

FY2024 J-Bridge Program Coordinator Specification Document

JETRO San Francisco

1. Project Purpose

This project aims to accelerate collaboration and cooperation between US companies and Japanese J-Bridge member companies, that contributes to form and strengthen innovation and improvement of productivity in Japan.

2. Contract Period

The Contract date to March 31, 2025.

3. Details of work

The details of the Contracted Services are as follows.

(1) Organizer: JETRO *Co-organizer: contractor

(2) Target fields: J-Bridge will focus on the digital and green sectors as its two priority areas, with flexibly supporting projects in relevant industries that contribute to the creation of innovation and contribute to solving social issues in local communities in Japan and abroad.

(3) Service Users: J-Bridge member companies*, minimum of 5 companies, maximum will be confirmed during the contract period.

* companies that take on the challenge of developing innovative products, services and business models, and aim for rapid growth through digital technologies.

* companies include Japanese SMEs and large corporates, both in Japan and the US.

(4) Deliverables:

a. Mentoring/discussion

- 3 meetings per 1 company (up to 60 minutes each).
- It includes the research and discussions to identify opportunities for growth, designing and improving the business models or strategies.
- Meetings could be online and/or in-person.

b. Reporting

- 1 report per 1 company
- It includes the relevant market analysis, competitor research, and a list of startups in the targeted market. The list should be shared to JETRO before finalizing in order to avoid contacting existing clients of JETRO.

- Intelligence report should be compiled and shared to the companies and JETRO.
 - c. Business matching
 - Once, but not limited to, per 1 company
 - It includes to introduce the company to one of the startups listed in the list mentioned above which is the possible candidate as a partner, to the needs of companies.
4. Place of Delivery
JETRO San Francisco Office.
5. Miscellaneous:
- a. Payment
 - Contractor shall submit an invoice to JETRO at the timing of signing the contract, and when finishing the fifth company after passing the inspection.
 - JETRO shall pay the invoiced amount to the contractor within 30 days (payment due date) from the day of receipt of the invoice. Additional companies will be paid per unit.
 - b. Language to be used: English
 - c. Points to note
 - Startups to be listed are preferred to be in the US.