



**Request for Quotation (RFQ)**  
**Website Management 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 2<sup>nd</sup> – 4<sup>th</sup> June 2026.

inABLE seeks a qualified and experienced Website Management Service Provider to manage, maintain, optimize, and support the Inclusive Africa Conference website in the lead-up to, during, and immediately after the 2026 conference. The selected vendor will ensure the website remains secure, accessible, up-to-date, high-performing, and aligned with Inclusive Africa's branding and digital accessibility standards.

## **2. Scope of Work**

### **2.1 Pre-Conference Website Management**

- Attend a briefing session with the inABLE Communications and Event teams.
- Review the current website structure and functionality.
- Update all website content including:
  - Conference theme and branding
  - Speaker profiles
  - Agenda and program updates
  - Sponsor and partners
  - Registration and any other relevant links
  - Call for speakers and announcements
  - Media
- Ensure the website meets accessibility standards including:
  - Alt text for images
  - Proper heading hierarchy
  - Keyboard navigability
  - Color contrast compliance
  - Screen reader compatibility
- Implement performance optimization to ensure fast loading times and stable functionality.



- Provide ongoing website maintenance including bug fixes and security monitoring.
- Support integration with registration platforms and other digital tools.
- Conduct routine backups and ensure data security.

## 2.2 During-Conference Website Support (2<sup>nd</sup> – 4<sup>th</sup> June 2026)

- Provide real-time content updates including:
  - Live announcements
  - Program changes
  - Media highlights
- Ensure website uptime and immediate troubleshooting of technical issues.
- Support integration of livestream links and session access information.
- Coordinate with digital marketing and production teams to ensure content consistency.

## 2.3 Post-Conference Website Updates

- Upload post-event materials including:
  - Highlight videos
  - Photo galleries
  - Session recordings
  - Conference report or impact summary
- Archive outdated content where necessary.
- Provide post-event website performance reports including traffic analytics and user insights.

## 3. Deliverables

Category	Description	Specifications
Website Audit Report	Initial review of current site functionality and accessibility	Within 10 days of contract signing
Updated Conference Website	Fully updated 2026 conference content	Before campaign launch
Accessibility Compliance	Implementation of accessibility best practices	Ongoing
Security & Backup	Routine monitoring and backup system	Throughout assignment

Real-Time Event Updates	Immediate updates during conference days	2 <sup>nd</sup> – 4 <sup>th</sup> June 2026
Post-Event Content Upload	Highlights, photos, recordings	Within 14 days post-event
Website Analytics Report	Traffic and performance report	Within 14 days post-event

#### 4. Technical and Service Requirements

The vendor must demonstrate:

- Experience managing high-traffic event or conference websites.
- Strong understanding of website accessibility standards (WCAG compliance preferred).
- Expertise in content management systems (CMS) relevant to the Inclusive Africa Conference website.
- Ability to ensure website security and data protection.
- Capacity for rapid troubleshooting and technical response during live event days.
- Familiarity with integration of third-party tools (registration systems, livestream platforms, analytics tools).
- All updates must be tested prior to publication to avoid functionality errors.
- Vendor must ensure that:
  - Website downtime is minimized.
  - All integrations are functional and secure.
  - Data privacy standards are upheld.

#### 5. Timelines

Task	Deadline
Initial website audit	March 2026 (Exact date to be confirmed)
Website updates completed	Before campaign launch
Active management period	March – July 2026
Live website support	2 <sup>nd</sup> – 4 <sup>th</sup> June 2026
Post-event updates	Within 14 days after event



Final analytics report	Within 14 business days after event
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## 6. Qualification Requirements

Interested vendors must demonstrate:

- Proven experience in website management and maintenance.
- Experience supporting event or conference websites.
- Demonstrated understanding of digital accessibility principles.
- Strong technical capacity in website security and CMS management.
- Availability to provide rapid support during conference days.
- At least five references or samples of similar past work.

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](mailto:vendors@inable.org)

Email Subject: *RFQ – Website Management Services for Inclusive Africa Conference 2026*

Submission Deadline: 13<sup>th</sup> 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 website content, updates, design assets, backend configurations, and analytics data produced or modified under this assignment shall remain the exclusive property of inABLE and the Inclusive Africa Conference.



The vendor shall not reproduce, reuse, or distribute any website content without prior written consent.