



Contact:
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Invest Turks and Caicos' Business Support Unit invites consultant (s) to assist with creating the framework, curriculum, and methodology for the operation of its incubator and accelerator programmes.

Proposal Submission Requirements

Interested consultants (established incubators and accelerators) to submit a proposal with:

1. Cover letter explaining their eligibility for the assignment and interpretation of the tasks.
2. Proposed methodology and timeframe for developing the framework, curriculum and launching the incubator and accelerator.
3. CV or profile of project manager including a reverse chronological list of similar projects/assignments and contact details (name, email/phone) of clients.
4. Financial proposition with the expected remuneration.

Consultants may request clarification on the Terms of Reference up to five [5] days before the proposal submission date. Any request for clarification must be sent in via electronic mail.

The application package should be submitted to amusgrove@investturksandcaicos.tc with aadderley@investturksandcaicos.tc copied.

The deadline for submission of proposals is June 21, 2024

TERMS OF REFERENCE (TOR) DESIGN AND IMPLEMENTATION OF A WORLD-CLASS INCUBATOR AND ACCELERATOR PROGRAMME FOR INVEST TURKS AND CAICOS

1. BACKGROUND

Micro Small and Medium Enterprises (MSMEs) play a significant role in the economic and social development of the TCI by contributing to innovation, employment generation, wealth creation and poverty reduction. Invest Turks and Caicos' Business Support Unit (BSU) is mandated to offer business support services to MSMEs across the TCI.

The BSU serves existing businesses, pre-venture clients and innovative entrepreneurs, through the provision of five core services, namely:

- Business Planning
- Training
- Counselling
- Business Administrative Services
- MSME Programme Recipient Support

2. OBJECTIVE

- The primary objective of this project is to successfully develop and implement a world-class incubator and accelerator programme for the Turks and Caicos Islands to deliver comprehensive business support services to startups and existing businesses with strong growth potential.

3. SCOPE OF WORK

The Consultant will be responsible for the following:

- Initiate a kick-off meeting to align all stakeholders on the vision, goals, and objectives of the incubator and accelerator programme.
- Conduct a market analysis to identify target industries and potential participants, tailoring the programme to the specific requirements of the Turks and Caicos Islands.

- Design programme framework, including the curriculum, mentorship, and participant selection criteria.
- Coordinate the physical and virtual spaces for the programme, ensuring the necessary equipment and technology are procured and that administrative and operational systems are set up.
- Coordinate the recruitment campaign including information sessions and workshops for prospective applicants.
- Implement the incubator and accelerator programme, coordinating the delivery of the planned curriculum and mentorship sessions.
- Assess the programmes six months after their implementation and provide feedback for enhancement.
- Conduct weekly meetings with Invest TCI to maintain the project's schedule and address any challenges that arise throughout the development stage.
- Travel to the Turks and Caicos to assess project parameters first-hand and ensure the successful implementation of the programmes.

4. DELIVERABLES

The Consultant will be expected to produce the following deliverables:

- Project Plan and Timeline – July 15, 2024
- Market Research and Needs Assessment Report – August 15, 2024
- Programme Framework and Curriculum – September 30, 2024
- Infrastructure Setup Report – November 15, 2024
- Recruitment Materials - November 15, 2024
- Participant Onboarding Package – December 31, 2024
- Accelerator Implementation Date – January 15, 2025
- Accelerator Programme Progress Reports – March 28, 2025
- Incubator Implementation Date – April 1, 2025
- Incubator Programme Progress Reports – June 27, 2025
- Final Evaluation Report – July 15, 2025

5. TIMELINE

The project is expected to commence on July 15th, 2024, and conclude on July 15th, 2025.

6. QUALIFICATIONS

The consultant should possess the following qualifications:

- A minimum of 10 years of experience designing and implementing incubator and/or accelerator programmes.
- Demonstrated ability to create and implement incubator and/or accelerator programmes.
- Excellent oral and written communication skills
- Willingness to travel to the Turks and Caicos Islands to assess the programmes and ensure they are successfully implemented.
- Fluency in English

7. REPORTING

The project manager will report to the Chief Executive Officer of Invest Turks and Caicos Islands.

8. CONFIDENTIALITY

The project manager will be required to sign a confidentiality agreement before commencing work. All related information and documents will be treated as confidential and may not be disclosed to any third party without prior written consent of the Agency.