

# **Terms of Reference for Legal Analysis to develop Mapping and Streamlining Reporting & Compliance Requirements in Thailand**

Terre des Hommes Netherlands is seeking to contract a contractor to conduct an independent Mapping and Streamlining Reporting & Legal Compliance Requirements for the TdH NL Bangkok office, Thailand.

## **1. Background Information**

Terre des Hommes Netherlands (TdH NL) is an international non-governmental organisation committed to stopping child exploitation. Our mission is to protect children by preventing and stopping child exploitation, and by empowering children to make their voices count. Our vision is that children can flourish in a world free of all forms of exploitation. Given an approval from the Royal Thai Government to operate a foreign private organization in the country, an independent Mapping and Streamlining Reporting & Legal Compliance Requirements for the TdH NL Bangkok office, Thailand.

## **2. Objectives of the services required**

TdH NL is seeking a contractor to conduct an independent mapping and analysis of reporting and compliance requirements in Thailand.

## **3. Specific objectives**

The objective is to conduct an independent mapping and analysis of reporting and compliance requirements in Thailand, and to recommend simplified, sustainable processes for TdH NL Regional Office, Bangkok, Thailand.

Specifically, the consultant will:

- Map all mandatory reporting and compliance requirements of operation a foreign private organization and other relevant government bodies in Thailand
- Document good practices from other foreign private organizations in Thailand on reporting requirements and local government authorities
- Recommend a streamlined reporting and compliance framework along with its relevant up to date correct templates to ensure a full compliance with relevant Thai laws, regulations, and governmental rules for our Bangkok office following the approved permit to operate a foreign private organization in Thailand as a Regional Office.
- Build staff capacity to adopt the new approach.

## **Scope of Work**

The consultant will undertake (but not be limited to) the following tasks:

### **a. Mapping & Review**

- Map legally required reporting and compliance obligations of a foreign private organization in Thailand and other relevant agencies.
- Identify good practices of other key INGOs in the child rights sector in Thailand and share with TdH NL as a foreign private organization

### **B. Recommendations & Framework**

- Provide a clear, practical, light-touch reporting and compliance framework.
- The consultant will deliver practical and hands-on tools, templates, and written guidelines to enable the implementation and sustainability of the recommended reporting and compliance framework.
- To guide us if we are also required to register with any other relevant ministries/department in the country

### **d. Capacity-building**

- Train concern TdH NL staff on the new reporting and compliance framework

### **Methodology**

- Desk review of foreign private organisations in Thailand guidelines, circulars, and relevant laws.
- Review of TdH NL Regional Office reporting practices and requirements.
- Key Informant Interviews (KIs) with TdH NL staff, and those similar NGOs to TdH NL In Thailand
- Validation meeting with staff.

### **4. Timing and duration of the contract**

The contract will commence as soon as possible. The contract is expected to be completed within 4 weeks from the commence date.

### **5. Qualifications and experience**

The consultant should have the following qualifications and expertise:

- Proven experience in INGO compliance, reporting, or quality assurance in Thailand
  - Strong knowledge of a foreign private organization's procedures relevant Thai laws, regulations, and governmental rules in Thailand
  - Familiarity with foreign private organization best practices in Thailand
  - Excellent analytical, and report writing skills.
- Experience developing simplified SOPs, templates, and reporting tools.

The selected consultant will be required to agree to TdH NL codes of conduct and other policies under our integrity frameworks.

### **6. Reporting and Communication**

The consultant will report to the Operations/HR Business Partner Asia.

## **7. Budget**

Interested consultant (s) are invited to submit a detailed financial proposal, including consultancy fees, travel expenses, and any other relevant costs.

## **8. How to apply**

Qualified consultants are invited to submit the following documents to [s.keo@tdh.nl](mailto:s.keo@tdh.nl) no later than **17:00pm (GMT+7), 07 October 2025**:

1. Cover letter outlining motivation, approach, and relevant experience.
2. Proposed workplan and timeline.
3. CV(s) of consultant/team.
4. Financial proposal.

### **Payment schedule:**

- 30% upon submission of the inception report.
- 70% upon submission of final report, tools, templates and guidance note.

## **About Terre des Hommes Netherlands**

Terre des Hommes Netherlands is part of the International Federation of Terre des Hommes organisations, a strategic partnership of member organisations sharing the same brand name and core values for joint lobby and advocacy around children's rights. Terre des Hommes Netherlands (TdH NL) protects children by preventing and stopping child exploitation, and by empowering children to make their voices count. Our work is grounded in the UN Convention on the Rights of the Child and seeks to support the achievement of the Sustainable Development Goals.

Under our new Global Strategy (2023 - 2030), TdH NL is redefining and refining our role as a child rights organisation, with the strategic ambition that "by 2030, Terre des Hommes Netherlands is a catalyst for systemic change to stop child exploitation. We do this by empowering children and their communities, connecting them with those who have power to enact change, and utilising our knowledge and expertise to co-create sustainable, evidence-based solutions."

TdH Netherlands is led by a two-headed Executive Team: the Executive Director and the CEO.

The values of TdH Netherlands are: Responsible, Bold, Human-Centred and Playful.

The organisation's core principles are: (1) Children at the Centre, (2) Intersectionality and Power Awareness, (3) Safety and Wellbeing, (4) Sustainability, and (5) Meaningful and Strategic Partnerships.

In line with our new strategy, TdH NL is in the process of establishing three thematic programmes under which our portfolio of humanitarian and development projects and programmes will be managed. These are: 1. Child Labour, 2. Sexual Exploitation of Children, and 3. Humanitarian Action. Our programmatic work is supported by two cross-programmatic units: Programme Development and Quality (PDQ), and Research, Expertise and Influencing (REI). Aligned to our new strategy, and based on many years of experience as a child rights organisation, we aim to consolidate our expertise and programme management, informed by research, to bring about sustainable and systemic change in the lives of children, and to hold duty bearers accountable.

The focus of TdH NL regarding humanitarian action is on child protection in emergencies (CPiE), with a particular focus on the protection of children from exploitation.

### **Our Commitment to Diversity, Integrity and Child Safeguarding**

We are not looking for just one type of person - we want to recruit people who can add fresh perspectives, innovative ideas and challenge our thinking. We are especially interested in people whose lived experiences help us to see things we might otherwise miss, and enable us to do better work with and for children. Whether or not you meet 100% of the criteria, we want to hear from you, because we know that different voices, ideas, perspectives and knowledge, working together will enable us to better the lives of children around the world.

TdH NL is committed to ensuring diversity and gender equality within our organisation. We continue to learn about intersectional considerations and power distribution within our organisation and our work. We are dedicated to preventing and eradicating any type of misconduct including sexual harassment, exploitation and abuse, any other type of misuse of power, lack of integrity or financial misconduct.

Note: We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us, this includes a commitment to diversity and inclusion at all levels of our work. All offers of employment will therefore be subject to satisfactory references and appropriate screening checks, which include a valid criminal record check, terrorism finance checks, and/or integrity screenings/references relating to misconduct and disciplinary actions in prior employment.

TdH NL is particularly committed to keeping children and vulnerable individuals safe, and has zero tolerance on (child) abuse. Every TdH NL employee is bound by the TdH NL Code of Conduct that describes the expected behaviour by staff, in particular with regards to Safeguarding children and (young) adults in our programmes. Child safeguarding measures are part of our selection and recruitment process. By

submitting your application you accept that TdH NL will conduct such pre-employment screening for successful candidates. TdH NL participates in the Inter-Agency Misconduct Disclosure Scheme.