

TERMS OF REFERENCE – INTERN

The Caribbean Export Development Agency, guided by its vision and mission, stands as the regional trade and investment promotion agency committed to fostering a resilient, adaptive, and prosperous Caribbean. We deliver innovative and transformative support to the private sector, empowering businesses to thrive and lives to improve, thereby accelerating our member states' progress towards achieving the Sustainable Development Goals.

By forging strong business collaborations, we are dedicated to accelerating economic change through increased exports, targeted investments, and the generation of sustainable employment.

Spanning national, regional, and international arenas, our innovative initiatives empower Caribbean businesses to access high-value markets, with a strategic emphasis on the pivotal sectors of sustainable agriculture, digital transformation, and the green economy shift.

We are committed to building sustainable business across the region in areas that generate the greatest impact on their competitiveness. We provide export development; export promotion and investment promotion support enhance the capacity of the private sector to achieve economic transformation to build a resilient a robust Caribbean.

SCOPE OF INTERNSHIP

The internship, which is a 3-month programme, provides a valuable opportunity to assist and support the implementation of several donor-funded digital transformation initiatives and projects aimed at improving the overall digital maturity and digitization of the Caribbean private sector.

Key Responsibilities

The key responsibilities under the purview of the intern include, but not limited to:

- Project Development & Ideation –
 - Assist in brainstorming and developing innovative digital transformation project concepts.
 - Conduct background research to support project proposals and concept notes.

- Documentation & Organization –
 - Ensure proper documentation and organization of project files, reports, and other relevant materials electronically.
 - Maintain and update digital records for project tracking.
- Stakeholder Engagement & Relationship Management –
 - Support communication and engagement with key stakeholders, including donors, government agencies, and private sector partners.
 - Assist in organizing meetings, preparing agendas, and documenting meeting outcomes.
- Project Communication & Coordination –
 - Ensure clear and consistent communication across project teams and stakeholders.
 - Support the dissemination of project updates and reports.
- Event Coordination & Logistics –
 - Assist in organizing workshops, webinars, and other project-related events.
 - Coordinate logistics.
- Data Entry, Reporting, Research and Project Monitoring -
 - Assisting in the compiling of data related to specific projects.
 - Assist in the development of project specific reports for internal and external use.
 - Undertake research on global and regional digital transformation activities.
 - Research resource opportunities that Caribbean Export can benefit from.
 - Consistently track project implementation and provide updates.

Caribbean Invest Forum (CIF) 2025

- The selected intern will have a key role in supporting the execution of the Agency's planned 'Investment Sprint' at the Caribbean Investment Forum (CIF) 2025.
- CIF has emerged as the annual premiere gathering of businesses and investors in the Caribbean with objectives to:
 - attract investment into the priority sectors that can fast-track the Caribbean's transition to a greener and smarter economy.
 - raise the visibility of the Caribbean as an investment destination.
 - bring together the investment community to engage with business and create business.

- Specifically, the selected intern will work closely with the Innovation & Digital Business Officer to conceptualize, develop, manage, and execute an Investment Sprint workshop at CIF 2025.
- Their tasks will include, but not be limited to, support on project coordination, project development, stakeholder engagement, communication and event & logistics coordination.

Team Collaboration

- The intern will play a crucial role in the team, participating in team meetings to provide updates on progress and receive feedback on the validation process.
- The intern will be fully supported in their role, with the opportunity to participate in team meetings to provide updates on progress and receive feedback on the validation process. This supportive environment is designed to help the intern grow and succeed in their role.

Travel

- Travel may be required for this internship.

Qualifications

- Enrollment in a degree program related to Business Management, Economics, Digital Transformation, Innovation, Information Technology, International Trade/Business, Project Management
- Strong analytical and research skills with attention to detail.
- Proficiency in Microsoft Office Suite and familiarity with data management tools.
- Excellent communication skills, both written and verbal.
- Ability to work collaboratively and independently in a dynamic environment.

Outcome

By the end of the internship, the selected candidate will have gained invaluable firsthand experience in executing real-world digital transformation projects within the Caribbean private sector. Through active participation in research, data analysis, and project development, the intern will enhance their analytical, problem-solving, and critical thinking skills, learning to identify key trends in digital business and innovation.

The intern will develop essential project management capabilities, including proper documentation, organization, and coordination of digital initiatives. They will also refine

their stakeholder engagement skills by interacting with donors, government agencies, and private sector partners, strengthening their ability to build and maintain professional relationships. In addition, the intern will gain practical experience in communication strategies, ensuring effective project messaging and collaboration within teams.

Through direct involvement in planning and executing digital business-related events and workshops, the intern will acquire strong event coordination and logistical skills. They will also develop expertise in data management, contributing to project monitoring, evaluation, and impact assessment.

Beyond technical and strategic skills, this internship offers significant career development opportunities. The intern will receive direct mentorship from experienced professionals in the industry, fostering professional growth and enhancing future career prospects in business development, innovation strategy, and digital transformation. They will also have the chance to work on real-world challenges within digital transformation projects, strengthening their critical thinking and problem-solving abilities.

This internship is designed to provide a well-rounded, immersive learning experience that prepares the intern for future roles in digital business and innovation.

Application Process

Candidates wishing to apply can submit a copy of their CV along with a motivation letter and academic qualifications to Mr. Jonathan Seecharan – Innovation & Digital Business Officer, jseecharan@carib-export.com copying Ms. Veronica Henry, vhenry@carib-export.com.

Deadline

Candidates wishing to apply should do so on or before **Friday 20th June 2025 at 11:59 PM AST.**