

## **Terms of Reference**

### **Internship Opportunity: Export Development and Promotion**

#### **1. Background**

The Caribbean Export Development Agency (Caribbean Export), headquartered in Barbados, is the regional trade and investment promotion agency mandated to support private sector development, export diversification, and economic transformation across the CARIFORUM region. With a mission to enhance competitiveness and foster growth, the Agency works closely with Micro, Small, and Medium-sized Enterprises (MSMEs), governments, and development partners to strengthen the region's presence in international markets.

Through its Technical Programmes Unit, Caribbean Export implements a wide range of initiatives that build the export capacity of regional firms, improve their market readiness, and expand their international visibility. These include trade missions, investment forums, B2B matchmaking events, and knowledge-sharing platforms that connect Caribbean businesses to global opportunities.

As part of its commitment to nurturing the next generation of trade and development professionals, Caribbean Export is pleased to offer an Internship in Export Development and Promotion. This internship will provide aspiring professionals with practical, hands-on exposure to the design, execution, and monitoring of trade and export promotion activities, while offering unique opportunities to engage with regional businesses, policymakers, and international partners. Interns will gain invaluable experience in research, project implementation, and stakeholder engagement, preparing them to contribute meaningfully to regional integration and economic transformation.

#### **2. Objectives**

The internship is designed to:

- Support the implementation of Caribbean Export's export development and promotion projects.
- Build the intern's technical and professional competencies in trade-related project implementation.
- Facilitate stakeholder engagement and knowledge exchange with regional businesses and institutions.

### **3. Scope of Work**

The Intern will be placed within the Technical Programmes Unit, under the supervision of the Lead – Export Development and Promotion. The intern will contribute to:

#### **A. Export Development and Promotion**

- Conduct research and synthesize trade-related information, market intelligence, and policy developments.
- Support the organization and delivery of webinars, workshops, trade missions, exhibitions, and B2B matchmaking events.
- Engage beneficiaries to assess readiness and support needs for participation in promotional activities.

#### **B. Stakeholder Engagement and Communication**

- Liaise with MSMEs, government agencies, and development partners to collect information and share updates.
- Maintain and update databases such as MSME and buyer/importer lists.
- Support outreach efforts to ensure stakeholder alignment with project deliverables and timelines.

#### **C. Monitoring and Reporting**

- Assist in gathering, organizing, and entering performance monitoring and evaluation (M&E) data, where applicable.
- Contribute to the drafting of summary reports and documentation of project outcomes.

#### **D. Administrative Support**

- Provide logistical and documentation support for events and initiatives.
- Undertake other related duties as assigned.

### **4. Expected Deliverables**

The intern will be expected to deliver the following:

- Bi-weekly progress updates.

- Research briefs or summary memos.
- Stakeholder contact logs.
- Event support summaries and participant feedback.
- M&E data inputs and/or analysis, where applicable.

## 5. Duration

- **Duration:** The internship will begin on 1 October, 2025 and run until end of **December 2025**.
- **Stipend:** A stipend will be provided to support the intern during the programme.

## 6. Qualifications and Skills

- A **minimum of a first degree** in International Trade, Economics, Business, International Relations, Development Studies, or a related field.
- Strong research, analytical, and writing abilities.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite.
- Demonstrated interest in regional integration, trade policy, and private sector development will be an asset
- Ability to work collaboratively and independently in a dynamic environment.
- **Candidates must already be based in Barbados at the time of application.**

## 7. Supervision and Mentorship

The intern will report directly to the **Lead – Export Development and Promotion** and will receive mentorship and guidance throughout the internship to support professional growth. The intern will play a crucial role within the team, participating in team meetings to provide updates on progress and receive feedback on unit deliverables.

## 8. Application Process

Interested candidates are invited to submit the following to Ms. Natasha Edwin Walcott, Lead Export Development and Promotion at [nwalcott@carib-export.com](mailto:nwalcott@carib-export.com), copying Ms. Veronica Henry [vhenry@carib-export.com](mailto:vhenry@carib-export.com) by 23<sup>rd</sup> September 2025, 11:59 PM AST (Barbados time).

1. A **cover letter** outlining their motivation and suitability for the internship.
2. A **curriculum vitae (CV)**.

Only shortlisted candidates will be contacted.