



TERMS OF REFERENCE

Made in TCI – Event Coordinator

I. Background

As part of its mandate under the trade promotion pillar, the Department of Trade, Industry, and Fair Competition will host its annual staging of Made in TCI in Providenciales. Made in TCI emerged as a response to the flourishing wave of innovation in the Turks and Caicos Islands and continues to make waves and strides within the Turks and Caicos Islands. The main goal of this event is to increase awareness and to promote goods and services that are locally produced by showcasing them at the forefront of the Turks and Caicos.

II. Purpose and Objectives of the Event

The inaugural staging of Made in TCI took place in October 2022 at in the Stubbs Diamond Plaza, Sibonne Road, Kingston, The Bight, Providenciales. This event was established with the aim of providing local businesses with a public exhibition platform. By participating in this national trade show, businesses have the opportunity to strengthen their connections with local consumers and also attract potential international clientele who are visiting the TCI. Overall, this event has the potential to assist local entrepreneurs and creators to further expand their customer base, while advancing the growth objectives of their businesses.

In this era of globalization, businesses are increasingly expanding across borders, opening doors for growth, success, and new opportunities. Made in TCI 2025 Providenciales aims to inspire local entrepreneurs to explore opportunities for establishing a strong presence in the domestic market and expanding beyond the borders of the TCI. Made in TCI 2025 Providenciales will be held around mid-late November 2025 at a location to be announced. The main objectives of the “Made in TCI” Trade show are:



- ❖ To raise awareness about domestically produced goods and services.
- ❖ To encourage the launch of novel services and products.
- ❖ To generate sales for participating businesses & exhibitors.
- ❖ To generate potential leads/prospects for businesses locally.
- ❖ To increase market visibility for businesses & exhibitors.
- ❖ To provide trade-related information related to market access, importation, and exportation to stakeholders.
- ❖ To provide the platform for exhibitors and visitors to be able to connect with each other.
- ❖ To contribute to economic diversification across the Turks and Caicos Islands.

III. Main Duties/Responsibilities

The Department of Trade seeks the assistance of an Event Coordinator to oversee and manage the logistical aspects of Made in TCI 2025. The main duties/responsibilities of the Event Coordinator are to:

- Responsible for overseeing and managing various aspects of Made in TCI, ensuring the event and activities runs smoothly and successfully.
- Collaborating with clients or stakeholders to determine event objectives, themes, and budgets. Developing event concepts, timelines, and schedules. Researching and selecting vendors and suppliers.
- Creating and managing event budgets, tracking expenses, and ensuring cost-effective solutions. Negotiating contracts with vendors and suppliers to optimize budget allocations.
- Coordinating with venue representatives to secure event spaces, arrange for necessary permits or licenses, and ensure the facility is set up appropriately for the event.
- Managing vendor contracts, overseeing their work, and ensuring timely delivery of services.



- Overseeing event setup, ensuring all elements are in place as planned. Addressing any issues or challenges that arise during the event and ensuring a smooth execution.
- Identifying and mitigating potential risks associated with the event, such as safety hazards, security concerns, or legal compliance. Developing contingency plans and coordinating emergency response protocols, if necessary.

IV. Competency profile:

1. Core Values

- Commitment
- Integrity

2. Core Competencies

- Communication
- Drive for results
- Working with people

3. Key Functional Competencies

- Event Planning and Management
- Communication Skills
- Budgeting and Financial Management

4. Skills and Knowledge

- Possessing knowledge and skills related to event planning and management processes. This includes understanding event logistics, budgeting, venue selection, program development, and timeline creation.
- Excellent verbal and written communication skills are essential for interacting with clients, vendors and team members



- Having knowledge of budget creation and management. This includes estimating costs, allocating funds appropriately and tracking expenses.
- Being knowledgeable about risk assessment and mitigation strategies to identify and address potential risks associated with events.
- Strong organizational skills to manage multiple tasks, prioritize activities, and meet deadlines. This includes effective time management, attention to detail, and the ability to work under pressure.

Instructions: The Department of Trade, Industry, and Fair Competition invites companies/consultants to submit proposals for the role of Made in TCI Event Coordinator. Proposals should be sent via email to tradetci@gov.tc no later than September 05th, 2025, clearly stating the title of project applied for. Any proposals received after this date will **NOT** be accepted. Any requests for clarification must be sent in writing, or by standard electronic communication to tradetci@gov.tc.