Looking for partner
Technical support of Digital Labs

House of Europe

House of Europe is a programme funded by the EU and implemented by Goethe-Institut Ukraine fostering professional and creative exchange between Ukrainians and their colleagues in EU* countries and the UK.

The programme focuses on different professional fields: culture and creative industries, education and youth work, social entrepreneurship, and media. An additional priority is put on supporting the national minorities of Ukraine.

This encompasses 15+ separate programme lines enabling Ukrainians to carry out personal projects, or to enrol in courses, conferences, and internships in the EU and the UK. The programme funds cultural cooperation and literature translation between Ukraine and the EU and the UK, along with the revitalisation of cultural infrastructure. House of Europe supports the safeguarding of Ukrainian cultural heritage, the development of creative businesses and media projects, and the holding of cultural events outside the Kyiv bubble. Various learning and matchmaking opportunities, such as Digital Labs, workshops, discussions, conferences, and hackathons, are offered.

Digital Labs

Digital Labs bring together professionals from all over Ukraine to overcome the most pressing challenges.

During the course of nine days, participants get inspired by real-life cases presented by international experts, receive personalised feedback, and work on a project they can apply at work. The culmination of the Digital Lab is a one-day offline pitching in Kyiv. Those who prepare the best presentations receive stipends for further professional development.

We hold Digital Labs for educators and culture and creative industries professionals. Each time, we choose a different topic that matters to both participants and Ukraine.
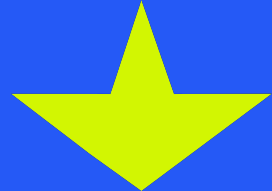
Task

We are looking for a partner to take over the technical part of the Digital Labs.

You have to:

- Set up Zoom

- Coordinate the simultaneous translation in Zoom
- Manage 5+ breakout rooms in Zoom
- Create a guide for participants and organisers with information on Zoom, programme, schedule of mentoring sessions, pitching in Kyiv, etc.
- Create a Telegram chat and newsletter for participants
- Remind participants about events and homework
- Record lectures and share the videos with participants
- Create designs for visual content, presentations, certificates, and other materials in our brand style
- Help participants, speakers, and organisers with technical issues
- Possibly, organise streams of lectures

Duration

Digital Labs last nine days: four days of online lectures, four days of online mentoring sessions, and one day of offline pitching in Kyiv (some participants will join online).

Scope of work

Until May 2026, we will hold about four Digital Labs.

Timeframe

You should start working on the Digital Lab three weeks before its launch.

Video recordings of the lectures are required no later than two days after the completion of the Digital Lab, together with all created materials.

How to apply

Apply via our online platform. Choose ‚Digital Labs' is the field ‚Chapter' and ‚Search for a partner: technical support for Digital Labs' in the field 'Open call'.
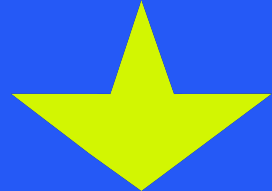
The deadline is Thursday 22 May 2025, 15:00 Kyiv time.

Documents

Please attach a budget form. Please indicate the following lines:
- Preparatory work: selection and configuration of services, creation of instructions
- Support during Digital Labs: subscriptions to services, design, informing participants, moderating Zoom sessions, coordinating the interpretation, and solving technical issues
- Finalisation: editing and transferring of video recordings, reporting
- Other lines

Legal form

We are looking for service providers registered as LTD or sole proprietors (FOP).

Selection

We will select a partner in a closed tender. There will be at least three other bidders.

We will pay attention to previous works, experience, reputation, and the cost of translation.

An agreement will be signed with a selected partner.

Contacts

If you have any questions, contact mariia.savelova@houseofeurope.org.ua.