



# 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

|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>             | Regulatory Programme Coordinator (PC)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Project</b>               | TCI Multi-Sector Legislation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Contracting Authority</b> | Energy & Utilities Department, TCI                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Reports To</b>            | Mr. Delano R. Arthur – Energy & Utilities Commissioner TCI                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Date of Issue</b>         | August 10 <sup>th</sup> 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Date of Deadline</b>      | August 31 <sup>st</sup> 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Duration</b>              | Twelve (12) months                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>To Apply</b>              | <p>Individual consultants and/or firms are invited to apply for this opportunity:</p> <p>Request for Consultancy Services:</p> <ol style="list-style-type: none"><li>1. Technical Proposal inclusive of the following:</li><li>2. Cover letter/overview of the consultant</li><li>3. Curriculum Vitae</li><li>4. References of previous work completed that is similar to the TOR</li><li>5. Contact information for three (3) references.</li><li>6. Detailed Hourly Rate for the works outlined in the TOR</li></ol> <p>Please send any clarification questions and proposal submission to: <a href="mailto:eud@gov.tc">eud@gov.tc</a> with Subject: Regulatory Programme Coordinator.</p> |

✉ : [eud@gov.tc](mailto:eud@gov.tc) | [drarthur@gov.tc](mailto:drarthur@gov.tc)

☎ : +1 (649) 338-3504 (Office of the Commissioner)

Address: 11 Caribbean Place, Providenciales  
Turks and Caicos Islands, TKCA 1ZZ



# TURKS AND CAICOS ISLANDS GOVERNMENT

## MINISTRY OF INNOVATION, TECHNOLOGY AND ENERGY

### OFFICE OF THE ENERGY AND UTILITIES COMMISSIONER ENERGY AND UTILITIES DEPARTMENT



## 1. BACKGROUND

The Government of the Turks and Caicos Islands is undertaking a comprehensive modernization of the legislative and regulatory framework governing the energy, petroleum, electricity, water and wastewater utility sectors. The Energy & Utilities Department (EUD) is leading the development of a Multi-Sector Regulatory Authority (MsRA), associated legislation, utility agreements and regulatory policies that will strengthen governance, transparency, accountability and service delivery while supporting the Government's objectives in utility regulations.

## 2. OBJECTIVE

The Regulatory Programme Coordinator (PC) will provide day-to-day programme coordination, documentation, stakeholder engagement, reporting and administrative oversight to ensure the successful delivery of the Multi-Sector Regulatory Programme. Working collaboratively with the Energy and Utilities Department, Attorney General Chambers (AGC), and other project team members, the Coordinator will manage project schedules, consultant outputs, action registers, communications, governance documentation and implementation activities.

### **Responsibilities include:**

- Coordinate recruitment and onboarding of project team members.
- Coordinate consultant deliverables and correspondence.
- Maintain programme schedules, budgets and implementation plans.
- Coordinate stakeholder engagement and reporting.
- Coordinate reviews of legislation, regulations and utility licences.
- Coordinate technical reviews of consultant reports.
- Support reviews of utility operations and regulatory frameworks.
- Document regional best practices.
- Prepare recommendations and briefing material.
- Support drafting of legislation, regulations and utility agreements.
- Coordinate change management activities.
- Monitor implementation risks and stakeholder readiness.

## 3. SCOPE OF WORK

 : [eud@gov.tc](mailto:eud@gov.tc) | [drarthur@gov.tc](mailto:drarthur@gov.tc)

 : +1 (649) 338-3504 (Office of the Commissioner)

Address: 11 Caribbean Place, Providenciales  
Turks and Caicos Islands, TKCA 1ZZ



# TURKS AND CAICOS ISLANDS GOVERNMENT

## MINISTRY OF INNOVATION, TECHNOLOGY AND ENERGY

### OFFICE OF THE ENERGY AND UTILITIES COMMISSIONER ENERGY AND UTILITIES DEPARTMENT



- Develop and maintain the master programme work plan and implementation schedule.
- Coordinate all project documentation, meeting minutes, action logs and reporting.
- Coordinate reviews of the Electricity Ordinance and other applicable legislation with project team members.
- Coordinate reviews of utility operational and financial information and prepare management summaries.
- Document regional regulatory best practices and lessons learned.
- Support development of customer service standards and regulatory performance measures.
- Provide strategic administrative support to the Energy & Utilities Commissioner.
- Coordinate quality assurance of consultant deliverables and monitor implementation progress.

#### 4. DELIVERABLES

- Comprehensive programme work plan and schedule.
- Project governance documentation and reporting.
- Stakeholder engagement records and communication plans.
- Support for drafting Multi-Sector Utility Policy, legislation and Regulatory Utility Agreements.
- Consultant coordination and implementation tracking.
- Programme close-out documentation.

#### 5. SCHEDULE AND WORK PLAN

The Programme Coordinator shall maintain an integrated programme schedule, coordinate all project team members, monitor milestones and provide regular progress reports to the Energy & Utilities Commissioner.

#### 6. PROJECT DURATION

The assignment may be for a period of up to twelve (12) months, based on funding, project requirements and satisfactory performance.

#### 7. RESOURCES



: [eud@gov.tc](mailto:eud@gov.tc) | [drarthur@gov.tc](mailto:drarthur@gov.tc)



+1 (649) 338-3504 (Office of the Commissioner)

Address: 11 Caribbean Place, Providenciales  
Turks and Caicos Islands, TKCA 1ZZ



# TURKS AND CAICOS ISLANDS GOVERNMENT

## MINISTRY OF INNOVATION, TECHNOLOGY AND ENERGY

### OFFICE OF THE ENERGY AND UTILITIES COMMISSIONER ENERGY AND UTILITIES DEPARTMENT



The Programme Coordinator will work closely with technical consultants, legal advisers, financial advisers, change management specialists, the Attorney General's Chambers and other project team members appointed by the Energy & Utilities Department.

#### 8. QUALIFICATIONS

- Bachelor's degree or higher in Business Administration, Public Administration, Project Management, Economics, Finance, Engineering, Law, Public Policy or related discipline.
- Minimum ten (10) years of progressively responsible experience in utility regulation, infrastructure, programme or project management.
- Strong knowledge of governance, regulatory frameworks and stakeholder engagement.
- Excellent analytical, organizational, report writing and communication skills.
- Experience coordinating multidisciplinary teams and consultants.
- Knowledge of change management principles.
- Proficiency with project management software is an asset.

#### 9. PROPOSAL EVALUATION CRITERIA

| Criterion                                            | Weight | Assessment Focus                                                                                                                                                                                                                                                                                                 |
|------------------------------------------------------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Programme Coordination & Project Management Approach | 25%    | Clear and practical methodology for coordinating a multidisciplinary regulatory programme, including work planning, scheduling, milestone tracking, action registers, risk management, consultant coordination, document control and timely escalation of issues.                                                |
| Relevant Utility, Regulatory & Programme Experience  | 25%    | Demonstrated experience coordinating complex utility, regulatory, legislative, infrastructure or public-sector programmes. Experience working with regulators, utilities, Government institutions or multidisciplinary advisory teams will be strongly considered.                                               |
| Qualifications & Experience of Key Personnel         | 20%    | Qualifications and experience of the individual consultant or, where applicable, the proposed lead resource. Assessment will consider programme/project management experience, utility or regulatory knowledge, organizational capability and demonstrated ability to support senior Government decision-makers. |

✉ : [eud@gov.tc](mailto:eud@gov.tc) | [drarthur@gov.tc](mailto:drarthur@gov.tc)

☎ : +1 (649) 338-3504 (Office of the Commissioner)

Address: 11 Caribbean Place, Providenciales  
Turks and Caicos Islands, TKCA 1ZZ



# TURKS AND CAICOS ISLANDS GOVERNMENT

## MINISTRY OF INNOVATION, TECHNOLOGY AND ENERGY

### OFFICE OF THE ENERGY AND UTILITIES COMMISSIONER ENERGY AND UTILITIES DEPARTMENT



|                                                       |     |                                                                                                                                                                                                                                                                                                |
|-------------------------------------------------------|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Stakeholder Coordination, Communication & Reporting   | 15% | Demonstrated ability to coordinate Government agencies, consultants, utilities and other stakeholders; prepare professional correspondence, meeting records, progress reports, briefing notes and presentations; and ensure actions and decisions are clearly documented and followed through. |
| Understanding of Assignment & Proposed Work Programme | 10% | Demonstrates a sound understanding of the Multi-Sector Regulatory programme and presents a realistic approach for coordinating legal, financial, policy and other technical workstreams while maintaining alignment with EUD priorities, deliverables and timelines.                           |
| Change Management & Knowledge Transfer                | 5%  | Practical approach to supporting stakeholder readiness, implementation of regulatory reforms, institutional transition, knowledge transfer and strengthening EUD's internal programme-management capability.                                                                                   |

**TOTAL: 100%**

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

✉ : [eud@gov.tc](mailto:eud@gov.tc) | [drarthur@gov.tc](mailto:drarthur@gov.tc)

☎ : +1 (649) 338-3504 (Office of the Commissioner)

Address: 11 Caribbean Place, Providenciales  
Turks and Caicos Islands, TKCA 1ZZ