

Government of the Peoples' Republic of Bangladesh
Finance Division, Ministry of Finance
Skills for Industry Competitiveness and Innovation Program (SICIP)
Probashi Kallyan Bhaban (Level-16), 71-72 Old Elephant Road
Eskaton Garden, Ramna, Dhaka-1000.
www.sicip.gov.bd

Memo No :FD/SICIP/BEIOA/79/2024/ 1115

Date: 11 December 2024

Office Order

A Project Standing Committee (PSC) comprising the following members is, hereby, formed to review and evaluate the skills development training program to be implemented by Bangladesh Engineering Industry Owners Association (BEIOA) under Skills for Industry Competitiveness and Innovation Program (SICIP), Finance Division, Ministry of Finance and guide the Project Implementation Unit (PIU) of BEIOA-SICIP:

S.L.	Name and Designation	Position
1.	Mr. Md. Abdur Razzaque, President, BEIOA	Chairperson
2.	Mr. Raju Ahmed, Vice-President, BEIOA	Member
3.	Mr. Ashraf-Ibn-Noor, Director, BEIOA	Member
4.	Mr. Anowarul Haque Ansari, Director, BEIOA	Member
5.	Mr. Mohammad Afzal Hossain, AEPD (PM-4), SICIP	Member
6.	Chief Coordinator, BEIOA-SICIP Program	Member Secretary

02. The Committee will meet at every two months to review the status of enrollment, training delivery, assessment, certification, monitoring, compliance actions, and other related matters. Member-secretary will send the meeting-minutes to Skills Development Coordination and Monitoring Unit (SDCMU), SICIP within 7 days of the meeting date. Specific Terms of Reference (TOR) of the PSC are to -

1. Recruitment of program staff (except Chief Coordinator and 03 Coordinators), trainers and support staff with the approval from SDCMU;
2. Approve annual work plan and budget for each training institute in line with the Contract and Business Plan signed with SDCMU as well as MoU signed with respective TIs/TCs;
3. Oversee training program implementation and monitor the progress and ensure quality of training delivery, job-placement and also accuracy of training and job placement data entered into TMS;
4. Review spending status of TIs/TCs periodically and provide suggestions for improvement;
5. Review disbursement status of training fund to TIs and if necessary, provide guidance to the TIs to help ensure quality of training delivery;

03. The order is issued as per section 18 of the schedule-1 attached to the Partnership Contract and Business Plan signed between SDCMU and BEIOA on 7th October 2024 and with the approval of the competent authority.


11.12.2024

Bhuiyan Mohammed Rezaur Rahman Siddique
(Deputy Secretary)
Assistant Executive Program Director (PM-5)
Phone: 55138753-5
email: reza@sicip.gov.bd

Distribution (Not Based on Seniority):

1. Mr. Md. Abdur Razzaque, President, BEIOA, Paradise Building, 2 Folder Street , Wari Dhaka-1203;
2. Mr. Raju Ahmed, Vice-President, BEIOA, Paradise Building, 2 Folder Street , Wari Dhaka-1203;
3. Mr. Ashraf-Ibn-Noor, Director, BEIOA, Paradise Building, 2 Folder Street , Wari Dhaka-1203;
4. Mr. Anowarul Haque Ansari, Director, BEIOA, Paradise Building, 2 Folder Street , Wari Dhaka-1203;
5. Mr. Mohammad Afzal Hossain, AEPD, SICIP, Probashi, Kallan Bhaban, Eskaton, Dhaka-1000;
6. Chief Coordinator, BEIOA-SICIP Program, Paradise Building, 2 Folder Street , Wari Dhaka-1203;

Copy for kind Information:

1. Deputy Executive Program Director (Program management-2/Fund Management), SICIP, Probashi, Kallan Bhaban, Eskaton, Dhaka-1000;
2. PO to Executive Program Director of SICIP, Probashi, Kallan Bhaban, Eskaton, Dhaka for kind information of the Executive Project Director;
3. IT & Database Specialist (With a request to upload on the SICIP) Website;
4. Office Copy.