

# CALL FOR TENDERING EXPERTS

## LGBTIQ+ Inclusive Workplace Expert & Private Sector Engagement Specialist

*Objective 2: Foster Inclusive Workplaces in the Private Sector*

### 1. BACKGROUND AND CONTEXT

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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. According to Aleanca's 2024 community survey, 32% of LGBTIQ+ respondents experienced workplace discrimination, and ERA's 2023 report indicates that 41% of Albanians would feel uncomfortable working with LGBTIQ+ colleagues. Specific Objective 2 aims to increase awareness and commitment among at least 50 private sector employers and HR professionals, leading them to adopt LGBTIQ+ inclusive workplace policies.

### 2. PURPOSE OF THE CALL

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Aleanca LGBT is seeking a qualified expert or organisation to serve as LGBTIQ+ Inclusive Workplace Expert and Private Sector Engagement Specialist. This expert will develop a comprehensive training manual, deliver 5 employer training workshops, support the LGBTIQ+ Inclusive Employer Certification Programme, and implement an online private sector advocacy campaign.

### 3. SCOPE OF WORK AND DELIVERABLES

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#### 3.1 Activity 2.1 – Development of Training Manual and Delivery of Workplace Inclusion Workshops

Develop a tailored, Albania-specific training manual for employer representatives and HR professionals, and deliver 5 interactive training workshops. Requirements include:

- Develop one comprehensive training manual covering LGBTIQ+ rights, non-discrimination policies, diversity and inclusion best practices, and corporate well-being (tailored to Albanian private sector context)
- Deliver 5 workshops for a total of at least 50 employer/HR participants
- Include case studies, role-playing exercises, and guidelines for policy development
- Deliver a toolkit on the business case for LGBTIQ+ inclusion (talent retention, productivity, corporate reputation)
- Offer follow-up consultations to support policy implementation where requested
- Invite participating employers to Aleanca's LGBTIQ+ inclusive employer job fair

#### 3.2 Activity 2.2 – LGBTIQ+ Inclusive Employer Certification Programme

Support the design and implementation of Aleanca's LGBTIQ+ Inclusive Employer Certification Programme. Responsibilities include:

- Assist in developing certification criteria and verification process (including site visits and/or employee surveys)
- Support at least 30 businesses in applying for and receiving certification
- Coordinate public promotion of certified employers through Aleanca's communication channels
- Help build an informal employer network for ongoing engagement and sustainability

The following budget lines are allocated to this expert under Objective 2:

Budget Line	Unit / Qty	Amount (EUR)
Development of employer training manual	1 expert, 10 days × €200	€2,000
5 workplace inclusion training workshops (expert fee)	5 trainings × €250	€1,250
<b>TOTAL (expert fees)</b>		<b>€3,250</b>

## 5. TIMELINE

Activity	Project Months
Preparation – Training Manual and Workshops	Months 6–7
Implementation – 5 Workplace Inclusion Workshops	Months 8–11
Preparation – Certification Programme	Months 8–9
Implementation – Certification Programme	Months 10–12

## 6. REQUIRED QUALIFICATIONS AND EXPERIENCE

- University degree in business, human resources, law, social sciences, or a related field
- Minimum 3 years of experience in corporate diversity and inclusion, HR consulting, or organisational development
- Demonstrated knowledge of LGBTIQ+ rights in the workplace and experience working with private sector entities in Albania or the Western Balkans
- Proven experience designing and delivering training programmes for HR professionals and management
- Experience in certification programme design or quality assurance is an asset
- Strong communication and stakeholder engagement skills; fluency in Albanian (English an asset)
- Familiarity with digital advocacy tools and social media campaign management

## 7. HOW TO APPLY

Interested candidates or organisations should submit the following:

- Cover letter (maximum 1 page) explaining relevant experience and proposed approach
- CV or organisational profile
- At least 2 references from comparable assignments (private sector training preferred)
- Financial proposal (total fee, broken down per activity)
- Sample training curriculum or methodology note (optional but encouraged)

<b>Submission deadline</b>	26 June 2026
<b>Send to</b>	Aleanca.al@gmail.com
<b>Subject line</b>	CFT – Objective 2: Private Sector Engagement Expert

## 8. SELECTION CRITERIA

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Criterion	Weight
Experience in private sector training and HR/diversity work	30%
Knowledge of LGBTIQ+ workplace inclusion in the Albanian/regional context	25%
Proposed methodology and training/campaign 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.