**Guidelines for**

**JETRO Startup City MedTech Program in Osaka**

The Japan External Trade Organisation’s (JETRO) Sydney office is currently looking for an organisation in Australia to support JETRO’s Startup City MedTech Program in Osaka. The following is a guideline for applications if you are interested in providing support:

**Deadline for applications: 23rd June 2022**

**Expected term of contract: date of contract to 10th March 2023**

1. Purpose and Responsibility: See specification

2. Location: Australia, Japan and another city in APAC

3. Language: English or Japanese

4. Eligibility:

a. Having an established entity in 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:

1. JETRO shall pay a total amount in two payments. The first half payment will be made upon execution of this agreement. The second half payment will be made upon the completion of program. Payment will be calculated in units based on the Cost Estimate Breakdown.
2. Fees associated with tax, communications, preparation of materials, meetings with JETRO, travel, transports and logistics are included within the payment.

6. Application Process:

All Application materials shall be sent to the following e-mail address by 23rd June 2022.

Required to submit:

- Business Proposal

- Estimate of Services (Attachment III)

- Application form (Attachment Ⅳ): Please fill in the form, signed and saved as a PDF to be sent to JETRO Sydney via email.

Attn: Mr. Toru Kojima

To: [syd-bd@jetro.go.jp](mailto:syd-bd@jetro.go.jp)

Subject: Application for JETRO Startup City MedTech Program in Osaka

7. Screening Process:

1. All applications and supporting documents will be reviewed.
2. 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 23th 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:

1. The successful candidate of this project is required to be compliant with JETRO’s information security regulations when performing the assigned tasks.
2. 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](mailto:syd-bd@jetro.go.jp)

Toru Kojima (Mr.)