



Request for Proposal (RFP) For Empanelment of Mentors in Entrepreneurship Development

**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

Request for Proposal (RFP)

For Empanelment of Mentors in Entrepreneurship Development

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, Bhubaneshwar, Calicut, Chennai, Goa, Howrah, Hyderabad, Indore, Jaipur, Jammu, Jamshedpur, Kanpur, Ludhiana, Mumbai, Noida, Panipat, Patna, Raipur, Shimla, Vadodara, and Visakhapatnam.

Recognizing that mentoring and handholding are critical to the entrepreneurial journey, NIESBUD provides post-training support to help trainees overcome business initiation hurdles, regulatory challenges, and market integration issues. The Handholding and Mentoring Cell of NIESBUD plays a pivotal role in this process by assisting entrepreneurs in enterprise establishment, procedural formalities, and creation of financial and market linkages.

To further strengthen and scale its post-training support ecosystem, NIESBUD invites applications for the Empanelment of Mentors from professionals across sectors, industries, and regions. This will create a hybrid mentoring model combining the institutional expertise of NIESBUD with the field-level and domain expertise of external mentors.

2. Objectives

The empanelment aims to establish a structured and accessible mentoring ecosystem to provide post-training support to aspiring entrepreneurs. The core objectives are:

- **Post-Training Facilitation:** Support trainees of EDP/ESDP in business setup, legal formalities, financial linkages, and market access.
- **Need-Based Mentoring:** Provide customized guidance in specific areas such as FSSAI, GST, UDYAM registrations, GeM onboarding, business planning, credit facilitation, and sectoral insights.
- **Ecosystem Expansion:** Broaden the mentor base by onboarding experienced professionals, entrepreneurs, domain experts, and academicians.

- Enterprise Growth & Sustainability: Provide periodic guidance to ensure business establishment, continuity, and growth.

3. Scope of Engagement

Empanelled mentors will provide post-training mentoring and handholding support to aspiring and existing entrepreneurs through a hybrid model of engagement, using both online and offline modes. The mentoring support will be facilitated through physical mentoring camps, in-person interactions and through the Skill India Digital Hub (SIDH) Portal and Udyam Disha Platform of NIESBUD. The mentoring sessions may be organised in group as well as on one to one basis.

Areas of Mentoring Support

- Business Ideation & Planning
- Regulatory Compliances (FSSAI, GST, UDYAM, etc.)
- Financial & Credit Linkages
- Digital Enablement & E-commerce Integration
- GeM, ONDC Registration
- Marketing & Branding Strategies
- Sector-Specific Guidance (Agri-Enterprise, Services, Hospitality, Manufacturing, etc.)

4. Engagement Terms

Mentors will provide their guidance and expertise on a pro bono basis for mentoring. However, mentors may be provided honorarium for physical mentoring camps as per specific Programme/Project budget and norms. The empanelled mentors will be listed on NIESBUD's SIDH Portal with their profiles and areas of expertise. Mentors must disclose any conflicts of interest to maintain transparency. Regular feedback will be collected from mentees and mentors for continuous improvement.

5. Eligibility Criteria

Professionals applying for empanelment as mentors should meet the following eligibility conditions:

Criteria	Description
Educational Background	Graduate in any discipline. Higher qualifications in business management, entrepreneurship, or related fields will be preferred.
Experience	Minimum of 5 years of experience in entrepreneurship development, business management, enterprise mentoring, or enterprise promotion activities.

Professional Background	<p>The following categories of professionals are encouraged to apply:</p> <ul style="list-style-type: none"> • Experienced professionals from academia involved in entrepreneurship education or incubation. • Industry professionals with relevant experience in enterprise management or business development. • Startup founders and co-founders with hands-on entrepreneurial experience. • Successful entrepreneurs who have established and scaled businesses. • Experts from financial institutions, incubators, accelerators, Chartered Accountants and MSME promotion bodies.
Domain Expertise	Demonstrated knowledge and expertise in one or more of the mentoring areas listed in the Scope of Engagement.
Mentoring Commitment	Willingness to offer pro bono mentoring services to NIESBUD beneficiaries.

6. Application Process

Interested professionals must submit an Expression of Interest (Eoi) in the prescribed format (Annexure-I) along with the following documents:

- Detailed Resume including qualifications, work experience, and mentoring activities (if any).
- Proof of Experience comprising Certificates, appointment letters, or experience letters from relevant organizations.
- Brief note on the domains in which the applicant can offer mentoring.
- Identity Proof - PAN Card, Aadhaar Card.
- Passport-size Photograph For records.
- Declaration to offer pro bono mentoring services.

7. Selection Process

- All applications will be screened based on eligibility criteria and documentary evidence submitted.
- Shortlisted applicants may be invited for an online/offline interaction to assess mentoring approach and subject matter knowledge.
- Final empanelment will be approved by a duly constituted Committee of NIESBUD.

8. Monitoring and Review

- i) Mentors' engagement will be reviewed periodically based on beneficiary feedback, mentor reports, and mentoring outcomes.
- ii) Inappropriate conduct or non-performance may lead to de-empanelment.

9. 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, and institutional discretion.

10. 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. Saurabhchandran Sekharan (09643865772)

Application Format for Empanelment as Mentor

1	Full Name	
2	Date of Birth	
3	Gender	
4	Contact Number	
5	Email ID	
6	Postal Address	
7	Educational Qualifications	
8	Professional Experience (in years)	
9	Current Occupation/Designation	
10	Organization with Complete Address	
11	Area(s) of Expertise	<ul style="list-style-type: none">• Business Ideation & Planning• Financial Linkages• Legal & Compliance• E-Commerce & Digital Linkages• Marketing & Branding• Others (please specify)
12	Languages Known	
13	Past Mentorship Experience (if any)	
14	Willingness to Offer Pro Bono Services	Yes/ No
15	Preferred Mode of Mentoring	Physical / Virtual / Both
16	Availability (hours per week)	
17	Upload CV	[Attach File]

Declaration: I hereby declare that the information provided is true to the best of my knowledge. I confirm my willingness to offer mentoring services on a pro bono basis as per NIESBUD's Mentor Engagement Policy.

Signature: _____

Date:

Place: