

Global Acceleration Hub Partner 2024 Specification

The Japan External Trade Organization (hereafter, JETRO) is a government-related organization that works to promote mutual trade and investment between Japan and the rest of the world. Originally established in 1958 to promote Japanese exports abroad, JETRO's core focus in the 21st century has shifted toward promoting foreign direct investment into Japan and helping small to medium size Japanese firms maximize their global export potential. With the recent advancement in technology, JETRO is also pursuing growth in the digital and innovation sectors.

1. Purpose of the Project

To promote business collaboration between Japan and the Philippines by supporting Japanese startups to do their business in the Philippines and other ASEAN countries. JETRO will provide the following services in cooperation with startup accelerators, venture capitalists, incubators, local government, or any other startup support organizations.

2. Details

- Users of GAH Program: Japanese Startups
- Length of sessions: 1 hour per session (Introductory Session, Mentoring)

GAH partner shall support Japanese startups to do business in the Philippines by providing the following:

- a) Conduct introductory session*:
 - i. Introduction by startups
 - ii. Introduction by GAH partner
 - iii. Provide local innovation ecosystem overview to startups.
 - iv. Provide industry/market insights including competitor landscape to startups (whenever possible)
 - v. Up-to-date briefing materials that can be shared with startups and JETRO

** Applicable to on-site or online events organized by JETRO where GAH partner is requested to give presentation on local market or ecosystem to Japanese startups, companies, etc.*

** Introductory Session may be counted as Mentoring* (refer to B) depending on the level or depth of information provided by the GAH partner (for example, business strategy, business opportunity, business model, funding, etc.)*

b) Conduct mentoring session*:

Arrange mentoring sessions for startup with ***industry mentors** to provide the following:

- i. Local industry/market landscape
- ii. Local industry/market insights including competitor landscape
- iii. Relevant regulations and guidelines
- iv. Advice on designing business strategies for the local market etc.
- v. Advice on potential business collaborators

** Maximum of 10 mentoring sessions per startup.*

** If startup has potential to become a success case*, startup may request for additional mentoring sessions capped at 30 sessions. This is subject to approval from JETRO.*

** Industry mentor may either be personnel from GAH partner company or from outside the company. When arranging mentoring, partner must provide brief profile of mentor to JETRO prior to the meeting.*

** Mentors are specialists in specific industry or individuals with years of experience in a specific industry.*

** All mentoring sessions must be informed to JETRO prior to confirming schedule.*

c) Business matching session*:

- i. Provide connections to potential business partners including investor, business client, distributor, related service providers, etc.
- ii. Arrange business meetings per startup with potential business partners.
- iii. Business matchings should be arranged to target criteria of a *Success Case (please refer to attached document for criteria)
- iv. Suitability of potential partners to be agreed by JETRO and the startup prior to meeting arrangement. All business matchings and mentoring sessions must be informed to JETRO prior to confirming schedule. Submission of monthly progress report to JETRO is required. Please see attached sample form. (Annex)

** Maximum of 3 business matchings per startup*

** If startup has potential to become a success case*, startup may request for additional matching arrangements capped at 9 sessions. This is subject to approval from JETRO.*

d) Monthly Report:

- i. Submission of monthly report to JETRO is required. This shall be submitted to JETRO every 5th of the following month. Please see attached sample form.
- ii. For the last month of the fiscal year (March 2025), monthly report shall be submitted on or before the last working day.
- iii. A mentoring and business matching tracker will be updated by GAH partner regularly. Please see attached template.
- iv. Quarterly meetings will be scheduled with partner to assess progress of support provided to startups

**For online meeting arrangements, contractor should provide Online Meeting platform for all meetings (unless otherwise stated by the startup)*

**For face-to-face meeting arrangements, venue will be agreed upon by participants of meeting. JETRO can offer the use of its conference rooms depending on availability.*

**Introductory session, Mentoring session, and Business Matching sessions may be done in English or Japanese.*

3. Sectors

Supporting Japanese startups to enter the local startup ecosystem. Startups that have used the GAH program in the past were from sectors including but not limited to the following:

- a) Fintech, Insurtech, SaaS, Industrial Automation, Agriculture/Environment
- b) Smart City, Mobility, Edutech
- c) Hardware, IoT/Robotics, Application/Software
- d) Medtech, Healthcare, Digital Health, Biotech
- e) Block Chain, Web 3.0, DAO, NFT

**The GAH partner does NOT need to cover all sectors*

4. Region

Philippines (may include other ASEAN or Asian countries if applicable)

5. Contract Period and Compensation Structure

- a) From starting date of contract to 31st March 2025
- b) Pay as per hourly rate per session for Section 2(a) and 2(b)
- c) Pay as per meeting arranged for Section 2(c)
- d) Billing to JETRO monthly after receipt of monthly report

6. Payment

Upon the completion of each task described in Section 2 by the respective due dates, payment may be requested by submitting a billing statement to JETRO. JETRO will then pay the requested payment amount within 30 days after receiving the billing statement.

7. Personal Information and Data Privacy

- a. Personal information (email, contact number) and confidential information from Japanese startups and JETRO should only be shared within the GAH project personnel.
- b. For business matching, contact information of Japanese startup may be shared to Philippine company after the matching has occurred.
- c. JETRO will request the GAH partner to use Microsoft Teams for file sharing. Files with confidential information such as the mentoring and matching tracker will only be shared through teams or email and should not be uploaded in cloud storages such as Google Drive.

Attachments:

- a) Price List
- b) Sample Monthly Report
- c) Template for communicating meeting arrangements
- d) Template for Business Matching and Mentoring Tracker
- e) Criteria for Success Case

ATTACHMENT 1: PRICE LIST

ATTACHMENT		FY2024 GAH Manila - Cost Guide		
1. Introductory Session		Payment Structure	Cost	Rate
1	Company Introduction	Unit	12,000	Per Hour
2	Provide local innnovation ecosystem overview to startups			
3	Provide industry/market insights including competitor landscape to startups (whenever possible)			
4	Up-to-date briefing materials that can be shared with startups and JETRO			
2. Mentoring Session		Payment Structure	Cost	Rate
1	Local industry/market landscape	Unit	18,000	Per Hour
2	Local industry/market insights including competitor landscape			
3	Related regulations and guidelines			
4	Advice on designing business strategies for the local market etc.			
5	Advice on potential business collaborators			
3. Business Matching		Payment Structure	Cost	Rate
1	Provide connections to potential business partners including investor, business client, distributor, related service providers, etc.	Unit	30,000	Per Meeting
2	Arrange business meetings per startup with potential business partners.			
	<i>* Maximum of 3 business matchings per startup</i>			

ATTACHMENT 2: SAMPLE MONTHLY REPORT

JETRO Global Acceleration Hub Monthly Report -Form B: Mentoring Matching Log Sheet-						
Company Name: XXXXX						
Mentoring						
No	Date	Times			Mentor	Description of Activities/ main advise and suggetion to the client
		In	Out	Hours		
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
Matching						
No	Date	Comapany and department name			Purpose and comment	

ATTACHMENT 3: TEMPLATE FOR COMMUNICATING MEETING ARRANGEMENTS

Template for communication of GAH meeting arrangements

For GAH Partner company, please provide the following information to JETRO when communicating meeting arrangements. This ensures that sufficient information is provided in order for JETRO to assess the suitability of mentoring or business matching session.

Information should be sent to JETRO Manila GAH person/s-in-charge before confirmation of meeting arrangement. Email will be the primary mode for communicating information, and verbal communication (calls) should only be done for following-up and updates.

MENTORING

A. MENTOR INFORMATION

Name of Mentor: (Ms./Mr.) First Name Last Name

Affiliation of Mentor: If Independent/no current affiliation, please indicate past affiliation/s

Field of Expertise of Mentor: Please indicate specific field if possible

Topic to be discussed: Please indicate main topic of mentoring (ex. business model, providing connections, etc.)

B. SCHEDULE

For sending proposed schedules, it is advisable to send at least 2 options for flexibility. It is also advisable to avoid the following schedules:

1. outside 9AM – 5PM (PH Time)
2. Weekends
3. Philippine and Japan holidays. For Japan holidays, please refer to:
<https://www.nippon.com/en/japan-data/h01716/>

**If GAH Partner company cannot arrange a schedule under the above conditions, please inform JETRO.*

Date: MM/DD/YYYY

Time: 1 hour time slot, in PH Time

JETRO will send a reply email to confirm receipt of information. If necessary, further information may be needed depending on the request of startup.

ATTACHMENT 3: TEMPLATE FOR COMMUNICATING MEETING ARRANGEMENTS

BUSINESS MATCHING

A. BUSINESS MATCHING INFORMATION

Name of Company/Organization/Investor to be matched with:

Brief Profile: 1 sentence per item may suffice

- Main Business activity
- Size of business (capital/no. of branches/clients/any information that can help startup understand the scale of business)
- If foreign company, please indicate country of origin
- If local company with foreign bases, please indicate here (if company has several foreign bases, please indicate the major bases)

Name of representative and designation:

Interest of potential business match: *Please indicate what kind of collaboration the company/individual is interested in (investment, distributor, purchase of product/service, etc.)*

B. SCHEDULE

Proposed Schedule (it is advisable to **provide at least 2 options**)

Date: MM/DD/YYYY

Time: (1 hour time slot, in PH Time)

ATTACHMENT 5: CRITERIA FOR SUCCESS CASE

JETRO GAH Program

Criteria for Success Case

To be counted as a success case, at least one of the criteria must be met as a result of business matching or mentoring:

- Financing or investment into the startup
- Establishment of base/s
- Market development (license contracts, sales contracts, agency contracts, etc.)
- Acquisition of Subsidies
- Joint research and development
- Capital alliances
- Recruitment of foreign personnel (high-level personnel)
- Acquisition of patent rights and utility model rights, etc.