

## **Proposal Preparation Guidelines**

### **I. Contents of the Proposal**

The proposal should include the following items:

1. Overview of your company
2. Profile 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 program
4. Details of your investor/VC/corporate or any other networks that can be utilized in this program (if any)
5. Proposal details for each content
  - A) Participants evaluation
  - B) Online Program (preparatory sessions)
  - C) Onsite Preparatory Program in Tokyo
  - D) Onsite Program in France
  - E) Onsite Program in the UK
  - F) Online Program (follow-up mentoring)
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
  - D) Frequency of communication
7. Experience and Capabilities of the Organization
  - A) Experience with Similar Projects
  - B) Recent successful case studies going global from their local market
  - C) System to Manage Personal/Confidential Information
8. Project delivery schedule (Tentative)
9. Quotation based on the Quotation Form provided by JETRO
  - A) The number of participating startups (currently estimated at 10 as a maximum number), and consequently the total amount, may vary depending on the actual number of startups involved in the program.

- B) The estimated breakdown for each component of the total amount, specifying the individual costs that constitute both the common expenses and the variable expenses stated in the **Quotation Form**, must be included in the proposal.

10. Contact information

**II. Format**

- PDF or PPT file for the proposal
- EXCEL file for the quotation

**III. Subcontracting**

- If the Contractor intends to subcontract part of the commissioned work to a third party, equivalent or above 5,000 euros, the proposal must clearly state the name and address of the subcontractor, the scope of the subcontracted work, and the reason for its necessity.

**IV. Notes**

1. Once a proposal has been officially received by the submission date, 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 make contact if necessary.
4. JETRO will not bear any costs incurred in the preparation of the proposal.

**IV. Deadline for submission**

13:00 (CET) on 19th August, 2025

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