



Bangladesh Association of International Recruiting Agencies (BAIRA)

Date: 01.09.2020

To Whom It May Concern

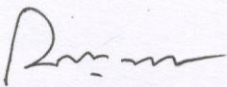
We the Executive Committee (EC) of **Bangladesh Association of International Recruiting Agencies (BAIRA)** are decided to appoint **Sustainable Research and Consultancy Ltd. (SRCL)** as **Consultant firm** for different national and international project management. We decided this agenda at EC meeting dated 9th March, 2020 with presence of President, Secretary General and all other members of EC. According to our discussion, BAIRA will perform as employer and SRCL will perform as consultant firm. **Mr. Abu Jubayer** from SRCL will accomplish as a **chief coordinator** by way of secretary on behalf of Project Management Unit (PMU) of BAIRA and complete all the project relevant works as necessary as part of consultancy.


Through this appointment BAIRA will receive different fund facilities like as, apply different national and international fund, skill training with fund for migrant, infrastructure development fund, different Govt. project fund, BAIRA members training institutes development, different new skill (care giver, nurse, old care, baby sitters, security guards and others) development, project management facilities and other relevant activities.

As we discussed the Chief coordinator Mr. Abu Jubayer will work for different donor based projects like SEIP, STEP, ASSET, SUDOKKHO, Be Skillful, ASTHA and like all others, different Govt. based projects from diverse departments and other relevant projects as necessary. The consultant team will contact with others (Govt. projects and donor based program), procure a project and run the project with all relevant doings. All level of training centers and trainers relevant to project will attach with this PMU. The consultant team will attain all kinds of official facilities from BAIRA, running an office at BAIRA Bhaban, attend official meeting, using official identities and all other related facilities as necessary. The team will direct report only to President and Secretary General of BAIRA.

The Executive committee of BAIRA appoint SRCL from 10th March 2020 with consent of all EC members for conducting all kinds of project works and relevant activities. After getting the project fund SRCL will receive **12% (Twelve Percent)** of total project fund volume as their consultancy fees for each project procurement. All other relevant financial interests and activities will be managed and distributed as signed contract among BAIRA and SRCL.

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


(Benjir Ahmed, MP)
President, BAIRA


(Shameem Ahmed Chowdhury Noman)
Secretary General, BAIRA

(Abu Jubayer)
Chief Coordinator, BAIRA
Project Management Unit (PMU)