

To Whom It May Concern

We, the Executive Committee of **Bangladesh Knitwear Manufacturers & Exporters Association (BKMEA)** are decided to appoint **Sustainable Research and Consultancy Ltd. (SRCL)** as Consultant Firm at the EC meeting (dated: **20.09.2020** & ref: **BKMEA/Letter/2020/09/4789**) for different national and international project management activities. According to our discussion, **Mr. Abu Jubayer** from SRCL will perform as the **Chief Coordinator** by way of secretary and Team lead of Project Management Unit (PMU) of BKMEA and complete all the project relevant works as necessary.

As we discussed the Chief coordinator Mr. Abu Jubayer will work for different donor-based projects like EDGE, 4IR, Industrial Development Program, SEP, STEP, ASSET, SUDOKKHO, Be Skillful, ASTHA, different government-based projects from diverse departments and other relevant projects as necessary. The PMU (Abu Jubayer and team) will contact with others (Govt. projects, WB, ADB, IOM, ILO, INGO and all other national & Int. organizations), submit a project proposal, procure a project, play focal point role, receive the fund, make expenditure for project management, pay all kinds of project procurement charges, receive project unit running fund, recruit resource persons, attend a meeting, arrange workshop, seminar, conference and all kinds of training program for project running. All level of training centers and trainers relevant to project will attach with this PMU. The PMU will attain all kinds of official facilities from BKMEA, running an office at BKMEA Bhaban, attend official meeting, using official identities and all other related facilities as necessary. The PMU will direct report to President and 1st Vice President of BKMEA.

All kinds of project fund will be received by a joint signatory (Nominated person from BKMEA and Abu Jubayer from SRCL) account in a schedule bank named **BKMEA- Project Management Unit** fund. All of these funds will be distributed and managed for running the project as signed agreement.

We undersigned people are informed, interested and assigned to Abu Jubayer with PMU team members for all kinds mentioned project management of BKMEA. Please do help all the team members if necessary and we wish their success in the long run.

Signed By

AKM Salim Osman, MP
President, BKMEA
Official Seal:

Signed By

Mohammad Hatem
1st Vice President, BKMEA
Official Seal:

Accepted By

ABU JUBAYER
MD of SRCL
Official Seal: