

Proposal Preparation Guidelines

I. Contents of the Proposal

The proposal must include the following sections:

1. Company Overview: Brief introduction to your organisation and project understanding.
2. Programme Approach & Methodology
 - Methodology for matching entrepreneurs with researchers and venture building support process.
 - Sourcing and selection strategy for both entrepreneurs and researchers.
3. Deliverables: Key outcomes and clear deliverables expected throughout the programme.
4. Talent & Strategic Networks
 - Entrepreneur Pool: Details of available Entrepreneur networks (number of registrants, multinational backgrounds).
 - Mentor Network: Specific areas of expertise and capabilities.
 - Strategic Networks: Leverageable investors, VCs, and corporate partners.
5. Project Delivery Timeline: Tentative schedule of key milestones and activities.
6. Project Team & Organisational Structure
 - Organizational chart for project implementation (roles, responsibilities, and reporting lines).
 - Profiles of key personnel, highlighting relevant experience and specific skills/networks.
7. Track Record & Case Studies: Case studies or evidence of experience with similar programmes.
8. Price (Quotation): Specify whether VAT is included or excluded.
9. Contact Information: Primary point of contact for this proposal.

II. Format

PDF or Microsoft PowerPoint

III. Notes

1. Once a proposal has been submitted, it may not be replaced or resubmitted unless requested by JETRO.
2. The proposal should be written in clear, plain English to ensure that evaluators from both technical and non-technical backgrounds can fully understand and evaluate the content.
3. Contact details must be clearly stated to allow JETRO to make enquiries if necessary.
4. JETRO will not bear any costs incurred in the preparation or submission of the proposal.