



TENDER ANNOUNCEMENT

1. General Information

Title of the tender: Business Support Events: EU Funding and Mentorship

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

Phone: 5280-8657

Project Duration: December 2024 – December 2025

Deadline for submission of proposals: 29.08.2025 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 four **(4) physical events** in Denmark under the title: “**Business Support Events: EU Funding and Mentorship**”

The events will take place in **Copenhagen, Odense, Aalborg, and Aarhus** and will serve as a platform for Ukrainian entrepreneurs to gain practical knowledge, meet experienced mentors, and explore solutions to their most pressing business challenges.

Event Period: The four events must take place **between 15 September and 5 December 2025.**

Event Structure (4 hours per event)

1. Practical Lecture on EU Funding

An expert-led session providing an overview of EU funding opportunities and important directives, with a focus on practical application for entrepreneurs.

2. Mentoring Sessions

FAQ Panel Debate: A moderated discussion where mentors answer the most frequently asked questions collected in advance through participant registration surveys, and briefly introduce their areas of expertise.

Rotating Thematic Tables: Participants are divided into groups and rotate between five thematic tables:

1. Funding
2. Business Strategy
3. Networking
4. Legal & Export
5. Sales & Marketing

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

Event requirements:

- Each event must combine practical knowledge-sharing with interactive discussions.
- The working language of the events is English.
- The supplier must ensure professional moderation of the panel debate and thematic tables.
- All materials (presentations, company cards, mentor profiles) must be prepared and delivered by the supplier.
- A final summary report must be provided for each event, including feedback and participation data.

The supplier must ensure:

- Delivery of all four events in Copenhagen, Odense, Aalborg, and Aarhus within the agreed timeframe.
- Recruitment of qualified mentors and experts with proven experience in the thematic areas.
- Booking and preparation of suitable venues, including necessary technical equipment (projector, sound system, internet access, etc.).
- Professional moderation and facilitation throughout the events.
- Clear communication with participants before the events (confirmation, agenda, practical information).
- Preparation and timely delivery of all supporting materials in English.
- Full logistical arrangements, including transport and travel of the supplier's team and mentors.
- Compliance with TEUH's visibility requirements (logos, acknowledgments, etc.) in all materials.

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 to 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 event.

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

Post 1 (announcement) – at least 10 days before the event.

Post 2 (reminder/update) – 5 days before the event.

Post 3 (reminder/update) – one day before the event.

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 organizing business-related events, workshops, or training programs.
- Ability to recruit and coordinate qualified mentors with expertise in the specified thematic areas.
- Strong facilitation and event management skills.
- Demonstrated capacity to deliver events for multicultural audiences.
- Experience in preparing supporting materials (presentations, guides, participant materials).
- Ability to conduct events fully in English (both facilitation and mentor contributions).

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 proposed event concept (40%)

Includes the structure of the sessions, interactive elements, mentor recruitment strategy, and overall relevance to the needs of Ukrainian entrepreneurs in Denmark.

Experience and qualifications of the supplier (30%)

Based on prior experience in delivering similar events, expertise in entrepreneurship or business development, and the ability to engage diverse participant groups.

Financial proposal (30%)

The pricing must be transparent, well-justified, and competitive. It should cover preparation, event management, venue, mentors, materials, and logistical 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 proposed concept and methodology, including event structure, planned activities, and expected outcomes.
- Profile(s) of mentors or description of the recruitment strategy, with examples of expertise relevant to the thematic tables.
- References and evidence of previous experience in organizing similar events.

- A budget breakdown, including all expected costs (organization, mentors, venue, travel, materials, etc.).
- Contact information of the responsible person for coordination and 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 all four events and submission of the required reports and materials.

Deadline for submission: 29.08.2025

