

**Agreement Between
Bangladesh Knitwear Manufacturer & Exporters Association (BKMEA)
and
Sustainable Research and Consultancy Ltd. (SRCL)**

Date:

Bangladesh Knitwear Manufacturers & Exporters Association, BKMEA; the Apex Trade Body to represent solely the Knitwear Sector of Bangladesh stands out in the global panorama with distinct identity and stature. It adheres to innovation and creativity so that the sector-based policy-making process becomes realistically and strategically perfect and gives off the result that expedites its developmental phase. BKMEA has started its journey in 1996 by the all-out efforts of few knitwear manufacturers. It was formed as a trade association to facilitate and promote knitwear business. To cater the demand generated from the changing apparel global value chain, it has been matured into the level and height of a world class organization. Now a day, it has given highest priority in the specialization of resources. Today it is an organization of about 2000 knitwear manufacturers and exporters that represent the largest export earning sector of the country. Presently, it is working to achieve the goal of transforming garments sector with technologies linked to the fourth industrial revolution (4IR) by using the digital Bangladesh platform to turn 4IR challenges into opportunities. BKMEA (Dhaka Office: Planners Tower (4th Floor), 13/A, Sonargaon Road, Banglamotor, Dhaka) will appear as the First Party of this agreement.

SRCL is an incorporated and registered consultancy and research-based company in Bangladesh. The SRCL is working on project proposal preparation, management, submission, fund management, local and international fund liaison, project implementation, conduction of training and final report processing. They are serving their clients with an unparalleled service. The SRCL board of directors are interested to engage collaboration with BKMEA on relevant fund management program for producing skilled and trained human resources in RMG sector in the context of 4th Industrial Revolution (4IR) as well as audit, environmental management and other relevant issues. The SRCL (Head Office: Taz Mansion, 28, Kawran Bazar, 2nd Floor, Dhaka-1000, Bangladesh) will be appeared as the Second Party of this MoU.

For completion of this purpose, the Executive Committee of BKMEA and the Board of Directors of SRCL are agreed to conduct a collaboration program in Bangladesh on skill development fund management program and other relevant opportunities also.

Noted that, Executive Committee of BKMEA and Board of Directors of SRCL will adhere to the operational and financial policies outlined below for the application and receipt of funds, maintenance of a collaboration account and how the funds will be utilized in each project.

PROGRAM COLLABORATION AGREEMENT:

A. Program Operational Policies:

Sl. No.	Policies	Standard Operation Procedure (SOP)
01	Name of The Parties	a) President or 1 st Vice President from Executive Committee of Bangladesh Knitwear Manufacturers & Exporters Association (BKMEA) as First Party b) Sustainable Research and Consultancy Ltd. (SRCL) as Second Party
02	Contractual Intent	<p>In entering into this agreement, the collaboration program hereby declare and affirm that, their primary contractual intent is to pool their resources and expertise to undertake contracts on any type of skill manpower preparation in Bangladesh and carry on any such activities as may be necessary to the business. These functions include:</p> <ul style="list-style-type: none">✓ Making a fund for BKMEA operational process✓ Upgrading the skill of human resource in 4IR sector for future preparation✓ Introduce the modern technologies for industrial sector✓ Industrial development like audit management, environmental & social management and relevant sectors✓ Utilizing the resource fund from different govt. and donor sectors.✓ Apply for collaboration with different international corporation✓ Apply for fund (Related to skilled manpower preparation and export competitiveness)✓ Pursuing the fund✓ Receiving the fund from national and international organizations✓ Utilization the fund for project management
03	BKMEA Responsibilities	<p>BKMEA shall initiate, look and join any project started related to skilled human resource development projects in the Bangladesh or outside the country if opportunity comes.</p> <ul style="list-style-type: none">✓ Perform as a lead partner of the project✓ Participate any local meeting related to project✓ Visit different country program and training event related project✓ Provide official and transport support to project management unit✓ Profit sharing with partners

		✓ Provide official facilities for project management unit
04	SRCL Responsibilities	<p>a) Sourcing the Local (Govt.) and International (Donor) fund in context of: → Medium Project → Mega Projects</p> <p>b) Project Proposal Preparation</p> <p>c) Project Submission</p> <p>d) Apply for different international corporation</p> <p>e) Apply for receiving fund (Related to skilled manpower preparation, export and other relevant)</p> <p>f) Pursuing the fund and file processing</p> <p>g) Receipt of fund from national and international organizations</p> <p>h) Utilization of the fund for project management</p> <p>i) Full project management</p> <p>j) Arrange and coordinate training program (Foreign and local)</p> <p>k) Participate in different national and international level meeting on behalf of BKMEA</p> <p>l) All kinds of liaison management from project office (Email, phone, Fax and other social format)</p> <p>m) Support project team formation and project management unit</p> <p>n) Arrangement of workshop, dialogue, campaign, announcement, social marketing like (Facebook, YouTube, what's app, Skype, and other)</p> <p>o) Training center development at all around Bangladesh and abroad</p> <p>p) Profit sharing</p>
05	Benefits of BKMEA	<p>General benefits of BKMEA with this project:</p> <ul style="list-style-type: none"> ❖ Get new funds for 4IR development ❖ Prepare for new industrial revolution and rule the international market ❖ Increase the number of skilled manpower for these sector ❖ Increase the production for every factory ❖ Prevent the COVID-19 expansion and smoothening the business during any disasters ❖ Increase the BKMEA fund ❖ Training facilities increase of BKMEA members factories ❖ Earn more values and revenue from this sector
06	Duration	The term of this agreement shall be for an extendable period for six (6) years commencing on the date of

		signing this agreement unless earlier terminated by the provisions hereof, by applicable laws of the Bangladesh, or by bankruptcy, retirement or withdrawal of both companies.
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B. Financial Policies:

Sl. No.	Policies	Financial Standard Operation Procedure (SOP)
01	Name of the Bank Account	BKMEA Project Management Unit Fund
02	Fund Name	BKMEA Project Management Unit Fund
03	Account Operation	<p>BKMEA Project Management Unit Fund will be maintained in a schedule bank of Bangladesh</p> <p>Any operation in this account must be operated through the joint signature of the elected President or 1st Vice President, any one available of Executive Committee of BKMEA and Managing Director of SRCL.</p>
04	Sources of Fund	<p>Fund will be received from different kinds of sources. Like as:</p> <ul style="list-style-type: none"> • National and International Training Fund • Different project fund • Skill development fund • NSDA, BMET, SEIP, Be SKILL FULL, STEP, SEP, Asshwas and other skill project • Consultancy Fund • Professional Training • Implementation Fund • International processing fund • GO and NGO Fund • Different construction fund • Skill school fund and • Others

05	Heads of Expenditures	<p>A. Permanent Staff Payment</p> <ul style="list-style-type: none"> → Chief Coordinator → Chief Coordinator supporting staff (PS, Project staff, Driver, Peon) → Chief Accountant → 2 Project officers <p>B. Contractual Staff Payment</p> <ul style="list-style-type: none"> → Project Team leader → Deputy team leader → Specialists → International specialist → Consultant → Project staffs → Trainers → Training support staff → Accounts (2) → Drivers → 1 peon, 1 accountant <p>C. Project Gaining Negotiation mechanism (Official Cost)</p> <p>D. Transportation (Rent/Permanent)</p> <p>E. Different Items Purchase like Furniture, Electrical goods-laptop, printer, scanner, photocopier, office interiors, stationaries and others</p> <p>F. Marketing Cost (Seminar, Workshop, Program Participation)</p> <p>G. Duties (VAT+TAX etc.)</p>
06	Miscellaneous	Different types
07	Audit	<ol style="list-style-type: none"> 1. This BKMEA Project Management Unit Fund will be audited by a recognized Audit firm annually 2. At the end of any project in the center an internal audit will be conducted through a financial committee.
08	Profit Share of BTA	BKMEA will receive profit fund after completion of total Project.
09	Consultancy Fees	For full project procurement and fund receiving the SRCL will receive 15% (in word fifteen percent) of total project volume as their consultancy fees within 3 days after receiving the fund.
10	Facilities of Project management Unit	Program head (Presently Abu Jubayer) will be held up a Position as a Chief Coordinator by the way of Secretary of Project Management Unit (PMU) of BKMEA.
11	Principal Office	<ul style="list-style-type: none"> ▪ To conduct all types of project management the project management unit can use the present BKMEA (Planners Tower (4th Floor), 13/A, Sonargaon Road, Banglamotor, Dhaka) office as their regular office

		<p>operation by due authority of Executive Committee of BKMEA.</p> <ul style="list-style-type: none"> ▪ Official facilities for training and other program conduction with issuing letters, training facilities, instruments, training and other facilities rooms and other legal documents for further activities.
12	Decision Makers	Executive Committee of BKMEA (President or 1 st Vice President) and Managing Director from SRCL can make, change and redesigned any other decisions of the program with due informed with Chairman and Board of Directors committee.

Disclaimer:

All the clauses Program Operational Policies (1-6) and Financial Policies (1-12) of this agreement are well known to us. We undersigned personnel are concern, agree and will follow all above clauses accordingly. If any changes are required then with all others concern, we'll decide and finalize the changes.

Permitted and Agreed By:

Party 01 – BKMEA:

AKM Salim Osman, MP
President, BKMEA

Signature and Seal:

Mohammad Hatem
1st Vice President, BKMEA

Signature and Seal:

Witness 01 from BKMEA:

Name:
Designation:
Signature:

Party 02 – SRCL:

ABU JUBAYER
Managing Director of SRCL

Signature and Seal:

Witness 01 from SRCL:

Name:
Designation:
Signature: