

Proposal Preparation Guidelines

I. Contents of the Proposal

The proposal should include the following items:

1. Overview of your company
2. Profiles of each project personnel such as Experiences from other similar projects and valid knowledge/experience/skills/networks to enhance project outcome.
3. Details of your mentor network and their capabilities that can be utilized in this programme
4. Details of your investor/VC/corporate or any other networks that can be utilized in this programme (if any)
5. Proposals for each of outsourced contents
 - a) Introductory call
 - b) Mentoring
 - c) Business Matchmaking
 - d) Reporting
6. Structure of the project
 - a) Structure chart for the implementation of this project (arrangement of personnel in charge / each responsibility)
 - b) Operating Procedure, Method, Proposal on how to complete all the tasks of the project in an effective manner and enhance project outcome
 - c) Creative and original points in the proposal (if any)
 - d) Frequency of communication
7. Experience and Capabilities of the Organization
 - a) Experience with Similar Projects
 - b) 2 or 3 notable recent successful case studies of international alumni going global from their local market
 - c) Networking and information gathering skills to enhance project outcome
 - d) System to Manage Personal/Confidential Information

8. Price

- a) Needs to be submitted with unit price of followings
 - Introductory call (Estimated volume: 30 times)
 - Mentoring sessions (Estimated volume: 100 times)
 - Business matchmaking (Estimated volume: 90 times)
- b) Needs to be specified whether VAT is included or excluded

9. Contact information

II. Format

Digital File (PDF, PPT)

III. Notes

1. Once a proposal has been received, it may not be replaced or resubmitted.
2. The proposal needs to be prepared for evaluators without any particular expertise to be able to evaluate.
3. Contact details needs to be clearly stated in the proposal for JETRO to take contact if necessary.
4. JETRO will not bear any costs incurred in the preparation of the proposal.

IV. Deadline for submission

17:00 (GMT) on 5 November, 2025

Please send by email to: yusuke_nagao@jetro.go.jp and shoko_yoshida1@jetro.go.jp