

**Agreement Between  
Bangladesh Finished Leather, Leathergoods and Footwear Exporters'  
Association (BFLLEA)  
and  
Sustainable Research and Consultancy Ltd. (SRCL)**

Bangladesh Finished Leather, Leathergoods and Footwear Exporters' Association, BFLLEA; the Apex Trade Body to represent the Finished Leather 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. BFLLEA has started its journey in 1986 by the all-out initiatives of few persons working on finished leather, leathergoods and footwear sector. It was formed as a trade association to facilitate and promote finished leather business. To cater the demand generated from the changing global leather 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 164 members that represent one of the largest exports earning sectors of the country. Presently, it is working to achieve the goal of transforming finished leather, leathergoods and footwear sector with technologies linked to the fourth industrial revolution (4IR) and international leather working group (LWG) by using the digital Bangladesh platform to turn 4IR challenges into opportunities. BFLLEA (Dhaka Office: House - 32/A, Flat - B-2, Road 02, Dhaka 1205.) 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 BFLLEA on relevant fund management program for producing skilled and trained human resources in finished leather, leathergoods and footwear sector in the context of 4<sup>th</sup> Industrial Revolution (4IR) and International Standard. The SRCL (Head Office: Taz Mansion, 28, Kawran Bazar, 2<sup>nd</sup> Floor, Dhaka -1000, Bangladesh) will be appeared as the **Second Party** of this MoU.

For completion of this purpose, the Executive Committee of BFLLEA and the Board of Directors of SRCL are agreed to conduct a collaboration program in Bangladesh on skill development fund management related to export-oriented sector and if possible, on other fund management opportunities also. We, the SRCL submitted our operation and financial policies according to reference letter BFLLEA/SRCL/2020/2/8, dated 20.10.2020 to BFLLEA.

Noted that, Executive Committee of BFLLEA 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 and every project.

## **PROGRAM COLLABORATION AGREEMENT:**

### **A. Program Operational Policies:**

<b>Sl. No.</b>	<b>Policies</b>	<b>Standard Operation Procedure (SOP)</b>
<b>01</b>	<b>Name of The Parties</b>	a) Chairman or Sr. Vice Chairman from Executive Committee of Bangladesh Finished Leather, Leathergoods and Footwear Exporters' Association (BFLLEA) as <b>First Party</b>  b) Managing Director of Sustainable Research and Consultancy Ltd. (SRCL) as <b>Second Party</b>
<b>02</b>	<b>Contractual Intent</b>	<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 for leather sector 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"><li>✓ Making a fund for BFLLEA operational process</li><li>✓ Upgrading the skill to get different certification and permission for leather export like as LWG</li><li>✓ Upgrading the skill of human resource in 4IR sector for future preparation</li><li>✓ Introduce the modern technologies for industrial sector and further development</li><li>✓ Utilizing the resource fund from different govt. and donor sectors</li><li>✓ Apply for collaboration with different international corporation</li><li>✓ Apply for fund (Related to skilled manpower preparation and leather export)</li><li>✓ Pursuing the fund</li><li>✓ Receiving the fund from national and international organizations</li><li>✓ Utilization of fund for project management</li></ul>
<b>03</b>	<b>BFLLEA Responsibilities</b>	<p>BFLLEA shall initiate, look and join any project started related to leather sector development projects in the Bangladesh or outside the country if opportunity comes.</p> <ul style="list-style-type: none"><li>✓ Perform as a lead partner of the project</li><li>✓ Participate any local meeting related to project</li><li>✓ Visit different country program and training event related project</li><li>✓ Provide official and transport support to project management unit</li></ul>

		<ul style="list-style-type: none"> <li>✓ Profit sharing with partners</li> <li>✓ Provide official facilities for project management unit</li> </ul>
<b>04</b>	<b>SRCL Responsibilities</b>	<ul style="list-style-type: none"> <li>a) Sourcing the Local (Govt.) and International (Donor) fund in context of: <ul style="list-style-type: none"> <li>→ Medium Project</li> <li>→ Mega Projects</li> </ul> </li> <li>b) Project Proposal Preparation</li> <li>c) Project Submission</li> <li>d) Apply collaboration to collaborate with different international corporation</li> <li>e) Apply collaboration for receiving fund for leather sector development</li> <li>f) Pursuing the fund and file processing</li> <li>g) Receipt of fund from national and international organizations</li> <li>h) Utilization of fund for project management</li> <li>i) Full project management</li> <li>j) Arrange and coordinate training program (Foreign and local)</li> <li>k) Participate in different national and international level meeting on behalf of BFLLEA</li> <li>l) All kinds of liaison management from project office (Email, phone, Fax and other social format)</li> <li>m) Support project team formation and project management unit</li> <li>n) Arrangement of workshop, dialogue, campaign, announcement, social marketing like (Facebook, YouTube, what's app, Skype, and other)</li> <li>o) Training center development at all around Bangladesh and abroad</li> <li>p) Profit sharing</li> </ul>
<b>05</b>	<b>Benefits of BFLLEA</b>	<p>General benefits of BFLLEA with this project:</p> <ul style="list-style-type: none"> <li>❖ Get funding for leather working group (LWG) Certification</li> <li>❖ Step by step LWG certification</li> <li>❖ Get new funds for 4IR development</li> <li>❖ Prepare for new industrial revolution and rule I the international market</li> <li>❖ Increase the number of skilled manpower for leather sector</li> <li>❖ Increase the production for every factory</li> <li>❖ Prevent the COVID-19 expansion and smoothening the business during any disasters</li> <li>❖ Increase the BFLLEA fund</li> </ul>

		❖ Training facilities increase of BFLLEA members factories ❖ Earn more values and revenue from this sector
<b>06</b>	<b>Duration</b>	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.

## B. Financial Policies:

Sl. No.	Policies	Financial Standard Operation Procedure (SOP)
<b>01</b>	<b>Name of the Bank Account</b>	BFLLEA Project Management Unit
<b>02</b>	<b>Fund Name</b>	BFLLEA Project Management Unit
<b>03</b>	<b>Account Operation</b>	<p>BFLLEA 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 collaboration signature of the nominated personnel, any one available of Executive committee of BFLLEA and Managing Director of SRCL.</p>
<b>04</b>	<b>Sources of Fund</b>	<p>Fund will be received from different kinds of sources. Like as:</p> <ul style="list-style-type: none"> <li>• National and International Training Fund</li> <li>• Different project fund</li> <li>• Skill development fund</li> <li>• NSDA, BMET, SEIP, Be SKILL FULL, STEP, SEP, Asshwas, Bangladesh Bank, BIFFL, IIDFC and other Local &amp; Foreign Donors</li> <li>• Consultancy Fund</li> <li>• Professional Training</li> <li>• Implementation Fund</li> <li>• International processing fund</li> <li>• GO and NGO Fund</li> <li>• Different construction fund</li> <li>• Skill school fund and</li> <li>• Others</li> </ul>

<b>05</b>	<b>Heads of Expenditures</b>	<p><b>A. Permanent Staff Payment</b></p> <ul style="list-style-type: none"> <li>→ Chief Coordinator</li> <li>→ Chief Coordinator supporting staff (PS, Project staff, Driver, Peon)</li> <li>→ Chief Accountant</li> <li>→ 2 Project officers</li> </ul> <p><b>B. Contractual Staff Payment</b></p> <ul style="list-style-type: none"> <li>→ Project Team leader</li> <li>→ Deputy team leader</li> <li>→ Specialists</li> <li>→ International specialist</li> <li>→ Consultant</li> <li>→ Project staffs</li> <li>→ Trainers</li> <li>→ Training support staff</li> <li>→ Accounts (2)</li> <li>→ Drivers</li> <li>→ 1 peon, 1 accountant</li> </ul> <p><b>C. Project Gaining Negotiation mechanism (Official Cost)</b></p> <p><b>D. Transportation (Rent/Permanent)</b></p> <p><b>E. Different Items Purchase like Furniture, Electrical goods-laptop, printer, printing, scanner, photocopier, office interiors, stationaries and others</b></p> <p><b>F. Marketing Cost (Seminar, Workshop, Program Participation)</b></p> <p><b>G. Duties (VAT+TAX etc.)</b></p>
<b>06</b>	<b>Miscellaneous</b>	Different types
<b>07</b>	<b>Audit</b>	<ol style="list-style-type: none"> <li>1. This BFLLEA Project Management Unit fund will be audited by a recognized Audit firm annually</li> <li>2. At the end of any project in the center an internal audit will be conducted through a financial committee.</li> </ol>
<b>08</b>	<b>Profit Share of BFLLEA</b>	BFLLEA will receive profit fund after completion of total project.
<b>09</b>	<b>Consultancy Fees</b>	SRCL will receive 15% (in word fifteen percent) of total project volume as their consultancy fees within 3 days after receiving the project fund.
<b>10</b>	<b>Facilities of Project Management Unit</b>	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 BFLLEA.
<b>11</b>	<b>Principal Office</b>	<ul style="list-style-type: none"> <li>▪ To conduct all types of project management the project management unit can use the present BFLLEA (House - 32/A, Flat - B-2, Road 02, Dhaka 1205). As</li> </ul>

		<p>their regular office operation by due authority of Executive committee of BFLLFEA.</p> <ul style="list-style-type: none"> <li>▪ 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.</li> </ul>
<b>12</b>	<b>Decision Makers</b>	Executive Committee of BFLLFEA (Chairman or Sr. Vice Chairman) 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 deed 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 – BFLLFEA:**

Mr. Md. Diljahan Bhuiyan  
Sr. Vice Chairman, BFLLFEA

Signature and Seal:

Witness 01 from BFLLFEA:

Name:

Designation:

Signature:

**Party 02 – SRCL:**

Abu Jubayer  
Managing Director, SRCL

Signature and Seal:

Witness 01 from SRCL:

Name:

Designation:

Signature: