



TERMS OF REFERENCE (TOR) MESPT STAFF TEAM BUILDING – 2026

Theme: “One MESPT, One Team, One Purpose”

1. Background

Micro Enterprises Support Programme Trust (MESPT) recognizes that a cohesive, motivated and collaborative workforce is critical to achieving its strategic objectives and delivering value to its beneficiaries.

The year 2026 has been a period of significant growth and organizational change for MESPT, including the integration of new staff through the FIYMA programme and continued strengthening of the organization’s structure and programmes. With the expanded workforce, there is a need to provide an opportunity for staff to interact, build relationships, strengthen teamwork and reinforce MESPT’s shared values and organizational culture.

MESPT will therefore organize a one-day staff team-building event designed to bring together all staff in a relaxed and engaging environment while strengthening collaboration, communication, trust and team spirit.

2. Theme

“One MESPT, One Team, One Purpose”

The theme reflects the importance of working together as one organization, particularly following the growth and integration of new team members.

3. General Objective

To strengthen teamwork, collaboration, staff engagement and organizational cohesion among MESPT employees through a structured and interactive team-building experience.

4. Specific Objectives

- Strengthen relationships and collaboration among staff across departments and programmes.
- Support the integration and bonding of new staff into the wider MESPT team.
- Enhance communication, trust and mutual understanding among employees.
- Promote teamwork, problem-solving and collective responsibility.
- Reinforce MESPT’s core values, organizational culture and shared purpose.
- Provide staff with an opportunity to relax, interact and appreciate one another outside the normal work environment.



- Promote employee morale, motivation and a positive workplace culture.

5. Participants

The team-building event will bring together all MESPT staff, comprising approximately 50 employees from different departments, programmes and functions. Participation will be organized to ensure balanced representation across departments and teams.

6. Date and Venue

Item	Details
Date	24 October 2026
Venue	Bahari Beach Hotel, Nyali, Mombasa
Participants	Approximately 50 MESPT staff
Duration	One day
Organizing Department	Human Resources

7. Proposed Activities

- Team-building games and challenges
- Communication and collaboration exercises
- Trust-building activities
- Problem-solving and strategic team challenges
- Cross-departmental team competitions
- Fun and recreational activities
- Leadership and teamwork challenges
- Reflection and team commitment sessions
- Recognition and appreciation of staff/team contributions

Activities will be designed to be inclusive, safe and accessible to all staff, taking into consideration different abilities and levels of physical participation.

8. Expected Outcomes

- Improved relationships and interaction among staff.
- Stronger collaboration across departments and programmes.
- Better integration of new staff into the MESPT team.
- Enhanced communication, trust and teamwork.
- Increased staff morale and sense of belonging.



- Greater appreciation of MESPT's shared values and organizational purpose.
- A stronger sense of "One MESPT" and collective responsibility for organizational results.

9. Team-Building Facilitator / Service Provider

Where an external facilitator is engaged, the facilitator should have demonstrated experience in organizational team building and staff engagement.

- Develop an appropriate and engaging programme.
- Use participatory and inclusive methodologies.
- Encourage cross-departmental interaction.
- Link activities to teamwork, communication, trust and organizational culture.
- Manage activities professionally and safely.
- Provide a brief post-event report highlighting key observations and recommendations.

10. Evaluation

Staff feedback will be collected following the event to assess overall satisfaction, effectiveness of the team-building exercises, participation and engagement, relevance of activities, venue and logistical arrangements, and areas for improvement.

The Facilitator will prepare a brief post-event report summarizing participation, activities undertaken, outcomes, staff feedback and recommendations.

11. Deliverables

1. A finalized team-building programme.
2. Successful participation of approximately 50 MESPT staff.
3. Facilitated team-building activities aligned with the objectives of the event.
4. Staff engagement and feedback assessment.
5. A brief post-event report with recommendations.

12. The consultant(s) or organization should possess the following knowledge and skills:

- i. Proven track record of extensive consultancy experience in facilitation of team building, knowledge sharing workshops and conducting sustainable team building activities.
- ii. Demonstrated knowledge of the operations of international organizations.
- iii. Full computer literacy and fluency in English – both written and spoken – are essential.



13. Application

a) Technical Proposal

- i. Relevant experience of the Lead Consultant and Associate(s) related to the assignment. Please include details of similar projects completed.
- ii. The technical qualifications and competencies of the consultants for this assignment. Please attach detailed CVs.
- iii. A clear understanding of the assignment and interpretation of the Terms of Reference.
- iv. A tailored training and team-building plan that clearly outlines the objectives of the exercise.
- v. The methodology to be employed during the assignment.
- vi. A work plan indicating the maximum time and duration required for the assignment.

b) Financial Proposal

- i. Clear breakdown of the financial proposal including all the chargeable taxes.
- ii. Terms of payment
- iii. Total quote for the assignment

12. Proposal Submission

Completed proposals including all the requirements and details specified should be submitted to tender@mespt.org on or before 15th October 2026 at 1200 noon

For clarification kindly send to procurement@mespt.org on or before 12th October 2026