



Request for Quotation (RFQ)
English – French 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 Interpretation and Translation Service Provider to deliver professional English – French simultaneous interpretation and related translation support services for the three-day conference.

The selected vendor will provide accurate, culturally sensitive, accessible, and technically sound interpretation services aligned with the Inclusive Africa Conference’s standards of professionalism and inclusion.

2. Scope of Work

2.1 Pre-Conference Preparation (May 2026)

- Attend a briefing session with the inABLE team.
- Review conference agenda, speaker notes, terminology, and session content in advance.
- Conduct site assessment, participate in dry runs, and confirm technical setup requirements.
- Prepare translation booth setup and equipment plan.

2.2 On-Site Interpretation Services (2nd – 4th June 2026)

Provide professional simultaneous interpretation from English to French and French to English during:

- Keynote speeches, Plenary sessions, and all Breakout sessions in Mara 1. (Please reference the draft [Conference Agenda Here](#))
- Provide adequate hearing devices/headsets for French delegates (approximately 10 units).
- Provide sufficient qualified interpreters for full conference duration (approximately 3 interpreters may be needed).
- Ensure clarity, accuracy, and cultural sensitivity in all interpretations.
- Provide interpretation support during delegate check-in where required.



- Coordinate with event production and Audio-Visual teams to ensure seamless audio integration.

2.3 Post-conference

Submit service completion report confirming: Number of interpreters deployed, Equipment deployed, any technical issues encountered, Recommendations for future conferences

3. Deliverables

Category	Description	Specifications
Simultaneous Interpretation	Live interpretation for plenary, breakout, and workshop sessions	English ↔ French
Interpretation Booth Setup	Fully equipped booths for breakout rooms	Refer to the attached Draft agenda
Hearing Devices	Wireless headsets for delegates	Approx. 10 units
Interpreter Deployment	Professional interpreters for full duration	3 interpreters
Technical Integration	Coordination with AV team	Seamless live audio feed
Service Report	Post-event service report	Submitted within 7 days

4. Equipment and Technical Requirements

All interpretation equipment must:

- Be professional-grade and suitable for conference environments.
- Include backup systems in case of technical failure.
- Integrate seamlessly with conference AV systems.
- Be tested prior to conference commencement.

Vendor must ensure all equipment is delivered, installed, tested, and set down professionally.

5. Timelines

Task	Deadline
Pre-conference briefing	May 2026 (Exact date to be confirmed)
Equipment setup and testing	1 st June 2026
Live interpretation services	2 nd – 4 th June 2026
Post-event service report	Within 7 business days after event

6. Qualification Requirements

Interested vendors must demonstrate:

- Proven experience providing simultaneous interpretation services for large-scale conferences.
- Certified or professionally accredited interpreters.
- Capacity to provide conference-grade interpretation equipment.
- Experience working in multilingual, hybrid, or high-level policy conferences.
- Strong understanding of disability inclusion terminology (preferred).
- Availability to work on-site in Nairobi for the full event duration.

Tenderer Eligibility: Tenderer must submit evidence to show their eligibility by submitting the following documents:

- Company Profile
- Minimum of 3 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 services
- Financial proposal with itemized costs (in KES), inclusive of taxes



7. Submission Process

Send submissions to: vendors@inable.org

Email Subject: *RFQ – English - French Interpretation Services for Inclusive Africa Conference 2026*

Submission Deadline: April 29, 2026, by 5.00 PM EAT

8. Safeguarding & Inclusion

inABLE has zero tolerance for Sexual Exploitation and Abuse. All offers are subject to background checks and adherence to PSEA and Child/Adult Safeguarding policies. inABLE is an equal opportunity employer committed to diversity and inclusion in the workplace. Women and persons with disabilities are strongly encouraged to apply.

9. Rights and Ownership

All materials, recordings (if any), and documentation produced under this assignment are the exclusive property of inABLE and the Inclusive Africa Conference.

The vendor shall not reproduce, distribute, or use any conference-related content without prior written consent.