



## TENDER ANNOUNCEMENT

### 1. General Information

Title of the tender: 4 in-person workshops using the “Life Capital” game methodology for Ukrainian entrepreneurs in Denmark.

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: 23.04.2025 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

TEUH invites certified suppliers to submit proposals for the facilitation of **4 in-person workshops** using the “**Life Capital**” game methodology. The workshops will be held in **Copenhagen** at the TEUH office and will aim to support Ukrainian entrepreneurs in reflecting on their personal and professional resources for more sustainable and conscious business development.



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**Workshop requirements:****Location**

- TEUH Office, Islands Brygge 39, Copenhagen

**Number of workshops**

- 4 sessions

**Workshop dates and time:**

- May 9, 2025 (Friday) at 15:00
- May 17, 2025 (Saturday) at 12:00
- May 23, 2025 (Friday) at 15:00
- May 31, 2025 (Saturday) at 12:00

**Duration of each workshop**

- 4 hours

**Language**

- Ukrainian

**Target audience**

- Ukrainian entrepreneurs and aspiring business owners residing in Denmark



## Objectives

- Help participants assess and reflect on various forms of capital (financial, social, emotional, intellectual, etc.)
- Strengthen self-awareness and strategic thinking in the context of entrepreneurship
- Encourage meaningful peer interaction and knowledge sharing

## The supplier must ensure

- Hold an **official certification to facilitate the “Life Capital” game** (proof required)
- Be able to conduct the sessions in **Ukrainian**
- Ensure a highly interactive and safe learning environment
- Provide workshop materials (cards, reflection sheets, handouts, etc.)
- Support participants during the game and facilitate group discussion

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

### One speaker video

Duration: 30 to 90 seconds.

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

Content: Short introduction to the workshop, objectives and call to action.

Deadline: At least 10 days before the event.

### Three social media posts

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

Post 2 (event announcement) – 5 days before the event. Post 3

(event announcement) – 1 day before the event day. **Platforms:**

Facebook, Instagram or relevant social networks.

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



### 3. Supplier requirements

Potential suppliers must meet the following criteria:

- Hold valid **certification for conducting the Life Capital game**
- Have experience in group facilitation and/or personal development training
- Be fluent in **Ukrainian**
- Have experience working with entrepreneurs and/or adult learners
- Be based in Denmark or able to work in Copenhagen without additional logistical support

### 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.

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

Suppliers with demonstrated expertise in business training, particularly based in Denmark, will be prioritized. Trainers must have industry knowledge and strong facilitation skills.

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

The price must be clearly outlined with detailed cost allocations, including trainer fees, preparation, materials and all other expenses related to planning, training, implementation and travel for delivering the workshops. Proposals with competitive and transparent pricing will be preferred.

***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

The proposal must include the following elements:

- A description of the workshop approach and structure
- Copy of the Life Capital facilitator certificate
- Bio or profile of the trainer(s)
- Detailed financial proposal (incl. materials, facilitation, travel if any)
- Contact details of the responsible person

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

## 6. Payment terms:

- Payment for the workshops will be made within 30 days after the completion of the last workshop.

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