

Eoi Note. No.4945/ESDP/2024 **21/11/2024****NOTICE INVITING Eoi**

S. No	Particulars	Details
1	Name	Empanel the experienced and expertised Institutions, Organizations, and Agencies to conduct Entrepreneurship and Skill Development Program (ESDP) with placement & market link Training Programs for SHG Entrepreneurs.
2	Last date & Time for receipt of Eoi:	29.11.2024 at 3.00 PM
3	Address for submission opening proposals:	The Mission Director, & APMEPMA, of 4 th & 5 th floor, Sri Lakshmi Narasimha Paradise, beside D-Mart, Tadepalli, Guntur District - 522501 Email: mdmepma2@apmepma.gov.in
4	Contact Person:	NNR Sreenivas, SMM 7901675659

Note: MEPMA reserves the right to accept or reject any EOI without assigning any reason and to seek additional information or clarifications if required.

Encl: EOI Notice

Annexure -1: Format for Organizational Profile

Annexure -2 : Declaration

**N TEJ BHARATH I A S, MD(NTB), O/o MISSION DIRECTOR-MEPMA
MISSION DIRECTOR
AP MEPMA**

MISSION FOR ELIMINATION OF POVERTY IN MUNICIPAL AREAS (MEPMA)
Municipal Administration & Urban Development, Govt. of A.P.,
3rd & 4th Floors, Sri Lakshmi Narasimha Constructions,
Beside: D-Mart, Tadepalli, Guntur Dist. - 522 501.

Expression of Interest (EOI) inviting to empanel the experienced and expertised Institutions, Organizations, and Agencies to conduct Entrepreneurship and Skill Development Program (ESDP) with placement & market link Training Programs for SHG Entrepreneurs.

Assignment: Empanelment of Technically Qualified Institutions, Organizations, and Agencies to conduct Entrepreneurship and Skill Development Program (ESDP) with placement & market link Training Programs for SHG Entrepreneurs in all the ULBs in the State of Andhra Pradesh.

1. Letters of Expression of Interest are invited from qualified and experienced Institutions, Organizations, and Agencies who wish to Empanel with Mission for Elimination of poverty in Municipal Areas, Andhra Pradesh for **“conducting Entrepreneurship and Skill Development Program (ESDP) with placement & market link Training Program for SHG Entrepreneurs”**.
2. While submitting the EOIs the Institutions, Organizations, and Agencies are advised to study the sample SHG families and their livelihoods at random in all the districts or in areas of their choice Municipal Corporations /Municipalities.

3. Background

Mission for Elimination of Poverty in Municipal areas (MEPMA), is a Society set up by the Government of Andhra Pradesh under Municipal Administration & Urban development department with the objective to improve the socio-economic conditions of the urban poor, MEPMA focuses on empowering Self-Help Groups (SHGs) and their federations to achieve sustainable livelihoods and self-reliance. MEPMA plays a vital role in transforming the lives of urban poor communities by empowering women, enhancing financial stability, and promoting social inclusion. Through its community-driven approach, it has significantly contributed to poverty reduction and sustainable urban development in Andhra Pradesh.

As part of its objective, MEPMA has initiated many initiatives such as providing Bank Linkages, Promoting Micro Enterprises, Self-employment under Self Employment Programmes, promoting livelihoods, establish market linkages to SHG products, implementing Social Security Schemes.

As part of promoting sustainable livelihoods to the SHG members in all the ULB, it is planned to conduct ESDP training programs for interested SHG members to improve their economic development. In this connection, MEPMA, Andhra Pradesh, is inviting Expressions of Interest (EOI) for empanel the qualified and experienced agencies, institutions, and organizations to conduct Entrepreneurship and Skill Development Program (ESDP) with placement & market link Training Program for Self-Help Group (SHG) entrepreneurs across various clusters and trades. The aim is to equip SHG members with the skills necessary to start, manage, and grow small businesses sustainably. Training must be delivered preferably in Telugu along with English to ensure accessibility for local SHG entrepreneurs.

4. Objective of the ESDP Training

The primary objective of this ESDP training is to build the capacity of SHG entrepreneurs in areas including financial literacy, business development plan, product development, marketing linkages, unit establishment tailored to their respective products, trades, and clusters and also to ensure to register the potential SHG entrepreneurs under MSME and support them to apply centrally sponsored schemes. After completing training, SHG members would be able to equip with essential entrepreneurial skills, enabling them to generate sustainable income and contribute to economic growth within their communities.

5. Scope of Work

Agencies and institutions interested in participating in this EOI must meet the following eligibility criteria:

- Proven experience in conducting ESDP or similar training programs, particularly for community-based organizations or SHG clusters.
- Demonstrated expertise in providing sector-specific, trade-specific, or cluster-specific training.
- Capacity to deliver training in Telugu and adapt materials for local understanding and relevance.
- Designing and conducting product-specific, trade-specific, and cluster-specific ESDP with placement & Market Link trainings.
- Delivering interactive training sessions that cover core entrepreneurial skills such as financial management, financial literacy, trade/product/business specific skills, production, quality control, market linkages, and business sustainability.
- Strong documentation of previous experience, including completion reports, client testimonials, and performance evaluations.
- The agency should have in house trained faculty for organizing ESDPs.
- The Agency should possess extensive experience in preparing project, facilitating bank Linkages and industry tie up for providing suitable machinery for setting enterprises by SHGs.
- The Institution/ Organization/Agency should possess extensive experience in Marketing
- They shall able to tie up with marketing agencies and able to provide branding, value addition, processing etc
- Providing post-training support evaluation mechanism to assess the impact of the training and monitoring to ensure successful application of learned skills.
- Providing placement or market linkage support.
- Assist in registering of SHGs under MSME and prepare DPRs to submit applications to relevant centrally sponsored schemes.

6. Submission Requirements

Interested agencies should submit the following documents:

- **Organization Profile:** A brief overview of the organization, including experience, infrastructure, and resources.
- **Technical Proposal:** A detailed outline of the proposed training methodology, approach, and any customization for

- SHG-specific training.
- **Previous Experience:** Evidence of past experiences, such as copies of training reports, contracts, testimonials from previous clients, or any other supporting documentation.
- **Trainer Profiles:** Resumes and qualifications of trainers with expertise in relevant fields and proficiency in Telugu.
- **Financial Proposal:** A cost proposal for delivering the training, including a breakdown of expenses.

7. Process of Empanelment and contracting the services

MEPMA will undertake following steps to empanel and to contract the services of suitable Institutions, Organisations and Agencies for conducting ESDP with placement & market link training programs.

- **Evaluation of EOIs by MEPMA:**

MEPMA will receive the EOI letters along with technical proposals from all the interested Institutions, Organizations and Agencies and evaluate the EOIs based on desirable criteria.

- **MoU with the empanelled agencies by MEPMA:**

MEPMA will finalise the terms and conditions along with TOR and circulate to all the empanelled agencies and seek commercial proposals whenever necessary at later stage. MEPMA will offer the assignments to all the empanelled agencies or from few agencies whenever required and enter in to a MoU with the interested empanelled agencies based on mutual consensus and based on the least rate received. Areas of allocation and quantum of allocation will be done on negotiations with interested agencies provided they are having required personals. MEPMA will not give guarantee to give the assignment to any or all empanelled agencies. Decision of the Mission Director, MEPMA will be the final and shall be obliged by all in this regard.

8. Criteria for Empanelment:

Interested Institutions, Organisations and Agencies should provide information demonstrating that they have the required qualifications and relevant experience to perform the services. The short-listing criteria are follows:

A) Mandatory

- a. The Applicant should be a Institutions, Organizations and Agencies registered under relevant Acts.
- b. Experience (minimum 10 years) in livelihood/ entrepreneurship promoting

- activities with focus on placement and market linkage driven interventions;
- c. Minimum of 2 experiences in livelihood promotion among Community Based Organizations
 - d. Should have an annual average turnover of Rs. 1.00 crore in the last three years i.e.2021-22, 2022-23, 2023-24
 - e. Having experience in similar filed as an individual organisation or consortium.

B) Desirable

- a. Having proven experience in promoting livelihoods in a large project with a livelihood/ entrepreneurship / value added project supported / implemented by Government of India, or State Governments.
- b. Having demonstrated ability to build partnerships with private sector/ Corporate firms etc. with domain knowledge of and experience in Livelihoods Enhancement through development of value chain and market linkage interventions.

Note: The applicant shall furnish relevant documentation supporting the above mandatory eligibility criteria. In case of non-compliance to any of the eligibility criteria mentioned, the applicant shall be liable to be disqualified without any notice and the appeals of the applicants may not be processed further.

The EOI must be delivered in **the prescribed form (see Annexure -1 & along with a soft copy.** The Eoi is to be submitted with details and evidence related to the selection criteria listed above in a sealed envelope clearly indicating Eoi submission for "Empanelment of Technically Qualified Institutions, Organisations and Agencies competent to conduct ESDP trainings to the SHG entrepreneurs in all ULBs of the State of Andhra Pradesh".

EOI should be submitted to the undersigned on or before 21th November 2024 3.00 PM. Agencies are required to submit the EOI along with a cover letter, duly filled **Annexure-1 & 2** provided along with this EOI and necessary supporting documents to the following address.

**The Mission Director,
AP MEPMA**

**3rd & 4th Floors, Sri Lakshmi Narasimha Constructions,
Beside: D-Mart, Tadepalli, Guntur Dist. - 522 501**

- Incomplete EOIs and EOIs received after the specified date and time will not be considered.
- The empanelment period is valid for 1 years.
- Further information can be obtained at the above address during office hours [10:30 to 17:00 hours].

Annexure -1: Format for Organizational Profile

Name of the Assignment:

Reference No of EOI and date:

(Note: Consultants submitting the EOI as a joint venture or intended to form a joint venture should provide the details of all the partners)

A - Institutional/Organization's Profile (Maximum 2 pages)							
1	Name of the Institution/ Organization/ Agency						
2	Postal Address						
3	Telephone: Mobile: E-mail: Website:						
4	Contact Person name and designation with contract details						
5	Registration Details and date: Legal status: (Trust/society / others (specify)		Provide copy of the registration certificate, Organisation PAN & brief Profile, and latest annual report				
6	No. of completed years						
7	Financial Capacity: Average Annual Turnover of lead consultant must be more than Rs.1.00 crores during the last three financial years. (Enclose Audited financial reports).		Provide the turnover of organization (on the basis of the audited accounts) in the last three financial years in Indian Rupees.				
			2023-24	2022-23	2021-22	Average	
1	Details of ESDP programs for which the consultant has conducted in developing economic improvement of poor. Consultants are required to provide details.						
	Name of Project/ Project annual outlay in Rs.	Client	Services Provided	Area of Services provided	Duration of Assignments		Value of Contract (in INR)
					Effective date of original contract	Date of acceptance of final deliverables	

				and Duration	by the client	
Details of the projects (Minimum of 2) in Entrepreneurship promotion among Community Based Organizations. Please attach a brief note on each project.						
2	Name of Project/ Project annual outlay in Rs.	Client	Services Provided	Duration of Assignment and status as of October 2024	Provide the details of ESDP provided to CBOs	Turnover of the value

Current nature of business or activities: (Not exceeding four lines)
Brief history of the Operations and Activities of the Applicant: (Not exceeding eight lines; to include details of principal promoters and joint venture partners)

Name and details of Business /Company to which applicant belongs: (Not exceeding four lines)			
Name of the Company	Name of the Consortium Company	Primary Activity	Turnover (FY 2021-24)

Previous Experience of Business Development Services: (Not exceeding eight lines)

1. Relevant experience
2. Industry tie-ups
3. Achievements in the Relevant Fields
4. Infrastructure Available
5. Any other useful information

Proposed Consortium/Collaboration for the implement, operations, management, of the proposed development, if any?

Nature of consortium/ collaboration proposed	Proposed Partner	Partner's Particular Expertise	Partner's Turnover (FY 2021-24)

Briefly explain your Concept and Proposed Project Components considered for Conduct ESDP with market linked and placement linked programs"

Note: Applicants shall attach documents/brochures/corporate literature & Annual reports of the last 3 Years as Documentary Proof.

I/We declare that the information stated hereinabove is accurate.

Full Name:
 Designation:
 Organization:
 Address:

Date:

Signature of the authorised representative.

Annexure -2

Declaration

Date:

To whom so ever it may be concern

I/We hereby solemnly take oath that I/We am/are authorized signatory in the Institution/ Organization/ Agency and hereby declare that "Our Institution/ Organization/ Agency do not face any sanction or any pending disciplinary action from any authority against our Institution/ Organization/ Agency or partners. Further, it is also certified that our firm has not been blacklisted by any government or any other donor/partner organization in past.

In case of any further changes which affect this declaration at a later date, we would inform the MEPMA accordingly.

We also confirm that the details provided in our response to EOI are true. If the MEPMA finds at any time that the information provided is not correct, we shall be bound by any action that the MEPMA deems fit and appropriate including termination.

**Authorized Signatory
(with seal)**