



## **TERMS OF REFERENCE**

### **IMPLEMENTATION OF THE NATIONAL QUALITY POLICY FOR THE TURKS AND CAICOS ISLANDS**

#### **BACKGROUND**

In 2019, the government of the Turks and Caicos Islands (TCI) approved the establishment of the National Quality Infrastructure Steering Committee to guide the development of a coherent quality framework. Building on this initiative, the Department of Trade, Industry and Fair Competition (DTIFC) partnered with the CARICOM Regional Organization for Standards and Quality and international consultants to validate the earlier 2018 EU-COSME report and develop the Turks and Caicos Islands National Quality Policy (NQP).

The TCI government approved its NQP on October 9, 2024. The NQP seeks to strengthen the TCI's quality infrastructure and ensure the development and implementation of standards across sectors. To operationalize the NQP, DTIFC now seeks to engage a qualified Consultant to support the structured implementation of the policy's short-term and aspects of the medium-term priorities, as outlined in the approved implementation plan.

#### **OBJECTIVE**

The primary objective of the consultancy is to provide technical support to the DTIFC for the effective implementation of the National Quality Policy to advance TCI's quality infrastructure and integration into regional and international quality systems. The consultant's objective entails:

1. Supporting the establishment and operationalization of the Quality Council, Standards Council, Standards and Quality Unit, Implementation Unit and Metrology Taskforce.
2. Supporting the development of a Quality Management System (QMS) within DTIFC and other government bodies.
3. Identification and drafting of key standards to support the output for Technical Committees.
4. Coordinating the drafting of key legislative instruments, including the Metrology Law and Regulations.
5. Developing and advancing quality promotion activities to build stakeholder awareness and participation in the NQP.

#### **SCOPE OF WORK**

The consultant will be expected to undertake the following tasks:

1. Governance and Institutional Framework:
  - 1.1. Develop terms of reference/ job descriptions for the establishment of the Quality Council, Standards Council, Standards and Quality Unit and Implementation Unit by the DTIFC.
  - 1.2. Propose structure, membership and operational framework for the Quality Council, Standards Council, Standards and Quality Unit and Implementation Unit.
  - 1.3. Develop a National Standards & Standardization Plan to include monitoring frameworks for the DTIFC, Quality Council, Standards Council, Standards and Quality Unit and Implementation Unit.
  - 1.4. Provide a comparative analysis of potential regional National Metrology Institution mentors.



2. Policy and Regulatory Framework:

- 2.1. Identify key standards for validation by Technical Committees under the Standards Council.
- 2.2. Draft key standards for validation by Technical Committees under the Standards Council.
- 2.3. Identify relevant stakeholders and facilitate consultations sessions for proposed standards to the Technical Committees under the Standards Council.
- 2.4. Conduct a needs assessment to determine types of testing and sampling required for TCI businesses
- 2.5. Provide a comparative analysis of potential regional bodies that can provide testing and sampling to satisfy local demands in the interim.
- 2.6. Prepare drafting instructions for Metrology Ordinance and supporting Regulations to include provisions for technical barriers to trade as well as sanitary and phytosanitary measures.
- 2.7. Identify relevant stakeholders and facilitate consultations sessions for Metrology Ordinance and supporting Regulations.

## DELIVERABLES

The consultant is expected to deliver the following:

1. Inception Report: An outline of the methodology and timelines for items in the “Scope of Work” within this Terms of Reference. **Due within 15 calendar days of service contract commencement.**
2. Items outlined at No. 1.1, 1.2 and 2.1 in the “Scope of Work” within this Terms of Reference. **Due within 1 month of service contract commencement.**
3. Item outlined at No. 1.3 in the “Scope of Work” within this Terms of Reference. **Due within 2 months of service contract commencement.**
4. Items outlined at No. 2.2, 2.3 and 2.4 in the “Scope of Work” within this Terms of Reference. A report will be required on the stakeholder consultation sessions. **Due within 3 months of service contract commencement.**
5. Items outlined at No. 1.4 and 2.5 in the “Scope of Work” within this Terms of Reference. A Needs Assessment Report will be required based on findings. **Due within 4 months of service contract commencement.**
6. Items outlined at No. 2.6 and 2.7 in the “Scope of Work” within this Terms of Reference. **Due within 5 months of service contract commencement.**
7. Final Report: An assessment of the deliverables and implementation measures. The report should note actionable recommendations, updated timelines for full implementation of the NQP and updated costs. **Due within 6 months of the service contract commencement.**

All deliverables must be submitted in electronic format to the Director of Trade within the Department of Trade, Industry and Fair Competition.



## **QUALIFICATIONS AND EXPERIENCE REQUIREMENTS**

The consultant should possess the following qualifications:

- Postgraduate degree in Quality Management, International Trade, Industrial Engineering, Public Policy, or related field.
- At least 10 years of experience in the design, coordination, or implementation of National Quality Policies or Quality Infrastructure projects.
- Demonstrated experience in developing or reforming standards, metrology or accreditation frameworks in a developing country context.
- Proven understanding of CARICOM Regional Quality Infrastructure systems and CROSQ processes.
- Strong experience in policy advisory work, stakeholder coordination and capacity-building projects.
- Excellent communication, report writing, and facilitation skills.

## **DURATION**

The duration of the consultancy is six (6) months, commencing upon signing of the contract.

## **REPORTING AND SUPERVISION**

The Consultant will report directly to the Director of Trade within the Department of Trade, Industry and Fair Competition, who will provide overall guidance and facilitate access to relevant information and stakeholders.

## **PROPOSAL SUBMISSION**

The following should be included in the Proposal:

- An outline of the technical requirements for successfully undertake the assignment; the methodology for this assignment and a proposed work plan with detailed timelines.
- An outline of the professional fees and any related expenses.
- A curriculum vitae (CV) or company profile demonstrating relevant experience.

All submissions are to in English and financial information is to be submitted using the United States currency. Submission of proposals are to be sent to [tradetci@gov.tc](mailto:tradetci@gov.tc). The deadline for submission of proposals is 4:00pm on February 12, 2026.

## **EVALUATION CRITERIA**

The Proposal submitted in response to this Terms of Reference will be assessed based on the following criteria:

1. Experience and Expertise (40%)
  - a. Per details outlined in “Qualification & Experience Requirements” section within this Terms of Reference.
2. Technical Proposal (40%)
  - a. Organization & methodology



- b. Workplan structure and details
- 3. Cost Proposal (20%)
  - a. The Ministry of Finance, Trade & Investment reserves the right to enter negotiations regarding the proposed methodology and remuneration. In the event that a mutually acceptable agreement cannot be reached during such negotiations, Proposals may be requested from other possible consultant candidates.

#### **CONFIDENTIALITY**

The Consultant will be required to maintain strict confidentiality over all information, data and materials accessed or generated in the performance of this assignment. Such information shall only be used for the purpose of carrying out the assignment and shall not be disclosed without prior written consent from the Ministry of Finance, Trade & Investment. All data and materials collected or produced shall remain the property of the Turks & Caicos Islands Government and the Consultant shall return all records upon completion or termination of the contract. These obligations shall survive the completion or termination of the assignment.

#### **COPYRIGHT & INTELLECTUAL RIGHTS**

All materials, reports, policy drafts, data, research findings, and any other outputs produced by the Consultant in the course of this Deliverables shall be the exclusive property of the Ministry of Finance, Trade & Investment. Intellectual property rights, including copyright, patents, trademarks, and trade secrets, will be assigned to Ministry of Finance, Trade & Investment, and the consultant will be required to execute any documents necessary to give full effect to this assignment. The Consultant shall ensure that all Deliverables are original and do not infringe upon any third-party intellectual property rights, and shall indemnify the Turks & Caicos Islands Government against any claims arising from such infringement.