

**GOVERNMENT OF INDIA
MINISTRY OF WOMEN & CHILD DEVELOPMENT**

**Shastri Bhawan
New Delhi - 110001
Dated: 20th December 2018**

No.MSK/28/2018-ADMN (NMEW)

ADDENDUM

Subject: Addendum to Mahila Shakti Kendra (MSK) Scheme¹.


The following sub para will be added to after the existing para of Sl. No 5 (Titled Coverage)

1. Provided that in not more than 50 % of the MSKs to be set up in the district, the Block Level Committee will be assisted in the running of the MSK by a NGO. In lieu of the funds as provided for at Annexure 2(a) of the scheme, funds in respect to Establishment Charges (including computer software, printer, laptops, camera etc.), Office Expenditure (incl. rents/services/software), activities/programmes cost- meeting, workshops, Training, Consultations Mobilisation of resource persons etc, IEC material, Flexi-fund will be provided to the NGO.
2. In such MSKs special focus would be on mobilizing women into collectives which will work towards greater self -employability through upping their skills. Special preferences will be given to asset less rural women such as manual scavengers, bonded labourers, women rescued from trafficking and women with disabilities and destitute.
3. Role of Student Volunteers (in the blocks selected for NGO intervention):
 - a. Mobilize women into joining collectives, strengthen existing collectives at village level
 - b. Support and work in coordination with the Implementing Entity (NGO/other institution) and link women in need with the capacity building program being undertaken by the NGO selected in the area.
 - c. Facilitate convergent action through frontline workers to spread awareness about government schemes, programmes and services and motivate rural women to join various programs meant for their development and help in improving access

¹ NO.26/13/2016-WW

4. The mode of selection and qualifying conditions will be as follows:
- i. The DC/DM of the concerned district will call for proposals from Non-Governmental Organisations (NGOs) and evaluate their viability. For this purpose, applications (as per Appendix I) are to be submitted within two weeks of the issue of Advertisement.
 - ii. Proposals will be examined by the Task Force in accordance with the Check list (Appendix II).
 - iii. Proposals with the recommendation of the above Task Force will be sent to the State Level Task Force as mandated under the MSK Scheme to be chaired by Pr. Secretary/Secretary, WCD/Social Welfare Department of the respective State Government/UT Admn for forwarding the same to MWCD (within a period of two weeks from the date of receipt of proposal). State Level Task Force will forward these proposals to Ministry of Women and Child Development with the recommendation / remarks (as the case may be) within a period of two weeks on receipt of proposals. (Appendix III)
 - iv. Applications will be appraised by a Project Appraisal Committee (PAC) constituted in the Ministry of Women and Child Development. The PAC will be headed by an officer of the level of Joint Secretary, with representatives of IFD and concerned government Ministries/ Departments as members. The Project Appraisal Committee shall meet at least once in a quarter to consider all proposals. The recommendations of PAC will be submitted to Minister, MWCD to take a final decision on the project proposal.
 - v. The Task Force under the DC/DM will monitor the activities and the outcomes of the Mahila Shakti Kendra.
 - vi. The Task Force will consider proposals of only NGOs which are registered on NITI Aayog's NGO Darpan portal and are set up as:
 - a. Institutions or organizations registered under a specific statute or as a society registered under the Societies Registration Act, 1860 or Indian Trusts Act, 1882 (Not for profit).
 - b. Co-operative Societies.
 - c. Krishi Vigyan Kendras
 - vii. The entity must be in existence for at least three preceding years. Preference would be given to the entities who have carried out activities for imparting skills related to improving livelihoods and promoting entrepreneurship. It must be ensured by the entity that the training course is in conformity with the Qualification Packs under the Model Curriculum prescribed by various Sector Skill Councils notified by the Ministry of Skill Development and Entrepreneurship. In case such Qualification Packs are not available for the proposed training course, the entity should clearly indicate specific outcomes.

- viii. At the time of filing the application, the NGO must have a positive cash/ equity net worth in at least 2 previous years.
- ix. The applicant NGO will have to provide documentary evidence for their track record of having worked towards improving livelihoods and working with marginalised/vulnerable categories of persons. This should be reflected in their audited accounts and annual reports. **(Appendix IV)**
- x. On approval of the project, the Implementing Entity will set up the livelihood training centres. Cost of each such training would be in the range of Rs.6000 to 8000/- per women depending upon the sector covered.
- xi. Once the members of the women collective attain expertise in field of their choice, the NGO will help them access funds for their activities through various banking and non banking financial institutes including Rashtriya Mahila Kosh. It will help them to set up a marketing point in the local area and also handhold them for selling their wares through various e-commerce sites including the Mahila E –Haat.
5. This issues with approval of Minister (Women and Child Development)


(Anuradha S.Chagti)
Joint Secretary
Ph: 23388442

APPLICATION FORMAT

Capacity Building of Women's Collectives through MSK

PART A- ORGANISATION

1. Name and full Postal address of the head office of the Organisation
 - (a) District
 - (b) State
 - (c) Pin Code
 - (d) Telephone No. with STD code
 - (e) Fax No.
 - (f) Mobile No.
 - (g) E mail ID

2. Name and full Postal address of the Project in-charge
 - (a) Name
 - (b) Address
 - (c) Telephone No. with STD code
 - (d) Fax
 - (e) Mobile No.
 - (f) E mail ID
 - (g) Aadhar Number
 - (h) PAN Number

3. Bank details of the organization:
 - a) Bank name
 - b) Bank Branch
 - c) Bank Account Number
 - d) IFSC Code

4. Details of Registration under Indian Societies Registration Act, 1860 Indian Trusts Act, 1882?
 - (a) Registration No.
 - (b) Date of Registration
 - (c) Period of Validity

5. Unique ID of NITI Aayog's NGO Darpan PORTAL

6. Bye-laws of the organization allowing receiving Govt. grants and implementing women's programme in the project area? (Copy to be enclosed)

7. **Capability and Capacity of the organization:**

(a) **Infrastructure Available**

- i. Trainers and other employees (Qualification, Age, Experience, Salary etc.)
- ii. Land and buildings owned by the organization
- iii. Training equipment owned by the organization

(b) **Organizational Capacity including past experience in Livelihood training (Last 3years)**

Project already executed	Beneficiaries covered	Project cost	Source of funding

(c) **Financial Status of the organization in last 3years**

Year	Assets	Liabilities	Income	Expenditure	Surplus/ Deficit

8. **Details of grants received during the last 3years**

Source of Funding	Date/Period	Amount	Project Details	Whether completed

- 9. Has the performance of the organisation being evaluated by any recognized /reputed independent agency during last three years? (If yes, the details thereof)
- 10. A write-up by the organization describing why the project should be entrusted to the organization including value addition proposed by the organisation

Date

Signature with office stamp

PART B- PROJECT DETAILS

1. **Name of the Project**
2. **Sector/trade of the Project**
3. **Duration of the total project**
4. **Duration of each training cycle**
5. **Total no. of beneficiaries**
6. **No of beneficiaries in each training cycle. Is the proposed training program conforming to the Qualification Pack (if already available) prescribed by the Sector Skill Council?**
7. **Project Area**
8. **Basis of selection of the beneficiaries**
- 0
9. **Cost of the project–(Item-wise, training cycle -wise, Recurring and Non- recurring)
(Detailed proposal to be attached)**
10. **Cost per beneficiary**
11. **Details of Training:**
 - a. **Livelihood skills to be taught**
 - b. **Period of training including hours of training(Theory and Practical)**
 - c. **Educational qualification and experience of trainers**
 - d. **Outcomes of the training**
 - e. **Method of assessment**
 - f. **Undertaking of having linkages with the training agency in case the training is to be provided by an outside agency.(If applicable)**

Date

Signature with office stamp

Checklist for Task Force under DC/DM

NGO

1. Since when is the NGO in the block?
2. What activities has the NGO undertaken till now?
3. Is the project covered under the scheme?
4. Is the NGO getting or has got financial/other support from any other scheme under the State or Central government?
5. Is this project a replication of any other capacity building programme which is already be run by the concerned NGO?
6. Is the output proposed under this project viable?
7. Will this programme generate some livelihood?
8. Will this programme create synergies for a viable loan and marketing eco system?
9. Is the proposed training program conforming to the Qualification Pack (if already available) prescribed by any Sector Skill Council?

Women Collective

1. Since when is the Women Collective in the block?
2. Has the Women Collective undertaken any activities till now?
3. Is the Women collective getting or has got financial/other support from any other scheme under the State or Central Government?
4. Is this project a replication of any other capacity building programme for this Women collective?
5. Has the Women collective shown an interest in this particular livelihood skill?
6. Does the Women Collective have the requisite ability to absorb the proposed livelihood skill?
7. Is the output under this project viable?
8. Are the members of the women collective capable of utilizing the training for sustainable livelihood?

Recommendation by Task Force under the DC/DM

1. Name and full address of the Organization
2. Name of the Scheme for which application is made
3. Name and designation of the Officer who inspected the organization
4. What is the justification for the project applied for?
5. Is the proposal recommended for sanction/release of grants?

Date

Signature with office stamp

**DOCUMENTS TO BE ATTACHED TO THE APPLICATION AND FOR
RELEASE OF INITIAL GRANT**

1. Attested Copies of Audited Statement of Accounts (for preceding three years).
2. Annual Report for three preceding years.
3. Proof of experience in the sector concerned.
4. Copy of Registration Certificate.
5. Undertaking regarding training linkages (if applicable).
6. Undertaking that it is not drawing funds from any other State or Central Government Scheme, for the same purpose.
7. Copy of Unique ID generated on NGO Darpan Portal of NITI Aayog.
