

## **Open Enrollment Positions at Japan External Trade Organization for “Platform Coordinator for Japanese SME 2020” in Germany**

March 2, 2020  
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Director General  
JETRO Düsseldorf

Under the policy of Small and Medium Enterprise Agency of the Japanese Ministry of Economy, Trade and Industry (METI), the Japan External Trade Organization (JETRO) provides support services “Platform Coordinator for Japanese SMEs” to help Japanese Small Medium Enterprises (SMEs) to expand their businesses abroad. JETRO provides the services together with our partners (please see below a list of JETRO partners).

### JETRO Partners (Examples):

Japanese diplomatic missions, local Japanese chambers of commerce and industry, Japanese government agencies, Japanese financial institutions, consulting companies, law firms, accounting firms, local non-Japanese chambers of commerce, etc...

Through JETRO Dusseldorf office in Germany, JETRO offers the “Platform Coordinator for Japanese SMEs” to support Japanese SMEs to enter into a German market (and other European markets if applicable). We are recruiting consulting professionals (including an individual contractor, corporations, organizations) in Germany who could fulfill our aims and goals. Based on the Japanese fiscal year, “Platform Coordinator for Japanese SMEs” for the year 2020 is scheduled to run from April 2020 through March 2021. Please note in case of contingencies, there is a possibility that JETRO may not provide “Platform Coordinator for Japanese SMEs” in the fiscal year of 2020.

### **Area of industries which Applicant is to provide services for JETRO**

Applicant (hereinafter referred also as “Contractor”) is to provide information and advice on the German market and/or other European markets in specific field of industry. (e.g. Information on potential business partners, buyers, distributors, competitors of catheters. Legislations and regulations on importing/selling medical devices in Germany. How to pitch products to automobile components manufacturers in Germany, etc...)

Applicant can choose one or more industries which he/she can provide services.

- Industrial machinery/components and automobile/components
- Consumer goods and design
- Healthcare and medical devices/component
- Energy and hydrogen technology
- Chemical/New substances and materials

## **1. Service descriptions of “Platform Coordinator for Japanese SMEs”**

Contractor is to provide services as specified below in Service Category (1) (2) (3). Contractor is required to submit a monthly report in a timely manner. (Please see Service Category (4) for details).

Preferred Language: Japanese

Required Language: English and German.

Contractor is to provide consulting services in Japanese (preferred language but not required). If Contractor does not speak/write Japanese, he/she can provide services in English and in German (required languages)

### **Service Category (1)**

#### **Giving Advice to Japanese SMEs and Japanese organizations**

##### **(1)-a Briefing**

- Contractor is to provide advice to Japanese SMEs and local organizations in Japan (hereafter together referred as JETRO Clients) in a one-on-one meeting, and/or over Telephone and/or via video conferences.
- The briefing is approximately 1 hour (subject to be changed) per Client, and Contractor will be paid every 15 mins based on the rates agreed in the contract.
- The briefing may take place at JETRO offices in Germany (Dusseldorf, Munich, Berlin) and/or other venues which will be specified by JETRO.
- Please note that Contractor is to be paid for the duration of time while physically providing services. The time Contractor spent on preparing for the briefing and on traveling to the briefing is inclusive within the service fee. Travel Expenses may be provided based on the contract between JETRO and Contractor.

### **(1)-b Email Consultation**

- Contractor is to provide Email Consultation services based on the inquiries from JETRO Clients.
- Format of the Email consultation is a 2-3 page report in Microsoft Word or Microsoft PowerPoint format. JETRO shall retain the ownership of the reports and may publish/upload the reports on the JETRO website or other publications.
- JETRO reviews the content of the report. If further revisions and rewrites are necessary, JETRO may request Contractor to do so.

### **Service Category (2)**

#### **Introducing potential business partners/ Providing business matchmaking services**

##### **(2)-a Listing up potential business partners**

- Contractor is to provide a list of potential business partners based on the requests from JETRO Clients.
- JETRO provides a listing form (excel sheet) for Contractor to list approximately 10 companies. (The list contains the detailed contact information such as Name, Title, Email Address, Phone number of the contact person)
- Contractor shall find appropriate business partners in Germany based on the nature of businesses and products of JETRO Clients. (e.g. local distributors, local manufacturers for a business partnership, joint-venture, licensing deals, etc...)

##### **(2)-b Getting feedback from potential business partners**

- Upon Request from JETRO, Contractor is to contact an appropriate contact person at a German company to get feedback for JETRO Clients (e.g. acquisition, R&D, marketing department)
- JETRO sends Contractor a Contact Report (Word format) to fill in the feedback.
- Based on the “European General Data Protection Regulation”, Contractor is to get a pre-approval from the Contact Person in a written format (e.g. Email) if he/she agrees to share his/her contact information with JETRO and JETRO Clients
- JETRO reviews Contact Reports. If the reports contain meaningful feedback for JETRO Clients, JETRO shall pay Contractor his/her service fee per Contact Report.

##### **(2)-c Setting up business meetings**

- Contractor is to make his/her best effort in setting up business meetings for JETRO Clients.
- Contractor is to set up business meetings with appropriate individuals (e.g. acquisition, R&D, marketing department)
- If a business meeting is successfully set up, JETRO shall pay Contractor a set-up fee per business meeting.

**(2)-d Attending business meetings**

- Upon request, Contractor is to join business meetings with JETRO Clients and potential business partners in Germany.
- Contractor is to be paid for the duration of time while physically providing services.
- Contractor shall be paid every 15 mins based on the rates agreed in the contract.
- The time Contractor spent for traveling to business meetings is inclusive within the fee. Travel Expenses shall be paid according to the terms in the contract.

**Service Category (3) Strengthening Platform Activities**

**(3)-a In-Depth Report**

- Upon request from JETRO, Contractor is to write in-depth reports. The content of the reports shall help Japanese SMEs to expand their businesses into German/European markets. JETRO shall retain the ownership of the reports and may publish/upload the reports on the JETRO website or other publications.
- The length of a report is 30 - 40 page long in Microsoft Word and/or Microsoft PowerPoint format.
- JETRO shall discuss the topic, angle, length, format and estimated time of delivery with Contractor.
- Contractor shall be paid per report.

**(3)-b Giving Advice or Suggestions to JETRO/METI about supporting Japanese SMEs to increase business opportunities abroad**

- The Japanese Ministry of Economy, Trade and Industry (METI) and/or Small and Medium Enterprise Agency and/or JETRO will ask Contractor to give advice about supporting Japanese SMEs to expand their businesses abroad.
- Contractor is to meet to discuss how the Japanese government or JETRO can improve their supporting scheme for Japanese SMEs.
- After the meeting, JETRO may ask Contractor to write a summary report. The summary report is inclusive within the service fee.

- Contractor shall be paid for the duration of time while physically providing services. Contractor shall be paid every 15 mins based on the rates agreed in the contract.
- The time Contractor spent on preparing for the meeting and on traveling to the meeting is inclusive within the fee. Travel Expenses shall be paid based on the terms in the contract.

### **(3)-c Preparing Presentation Materials for Seminars**

- Contractor is to give seminars and to prepare presentation materials for seminars to demonstrate his/her area of expertise for JETRO and JETRO Clients.
- JETRO shall discuss with Contractor to decide the amount of time needed to prepare the materials. JETRO shall pay Contractor based on the time agreed upon.
- Contractor shall be paid every 15 mins based on the rate agreed in the contract.

### **(3)-d Giving Seminars**

- Contractor is to give seminars for JETRO Clients in Germany and/or abroad (e.g. in Japan)
- Contractor shall be paid for the duration of time while physically providing services.
- Contractor shall be paid every 15 mins based on the rates agreed in the contract.
- The time contractor spent preparing for the seminar shall be paid separately. Travel Expenses shall be paid based on the terms in the contract.

## **Service Category (4) Others**

### **(4)-a Monthly reports**

- Contractor is required to hand in monthly reports to JETRO by every 5<sup>th</sup> of the next month. If the 5<sup>th</sup> of the next month is a national holiday, the deadline will be the next working day. (Since the "Platform Coordinator for Japanese SMEs 2020" ends on March 31<sup>st</sup> 2021, the deadline of a monthly report of March 2021 shall be by the end of March 2021, Not by April 5<sup>th</sup> 2021). JETRO provides a monthly report form (Excel format) for Contractor to fill in.

### **(4)-b Notice**

- Contractor can refer himself/herself as a consultant for the "Japan External Trade Organization (JETRO) Small and Medium Enterprise Overseas Expansion Platform/Coordinator (Trustee)". The descriptions shall be specified in the contract.

Contractor can only use this title while he/she provides consulting services for the “Platform Coordinator for Japanese SMEs”. If Contractor uses business cards with this title, Contractor is required to return the remaining business cards once his/her contract with JETRO terminates.

- If Contractor goes on a business trip for JETRO, JETRO shall pre-approve the travel expenses. JETRO shall provide transportation fees, accommodation fees and daily allowance based on the JETRO “travel expense guideline” in the contract. JETRO shall not pay any extra expenses other than the pre-approved cost of the business trip. (e.g. JETRO does not accept Contractor to extend his/her stay with personal reasons)
- If Contractor travels to meet potential business partners and/or buyers for JETRO Clients as a part of the “Platform Coordinator for Japanese SMEs,” JETRO shall pre-approve the travel expenses based on the JETRO travel expense guideline in the contract.
- If Contractor provides his/her consulting services in Japan, JETRO shall deduct a withholding tax based on the Japanese income tax law (excluding countries subject to tax exemption).

**(4)-c Expected number of contractors**

1 person (or 1 company) to several persons (or several companies) for each industrial field

**(4)-d Period of Contract**

From the date when the contract between JETRO and Contractor is fully executed until March 31, 2021

**(4)-e Type of Contract**

The outsourcing service agreement between JETRO and Contractor (Service Provider) to provide consultation services for “Platform Coordinator for Japanese SMEs 2020”.

**2. Consultation Fees of Contractor**

Contractor shall be paid based on the volume of services Contractor provided in each month. Unit fees per Consultation services are in the table below.

Category / Service		Estimated Volume of Annual Service (per Unit and Hour)	Fees (Unit/ Hour)	Expected Annual Sum	Note
<b>(1) Giving Advice to Japanese SMEs and Japanese Local Organizations</b>	a Briefing	15 hours	€ 50.00 / 15min	€ 3,000.00	Payment is Calculated in every 15 mins
	b Email Consultation	20 units	€ 400.00 /unit	€ 8,000.00	
<b>(2) Introducing potential business partners/ Providing business matchmaking services</b>	a Listing up Potential Business Partners	40 units	€ 300.00 /unit	€ 12,000.00	
	b Getting Feedback from Potential Business Partners	60 units	€ 100.00 /unit	€ 6,000.00	
	c Setting Up Business Meetings	10 units	€ 250.00 /unit	€ 2,500.00	
	d Attending business meetings	5 hours	€ 50.00 / 15min	€ 1,000.00	Payment is Calculated in every 15 mins
<b>(3) Strengthening Platform activities</b>	a In-Depth Report	1 unit	€ 5,000.00 /unit	€ 5,000.00	
	b Giving Advice or Suggestions to JETRO/METI about Supporting Japanese SMEs to Increase Business Opportunities Abroad	2 hours	€ 50.00 / 15min	€ 400.00	Payment is Calculated in every 15 mins
	c Preparing Presentation Materials for Seminars	6 hours	€ 27.5 / 15min	€ 660.00	Payment is Calculated in every 15 mins

	d Giving Seminars	2 hours	€ 55.00 / 15min	€ 440.00	Payment is Calculated in every 15 mins
<b>Grand Total ( Currency : EURO)</b>				€ 39,000.00	

- The annual total consultation service fees per Contractor shall not exceed 39,000.00 Euros.
- The volume of the annual services (hours/units) is an estimated amount and JETRO does not guarantee that Contractor may receive the estimated volume of services each year.
- Other expenses such as communication expenses (telephone, photocopying) and insurance fees, etc... are included into the service fees.
- If Contractor provides services (e.g. briefing) at his/her nearest JETRO office in Germany (Dusseldorf, Berlin, Munich), transportation cost is inclusive within the service fees. If Contractor is based in the area where travel distance to one of the JETRO offices is not within a reasonable distance, JETRO shall discuss with Contractor and pre-approve to issue the cost of transportation.
- If Contractor travels to locations other than JETRO offices in Germany (or abroad) to provide services for Seminars, Briefing, Business Meetings, and other events, JETRO shall issue Travel Expenses based on the terms in the contract. JETRO must pre-approve the Travel Expenses.
- If JETRO reviews and approves a monthly report, Contractor shall send JETRO an invoice based on the service fees in the monthly report. JETRO shall pay the service fees accordingly.

### **3. Eligibility**

- (A) Applicant must be highly motivated and to make his/her best effort in providing consultation services to JETRO and JETRO Clients.
- (B) Applicant must have extended knowledge and skills in his/her expertise to provide consultation services to JETRO and JETRO Clients.
- (C) Applicant must have adequate professional experience in the specific field and have appropriate business pipelines and business networks in the relevant industry to provide consultation services to JETRO and JETRO Clients.

- (D) If Applicant has full-time employment at a company/organization and provides consulting services to JETRO outside the employment, Applicant must have official approval and consent from the employer.
- (E) Applicant shall be willing to share his/her knowledge and experience in the specific field with JETRO and JETRO Clients to provide effective and efficient services to the “Platform Coordinator for Japanese SMEs”.
- (F) Applicant shall dedicate an appropriate amount of time and effort to “Platform Coordinator for Japanese SMEs” and be available to respond to service requests from JETRO in a timely manner. Applicant shall make his/her best effort to be available to go on business trips if requested.
- (G) If Applicant was previously engaged in “Platform Coordinator for Japanese SMEs” and/or other JETRO projects, JETRO and Applicant shall make sure his/her attitude and work ethics towards previous projects have met with a level of proficiency which JETRO expects for all Contractors.
- (H) Applicant shall respond to JETRO’s request which involves some office works in a timely manner. (e.g. monthly report, invoice, contract papers, travel expense report etc...)
- (I) Applicant must declare JETRO of any criminal records (including pending cases).
- (K) Applicant shall be a healthy individual who can provide professional services to JETRO and JETRO Clients.
- (L) If Applicant is an employee of a corporation, the headquarters and/or a branch office must be located in Germany. If Applicant is an individual contractor, he/she must reside in Germany and/or his/her main income source is from Germany.

### **3 Application Guideline**

#### **(A) Required Documents**

1. Application form
2. Supplementary materials to demonstrate Applicant’s previous study and work experience in the specific field (e.g. company profile, published works, certificates, etc...)

**(B) Application deadline**

March 13, 2020

**(C) Contact**

Application documents must be sent to the following address by both postal mail and by Email.

Contact Personnel: Mr. Yusuke Mori / Mr. Hiroki Matsui / Mrs. Mamiko Koenig

Address:

JETRO Düsseldorf

Berliner Allee 10, 40212 Düsseldorf, Germany

Email: TCD@jetro.go.jp

TEL: 0211-136031

**4. Screening Procedure**

- 1<sup>st</sup> Round  
Application Review
  
- 2nd round:  
Interview (JETRO will contact Applicant to set up a time, date, place of the interview)

Recruitment criteria: Employers (JETRO) perspective are the followings;

(A) Applicant has a good understanding of the project and is willing to make his/her best effort in providing services.

(B) Applicant has great knowledge and professional experience in specific fields of expertise and can provide appropriate consulting services with his/her professional networks and pipelines in the related fields.

(C) Applicant has adequate experience in providing professional consulting services for similar projects in Germany and elsewhere.

(D) Applicant is highly motivated to provide services to JETRO and JETRO Clients.

(E) Applicant has good language skills to provide services in Japanese (preferred language), and/or English and German (required languages).

※ *JETRO will notify Applicant the result of the screening procedure. If Applicant is disqualified, JETRO shall not disclose the reasons for the disqualification. JETRO does not return the application documents.*

※ Interview will be done on a one-on-one interview, or by telephone, or by Video Conference.

## **5. Guideline of Personal Information**

JETRO shall use personal information of Applicant in the application ONLY for screening purposes for the open enrollment positions. JETRO shall make its best effort in keeping the personal information in the application secured and protected.

## **6. Reminder Notice**

(A) Contractor must provide services in compliance with the information security regulations at JETRO.

(B) Contractor shall not enter into a subcontract agreement with a third-party to provide consulting services for JETRO and JETRO Clients. If necessary, Contractor must have a pre-approval from JETRO to use a third-party contractor. JETRO needs to protect the information of JETRO Clients to share with the third party.

(C) JETRO shall retain the ownership of all the documents provided by Contractor for “Platform Coordinator for Japanese SME.”

(D) JETRO introduces a short bio of Contractor on JETRO official website.

## **7. Contact**

If you have any questions about the “Open Enrollment Positions at Japan External Trade Organization for “Platform Coordinator for Japanese SME 2020” in Germany”, please contact:

JETRO Düsseldorf

Mr. Yusuke Mori / Mr. Hiroki Matsui / Mrs. Mamiko Koenig

Email: TCD@jetro.go.jp

TEL: 0211-136031

## **8. Disclose Personal Information of Contractor**

Based on the Basic Law on Reforming Government Ministries under the Act on General Rules for incorporated Administrative Agencies in Japan (revised in July 2010), the independent administrative corporation (IAC) in Japan (such as JETRO) is to disclose the latest status of employment of its alumna/alumnus as well as outside contractors who provide services to IAC in order to practice fair recruitments. (\*IAC is a special type of entity in Japan which operates with both private and government fundings)

Based on the rule, JETRO may publish information of Contractor on the JETRO official website. By sending the application form, Contractor shall agree that JETRO will share the information of Contractor for this purpose.

### **(1) Eligibility**

If Contractor is eligible in both a. and b. below, JETRO shall disclose information of Contractor

- a. If an individual/and individuals who previously worked at JETRO as an executive(s) provides services to JETRO as Contractor, JETRO shall disclose information of the individual(s)/Contractor.
- b. If an annual income earned from providing services to JETRO account more than one-third of the total annual revenue of Contractor, JETRO discloses information of Contractor. The annual revenue is based on the annual income report from the previous year when Contractor starts providing services to JETRO. (e.g. if Contractor starts providing services to JETRO in 2020, the annual revenue refers to the revenue from the fiscal year 2019)

\*The annual income does not include utilities, and other office expenses.

\* If Contractor is an individual contractor and/or local government organizations, this rule does not apply.

### **(2) Types of Information to be disclosed**

- a. JETRO discloses Name, Job Title (including current title and former title at JETRO) of the individual(s) who previously worked at JETRO and currently serves as Contractor.
- b. JETRO discloses the annual revenue Contractor earned from providing services to JETRO.
- c. JETRO discloses the percentage of the annual income Contractor earned from providing services to JETRO account for the total annual revenue of Contractor.

d. If there is only one Applicant to apply for the “Platform Coordinator for Japanese SME 2020,” JETRO discloses the personal information (Name, Company Name, Job Title) of the Applicant.

**(3) Please kindly provide the following information if they are relevant to Contractor.**

a. Name, Job Title (including current title and former title at JETRO) of the individual(s) who previously worked at JETRO and currently serves as Contractor.

b. Annual income Contractor earned from providing services to JETRO and the total annual revenue of Contractor

\*If JETRO has previously obtained the above-mentioned information from Contractor and /or JETRO has access to obtain the above-mentioned information about Contractor from public domains (e.g. corporate website), Contractor does not need to provide the information.

**(4) Time of Disclosure**

JETRO shall publish the information of Contractor on JETRO official website within 72 days from the date when the contract between JETRO and Contractor is fully executed. (If the contract is fully executed in the month of April, JETRO shall publish the information within 93 days from the date when contract between JETRO and Contractor is fully executed)