

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/BWCCI/89/2024/714

Date: 23 March 2025

Office Order

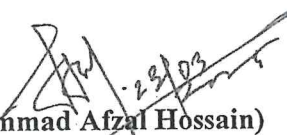
A Program Standing Committee (PSC) comprising the following members is, hereby, formed to review and evaluate the skills development training program to be implemented by Bangladesh Women Chamber of Commerce and Industry (BWCCI) under Skills for Industry Competitiveness and Innovation Program (SICIP),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

S.L.	Name and Designation	Position
1.	Selima Ahmed, President, BWCCI	Chairperson
2.	Ridma Khan, Director, BWCCI	Member
3.	Shahana Jefreen, Director, BWCCI	Member
4.	Bhuiyan Mohammed Rezaur Rahman Siddique Assistant Executive Program Director (Program Management-5), SICIP	Member
5.	Rifat Akther, Chief Coordinator, BWCCI-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 -

- a) Recruitment and termination of program staff (except Chief Coordinator and 03 Coordinators), trainers and support staff with the approval from SDCMU;
- b) 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;
- c) 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;
- d) Review spending status of TIs/TCs periodically and provide suggestions for improvement;
- e) 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 Schudle-1 attached to the Partnership Contract and Business Plan signed between SDCMU and BWCCI on 30 December 2024 and with the approval of the competent authority.


(Mohammad Afzal Hossain)
(Deputy Secretary)

Assistant Executive Program Director
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Distribution (Not Based on Seniority):

1. Selima Ahmed, President, BWCCI
2. Ridma Khan, Director, BWCCI
3. Shahana Jafreen, Director, BWCCI
4. Bhuiyan Mohammed Rezaur Rahman Siddique, AEPD-5, SICIP, Probashi, Kallan Bhaban, Eskaton, Dhaka-1000
5. Rifat Akther, Chief Coordinator, BWCCI-SICIP Program

Copy for kind Information:

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