

**JETRO Global Acceleration Hub 2026  
Europe-wide Business Matching Support Programme  
Specification**

JETRO's European Offices assist Japanese start-ups (hereinafter referred to as 'the Company') in developing and expanding their business in Europe and securing investment from European investors through the JETRO Global Acceleration Hub programme (hereinafter referred to as 'GAH'). As part of this GAH programme, JETRO London outsources the Europe-wide Business Matching Support Programme to a Contractor (hereinafter referred to as 'the Contractor') to execute these services on behalf of JETRO's European Offices.

**1. Service Contents**

The Contractor shall provide the following services to the companies:

**a) Introductory session**

- Conduct an introductory session to understand the company's business overview, competitive advantages, and support requirements.
- The Contractor is not required to provide further support to every Company. Instead, they must assess each Company against the criteria below and provide a formal recommendation to JETRO on whether to proceed:
  - a. Potential business opportunities and a competitive advantage within the European market.
  - b. Clarity of business matching objectives.
  - c. Quality and structure of the pitch deck and English proficiency sufficient for professional engagement with European stakeholders
- Sessions shall be conducted online (approximately one hour). JETRO will facilitate and attend these sessions.
- Reporting of Non-Eligibility: If the Contractor deems that support for a Company would be ineffective, unfeasible, or premature as defined in the Service Flow in Appendix A, they shall promptly provide JETRO with a detailed written justification explaining the specific reasons.

**b) Preparatory session (Optional)**

- The Contractor shall provide up to three preparatory sessions (approx. one hour) per Company to enhance the quality of 1-on1 meetings, unless otherwise agreed upon by JETRO London.
- Preparatory session aims to:
  - Understand the company's goals and business strategies and clarify or prioritize the targets for business matchmaking support.
  - Provide advice to improve the pitch or pitch deck to make it more appealing to the target audience.
- The session can be requested during d) the business meeting arrangement phase if the Contractor realizes through the meetings that some changes need to be made to the approach, the pitch deck etc.
- Take notes during the online sessions and send them to both the Company and JETRO.

**c) Create a target list**

- Develop a list of approximately 20 potential partners per Company within three weeks of the introductory or preparatory sessions.
- The Contractor shall only initiate contact once the Company has formally approved the contents of the target list.
- If the initial list is deemed inadequate by the Company, the Contractor shall revise it at no additional charge.
- If the company requests additional target lists for new requirements, the Contractor shall create them with JETRO's approval.

**d) Arranging business meetings**

- Approach potential partners based on the target lists.
- Arrange business meetings for the Company when a target company expresses interest.
- Meetings shall primarily be conducted online, unless the Company specifically requests in-person arrangements.
- Support for each Company is capped at three arranged meetings, unless otherwise authorised by JETRO.
- The Contractor is required to attend all business meetings with each startup; however, physical attendance is not mandatory.
- The Contractor shall take meeting notes and send them to both the Company and JETRO, unless a justifiable exception applies (e.g., meetings conducted in Japanese).
- The Contractor shall provide monthly status updates to each Company and JETRO, detailing the outreach progress for every entity on the approved target list.
- Each update must specify the date of contact, the current status (e.g., pending, interested, declined), all comments received and the specific reasons for any rejections or lack of response.
- To ensure real-time visibility, the Contractor is encouraged to maintain a shared tracking sheet accessible by the Company and JETRO at any time.

**e) Follow-up session (Optional)**

- Upon request, the Contractor shall provide a follow-up online session (approx. one hour) after the completion of business meetings to offer feedback from a global business consultancy perspective.
- The Contractor shall take notes during the consultations and send them to both the Company and JETRO.

**f) Reporting**

- The Contractor shall submit a Monthly Report to JETRO London by the 10th of the following month, with the exception of the final report for March 2027, which must be submitted by 25 March. To facilitate this deadline, all billable activities shall be concluded no later than 20 March 2027.
- The report can be in any format, but it must be approved by JETRO before the start date.
- The contractor and JETRO may schedule catch-up calls as necessary.

[Additional Provisions]

- Communication: The Contractor shall copy (CC) the relevant JETRO European office representatives in all email correspondence with the Company. Contact details shall be provided prior to the commencement of the contract.
- JETRO shall not be liable for any travel or incidental expenses incurred by the Contractor, including those related to in-person meetings.
- Governance: The contact structure is detailed in Appendix B.

**2. Coverage**

- Geographic Scope: The programme covers all of Europe. Primary focus areas include the UK, Germany, France, Western Europe, and the Nordic countries.
- Sector Focus: Priority technological fields include DeepTech, Cleantech/Sustainability, Medtech/Health tech, AI, Quantum, and Fintech.

**3. Estimated volume (Tentative)**

Number of Participating Companies: 35 (including referrals from Paris, Dusseldorf, Berlin, Munich, Madrid, and Vienna)

- a) Introductory call: 35 sessions
- b) Preparatory session: 5 sessions
- c) Target List Creation: 35 lists
- d) Arranging business meetings: 50 meetings
- e) Follow-up sessions: 5 sessions
- f) Catch up call with JETRO London: 2 sessions

**4. Catch-up call with JETRO London**

The Contractor and JETRO shall schedule catch-up calls as necessary.

**5. Language**

English

**6. Contract term**

This contract will start on the date of signing and end on 31 March 2027.

**7. Application period**

The application period for Companies shall run from the date of signing (after 1 April 2026) until 29 January 2027. This period may be extended by mutual agreement.

**8. Payments**

- a) JETRO London shall make monthly payments based on the actual implementation of each service, calculated at the agreed unit price.
- b) The Contractor may only submit an invoice for services rendered upon JETRO's formal approval of the corresponding Monthly Report.
- c) The Contractor shall submit the invoice within ten (10) days following said approval. Notwithstanding the foregoing, both the Monthly Report and the invoice for the final service period in March 2027 must be submitted and processed no later than 31 March 2027.

**10. Conditions for the Contractor(s)**

- a) The Contractor shall possess a robust organizational structure and the necessary capabilities to manage and execute the project to completion. Furthermore, they must demonstrate a well-established European or, preferably, global network and the specialized knowledge essential for the effective implementation of the project.
- b) The Contractor must have extensive experience and a proven track record in facilitating business matching between startups and European enterprises.
- c) The Contractor shall comply with JETRO's requests and maintain seamless communication and consultation with JETRO and its outsourcing partners. Additionally, the Contractor must be capable of providing comprehensive data and evidence required for the formal evaluation of the programme's performance.
- d) The Contractor must possess the requisite knowledge and robust systems/tools to ensure the secure and appropriate handling of confidential and personal information in accordance with applicable regulations.

**11. Other**

- a) Any matters not explicitly addressed in these specifications shall be resolved through mutual consultation between the Contractor and the JETRO representative on a case-by-case basis.
- b) Any personal information collected during this programme shall be used exclusively for the pre-defined purposes of the project and may be shared within JETRO as necessary for project administration