



22 APRIL 2024

**CONSULTANCY- CONSULTANCY TO DEVELOP A REGIONAL STRATEGIC
PLAN AND FRAMEWORK FOR WEATHER, WATER AND CLIMATE
SERVICES WITH COMPLEMENTARY ACTION PLAN FOR THE IGAD
REGION**

REQUEST FOR PROPOSAL–RFP/ICPAC/INTRA-ACP/01/2024

Dear Sir/Madam

I am pleased to inform you that you are invited to take part in this tender procedure for the above contract. The complete tender dossier is attached to this letter. It includes:

- A. Instructions to tenderers**
- B. Draft contract agreement and special conditions with annexes:**
 - I. Special and General conditions for service contracts
 - II. Terms of reference
 - III. Key experts (including templates for the summary list of key experts and their CVs)
 - IV. Organisation and methodology
 - V. Budget (to be submitted by the tenderer as the financial offer using the template provided). **Financial Offer should be Password Protected.**
 - VI. Forms and other supporting documents
- C. Other information:**
 - I. Administrative Compliance grid
- D. Tender submission form**

We look forward to receiving your tender which has to be sent via email to Procurement@icpac.net _no later than **23 May 2024**

Yours sincerely,

Procurement, ICPAC.