



Request for Quotation (RFQ)
Kenyan Sign Language Interpretation Services
Inclusive Africa Conference 2026

1. Introduction

The Inclusive Africa Conference is an annual convening that brings together government representatives, private sector leaders, innovators, disability inclusion advocates, and development partners to advance digital accessibility across the continent. The 2026 edition will take place in Nairobi, Kenya, from 2nd –4th June 2026.

inABLE seeks a qualified and experienced Kenyan Sign Language Interpretation Service Provider to deliver professional, high-quality Kenyan Sign Language (KSL) interpretation services during the Inclusive Africa Conference 2026.

The selected service provider will provide inclusive, accessible, and professional interpretation services aligned with Inclusive Africa Conference’s accessibility standards and disability inclusion principles.

2. Scope of Work

2.1 Pre-Conference Preparation

- Attend a briefing session with the inABLE Events team.
- Participate in scheduled coordination meetings.
- Attend a disability etiquette training organized by the conference team.
- Review conference agenda and terminology in advance.
- Deploy qualified and certified Kenyan Sign Language Interpreters (SLIs).
- Prepare staffing and interpreter rotation schedule to ensure quality delivery.

2.2 On-Site Interpretation Services (1st – 4th June 2026)

- Provide Sign Language Interpretation Services for: [Refer to this draft agenda](#)
 - Pre-conference workshop (1st June 2026)
 - Plenary sessions
 - Breakout sessions – happening concurrently
 - Fireside chats
 - One-on-one networking sessions
 - Gala dinner



- Registration desk (dedicated SLI support)
- Provide interpretation from voice to sign and sign to voice.
- Interpret all questions, comments, and discussions throughout sessions.
- Deploy sufficient interpreters to maintain interpretation of quality (approximately 15 SLIs may be required, subject to confirmation).
- Ensure interpreters maintain high standards of professionalism, attire, and conduct.
- Mobilize and coordinate additional interpreters if necessary to avoid fatigue and maintain quality.
- Work closely with the event production team to ensure appropriate camera placement for livestream visibility of interpreters.

2.3 Post-Conference Reporting

- Submit a brief post-event report (maximum two pages) outlining:
 - Number of interpreters deployed
 - Service coverage
 - Challenges encountered
 - Recommendations for future events
- Report to be submitted within 7 days after the conference.

3. Deliverables

Category	Description	Specifications
Sign Language Interpretation	Live interpretation for all conference sessions	Kenyan Sign Language
Registration Desk Support	Dedicated interpreter for guest check-in	Full conference duration
Breakout Room Coverage	Interpreters deployed across all breakout rooms	Continuous rotation
Gala Dinner Coverage	SLI support during evening program	On-site
Interpreter Rotation Plan	Structured deployment schedule	Submitted before event
Post-Event Report	Summary report	Within 7 days post-event

4. Service Standards and Technical Requirements

All interpreters must:

- Be professionally trained and experienced in conference interpretation.
- Demonstrate fluency in Kenyan Sign Language.
- Have prior experience in large-scale or hybrid conferences (preferred).
- Be available for full event duration.
- Maintain high standards of professionalism and appropriate attire.
- Vendor must ensure:
 - Adequate interpreter rotation.
 - Backup interpreters are available if required.
 - Coordination with livestream and AV teams to ensure visibility and lighting.

5. Timelines

Task	Deadline
Pre-conference briefing	April/May 2026 (Exact date to be confirmed)
Interpreter schedule submission	2 weeks before event
On-site interpretation	1 st – 4 th June 2026
Post-event report submission	Within 7 business days after event

6. Qualification Requirements

Interested vendors must demonstrate:

- Proven experience providing Sign Language Interpretation Services for conferences or large-scale events.
- Availability of qualified Kenyan Sign Language Interpreters.
- Capacity to deploy adequate staffing levels.
- Experience working in disability inclusion, social impact, or policy forums (preferred).
- Strong coordination and logistical capacity.



- At least five references from similar assignments.

Tenderer Eligibility: Tenderers must submit:

- Company Profile
- Minimum of 5 clients' references of similar project and scope
- Certificate of Registration/Incorporation
- KRA PIN Certificate
- Current Business Permit
- Approval or license from relevant authority to offer the said services
- Financial proposal with itemized costs (in KES), inclusive of taxes

7. Submission Process

Send submissions to: vendors@inable.org

Email Subject: *RFQ – Sign Language Interpretation Services for Inclusive Africa Conference 2026*

Submission Deadline: 13th March 2026, by 5.00 pm EAT

inABLE is an Equal Opportunity Employer. Persons With Disabilities are strongly encouraged to apply.

8. Rights and Ownership

All interpretation services provided under this assignment are commissioned by inABLE for the Inclusive Africa Conference 2026. The vendor shall not record, reproduce, or distribute any conference content without prior written consent from inABLE.