

**Application Guideline for “Africa Business Desk Coordinator”**  
**Republic of Ghana, Republic of Liberia, Republic of Sierra Leone, Republic of**  
**Côte d’Ivoire, Federal Republic of Nigeria in FY 2026**

April 21th, 2026  
Tsubasa NAKAGAWA  
Director General  
JETRO ACCRA

The Japan External Trade Organization JETRO ACCRA Office will contract with an “Africa Business Desk Coordinator” (hereinafter referred to as the “Contractor”) to support Japanese companies in developing their business in Africa.

Any company or individual wishing to apply for this position is requested to submit the attached Application Form after carefully reviewing the following “Notes on Application” and the attached Specifications.

**Notes on Application**

**1. Submitting the Application**

Submit the “Application Form” as attached in this Guideline, in PDF format to the e-mail address as below. Applicants are encouraged to attach any material(s) which can prove their competence and experiences.

Application Form sent to:

JETRO ACCRA

Email: GAA@jetro.go.jp

**2. Application Period**

April 21, 2026 to May 5, 2026

**3. Contract Period**

Beginning on the Date Signed to March 31, 2027.

**4. Evaluation Criteria**

The Application is evaluated thoroughly and in a fair manner based on the Requirements as described in Section 6, in accordance with the evaluation criteria as below:

- Possession of expertise, qualification, work experience and work history within the related fields

necessary to implement this contract

- Competency in collecting information and networking.
- Understanding of the objective of this contract and reason for application
- Mobility for consultation/business matching support services

The Contractor selected because of this application process shall be notified. Inquiries regarding the selection process shall not be answered. All documents submitted for this application will not be returned.

## 5. Budget

The remuneration shall be calculated based on the following unit prices multiplied by the actual quantity of tasks performed (the "Base Amount"), not to exceed 75,850 USD, excluding taxes. Applicable taxes shall be added to the Base Amount and paid accordingly at the time of invoicing.

### Itemized Statement

Description of Specific Assignment	Unit Price (USD)	Annual Estimated Quantity
<b>a. Information Services</b>		
(1) Consultation/briefing in person/online	700 /Case	25 Cases
(2) (i) Short report	450 /Case	5 Cases
(2) (ii) Standard report	800 /Case	20 Cases
<b>b. Identifying potential partners</b>		
(1) Identifying potential partners upon requests from Japanese companies (1-5 local partners / case)	450 /Case	5 Cases
(1) Identifying potential partners upon requests from Japanese companies (6 or more local partners / case)	700 /Case	20 Cases
(2) Arranging business meetings (For successful outcomes)	300 /Partner	50 Partners
(3) Accompanying Japanese companies upon requests	100 /Meeting	5 Meetings

(4) Follow-up	250	/Case	5	Cases
<b>c. Supporting business matching events, exhibitions, dispatching missions etc.</b>	50	/Hour	10	Hours
<b>d. Preparation for JETRO staff visits to the Subject Area</b>	1200	/Case	3	Cases
<b>e. Giving presentations</b>	1000	/Case	3	Cases

※The price will be paid in the USD. The annual estimated quantity is not guaranteed.

※Since a meeting/consultation/briefing is generally held at JETRO Offices, the transportation expenses to the said office shall be included in the contract price to be paid to the Contractor. However, if a meeting/consultation/briefing is carried out at place separately specified by JETRO, the transportation expenses shall be reimbursed according to actual expenses.

※Communication expenses incurred, such as phone and e-mail, for conducting services by the Contractor shall be included in the contract price.

※The Contractor may be requested to travel to implement the assignment described on this Contract upon request from JETRO. Travel expenses will be covered by JETRO based on JETRO's Business Travel Expense Regulations.

※Regarding any services implemented and paid in Japan, JETRO shall withhold tax from the contract price, based on the Income Tax Act (except for countries subject to tax exemption).

## 6. Requirements

The Contractor is required to:

- a. Have an office or branch in the Subject Area and be available and eligible to complete the assignment as required. In case the Contractor is an individual, the Contractor should reside in the Subject Area and have an appropriate work permit during the contract period.
- b. Have the expertise to implement the assignments as required in this contract.
- c. Have obtained permission in advance to apply for this work from your employer, if the Contractor is employed and applying as an individual.
- d. Not have been arrested, indicted, or summoned into court as a defendant in a criminal proceeding or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations).
- e. Not have caused any serious problems such as in administrative procedures, business reports, etc. during the contract period, if the Contractor have had a contract with JETRO.
- f. Be in good health.
- g. Be able to ensure the time to complete the work assigned by JETRO by the deadline without any delays.

- h. Be able to travel as requested by JETRO without any reservation.

## **7. Personal Information Protection**

Any personal information submitted for this application will be used solely by JETRO for the Africa Business Coordinator selection purpose, and will not be disclosed to any third parties.

## **8. Prohibited Matters**

- (1) The Contractor shall comply with JETRO's Information Security Regulation Policy.
- (2) The Contractor shall not entrust with a third party or grant a contract for work to a third party for the entire or any part of the Contracted Services, without JETRO's written approval.
- (3) The Contractor shall submit all reports, data, or any other information prescribed in this Contract anytime upon request from JETRO. JETRO shall be entitled to all intellectual property and other proprietary rights about all products, documents and other materials in direct relation to, or produced, prepared or collected because of, or in the course of executing this Contract.

END

Appendices: Application Form, Specifications

**JETRO Africa Business Desk Coordinator 2026**  
**A P P L I C A T I O N F O R M**

JETRO ACCRA Office

<b>1. Information of Applicant's Company/Organization (if you belong to a company/organization)</b>			
(1) Name of Company/ Organization (web site)			
	http://		
(2) Date of Foundation			
(3) Number of Employees			
(4) Address of Employer			
(5) Tel			
(6) Fax			
(7) E-mail			
(8) Main Business Activities, Products and Services, Operational Presence (country/region)			
(9) Name of Representative		Title	

<b>2. Information of Main Applicant</b>			
(1) Name & Title	Title		
	Name		
(2) Address, Tel and E-mail			
	Tel		
	E-mail		
(3) Language Skills	Language: _____ ( ) Business Level ( ) Conversational Level ( ) Beginner Level Requirement of interpreter for research ( ) Required ( ) Not required		
	Language: _____ ( ) Business Level ( ) Conversational Level ( ) Beginner Level		

	Requirement of interpreter for research ( ) Required ( ) Not required	
(4) Areas of Expertise and Qualification	Expertise Area:	
	Qualification:	
(5) Related Work Experience in the Subject Area		
(6) Educational Background (Highest Degree) and Work History	Name of Institution	
	Major	
	Work History	
(7) Business Performance / Experience of JETRO Business (if any)		
(8) Competency in Collecting Information and Networking	*Please state how you will use your network of influence/contacts to collect information and complete duties as a coordinator.	
(9) Understanding the Objective of this Work, and Reason for Application	*Based on the responsibilities of the Africa Business Desk Coordinator, please explain the reason for applying.	
(10) Mobility for Consultation/Business Matching Support Services	*Please describe your readiness in responding to the requirement of consultation and business support services, by clarifying how you can manage time for the duties of this work in relation with any other existing tasks you have.	

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**3. Available Services (Please check available services)**

a. Information Services

(1) Consultation/briefing

(2) Report

b. Identifying potential partners

(1) Identifying potential partners for Japanese companies

(2) Arranging meetings with potential partners

(3) Accompanying Japanese companies upon requests

(4) Follow-up

c. Supporting business matching events, exhibitions, dispatching missions, etc.

d. Preparation for JETRO staff visits to the Subject Area

e. Giving presentations

**Please check applicable answers for following questions**

<p>If you are a legal entity, do you have an office or branch in the Subject Area, and are you available and eligible to complete the assignment as required?</p> <p>If you are applying as an individual, do you reside in the Subject Area and hold an appropriate work permit throughout the contract period?</p>	<p>Legal entity: <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Individual: <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>
<p>If you are employed and applying as an individual, have you obtained permission in advance to apply for this work from your employer?</p>	<p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><input type="checkbox"/> Not employed</p>
<p>Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding or convicted, fined or imprisoned for the violation of any law? (excluding minor traffic violations, including any under dispute)</p>	<p><input type="checkbox"/> Yes I have</p> <p><input type="checkbox"/> No I have not</p>
<p>If you have had a contract with JETRO, have you caused any serious problems such as in administrative procedures, business reports, etc. during the contract period?</p>	<p><input type="checkbox"/> Yes I have</p> <p><input type="checkbox"/> No I have not</p>
<p>Are you in good health?</p>	<p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>
<p>Are you able to ensure the time to complete the work assigned by JETRO by the deadline without any delays?</p>	<p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>

Are you able to travel as requested by JETRO without any reservation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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**4. Information of Additional Applicants (if any)**

**Applicant-2**

(1) Name & Title	Title	
	Name	
(2) Language Skills	<u>Language:</u> _____ ( ) Business Level ( ) Conversational Level    ( ) Beginner Level Requirement of interpreter for research ( ) Required    ( ) Not required	
	<u>Language:</u> _____ ( ) Business Level ( ) Conversational Level    ( ) Beginner Level Requirement of interpreter for research ( ) Required    ( ) Not required	
(3) Shared Responsibilities		

**Applicant-3**

(1) Name & Title	Title	
	Name	
(2) Language Skills	<u>Language:</u> _____ ( ) Business Level ( ) Conversational Level    ( ) Beginner Level Requirement of interpreter for research ( ) Required    ( ) Not required	
	<u>Language:</u> _____ ( ) Business Level ( ) Conversational Level    ( ) Beginner Level Requirement of interpreter for research ( ) Required    ( ) Not required	
(3) Shared Responsibilities		

As mentioned above, I am applying for the Africa Business Desk Coordinator.

Date (Month / Day / Year): \_\_\_\_\_

Signature: \_\_\_\_\_

Applicant Company / Organization Name (if any): \_\_\_\_\_

Representative Title / Name: \_\_\_\_\_

**\*Personal Information Statement:**

Any personal information submitted for this application will be used solely by JETRO for the Africa Business Coordinator selection purpose, and will not be disclosed to any third parties.

## Specifications

### 1. Objective

To support Japanese companies in entering the African market by appointing the Contractor as “Africa Business Desk Coordinator”, who shall have a local entity, either a corporation or an individual, with extensive knowledge and network of contacts in the local market to help collect information, arrange meetings and to respond to a wide range of requirements that emerge at various stages of business development to further enhance their business opportunity.

### 2. Subject Area

Republic of Ghana, Republic of Liberia, Republic of Sierra Leone, Republic of Côte d’Ivoire and Federal Republic of Nigeria

### 3. Language

Republic of Ghana, Republic of Liberia, Republic of Sierra Leone, and Federal Republic of Nigeria: English is mandatory.

Republic of Côte d’Ivoire: French is mandatory, and either English or Japanese is also required.

### 4. Contracted Services

#### 1) Scope of Work

The Contractor shall conduct “Specific Assignment” for Japanese companies. The “Specific Assignment” refers to the work of providing support for individual companies and cases designated by JETRO. Duties and responsibilities include, but are not limited to, the following:

- a. Providing information through consultations/briefings or reports regarding specific market, regulations, and business environments (hereinafter referred to as “Information Services”)
- b. Identifying potential partners\* (preparing a list of prospects, arranging meetings, accompanying Japanese companies upon request.

\* "Partners" shall include companies, support experts, and relevant organizations.

- c. Supporting business matching events, exhibitions, dispatching missions, etc.
- d. Preparation for JETRO staff visits to the Subject Area.
- e. Giving presentations.

## 2) Specific Assignment Details

### a. Information Services:

The Contractor shall conduct surveys and provide information through consultations/briefings or reports based on inquiries from Japanese companies as designated by JETRO.

#### (1) Consultation/briefing in person/online

Providing consultations or briefings through face-to-face or online meetings in response to individual inquiries. Multiple sessions may be held for a single company or individual depending on the nature of the inquiry. Each meeting is expected to last approximately one hour and shall be held at the JETRO office or online on a date scheduled by JETRO. A JETRO staff member will be present at each meeting.

Expected outputs of consultation/briefing are as follows:

- Specific local market conditions and risk information
- Legal, labor, tax, and accounting matters pertaining to business operations within the Subject Area.
- Practical advice for conducting business meetings

#### (2) Report

Provide detailed information about specific market, regulation, business/living environment based on inquiries from Japanese companies or JETRO.

##### (i) Short report

Each report shall include 1 to 3 questions in the <Items of Report> listed below.

##### (ii) Standard report

Each report shall include 4 to 6 questions in the <Items of Report> listed below.

#### < Items of Report >

- Demand for the products/services (market size and characteristics, import statistics, trends and industrial structure)
- Information on competitors in the market (manufacturer/ brand name, price, sales locations, etc.)
- Overview and characteristics of distribution channels
- Laws and certifications related to imports

- Formalities, procedures, and legal requirements for establishing a local subsidiary
- Other relevant information not listed above

The Contractor shall collect the relevant information upon JETRO's request.

b. Identifying Potential Partners:

(1) Identifying potential partners upon requests from Japanese companies

The Contractor shall commence the search described below immediately upon receiving instructions from JETRO, while respecting the following points.

- Identifying local potential partners that are likely to have roles and/or functions desired by Japanese companies, and providing basic information (such as company name, URL, location, number of domestic branches, year of establishment, total number of employees or sales staff, business outline, import capabilities, contact person details etc.). The approximate number of partners to be identified shall be communicated by JETRO at the time of each request. If the number of potential partners is expected to exceed the communicated estimate by three or more, the Contractor shall consult with JETRO for approval prior to listing.
- Submitting a Potential Partners List to JETRO (refer to Attachment 1 "Potential Partners List" for the details). When including personal information (such as contact details) in the list, the Contractor shall obtain the prior consent of the individual concerned for the disclosure of such information to Japanese companies.
- Acquiring interest and feedback from potential partners in the local market regarding the products and services of a requested company.

(2) Arranging meetings with potential partners

(i) Arranging business meetings with the partners selected from the list provided under item b (1)

- For successful outcomes: If an appointment is secured, the Contractor shall coordinate the meeting schedule with JETRO.

(ii) Attending online meetings and providing interpretation support to JETRO staff as needed

- The Contractor shall report to JETRO after attending online meetings.

(3) Accompanying Japanese companies upon request

The Contractor shall accompany Japanese companies upon their request, including attending in-person meetings.

The Contractor shall also submit a Meeting /Activity Report to JETRO (refer to Attachment 3 “Meeting /Activity Report” for the details) covering the contents of meetings, follow-up needs, and any advice after accompanying them.

(4) Follow-up

Based on instructions from JETRO, the Contractor shall contact potential partners, check their progress by phone, e-mail or interviews, and report the results to JETRO.

c. Supporting business matching events, exhibitions, dispatching missions etc.:

At business matching events, exhibitions, dispatching missions, or other activities hosted or co-hosted by JETRO, or at business meeting events in which multiple JETRO-supported companies participate, the Contractor shall provide support such as:

Identifying potential companies interested in joining the event, assisting with business meeting arrangements and matching, providing consultations to participating Japanese companies, offering pre-matching support and follow-up activities.

d. Preparation for JETRO staff visits to the Subject Area:

Conducting pre-visit surveys, arranging and attending meetings as designated by JETRO.

e. Giving presentations

Giving presentations in webinars or seminars hosted or co-hosted by JETRO. All preparations, including preparation of materials and rehearsal, shall be included as part of one unit.

\* JETRO may request the Contractor to perform work other than that described above when deemed necessary with reference to “1. Objective.”

\* The Contractor is expected to submit the deliverables for “a. Information Services (2)” and “b. Identifying Potential Partners (1)(2)(3)(4)” within two weeks after receiving instructions from JETRO. The submitted deliverables shall be forwarded to Japanese companies thereafter.

## 5. Activity Reports

### 1) Monthly Report

The Contractor shall submit a monthly report to JETRO, in the designated format, covering all activities conducted under the above "Contracted Services" during the month. The report shall be submitted by the 10<sup>th</sup> of the following month (or the next working day if the 10<sup>th</sup> falls on a weekend or holiday). The monthly report for March shall be submitted to JETRO by March 31, 2027.

## 2) Completion Report

Promptly after all Contracted Services instructed by JETRO during the contract period have been completed, the Contractor shall submit a completion report to JETRO by the expiration of the term of the Agreement.

In addition to the aforementioned two reports, the Contractor shall report on the progress of the services set forth in Article 1 (i) whenever requested by JETRO.

## 6. Payment

Payments shall be made on a monthly basis. Fees for each month shall be calculated based on a monthly closing at the end of the relevant month and shall be paid no later than the twenty-fifth (25th) day of the second month following such month.

The Contractor shall submit to JETRO an invoice for the relevant month no later than the tenth (10th) day of the following month, together with the Monthly Report referred to above. The payable amount shall be determined based on the actual services performed during the relevant period, and all deliverables shall be subject to and pass JETRO's inspection in accordance with Articles 11 and 12 of the Agreement.

The Contractor shall calculate the invoice by multiplying the unit prices set forth in the Itemized Statement of the Application Guideline by the actual quantities of services provided during the relevant period. JETRO shall make payment in accordance with the payment schedule set forth above, provided that all deliverables have been duly accepted following inspection.

## 7. Miscellaneous

- Since meetings, consultations, or briefings are generally held online.
- Communication expenses incurred by the Contractor, such as phone and e-mail charges for conducting services shall be included in the contract price.
- The Contractor may be requested to travel to implement the assignment described in the contract upon JETRO's request. Travel expenses shall be borne by JETRO in accordance with JETRO' Business Travel Expense Regulations.

- Regarding any services implemented and paid in Japan, JETRO shall withhold tax from the contract price, in accordance with the Income Tax Act (except for countries eligible for tax exemption).

・パートナー候補リスト（日本語）

アフリカビジネスデスク/企業リストアップサービス

日本貿易振興機構（JETRO） ●●●事務局  
アフリカビジネスデスクコーディネーター ●●●●● JETRO

※国名/都市  
\_\_\_\_\_  
※連絡方法（郵便先）  
\_\_\_\_\_

開票日 Report Date: 2025年〇〇月〇〇日

No.	社名 Company name	URL	所在地 Address	設立年 No. of domestic branches	設立年 Foundation year	従業員数/役員数 Total no. of employees/office staff	事業内容 Business outline	取引先情報 Contact person						輸入能力 Import Capabilities	関心事 Interest	備考 Remarks for checking the company	備考 Remarks
								担当者名 Name	役職 Dept./Position	TEL	E-mail	言語 Language	開示に同意 Consent to disclose contact information				
1						Total											
						Others											
2						Total											
						Others											
3						Total											
						Others											
4						Total											
						Others											
5						Total											
						Others											
6						Total											
						Others											
7						Total											
						Others											
8						Total											
						Others											
9						Total											
						Others											
10						Total											
						Others											

※注意事項:  
 ・ウェブサイト、掲載情報の正確性及び掲載のタイミングは保証するものではありません。掲載の正確性及び掲載のタイミングは、掲載者の責任で掲載を行います。掲載の正確性及び掲載のタイミングは、掲載者の責任で掲載を行います。  
 ・ウェブサイト掲載の掲載情報は、掲載者の責任で掲載を行います。掲載の正確性及び掲載のタイミングは、掲載者の責任で掲載を行います。掲載の正確性及び掲載のタイミングは、掲載者の責任で掲載を行います。  
 ・ウェブサイト掲載の掲載情報は、掲載者の責任で掲載を行います。掲載の正確性及び掲載のタイミングは、掲載者の責任で掲載を行います。掲載の正確性及び掲載のタイミングは、掲載者の責任で掲載を行います。

・Potential Partners List (English)

Africa Business Desk / Potential Partners List

JETRO ●●●Office  
Africa Business Desk Coordinator ●●●●● JETRO

※国名/City  
\_\_\_\_\_  
※連絡方法(Website, TEL, E-mail etc.)  
\_\_\_\_\_

Report Date : 00/00/2025

No.	Company name	URL	Address	No. of domestic branches	Foundation year	Total no. of employees/office staff	Business outline	Contact person						Import Capabilities	Interest	Remarks for checking the company	Remarks
								Name	Dept./Position	TEL	E-mail	Language	Consent to disclose contact information				
1						Total											
						Others											
2						Total											
						Others											
3						Total											
						Others											
4						Total											
						Others											
5						Total											
						Others											
6						Total											
						Others											
7						Total											
						Others											
8						Total											
						Others											
9						Total											
						Others											
10						Total											
						Others											

※Disclaimer:  
 1. Information provided through the Services is not guaranteed to be accurate, complete, fit for purpose or up-to-date, and therefore, such information shall be accepted or rejected at the sole discretion and responsibility of Customer. JETRO and the coordinator shall not be liable to Customer for any damage whatsoever caused to Customer arising out of or in connection with the information provided through the Services.  
 2. Customer shall not disclose the information provided through the Services to any third party in any manner. JETRO and the coordinator shall not be liable to Customer for any damage arising out of or in connection with the disclosure and Customer shall bear liability for any loss or damage.  
 3. JETRO and the coordinator shall bear no liability for the case that the responsibility of Customer for the Services (including business registrations, results, etc.) are not met. JETRO and the coordinator shall not be liable to Customer for any damage whatsoever caused to Customer arising out of or in connection with that case.

## アフリカビジネスデスクコーディネーター フィードバックレポート

2026年●月●日

株式会社○○御中

日本貿易振興機構（ジェトロ）●●事務所  
アフリカビジネスデスクコーディネーター

□□□□

## ●コンタクト結果

<b>企業名</b>			
<b>所在地</b>			
<b>URL</b>			
<b>担当者名</b>		<b>所属部署・役職</b>	
<b>連絡日</b>		<b>連絡方法</b>	<input type="checkbox"/> E-mail <input type="checkbox"/> TEL <input type="checkbox"/> 面談 <input type="checkbox"/> その他（ ）
<b>連絡先</b> (TEL, E-mail 等)			
<b>担当者からのコメント</b>	<input type="checkbox"/> 全く返答なしのためコメント得られず（備考欄に連絡経緯を記載） <input type="checkbox"/> 関心がない（理由あり：備考欄に理由を記載） <input type="checkbox"/> 関心がない（理由を聴取できず） <input type="checkbox"/> その他（備考欄に記載）		
(備考)			
<b>コーディネーターからのコメント</b> （結果の補足やアドバイス等）			

## 【免責事項】

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- ・ 本サービス利用で得た情報を第三者に提供する行為は固くお断りします。申込者による第三者への情報提供により紛議が生じた場合、ジェトロは一切責任を負わず、申込者が損害賠償を行うものとなります。

**Africa Business Desk  
Africa Business Desk Coordinator  
Feedback Report**

Report Date : DD, MM, 2026

JETRO ●●Office  
Africa Business Desk Coordinator

□□□□

●Contact Information:

<b>Company name</b>			
<b>Address</b>			
<b>URL</b>			
<b>Contact person</b>		<b>Dept. · Position</b>	
<b>Date of contact</b>		<b>Contact method</b>	<input type="checkbox"/> E-mail <input type="checkbox"/> TEL <input type="checkbox"/> Interview in person <input type="checkbox"/> Others (    )
<b>Contact information</b> (TEL, E-mail etc.)			
<b>Results</b>	<input type="checkbox"/> Interested (share details in remarks) <input type="checkbox"/> No reply (share details in remarks) <input type="checkbox"/> Not interested (share reason in remarks) <input type="checkbox"/> Others (details in remarks)		
<b>Remarks</b>			
<b>Comment from the coordinator</b> (supplementary explanation or advice)			

【Disclaimer】

1. Information provided through the Services is not guaranteed to be accurate, complete, fit for purpose or up to date, and therefore, such information shall be accepted or rejected at the sole discretion and responsibility of the Customer. JETRO and the Coordinator shall not be liable to the Customer for any damage whatsoever caused to the Customer arising out of or in connection with the information provided through the Services.

2. The Service Users shall not disclose the information provided through the Services to any third party in any manner. JETRO and the Coordinator shall not be liable to the Customer for any dispute arising out of or in connection with the disclosure, and the Customer shall bear liability for any loss or damage.

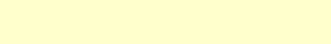
## Africa Business Desk Coordinator Meeting / Activity Report

Report Date : DD, MM, 2026

JETRO ●●Office  
Africa Business Desk Coordinator  
□□□□

<b>Date of visit</b>			
<b>Company name (Japanese side)</b>			
<b>Contact person</b>		<b>Dept. ・ Position</b>	
<b>Company name (African side)</b>			
<b>Contact person</b>		<b>Dept. ・ Position</b>	
<b>Summary of the meeting/activity</b>			
<b>Next Necessary Action</b>	Ex. Based on the price list, African company will contact Japanese company.		
<b>Comments or Advice from the Coordinator</b>			

**Africa Business Desk Coordinator Monthly Report Form**



**2026**

Document Number		DD, MM, 2026
Name		

1. Activities \* Describe the activities regarding Specific Assignments  
 \* In case of business trips as instructed by JETRO, describe the "trip schedule", "name of cities&towns", "purpose", and "outcome" of the visit.

MM	DD	Activities

2. Activity Count \*List all Specific Assignments finalized with the Coordinator this month, providing the completion date, unit count, and client name for each.

Activities	Unit	Completed		Qty.	Project Description		
		MM	DD		Requested Company Name	Description	
Consultation/briefing	Consultation/briefing in person/online	Session					
	Additional inquiries	Case					
Report	Short report	Case					
	Standard report	Case					
	Long report	Case					
Identifying potential partners	Identifying potential partners (Up to 5 partners per case)	Case					
	* Additional Partner Identification (From the 6th partner onwards)	Partner					
	Arranging business meetings (For successful outcomes)	Partner					
	Arranging business meetings (For unsuccessful outcomes)	Partner					
	Attending online meetings	Meeting					
	Accompanying Japanese companies upon requests	Meeting					
	Follow-up	Case					
(4). Supporting for business matching/exhibition event/dispatching mission, etc	Hour						
(5) Preparation for JETRO Staff to visit to the Subject Area	Case						
(6) Giving presentations	Case						

3. Others

## アフリカビジネスデスクコーディネーター業務完了報告書

### Africa Business Desk Coordinator Completion Report Form

ジェトロ・〇〇〇事務所 御中

To : JETRO 〇〇〇

20XX年X月X日付けで発注のあった以下の業務について、完了したことを報告します。

*We report that we have completed the following tasks/project for which a contract was concluded on XX, XX 20XX.*

案件 Project	
契約期間 Contract period	
金額 Amount	
完了日 Date of completion	
納品場所 Place of delivery	

Company Name

Address

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