



TENDER ANNOUNCEMENT

1. General Information

Title of the tender: Communication skills - Networking, Business Danish

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: 11.04.2025 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

The European-Ukrainian Hub invites suppliers to submit tender proposal for **conducting 3 online workshops**:

- Business Danish - Written communication in a professional context
- Business Danish - Oral communication in a professional context
- Strategic Networking in Denmark

These workshops aim to improve participants' Danish business language proficiency (both written and spoken) and enhance their ability to network strategically within the Danish business environment.

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

Workshop requirements:

- Each workshop should run for 1,5-2 hours.
- Each session must include a dedicated Q&A segment to allow participant engagement with the speaker.
- Workshops should be conducted once per 2 weeks or as mutually agreed between the supplier and the project.
- The workshops must be conducted in Ukrainian and Danish.
- Workshops should include practical exercises to facilitate active learning.
- Each workshop will be recorded.
- The Zoom link for the workshops will be provided by the European-Ukrainian Hub.
- The project manager will be responsible for opening the session, admitting the speaker and participants, and then transferring host rights to the supplier.
- Once the supplier is made the host, the speaker will be responsible for managing the recording of the session and for admitting participants throughout the session if needed.

The supplier must ensure:

- The supplier must provide professional equipment (computer, microphone, camera, etc.) for online Workshops.
- The supplier must be responsible for recording the workshops.
- The supplier must prepare and deliver a presentation as part of each workshop.
- Provide consultation support to participants during the workshops.
- Demonstrate training experience and provide references.
- During the process, the selected supplier must help to identify the most promising participants and pass on who these are to TEUH - The European-Ukrainian Hub.
- A coordinating meeting will be held with the selected supplier, where the final details and any adaptations are agreed upon in more detail.

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 (during the event) – 5 days before the event.

Post 3 (during the event) – on 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

- Have experience conducting training sessions in business communication, networking and professional language skills.
- Have in-depth knowledge of Denmark's business culture and networking landscape.
- Have experience delivering high-quality online training, ensuring active participant engagement.
- Be able to provide expert consultation and interactive learning experiences.
- High-quality training content based on at least market standards.
- Involve tools and concrete examples in the training materials.

Ownership of materials and recordings:

- All content created within this project, including but not limited to presentations, handouts, workshop recordings and any additional materials developed by the supplier, will be the exclusive property of TEUH.
- The supplier acknowledges that they may not use, share, distribute, or repurpose any of the materials or recordings for their own purposes, commercial or otherwise, beyond the scope of this project.
- The supplier may not publish, sell, or redistribute workshop content in any form without explicit written consent from TEUH.
- This clause ensures that all intellectual property produced within the framework of the project remains strictly within TEUH's ownership and is used solely for the benefit of project participants.

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 training program and approach to its implementation.
- Information about the trainer or trainers, including their experience and qualifications.
- A detailed description of the organizational process for conducting workshops.
- Contact information of the responsible person.

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

6. Payment terms:

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

Deadline for submission: 11.04.2025