

**Public Offering for  
JETRO Global Acceleration Hub Berlin**

8 May 2026  
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Director General  
JETRO Berlin

The “JETRO Global Acceleration Hub” project aims to support the overseas expansion of Japanese startups and to foster the startup ecosystem in Japan. These Global Acceleration Hubs are established in more than 25 world-leading startup ecosystems. They provide the latest information about their regions, and also support Japanese startups individually to expand on-site.

JETRO is looking for Applicants who can provide support services to Japanese startups entering the Berlin/German and European market.

**General**

- **Subject:** JETRO Global Acceleration Hub Berlin
- **Term of contract:** From the contract signing date to 31 March 2027
- **Closing date for Application: 22 May, 2026 10:00 am (German Time)**
- **Contents of Contract:** As indicated in the following APPENDIX: SPECIFICATIONS

**How to Apply**

**1. Application documents**

1. Signed Application Form (format PDF)

2. Supplementary materials showing the following. (format PDF)

A. Applicant’s company overview, previous Business performance such as company brochure, experience in organizing pitch/matching event of Startups in related industry etc.

B. Project implementation information

-Project implementation structure for appropriate operation and management of the project.  
(Please clarify the personnel and responsibilities)

-Operation procedure and method to provide mentoring and matching services in appropriate and flexible manner.

-List of mentors including specialized fields and industries, human networks and networks to companies to be introduced to for matching.

\*Contractor is prohibited from subcontracting all or part of the project to a third party. However, partial subcontracting is possible only with the prior written approval of JETRO. (If you are planning to subcontract the work to a third party, please also provide information on the party to which you plan to subcontract the work.)

## **2. Language of Application**

English or Japanese

## **3. Application Deadline**

By 22 May 2026 10:00 am (German Time)

## **4. Documents are to be submitted to**

JETRO Berlin (Attn: Mr. Hirotaka Nakayama)

Email: Hirotaka\_Nakayama(at)jetro.go.jp, info-ber(at)jetro.go.jp

-Required to submit by email

-Application documents will not be returned.

## **5. Selection Method:**

Through document screening and interviews (if necessary), JETRO will make a comprehensive judgment on the following items and select candidates who have obtained high scores as contractors.

## **6. Qualification requirements and Evaluation points by JETRO**

<Qualification Requirements>

- (A) Contractor has a company/organization in Germany and mentors reside in Germany or Europe.
- (B) Contractor has adequate professional experience in required field and industry.
- (C) Contractor has sufficient work experience in the relevant specialized field. In addition, the applicant must have the local network necessary to effectively carry out this project.
- (D) Contractor is not subject to criminal penalties (including pending).
- (E) Contractor has no serious problems in the project with administrative procedures or reporting during the contract period with JETRO before.
- (F) Contractor has an established organizational structure and capabilities to manage and complete the project properly, be available to respond to service requests from JETRO in a timely manner.
- (G) Good language skills to provide services in English or Japanese.
- (H) Shall make his/her best effort to be available to go on business trips if requested.
- (I) Persons who are scheduled to engage in work must be in good health.

<Evaluation points by JETRO>

- (1) Project Implementation structure for appropriate operation and management of the Project.
- (2) Have wide range of specialized fields and industries, human network, and network to companies to be introduced to for matching.
- (3) Operation procedure and method to provide mentoring and matching services.
- (4) Adequate Experience in supporting Japanese or foreign start-ups in their market development in Germany (mainly mentoring and matching)
- (5) Applicant is highly motivated to provide services to JETRO and JETRO Clients.
- (6) Good language skills to provide services in English or Japanese.

## 6. Announcement of the selection

Notification of the selection will be announced by email. JETRO will refrain from providing feedback on the results.

## 7. Notice

- Contractor will perform business and projects in compliance with JETRO's information security regulations.
- Contractor is prohibited from re-entrusting all or part of the project to a third party. If necessary, Contractor must have a pre-approval from JETRO to use a third-party contractor. JETRO needs to protect the information of JETRO Clients to share with the third party.
- Contractor shall submit business reports and/or deliverables at the request of JETRO. Intellectual property rights and business outcome of such business reports and/or deliverables belong to JETRO in principle.

## 8. Other

<Disclosure of information related to contracts with corporations that have a certain level of relationship with incorporate administrative agencies>

With respect to contracts executed by independent administrative agencies, the “Basic Policy on Reviewing Affairs and Businesses of Independent Administrative Agencies” (Cabinet decision, December 7, 2010) sets forth measures for independent administrative agencies that execute contracts with corporations that have a certain level of relationship with the agencies, e.g., requiring the agencies to disclose information on re-employment of their former employees by such corporations and the status of the business transaction with such corporations.

Based on this, JETRO will disclose information of the relationship Contractor on the JETRO website as follows. Applicant is to provide their consent to provide necessary information to JETRO and for JETRO to publish such information before applying for this project. Thank you for your understanding and cooperation.

Please note that by applying for the project, Applicant is deemed to have given their consent.

### (1) Contractor subject to disclosure of information

Contractor that falls under both of the following criteria.

- ① An individual who served as an officer at JETRO is employed, or an individual who served in a position equivalent of a section head or higher at JETRO is employed as an officer or advisor.
- ② Contractor's transaction volume for JETRO accounts for one-third or more of Contractor's gross sales or business income (based on the figures of Contractor's most recent financial statements as of the execution date of the contract.)

\*Contracts related to utility, fuel, communication expenses are excluded. Local public entities and individuals are not subject to this rule.

(2) Information to be disclosed.

For Contractor that falls under the criteria describe above, JETRO will disclose the following information in addition to the name and volume of goods and services, the contract execution date, the name of Contractor, and the contract amount for each contract.

- ① The number of individuals who served as an officer or in a position equivalent of a section head or higher of JETRO (Former Employees of JETRO) and their job titles at Contractor, as well as their last job titles at JETRO.
- ② Transaction volume for JETRO
- ③ The fact that the ratio of Contractor's transactions volume for JETRO to its gross sales or business income fall under any of the following. One-third or more but less than one-half, one-half or more but less than two-thirds, or one-third or more
- ④ If Contractor is the sole bidder or the sole applicant, information to that effect

(3) Information to be provided by Contractor to JETRO

- ① Information on Former Employees of JETRO who are employed by Contractor as of the contract execution date (the number, their current job titles, and last job titles at JETRO)
- ② Contractor's gross sales or business income, and the transaction volume for JETRO for the most current business year.

\* If JETRO can confirm the above information using information held by JETRO or information that is publicly available (such as corporate website), Contractor does not need to submit the information.

(4) Disclosure date

Information will be disclosed within 72 days from the day following the contract execution date in principle (For contracts executed in April, within 93 days in principle).

**9. Contact**

JETRO Berlin (Attn: Mr. Hirotaka Nakayama)

Address: Friedrichstrasse 70, 10117 Berlin, Germany

Email: Hirotaka\_Nakayama(at)jetro.go.jp, info-berlin(at)jetro.go.jp

TEL: 030 2094 5560

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**APPENDIX**  
**SPECIFICATIONS**

**JETRO Global Acceleration Hub Berlin**

**1. The Purpose**

The “JETRO Global Acceleration Hub” project aims to support the overseas expansion of Japanese startups and to foster the startup ecosystem in Japan. These Global Acceleration Hubs are established in more than 25 world-leading startup ecosystems. They provide the latest information about their regions, and also support Japanese startups individually to expand on-site.

The following services are outsourced to the local accelerators or incubators that are rooted firmly in the ecosystem on-site so that the project will effectively be conducted.

**2. The Objective of the Hub in Berlin**

To support the entry and the business development of Japanese startups in Berlin/Germany by providing them with information and individualized advice and facilitating connections with potential partners. The objective of the mission is to achieve at least two success stories of Japanese startups in Berlin/Germany by the end of March 2027. According to JETRO's definition, a success story involves:

- Fundraising in Germany
- Establishment of an entity in Germany
- Acquisition of sales channels (license agreements, sales contracts, commercial agent contracts, etc.)
- Obtaining grants in Germany
- Joint R&D with German companies
- Equity participation with German companies
- Recruitment of human resources (local representatives, boards of directors, etc.)
- Acquisition of patent rights and utility model rights overseas

**3. General:**

- Target areas: Germany (Berlin)
- Number of Contractors : 1-2 Companies
- Language used : English or Japanese
- Contract Period : From the contract signing date to 31 March 2027.
- Scope of Work : All services listed in 4.

#### **4. Details of Outsourcing Individual Support for Japanese startups**

##### **(1) Local Ecosystem Briefing Service**

- Provide an one-hour briefing session about the local ecosystems and industry trends.
- Perform directly at the outsourced office, or via video calling.
- Create regularly updated presentation materials, to use during the briefing sessions and provide these materials to JETRO and the Service Users.

##### **(2) Mentoring**

- Advice and assistance in finding business opportunities in the local economy, formulating business models, creating fundraising strategies for Service Users looking to expand their global business in the local ecosystem.
- Arrange at least one mentor during the mentoring session in order to encompass the different fields and goals of Service Users.
- Perform directly at the outsourced office, or via video calling.
- Advanced reservations for the meeting will be arranged by JETRO.
- Mentoring services will be capped at 10 hours per Service Users. However, in cases where Service Users are very likely to establish a local office or receive VC funding, Service Users may request JETRO's approval to raise the cap to 30 hours.
- Follow up emails providing information or answering questions on the related topic of the last mentoring session are expected.

##### **(3) Business Matching**

- Introduce local companies that are possible candidates for partnerships, VC/investors, advisory board members, and new team members according to the needs of Service Users.
- Arrange business meeting appointments with local companies with the consent of Service Users.
- The Contractor is expected to attend the meetings that the Contractor arranged and facilitate the communication of the meetings.
- Arranging meetings with the mentors is not included in the business matching.
- Business Matching will be capped at 3 matches per Service User. However, in cases where Service Users are very likely to establish a local office or receive VC funding, the Service User may request JETRO's approval to raise the cap to 9 matches.
- The Contractor shall send a calendar invite to JETRO and Service Users once the appointment is confirmed.
- JETRO will pay according to the number of business meetings arranged by the Contractor.
- JETRO will only deem business meetings as countable for payment when the meetings are set up based on the consent of the potential partners that the Contractor approached.
- JETRO will, however, pay for the business meetings that were cancelled or not conducted due to any circumstances of the Service Users for which the Contractor acquired a consent of the potential partners.

- The Contractor shall provide any feedback given from the business partners that the Contractor approached to make business meeting appointments even when the set-up of the business meetings fails to be realized.

## 5. Business Performance Monthly Report

Submit a monthly business performance report to JETRO Berlin by every 3rd of the following month. The format will be provided by JETRO. If the 3rd of the following month falls on a weekend or a national holiday, the deadline will be the next working day.

## 6. Payment

- JETRO reviews and approves the monthly report, Contractor shall send JETRO an invoice based on the service fees written in the report. JETRO shall pay the service fees accordingly. In principle, it is to be paid on semi-yearly billing.
- Payment is made by the unit-price based on actual performances.
- Actual performance of individual meeting means the actual time of the meeting itself.
- Preparation and transfer cannot be included to the actual performance.
- The maximum volume of the annual services (hours/units) is an estimated amount and JETRO does not guarantee that
- Contractor may receive the estimated volume of services each year.
- If Contractor provides services at his/her nearest JETRO office in Germany (Berlin, Dusseldorf, Munich), transportation cost is inclusive within the service fees. If Contractor is based in the area where travel distance to one of the JETRO offices is not within a reasonable distance, JETRO shall discuss with Contractor and pre-approve to issue the cost of transportation.
- If Contractor travels to locations other than JETRO offices in Germany (or abroad) to provide services for Seminars, Briefing, Business Meetings, and other events, JETRO shall issue Travel Expenses based on the terms in the contract. JETRO must pre- approve the Travel Expenses.

## 7. Business Engagement Fee Details

Services 業務	Unit Price 単価		Estimated Annual Volume 想定業務量	Amount 小計
(1) Local Ecosystem Briefing Service 現地エコシステムブリーフィング	€240.00	/hour /時間	1	€240.00
(2) Mentoring 個別メンタリング	€330.00	/hour /時間	8	€2,640.00
(3) Business Matching ビジネスマッチング支援業務	€530.00	/Unit /件	7	€3,710.00
			<b>Total 合計</b>	<b>€6,590.00</b>

- The annual amount shall not exceed EUR 6,590.00.
- The estimated annual quantity is an estimated number and is not guaranteed.
- Payment is made by the unit-price based on actual performances.

- Actual performance of individual meeting means the actual time of the meeting itself. It is calculated in 15-minute increments based on the actual time of the meeting.
- Preparation and transfer cannot be included to the actual performance.
- Unit price shall include all local taxes such as value-added tax.
- Telephone, photocopying, insurance and other office expenses incidental to the work shall be included in the outsourcing fee and shall not be borne by JETRO.
- If the work is to be performed at the JETRO office of the contracting party, the cost of transportation to the office shall be included in the outsourcing fee.
- If Contractor travels to locations other than JETRO offices in Germany (or abroad) to provide services for Seminars, Briefing, Business Meetings, and other events, JETRO shall issue Travel Expenses based on the terms in the contract. JETRO must pre- approve the Travel Expenses.

End