Application for J-bridge coordinator Guidelines (FY2021(4.2021-3.2022))

The Japan External Trade Organisation's (JETRO) Sydney office is currently looking for an organisation in Australia to support JETRO's J-bridge project as a coordinator. The following is a guideline for applications if you are interested in providing support:

Deadline for applications:18th June 2021
Expected term of contract: date of contract to 25ᵗʰ March 2022

1. **Purpose and Responsibility of J-bridge coordinator:**
   See specification

2. **Location:**
   Australia

3. **Language:**
   English and Japanese

4. **Eligibility:**
   a. Having an established entity in Australia, and the representative employee must be located within Australia.
   b. Basic skills and expertise needed for completion of tasks and to meet targets.
   c. Relevant business experience in the field for a minimum of three years.
   d. The applicant must have approval from their employer to work with JETRO.
   e. If the applicant is successful, they must fulfil their responsibilities of this contract with JETRO alongside any other arrangements and obligations, business or otherwise.

5. **Service Fees:**
   a. JETRO will make a payment monthly. The coordinator must submit monthly activity reports/invoice at the beginning of each month which describes tasks done in the last month. Report format will be given by Jetro. The service fee will be paid once check and confirmation is done by JETRO (at sole discretion). Payment will be calculated in units based on the Cost Estimate Breakdown.
   b. Fees associated with tax, communications, transports and logistics are included within the payment, unless specifically asked for and approved by JETRO in writing.
   c. When JETRO specifically requests in writing for the contractor to travel for this project, JETRO will pay related travel expenses based on internal rules.

6. **Application Process:**
   Please fill in an application form, signed and saved as a PDF to be sent to JETRO Sydney via email. Additional relevant or supporting documents are recommended, and should be attached in the same email.
   Applications should be sent as follows:
   To: syd-bd@jetro.go.jp
   Subject: Application for J-bridge coordinator Application

7. **Screening Process:**

a. All applications and supporting documents will be reviewed.
b. JETRO Sydney will notify applicants who have passed for an interview.
Successful applicants should demonstrate:
- An understanding of the scope and objectives of the project.
- A willingness to participate and provide support for the project.
- Ability to arrange meetings and seminars(webinars).
- Have experience, connections, and demonstrated success in business or related activities.

JETRO reserves the right to not provide reasons of decisions regardless of success or failure throughout the application and screening process,

8. **Application Deadline:**
   Friday 18th June 2021

9. **Privacy Policy:**
   All data collected through this application will only be used for the purpose of selecting a contractor for this project. Data will not be used for any other purpose or shared to any third-parties.

10. **Special Notes:**
    a. The successful candidate of this project is required to be compliant with JETRO's information security regulations when performing the assigned tasks.
    b. The successful candidate of this project is not allowed to outsource all or part of the project to a third party, unless JETRO provides an advance approval in writing.

11. **Contact:**
    syd-bd@jetro.go.jp
    Keiko Miyamoto (Ms.)
    Roger Zhao (Mr.)