



EXPRESSIONS OF INTEREST NOTICE

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

COUNTRY: TRINIDAD AND TOBAGO

PROJECT: KNOWLEDGE SHARING INITIATIVES (KSI) TOWARDS BUILDING CAPACITY IN NON-PROFIT ORGANIZATIONS (NPOS)

Role of Organization

BACKGROUND

NPOs play a critical role in addressing societal needs and promoting social development, however, many NPOs face capacity and resource challenges which limit their ability to operate efficiently and effectively. The NGO Unit of the Ministry of the People, Social Development and Family Services (MPSDFS) manages the relationship between the Ministry and social sector NPOs which are involved in the delivery of social programmes and services to vulnerable groups. As part of the mandate of the NGO Unit, capacity building, knowledge sharing and information exchanges are conducted with targeted NPOs aimed at institutional strengthening in areas such as general management and compliance, administration and operations, strategic planning, policy development, succession planning, change and transformation management in an effort to enhance the ability of such organizations to effectively operate and administer key programmes and projects.

Four (4) priority topics have been identified for Knowledge Sharing Initiatives (KSIs) for 2025 -2026, based on observed operational and strategic needs, which aim to enhance organizational competencies through the delivery of targeted workshops and practical sessions for NPO participants for execution by July 2026:

1. Corporate Governance, Compliance and the Role of the Board in NPOs
2. Communication Strategies for NPOs
3. Grant Writing for NPOs
4. Conflict Resolution and Mediation for NPOs

SCOPE OF WORKS

These proposed Knowledge Sharing Initiatives (KSI) for non-profit organizations (NPOs) require suitable facilitator/s for content delivery and the provision of relevant learning materials for each topic and entail both pre and post session activities such as communication with participants and the provision of feedback on any assigned deliverables. Primarily, facilitators are required to design and deliver content on behalf of the Ministry as well as support the coordination of these sessions in consultation with the NGO Unit to ensure that the desired direction is being met. Content delivery is required for each topic via a mix of in-person and virtual facilitation modes, identified hereunder:

• Corporate Governance, Compliance and the Role of the Board in NPOs (in person)

This workshop will focus on corporate governance and compliance with a focus on the role and responsibilities of the Board and will cover best practices in this area through exposure to concepts of accountability, transparency and duty of care. NPO leaders will be able to gain insights into effective leadership styles and strategies for governance which plays an effective part in identifying and mitigating against risks associated with non-compliance or poor management.

• Communication Strategies for NPOs (virtual)

This virtual session will delve into tips and tools for harnessing the power of social media and storytelling for NPOs with the aim of enhancing the organization's brand and identity. The intention of the session will be practical through demonstrations and illustrations, where participants will gain hands-on knowledge and skills at improving social media and brand presence.

• Grant Writing for NPOs (in person and virtual)

Securing financial support is a significant challenge for many NPOs, however, many smaller NPOs do not possess the requisite knowledge or skills to clearly articulate a problem statement, propose a suitable, justifiable budget or clearly explain how the desired funding will make an impact. This topic will focus on effective grant writing and proposal development, as well as improving financial management practices, including budgeting and financial reporting, through project close-out reports. Improved grant writing skills can lead to higher success rates in securing funding therefore increasing funding opportunities. Understanding the grant writing process aims to help NPOs align projects with funding priorities and enhance project sustainability.

• Conflict Resolution and Mediation for NPOs (in person /virtual)

Conflict is an inevitable part of organizational life, and NPOs are no exception such as personality conflicts, management styles and perceived inequity and injustice in relation to junior and senior staff issues. This topic will equip NPO participants with tools and techniques geared towards conflict resolution and mediation, fostering a healthier organizational culture and improving team dynamics. Training in mediation would foster better communication among team members, reducing misunderstandings, resulting in management being better equipped to handle disputes.

Each topic will entail pre-workshop preparation, structured sessions with presentations, interactive discussion and post-workshop activities to ensure application of knowledge and skills gained. The structure, duration and format of each workshop is open to consideration.



EXPRESSIONS OF INTEREST NOTICE

In this regard, the MPSDFS invites eligible organizations to **indicate their interest** in providing the required services **by Monday 18th May, 2026, via e-mail to procurement@social.gov.tt**.

Please provide:

- the name of your organization,
- mailing address,
- representative name and
- phone contact

ELIGIBILITY

The Ministry invites organizations to indicate their interest in providing the training services mentioned above for all identified topics. To note, the Ministry is not seeking any technical or financial proposals at this time.

Interested service providers are requested to provide documentary evidence as follows:

- Proof of legal registration supported by other documentation such any licensing, VAT registration, and bank account information)
- Organizational profile inclusive of similar experience
- Summary of skills and qualifications of facilitator/s
- Minimum of ten (10) years of overall experience in the specified fields
- Experience in conducting similar training sessions with NPOs

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

Any clarification/queries should be submitted in writing by **Monday 25th May, 2026**, via email to the Procurement Unit at procurement@social.gov.tt. The Proponent's requests for clarifications must be titled **"50/10/119 – REQUEST FOR CLARIFICATION"**. The requests must be specific, must refer to the specific section/ clause and must be sequentially numbered.

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

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

Shortlisted organizations/individual 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 **Wednesday 20th May, 2026**.

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

"50/10/119: 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 11:00 a.m. (local time) Thursday 11th June, 2026**.

Submissions will be opened virtually at 11:30 a.m.

Interested parties should note that the dimensions of the slot in the Tender Box is **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.

LATE SUBMISSIONS WILL NOT BE CONSIDERED UNDER ANY CIRCUMSTANCES.

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