



**Request for Quotation (RFQ)**  
**Rapporteur 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, with a pre-conference workshop on 1<sup>st</sup> June 2026.

inABLE seeks a qualified and experienced service provider to provide **comprehensive rapporteur services** that will cover session documentation and reporting for the Inclusive Africa Conference 2026.

The selected service provider will collaborate with the inABLE **Communications Manager** and the **IAC Coordinator** and use the **Conference Storyboard**, to capture key discussions, insights, and outcomes across all sessions and produce high-quality, structured reports for internal use, communications, and stakeholder engagement.

## **2. Scope of Work**

### **2.1 Pre-Conference Preparation**

- Attend a briefing session with the inABLE team to align on the Conference Storyboard (including the conference agenda, session themes, and objectives).
- Align with the conference team on reporting templates, formats, and expectations.
- Familiarize with key terminology related to digital accessibility, assistive technology, and disability inclusion.
- Develop a deployment plan assigning rapporteurs to specific sessions.

### **2.2 On-Site Rapporteur Services (1st – 4th June 2026)**

- Provide real-time session coverage for pre-conference workshop (1st June 2026)
- Provide real-time session coverage for main conference sessions starting from June 2<sup>nd</sup> - 4<sup>th</sup> which will include: (Please refer to the [Draft Agenda Here](#). NB: This copy provides an overview of session allocations. Final copy with accurate session titles and time allocations will be shared by the Event Coordinator)
  - Plenary sessions and Panel discussions
  - All breakout sessions



### Responsibilities include:

- Capturing key discussion points, insights, and recommendations.
- Documenting speaker contributions and audience engagement.
- Highlighting key quotes, statistics, and emerging themes.
- Track session outcomes and action points.
- Ensure an adequate number of rapporteurs to cover simultaneous sessions.

### 2.3 Post-Conference Reporting

- Compile detailed session reports for all assigned sessions.
- Develop a consolidated conference report highlighting key themes, outcomes, and recommendations.
- Ensure reports are well-structured, concise, and professionally written.
- Incorporate feedback from the inABLE team where necessary.

### 3. Deliverables

Category	Description	Specifications
Session Notes	Detailed notes for each session	Structured and clearly organized
Daily session summaries	End-of-day highlights from all sessions	Captured in the summary report
Final Consolidated Conference Report	Comprehensive conference capturing all sessions	Clean, edited, and formatted, Includes key insights and recommendations
Quote Bank	Key quotes and highlights	Organized by session

### 4. Reporting Standards and Requirements

The vendor must ensure:

- High-quality, clear, and professional writing.
- Accuracy in capturing discussions and speaker contributions.
- Consistency in formatting across all reports.
- Timely submission of reports.

Reports should:



- Be comprehensive.
- Highlight actionable insights and recommendations.
- Capture inclusion, accessibility, and highlighted conference themes.

## 5. Timelines

Task	Timeline
Pre-event briefing and alignment	May 2026
On-site rapporteur services	1st – 4th June 2026
Summary Report	Within 7 days post-event
1 <sup>st</sup> Draft of comprehensive report	Within 10-14 days post-event
Final consolidated report	Within 18–21 days post-event

## 6. Qualification Requirements

Interested vendors must demonstrate:

- Proven experience in rapporteur services, research, or conference documentation.
- Strong writing, analytical, and summarization skills.
- Experience covering multi-session or large-scale events.
- Ability to deliver high-quality reports under tight timelines.
- Familiarity with disability inclusion, policy, or development topics (preferred).

Tenderer Eligibility: Tenderers must submit:

- Company profile
- Writing samples or previous reports
- Minimum of 3–5 references of similar assignments
- Certificate of Registration/Incorporation (if applicable)
- KRA PIN Certificate
- Current Business Permit (if applicable)
- Financial proposal (KES)



## **7. Submission Process**

Send submissions to: [vendors@inable.org](mailto:vendors@inable.org)

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

Submission Deadline: April 29, 2026, 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 reports, notes, and documentation produced under this assignment shall remain in the exclusive property of inABLE and the Inclusive Africa Conference. The vendor shall not reproduce, share, or distribute any content without prior written consent.