

## Terms of Reference

This consultancy/APW is requested by:

Unit:	Admin
Division:	WHO China

### 1. Background and Purpose of the Work

As the China Country Office prepares for the PB 2024-25 and deepening implementation of the recently agreed Country Cooperation Strategy, the Country Office will hold a retreat in December 2023. The retreat will ensure that the Country Office (CO) is well placed to implement workplan 2024-25 and in particular the clear outcomes at the end of 2025 that the planning process will develop. The retreat will reflect on achievements in workplan 2022-23, explore the modes of delivery for CO to work with China to implement the China Country Strategy, and strengthen internal collaboration, ways of working, and behaviors consistent with WHO values.

### 2. Objectives

To build on China Country Office achievements and ways of working and be best prepared for implementing workplan 2024-25.

The desired outcome is that China Country Office staff have a deeper understanding of how we can work collectively to achieve maximum impact on complex policy issues and to do so as part of an efficient and positive workplace culture that we are all proud of.

### 3. Planned timelines (subject to confirmation)

Start date: 20/11/2023

End date: 30/12/2023

### 4. Work to be performed

The Retreat Facilitator will be expected to contribute to the planning and facilitation of virtual/in-person preparatory sessions and an in-person two-day retreat.

- a) Design a retreat program including agenda, format for each session, and set-up, in consultation with the WHO Representative, the office retreat committee, and the office culture/value group to address the objectives and needs as outlined above;
- b) Facilitate a productive and effective in-person two-day retreat in order to achieve its stated objectives; using effective participatory methodologies and innovative facilitation techniques to stimulate interaction among the participants;
- c) Assist in developing the evaluation form of the retreat and analyse the responses to the evaluation
- d) Prepare a final report of the retreat, including decisions made, action items, and issues that need further discussion.
- e) Documentation of the outputs from the retreat proceedings

The potential sessions will include:

1. Reflect on achievements in workplan2022-23 and what we did that contributed to them;

2. Consider how WHO China CO engages with government and partners on multi-year efforts to address complex or sensitive policy issues and how we deploy the range of modalities and tools to achieve the outcomes we aim for;
3. Explore and develop the values that we bring and act;
4. Explore and develop our collaboration within the office for organizational development.

## 5. Technical Supervision

The selected supplier will work on the supervision of:

Responsible Officer:	Mr Martin Taylor, WHO China	Email:	taylorm@who.int
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## 6. Specific requirements

Expertise:

- ♦ A good understanding of the organization, its mandates, and its structure.
- ♦ Has expertise in organizational development including supporting complex organizations to develop positive, respectful workplace cultures where staff can thrive and deliver in an environment that supports resilience and well-being;
- ♦ Experience in facilitation sessions about engagement with the government on difficult issues will be a plus.
- ♦ Minimum 10 years of experience in facilitating meetings or workshops for other international or regional development organizations.
- ♦ Experience in facilitating virtual and hybrid retreats or similar events is a plus.
- ♦ Expertise in designing and implementing a wide range of interactive methods to strengthen teams and improve communication in the workplace
- ♦ Cultural sensitivity and experience moderating meetings of culturally diverse and international groups.
- ♦ Evidence of ability to give and receive feedback in a productive manner that promotes continual growth
- ♦ Excellent and proven writing and documentation skills.
- ♦ English will be the language of the Retreat. Chinese language skills will be a plus.

## 7. Competencies

Technical Expertise

Respecting and Promoting Individual and Cultural Differences

Communication

Creating an Empowering and Motivating Environment

## 8. Place of assignment

Contractors perform the work remotely and attend the office retreat in Beijing in person from 17-19 December 2023.

## 9. Medical clearance

Not required for APW.

## 10. Travel

Travel is required to travel to Beijing to attend the retreat in person from 17 -19 December 2023

## 11. Budget

Please quote consultancy costs and travel-related costs with sufficient details in a budget breakdown.

Please quote consultancy costs and travel-related costs with sufficient details in a budget breakdown, and **email your proposal/quotation to wpchnwr@who.int by 5 pm 25 October 2023 Beijing time (GMT+8)**

## **12. Payment**

Payments are processed 100% based on actual work satisfactorily completed. Summary report as required, financial statement, and invoice shall be submitted to proceed with the final payment.