



EXPRESSIONS OF INTEREST NOTICE

QUALIFIED SERVICE PROVIDERS (THERAPISTS) FOR THE MPSDFS, GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO (GORTT)

INSTITUTION: MINISTRY OF THE PEOPLE, SOCIAL DEVELOPMENT AND FAMILY SERVICES

COUNTRY: TRINIDAD AND TOBAGO

PROJECT: PROVISION OF THERAPY SERVICES AT THE NATIONAL ENRICHMENT CENTRE

Introduction

The National Enrichment Centre (NEC) is intended to serve as a specialized facility providing a comprehensive range of therapeutic services tailored to the diverse needs of persons with disabilities. Once operational, the Centre will offer multi-disciplinary therapies including physical, occupational, speech and language, psychological support, as well as art, music and aqua therapies. These services are designed to enhance functional abilities, promote rehabilitation, and support holistic development. Through these targeted therapeutic interventions, the NEC aims to empower individuals with disabilities to improve their independence, well-being and participation in daily life. Focus will be placed on children with disabilities in the first phase.

Given the technical and professional demands associated with providing multi-disciplinary therapeutic interventions, it is both necessary and prudent for the Ministry to pursue strategic partnerships with suitably qualified Private Service Providers/Clinics and Non-Governmental Organizations (NGOs). Engaging experienced entities in the field will help ensure that services delivered at the NEC adhere to the highest standards of care and are tailored to the diverse needs of persons with disabilities.

The Ministry of the People, Social Development and Family Services (MPSDFS) is seeking to engage the contracted services of a suitable organization, agency or individual/s with the capacity to provide the therapeutic and related services as outlined in the scope of services.

Scope of Services

- Comprehensive multi-disciplinary assessment and therapeutic interventions, including physical therapy, occupational therapy, psychological services, speech and language therapy, as well as, art, music and aqua therapy.
- Capacity-building and training initiatives targeted at parents, caregivers and other stakeholders to facilitate the continuation of therapeutic practices within home environments.
- Provision of supervised internship and practical training opportunities for students and trainees in therapeutic and social work disciplines.
- Delivery of rehabilitative and diagnostic services, incorporating individualized needs assessments, therapeutic interventions, and counselling.

Responsibilities of Service Providers

The selected Service Provider(s) will be expected to assume full responsibility for the following operational and programmatic duties:

- Conducting comprehensive client assessments and delivering high-quality, evidence-based multi-disciplinary therapeutic services, in collaboration with medical services at the centre.
- Facilitating capacity-building and training sessions for interns, parents, caregivers and other relevant stakeholders.
- Overseeing and managing the day-to-day operations of therapeutic and training programmes to ensure seamless service delivery.
- Providing quarterly progress and performance reports to the Disability Affairs Unit (DAU) as part of ongoing monitoring and evaluation.
- Designing and implementing monitoring frameworks to ensure adherence to internationally recognized standards and best practices.
- Maintaining active communication and coordination with the Ministry and other key stakeholders to support programme alignment and effectiveness.
- Provision of services on a full-time basis is preferred. Part-time/sessional services will also be considered.

Additional Responsibilities of Service Providers

Service Provider(s) Responsibilities:

The appointed Service Provider(s) will be responsible for the development, implementation, and continuous improvement of therapeutic and support programmes at the NEC. This includes delivering client assessments, individualized therapy plans, counselling, and training services. The Service Provider(s) must ensure rigorous monitoring and evaluation practices are in place to maintain compliance with relevant international standards. Regular reporting coordination with the Ministry, and engagement of support services.

Ministry of the People, Social Development and Family Services Responsibilities:

The Ministry will retain responsibility for the maintenance, repair and security of the NEC's physical infrastructure and surrounding grounds. This includes timely remedial works, ongoing maintenance activities, and the provision of security and janitorial personnel to safeguard and upkeep the premises. The Ministry will collaborate with the Service Provider(s) in overseeing compliance with operational and service delivery standards through appropriate monitoring mechanism.

In this regard, the MPSDFS invites eligible organizations/agencies/individuals to indicate their interest in providing the required services via e-mail to procurement@social.gov.tt. Please provide the name of your organization, email address and phone contact by 3:00 p.m. on Wednesday 22nd April, 2026.



EXPRESSIONS OF INTEREST NOTICE

QUALIFIED SERVICE PROVIDERS (THERAPISTS) FOR THE MPSDFS, GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO (GORTT)

Interested organizations/agencies/individuals must provide information to substantiate their ability to perform required services. The MPSDFS welcomes joint submissions; however, the primary/lead organization/agency/individual must be identified.

Submissions must include, at a minimum, the following:

1. an organizational/individual profile (where applicable) inclusive of project summary of experience in similar projects (brochures, description of similar assignments, experience in similar conditions,
2. documentation and evidence of appropriate skills and qualifications of staff,
3. financial capability, such as a bank reference letter.

Additionally, this assignment requires suitable organizations/agencies/individual/s to have specific experience and/or capabilities and must substantiate in the following areas:

1. Experience working with children with disabilities (paediatric up to 18yrs), including autism, attention-deficit/hyperactivity disorder (ADHD), intellectual disability, Down syndrome, cerebral palsy and other developmental conditions.
2. Experience and/or demonstrated capacity to work with the various populations of persons, as stated in the scope of services.
3. Appropriate technical skills and/or network of resources to meet the service delivery mandate of the facilities.

The duration of the assignment is for a **period of two (2) years**.

Organizations/Agencies/Individuals will be selected based on the following evaluation criteria:

General background of the organization/agency/individual	10 points
General experience in the identified fields	20 points
Experience in projects of a similar nature	20 points
Technical Capability	50 points
Total	100 points

Shortlisted firms/individuals must achieve a minimum overall score of 70 points with a minimum of 50% in each area.

A mandatory **Pre-Submission Meeting** will be held **virtually** at 10:30 a. m. on **Tuesday 28th April, 2026**.

An original and five (5) copies of the data must be submitted in sealed envelopes clearly marked:

“50/10/120: Expression of Interest for The Ministry of the People, Social Development and Family Services”.

Envelopes must be addressed to the Permanent Secretary, 39-43 St. Vincent Street, Port of Spain and deposited in the Tender Box **no later than 10 a.m. (local time) on Thursday 21st May, 2026**.

Submissions will be opened virtually at 10:30 a.m.

Interested parties should note that the dimensions of the slot in the Tender Box are **37cm x 6cm** and as such, documents should be packaged accordingly.

The MPSDFS does not bind itself to accept any submissions.

The MPSDFS reserves the right to cancel the request for Expressions of Interest in its entirety or even partially without defraying any cost incurred by any firm in the preparation and submission of each Expression of Interest.

Interested parties requiring a clarification of the document must notify in writing by **Tuesday 5th May, 2026**, via email to the Procurement Unit at procurement@social.gov.tt. The Proponent’s requests for clarifications must be titled **“50/10/120 – REQUEST FOR CLARIFICATION”**. The requests must be specific, must refer to the specific section/ clause and must be sequentially numbered.

LATE SUBMISSIONS WILL NOT BE CONSIDERED UNDER ANY CIRCUMSTANCES.

**Permanent Secretary
Ministry of the People, Social Development and Family Services**