

**Global Network of Maritime Technology Cooperation Centres (MTCCs)  
and Call for Expressions of Interest (Eoi) to host MTCC**

Executive Summary

The International Maritime Organization (IMO) is launching an open process of competitive bidding for the selection of Host Institutions (HIs) in Africa, Asia, the Caribbean, Latin America and the Pacific to host five Maritime Technology Cooperation Centres (MTCCs), with four-year funding support from the IMO-European Union Project: “Capacity Building for Climate Mitigation in the Maritime Shipping Industry” (hereinafter referred to as “the project”).

**Interested HIs are invited to express their interest in hosting the MTCC. The deadline for receipt of Expressions of Interest is 15 May 2016.**

The overall objective of the project is to support participating developing countries in the abovementioned regions, and Least Developed Countries (LDCs) and Small Island Developing States (SIDSs) in particular, in limiting and reducing GHG emissions from their shipping sectors through technical assistance and capacity building to promote ship energy efficiency. The specific objective of the project is to establish a network of five MTCCs, each hosted by an HI in each of the five target regions. Once established and capacitated, these MTCCs will promote the uptake of low carbon technologies and operations within the maritime transport sectors of their regions and assist with the related capacity-building efforts.

The five HIs whose bids are successful will go on to host an MTCC. The MTCCs will deliver the key milestones of the project over a three-year period (2017 to 2019), including:

- (1) building internal capacity leading to the subsequent delivery of national and regional capacity-building activities focused on the needs of maritime administrations and port authorities as well as other relevant government departments and related stakeholders of the LDCs and SIDSs within the region to facilitate compliance with existing international regulations as well as possible future regulatory measures;
- (2) undertaking pilot projects dealing with the uptake of low-carbon technologies aimed at maritime GHG emission control, as well as pilot projects on data collection and reporting;
- (3) providing communication and visibility about the project impacts and the efforts of IMO and the European Union in this area.

Based on the bid, each successful HI will enter into a contract with IMO to deliver mutually agreed project milestones. By the end of the project, the MTCCs will be expected to have established themselves as centres of excellence in maritime GHG emissions control in their respective regions and to be acting as catalysts to promote implementation of international regulations and the uptake of low-carbon technologies within the maritime sector and



contributing to global efforts to build human and institutional capacity by establishing themselves as founding members of a sustainable MTCC network.

Interested parties (individual organizations, public or private, or consortia of organizations) with the capacity to set up MTCCs in any of the five abovementioned target regions are invited at this stage to express their interest by reviewing the [briefing document \(Appendix 1\)](#) and completing an [Expression of Interest \(Eoi\) Template \(Appendix 2\)](#) and submitting it no later than 17.30 p.m. BST on 15 May 2016.

Following the receipt of these Expressions of Interest (Step I), representatives of IMO and the European Commission will undertake due-diligence missions to the short-listed HIs (Step II), at the same time giving bidders a chance to further discuss the requirements with the project team, ahead of the call for to submit full proposals (Step III).

The HIs should be contracted by December 2016 and the MTCCs should be fully operational by the beginning of 2017.

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## **Appendix 1**

### Briefing Document

Process to establish the Global Network of Maritime Technology Cooperation Centres (MTCCs) and Call for Expressions of Interest (Eol)

**(Deadline for receipt of Eols: 15 May 2016)**

1. Introduction and background to the IMO-European Union project
2. Role of MTCCs within the project context
3. MTCC selection process
4. Additional assessment factors for the Eol
5. Short-listing and selection
6. Provisional timetable

## **Process to establish a Global Network of Maritime Technology Cooperation Centres (MTCCs) and Call for Expressions of Interest (Eols)**

### **1. Introduction and background to the IMO-European Union Project**

The IMO-European Union project to establish and seed-fund a global network of Maritime Technology Cooperation Centres (MTCCs) in developing countries is supported by a €10 million funding contribution from the European Union Development Cooperation Instrument (DCI), managed by the Directorate General for International Cooperation and Development of the European Commission

The concept of establishing a global network of MTCCs to accelerate capacity building and technology transfer in the maritime field arose in response to Resolution (MEPC.229(65)), adopted by IMO in 2013, on *Promotion of Technical Co-operation and Transfer of Technology relating to the Improvement of Energy Efficiency of Ships*. This resolution provides a framework for the promotion and facilitation of capacity building, technical cooperation, and technology transfer to support developing countries in the implementation of the energy efficiency requirements contained in Chapter 4 of MARPOL Annex VI.

The aim of the project is, therefore, to help participating developing countries limit and reduce greenhouse gas (GHG) emissions from their shipping sectors through technical assistance and capacity building to promote energy efficiency and related technology diffusion and uptake.

The four-year project will target five regions – Africa, Asia, the Caribbean, Latin America and the Pacific. These regions have been chosen for their significant number of LDCs and SIDSs.

The heart of the project will be the establishment of five MTCCs, one in each target region, with seed funding support from the project. These MTCCs will have a strong regional dimension, becoming centres of excellence for promoting the uptake of low-carbon technologies and operations within the maritime transport sector. Each MTCC should be hosted by an existing entity with credible standing in the respective region. These host institutions (HIs) will be selected through an open process of competitive bidding against a set of criteria and project deliverables.

### **2. Role of the MTCCs within the project context**

The MTCCs will act as focal points for activities mainly to:

- improve capability within regional maritime administrations, port authorities, other relevant government departments and related shipping stakeholders in order to facilitate compliance with existing international regulations as well as any potential future energy-efficiency measures – through in-house MTCC capacity building and the subsequent delivering of national and regional-level training activities;
- raise awareness about policies, strategies and measures for the reduction of GHG (and other emissions) from the maritime transport sector;
- promote the uptake of low-carbon technologies and operations in maritime transport through the implementation of technology-related pilot projects, thus creating an 'enabling environment' for energy-efficient practices within the shipping sector;
- establish pilot-scale voluntary data collection and reporting systems to support shipowners and maritime administrations, and feed the experience and understanding of these systems into debates and decision-making processes at IMO;

- disseminate and share results and experiences from the project through appropriate communication and visibility actions; and
- develop and implement strategies and plans to sustain the impact of MTCC results and activities beyond the project time-line.

The results of capacity-building activities and MTCC-run pilot projects will be widely disseminated throughout the international maritime community. This will allow the project to enhance capacity in all aspects of maritime GHG emission reduction and energy efficiency at national and regional levels, while offering valuable insight about local experiences related to the uptake of energy-efficient technologies and operations, data collection and relevant project planning and management.

The overall results of the project are expected to include:

- greater uptake of energy-efficient technologies and operations by shipowners and operators;
- improved capacity within public administrations to implement and enforce relevant existing and future international rules for ships' energy efficiency and reduction of GHG (and other) emissions;
- more participating countries becoming signatories to MARPOL Annex VI;
- participating countries developing, implementing and enforcing related national maritime energy-efficiency and emission reduction policies; and
- participating countries developing capacity to implement data collection and reporting system and sharing the results and experiences related to maritime GHG (and other) emissions through the network of MTCCs.

The project will be coordinated by a dedicated Project Coordination Unit (PCU), based in the sub-division for Implementation of the Marine Environment Division at the IMO headquarters.

Supported and run by the PCU, the project will be governed by a Project Steering Committee consisting of high-level IMO and European Commission staff members and advised by Technical Expert Groups and Global Stakeholder Committees, as appropriate. The MTCCs will need innovative management models to ensure they can operate efficiently and effectively and fully support the communities of stakeholders in delivering the project milestones. They must also ensure the engagement of LDCs, SIDSs and low- to middle-income countries in their respective regions. They need to consider the best way to interact at a sub-regional level and take advantage of opportunities to engage with existing regional mechanisms and frameworks.

Bidders are encouraged to consider opportunities to engage with IMO's regional offices, the regional offices of its UN sister agencies (e.g. UNDP and UNEP) and European Union Delegations to these regions in order to implement project activities at the regional level.

Selecting and contracting of HIs for the establishment of MTCCs will be considered a procurement activity and conducted in line with IMO's Procurement Manual and procedures, while the HIs will be viewed as Contractors from a financial/contractual point of view. During the contractual process, IMO will establish an appropriate series of delivery milestones for each MTCC with the relevant HI, based on the bid received, as well as related quality assurance and milestone acceptance criteria consistent with these project deliverables. Payments will be pegged to the delivery of these project milestones.

Project evaluation and audits may be carried out during the project and MTCCs will be monitored regularly in terms of their performance, allowing for learning and timely adjustments as the project progresses.

### **3. MTCC Selection process**

There will be a three-stage selection process to solicit proposals from HIs interested in establishing and running an MTCC.

Step I: Call for Expressions of Interest

Step II: Short-listing and due diligence missions to the short-listed HIs

Step III: Call for full proposals

Step I invites any organization or consortium of organizations to express interest in hosting an MTCC. Step II invites short-listed, credible bidders to a bilateral meeting (video or audio conference) to discuss further the MTCC requirements, followed up with due diligence missions to the short-listed HIs undertaken by representatives of IMO and the European Commission as part of the selection process. Step III calls for full technical and financial proposals to host an MTCC through the issuance of detailed tender documents and criteria against which tenders will be evaluated.

Step I requires bidders to demonstrate their interest, commitment, ability and suitability to host an MTCC and their capacity to mobilize the necessary additional in-kind, in-house support, as well as support from the maritime administration of the relevant host country. MTCCs should be hosted by existing institutions and there should be no need for the undertaking of any additional construction work other than that required to implement the proposed activities e.g. demonstration/test facilities. This document sets out the call for Expressions of Interest (Step I).

#### **Call for Expressions of Interest (Step I)**

##### Process

IMO is issuing an open call for parties interested in hosting MTCCs in the project's target regions, namely Asia, Africa, the Caribbean, Latin America and the Pacific. This call for Expressions of Interest is accompanied by a MTCC role specification asking respondents to provide:

- an introduction to the host institution (or consortium of institutions) they represent and why they would like to be considered as the host of the MTCC in the respective region. Institutions could be academies, research institutes, universities, government agencies, private sector or civil society organizations, or any other relevant bodies;
- description of the institution's or institutions' capability and experience to fulfil the project roles (see section 2) and host that region's MTCC;
- preliminary evidence of the institution's or institutions' ability to mobilize the necessary internal and external stakeholder support; and
- preliminary information about likely partnerships with other national or regional organizations.

Expressions of Interest will be assessed by a joint IMO-European Commission Technical Evaluation Committee and their recommendations will be passed on to IMO's Procurement Committee. Short-listed candidates will be contacted and further advised.

### How to participate in Step 1

Institutions (or consortia of Institutions) wishing to express their interest in hosting an MTCC should fill out the EoI template provided in Appendix 2 and send it by email to **tender@imo.org** with the subject heading: 'MTCC', by no later than 15:30 hours BST on 15 May 2016. If no automated email acknowledgement is received or if the candidate wishes to ask questions or receive clarification on any points of the above-outlined process, they should contact IMO's Procurement Unit as soon as possible:

Email: [procurement@imo.org](mailto:procurement@imo.org) with the subject heading: 'MTCC'

Phone: +44 (0) 20 7463 4030 or +44 (0)20 7463 4129

**Please note that queries should not be sent to the tender@imo.org address**

### Selection Criteria

Expressions of Interest will be assessed in line with the following criteria:

- Possessing the vision for a successful MTCC.
- Capable of fulfilling the previously outlined project roles, taking into account, inter alia, the following:
  - ability and experience in providing a strong regional dimension and reach thus enabling the MTCC to carry out activities in many different countries in the region, and LDCs and SIDSs in particular;
  - track record of hosting and facilitating regional maritime capacity-building activities;
  - knowledge about low-carbon and energy efficient maritime technologies, as well as about policies and strategies for the control and reduction of GHG (and other) emissions from the maritime sector;
  - evidence of liaising and cooperating with other regional stakeholders and partners and the capacity to convene different stakeholder groups (e.g. academics, funders, governments, international organizations, development groups, business and industry, civil society, and the media); and
  - track record of successfully implementing internationally-funded projects.

#### **4. Additional assessment factors**

In addition to the above-specified requirements, during the decision-making process the following factors will also be taken into account:

- the host institution's accessibility, namely its geographical location, the ease with which international visitors can apply for and acquire visas, and whether it allows entry to all people regardless of nationality/background;
- whether the bid will receive-national and regional political support;
- the host country's political situation and stability;

- the HI's potential to attract future donors for the MTCC (there should be no expectation of additional funding from either IMO or the European Union following the end of the contract);
- whether the bid is supported by the host country's national maritime administration;
- provision of existing resources and infrastructure such as fully equipped offices, access to appropriate meeting facilities, provision of administrative/accounting support, and access to public transportation;
- ability to mobilize additional in-kind and in-house support for the project, including the secondment of staff if required;
- unhindered access to and transfer of information through connection to the Internet, telephone or video conference facilities, as well as the ability to set up and run an independent project-focused website;
- ability to attract excellent local candidates who are competent in English, the main language of communication in this international programme, to fill technical and administrative MTCC staff positions through an open recruitment process; and
- administrative and financial management regulations and processes conducive to the running of the MTCC, providing the financial accountability required by funders, and facilities to receive and transfer funds to and from individuals and institutions outside the host country. Bidders will be asked about the possibility of establishing the MTCC as an independent legal entity in order to support its regional role.

## **5. Shortlisting and selection of short-listed candidates**

A Technical Evaluation Committee will be established, comprising representatives from both IMO and the European Commission, and will be responsible for assessing and making recommendations based on the Expressions of Interest and full bids. The Technical Evaluation Committee will pass on its assessments and recommendations to the Project Steering Committee for their endorsement. Next, these recommendations will be passed to IMO's Procurement Committee and into IMO's procurement process.

The above-outlined process and negotiations with successful bidders will be managed by IMO's Procurement Unit. The PCU will provide support during this process, taking care to manage any conflicts of interest.

## **6. Provisional timetable**

The following provisional timetable has been proposed:

1. Call for Expressions of Interest (15 April 2016)
2. Deadline for receipt of Expressions of Interest (15 May 2016)
3. Assessment of Expressions of Interest (30 May 2016)
4. Issue of draft documents for full bidding to short-listed candidates (15 June 2016)
5. Due diligence missions by IMO and the European Commission (between 1 June and 15 July 2016)
6. Issue of formal invitations for submission of full bids (15 August 2016)
7. Deadline for receipt of full bids (15 September 2016)
8. Assessment of full bids by IMO and the European Commission (end October 2016)
9. Procurement decision by IMO (complete by mid-November 2016)
10. Negotiation with successful bidders (November-December 2016)
11. Contracts in place (end December 2016)

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## Appendix 2 Template for Expression of Interest (Step 1)

To be sent by email to **tender@imo.org** with the subject heading **'MTCC'** by 15:30 hours BST on 15 May 2016.

Please comply with the suggested word limits: your application will not benefit, and may suffer, from excessive length. Please do not supply additional documentation.

The Expressions of Interest will be communicated to the Technical Evaluation Committee, where they will be examined in strict confidence.

<b>Identification</b>	
Name of institution, consortium or other entity responding (for consortia, please provide names of all members)	
Contact point and contact details (name, email, telephone, postal address). This should be an individual to whom all queries and responses in connection with the EoI and, later, tender will be addressed	
Legal status of the institution, consortium or other entity responding	
Proposed location/venue for the MTCC	
Names, titles and contact details (mailing address, email address and telephone number(s)) of three references	
<b>Specification of interest</b>	
Explain why you are interested in hosting an MTCC. In the case of a consortium, specify the interest of each organization  <i>500 words</i>	
Describe your vision for a successful MTCC, in terms of its expected future role in the region and as part of a global MTCC network, and outline a brief start-up and implementation plan to realize this role.  Explain how the HI's coordination and governance model can support this vision  <i>1000 words</i>	
<b>Capabilities</b>	
Explain how your capabilities as an HI will enable you in setting up the MTCC and ensuring delivery against the role specifications. Specifically provide information on:	

<ol style="list-style-type: none"> <li>1. capabilities for and experience of providing a strong regional dimension and reach so that the MTCC can carry out activities in many different countries in the region, and in LDCs and SIDSs in particular;</li> <li>2. track record in hosting and facilitating regional maritime capacity-building activities;</li> <li>3. evidence of liaising and cooperating with other regional stakeholders and partners, and capacity to convene different stakeholder groups (e.g. academics, funders, governments, international organizations, development groups, business and industry, civil society, and the media);</li> <li>4. track record of successful delivery of internationally-funded projects;</li> <li>5. key personnel who possess relevant qualifications and experience as well as knowledge about low-carbon and energy efficient maritime technologies and policies and strategies for the control and reduction of GHG (and other) emissions from the maritime sector.</li> </ol> <p><i>1500 words</i></p>	
<p>Please provide any information related to the additional assessment factors described in the call for Expressions of Interest (see section 4 of Appendix 1)</p> <p><i>1000 words</i></p>	
<p>List the strategic partners (if any) you envisage engaging in any full bid (Step III)</p> <p><i>250 words</i></p>	

Signature (on behalf of Institution/consortium):

Name:

Date:

Seal of the Institution

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