

Assignment Notice - GV2050-008

Consultancy title	National Consultant – Development of Mexico’s National Action Plan to Reduce GHG Emissions from Shipping		
Reference	GV2050-008		
Contract type	Individual consultant (home-based assignment)		
Period of contract	4 Months		
Contracting organization	International Maritime Organization (IMO)		
Programme title	GreenVoyage2050		
Date of issue	13/02/2025	Closing date for submission	10/03/2025

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 Government of Mexico, a National Action Plan that will guide Mexico’s efforts, focusing on practical, actionable strategies to reduce maritime 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 3 of the ToR no later than 10 March 2025 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)**, outlined in section 3 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 indicating the following reference: **Ref. GV2050-008**

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

Queries about the assignment can be directed to 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.

ANNEX 1

TERMS OF REFERENCE FOR THE NATIONAL CONSULTANT –

DEVELOPMENT OF MEXICO'S NATIONAL ACTION PLAN TO REDUCE GHG EMISSIONS FROM SHIPPING AND PORTS

1 SCOPE OF WORK

1.1 The Government of Mexico is committed to decarbonizing its maritime sector. The scope of work is to develop, in close collaboration with the Secretariat of the Mexican Navy, a National Action Plan that will guide Mexico'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 Mexico in shaping a NAP will be initiated and prepared in parallel with the draft National Action Plan. The Baseline Assessment Report aims to increase understanding of Mexico's maritime sector, its significance at the national level, and its impact on the country's economy. This assessment will be 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 will document trends in fuel consumption and emissions of fleet

components and evaluate how decarbonization of the maritime sector can align with the overall national energy transition and other policies relevant to the maritime sector.

3 REQUIREMENTS/TASKS

3.1 The consultant will work closely with Secretariat of the Mexican Navy 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 will be formed by the Secretariat of the Mexican Navy.

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 Mexico's current maritime activities and ship fuel consumption including the use of clean marine fuels and GHG emissions statistics, review all relevant documentation that are already published.

A.2 Hold an inception meeting with the Secretariat of the Mexican Navy, 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 Mexico'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 Mexico. This should also include engagement with key renewable energy stakeholders to explore potential synergies between Mexico'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 upon with the IMO and the Secretariat of the Mexican Navy.

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 Mexico'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 Mexico's maritime decarbonization efforts.

C. NAP DRAFTING PHASE

Objective: Draft the National Action Plan based on 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 Mexico's maritime sector.
- Strategic measures for promoting clean marine fuels, with a focus on leveraging Mexico's renewable energy resources.
- Policy and regulatory recommendations aligned with international maritime standards and Mexico'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 Secretariat of the Mexican Navy 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 Secretariat of the Mexican Navy 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 Mexico's climate objectives.

3.5 This contract is open to all qualified candidates. IMO seeks to increase the number of women at all levels and, therefore qualified women are particularly encouraged to apply.

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, 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.

Deliverable	Schedule	Payment (US\$)
1. Inception Phase: Submission of Inception Report (max. 3 pages)	TBC	As per financial proposal
2. Stakeholder Consultation Phase: Submission of Stakeholder Consultation Summary Report	TBC	As per financial proposal
3. NAP Drafting Phase: Submission of the draft NAP report	TBC	As per financial proposal

4. Presentation of Draft NAP and Finalisation Phase: Development of PowerPoint slides and presentation of the draft NAP to the NTF	TBC	As per financial proposal
5. Presentation of Draft NAP and Finalisation Phase: Submission of the final NAP report	TBC	As per financial proposal

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 Secretariat of the Mexican Navy, Mexico, and to provide regular updates on project progress.

8.2 This work is considered a home-based assignment in Mexico. 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.

8.3 The Consultant will report to and submit all agreed deliverables to [Astrid Dispert](#), GreenVoyage2050 Programme Manager, IMO, and other project staff.

9 PROPOSED TIMEFRAME FOR DELIVERING THE ASSIGNMENT

9.1 The work will be conducted within approximately four months from April 2025 until July 2025, with the submission of key deliverables per the schedule set out in section 7.