

Terms of Reference for Training Facilitator

Terre des Hommes Germany is seeking a Consultancy for the Review of the Human Resources Manual and Staff Orientation on Thai labour law related to the setting up of Workers' Council.

About Terre Des Hommes Germany

Terre des Hommes Germany (TDH Germany) is an international children's rights organization that promotes equitable development without racial, religious, political, cultural or gender-based discrimination since 1967. It supports projects being implemented by local partner organizations in countries in Latin America, Africa, Asia and Europe. It is an independent non-governmental organization that promotes civic engagement and the participation of children and youths in all aspects of its work. It sees its mission in strengthening children and realizing children's rights for all children; this thrust is guided by the belief that every child has the right to live and to develop in the best possible way. TDH Germany believes that sustainable development is possible for all people if the interests of children and future generations are respected and realized. In Southeast Asia, it supports child rights organization with programs in seven countries, namely: Cambodia, Indonesia, Laos, Myanmar, Philippines, Thailand and Vietnam.

Background of the Commission

TDH Germany is a German donor organization with a Regional Office in Bangkok, Thailand. The organization has developed a Human Resources (HR) Manual governing employment practices, staff benefits, workplace conduct, and personnel administration for staff who are based in the seven programme countries in Southeast Asia. There are ten staff employed by the Regional Office.

To ensure compliance with applicable Thai employment legislation and good employment practices, the organization seeks the services of a qualified Consultant to review the HR Manual and advise on any required revisions. In addition, the consultant will provide an orientation session for staff on the legal framework and practical considerations related to the establishment of a workers' council or employee representation mechanism under Thai law.

Scope of Consultancy Work

The overall objective is to assess the compatibility of the organization's HR Manual with relevant labor and employment laws of Thailand and to strengthen staff understanding of employee representation mechanisms for the setting up these mechanisms in the regional office.

The Consultant shall complete two major tasks:

A. Review of HR Manual

1. Conduct a comprehensive review of the organization's HR Manual and related HR policies. Specifically, assess compliance with applicable Thai labor and employment legislation, including but not limited to: Labor Protection Act; Labor Relations Act; Social Security Act; Workmen's Compensation Act; Personal Data Protection Act (PDPA), where relevant to HR processes; and, Other applicable employment regulations and ministerial notifications.
2. Identify provisions that may be inconsistent with, insufficient under, or potentially expose the organization to legal risks under Thai law.
3. Recommend revisions and provide practical guidance to ensure legal compliance while considering the organization's international and donor-funded context.
4. Prepare a written review report with specific comments and recommended amendments. This report shall be presented to the staff during an online meeting.

B. Staff Orientation on Workers' Council / Employee Representation



1. Design and facilitate an orientation session for all staff members (11 participants).
2. Explain the legal framework governing employee representation and labor relations in Thailand.
3. Present key requirements, procedures, rights, responsibilities, and limitations relating to the establishment and operation of a workers' council or comparable employee representation structure.
4. Facilitate a question-and-answer session and provide practical recommendations relevant to the organization's workplace context.

Deliverables

The consultant shall provide:

1. HR Manual Compliance Review Report (not more than 3 pages) containing:
 - Summary of findings;
 - Legal compliance assessment;
 - Risk areas identified;
 - Recommendations for revision.
2. Annotated HR Manual with tracked changes and/or comments on recommended amendments.
3. Orientation Session Design and reference materials (presentation slides and handout, if applicable).
4. Staff Orientation Session delivered online or in person.
5. Brief Post-Staff Orientation Summary documenting key questions and recommendations during the: a) presentation of the HR Manual Compliance Review Report; and, b) orientation on Worker's Council/ employee representation mechanism.

Expected Qualifications

The Consultant should possess:

- Advanced degree in Law, Human Resources, Industrial Relations, or a related field. A lawyer is preferred.
- Demonstrated expertise in Thai labor and employment law.
- At least five (5) years of relevant professional experience advising employers on employment compliance matters.
- Experience reviewing HR policies, employee handbooks, or manuals.
- Experience facilitating staff trainings or legal awareness sessions.
- Excellent written and spoken English.

Duration and Level of Effort

The consultancy is expected to be completed, as follows:

1. Review of HR Manual: within **5 working days** (on or before **16 September**)
2. The presentation of the findings from the HR Manual Review shall be done together with the orientation on Worker's Council during an online meeting with staff scheduled on 25 September from 14:00-16:00 Bangkok time, i.e. one hour for the presentation of the HR Manual Review and one hour for the orientation on Worker's Council.

Reporting

The consultant will report to Pilgrim Bliss Gayo (Regional Coordinator) and to Thipsuda Taweesaengsuksagul (Head of Administration and Finance) who are responsible for coordinating the completion of the two tasks being commissioned in this Consultancy.

**Confidentiality**

All documents and information made available during the consultancy shall be treated as confidential and shall not be disclosed to any third party without prior written authorization from the organization.

Specifications for Offers

Offers will be accepted until **04 September 2026** and should include:

1. A proposed methodology for the HR Manual review
2. A proposed training design
3. Updated CV
4. Quotation of professional fees

All offers must be sent to:

Pilgrim Bliss Gayo: p.gayo@tdh.de

Thipsuda Taweesaengsuksagul t.taweesaengsuksagul@tdh.de

