

PAKALPOJUMA TEHNISKĀ SPECIFIKĀCIJA	
PASŪTĪTĀJS	Biedrība Impact Hub
PAKALPOJUMA NOSAUKUMS	Apmācību moduļi projekta “Woman & Entrepreneur Creating Business” (We C Business Nr. CB0100108) dalībniecēm
PAKALPOJUMA RAKSTUROJUMS	<p>Nodrošināt ar sekojošiem apmācību moduļiem (angļu valodā) projekta dalībnieces. Apmācību moduļu tēmas:</p> <p><b>1. DO THE MATH - your product price/value/finances</b>  Skills: to understand the economic concepts, pricing and skills to build your budget.  In this module will learn how to find the ideal price for a product, how to calculate the product's actual (and average) selling.  Aim - gain knowledge and skills about the topic, become more competent. Find out first what the possible target customer is, customers' expectations, pricing strategy.  Methods- formal information (theory) and non-formal education methods, such as storytelling, debates etc.  Structure: 2h interactive session with participants, where we give them theoretical information together with real life examples. 2h - individual work (homework) - online help from lecturer, if needed. 2h - session with lecturer to discuss the outcome of homework and answer questions. Review what we learned.  Desired outcomes- knowledge about ideal price for your product and how to build your budget.  Homework for participants for future development: using free online tools, such as google sheets templates for managing finances and budget, create a template that will work for your business.  <i>Date: 16 November (part 1) 22 November (part 2)</i>  <i>Time: 17.00-19.00 (Sweden) 18.00-20.00 (Estonia, Latvia)</i></p> <p><b>2. RISK MANAGEMENT</b>  Skills: to work with risk analysis and how to minimise and manage the risks. Risk Avoidance. Risk Reduction. Risk Transfer. Risk Retention.  Aim - gain knowledge and skills about the topic, become more competent, develop critical thinking skills. Learn to identify, assess and control threats to an organisation's capital and earnings. Risk Avoidance. Risk Reduction. Risk Transfer. Risk Retention.</p>

Methods- formal information (theory and tasks) and non-formal education methods, such as storytelling, debates, analysing information, creative and critical thinking skills, etc.

Structure: 2h interactive session with participants, where we give them theoretical information together with real life examples. 2h - individual work (homework) - online help from lecturer, if needed. 2h - session with lecturer to discuss the outcome of homework and answer questions. Review what we learned.

Desired outcomes- knowledge about how to manage possible future risks, evaluate them and overcome them. Created a cycle of risk review that will be used in future.

Homework for participants for future development: identify possible risks, create a cycle of risk review - Identify the risk. Analyse the risk. Evaluate or rank the risk. Treat the Risk. Monitor and review the risk.

*Date: 24 November (part 1) 28 November (part 2)*

*Time: 17.00-19.00 (Sweden) 18.00-20.00 (Estonia, Latvia)*

### **3. MARKET ANALYSIS- unique selling point**

Skills: to analyse the market and find the strategies for sales.

Aim - gain knowledge and skills about the topic, become more competent, develop critical thinking skills, analysing skills and learn strategies about market analysis and how to sell.

Methods- formal information (theory) and non-formal education methods, such as storytelling, debates etc.

Structure: 2h interactive session with participants, where we give them theoretical information together with real life examples. 2h - individual work (homework) and online help from lecturer, if needed. 2h - session with lecturer to discuss the outcome of homework and answer questions. Review what we learned.

Desired outcomes- knowledge about ideal price for your product and how to build your budget.

Homework for participants for future development: assessment of a market within a specific industry. Find out dynamics of your market, such as volume and value, potential customer segments, buying patterns, competition, and other important factors.

*Date: 30 November (part 1) 5 December (part 2)*

*Time: 17.00-19.00 (Sweden) 18.00-20.00 (Estonia, Latvia)*

#### 4. FUTURE VISION- vision board- short and long goals

Skills: to vision the future and to set efficient goals.

Aim - gain knowledge and skills about the topic. A vision defines the optimal desired future state; it tells of what you would like to achieve over a longer time. Vision can be a personal “why” or the organisation's internal purpose of existence.

Methods- formal information (theory) and non-formal education methods, such as storytelling, debates, vision board created by learning to use digital tools, etc.

Structure: 2h interactive session with participants, where we give them theoretical information together with real life examples. 2h - individual work (homework) - online help from lecturer, if needed. 2h - session with lecturer to discuss the outcome of homework and answer questions. Review what we learned.

Desired outcomes- knowledge about creating future vision - professionally and personally. Created a vision board. Tools of future development.

Homework for participants for future development: A vision statement describes the future aspirations of the organisation. It defines the dream, the long-term goal, and the unconditional direction where the organisation is heading. Develop your future vision.

*Date: 7 December (part 1) 12 December (part 2)*

*Time: 17.00-19.00 (Sweden) 18.00-20.00 (Estonia, Latvia)*

#### 5. PITCH- Skills: How to pitch, presentations techniques.

In this module learn what pitch means (sales pitch). What is in a pitch, what is called a pitch? Pitch in a business and what is a pitch in a project? Good examples, best practices and pitch making for your project. And of course - feedback from the lecturer.

Aim - gain knowledge and skills about the topic. How to pitch ideas in 6 simple steps.

Methods- formal information (theory) and non-formal education methods, such as storytelling, debates.

Structure: 2h interactive session with participants, where we give them theoretical information together with real life examples. 2h - individual work (homework) - online help from lecturer, if needed. 2h - session with lecturer to discuss the outcome of homework and answer questions. Review what we learned.

	<p>Desired outcomes- knowledge about creating pitch and why it's necessary. Learned how to make pitch successful. Tools of future development.</p> <p>Homework for participants for future development: Find good examples, best practices and pitch making for a project/business. Learn from it.</p> <p><i>Date: 7 March (part 1) 12 March (part 2)</i> <i>Time: 17.00-19.00 (Sweden) 18.00-20.00 (Estonia, Latvia)</i></p> <p>Pakalpojuma izpildes nosacījumi: Apmācību moduļi notiek attālināti Zoom platformā. Papildus lektora (vai aizvietotāja) piesaiste pēc nepieciešamības atkarībā no temata un tēmas specifikas.</p>
<p>VEIKŠANAS LAIKS UN APJOMS</p>	<p>Pakalpojums sniedzams atbilstoši Pasūtītāja sniegtajai informācijai.</p>
<p>PRASĪBAS PAKALPOJUMA/ PREČU SNIEDZĒJAM</p>	<p>Pakalpojuma sniedzējam jāatbilst vismaz šādiem kritērijiem:</p> <ol style="list-style-type: none"> <li>1. Pieredze līdzīgu pakalpojumu veikšanā.</li> <li>2. Garantijas nodrošināšana.</li> <li>3. Pasūtītājs apmaksu veic bezskaidras naudas norēķinu veidā.</li> </ol> <p>Visām piedāvājumā ietvertajām cenām ir jābūt norādītām Latvijas Republikas oficiālajā valūtā - euro (EUR) un ir jāaptver visi tām piemērojamie nodokļi, atsevišķi norādot pievienotās vērtības nodokli (PVN).</p>
<p>CITAS ATZĪMES</p>	<p>Cenu aptauja izsludināta 2023. gada 18. septembrī. Piedāvājumu (1.pielikums) iesniegt līdz 2023. gada 2. oktobrim, sūtot piedāvājumu uz e-pastu zane.feldmane@impacthub.net vai iesniedzot personīgi adresē: Strautu iela 4, Liepāja.</p> <p>ATKĀRTOTA cenu aptauja izsludināta 2. oktobrī. Piedāvājumu (1.pielikums) iesniegt līdz 2023. gada 10. novembrim, sūtot piedāvājumu uz e-pastu zane.feldmane@impacthub.net vai iesniedzot personīgi adresē: Strautu iela 4, Liepāja.</p> <p>Piedāvājuma izvēles kritērijs - piedāvājums ar viszemāko cenu par visu iepirkuma priekšmetu kopā.</p>

Pieteikums par piedalīšanos cenu aptaujā

2023. gada \_\_\_\_\_

Pretendents,

Pretendenta nosaukums:	
Reģistrācijas Nr.:	
Juridiskā adrese:	
Kontaktpersona (vārds, uzvārds):	
Tālrunis:	
E-pasts:	
Pakalpojuma nosaukums:	Apmācību moduļi projekta “Woman & Entrepreneur Creating Business” (We C Business Nr. CB0100108) dalībniecēm
Finanšu piedāvājums	Cena par apmācības moduli “DO THE MATH” EUR bez PVN:
	kopā ar PVN (ja piemērojams):
	Cena par apmācības moduli “RISK MANAGEMENT” EUR bez PVN:
	kopā ar PVN (ja piemērojams):
	Cena par apmācības moduli “MARKET ANALYSIS” EUR bez PVN:
	kopā ar PVN (ja piemērojams):
	Cena par apmācības moduli “FUTURE VISION” EUR bez PVN:
	kopā ar PVN (ja piemērojams):
	Cena par apmācības moduli “PITCH” EUR bez PVN:
kopā ar PVN (ja piemērojams):	
Finanšu piedāvājums par visu iepirkuma priekšetu kopā:	

ar šī pieteikuma iesniegšanu:

- piesakāties piedalīties cenu aptaujā - Apmācību moduļi projekta “Woman & Entrepreneur Creating Business” (We C Business Nr. CB0100108) dalībniecēm- un ievērot visas Cenu aptaujas prasības;
- atzīt sava piedāvājuma spēkā esamību 60 (sešdesmit) dienas no piedāvājuma atvēršanas dienas vai līguma noslēgšanas gadījumā – līdz līgumsaistību pilnīgai izpildei.
- garantēt, ka visas sniegtās ziņas ir patiesas.

Vārds uzvārds

paraksts