

## Specification for the JETRO Global Acceleration Hub Project “ Hard/Manufacturing tech”

### 1. The Purpose

The Japan External Trade Organization (hereafter, JETRO) is a government 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.

The “JETRO Global Acceleration Hub” project aims to support the overseas expansion of Japanese startups, to promote business collaboration between Japanese companies and companies in the region, and to foster the startup ecosystem in Japan. These Global Acceleration Hubs are established in more than 25 world-leading startup ecosystems. They provide the latest information about their regions and support Japanese startups individually to expand on-site.

The following services are outsourced to the local accelerators or incubators that are rooted firmly in the ecosystem on-site so that the project will effectively be conducted.

### 2. Service Description (Individual support for Japanese startups)

Supporting Japanese companies to enter the local startup ecosystem. The Contractor services will be provided to Japanese hard/manufacturing tech, industry4.0, critical materials, autonomous systems, mobility, climate tech and circular economy tech startup or scaleup companies suggested by JETRO and approved by Contractor(s) (“**Japanese Startups**”).

The Contractor(s) will assist JETRO and participating companies in developing and delivering a mentoring program, including introductions to mentors for each participating company, as well as introductions to potential partners, customers, or investors.

Contractors need to be able to support start-ups in the hard/manufacturing tech, and technology sectors based on their strengths and expertise, including leveraging the contractor’s network.

#### a. Introductory meeting with company

- To be used by Japanese start-ups only.
- Provide a one-hour overview of the local ecosystems and industry trends.
- To take place at the offices of the outsourcing partners, at JETRO offices, or via video calling.
- Create regularly updated presentation materials to use during the briefing sessions and provide these materials to the users.
- Share these presentation materials with JETRO.

#### b. Mentoring Service (General mentor meeting/External Subject Matter Expert)

- To be used by Japanese start-ups only.
  - Includes finding business opportunities in the local economy, formulating business models, creating fundraising strategies for users looking to expand their global business in the local ecosystem.
  - Outsourcing partners must be able to arrange for more than one mentor in order to encompass the different fields and goals of users.
  - To take place at the offices of the outsourcing partners, or via video calling.
  - Mentoring services will be capped at 10 hours per user. However, in cases where user companies are very likely to establish a local office or receive VC funding, the user company may request JETRO's approval to raise the cap to 30 hours.
  - Follow-up emails providing information after in-person meetings or video calls may be counted as mentoring hours.
  - If the contractor needs to outsource to an External Subject Matter Expert, a different price can be set compared to General mentor meetings.
- c. Coaching Sessions
- To be used by Japanese start-ups only.
  - Sessions shall be instructive in nature with assigned tasks.
  - To take place at the offices of the outsourcing partners, or via video calling.
  - Materials used in the coaching sessions shall be provided to the startup company.
  - Examples of coaching sessions may include, but are not limited to:
    - Slide deck improvement
    - Pitch practice
    - Networking coaching
    - Business negotiation
- d. Business Matching
- To be used by Japanese start-ups only.
  - Includes introduction to local companies that are possible candidates for partnerships, VC/investors, advisory board members, and new team members according to the needs of the user.
  - Business Matching will be capped at 3 matches per user company. However, in cases where user companies are very likely to establish a local office or receive VC funding, the user company may request JETRO's approval to raise the cap to 9 matches.
- e. Proof of Concept, Paid pilot or similar "success case" bonus incentive
- A "success case" shall be a company that, as a result of the contractor provided services and support through this GAH contract, results in any of the following:
    - Successful fundraising either domestically or internationally
    - Establishes a base overseas
    - Hires a local (overseas) employee
    - Acquires a sales channel (license agreements, sales contracts, agency agreements, etc.)

- Acquires a subsidy
- Joint research and development
- Capital alliance
- Acquiring patents and utility model rights
- JETRO reserves the right to determine whether a company meets the criteria set forth in the section above.
- The contractor shall be awarded a bonus for any company determined to be a "success case".

f. Co-working Space

- Use limited to the Japanese startups which have not established local offices yet.
- Provide hot desk and co-working spaces.
- The Space can be used by user company (up to three people) for a minimum of one month, and a maximum of three months per company. (Months may be used non-consecutively.)
- The fee shall be determined based on actual usage. Therefore, it is not necessary to keep a permanent co-working space.

3. Language

All services shall be conducted in English or Japanese

4. Service Performance Reports

Submit a monthly business performance report to the JETRO Office by the 10th of the following month. The format will be provided by JETRO.

5. Compensation

The payment schedule will be set by contracts as coordinating with outsourcing partners. 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. Payment is made on a unit-price basis according to actual performance, and the specific unit prices will be determined during the proposal and contracting process. In addition, the Contractor(s) shall be entitled to a monthly administrative fee, payable upon JETRO's receipt of the Contractor's monthly performance report. JETRO will then pay the requested payment amount within 40 days after receiving the billing statement.

6. Term of contract

The term of the contract is from April 1, 2026 to March 31, 2027.

7. Conditions for the Contractor(s) engaged in the project

(1) Has an established organizational structure and capabilities to manage and complete the project properly.

- (2) Is able to adhere to JETRO's directions, as well as report to, communicate with, and consult with JETRO in an adequate manner.
- (3) Has knowledge of handling confidential and/or personal information accordingly
- (4) Has broad and effective experience, network, and knowledge necessary for the implementation of the project.
- (5) Is able to give appropriate advice and communicate smoothly with Japanese startup companies.
- (6) Is able to comply with applicable laws and regulations, especially the Foreign Corrupt Practices Act and state unfair competition laws
- (7) Must inform JETRO if the Contractor is involved in a similar project funded by the Japanese government.

End