



## TENDER ANNOUNCEMENT

### 1. General Information

Title of the tender: Business Incubator - Accounting and Taxation

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

Contact Person:

Veronika Rulli – Program Manager

E-mail: [veronika@ivaekst.com](mailto:veronika@ivaekst.com)

Phone: 5280-8657

Project Duration: December 2024 – December 2025

Deadline for submission of proposals: 06.06.2025 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 December 2024- December 2025. Through this period of time, the goal is to educate and improve the entrepreneurial skills of more than 700 Ukrainians residing in Denmark.

### 2. Task Description

The European-Ukrainian Hub invites qualified suppliers to submit proposals for the delivery of a structured online **Business Incubator** program titled **Accounting and Taxation** for Ukrainian entrepreneurs in Denmark.

The program will consist of 6 online modules, each lasting 3 hours and delivered once per week over 6 weeks (or as otherwise agreed). Each session should include practical demonstrations using Danish systems such as e-conomic, skat.dk, and Danløn.

### **Proposed Modules:**

#### **1. Bookkeeping in e-conomic & Bank Reconciliation**

Basics of accounting, setting up a company, importing transactions, and reconciling bank data.

#### **2. Accounts Receivable & Payables**

Invoicing, client/supplier setup, and payment tracking using e-conomic tools.

#### **3. VAT Reporting (Moms)**

VAT types, documentation rules, and submitting reports on skat.dk.

#### **4. Payroll in Danløn**

Salary calculation, employee setup, payslip generation.

#### **5. Payroll in e-conomic**

Recording and reconciling payroll entries.

#### **6. Year-End Closing in e-conomic**

Annual reporting, accruals, and asset management.

***The final structure and focus areas may be refined in collaboration with the selected supplier to ensure maximum relevance for participants.***

### **Workshop requirements:**

- Each session should last 3 hours, combining theoretical input with practical application. Content should address real-world accounting, taxation, and payroll tasks relevant to entrepreneurs and self-employed individuals operating businesses in Denmark.
- The modules must be delivered in Ukrainian language.

- Each session must include a Q&A segment and interactive components such as live demonstrations in e-conomic, skat.dk, or Danløn, guided data entry, case-based scenarios, or group exercises to promote active participation and deeper learning.
- After each session, participants must receive a practical task (e.g. submitting a test VAT report, issuing an invoice, uploading a bank statement) to apply what they've learned. The trainer is expected to review and provide short feedback during the next session or in written form.
- The supplier must prepare a well-structured presentation and provide all relevant learning materials for each module, including screenshots, step-by-step instructions, terminology guides, and downloadable templates related to Danish accounting systems.
- 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 or six modules and submit all assignments must receive a certificate of completion. The supplier is responsible for designing and issuing the certificates, which must include TEUH-provided logos and branding elements, and for submitting a final list of eligible participants.
- The program will be conducted via Zoom or Google Meet. The supplier is fully responsible for the technical setup, including session hosting, recording, screen sharing, and participant management.
- Modules are to be delivered once a week or on an alternative schedule agreed upon by both the supplier and TEUH.

***The first session for participants is expected to take place during Week 34 of 2025.***

**The supplier must ensure:**

- Deliver a balanced combination of theory and hands-on learning, ensuring that participants acquire both foundational accounting knowledge and practical digital skills.
- Use relevant accounting tools, digital platforms (e-conomic, skat.dk, Danløn), and exercises that reflect current practices and legal requirements in Denmark.
- Foster an engaging learning environment by encouraging discussion, practical application, real business scenarios, and peer exchange.
- Provide and operate all required technical equipment (computer, camera, microphone, stable internet connection) to ensure professional-quality delivery of the online workshops.

- Design and deliver clear, visually structured, and actionable presentations tailored to Ukrainian-speaking entrepreneurs with varying experience in accounting.
- Record and submit high-quality session recordings in a timely manner. While TEUH manages distribution, the supplier must ensure all files and materials are delivered promptly.
- Actively monitor participant engagement and progress, and report to TEUH any high-potential participants who may benefit from further support or follow-up activities.

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

**Record a short speaker video:**

Duration: 30 - 90 seconds.

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

Content: Speaker introduction, program purpose, and call to action.

Deadline: At least 14 days before the first session.

**Provide 3 social media post drafts (announcements/reminders) in text format:**

Post 1 (announcement) – at least 10 days before program start.

Post 2 (reminder/update) – 5 days before first module.

Post 3 (reminder/update) – one day before first session.

**Platforms:** Facebook, Instagram or relevant social networks.

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

### 3. Supplier requirements

- Proven experience in delivering accounting, taxation, or financial literacy training programs.
- Familiarity with Danish accounting platforms and reporting systems (e-conomic, skat.dk, Danløn).
- Strong facilitation skills with the ability to teach complex financial topics in a simple and accessible manner.
- References and evidence of successful delivery of relevant training programs for entrepreneurs or migrants.
- Ability to deliver both strategic understanding and hands-on operational skills in online settings.
- Willingness to co-create and adapt the content in coordination with TEUH.

### 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.

### 4. Evaluation criteria for proposals

All submitted proposals will be evaluated based on the following criteria:

#### - Quality and content of the training program (60%)

This includes the relevance of topics, logical structure of modules, level of interactivity, balance between theoretical and practical content, and the program's ability to meet the needs of Ukrainian entrepreneurs in Denmark.

#### - Experience and qualifications of the supplier as a trainer (20%)

Assessed based on prior experience in delivering business training, knowledge of the Danish startup ecosystem, facilitation skills, and the ability to work with multicultural groups.

### **- Financial proposal (20%)**

The pricing must be transparent, well-justified, and competitive. It should cover preparation, delivery, development of materials, technical support, and any additional associated costs.

***This tender does not specify a fixed service price. Suppliers must independently propose a market-based cost for their services.***

## **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 Accounting & Taxation training program, including the proposed educational approach, preliminary module plan, and expected outcomes related to bookkeeping, taxation, VAT reporting, and payroll.
- Trainer profile(s) with experience in accounting, finance, or tax training, especially using e-conomic, skat.dk, and Danløn platforms. Please include qualifications, examples of previous training programs, and references (if available).
- A technical and organizational implementation plan describing how the supplier will manage live sessions (via Zoom or Google Meet), ensure session quality and recording, provide clear learning materials and templates, manage participant progress, and deliver post-session support.
- Contact details of the person responsible for communication and coordination with TEUH, including full name, email, and phone number.

***Proposal should be sent to e-mail: [veronika@ivaekst.com](mailto:veronika@ivaekst.com)***

## **6. Payment terms:**

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

Deadline for submission: 06.06.2025