



TENDER ANNOUNCEMENT

1. General Information

Title of the tender:

Business Incubator – Funding Pathway for Ukrainians Entrepreneurs in Denmark for Ukrainians Entrepreneurs in Denmark

Advertiser:

TEUH - The European-Ukrainian Hub, Ivaekst ApS, Islands Brygge 39, 4. sal København S, Denmark

Contact Person:

Veronika Rulli – Program Manager
E-mail: veronika@ivaekst.com
Phone: 5280-8657

Project Duration:

February 2026 - December 2027

Anticipated Program Start:

Week 25 – 26, 2026

Deadline for submission of proposals: **19.05.2026 at 12.00 noon**

Please submit all questions in writing for the sake of documentation.

TEUH - The European Ukrainian Hub is a national entrepreneur project running from February 2026- December 2027. Through this period of time, the goal is to educate and improve the entrepreneurial skills of more than 900 Ukrainians residing in Denmark.

2. Task Description

The European-Ukrainian Hub invites qualified suppliers to submit tender proposals for the delivery of a structured Business Incubator program titled “**Business Incubator – Funding Pathway for Ukrainians Entrepreneurs in Denmark**”. The program will **consist of 6 modules**, each **delivered online over the course of 6 weeks** (once per week or as agreed with the supplier).

Proposed Modules:

1. Funding Strategy & Needs Definition
2. Funding Opportunities in Denmark and EU & International Opportunities
3. Private Investment & Funding Mix Strategy (incl. Guest Speaker)
4. Writing the Funding Application
5. Final Application & Budget Development
6. Pitching

The title of the modules may be adjusted by mutual agreement; however, it must accurately convey the essence and objectives required by the project from the supplier.

Workshop requirements:

Topic:

Business Incubator – Funding Pathway for Ukrainians Entrepreneurs in Denmark

Format:

- Each session should last 3 hours, combining theoretical input with practical application. Content should address real-world scenarios relevant to early-stage entrepreneurs in Denmark.
- The modules must be delivered in English.

- Each session must include a Q&A segment and interactive components such as group exercises, discussions, or live examples to promote active participation and deeper learning.
- After each session, participants must receive a practical homework assignment to apply what they have learned. The trainer is expected to review and provide short feedback either during the following session or in written form.
- The supplier must prepare a well-structured presentation and provide all relevant learning materials to participants for each module.
- All sessions must be recorded by the supplier. TEUH will be responsible for storing and providing access to the recordings for participants after each session.
- Participants who complete five to six modules and assignments must receive a certificate of completion.
- The supplier is responsible for designing and issuing the certificates, which must include the logos and branding elements provided by TEUH. The supplier must also provide a final list of eligible participants to TEUH.
- The program will be conducted on Zoom or Google Meet. The supplier is fully responsible for the technical setup, including starting the session, managing the recording, and handling participant logistics during the session.
- Modules are to be delivered once a week or on an alternative schedule agreed upon by both the supplier and TEUH.

The supplier must ensure:

- Deliver a balanced combination of theory and practice within each module, ensuring that participants gain both foundational knowledge and applied skills relevant to funding a business in Denmark.
- Develop and utilize relevant tools, frameworks, and materials aligned with current funding methodologies and startup support practices.
- Foster an interactive learning environment, encouraging participant engagement through discussions, exercises, group activities, and real-life case studies.
- Provide and operate necessary technical equipment (computer, camera, microphone, and stable internet connection) to ensure high-quality delivery of all online sessions.

- Design and deliver clear, structured presentations for each module, tailored to the needs of Ukrainian entrepreneurs in the Danish context.
- Record each session in full, ensuring proper file quality and format. While TEUH will manage the distribution of recordings, the supplier must ensure timely delivery of the files.
- Identify and report high-potential participants throughout the program. The supplier is expected to maintain awareness of participant progress and engagement levels and share recommendations with TEUH for potential further support.

As a part of the promotion of the workshops and attracting participants, the supplier must ensure promotional support for the workshop by providing:

Video of the Business Incubator:

Duration: 30 to 90 seconds.

Format: Horizontal or vertical, suitable for social media (MP4, 1080p).

Content: Short introduction, program purpose, and call to action

Deadline: At least 21 days before the first session.

Three social media posts:

Post 1 (event announcement) – at least 21 days before program start.

Post 2 (reminder/update) – 14 days the first module.

Post 3 (reminder/update) – 7 days the first module.

Post 4 (reminder/update) – one day before the first session.

Platforms: Facebook, Instagram or relevant social networks.

Posts must include the project name, purpose, DEM funding acknowledgment and visuals.

Ownership of Materials and Recordings:

All intellectual property (presentations, recordings, handouts, and additional materials) developed within this project remains the sole property of TEUH. These materials may not be repurposed, shared, or distributed outside of the project scope without prior written consent from TEUH.

3. Supplier requirements

Potential suppliers must meet the following criteria:

- Proven experience in delivering entrepreneurship, business development, funding, or startup education;
- Familiarity with the Danish business environment, startup support system, funding ecosystem, and regulatory requirements;
- Strong facilitation skills with the ability to engage a diverse, multicultural audience;
- References and evidence of previously successful training programs;
- Capacity to deliver both strategic and operational insights;
- Commitment to co-creation and adaptation in coordination with TEUH.

4. Evaluation criteria for proposals

Tender proposals will be evaluated based on the following criteria:

Quality and content of the training program (60%)

The structure and content of the training must be well-defined, incorporating interactive learning methods, case studies, and practical applications relevant to online delivery. Content must address real-world funding challenges faced by Ukrainian entrepreneurs in Denmark, and result in concrete deliverables for each participant.

Experience and qualifications of the supplier as a trainer (40%)

Suppliers with demonstrated expertise in business training, funding strategy, or startup education — particularly within the Danish and EU context — will be prioritized. Trainers must have industry knowledge, strong facilitation skills, and experience delivering online sessions to multicultural audiences.

Financial condition:

The service fee is fixed at **48,000 DKK for the full program** (6 modules). This amount includes all costs related to preparation, delivery, learning materials, recordings, certificate design, guest speaker coordination, promotional video, social media posts, and any other expenses required for the implementation of the program.

5. Submission conditions for the tender proposal

To participate in the tender, suppliers must submit a complete proposal that includes:

- A detailed description of the training program, including the educational approach, module structure, methods for engaging participants, expected outcomes, and planned deliverables for participants.
- Trainer profile(s) outlining relevant experience, qualifications, previously delivered training programs, and references (if available).
- A technical and organizational implementation plan, detailing responsibilities related to Zoom or Google Meet sessions, recordings, presentations, participant tracking, guest speaker coordination, and technical delivery.
- Contact information of the responsible person for further communication with TEUH.

Proposal should be sent to e-mail: veronika@ivaekst.com

6. Payment terms:

- Payment will be processed within 30 days following the completion of the final module.

Deadline for submission: 19.05.2026