



## Child's Dream

Educated and empowered people responsibly shaping and sustaining fair, just and healthy societies for generations to come.

# Terms of Reference (ToR): Mental Health Training and/or Counselling Services

## 1. Background

Child's Dream exists to ensure that children and young adults in the Mekong Sub-Region affected by inequality grow up healthy and have access to quality education and employment opportunities. To achieve this, we design, implement, and partner to support interventions in Myanmar, Cambodia, Lao PDR, and Thailand. These interventions focus on education, employability, youth empowerment and leadership, and basic and essential healthcare.

Our team is made up of passionate, purpose-driven individuals connected by a common set of values. Our vision is "Educated and empowered people responsibly shaping and sustaining fair, just and healthy societies for generations to come."

At Child's Dream, we believe that small, mindful habits can lead to meaningful improvements in wellbeing. As part of our ongoing commitment to staff wellbeing, the organisation is strengthening mental health support initiatives across all country offices. This includes building leadership capacity to support team wellbeing, as well as ensuring access to confidential and culturally appropriate counselling services for all staff.

We are looking for service providers who can support the delivery of a mental health workshop in Chiang Mai, Thailand, for People Managers and/or provide individual counselling services for our team in Thailand.

## 2. Objectives

The objectives of these Terms of Reference are to:

- Identify and engage suitably qualified trainers to deliver mental health training for People Managers (planned for July).
- Engage accessible and culturally appropriate individual counselling service providers for all staff.
- Ensure all services are delivered in English for the People Managers' training and that individual counselling services are available in both Thai and English.

## 3. Scope of Work

### A. Mental Health Training for People Managers

The selected service provider(s) will:

- Design and deliver one in-person training session tailored for People Managers (Heads, Directors and Founders) for a total of approximately 20~25 participants.
- Ensure content is practical, context-relevant, and delivered in English.

### Proposed training topics include, but are not limited to:

- Leadership and mental health
- Stress management and resilience
- Psychological safety in the workplace
- Supporting team wellbeing, including but not limited to:
  - How to check in with team members
  - Identifying early signs of stress among team members
  - When and how to refer staff for additional support
  - Encouraging regular one-to-one check-ins beyond performance discussions
  - Addressing bias, exclusion, or stigma in a timely and respectful manner

**Delivery timeline:** 15th July 2026, afternoon from 1:00 PM to 5:00 PM.

**Format:** In person in Chiang Mai (with some team members may join the sessions remotely)

## **B. Individual Counselling Services for Staff**

The selected service provider(s) will:

- Provide confidential individual counselling services accessible to all staff under a Blanket Purchase Agreement (BPA).
- Provide counsellors of both genders for individual counselling support.
- Ensure services are available in both Thai and English.
  - Clearly outline accessibility, including:
  - Modes of delivery (e.g. in person, telephone, online)
  - Availability (e.g. working hours, response times)
  - Referral or self-access mechanisms

## **4. Selection Process**

Service providers will be identified through external outreach and review of available professional networks and recommendations.

All submitted expressions of interest and proposals will be reviewed against the following criteria:

- Relevant professional qualifications and demonstrated experience in mental health training and/or counselling services
- Ability to deliver services in the required language(s) with cultural sensitivity
- Accessibility and responsiveness of services
- Proposed methodology and practical relevance of training content or counselling approach
- Availability within the proposed timeline (for training providers)
- Cost-effectiveness and overall suitability for organisational needs

Following the review process, selected provider(s) may be invited for further discussion or clarification prior to final engagement.

## **5. Proposal Requirements**

Interested service providers are requested to submit:

- Company or individual profile, including relevant experience
- Proposed approach and methodology
- Language capacity
- Availability for July training (including trainer profile)
- Description of individual counselling services (including counsellor profile)
- Fee structure (if applicable)
- References or examples of previous work

## **10. Application Process**

Interested providers are invited to express their interest by submitting proposals at [<<This Link>>](#) latest by **12th June 2026**.

Please briefly share your experience, profile, proposed topic ideas, or why you would like to contribute via email.