



TURKS AND CAICOS ISLANDS GOVERNMENT

MINISTRY OF INNOVATION, TECHNOLOGY AND ENERGY

OFFICE OF THE ENERGY AND UTILITIES COMMISSIONER
ENERGY AND UTILITIES DEPARTMENT



TERMS OF REFERENCE

Job Title	Fuel Regulations Consultant
Project	Development of Petroleum Regulations under the Petroleum Ordinance
Contracting Authority	Energy & Utilities Department, TCI
Reports To	Mr. Delano R. Arthur – Energy & Utilities Commissioner TCI
Date of Issue	August 10 th 2026
Date of Deadline	August 31 st 2026
Duration	Eight (8) months
To Apply	Individual consultants and/or firms are invited to apply for this opportunity: Request for Consultancy Services: 1. Technical Proposal inclusive of the following: 2. Cover letter/overview of the consultant 3. Curriculum Vitae 4. References of previous work completed that is similar to the TOR 5. Contact information for three (3) references. 6. Detailed Hourly Rate for the works outlined in the TOR Please send any clarification questions and proposal submission to: eud@gov.tc with Subject: Fuel Regulations Consultant.

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1. BACKGROUND

The Government of the Turks and Caicos Islands (TCI), through the Energy & Utilities Department (EUD), is advancing the development of Petroleum Regulations under the Petroleum Ordinance to modernize and strengthen the national framework governing the importation, storage, transportation, distribution and sale of petroleum and petroleum products.

The Petroleum Ordinance provides the overarching legal authority for regulation of the petroleum sector; however, detailed regulations are required to translate that authority into clear operational, technical, safety, environmental, licensing, inspection, reporting and enforcement requirements.

The Government's policy direction is to establish a modern, transparent and risk-based regulatory framework that protects public safety and the environment, improves regulatory oversight, provides certainty to industry and aligns petroleum operations in TCI with appropriate internationally recognized standards and good industry practice.

The regulatory framework is expected to address, among other matters, licensing categories and fees; eligibility and risk grading; application procedures; inspection and compliance protocols; reporting obligations; technical standards; fuel quality; emergency and disaster management; environmental protection; enforcement; public transparency; and emerging or alternative fuels.

2. OBJECTIVE

The Energy & Utilities Department requires the services of an experienced Fuel Regulations Consultant to provide technical, regulatory and implementation support for the development and finalization of Petroleum Regulations under the Petroleum Ordinance.

Working collaboratively with the Energy & Utilities Department, the Attorney General's Chambers (AGC) and other project team members, the Consultant will translate the approved policy direction into a practical, risk-based and enforceable regulatory framework suited to the operating environment of the Turks and Caicos Islands.

The assignment shall focus on ensuring that each regulatory requirement is clear as to the applicable standard, the evidence required to demonstrate compliance, the responsible regulatory authority or inspector, and the appropriate compliance or enforcement response.

The Consultant will be responsible for:

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- Reviewing the Petroleum Ordinance, approved policy directions, Cabinet documentation and related instruments to identify all matters requiring regulatory treatment.
- Preparing a regulatory mapping and gap analysis identifying existing requirements, gaps, overlaps and priority areas for regulation.
- Benchmarking TCI's proposed framework against appropriate Caribbean, Commonwealth and international petroleum regulatory regimes and recognized industry standards.
- Providing technical drafting instructions and supporting the development and review of Petroleum Regulations, Schedules, forms and related regulatory instruments.
- Developing risk-based licensing, inspection, compliance and enforcement mechanisms appropriate to the scale and nature of petroleum operations in TCI.
- Recommending appropriate technical standards for adoption or incorporation by reference, including relevant NFPA, API, ISO, ASTM, IMO and other recognized standards.
- Developing practical compliance tools, inspection checklists, reporting templates and Standard Operating Procedures (SOPs) to support implementation by EUD and the Fuel Officer.
- Supporting stakeholder consultation, documenting comments and recommending revisions to the draft Regulations.
- Providing knowledge transfer and capacity building to EUD personnel responsible for licensing, inspections, compliance and enforcement.
- Preparing a final Regulations and Implementation Package for consideration by the Energy & Utilities Department and Attorney General's Chambers.

3. SCOPE OF WORK

3.1 Regulatory Mapping and Gap Analysis

Undertake a detailed review of the Petroleum Ordinance, Government policy directions, Cabinet-approved documentation and other relevant TCI legislation and administrative arrangements. The review shall identify each matter requiring regulations, supporting schedules, forms, standards, procedures or other implementation instruments.

The Consultant shall prepare a regulatory roadmap identifying the recommended structure of the Petroleum Regulations and the relationship between the Ordinance, Regulations, Schedules, recognized technical standards and administrative procedures.

3.2 Comparative Regulatory and Standards Review

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Review relevant petroleum regulatory regimes and good industry practice from comparable Caribbean, Commonwealth and international jurisdictions. The Consultant shall identify approaches that are suitable for adaptation to TCI rather than simply reproducing foreign regulatory requirements.

The review shall consider recognized standards and guidance issued by relevant bodies, including NFPA, API, ISO, ASTM, IMO and other appropriate technical organizations, and shall recommend where standards should be incorporated by reference, adapted for local circumstances or supported by regulatory guidance.

3.3 Licensing, Eligibility and Risk Classification

Develop and refine the regulatory framework for petroleum licensing, including licence categories, eligibility criteria, application and renewal requirements, amendments and transfers, supporting documentation, risk classification, fees and licence conditions.

The framework shall accommodate the principal petroleum activities contemplated by Government policy, including bulk storage, retail service stations, transportation/mobile operations, marine fueling, aviation fueling, LPG/LNG storage and distribution, stand-alone storage and specialized uses.

3.4 Technical Safety, Facility Integrity and Operational Standards

Develop regulatory requirements and technical guidance for the safe design, construction, operation, inspection, maintenance and integrity management of petroleum facilities and equipment. This shall include, as applicable, storage tanks, piping, pumps, hoses, dispensing equipment, transport vehicles, marine and aviation fueling facilities, LPG/LNG installations, firefighting systems, emergency shutdown systems, secondary containment and related infrastructure.

The Consultant shall apply a proportionate risk-based approach and, where appropriate, the principle of reducing risk to a level that is As Low As Reasonably Practicable (ALARP).

3.5 Fuel Quality, Testing and Certification

Develop and refine requirements for fuel quality, testing, sampling, certification, record keeping and verification for petroleum products imported, stored, distributed or sold in TCI. The Consultant shall recommend appropriate recognized standards and specifications for

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gasoline, diesel, aviation fuels, marine fuels, LPG, LNG, biofuels/blends and other petroleum products covered by the Ordinance.

The framework shall address supplier quality certificates, independent testing where required, laboratory accreditation, sampling protocols, calibration and regulatory verification.

3.6 Environmental Protection, Spill Prevention and Emergency Preparedness

Develop regulatory requirements for spill prevention and containment, environmental safeguards, emergency planning, disaster preparedness, incident notification, response and recovery. Requirements shall be proportionate to the scale and risk profile of each regulated activity and coordinated, where appropriate, with national emergency management, environmental, fire, ports and maritime arrangements.

The Consultant shall ensure that emergency response and environmental provisions are practical for TCI's island geography, hurricane exposure and reliance on imported petroleum products.

3.7 Inspection, Compliance and Enforcement

Develop a structured, risk-based inspection and compliance framework specifying inspection frequencies, inspection rights, documentation requirements, corrective action processes, follow-up inspections and inter-agency coordination.

For key regulatory obligations, the Consultant shall clearly identify: (i) the required standard or obligation; (ii) the evidence or method by which compliance is demonstrated; (iii) the responsible inspection or regulatory function; and (iv) the applicable compliance, enforcement or referral mechanism.

The Consultant shall also support the development of inspection checklists, compliance notices, corrective action templates and other practical tools required by the Fuel Officer and EUD.

3.8 Reporting, Data and Public Transparency

Develop reporting requirements for petroleum imports, inventories, sales, transportation, losses, incidents, fuel quality and other information necessary for regulatory oversight and national energy planning.

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The Consultant shall support development of standardized reporting templates, record-retention requirements and the framework for a Public Register of Petroleum Licensees.

3.9 Regulatory Drafting Support and Schedules

Work with the Attorney General's Chambers and other project team members to provide technical drafting instructions, review draft legal text for technical accuracy and consistency with approved policy, and prepare or refine the technical Schedules, forms, standards lists, checklists and supporting instruments required to operationalize the Regulations.

The Consultant's role is to provide petroleum regulatory and technical expertise and shall not replace the statutory legal drafting functions of the Attorney General's Chambers.

3.10 Stakeholder Consultation and Finalization

Support EUD in the public and industry consultation process, including preparation of consultation materials, technical presentations, stakeholder meetings and review of written submissions.

The Consultant shall maintain a consultation issues matrix identifying comments received, technical assessment, recommended disposition and proposed amendments, and shall support incorporation of approved changes into the final regulatory package.

3.11 Institutional Readiness and Capacity Building

Prepare implementation tools and Standard Operating Procedures for licensing, application review, inspections, fuel quality verification, incident reporting, enforcement referrals, record keeping and other core regulatory functions.

Provide practical training and knowledge transfer to EUD personnel and the Fuel Officer to support implementation of the Regulations from the date they come into force.

4. DELIVERABLES

- Inception Report and detailed work plan.
- Petroleum Regulatory Mapping and Gap Analysis.
- Comparative Regulatory and International Standards Review.
- Regulations Roadmap identifying the recommended regulatory instruments, Schedules, forms and implementation tools.
- Technical drafting instructions and reviewed draft Petroleum Regulations.

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- Draft and final technical Schedules, including licensing, inspection, reporting, recognized standards, fuel quality and other supporting schedules as required.
- Risk-based licensing, eligibility, inspection and compliance framework.
- Fuel quality, testing and certification framework.
- Emergency preparedness, spill response and environmental compliance framework.
- Inspection checklists, reporting templates, compliance tools and Standard Operating Procedures.
- Stakeholder Consultation Issues and Response Matrix.
- Training and knowledge-transfer sessions for EUD personnel.
- Final Petroleum Regulations Technical Package and Implementation Guide suitable for submission through EUD to the Attorney General's Chambers and Cabinet processes.

5. SCHEDULE AND WORK PLAN

The Fuel Regulations Consultant shall prepare and maintain a detailed work plan identifying activities, dependencies, milestones, stakeholder engagements, deliverables and anticipated completion dates. The work plan shall be updated throughout the assignment in consultation with the Energy & Utilities Department and project team members.

The Consultant should propose a practical programme that allows sufficient time for regulatory review, technical drafting support, stakeholder consultation, revision, implementation planning and knowledge transfer. The overall assignment is expected to be completed within approximately twenty-eight (28) to thirty-two (32) weeks.

6. PROJECT DURATION

The assignment is expected to last approximately Eight (8) months. The contract may be extended based on project requirements, funding availability and satisfactory consultant performance.

7. RESOURCES

The Fuel Regulations Consultant will work closely with the Energy & Utilities Department, Fuel Officer, Attorney General's Chambers and other project team members appointed by the Government. The EUD will provide reasonable access to relevant legislation, policy documents, Cabinet-approved directions, existing licensing records and other available information required for the assignment.

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The Consultant may also be required to liaise with relevant Government agencies and stakeholders, including environmental, fire and emergency management authorities, Planning, Business Licensing, Ports Authority, maritime and aviation stakeholders, petroleum importers, distributors, retailers, transporters and other regulated entities.

8. QUALIFICATIONS

- Bachelor's degree or higher in Engineering, Petroleum Engineering, Chemical Engineering, Process Safety, Environmental Management, Law, Energy Policy, Regulatory Studies or another discipline directly relevant to petroleum regulation. A postgraduate qualification is desirable.
- Minimum fifteen (15) years of progressively responsible professional experience in the petroleum, fuel, oil and gas, process safety, maritime fuel or energy regulatory sectors.
- Demonstrated experience developing, reviewing or implementing petroleum regulations, technical codes, licensing frameworks, inspection regimes or regulatory standards.
- Strong working knowledge of internationally recognized petroleum and fuel standards, including relevant API, NFPA, ISO, ASTM and IMO standards and guidance.
- Demonstrated experience translating technical standards and policy requirements into practical, enforceable regulatory requirements, compliance procedures and inspection tools.
- Experience in Caribbean, small-island or comparable jurisdictions will be considered a significant asset.
- Demonstrated stakeholder engagement, training and capacity-building experience.
- Excellent analytical, technical writing, report writing, presentation and facilitation skills.

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9. PROPOSAL EVALUATION CRITERIA

Criterion	Weight	Assessment Focus
Technical Approach & Regulatory Methodology	30%	Clear, practical and risk-based approach to developing petroleum regulations under the Petroleum Ordinance. Demonstrates a strong methodology for regulatory mapping, gap analysis, technical standards, licensing, inspections, compliance and enforcement, with appropriate use of recognized international standards including API, NFPA, ISO, ASTM and IMO.
Relevant Petroleum & Regulatory Experience	25%	Demonstrated experience developing, reviewing or implementing petroleum/fuel regulations, technical codes, licensing frameworks, inspection regimes or regulatory standards. Experience advising governments or regulators in Caribbean, small-island or comparable jurisdictions is desirable.
Qualifications & Experience of Key Personnel	20%	Qualifications and senior-level experience of the individual consultant or, for a firm, the proposed Lead Consultant and key personnel. Assessment will consider petroleum/fuel sector expertise, regulatory development, process safety, environmental compliance, fuel quality, inspection and ability to work effectively with Government and legal drafters.
Understanding of Assignment & Work Programme	10%	Demonstrates a sound understanding of TCI's petroleum regulatory requirements and presents a realistic work programme for developing regulations, technical schedules, consultation materials, inspection tools, SOPs and implementation arrangements within the required timeframe.
Stakeholder Consultation & Implementation Readiness	10%	Demonstrated ability to engage petroleum importers, distributors, retailers, Government agencies and other stakeholders, manage technical comments, and translate regulations into practical licensing, inspection, compliance and enforcement processes that EUD can implement.
Knowledge Transfer & Capacity Building	5%	Practical approach to strengthening EUD and Fuel Officer capacity through training, regulatory guidance, templates, SOPs, inspection checklists, reporting tools and other implementation resources.

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TOTAL: 100%

EUD reserves the right, at its sole discretion, to accept or reject any candidate or proposal.

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