

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](http://www.sicip.gov.bd)

Memo No: FD/SICIP/REHAB/68/2024/566

Date: 17 September 2024

**Office Order**


A Project Standing Committee (PSC) comprising the following members is, hereby, formed to ensure the successful implementation of the training program to be executed by Real Estate and Housing Association of Bangladesh (REHAB) under the Skills for Industry Competitiveness and Innovation Program (SICIP), Finance Division, Ministry of Finance and guide the Project Implementation Unit (PIU) of REHAB-SICIP:

S.L.	Name and Designation	Position
1.	President, REHAB	Chairman
2.	Sr. Vice-President, REHAB	Member
3.	Vice-President-1, REHAB	Member
4.	Director, REHAB	Member
5.	Assistant Executive Program Director-7 SDCMU, SICIP	Member
6.	Chief Coordinator, SICIP-REHAB Program	Member Secretary

02. The Committee will meet normally every two months, and the member-secretary will send the meeting-minutes to SDCMU within 7 days of the meeting held. The specific Terms of Reference (TOR) of the PSC will be as follows:

- 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 schedule-1 attached to the Partnership Contract for Training Grants signed between SDCMU and REHAB on 30<sup>th</sup> July 2024 and with the approval of the competent authority.

  
(Sohel Mahmud)

Deputy Secretary

Assistant Executive Program Director  
(Program Management), SICIP, Finance Division

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**Distribution: (For Kind Information and Necessary Action)**

1. President, REHAB, Dhaka.
2. Sr. Vice-President, REHAB, Dhaka.
3. Vice-President-1, REHAB, Dhaka.
4. Director, REHA, Dhaka
5. Assistant Executive Program Director-7 SDCMU, SICIP, Dhaka
6. Chief Coordinator, SICIP-REHAB Program, Dhaka

**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, SICIP, Finance Division, M/O of Finance- (For kind information of the Executive Program Director).
3. IT & Database Specialist – With a request to upload on the SICIP Website
4. Office Copy.