

**(Replaced by the same number and date)**  
Government of the Peoples' Republic of Bangladesh  
Finance Division, Ministry of Finance  
**Skills for Industry Competitiveness and Innovation Program (SICIP)**  
Probashi Kallyan Bhaban (Level-15 & 16)  
71-72 Eskaton Garden, Ramna, Dhaka-1000.  
[www.sicip.gov.bd](http://www.sicip.gov.bd)

Memo No: FD/SICIP/BACI/85/2024-640

Date: 16.03.2025

**Office Order**


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

S.L.	Name and Designation	Position
01	Mr. Sk. Md. Rafiqul Islam, Director, BACI	Chairperson
02	Engr. Shafiqul Haque Talukder, Advisor, BACI	Member
03	Engr. Bimal Chandra Roy, Director, BACI	Member
04	Mr. Noor Uddin Al Faruk, AEPD (Program Management-1), SICIP	Member
05	Engr. Md. Mushfiqur Rahman, Chief Coordinator, SICIP-BACI 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. The Specific Terms of Reference (TOR) of the PSC includes:

- i. Recruitment of program staff (except Chief Coordinator and 03 Coordinators), trainers and support staff with the approval from SDCMU;
- ii. 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 Training Institutes (TIs)/ Training Centres (TCs);
- iii. 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;
- iv. Addressing challenges and provide suggestion to resolve issues that arise during training implementation;
- v. Review spending status of TIs/TCs periodically and provide suggestions for improvement; and
- vi. Review disbursement status of training fund to TIs/TCs and if necessary, provide guidance to the TIs/TCs to help ensure quality of training.

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 BACI on 15 January 2025 and with the approval of the competent authority.

  
06.04.2025

**Noor Uddin Al Faruk**

Assistant Executive Program Director

(Deputy Secretary)

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**Distribution (Not Based on Seniority):**

1. Mr. Sk. Md. Rafiqul Islam, Director, BACI
2. Mr. Noor Uddin Al Faruk, AEPD (Program Management-1), SICIP
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**Copy for kind Information:**

1. Deputy Executive Program Director (Program Management-1/Fund Management), SICIP, Finance Division, M/O Finance;
2. PO to Executive Program Director of SICIP, Finance Division, M/O of Finance- For kind information of the Executive Project Director;
3. IT & Database Specialist – With a request to upload on the SICIP Website;
4. Office Copy.