

## Assignment Notice - GV2050-005

Consultancy title	National Consultant – Development of Kenya’s National Action Plan to Reduce GHG Emissions from Shipping		
Reference	GV2050-005		
Contract type	Individual consultant (home-based assignment – based in Kenya)		
Period of contract	4 Months		
Contracting organization	International Maritime Organization (IMO)		
Programme title	GreenVoyage2050		
Date of issue	08/10/2024	Closing date for submission	29/10/2024

### **Background**

GreenVoyage2050 is a major IMO technical cooperation programme that supports the reduction of GHG emissions from ships, in line with the IMO GHG Strategy (Resolution MEPC.377(80)). The programme supports developing countries in the development of legal and policy frameworks, pilot projects, and the adoption of green technologies that can support the decarbonization of the maritime sector.

### **Brief description of the assignment**

The scope of work is to develop, in close collaboration with the Kenya Maritime Authority, a National Action Plan that will guide Kenya’s maritime decarbonization efforts, focusing on practical, actionable strategies to reduce GHG emissions and promote the use of clean marine fuels.

Refer to the **Terms of Reference (ToR)** in Annex 1 for full assignment details.

### **Presentation of Proposals**

Proposals should be submitted in line with section 11 of the ToR no later than 29 October 2024 and must include the following:

- **CV of the consultant (max. two pages)**, outlining relevant professional experience, qualifications, and suitability for the assignment, i.e., why the individual is considered to be the most suitable candidate for the assignment. The CV should also include contact details (email and telephone number) of the consultant and two (2) professional references who can certify competencies, professionalism, quality of writing, presentation and overall suitability to this ToR.

- **Brief description of the approach to work/technical proposal (max. two pages)**, including responses to the **questions outlined in section 14 of the ToR**.
- **Financial Proposal (max. one page)** that indicates the all-inclusive fixed total contract price and a breakdown of financial quote per deliverable.

All application materials should be submitted **as one consolidated PDF file** by email to [greenvoyage2050@imo.org](mailto:greenvoyage2050@imo.org) indicating the following reference: **Ref. GV2050-005**

Proposals that are submitted after the closing deadline will not be considered.

Queries about the assignment can be directed to [greenvoyage2050@imo.org](mailto:greenvoyage2050@imo.org).

### **Evaluation of Proposal**

IMO, as the contracting party, will be responsible for evaluating applications.

Only those applications which are responsive and compliant will be evaluated. Applications will be evaluated on a value-for-money basis considering the strength of the technical proposal and the consultant's educational background and experience in delivering similar assignments. The contract will be awarded based on this evaluation, subject to acceptance of IMO's General Terms and Conditions. Shortlisted candidates may be contacted for an interview.

Please note that only shortlisted candidates will be contacted due to the high volume of applications.

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## ANNEX 1

### TERMS OF REFERENCE FOR A NATIONAL CONSULTANT – DEVELOPMENT OF KENYA’S NATIONAL ACTION PLAN TO REDUCE GHG EMISSIONS FROM SHIPPING

#### 1 SCOPE OF WORK

1.1 The Government of Kenya is committed to decarbonizing its maritime sector. The scope of work is to develop, in close collaboration with the Kenya Maritime Authority, a National Action Plan that will guide Kenya’s maritime decarbonization efforts, focusing on practical, actionable strategies to reduce GHG emissions and promote the use of clean marine fuels and technologies.

#### 2 BACKGROUND AND PURPOSE

2.1 The International Maritime Organization's [GreenVoyage2050 programme](#) is leading the way in supporting developing countries in curbing GHG emissions from shipping. This programme aligns with key IMO policy frameworks, particularly the 2023 IMO Strategy on Reduction of GHG Emissions from Ships (Resolution MEPC.377(80)), henceforth referred to as the ‘2023 IMO Strategy’, and Resolution MEPC.367(79), adopted in 2022, which encourages Member States to develop and submit voluntary National Action Plans (NAPs) outlining respective policies and actions to address GHG emissions from ships.

2.2 Central to GreenVoyage2050's objectives is its support for selected countries in establishing a robust legal and policy foundation conducive to adopting zero or near-zero GHG emission technologies and best operational practices to reduce maritime activity emissions. An essential component of this involves providing technical assistance towards the development of NAPs that facilitate the implementation of actions and strategies to reduce GHG emissions from the maritime sector.

2.3 IMO’s [webpage](#) outlines various NAPs submitted by different countries to address GHG emissions from ships. Some of the common elements found in these NAPs include:

- **Institutional and Legislative Strengthening:** Enhance domestic structures for implementing IMO instruments.
- **Energy Efficiency:** Initiatives to improve the energy efficiency of ships.
- **Alternative Fuels:** Research and advance the adoption of low-carbon and zero-carbon fuels.
- **Fuel Production and Distribution:** Encourage the production and distribution of alternative fuels.
- **Port Emission Reductions:** Initiatives to cut down emissions in ports.
- **Capacity Building:** Strengthen awareness, establish regional cooperation, and support infrastructure development for sustainable shipping.
- **Voluntary Cooperation:** Promote broad stakeholder collaboration along shipping routes.
- **Research and Development:** Fostering research, innovation and pilot demonstration in maritime decarbonization to inform policy.

2.4 A Baseline Assessment Report to support the Government of Kenya in shaping a NAP has been drafted, and an initial national stakeholder consultation was held in September 2024 to present these results and brainstorm potential policy actions and pilot projects. The Baseline Assessment Report (which will be made available to the consultant) aims to increase understanding of Kenya's maritime sector, its significance at the national level, and its impact on the country's economy. This assessment established an informational foundation regarding the shipping fleet's characteristics, ship traffic patterns, major routes, type and volumes of cargo, and the strategic role of maritime transport in economic activities. Additionally, it documented trends in fuel consumption and emissions of fleet components and evaluated how decarbonization of the maritime sector can align with the overall national energy transition and other policies relevant to the maritime sector.

2.5 This project is a collaborative venture, closely coordinated with the ongoing initiatives of the International PtX Hub, executed by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. The collaboration is designed to ensure that efforts are complementary and not redundant, thereby maximizing the impact of resources and expertise in reducing GHG emissions within the Kenyan maritime sector.

### **3 REQUIREMENTS/TASKS**

3.1 The contractor will work closely with the Kenya Maritime Authority (KMA) and will be expected to facilitate discussions with relevant stakeholders to ensure that the NAP reflects a broad spectrum of views and interests, including those of renewable energy and maritime sectors. A National Task Force (NTF) with key stakeholders has already been formed by KMA and an initial stakeholder dialogue was already conducted in September 2024 in Kenya to raise awareness about the NAT development process.

3.2 The work will be divided into four phases, ensuring a structured approach that aligns with the Baseline Assessment Report and builds on prior consultations. The contractor will be expected to deliver the following tasks:

#### **A. INCEPTION PHASE**

**Objective:** Familiarize with existing reports/data; finalize the approach for developing the NAP.

**Tasks:**

A.1 With a view to assessing Kenya’s current maritime activities and ship fuel consumption including the use of clean marine fuels and GHG emissions statistics, review all relevant documentation, including:

- “Kenya Baseline Assessment Report”.
- “Stakeholder Assessment and Mapping Report”.
- “Policy and Regulatory Landscape Analysis”.
- “Initial stakeholder consultation Report”.

A.2 Hold an inception meeting with the Kenya Maritime Authority, the IMO GreenVoyage2050 Programme Coordination Unit (GV2050 PCU), and key partners to refine the approach and finalize timelines.

A.3 Prepare a concise inception report (max. 3-pages) outlining the proposed methodology, workplan, timeline and key milestones for the consultancy.

A.4 Undertake stakeholders’ identification and mapping and prepare a list of core stakeholders and wider stakeholders for the consultation phase.

#### **B. STAKEHOLDER CONSULTATION PHASE**

**Objective:** Gather feedback from stakeholders on potential decarbonization strategies, technologies, and regulatory and policy actions specific to Kenya’s maritime sector.

**Tasks:**

B.1 Organize and facilitate one-on-one consultations with national stakeholders, including relevant government agencies, maritime operators, NGOs, and academia, to gather insights on potential policy actions and technologies applicable to Kenya. This should also include engagement with key renewable energy stakeholders to explore

potential synergies between Kenya's renewable energy resources and the production of low / zero-emission marine fuels, as well as stakeholders from the finance sector. A minimum of 20 interviews with key national maritime stakeholders is expected – the list of stakeholders to be interviewed will be jointly agreed with the IMO and KMA.

B.2 Organize focus group discussions with diverse stakeholder groups to encourage collaborative dialogue and gather both qualitative and quantitative data. These discussions should foster the exchange of ideas and identify practical solutions to support Kenya's maritime decarbonization.

B.3 Synthesize all feedback, new insights, and any additional data collected from other sources such as literature review into a concise report (max. 3 pages). This report should summarize the key outcomes from the consultations and discussions and provide recommendations to guide the development of policy actions and strategies for Kenya's maritime decarbonization efforts.

### **C. NAP DRAFTING PHASE**

**Objective:** Draft the National Action Plan based on previous reports, consultations, and best practices in maritime decarbonization.

#### **Tasks:**

C.1 Develop the draft NAP, incorporating key findings from the Baseline Assessment and stakeholder consultation, outlining short-, medium-, and long-term goals for emission reductions, technology adoption, clean marine fuels promotion and regulatory changes. The NAP should, inter alia, include:

- A roadmap for reducing GHG emissions from Kenya's maritime sector;
- Strategic measures for promoting clean marine fuels, with a focus on leveraging Kenya's renewable energy resources.
- Policy and regulatory recommendations aligned with international maritime standards (IMO) and Kenya's national energy transition goals.
- Suggested pilot projects to demonstrate the viability of decarbonization technologies and initiatives.
- Strategies for institutional and cross-sectoral collaboration for the implementation of the NAP
- Strategies for regional and international cooperation and partnerships, facilitating knowledge exchange and joint initiatives on maritime decarbonization.
- A Monitoring and Evaluation framework to track progress against the NAP targets.
- Identify potential national and international funding sources (e.g. climate funds and development banks / IFIs) to ensure the financial sustainability for the implementation of the NAP

C.2 Ensure coordination with KMA in the entire drafting process of the NAP to ensure alignment with national policies and international obligations.

C.3 Ensure the National Task Force (NTF) is involved in the development of the NAP, consulting and liaising with members as required. Present the draft NAP outline via a virtual meeting for feedback.

### **D. PRESENTATION OF THE DRAFT NAP AND FINALIZATION PHASE**

**Objective:** Refine the NAP based on feedback and present the final version to stakeholders.

#### **Tasks:**

D.1 Create a comprehensive set of PowerPoint slides to support the presentation of the draft NAP to stakeholders. The PPT should highlight key elements, strategies and areas for discussion.

D.2 Present draft NAP at an in-person meeting for validation / feedback / refinement.

D.3 Incorporate feedback from stakeholders and finalize the NAP.

D.4 Present the final NAP at a national event or webinar to key stakeholders.

3.3 Throughout the consultancy, the contractor will:

- Provide regular progress updates to KMA and GV2050 PCU.
- Keep detailed records of all meetings and consultations, including lists of participants and main points discussed.

3.4 The contractor is expected to be familiar with relevant national policies, regulations, and frameworks related to decarbonization and climate change, ensuring the NAP is fully aligned with Kenya's climate objectives.

#### **4 ITEMS PROVIDED BY IMO**

The following guide documents may also serve as useful resources:

- GreenVoyage2050 [National Action Plan to address GHG emissions from ships - From decision to implementation](#)
- GloMEEP Ship Emissions Toolkit Guide No.3: [Development of a national ship emissions reduction strategy](#)

#### **5 FORMAT/LANGUAGE**

5.1 The format of the report and PowerPoint presentations should include graphs, photos, and other visuals as appropriate. The contractor should use the MS Word and PowerPoint presentation templates, which will be provided by the GreenVoyage2050 Programme Coordination Unit (PCU), and all materials should display the IMO and GreenVoyage2050 logos.

5.2 The report shall be drafted in English. Since English may not be the first language of all stakeholder consultation participants, clear/plain (but exact) language should be used to facilitate understanding.

#### **6 QUALITY CONTROL**

6.1 In conducting the work, the contractor may consult a broad range of reputable organizations, institutions, and resources with relevant experience and expertise within the areas of these Terms of Reference. The contractor must validate the credibility of the information obtained and appropriately reference all sources. The responsibility for the content of the work rests with the contractor.

#### **7 DELIVERABLES (INCLUDING SCHEDULE) AND PAYMENT**

7.1 The key milestones and deliverables are set out in the table below.

<b>Deliverable</b>	<b>Schedule (Following the initial kick-off call)</b>	<b>Payment Schedule</b>
1. Inception Phase: Submission of Inception Report (max. 3 pages)	4 weeks after kick-off call	10%

2. Stakeholder Consultation Phase: Submission of Stakeholder Consultation Summary Report	8 weeks after kick-off call	20%
3. NAP Drafting Phase: Submission of the draft NAP report	12 weeks after kick-off call	20%
4. Presentation of Draft NAP and Finalisation Phase: Development of PowerPoint slides and presentation of the draft NAP to the NTF	16 weeks after kick-off call	50%
5. Presentation of Draft NAP and Finalisation Phase: Submission of the final NAP report	16 weeks after kick-off call	

7.2 The contractor will be paid in instalments upon delivery and clearance of the Milestones outlined in the table above.

## **8 COMMUNICATION AND ORGANIZATIONAL MATTERS**

8.1 The contractor will be expected to work closely together and in coordination with the GreenVoyage2050 PCU, as well as relevant colleagues of the KMA and the International PtX Hub, and to provide regular updates on project progress.

8.2 This work is considered a home-based assignment in Kenya. All meetings with relevant project stakeholders and the GreenVoyage2050 PCU will be conducted through conference calls and, upon their agreement, will be recorded. Meetings with relevant national stakeholders may be held in person. International travel for the purpose of this assignment is not foreseen.

## **9 PROPOSED TIMEFRAME FOR DELIVERING THE ASSIGNMENT**

9.1 The work will be conducted within approximately four months between November 2024 and March 2025, with the submission of key deliverables per the schedule set out in section 5.

## **10 REQUIRED QUALIFICATIONS**

10.1 The bidder must demonstrate:

- An academic degree in Environmental Science, Maritime Studies, Public Policy, or a related and relevant field.
- Minimum ten years' experience in providing technical assistance for developing legal and policy documents in the environment, climate change, and/or maritime industry in Africa.
- Strong understanding of the policy and regulatory landscape of decarbonization preferably in the maritime sector, including trends in fuel consumption and the alignment of national energy transition strategies with maritime emissions reductions.
- Knowledge of renewable energy technologies and their applications in maritime fuel production would be an asset.
- Excellent skills in stakeholder consultation and engagement, with proven experience in facilitating interviews and workshops with diverse national and regional stakeholders, including government, industry, and civil society groups.
- Proven ability to produce concise, clear reports and documentation of findings, including emissions assessments, potential pilot project opportunities, and lessons learned. Must be capable of drafting clear recommendations and implementation plans within agreed timelines.
- Exceptional communication skills, with the ability to present technical information in plain, accessible English, particularly for stakeholders where English may not be the first language.
- Experience in maintaining clear records of meetings and engagements, as well as providing regular progress reports to project coordination units (such as the GreenVoyage2050 PCU) and national authorities.

## **11 BIDDER'S RESPONSE**

11.1 Bidders are requested to submit a concise proposal (overall five pages max. in length) by responding to the following:

- a. **Biography/CV (2 pages max.):** Provide a brief summary of relevant experience, competencies and qualifications. Please refrain from including full CVs but rather provide an overview of your relevant experience in the maritime sector, particularly in emissions reduction and sustainability. Highlight past projects where you have developed National Action Plans or supported GHG reduction efforts in developing countries, especially in Africa.
- b. **Work Plan and Methodology (2 pages max.):** Describe your proposed approach/ methodology for conducting stakeholder engagement and developing the NAP. How will you ensure the involvement of key stakeholders in Kenya's maritime sector, and how will you incorporate existing data and reports (Baseline Assessment Report, Stakeholder Assessment and Mapping Report, etc.) into the NAP report.
- c. **Financial Proposal (max. 1 page):** Please respond with a full quote that indicates the all-inclusive fixed total contract price and a breakdown of financial quote per deliverable (Please note that travel-related expenses should not be included, as these will be covered separately upon pre-approval from the PCU).

## 12 EVALUATION CRITERIA

12.1 The Contract or Purchase Order will be awarded to the lowest priced technically compliant offer based on the bidders' response outlined above.

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