

No. FD/SEIP/REHAB(T-3)/485(Part-1)/2020/195

Date: 20 Magh, 1427
03 February 2021

Office Order

A Project Standing Committee (PSC) comprising the following members is, hereby, formed to review and evaluate Tranche 3 training program being implemented by Real Estate & Housing Association of Bangladesh (REHAB) under the Skills for Employment and Investment Program (SEIP), Finance Division, Ministry of Finance and guide the Project Implementation Unit (PIU) of SEIP-REHAB:

#	Name and Designation	Position
1.	Mr. Alamgir Shamsul Alamin, President, REHAB.	Chairman
2.	Mr. Nurunnabi Chowdhury (Shawon), MP, Senior Vice President, REHAB	Member
3.	Engr. Mohammad Sohel Rana, Vice President (Finance), REHAB	Member
4.	Engr. Md. Al Amin, Director, Board of Directors, REHAB	Member
5.	Dr. Engr. Masuda Siddique Rozy, Director, Board of Directors, REHAB	Member
6.	Ms. Sadia Sharmin, Assistant Executive Project Director, SEIP	Member
7.	Chief Coordinator, SEIP-REHAB Project	Member Secretary

02. The Committee will meet at least once in 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), SEIP within 7 days of the meeting date. Specific Terms of Reference (TOR) of the PSC are to-

- a. Recruitment/removal of project core staff, trainers and support staff with the prior approval from SDCMU;
- b. Approve annual work plan and budget for each training center in line the with the Contract and business plan signed with SDCMU as well as MoU signed with respective TIs;
- c. Oversee training program implementation and monitor the progress and ensure quality in training delivery, relevance in job-placement and also accuracy in training and job placement data entered into TMs;
- d. Review spending status of TIs periodically and provide suggestions for improvement;
- e. Review disbursement status of dedicated training related fund to TIs and if necessary, provide guidance in this regard to help ensure quality in training delivery;
- f. Evaluate performance of PIU members periodically;
- g. Take decisions in line with the business plan for proper implementation of the training program.

03. The order is issued as per section 7.1 of the Schedule-1 attached to the Contract on Grants for Training (Tranche 3) signed between SDCMU and REHAB on 17th August 2020 and with the approval of the competent authority.



(Sadia Sharmin)

Assistant Executive Project Director
(Deputy Secretary)
Phone: 55138753-5

Distribution:

1. Mr. Alamgir Shamsul Alamin, President, REHAB.
2. Mr. Nurunnabi Chowdhury (Shawon), MP, Senior Vice President, REHAB
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Copy for kind Information:

1. Deputy Executive Project Director (Private-1), SEIP, Finance Division, M/O Finance.
2. IT & Database Specialist - with a request to upload on the SEIP website.
3. PO to Executive Project Director of SEIP, Finance Division, M/O of Finance