



**LETTER OF AGREEMENT**  
**between**  
**THE UNITED NATIONS DEVELOPMENT PROGRAMME**  
**And**  
**NATIONAL INSTITUTE FOR ENTREPRENEURSHIP AND SMALL BUSINESS DEVELOPMENT**  
**WHEN UNDP SERVES AS IMPLEMENTING PARTNER**

1. Reference is made to the consultations between officials of the United Nations Development Programme (hereinafter referred to as “UNDP”) in India and officials of *National Institute for Entrepreneurship and Small Business Development* (hereinafter referred to as “NIESBUD”) with respect to the realization of activities by *NIESBUD* in the implementation of the project *no 90113 titled Supporting an inclusive and multi-sectoral response to COVID-19 and addressing its socio-economic impact in India*, as specified in Attachment 1: Project Document, to which UNDP has been selected as implementing partner.
2. In accordance with the Project Document and with the following terms and conditions, we confirm our acceptance of the activities to be provided by *NIESBUD* towards the project, as specified in Attachment 2: Description of Activities (hereinafter referred to as “Activities”). Close consultations will be held between *NIESBUD* and UNDP on all aspects of the Activities.
3. *NIESBUD* shall be fully responsible for carrying out, with due diligence and efficiency, all Activities in accordance with its Financial regulations, rules and other directives, only to the extent they are consistent with UNDP’s Financial Regulations and Rules. In all other cases, UNDP’s Financial Regulations and Rules must be followed.
4. In carrying out the activities under this Letter, the personnel and sub-contractors of *NIESBUD* shall not be considered in any respect as being the employees or agents of UNDP. UNDP does not accept any liability for claims arising out of acts or omission of *NIESBUD* or its personnel, or of its contractors or their personnel, in performing the Activities or any claims for death, bodily injury, disability, damage to property or other hazards that may be suffered by *NIESBUD*, and its personnel as a result of their work pertaining to the Activities.
5. Any subcontractors, including NGOs under contract with *NIESBUD*, shall work under the supervision of the designated official of *NIESBUD*. These subcontractors shall remain accountable to *NIESBUD* for the manner in which assigned functions are discharged.
6. Upon signature of this Letter, UNDP will make payments to *NIESBUD*, according to the schedule of payments specified in Attachment 3: Schedule of Activities, Facilities and Payments. The payment shall be deposited into the local bank account of *NIESBUD* of which the details are as follows:

**Name of the bank: AXIS Bank Ltd.**  
**Branch: Lajpat Nagar II, New Delhi - 110024**  
**Account No: 913010038953628**  
**Address: Lajpat Nagar II, New Delhi - 110024**  
**IFS Code: UTIB0000824**  
**Branch Code: 000824**

7. *NIESBUD* shall not make any financial commitments or incur any expenses which would exceed the budget for the Activities as set forth in Attachment 3. *NIESBUD* shall regularly consult with UNDP concerning the status and use of funds and shall promptly advise UNDP any time when *NIESBUD* is aware that the budget to carry out these Activities is insufficient to fully implement the project in the manner set out in the Attachment 2. UNDP shall have no obligation to provide *NIESBUD* with any funds or to make any reimbursement for expenses incurred by *NIESBUD* in excess of the total budget as set forth in Attachment 3.

8. *NIESBUD* shall submit a cumulative financial report half yearly (31 December 2020, 30 June 2021). The report will be submitted to UNDP through the UNDP Resident Representative within 30 days following those dates. The format will follow the standard UNDP expenditure report [a model copy of which is provided as Attachment 4]. UNDP will include the financial report by *NIESBUD* in the financial report for project no 90113 titled *Supporting an inclusive and multi-sectoral response to COVID-19 and addressing its socio-economic impact in India*

9. *NIESBUD* shall submit such progress reports relating to the Activities as may reasonably be required by the project manager in the exercise of his or her duties.

10. *NIESBUD* shall furnish a final report within 12 months after the completion or termination of the Activities, including a list of non-expendable equipment purchased by *NIESBUD* and all relevant audited or certified financial statements and records related to such Activities, as appropriate, pursuant to its Financial Regulations and Rules.

11. Equipment and supplies that may be furnished by UNDP or procured through UNDP funds will be disposed as agreed, in writing, between UNDP and *NIESBUD*.

12. Any changes to the Project Document which would affect the work being performed by *NIESBUD* in accordance with Attachment 2 shall be recommended only after consultation between the parties.

13. For any matters not specifically covered by this Letter, the Parties would ensure that those matters shall be resolved in accordance with the appropriate provisions of the Project Document and any revisions thereof and in accordance with the respective provisions of the Financial Regulations and Rules of the *NIESBUD* and UNDP.

14. The arrangements described in this Letter will remain in effect until the end of the project, or the completion of activities of *NIESBUD* according to Attachment 2, or until terminated in writing (with 30 days notice) by either party. The schedule of payments specified in Attachment 3 remains in effect based on continued performance by *NIESBUD* unless it receives written indication to the contrary from UNDP.

15. Any balance of funds that is undispersed and uncommitted after the conclusion of the Activities shall be returned within 90 days to UNDP.

16. Any amendment to this Letter shall be effected by mutual agreement, in writing.

17. All further correspondence regarding this Letter, other than signed letters of agreement or amendments thereto should be addressed to *Shoko Noda, Resident Representative, UNDP [55, Lodhi Estate, New Delhi 110003]*.

18. *NIESBUD* shall keep the UNDP Resident Representative fully informed of all actions undertaken by them in carrying out this Letter.


19. UNDP may suspend this Agreement, in whole or in part, upon written notice, should circumstances arise which jeopardize successful completion of the Activities.

20. Any dispute between the UNDP and *NIESBUD* arising out of or relating to this Letter which is not settled by negotiation or other agreed mode of settlement, shall, at the request of either party, be submitted to a Tribunal of three arbitrators. Each party shall appoint one arbitrator, and the two arbitrators so appointed shall appoint a third arbitrator, who shall be the chairperson of the Tribunal. If, within 15 days of the appointment of two arbitrators, the third arbitrator has not been appointed, either party may request the President of the International Court of Justice to appoint the arbitrator referred to. The Tribunal shall determine its own procedures, provided that any two arbitrators shall constitute a quorum for all purposes, and all decisions shall require the agreement of any two arbitrators. The expenses of the Tribunal shall be borne by the parties as assessed by the Tribunal. The arbitral award shall contain a statement of the reasons on which it is based and shall be final and binding on the parties.

21. If you are in agreement with the provisions set forth above, please sign and return to this office two copies of this Letter. Your acceptance shall thereby constitute the basis for *NIESBUD*'s participation in the implementation of the project.


22. The LoA will be operational from 8<sup>th</sup> September 2020 till 31<sup>st</sup> March 2021 and may be rolled forward with mutual endorsement of both the parties.

Signed on behalf of NIESBUD

  
Poonam Sinha  
Director

(Dr. Poonam Sinha)  
Director (Entrepreneurship Education)  
The National Institute for Entrepreneurship and  
Small Business Development (NIESBUD)  
(Ministry of Skill Development and Entrepreneurship, Govt. of India)  
A-23, Sector-62, NOIDA (U.P.)

Signed on behalf of UNDP

  
Shoko Noda,  
Resident Representative

## Attachment 1

**Project:**                **Supporting an inclusive and multi-sectoral response to COVID-19 and addressing its socio-economic impact in India**

**Objective:**            **Develop local mentors to help women entrepreneurs to start and grow nano and micro businesses through business skills and psycho-social support in 3 states (Uttar Pradesh, Madhya Pradesh and Maharashtra)**

### I. INTRODUCTION:

UNDP in partnership with NIESBUD is implementing the project, Supporting an inclusive and multi sectoral response to COVID-19 and Develop local mentors to help women entrepreneurs to start and grow nano and micro businesses through business skills and psycho-social support in 3 states (Uttar Pradesh, Madhya Pradesh and Maharashtra) in India

The project intends to create a cadre of local mentors to help women entrepreneurs to start and grow nano and micro businesses through business skills and psychosocial support. This will help improve outcomes for the individuals and communities that are most affected by COVID-19 and help them to build resilience to cope better with the impacts of crisis. The project will provide self-employment opportunities to the migrant population through entrepreneurship awareness, training, mentoring and handholding for setting up enterprises with the support of various Government schemes and programmes; Create community mentors/ Biz-Sakhis to act as catalyst and community business consultant. Further the Project will aim towards Institutionalization and scale up of the Biz Sakhi curriculum with programmes of Ministry of Skill Development and Entrepreneurship (MSDE), State Government and other development agencies.

### II. RATIONALE:

The worldwide spread of Corona virus pandemic has attributed to migration and mobility of people. In a globalized world, the lockdown is likely to bring unprecedented breakdown of our economic and social system. Migrants are most vulnerable to urban disasters and epidemics.

For India too, the lockdown proved to be a nightmare for hundreds of thousands of migrant workers, who lost their livelihoods overnight and became homeless. The immediate challenges faced by these migrant workers were related to food, shelter, loss of wages, fear of getting infected and anxiety. As a result, thousands of them started going back from various cities to their native places.

The 2011 census reported over 41 million Indians migrated from rural to urban areas for work, now almost at the end of this decade, we can certainly expect a multi-fold rise in these estimations. Even as the relaxations for economic activities are coming in place, the migrants may continue to return home to avoid tryst with the uncertainties of these times. The migration of workers will also have a direct impact on India's economy.

The Covid-19 crisis has provided initial impetus for creating and facilitating a self-employment entrepreneurial culture. The other side of providing meaningful sustenance to the migrant population can be achieved through fostering self-reliance in them. Many workers who have gone back to their native places are not likely to return to the cities soon. Limited employment opportunities in their native places with respect to demand for gainful employment endures a way out for migrants workers to attempt for self-employment opportunities.

COVID Crisis brings an opportunity to address legacy issues and prepare an efficient plan for a better tomorrow. Therefore, NIESBUD with support of UNDP India proposes to conduct entrepreneurship development training activities in the states of Uttar Pradesh, Madhya Pradesh and Maharashtra which have been severely affected by the return of the migratory population.

Further, the sixth economic census by MoSPI, reveals the status that, women entrepreneurs in India are only 14%. As highlighted by many studies and projects, the mentorship support service is the need of the time for fostering entrepreneurship among women. In the context where Govt. of India and Hon. Prime Minister declared the thrust for entrepreneurship and employment, the system of mentorship for fostering women's entrepreneurship in Tier-1, Tier-2 cities and rural areas is very much necessary for bringing economic empowerment and employment. It is time to push such entrepreneurship programmes for the category of women who is willing to start enterprises with capital of less than INR 10 lakhs in both agricultural and non-agricultural or service based entrepreneurship. Therefore, NIESBUD in collaboration with UNDP proposes to provide mentorship support services of both psycho-social and business supports through a cadre of community mentors called Business Sakhis (Biz-Sakhis). These mentors will provide backward (with financial institutions for example) and forward (with more lucrative business ideas and market) linkages. Moreover, the mentor will provide the aspiring entrepreneur with the much-needed psychological support that a woman will need to face all the obstacles that prevent her from starting or sustaining her own business.

### III. SCOPE OF WORK

Under the supervision and guidance of the Head Inclusive Growth and state teams at Maharashtra, Uttar Pradesh and Madhya Pradesh, the implementation partner will undertake the following:

#### I. Mobilization and awareness creation:

Collaborative efforts of stakeholders to promote Entrepreneurship awareness and training resulting into self-employment opportunities for migrant population;

- a. Mobilization and identification of aspiring and potential entrepreneurs from migrant population;
- b. Motivating youth, unskilled, semi-skilled, skilled, rural women and unorganized worker to pursue entrepreneurship ;
- c. Generate awareness regarding entrepreneurship for creation of self-employment opportunities for migratory population;

#### II. Training, handholding and creating linkages:

Providing training, mentorship and handholding for reverse migrants and advocate Entrepreneurship and livelihood generation among reverse migrant population

1. Creation of a pool of Master Trainers to be trained on Biz Sakhi curriculum;
2. Conduct of 1-day Webinar for creating awareness regarding entrepreneurship opportunities for migrant population;
3. Conduct of 1-day Entrepreneurship Awareness Programmes (EAP);
4. Conduct of 5-days Entrepreneurship Development Programmes (EDP);
5. Conduct of 5-days Master Trainers Training Program on Biz Sakhi curriculum;

6. Facilitate and handhold target group in finding appropriate income generation or entrepreneurship activities;
7. Financial Linkage and Business promotion opportunities;
8. Mentoring and setting Startups and collectivization of entrepreneurs for larger backward and forward linkages.

In order to achieve the above the methodology to be adopted includes-

| S. No. | Program  | Implementation Methodology  |
|--------|--|---|
| 1      | 1-day Webinar for stakeholders   | One Day Webinar will be conducted in all 3 proposed states among the stakeholders of the programme for discussing the modus operandi of the programme. Following stakeholders will participate in the Webinar- UNDP India, NIESBUD, State Governments, NIESBUD Training Partners, NGOs, Udyam fellows – Community Mentors, Self Help Groups.  |
| 2      | Conduct of 1-day Entrepreneurship Awareness Programmes (EAP)               | <p>Migratory Population with inclination to opt for self-employment will be selected to undergo 1 Day EAP Programme. The programme will expose participants with different facets of entrepreneurship including business idea identification based on local resources and demand and support ecosystem to derive financial assistance under different Govt. schemes to set up nano and micro enterprises.</p> <p>NIESBUD will mobilize the participants with help of its Training Partners and support of UNDP.</p> <p>Programme will be conducted Online through NIESBUD LMS Platform.</p>   |
| 3      | Conduct of 5-days Entrepreneurship Development Programmes (EDP)            | <p>The entrepreneurship development training is envisaged as a 5 Days capsule with focus on development of business skills relating to business opportunity identification, market research, essentials of marketing, financial management, business support ecosystem, enterprise management, procedure for bank finance, linkage with financial institutions and respective industry clusters, necessary legal and other compliances. At the end of the training, each participant would have a ready to use business plan as their DPR towards establishing access to financial sources and market linkages.</p> <p>NIESBUD will mobilize the participants with help of its Training Partners and support of UNDP.</p> <p>Selected beneficiaries of the Entrepreneurship Awareness programme and Working Persons, youth, unskilled, semi-skilled, skilled, rural women, and unorganized worker who intend to pursue entrepreneurship opportunities would be identified for the programme.</p> <p>Training will be imparted through NIESBUD LMS Platform.</p> |
| 4      | Conduct of 5-days Master Trainers Training Program on Biz Sakhi curriculum | <p>Creation of a cadre of 'Business Sakhis (Biz- Sakhis) as a local resource for entrepreneurship promotion.</p> <p>These community mentors will be certified by NIESBUD. To enable the Biz- Sakhis to function and deliver effectively, they will themselves require continuous handholding and mentoring support. This will be provided through the Master Trainers empaneled and trained by</p>  |

|   |                           |   |
|---|---------------------------|---|
|   |                           | <p>NIESBUD. They will play a critical role in developing the cadre of Biz-Sakhi. The Master Trainers will impart the training to Biz-Sakhi as per the curriculum framework and design, handhold Biz-Sakhi during field visits, do their continuous assessment and evaluate them for certification. In this context, National Institute for Entrepreneurship and Small Business Development will empanel and train Master Trainers across 3 States over a 5-day programme.</p> <p>NIESBUD will mobilize the participants with help of its Training Partners and support of UNDP.</p> <p>Training will be imparted through NIESBUD LMS Platform.</p>  |
| 5 | Mentoring and Handholding | <p>NIESBUD has its mentoring and Handholding Department which has domain experts who help the trainees in setting up their enterprises by providing guidance and facilitating the interventions for same wherever required.</p> <p>Tracking of trainees will be done from the date of completion of training in respect to their career progression. The community mentors/ Biz Sakhi will provide intense handholding support and facilitate in setting up of Nano and Micro enterprises. Trainees will be provided handholding for all support activities such as Business registration, Linkage with Financial Institutions/ Banks for availing Credit facility, Market linkages. NIESBUD will also extend its expertise to provide them with mentoring and handholding support.</p> <p>Selected participants from the Entrepreneurship Development Programme will be provided Mentoring and Handholding in order to facilitate establishment of 250 nano and micro enterprises.</p> |

*The curriculum design and knowledge products created will be intellectual property rights of UNDP and UNDP should always be quoted by the academic partners to describe the project with other stakeholders.*

#### IV. **KEY OUTPUTS:**

The following are the key deliverables planned:

- Conduct Entrepreneurship Awareness Programme (EAP) for 2000 persons from migratory population for setting up enterprises with the support of various schemes and programmes.
- Conduct Entrepreneurship Development Programme (EDP) for 600 selected participants.
- Conduct training programmes for 100 Master trainers who would support community mentors/ Biz Sakhi in facilitating setting up of micro and small enterprises.
- Conduct of 1-day Webinar for creating awareness regarding entrepreneurship opportunities for migrant population;
- Facilitation in setting up 250 Nano and Micro enterprises through intense handholding support by community mentors/ Biz Sakhi.
- Development of a validated model for economic rejuvenation of migratory population through focused intervention in entrepreneurial activities.

- The agency should be able to facilitate convergence with schemes of Government of India, State Governments, State Skill Missions and also leverage Government Institutions like the NSTI.

**V. DURATION OF ASSIGNMENT**

The program duration will be from signing of contract in 8<sup>th</sup> September 2020 to March 2021.

**VI. REPORTING AND MANAGEMENT**

The selected agency will work under the overall supervision and guidance of Head Inclusive Growth, UNDP and will coordinate closely with respective state teams of UNDP - as mentioned in the scope of the project.



## Attachment 2

### DESCRIPTION OF ACTIVITIES

The overall project is focused on Supporting an inclusive and multi-sectoral response to COVID-19 and addressing its socio-economic impact in India by developing local mentors to help women entrepreneurs to start and grow nano and micro businesses through business skills and psycho-social support in 3 states (Uttar Pradesh, Madhya Pradesh and Maharashtra).

**The following activities are proposed to be undertaken by NIESBUD aligned to the scope of the overall project:**

#### Results to be achieved by NIESBUD

- i. Conduct of 1-day Webinar for creating awareness regarding entrepreneurship opportunities for migrant population;
- ii. Conduct of 1-day Entrepreneurship Awareness Programmes (EAP);
- iii. Conduct of 5-days Entrepreneurship Development Programmes (EDP);
- iv. Conduct of 5-days Master Trainers Training Program on Biz Sakhi curriculum

#### Activities to be undertaken:

**i. 1-day Webinar for stakeholders:**

One Day Webinar will be conducted in all 3 proposed states among the stakeholders of the programme for discussing the modus operandi of the programme. Following stakeholders will participate in the Webinar- UNDP India, NIESBUD, State Governments, NIESBUD Training Partners, NGOs, Udyam fellows – Community Mentors, Self Help Groups.

**ii. Conduct of 1-day Entrepreneurship Awareness Programmes (EAP):**

Migratory Population with inclination to opt for self-employment will be selected to undergo 1 Day EAP Programme. The programme will expose participants with different facets of entrepreneurship including business idea identification based on local resources and demand and support ecosystem to derive financial assistance under different Govt. schemes to set up nano and micro enterprises. Programme will be conducted Online through NIESBUD LMS Platform.

**iii. Conduct of 5-days Entrepreneurship Development Programmes (EDP)**

The entrepreneurship development training will be 5 Days capsule with focus on development of business skills relating to business opportunity identification, market research, essentials of marketing, financial management, business support ecosystem, enterprise management, procedure for bank finance, linkage with financial institutions and respective industry clusters, necessary legal and other compliances. At the end of the training, each participant would have a ready to use business plan as their DPR towards establishing access to financial sources and market linkages. Selected beneficiaries of the Entrepreneurship Awareness programme and Working Persons, youth, unskilled, semi-skilled, skilled, rural women, and unorganized worker who intend to pursue entrepreneurship opportunities would be identified for the programme. Training will be imparted through NIESBUD LMS Platform.

**iv. Conduct of 5-days Master Trainers Training Program on Biz Sakhi curriculum**

Creation of a cadre of 'Business Sakhis (Biz- Sakhis) as a local resource for entrepreneurship promotion. These community mentors will be certified by NIESBUD. To enable the Biz- Sakhis to function and deliver effectively, they will themselves require continuous handholding and mentoring support. This will be provided through the Master Trainers empanelled and trained by NIESBUD. They will play a critical role in developing the cadre of Biz-Sakhi. The Master Trainers will impart the training to Biz-Sakhi as per the curriculum framework and design, handhold Biz-Sakhi during field visits, do their continuous assessment and evaluate them for certification. In this context, National Institute for Entrepreneurship and Small Business Development will empanel and train Master Trainers across 3 States over a 5-day programme.

**v. Mentoring and Handholding**

NIESBUD has its mentoring and Handholding Department which has domain experts who help the trainees in setting up their enterprises by providing guidance and facilitating the interventions for same wherever required.

Tracking of trainees will be done from the date of completion of training in respect to their career progression. The community mentors/ Biz Sakhi will provide intense handholding support and facilitate in setting up of Nano and Micro enterprises. Trainees will be provided handholding for all support activities such as Business registration, Linkage with Financial Institutions/ Banks for availing Credit facility, Market linkages. NIESBUD will also extend its expertise to provide them with mentoring and handholding support.

Selected participants from the Entrepreneurship Development Programme will be provided Mentoring and Handholding in order to facilitate establishment of 250 nano and micro enterprises.

## Attachment 3

## Schedule of Activities, Facilities &amp; Payments

| S. No | Deliverables   | Timeline  | % to be released | Amount to be released (INR) |
|-------|--|---|------------------|-----------------------------|
| 1     | Submission of inception report with detailed implementation plan including methodology, timelines, location etc.   | Advance to be released on submission of inception report (September 2020) | 20               | 5,00,000                    |
| 2     | Submission of Interim report with completion of following deliverables: <ul style="list-style-type: none"> <li>▪ Conduct 5 Webinars (atleast 1 for each state) for creating awareness on entrepreneurship opportunities for migrant population</li> <li>▪ Completion of 1-day EAP for all beneficiaries; and on submission of expenditure report and FACE of 100% of first instalment</li> </ul>             | By October 2020   | 20               | 5,00,000                    |
| 3     | Submission of Interim report 2 with completion of following deliverables: <ul style="list-style-type: none"> <li>• Completion of 5-day EDP for all beneficiaries and on submission of expenditure report and FACE of 100% of 2<sup>nd</sup> instalment</li> </ul>  | By November 2020  | 30               | 7,50,000                    |
| 4     | Submission of Interim Final report with completion of following deliverables <ul style="list-style-type: none"> <li>• 5-days Master Trainers Training Program on Biz Sakhi curriculum</li> <li>• Mentoring &amp; Handholding to Selected EDP Participants for establishing 250 Nano &amp; Micro Enterprises and on submission of expenditure report and FACE of 100% of 3<sup>rd</sup> instalment</li> </ul> | By January 2021   | 30               | 7,50,000                    |
| 5.    | Submission of final report alongwith FACE of 100% utilization of 4 <sup>th</sup> instalment  | By March 2021   |                  | NIL                         |
|       | Total  |   | 100              | <b>25,00,000</b>            |

program expenditure. Detailed budget is at Annexure 1.

Release of funds will be as follows:

- First tranche of INR 500,000 (INR Five lakh only)-upon submission of Inception Report including detailed work plan/ implementation plan including methodology, timelines, location etc. for rolling out the pilot.
- Second tranche of INR 500,000 (INR Five lakh only) - upon Submission of report on Conduct of 1-day webinar in all 3 states and 1-day EAP in all 3 states; and on submission of expenditure report and FACE of 100% utilization of first tranche
- Third tranche of INR 7,50,000 (INR Seven lakh fifty thousand only)-- upon Submission of report on completion of 5-day EDP to all beneficiaries in all 3 states and on submission of expenditure report and FACE of 100% utilization of second tranche.
- Fourth and final tranche of INR 7,50,000 (INR Seven lakh fifty thousand only) – upon submission of Interim Final report with completion of following deliverables. 5-days Master Trainers Training Program on Biz Sakhi curriculum Mentoring & Handholding to Selected EDP Participants for establishing 250 Nano & Micro Enterprises and on submission of expenditure report and FACE of 100% of 3<sup>rd</sup> instalment

At the end of the project, NIESBUD to send to UNDP a project financial report, confirming utilization of funds received. Any unutilized balances to be returned to UNDP.

Note:

Expenditures for personnel services may be limited to salary, allowances and other entitlements, including the reimbursement of income taxes due and travel costs on appointment to the project, duty travel within the programme country or region and repatriation costs.

Adjustments within each of the sections may be made in consultation between UNDP and NIESBUD. Such adjustments may be made if they are in keeping with the provisions of the Programme Support/Project Document and if they are found to be in the best interest of the project.

UNDP will undertake assurance activities as per the regulations stated in HACT assurance framework

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**Attachment 4  
FACE Form to report Expenditure**

**Funding Authorization and Certificate of Expenditures**

UN UND  
Agency: P

Date : \_\_\_\_\_

Country: India

Project Code & Title:

Project Code & Title:

Responsible Officer(s):

Implementing Partner:

Currency: INR

**Type of Request:**

- Direct Cash Transfer (DCT)
- Reimbursement
- Direct Payment

**REPORTING**

**REQUESTS / AUTHORIZATIONS**

| Activity and duration | UNDP coding |      | Authorised Amount | Actual Project Expenditure | Expenditures accepted by Agency | Balance | New Request Period & Amount | Authorised Amount for advance | Outstanding Authorised Amount |
|-----------------------|-------------|------|-------------------|----------------------------|---------------------------------|---------|-----------------------------|-------------------------------|-------------------------------|
|                       | Account     | Fund |                   |                            |                                 |         |                             |                               |                               |
|                       |             |      |                   |                            |                                 |         |                             |                               |                               |
|                       |             |      |                   |                            |                                 |         |                             |                               |                               |

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|              |  |  |  |  |  |  |  |
| <b>Total</b> |  |  |  |  |  |  |  |

**CERTIFICATION**

The undersigned authorized officer of the above-mentioned implementing institution hereby certifies that:

- The funding request shown above represents estimated expenditures as per AWP/CPAP and itemized cost estimates attached.
- The actual expenditures for the period stated herein has been disbursed in accordance with the AWP/CPAP and previously approved itemized cost estimates. The detailed accounting documents for these expenditures can be made available for examination, when required, for the period of five years from the date of the provision of funds.

Date Submitted: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

**NOTES:** Shaded areas to be completed by the UN Agency and non-shaded areas to be completed by the counterpart.

**FOR UNDP USE ONLY:**

Approved by:

Name:

Title:

Date:

**FOR UNDP USE ONLY**

New Funding Release

Personnel 0

Sub-contract #REF!

Training #REF!

Total #REF!

***PROPOSAL FOR SUPPORTING AN INCLUSIVE AND MULTI-SECTORAL RESPONSE TO COVID19 AND  
ADDRESSING ITS SOCIO-ECONOMIC IMPACT IN INDIA  
(UTTAR PRADESH, MADHYA PRADESH AND MAHARASHTRA)***

**FINANCIAL PROPOSAL**

**Submitted to  
UNDP India**

**Submitted by**



**National Institute for Entrepreneurship & Small Business Development (NIESBUD)**

Head Office; A-23, Block A, Industrial Area, Sector 62, NOIDA,  
Uttar Pradesh – 201301

## FINANCIAL PROPOSAL

| S.No | Name of Programme  | Beneficiaries for Programme                      | Proposed Number of Programmes | Total No of Beneficiaries | Budget of Programme (in Rs.) | Amount (in Rs.)        | Timeline for Completion of Programme |
|------|--|--|-------------------------------|---------------------------|------------------------------|------------------------|--------------------------------------|
| 1    | 1 Day Webinar for Stakeholders   |  | 5<br>(UP-2, MP-2, MH-1)       | -                         | Rs. 20,000/-                 | Rs. 1,00,000/-         | August/September 2020                |
| 2    | 1 Day Entrepreneurship Awareness Programme   | 50   | 40                            | 2000                      | Rs. 20,000/-                 | Rs. 8,00,000/-         | September 2020                       |
| 3    | 5 Days Entrepreneurship Development Programmes   | 25   | 24                            | 600                       | Rs. 50,000/-                 | Rs. 12,00,000/-        | November 2020                        |
| 4    | 5 Days Master Trainers Training Program for Biz Sakhi  | 20   | 5                             | 100                       | Rs. 80,000/-                 | Rs. 4,00,000/-         | December 2020                        |
| 5    | Mentoring & Handholding to Selected EDP Participants for establishing 250 Nano & Micro Enterprises | Uttar Pradesh/<br>Madhya Pradesh/<br>Maharashtra |                               | 250                       |                              |                        | February 2021                        |
|      |  |  | <b>74</b>                     | <b>2950</b>               |                              | <b>Rs. 25,00,000/-</b> |                                      |

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