



Request for Proposal (RFP) For Empanelment of Master Trainers in the Area of Entrepreneurship

**The National Institute for Entrepreneurship and Small
Business Development (NIESBUD)
Ministry of Skill Development and Entrepreneurship
(MSDE),
Government of India**

Important Dates

Particulars	Date
Date of Issue of RFP	24-07-2025
Pre-bid Meeting	04-08-2025
Last date for submission	13-08-2025
Opening of Proposals	15-08-2025

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1. Background

The National Institute for Entrepreneurship and Small Business Development (NIESBUD) is an autonomous institution under the Ministry of Skill Development and Entrepreneurship (MSDE), Government of India. NIESBUD is mandated to promote entrepreneurship and small business development through a comprehensive suite of activities including training, consultancy, research, and policy advocacy. Since its inception, NIESBUD has trained over 16.91 lakh participants, including more than 5,600 international participants from 145+ countries, through more than 61,000 training programmes.

The Institute's Head Office is located in Noida (Sector 62), Uttar Pradesh. It operates a Regional Centre at Dehradun and has 21 extension centers across the country, operating from National Skill Training Institutes (NSTIs) at various locations including Bengaluru, Bhubaneswar, Calicut, Chennai, Goa, Howrah, Hyderabad, Indore, Jaipur, Jammu, Jamshedpur, Kanpur, Ludhiana, Mumbai, Noida, Panipat, Patna, Raipur, Shimla, Vadodara, and Visakhapatnam.

In order to expand its outreach and ensure the availability of high-quality trainers for its entrepreneurship development programmes across the country, NIESBUD invites applications for empanelment of eligible and experienced Master Trainers (MTs) in the area of Entrepreneurship.

2. Objectives

- To create a robust national pool of certified Master Trainers for effective delivery of entrepreneurship development programmes.
- To ensure high-quality, standardized training delivery and post-training support through expert trainers.
- To facilitate the implementation of NIESBUD's programmes at the grassroots level by having trained and competent Master Trainers empanelled state-wise and district-wise.

3. Eligibility Criteria for Master Trainers Applicants seeking empanelment as Master Trainers

Applicants must meet the following eligibility conditions:

- i) The applicant must have successfully completed a Master Trainer Training Programme or a Training of Trainers (ToT) Programme on Entrepreneurship conducted by: NIESBUD, Noida; Indian Institute of Entrepreneurship (IIE),

Guwahati; Entrepreneurship Development Institute of India (EDII), Ahmedabad or Any Government Institution.

- ii) The applicant should have a minimum of 3 years of experience in conducting entrepreneurship training, mentoring, or handholding support.
- iii) The applicant should have demonstrable experience of having conducted at least 10 training programmes or mentored 100+ entrepreneurs in the last three years.
- iv) The applicant should possess strong communication, facilitation, and interpersonal skills with a sound understanding of entrepreneurial development process.
- v) Preference will be given to applicants who have been associated with any Government Skill Development Missions, MSME initiatives, Start-up India, or related entrepreneurship projects.

4. Remuneration and Engagement

- i) Empanelled Master Trainers will be engaged by NIESBUD on a need-basis to conduct training sessions, provide mentoring, and extend handholding support under various programmes and projects.
- ii) The honorarium for the services rendered by the Master Trainer will be provided as per the specific Programme/Project budget norms.
- iii) The engagement is purely temporary, and no regular employment or permanent association is implied.

5. State and District-wise Empanelment

- i) The empanelment will be carried out on a State-wise and District-wise basis to ensure the availability of Master Trainers across all regions of India.
- ii) Applicants are required to clearly indicate the State(s) and District(s) for which they are applying for empanelment.

6. Roles and Responsibilities of Empanelled Master Trainers

- i) Delivering high-quality training sessions on entrepreneurship development as per NIESBUD's curriculum and guidelines.
- ii) Facilitating interactive discussions, case studies, group activities, as part of the training programmes.
- iii) Providing post-training handholding and mentoring support to participants for enterprise establishment and sustainability.

7. Application Process

Interested applicants must submit their Expression of Interest (EoI) in the prescribed format (Annexure-I) along with the following documents:

- i) Copy of Certificate of completion of Master Trainer/ ToT Programme.

- ii) Updated Resume detailing educational qualifications, work experience, and training delivery experience.
- iii) Documentary evidence of having conducted entrepreneurship training programmes/ mentoring (e.g., training certificates, letters from sponsoring agencies).
- iv) Copy of PAN Card, Aadhaar Card, and Bank Account details.
- v) Passport-size photograph.
- vi) Copy of Presentation of Sessions

8. Selection Process

- i) All applications will be screened based on eligibility criteria and documentary evidence submitted.
- ii) Shortlisted applicants may be called for a presentation or personal interaction to assess their facilitation skills and subject knowledge.
- iii) Final empanelment will be approved by a duly constituted Committee of NIESBUD.

9. Monitoring and Performance Review

- i) The performance of empanelled Master Trainers will be periodically reviewed based on feedback from participants, training delivery quality, and adherence to guidelines.
- ii) Unsatisfactory performance may result in de-empanelment without prior notice.

10. Validity and Renewal of Empanelment

- i) The initial empanelment will be valid for one year from the date of empanelment.
- ii) Renewal of empanelment will be subject to performance review, programme requirements, and institutional discretion.

11. Submission Details

All applications must be submitted in hard copy addressed to:

Administration Section
National Institute for Entrepreneurship and Small Business Development (NIESBUD)
A-23, Sector-62, Noida, Uttar Pradesh - 201309
Website: www.niesbud.nic.in

Queries, if any may be addressed to :- Dr. Saurabh Chandran Sekharan (09643865772)

ANNEXURE – I**Application Format for Empanelment as Master Trainer**

1	Name of Applicant	
2	Father's/Mother's Name:	
3	Date of Birth:	
4	Contact Details: (Mobile Number, Email ID, Address)	
5	Educational Qualifications (Enclose Hard Copies of Supporting Documents)	
6	Certificate Details of Master Trainer/ToT Programme (Issuing Institute, Year, Certificate No.) (Enclose Hard Copies of Supporting Documents)	
7	Experience in Entrepreneurship Training (Years) (Enclose Hard Copies of Supporting Documents)	
8	Number of Training Programmes Conducted (Enclose Hard Copies of Supporting Documents)	
9	Number of Entrepreneurs Mentored/ Supported (Enclose Hard Copies of Supporting Documents)	
10	Languages Known:	
11	State(s) and District(s) for Empanelment:	
12	PAN Number:	
13	Aadhaar Number: Bank Account Details:	
14	Any other relevant information:	
15	Any Awards/ Accolades/ Significant Achievement (Enclose Hard Copies of Supporting Documents)	

Declaration: I hereby declare that all the information furnished above is true to the best of my knowledge and belief. I understand that any false information may lead to disqualification.

Signature: _____

Date:

Place: