

Specification of JETRO Los Angeles Invest Japan “Investment Promotion Specialist”

Nature of Services:

Support JETRO’s promotional activities in relation to foreign direct investments (FDIs) into Japan. Consultant shall make every effort to reach the target numbers illustrated below.

Scope of Work:

1. SUPPORT TO JETRO LA:

- Support formulation and enforcement of Invest Japan Strategy for JETRO LA as a whole.
- Ensure data management of the cases JETRO LA directly handles or through contracting companies with JETRO LA pursuant to non-disclosure agreement.
- Ensure direct communications with JETRO Headquarters or other bodies upon authorization of JETRO LA, when it considers that such communications are necessary to carry out the work at hand.

2. IDENTIFY NEW COMPANIES:

- Identify and approach U.S. companies interested in investing into Japan by participating in events, tradeshows, industry focused meetings/seminars, etc.
- Keep frequent contacts with another contracting company of JETRO LA, whose main responsibility is to identify and introduce U.S. companies to JETRO LA.
- Set up and participate in meetings with identified companies to present JETRO’s Invest Japan program and discuss the company’s FDI plans.
- Submit a post meeting report to JETRO LA. Post meeting report template will be furnished to the Consultant by JETRO LA.
- Starting FY 2019, JETRO has shifted its focus on supporting “innovative” companies. Companies identified by the Consultant shall align with JETRO’s focus area and shall consult with JETRO LA before finalizing a meeting. JETRO will provide the Consultant with the client approval criteria, industry/sector focus, and support menu.
- Priority areas include strategic sectors such as semiconductors, life sciences, and decarbonization, with the aim of facilitating business attraction and collaboration in these fields.

3. FOLLOW UP ACTIVITIES:

- Follow up with new companies identified by JETRO LA and the Consultant.

- Follow up also includes companies identified in previous fiscal years. Consultant will assist JETRO LA to select the “innovative” companies from old candidate list and approach them to find out if they are still interested in Japanese market. Afterward, the Consultant shall periodically follow-up with these companies to understand the company’s situation and needs as it pertains to doing business in Japan.
- Gather information such as appropriate Japanese candidates (as proper partner companies for US Companies), market trends, financial incentive program, and other informative data etc., which are useful /practical/attractive for US companies.
- Communicate with JETRO offices in Japan, local governments, and other related organizations as needed to support Invest Japan companies.
- JConnect Business Matching Program: Assist JETRO offices in North America in operating the program; mainly in translating Invest Japan company information into Japanese.

* JConnect is a periodic newsletter introducing Invest Japan companies to Japanese companies for the purpose of facilitating potential business leads and partnerships.

4. Monthly Report

- Consultant shall submit a monthly report [in Japanese/English] covering items identified in the “Scope of Work” by the first week of the following month. Instructions on how to submit monthly reports will be provided by JETRO.

5. Target Numbers

- Follow-up Cases: 38 companies
- Success in investment in Japan: 3 companies

6. Service Fees:

- JETRO will make a payment USD 5,800 per month. The Service Fee shall be paid after the report which shall be completed to JETRO’s satisfaction (as determined in its sole discretion) and in accordance with JETRO’s standards by each due date described above, and upon receipt of an invoice issued by the Representative which is satisfactory to JETRO (as determined in its sole discretion). For the contract start month, the above monthly amount will be calculated on a daily basis and the cost will be paid.
- Activity fees such as tax, phone/copy, domain name, mail service, transportation fee, and any event registration fee are included in the commission stated in 5a), except those JETRO specifically asked to attend in writing.
- When JETRO specifically requests the representative, in writing, to travel for this project, JETRO will pay related travel expenses calculated based on our internal rules. Otherwise, all travel expenses shall be included in the commission stated in Service Agreement Exhibit C.