

# CALL FOR TENDERING EXPERTS

## LGBTIQ+ Inclusion Expert & Skills Development Specialist

*Objective 1: Strengthen Professional Capacities of LGBTIQ+ Youth*

### 1. BACKGROUND AND CONTEXT

---

Issuing Organisation: Alliance against Discrimination of LGBT (Aleanca LGBT)

Project: Empowering LGBTIQ+ Inclusion: Skills, Workplaces, and Legal Recognition in Albania

Funded by: LGBTI ERA – Working Safe: Socio-economic Inclusion of the LGBTIQ+ Community in WB and Türkiye

Aleanca LGBT is a leading Albanian civil society organisation working to advance the rights and socio-economic inclusion of LGBTIQ+ people. Under Specific Objective 1, Aleanca aims to strengthen the professional capacities and self-confidence of at least 60 LGBTIQ+ youth (aged 18–35) through skills development workshops, one-on-one mentorship, and a career fair connecting participants with inclusive employers.

### 2. PURPOSE OF THE CALL

---

Aleanca LGBT is seeking a qualified expert or organisation to serve as LGBTIQ+ Inclusion Expert and Skills Development Specialist. This expert will design, develop, and deliver the core capacity-building activities under Objective 1, including 14 skills workshops, a structured mentorship programme pairing youth with business professionals, and the organisation of a career fair with inclusive employers.

### 3. SCOPE OF WORK AND DELIVERABLES

---

#### 3.1 Activity 1.1 – Skills Development Workshops

Conduct 14 skills development workshops over 14 months (monthly, in-person and/or online). Workshops must cover the following six modules:

- Module 1: CV writing, motivational letters, and LinkedIn profile development
- Module 2: Communication and job interviews (role-play and feedback exercises)
- Module 3: Soft skills – time management, teamwork, and emotional intelligence
- Module 4: Personal branding and strategic networking
- Module 5: Digital skills (Google Suite, Canva, online working platforms)
- Module 6: Inclusion, rights in the workplace, and legal protections

Target: At least 60 LGBTIQ+ youth participants; workshops accessible to rural participants through hybrid formats.

#### 3.2 Activity 1.2 – One-on-One Mentorship Programme

Design and implement a structured mentorship programme matching 60 LGBTIQ+ youth participants with business professionals and HR allies. Specific requirements include:

- Pair all 60 participants with mentors providing career guidance, networking, and emotional support
- Deliver in-depth mentorship to 5 beneficiaries of Aleanca's community centre, including paid professional training
- Link participants with HR experts, business partners, and allies
- Develop mentorship matching criteria, tracking tools, and feedback mechanisms

#### 3.3 Activity 1.3 – Career Fair

Organise one career fair connecting LGBTIQ+ youth participants with inclusive employers. Responsibilities include:

- Facilitate the event (1 facilitator required)
- Coordinate with Aleanca to identify and engage at least 10 inclusive employer partners
- Support participants with CV reviews and mock interviews on the day

- Event will be semi-formal and publicised through Aleanca's internal network

## 4. FINANCIAL OVERVIEW

The following budget lines are allocated to this expert under Objective 1:

Budget Line	Unit / Qty	Amount (EUR)
14 skills development workshops (expert fee)	14 sessions × €200	€2,800
Mentorship expert – one-on-one programme (lump sum)	1 expert	€2,000
<b>TOTAL (expert fees)</b>		<b>€4,800</b>

## 5. TIMELINE

The expert will be engaged for the duration of Objective 1 activities:

Activity	Project Months
Preparation – Skills Workshops	Months 1–2
Implementation – Skills Workshops (14 sessions)	Months 3–14
Preparation – Mentorship Programme	Months 2–3
Implementation – Mentorship Programme	Months 4–14

## 6. REQUIRED QUALIFICATIONS AND EXPERIENCE

- University degree in education, social sciences, psychology, business, or a related field
- Minimum 3 years of experience in capacity-building, skills training, or career development programmes
- Demonstrated knowledge of LGBTIQ+ rights and community challenges in the Albanian/Balkan context
- Experience designing and delivering interactive training curricula for youth audiences
- Proven experience facilitating mentorship programmes or professional coaching
- Excellent communication, facilitation, and presentation skills in Albanian (English is an asset)
- Ability to work sensitively with marginalised communities and create safe, inclusive learning environments

## 7. HOW TO APPLY

Interested candidates or organisations should submit the following documents:

- Cover letter (maximum 1 page) outlining relevant experience and approach
- CV or organisational profile
- At least 2 references from similar assignments
- Financial proposal (total fee, broken down per activity)
- Sample training materials or methodology (optional but encouraged)

<b>Submission deadline</b>	26 June 2026
<b>Send to</b>	Aleanca.al@gmail.com
<b>Subject line</b>	CFT – Objective 1: LGBTIQ+ Skills Expert

## 8. SELECTION CRITERIA

Applications will be evaluated on the following basis:

Criterion	Weight
Relevant experience in skills training and youth capacity-building	30%
Knowledge of LGBTIQ+ issues and safe, inclusive facilitation	25%
Proposed methodology and training approach	25%
Financial proposal and value for money	20%

Aleanca LGBT is an equal opportunity employer. LGBTIQ+ individuals and those from marginalised communities are strongly encouraged to apply.