of technical and financial proposals	After the preliminary evaluation, the panel will assess technical proposals based on their responsiveness to the Terms of Reference and other RFP documents, using the evaluation criteria, sub-criteria, and point system in Section 4: Evaluation Criteria. Proposals that do not meet the minimum technical score will be considered non-compliant. Only the financial proposals of technically compliant proposers will be opened and evaluated in the second stage. If required, WHO may invite technically compliant proposers for a presentation, with conditions provided in the RFP. Presentations may be held at WHO offices or via tele/videoconference. The applicable evaluation method is indicated in Section 3: Specific information about this RFP, typically the combined scoring method based on both technical and financial scores.
28. Clarification of proposals	WHO may request clarifications or additional information in writing from proposers at any stage of the evaluation. Responses must not alter the substance or price of the proposal, except to confirm corrections of any arithmetical errors identified by WHO, as outlined in the General Instructions to Proposers.
29. Nonconformities, reparable errors and omissions	Provided that a proposal is substantially responsive, WHO may request the proposer to submit the necessary information or documentation within a reasonable period in order to rectify nonmaterial nonconformities or omissions in the proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the proposal. Failure of the proposer to comply with the request may result in the rejection of its proposal. For financial proposals that have been opened, WHO shall check, and correct arithmetical errors as follows: a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of WHO there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetical error, in which case the amount in figures shall prevail.

	If the proposer does not accept the correction of errors, its proposal shall be rejected, and its proposal security(if applicable) may be forfeited.
AWARD OF CONTRACT	
30. Award criteria, award of Contract	Before the expiration of proposal validity, WHO will award the Contract to the qualified proposer based on the criteria set out in the tender document. WHO expressly reserves the following rights, which may be exercised at its sole discretion and without incurring any liability or obligation of any kind toward any proposer: a) to award a Contract to any proposer, regardless of whether such proposer has obtained the highest technical score or submitted the lowest cost proposal. b) award separate contracts for different parts, components, or items to one or more proposers, even if such awards are not to the lowest-cost proposers. c) accept or reject any proposal or cancel the entire solicitation process at any time before award, without liability or obligation to inform proposers of the reasons. d) award the Contract based on WHO's specific objectives to the proposer whose offer best meets the Organization's needs. e) decide not to award any contract.
31. Right to vary requirements at time of award	At the time the Contract is awarded, WHO reserves the right to revise the scope of the work or to increase or decrease the quantity of services originally specified in Section 5: Terms of Reference / Schedule of requirements, and without any change in the unit prices or other terms and conditions of the proposal and the solicitation document.
32. Notification of award	Prior to the expiration of the period of proposal validity, WHO will notify the successful proposer in writing via email or via a notification from e-tendering system. After signing the contract with successful vendor, the unsuccessful vendors will be sent a regret notification.
33. Payment terms	Full payment of 100% is due within 30 days following receipt and acceptance of services, upon receipt of the invoice.
34. Debriefing	WHO does not routinely offer debriefings to unsuccessful bidders. However, for tenders over \$300,000 or complex tenders, WHO may provide a debriefing upon written request. The request must be submitted within 30 calendar days of receiving the notification of non-award. The debriefing aims to highlight the strengths and weaknesses of the proposer's submission to help improve future proposals. It will not include discussion of other proposals or comparisons. Debriefings will be conducted only through in-person meetings, teleconference, or videoconference.
35. Proposal complaint	When a supplier believes that WHO did not follow its own procurement rules, the supplier may choose to raise a formal complaint. The Procurement Complaint Mechanism is only available to suppliers who: • Participated in a competitive procurement process and were not awarded a contract; and • The value of the contract award is higher than US\$ 300,000. A formal complaint must be submitted in writing within one month of the notification of the outcome of the competitive bidding process, to the following email address: procurementcomplaint@who.int and must include the minimum information detailed on the WHO website (WHO Procurement: frequently asked questions).
36. Publication of Contract award	WHO publishes on its contract awards webpage the list of contracts for acquired goods and services of a value of USD 25 000 or more. This information is published with due observance of the requirements of confidentiality and security. Further procurement data about WHO can be obtained through WHO's Procurement Report or at UNGM's Annual Statistical Report on UN Procurement ..
37. Performance Security	This is not mandatory; however, if specified in Section 3: Specific information about this RFP, the successful Proposer must provide a performance security in the stated amount and form within the specified timeframe after receiving the contract from WHO.

Section 3: Specific Information to this RFP

The following specific information shall complement, supplement or amend the provisions in [Section 2: General Instructions to Proposers](#). In case there is a conflict, the provisions herein shall prevail over those in [Section 2: General Instructions to Proposers](#).

Instructions to Bidders article	Specific Instructions / Requirements
Scope of RFP and Intention to Bid (Article 2)	The reference number of this Request for Proposal (RFP) is 2026-02 The services include the End-of-project review and documentation for “Scaling up Evidence-Based Parenting Intervention in Thailand” as further described in Section 5 of this RFP. The purpose of this RFP is to establish Contract
Clarification of the RFP (Article 5)	a) Contact details for clarification of solicitation documents should be sent to WHO by: ☒ Email address sethalpo@who.int b) Deadline for submitting requests for clarifications / questions: Date: 14 August 2026 Time 11:00 PM Time Zone UTC + 7 hours City and Country: Bangkok Thailand Responses to requests for clarification will be communicated in writing by WHO to all bidders via the same medium as stated above.
Language of the RFP (Article 8)	Language of this proposal shall be in English
Currency of proposal (preferred) (Article 13)	Prices included in the proposal shall be preferably quoted in Thai Baht (THB)
Proposal validity (Article 14)	60 days from the deadline for proposal submission.
Alternative proposals (Article 17)	Shall not be considered.
Pre-proposal conference (Article 18)	Will not be held
Site Inspection (Article 19)	A site inspection will not be held.
Instructions for submission of Proposals (Article 20)	Allowable manner of submitting proposals: ☒ E-tendering (In-Tend): ☒ Email: sethalpo@who.int ☐ Other Click or tap here to enter text. ATTENTION: Proposals which do not comply with the selected method of submission may be rejected.
Deadline for proposal submission (Article 21)	Public proposal opening will not be held CLOSING DATE: 23 August 2026 CLOSING TIME: 11:00 PM Zone: UTC + 7 hours City and Country: Bangkok, Thailand
Evaluation of technical and financial proposals (Article 24)	Evaluation will be based on the combined scoring method using a distribution of 70%: 30% of Technical Proposal to Financial Proposal respectively. This means that Technical Proposal will take 70%. and Financial Proposal will take 30% To be technically compliant, Proposers must obtain a minimum threshold of 70% of maximum points.

Instructions to Bidders article	Specific Instructions / Requirements
Performance Security (Article 37)	Not Required

Section 4: Evaluation Criteria

The evaluation criteria are divided into two.

- A- Technical Evaluation Criteria Weighing 70%
- B- Financial Evaluation Criteria Weighing 30%

A- TECHNICAL EVALUATION CRITERIA

The technical evaluation criteria will follow the below process

1. Preliminary examination.
2. Evaluation of minimum eligibility and qualification/mandatory requirements.
3. Technical Proposal Weighted Scoring.

1. Preliminary examination

WHO shall examine the proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the proposals are generally in order, among other indicators that may be used at this stage. WHO reserves the right to reject any proposal at this stage. Technical proposals found to contain financial proposal or pricing information will be rejected

2. Minimum eligibility and qualifications (Mandatory Requirements)

The vendors proposals will be assessed on pass and fail methodology and failure in any of the criteria may exclude the vendor for consideration at next stage of weighted scoring. WHO reserves the right to seek clarification when a proposal contains unclear or ambiguous information that makes it difficult to evaluate the submission fairly against the published technical criteria.

Item	Minimum eligibility and qualifications (Mandatory Requirement)	Required supporting documents	Pass /Fail?
1.	Corporate status of the company: Proposer is a legally registered entity	Vendor to provide proof of registration or accreditation in form of incorporation certificate, trading licences by filling the form in Annex D	
2.	Vendor Eligibility: Vendor is not suspended, nor otherwise identified as ineligible, by any UN Organization, the World Bank Group or any other International Organization in accordance with Section 2: Clause 4.	Vendor to declare that its company is eligible by filling the form in Annex D	
3.	Conflict of Interest: The Proposer must have no conflict or perceived conflict of interest	Vendor to declare that he has no conflict / perceived conflict of interest by filling the form in Annex F (Self declaration form)	
4.	Bankruptcy: Proposer has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgement or pending legal action against the vendor that could impair its operations in the foreseeable future	Vendor to declare that its company has never been involved in bankruptcy or receivership proceedings by filling the form in Annex D	
5.	Non-performing contracts and History of Litigation: Vendor must declare that during the last 3 years, that its company has no non-performing contracts because of its company's default and that its company has no consistent history of court/arbitral award decisions against itself.	Vendor to declare that its company is eligible by filling the form in Annex D	
6.	Company / Experience: The proposer must have minimum 5 years of relevant experience in one or more of the following areas:	Company should provide a list of relevant projects that should demonstrate at least 5 years of relevant experience. Please fill form D	

	• Project documentation, evaluation, or research in international development or public health • Child development, parenting programmes, or family health initiatives • Health communication, knowledge management, or advocacy		
7.	Past performance: The proposer must • Demonstrate experience in conducting national-level program evaluations, documentation assignments, or case study development in Thailand or similar settings • Demonstrate experience in qualitative research methods, including design and conduct of key informant interviews, stakeholder consultation and engagement, thematic analysis and synthesis • Demonstrate strong analytical skills and ability to synthesize complex information from multiple sources and across multiple years of programming • Demonstrate excellent report writing, editing, and presentation skills with a portfolio of relevant published or submitted work	Company/respondent should provide at least 3 sample writing, report, publication that demonstrate ability for analytical approach/framework, methodology sections, situation analysis, writing, editing, and presentation/ visualisation skills. (full reports if permitted, or executive summaries/redacted versions if confidentiality applies)	
8.	<u>Sexual misconduct and abusive conduct risk management:</u> The proposer must demonstrate capacity to prevent and address sexual misconduct and other forms of abusive conduct for community-facing operations or staffing and recruitment services¹ in line with relevant WHO policies. Where requirements are not met, proposers may also submit a plan to meet requirements after project kick-off (see details in Annex J).	<u>Company should fill Annex J.</u>	
9.	<u>Education:</u> The proposer or team leader must have an advanced university degree (master's degree or PhD) in one of the following fields, Public Health, Social Sciences, Psychology, Health Communication, Health Policy and Systems, Child Development, or a related field. At least one team member or individual is fluent in English and Thai (written and spoken).	CV of proposer or each team member clearly stating degree, field of study, institution, work history with job titles, employers	

N.B Failure in any of the above mandatory criteria will result in the vendors proposal not being considered for weighted scoring criteria

3. Weighted Scoring Criteria

¹ Staffing and recruitment services include, but are not limited to:

- **Service personnel working in service of WHO personnel (e.g. IT support, helpdesk staff, etc.)**
- **Transport providers moving staff or community members.**
- Caterers or food distributors delivering meals or supplies directly to beneficiaries.
- Facility staff such as cleaners, guards, or maintenance workers in WHO premises, clinics, schools, or shelters.
- **Training or workshop facilitators engaging directly with community participants.**
- **Medical suppliers or contractors delivering services or equipment in beneficiary settings, incl. vaccination campaigns**
- Construction workers operating in schools, clinics, or community facilities.

Vendors who pass the preliminary and minimum eligibility requirements will have their proposals evaluated using a weighted scoring system, depending on the quality and clarity of the submitted proposal. Each proposal will be assessed against the set criteria, and a weighted score will be calculated to determine the most technically and/or financially advantageous offer.

The scoring scale per criteria was defined as follows:

Criteria evaluated as:	Based on the following supporting evidence:	Corresponds to the % of maximum score
Excellent and fully detailed	Excellent evidence of ability to exceed requirements	100%
Substantially detailed	Good evidence of ability to exceed requirements	80%
Averagely detailed	Satisfactory evidence of ability to support requirements	50%
Marginally detailed	Marginally acceptable or weak evidence of ability to support requirements	20%
Very minimally detailed	Lack of evidence to demonstrate ability to comply with requirements	10%
No submission	Information has not been submitted or is unacceptable	0%

Weighted Criteria and maximum Score for each criterion is as follows.

Section 1. Organizational Capacity and Industry Standing		Max Points
1.1	Proven Organizational Capability - Org/team overview, key personnel qualifications (link to CVs) with experience related to the topic - <i>The following will be considered desirable: familiarity with Thailand's mental health system and the Department of Mental Health's programs, knowledge of evidence-based parenting programs, experience working with WHO or other UN agencies on documentation or knowledge management assignments</i>	15
1.2	Relevant Technical Experience in Similar Contexts: - <i>The submitted proposal provides evidence of completed projects of comparable scope and complexity.</i> - The sample of relevant past projects is of high quality in terms of analytical approach/framework, methodology sections, situation analysis, writing, and editing.	15
1.3	Ability to produce visually engaging knowledge products (infographics, policy briefs) in addition to technical reports - The sample of relevant past projects is of high quality in term of presentation/visualisation skills	10
Total Section 1		40
Section 2. Proposed methodology approach and implementation plan		
2.1	Clear and Detailed Understanding of the Terms of Reference - <i>Demonstrates a clear grasp of the objectives and scope of the assignment, addresses all key components of the Terms of Reference</i> - <i>Presents a structured and realistic methodology includes details on stakeholder engagement (where applicable).</i> - <i>Provides a comprehensive plan detailing how the assignment will be implemented and managed including a sequenced and time-bound work plan with key activities, timelines, and deliverables</i>	30
Total Section 2		30
Grand Total		70

NOTE

- a) A minimum of 70% is required to pass the technical evaluation. Proposals that do not meet this minimum score will not be opened for financial evaluation
- b) Rating the Technical Proposal (TP):
TP Rating = (Total Score Obtained by the Proposer / Max. Obtainable Score for TP) x 100

B- FINANCIAL EVALUATION

Once the technical evaluation is finalized, all evaluation panel members will sign the technical evaluation report. Only financial proposals from bidders who meet the minimum technical score, as indicated above, will be opened and evaluated. Proposals that do not meet the minimum technical threshold will be rejected.

The formula for the rating of the proposals will be as follows:

Rating the Technical Proposal (TP):

TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100

Rating the Financial Proposal (FP):

FP Rating = (Lowest Priced or Cost Offer / Price or Cost of the Offer Being Evaluated) x 100

Total Combined Score:

(TP Rating) x (Weight of TP 70%+ (FP Rating) x (Weight of FP i.e.30% = Total Combined and Final Rating of the Proposal.

Section 5: Terms of Reference -Services

Please see Annex H: Terms of Reference

Section 6: General Conditions of Contract

6.1 General Conditions of the Contract for the Agreement for the Performance of Work (APW)

In the event of an Agreement for the Performance of Work (APW) is the resultant contract type, the General Conditions attached to the APW will be applicable and can be downloaded on the link below.

<https://www.who.int/publications/m/item/general-and-contractual-conditions>.

6.2 General Conditions of the Contract for the Technical Services Agreement (TSA)

In the event of a Technical Services Agreement (TSA) is the resultant contract type, the General Conditions attached to the TSA will be applicable and can be downloaded on the link below.

<https://www.who.int/publications/m/item/tsa-general-conditions>

6.3 Failure to access the general Conditions of Contract

In case the proposer fails to access and download the above General conditions, please contact us at the email procurement@who.int and the pdf copy will be sent to you

6.4 General conditions of the contract that will apply to this RFP

For this RFP, the following general conditions of the Contract will apply

Select One:

- ☒ General Conditions of the Contract for the Agreement for the Performance of Work (APW)
- ☐ General Conditions of the Contract for the Technical Services Agreement (TSA)
- ☐ N/A if the RFP will lead to a Tailor-Made Agreement (TMA)

6.5. Acceptance of the general Conditions of Contract

By submitting a proposal in response to this RFP, the proposer confirms that they have accessed, read, understood, and accepted the General Terms and Conditions. The proposer further acknowledges that, if awarded the contract, these General Conditions shall apply.

Section 7: Proposal Terms

The following forms must be submitted with the vendor's proposal. Failure to submit the mandatory completed forms may result in proposal rejection.

These forms include.

Nature of Form	Name of the Form
Mandatory	<u>Annex A: Letter of Intent</u>
Mandatory:	<u>Annex B: Confidentiality Undertaking</u>
Mandatory	<u>Annex C: Proposal completeness form</u>
Mandatory	<u>Annex D: Information about the vendor and format of technical proposal.</u>
Mandatory	<u>Annex E: Acceptance form (Format of Financial Proposal)</u>
Mandatory	<u>Annex F Self Declaration Form</u>
Mandatory for joint ventures	<u>Annex G Joint Venture/Consortium/Association Information</u>
Optional	<u>Form H: Terms of Reference</u>

Annex A: Letter of Intent

From:

Subject RFP reference: 2026-02

Check the appropriate box	Description
☐	YES , we intend to submit a proposal.
☐	NO . We are unable to submit a competitive proposal for the requested services at this time.

If you selected NO above, please indicate the reason(s) below:

Check applicable	Description
☐	The requested services are not within our range of supply.
☐	We are unable to submit a competitive proposal for the requested services at this time.
☐	The requested services are not available at this time.
☐	We cannot meet the requested terms of reference.
☐	The information provided for proposal purposes is insufficient.
☐	Your RFP is too complicated.
☐	Insufficient time is allowed to prepare a proposal.
☐	We cannot meet the delivery requirements.
☐	Sustainability criteria/requirements are too stringent (if applicable).
☐	We do not export.
☐	We do not sell to the UN.
☐	Your requirement is too small.
☐	Our capacity is currently full.
☐	We are closed during the holiday season.
☐	We had to give priority to other clients' requests.
☐	The person handling proposals is away from the office.
☐	We cannot adhere to your terms and conditions e.g. payment terms, request for Performance Security etc. <i>(please provide details below)</i> :
☐	We would like to receive future RFPs for this type of service.
☐	We do not wish to receive RFPs for this type of service.
☐ Other reasons	Click or tap here to enter text.

Annex B: Confidentiality Undertaking

1. The World Health Organization (WHO), acting through its Department / Business centre of Thailand has access to certain information relating to End-of-project review and documentation for “Scaling up Evidence-Based Parenting Intervention in Thailand” which it considers to be proprietary to itself or to entities collaborating with it (“the Information”).
2. WHO is willing to provide the Information to the Undersigned for the purpose of allowing the Undersigned to prepare a response to the Request for Proposal (RFP) for the End-of-project review and documentation for “Scaling up Evidence-Based Parenting Intervention in Thailand” Project (“the Purpose”), provided that the Undersigned undertakes to treat the Information as confidential and proprietary, to use the Information only for the aforesaid Purpose and to disclose it only to persons who have a need to know for the Purpose and are bound by like obligations of confidentiality and non-use as are contained in this Undertaking.
3. The Undersigned undertakes to regard the Information as confidential and proprietary to WHO or parties collaborating with WHO, and agrees to take all reasonable measures to ensure that the Information is not used, disclosed or copied, in whole or in part, other than as provided in paragraph 2 above, except that the Undersigned shall not be bound by any such obligations if the Undersigned is clearly able to demonstrate that the Information:
 - a) was known to the Undersigned prior to any disclosure by WHO to the Undersigned (as evidenced by written records or other competent proof);
 - b) was in the public domain at the time of disclosure by or for WHO to the Undersigned
 - c) becomes part of the public domain through no fault of the Undersigned; or
 - d) becomes available to the Undersigned from a third party not in breach of any legal obligations of confidentiality (as evidenced by written records or other competent proof).
4. The Undersigned further undertakes not to use the Information for any benefit, gain or advantage, including but not limited to trading or having others trading in securities on the Undersigned’s behalf, giving trading advice or providing Information to third parties for trade in securities.
5. At WHO's request, the Undersigned shall promptly return any and all copies of the Information to WHO.
6. The obligations of the Undersigned shall be of indefinite duration and shall not cease on termination of the above-mentioned RFP process.
7. Notwithstanding any specific provision herein, this Undertaking and any dispute arising therefrom or relating thereto shall be governed by general principles of law, to the exclusion of any single national system of law. Any dispute arising from or relating to the Undertaking, including its validity, interpretation, or application, shall, unless amicably settled, be subject to conciliation. In the event the dispute is not resolved by conciliation within thirty (30) days, the dispute shall be settled by arbitration. The arbitration shall be conducted in accordance with the modalities to be agreed upon by the parties or, in the absence of agreement within thirty (30) days of written communication of the intent to commence arbitration, with the rules of arbitration of the International Chamber of Commerce. The parties shall accept the arbitral award as final.
8. Nothing in this Undertaking shall constitute or be deemed to constitute a waiver of any of the privileges and immunities enjoyed by WHO under any source of law, or as a submission to the jurisdiction of any national court or tribunal.

Acknowledged and Agreed:

Company Name:	Company name
Mailing Address:	Indicate your address.
Name and Title of duly authorized representative:	Indicate name and title of your authorized representative
Signature:	
Date:	Select date from drop down

Annex C: Proposal Completeness Form

To be filled by the vendor and submitted as guided. Please ensure Forms in the technical proposal must be separated from forms to be submitted in the financial proposal.

Form	Requirement	Completed in full (Yes/No)
Annex A	Letter of Intent <i>To be submitted before the closing date either by email or via In-tend Correspondence tab</i>	☐ Yes ☐ No
Annex B	Confidentiality undertaking form To be part of technical proposal	☐ Yes ☐ No
Annex C	Proposal completeness form To be part of technical proposal	☐ Yes ☐ No
Annex D	Information about Proposer To be part of technical proposal	☐ Yes ☐ No
Annex E	Financial Proposal To be part of financial proposal	☐ Yes ☐ No
Annex F	Self-Declaration Form To be part of technical proposal	☐ Yes ☐ No
Section 4: Technical Evaluation Criteria	Technical Proposal , including: - Executive Summary, - proposed solution, - approach/methodology, - timeline. Please provide all information including relevant attachments to make a robust proposal To be part of technical proposal	☐ Yes ☐ No
Annex G	Joint venture Form To be part of technical proposal	☐ Yes ☐ No

Company Name:	Company name
Mailing Address:	Indicate your address.
Name and Title of duly authorized representative:	Indicate name and title of your authorized representative
Signature:	
Date:	Select date from drop down

N.B Combining or misplacement of proposals i.e. financial documents in technical envelope and technical documents in financial envelope may lead to the rejection of the proposal.

Submission of proposals is via a dedicated email, please first send the technical proposal only containing forms (B, C, D F and section 5.10) in the first email under the subject "TECHNICAL PROPOSAL". Please send a second email containing the financial proposal only including forms E under the subject "FINANCIAL PROPOSAL"

Annex D: Proposer Information

RFP Reference	2026-02
Legal name of proposer	Click or tap here to enter text.
Legal address, city, country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of registration	Click or tap here to enter text.
Proposer's Authorized Representative information	Name and Title: Click or tap here to enter text. Telephone numbers: Click or tap here to enter text. Email: Click or tap here to enter text.
Legal structure	Choose an item.
No. of full-time employees	Click or tap here to enter number.
No. of staff involved in similar contracts	Click or tap here to enter number.
Are you a UNGM registered vendor?	☐ Yes ☐ No If yes, insert UNGM Vendor Number
Years of supplying to UN organizations	Click or tap here to enter text.
Are you a WHO vendor?	☐ Yes ☐ No
Countries of operation	Click or tap here to enter text.
History of Bankruptcy	☐ Yes ☐ No If yes, explain in a separate sheet

History of Non-Performing Contracts

☐ No non-performing contracts during the last 3 years			
☐ Contract(s) not performed in the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History and Legal Information

☐ No litigation history for the last 3 years			
☐ Litigation History as indicated below			
Year of dispute	Amount in dispute (state currency)	Contract Identification	Total Contract Amount (state currency)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 5 years.

List only those assignments for which your company was legally contracted or sub-contracted by the Client or was one of the Consortium/JV partners. Assignments completed your Company's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Company, or that of the Company's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Company should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested.

The vendors are required also to provide the below details in their proposals in the chronological order indicated.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value (Optional)	Period of activity and status	Types of activities undertaken and role (Contractor, sub-contractor or consortium member)

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Annex E: Financial Proposal Form

Note: The inclusion of any financial information in the Technical Proposal may lead to disqualification of the Proposer

Currency of the proposal: Thai Baht (THB)

Financial proposal can be requested:

- Either on one of the tables below, in which case (i) tick the first box and (ii) use/customize one of the tables below.
- Or in a separate excel sheet, in which case (i) tick the second box; (ii) customize second table below keeping just the headers; and (iii) keep the second paragraph below:

The Undersigned, confirms to have read, understood and accepted the terms of the Request for Proposals (RFP) No., and its accompanying documents. If selected by WHO for the work, the Undersigned undertakes, on its own behalf and on behalf of its possible partners and Contractors, to perform Title of the RFP in accordance with the terms of this RFP and any corresponding contract between WHO and the Undersigned, ☐ for the following sums ☐ for the amount(s) below and attached Excel form.

The itemized amounts for each of the deliverables must be completed in the attached Excel form and must be uploaded as part of the financial proposal. The Proposer must ensure that the amount of each Deliverable or of the total amount is identical in the attached Excel sheet and in table below. In case of inconsistency between those two documents, the most favorable terms to WHO in either the Excel sheet or the table below **shall prevail**.

CURRENCY Thai baht

ITEM	COST
Deliverable 1: Inception Report (Output 1) and financial statement	
Project Manager costs	0.00
Team members costs (please itemize by function)	0.00
Other technical costs (please itemize and specify whether there are one-time or recurring costs): Operating System, database, application, license, safeguarding, etc.	0.00
Other Costs (please itemize and specify whether there are one-time or recurring costs)	0.00
Deliverable 1 Costs	0.00
Deliverable 2: Draft Comprehensive Documentation Report (Output 2)	
Project Manager costs	0.00
Team members costs (please itemize by function)	0.00
Other technical costs (please itemize and specify whether there are one-time or recurring costs): Operating System, database, application, license, safeguarding, etc.	0.00
Other Costs (please itemize and specify whether there are one-time or recurring costs)	0.00
Deliverable 2 Costs	0.00
Deliverable 3: Final Report, PowerPoint presentation, knowledge product (Output 3) and financial statement	
Project Manager costs	0.00
Team members costs (please itemize by function)	0.00
Other technical costs (please itemize and specify whether there are one-time or recurring costs): Operating System, database, application, license, safeguarding, etc.	0.00
Other Costs (please itemize and specify whether there are one-time or recurring costs)	0.00
TOTAL COST OF THE PROPOSAL	

The enclosed Proposal is valid for 60 days from the date of this form (Ref. Article 14 of Section **Error! Reference source not found.**).

Agreed and accepted on Sunday, August 23, 2026

Company Name:	Company name
Mailing Address:	Indicate your address

Name and Title of duly authorized representative:	Indicate name and title of your authorized representative
Signature:	
Date:	Select date from drop down

Applicable to private and public companies

..... (the “Company”) hereby declares to the World Health Organization (WHO) that:

- a. it is not bankrupt or being wound up, having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning the foregoing matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
- b. it is solvent and, in a position, to continue doing business for the period stipulated in the contract after contract signature, if awarded a contract by WHO.
- c. it or persons having powers of representation, decision making or control over the Company have not been convicted of an offence concerning their professional conduct by a final judgment.
- d. it or persons having powers of representation, decision making or control over the Company have not been the subject of a final judgment or of a final administrative decision for fraud, corruption, involvement in a criminal organization, money laundering, terrorist-related offences, child labour, human trafficking or any other illegal activity.
- e. it is in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the national legislation or regulations of the country in which the Company is established.
- f. it is not subject to an administrative penalty for misrepresenting any information required as a condition of participation in a procurement procedure or failing to supply such information;
- g. it has declared to WHO any circumstances that could give rise to a conflict of interest or potential conflict of interest in relation to the current procurement action.
- h. it has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept any direct or indirect benefit (financial or otherwise) arising from a procurement contract or the award thereof.
- i. it adheres to the UN Supplier Code of Conduct.
- j. it has zero tolerance for sexual misconduct (an all-inclusive term which includes sexual exploitation, sexual abuse, sexual harassment, and all forms of prohibited sexual behaviour), harassment and other types of abusive conduct and has appropriate procedures in place to prevent and respond to sexual misconduct (an all-inclusive term which includes sexual exploitation, sexual abuse, sexual harassment, and all forms of prohibited sexual behaviour), harassment and other types of abusive conduct.

The Company understands that a false statement or failure to disclose any relevant information which may impact upon WHO's decision to award a contract may result in the disqualification of the Company from the bidding exercise and/or the withdrawal of any proposal of a contract with WHO. Furthermore, in case a contract has already been awarded, WHO shall be entitled to rescind the contract with immediate effect, in addition to any other remedies which WHO may have by contract or by law.

Company name	
Mailing address	Click or tap here to enter text.
Name and Title of authorized representative	Click or tap here to enter text.
Signature	
Date	Click or tap to enter a date.



Agreement for Performance of Work Services

Terms of Reference

This Agreement for Performance of Work (APW) is requested by:

Initiator:	WHO Thailand	Reg.#:	24-079
Unit:	Family Health, Gender and Life Course and Non-Communicable Diseases	Cluster / Dpt.:	WCO Thailand

1. *Purpose of the APW

This Agreement for Performance of Work (APW) provides prospective bidders with WHO Thailand's needs and expectations and will serve as clear contractual guidance for the selected contractor to deliver the assignment.

The purpose of this APW is to hire a qualified institution or individual to produce comprehensive end-of-project review and documentation for the multi-phase initiative "Scaling Up Evidence-Based Parenting Interventions in Thailand" (Phases 1, 2, and 3), implemented from July 2024 through November 2026 under the partnership between WHO and the Department of Mental Health (DMH), Ministry of Public Health, with funding from the LEGO Foundation.

The documentation will serve as an institutional record of the project's design, implementation, achievements, lessons learned, and recommendations for future programming, intervention, and policy direction, and will be accessible to national and international stakeholders working in the field of child development and parenting interventions.

2. *Background

Early childhood is a critical period for lifelong physical, cognitive, and socio-emotional development. Evidence consistently shows that structured, evidence-based parenting interventions can improve child development outcomes, prevent family violence, and promote positive mental health for both children and caregivers.

Despite this, access to quality parenting support in Thailand has been fragmented, under-resourced, and unevenly distributed across the country.

In response, the Department of Mental Health (DMH), Ministry of Public Health, in partnership with WHO Thailand and with funding from the LEGO Foundation, implemented a three-phase initiative from July 2024 to November 2026 to systematically scale up evidence-based parenting interventions across Thailand.

Phase 1 (July 2024 – July 2025)

Phase 1 focused on building the foundational infrastructure for scaling evidence-based parenting in Thailand. Key achievements included:

- Establishment of the Strategic and Technical Alliance Team (STAT) as a cross-sectoral coordination body
- Launch of the Positive Parenting Promotion Center at the Rajanagarindra Institute of Child Development as a national hub
- Strengthened public awareness through the Positive Parenting Fun Run and digital campaigns reaching approximately 500 parents and children
- Expansion of certified facilitators for Thai Triple-P, 7-Day Parenting, PLH, and Net PAMA across all six regions of Thailand
- Identification of the Family United programme (UNODC) to address the gap in evidence-based parenting for adolescents aged 12–17
- Cross-ministerial advocacy through the Child and Adolescent Mental Health Working Group and the national Mind Month initiative

Phase 2 (September – December 2025)

Phase 2 deepened capacity and systems development, with major achievements including:

- Development of a Monitoring and Evaluation (M&E) framework and a Thai Triple-P data management system (thaitriplep.dmh.go.th)
- Training of 53 facilitators across Trainer, Coach, and Leader levels, covering all four regions
- Development of a draft Standard Operating Procedure (SOP) for integrating parenting support into telephone counselling services
- Development of a parenting board game prototype for family-based co-regulation activities
- National Positive Parenting Fun Run #3 in Khon Kaen attracting 767 participants
- Launch of the National Parenting Literacy Self-Assessment website (positiveparenting.com)
- Digital campaigns reaching over 104,200 people; Facebook page grew from 396 to 2,840 followers (6.27-fold increase)
- 50,844 families reached through Thai Triple-P programme in FY2025 — a 106.3% increase from the baseline annual average

Phase 3 (May – November 2026)

Phase 3 focuses on institutionalizing and sustaining the gains from previous phases by strengthening cross-ministerial coordination, expanding community-based platforms, high-level advocacy for policy integration, scaling evidence-based programmes, and broadening public awareness. The project is scheduled to conclude at the end of November 2026.

As the project reaches its conclusion, it is essential that the entirety of this multi-year initiative is comprehensively documented to capture the journey, evidence, and institutional knowledge generated across all three phases for learning, accountability, and future programming.

Due to the project's closure in November and the need to document in parallel, this documentation cannot cover the entire project period. It will therefore cover July 2024 – end of August 2026, and may include developments beyond August 2026 where applicable.

3. *Planned timelines (Subject to adjustment)

Start date: 1 September 2026

End date: 21 November 2026

Duration 2 months 21 days

4. *Requirements - Work to be performed

Under the overall technical guidance of the WHO responsible officer and in close collaboration with DMH focal points, the selected contractor will undertake the following outputs:

Output 1: Inception Report and documentation plan

Tasks:

- Conduct a comprehensive desk review of all available project documents from Phases 1–3, including proposals, progress reports, final technical reports, M&E frameworks, meeting minutes, communication materials to understand the project.
- Conduct initial consultations with DMH focal points and WHO responsible officer to clarify documentation objectives, target audiences, dissemination and quality standards.
- Develop a detailed documentation methodology and workplan with identification of key informants and stakeholders to be interviewed across the three phases

Deliverable:

- Inception Report in English in MS Word format, including desk review summary, stakeholder mapping, documentation methodology, and finalized workplan with timeline
- Presentation of Inception findings and documentation structure to WHO and DMH (online format)

Output 2: Comprehensive project documentation report

Tasks:

- Conduct in-depth key informant interviews with key stakeholders across the project, including: DMH project team and management, WHO Thailand technical officers, STAT members (representatives from relevant ministries, academic institutions, NGOs), programme partners (Thai Triple-P, PLH, Net PAMA, 7-Day Parenting, Family United)

- Document key data and evidence generated, including reach data (families reached, facilitators trained, regions covered), social media and public awareness metrics, and policy advocacy outcomes
- Synthesize and develop an engaging and accessible document for the full project narrative across all three phases, covering:
 - project design rationale and theory of change (progress, adaptation, and evolution of approach across Phases 1, 2, and 3)
 - implementation history and key milestones,
 - achievement of objectives and deliverables by phase with references and statistics,
 - challenges encountered,
 - lessons learned and good practices,
 - unfinished work and forward-looking recommendations to realise the objectives of the projects

Deliverable:

- Draft Comprehensive Project Documentation Report in English (MS Word format, fully edited and referenced), including
 - Executive Summary (2–3 pages, standalone)
 - Table of Contents
 - Introduction and Background
 - Implementation Narrative: project design rationale and theory of change
 - Objectives and Key Deliverables
 - Cross-Phase Analysis: Adaptation, Learning, and Continuity
 - Achievement with data and evidence: Reach, Capacity, and Awareness
 - Challenges and Lessons Learned
 - Conclusions and Recommendations for Future Programming and further scaling-up
 - Human interest quotes/ stories
 - Annexes: Key informant list, interview guide, data tables, references, key documents index

Output 3: Final consolidated report and knowledge products

Tasks:

- Incorporate feedback from WHO Technical Officer and DMH on the draft report, submitted in clean and track-changes versions in English (MS Word format), professionally edited and formatted, referenced, and compliant with WHO editorial standards
- Develop a PowerPoint presentation (approximately 20–25 slides) summarizing the project journey, key findings, and recommendations, suitable for dissemination to diverse audiences including donors, policymakers, and technical partners
- Develop at least one additional knowledge product from the following options (to be agreed with WHO and DMH at inception stage): a 4–6-page policy brief, an infographic summary of key results, or a case study narrative suitable for publication on the WHO website

Deliverables:

- High quality Final Project Documentation Report (formatted with WHO Style guide ready for publication – no more than 30 pages)
- High quality PowerPoint presentation in English (approximately 20–25 slides)
- At least one additional knowledge product (policy brief in form of infographic, booklet, leaflet in electronic file ready for dissemination).

5. *Requirements - Planning

No.	Deliverable	Expected Due Date	Payment %	Notes
1	Contract Countersigned	1 September 2026	0%	
2	Inception Report (Output 1) and financial statement	20 September 2026	25%	Within 3 weeks of contract signing
3	Draft Comprehensive Documentation Report (Output 2)	30 October 2026	0%	For WHO/DMH review
4	Final Report, PowerPoint presentation, knowledge product (Output 3) and financial statement	21 November 2026	75%	Incorporating all feedback

6. Inputs

The WHO Responsible Officer will:

- Provide technical guidance and access to all relevant WHO and project documentation
- Facilitate access to key national and international stakeholders, including introduction letters
- Coordinate with DMH to ensure availability of project team members for interviews and consultations
- Review all draft deliverables within 10 working days of submission
- Provide constructive feedback to ensure alignment with project objectives and WHO standards
- Ensure quality assurance and compliance with WHO editorial and branding requirements, subject to WHO editorial review and publication clearance.

7. Activity Coordination and Report

Technical Officer:	To be informed after the contract is signed.	Email:	To be informed after the contract is signed.
For the purpose of:	Technical supervision and instructions – reporting		
Operations Specialist:	To be informed after the contract is signed.	Email:	To be informed after the contract is signed.
For the purpose of:	Contractual and financial management of the contract		

8. *Characteristics of the Provider

Mandatory Requirements

- The individual or team leader of institution must have an advanced university degree (master's degree or PhD) in one of the following fields: Public Health, Social Sciences, Psychology, Health Communication, Health Policy and Systems, Child Development, or a related field
- At least 5 years of progressively responsible professional experience in one or more of the following areas:
 - Project documentation, evaluation, or research in international development or public health
 - Child development, parenting programmes, or family health initiatives
 - Health communication, knowledge management, or advocacy
- Demonstrated experience conducting national-level program evaluations, documentation assignments, or case study development in Thailand or similar settings
- Proven experience in qualitative research methods, including design and conduct of key informant interviews, stakeholder consultation and engagement, thematic analysis and synthesis
- Strong analytical skills and ability to synthesize complex information from multiple sources and across multiple years of programming
- Excellent report writing, editing, and presentation skills with a portfolio of relevant published or submitted work
- At least one team member or individual is fluent in English and Thai (written and spoken), demonstrated through previous work

Desirable Skills and Competencies

- Familiarity with Thailand's mental health system and the Department of Mental Health's programmes
- Knowledge of evidence-based parenting programmes
- Experience working with WHO or other UN agencies on documentation or knowledge management assignments
- Ability to produce visually engaging knowledge products (infographics, policy briefs) in addition to technical reports
- Experience working with multi-stakeholder platforms or advisory bodies

9. *Supporting documents required

- Technical proposal demonstrating understanding of the assignment, including detailed methodology for each output, workplan, and timeline
- CV of all key team members (if institutional), or CV of individual (if individual)
- List of relevant projects completed and published documentation, evaluation, strategy writing (past 3 years)
- Samples of relevant work — at minimum 3 writing samples (reports, case studies, policy briefs) from the past 3 years. We encourage showcasing samples that are well-visualized, presentable, and reader friendly.
- Financial proposal, including estimated costs for any travel required

10. * Place of assignment

The assignment will be conducted primarily remotely, with in-country consultations as needed and as agreed with the WHO Country Office and relevant national counterparts. Travel may be required for stakeholder consultations or document retrieval. All travel must be approved by WHO and conducted in accordance with WHO travel policies. Please include an estimation of anticipated travel costs in the financial proposal.

- Approximately 1 round-trip domestic travel: Bangkok – Chiang Mai – Bangkok, to visit stakeholders at the Positive Parenting Promotion Center, Rajanagarindra Institute of Child Development
- Additional local travel within Bangkok and vicinity for stakeholder engagement
- All travel is domestic