Work Plan for the Year of 2021

* **Feasibility Study**
* **Present Status**
* Running – 2
* Completed – 3
* **Running Projects**
* Mymensingh PWD
* Tarakanda Park
* **Resource Person**
* See [Table – 1](#_Table_-_1:)
* **Authority Resource Person**

1. Md. Mahbub Hossain

Executive Engineer – Dhaka PWD (Zone 4)

1. Abdullah Mohammad Jubayer

Executive Engineer – PWD Project Division 2 (PECU)

1. Dr. Sanwar Jahan Bhuiyan

Joint Secretary – PWD (Upcoming)

1. Md. Saifuzzaman Chunnu

Executive Engineer – Mymensingh PWD

1. Sourav Roy

Sub Divisional Engineer – Mymensingh PWD

1. Kollyan Kumar Kundu

Sub Divisional Engineer – Dhaka PWD

1. Gazi Mohammad Waliullah

Joint Secretary – National Museum

1. Maksudur Rahman

Supervisor – National Museum

1. Binoy Krishna Banik

Engineer – National Museum

1. Md. Firoz Ahmed

Superintendent Engineer – Dhaka PWD (Zone 2)

1. Sohel Ahmed

Superintendent Engineer – Elenbari PWD Training Institute

* **Marketing Plan**
* Website Development
* Brochure Development
* Diary & Calendar
* Email (Brochure)
* Email Address Collection of Planning Department, RHD, PWD, BWDB, LGED, and BPDB (Executive Engineer, Additional Chief, and Superintendent Engineer)
* All Ministry (Details Contact of Project Planning or Procurement Department)
* Occasion Wise Sponsor
* Regular Visit (PD)
* Ministry Secretary (Contact with Reference)
* Date Wise Program Searching
* SMS
* Local and International NGO Contact
* **Untap Market**
* RHD, PWD, BWDB, LGED, BPDB (All Divisions & Sections)
* **Financial Involvement**
* Project Start from 2 lacs to 10 lacs (Feasibility, on cash)
* Project Start from 2 lacs to 15 lacs (EIA, SIA, IEE, on cash)
* Marketing Budget: BDT 50000 for 2021
* **Upcoming Projects and Targets**
* Total 15 nos
* **Others**
* Gift for Executive Engineer & Superintendent Engineer
* **Environmental & Social**
* **Present Status**
* **Running Projects**
* **Resource Person**
* **Marketing Plan**
* **Authority Resource Person**
* **Untap Market**
* **Financial Involvement**
* **Tentative Income**
* **Upcoming Projects and Targets**
* **Others**
* **Training Service**
* **List**
* See [table – 2](#_Table_-_2:)
* **Project**
* SEIP, Asset, Astha, Uttaran, Sudokkho, Skills21
* **Associations**
* BAIRA, BTA, BFLLFEA, BDMS, REHAB, BMET, BKMEA, Bangladesh Jail, ICT Ministry, Nursing Institutes, ILO, IOM, WHO
* **Special Negotiation**
* Maximum 5% for Project Procurement
* **Present Status**
* See [table – 3](#_Table_-3:_Training)
* **Running Projects**

REHAB & BACI

* **New Institute Opening**
* General Training Institute – 5 Trades (Perfect Engineering Institute)
* IT Training Institute – 10 Trades
* Driving Training Institute – National & International Trades
* **Resource Person**

1. Md. Mujibul Haque

Project Director – Idea Project, GOB

1. Md. Sazzad Hossain

AIG Prison

1. Md. Shamsul Alam

Director General – BMET

1. Md. Akhtar Hossain

Secretary – Ministry of Youth & Sports

1. Dr. Mohammad Sanwar Jahan Bhuiyan

Executive Project Director 2 – SEIP

1. Dr. Mohammad Jahurul Haque

Executive Project Director 4 – SEIP

1. Md. Jahidul Haque

Additional Secretary & Project Director – SEIP

1. Sadiya Afroz

Joint Secretary & Executive Project Director 6 – SEIP

1. Sayed Tarikuzzaman

Executive Director – Bangladesh Bank

1. Dr. Sakhawat Ali

Director (Training) – BMET

1. Fazle Shamim Ehsan

Director (Project) – BKMEA

* **Marketing Plan**
* MOU Signing (BAIRA Members Institute, Perfect Engineering, and 3 New Associations)
* Contact with ILO, Swisscontact, WHO, Netherlands Embassy, DFID, Swiss Embassy
* Contact Details
* Email and Gift Items
* Regular Visit
* Local and International NGO
* LGED, DPHE, DPE, MoE
* **Untap Market**
* RHD, PWD, BWDB, LGED, BPDB, NGO
* **Financial Involvement**
* Maximum 5% for Project Procurement and Gift Item
* BDT 50000 Marketing Budget for 2021
* **Tentative Income**
* Training Start From 3 Lac
* **Upcoming Projects and Targets**
* Minimum 20 Projects
* **Advertisement Search**
* CPTU
* BD Jobs
* Paper Cutting
* Personal Contact
* **Information Technology (IT)**
* **4th Industrial Revolution (4IR)**
* **RMG & Textiles**
* **Leather & Tanneries**
* Present Status
* MoU Signing with BTA & BFLLFEA
* Available Fund – Bangladesh Bank, European Union, GIZ, DOE, Solidaridad, Ministry of Commerce (LSBPC)
* Running Projects
* Bangladesh Bank Loan Project
* European Union Fund
* LWG Certification Project
* ERF Project
* Training Program
* Audit Program
* Resource Person

1. Mohammad Abdul Halim

Consultant & Chairman, Eventseve Solution Limited

1. Mohammad Touhid Alam

Consultant & MD, Eventseve Solution Limited

1. Md. Shahin Ahmed

Chairman, BTA

1. Mst. Ruma Akter

Office Secretary, BTA

1. Jainal Abedin

Office Secretary, BFLLFEA

1. Md. Diljahan Bhuiyan

Secretary General, BFLLFEA

1. Md. Mojibullah Moju

Member, BFLLFEA

* Marketing Plan
* Contact with LSBPC for Training, Program Arrangement and other Programs
* Leather Gift Item for Secretary & others
* Contact with Donors
* Authority Resource Person

1. Israt Jahan

Joint Secretary – LSBPC, Ministry of Commerce

* Untap Market
* LSBPC, Ministry of Commerce
* Other Donors – 5 nos
* Financial Involvement
* Maximum BDT 10000 for Program Arrangement & Gift Item
* Tentative Income
* Upcoming Projects and Targets

1. Training
2. Auditing
3. Certification
4. Environmental Clearance Collection
5. LWG Certification
6. BB Loan Management
7. Banks Other Project Finance Management
8. Donor Given Project (Solidaridad, EU)

* Others
* Project detailing for different Embassy and Donors
* **Construction & Development**
* **Human Resource Supply**
* **Land & Loan Management**
* **Wash & Urban Infrastructure Governance**
* **Agriculture & Natural Resource Management**
* **Industrial Environment & Management Control**
* **Energy**
* **Climate Change & Disaster Management**
* **Certification & Permission**
* **Research & Development**

**Company Target**

* **Financial Goal**
* BDT 01 Crore Per Year
* **Office Set Up Goal**
* Kakrail (500 sft, on rent, interior & furniture)
* **Resource Person Goal**
* 5 Secretaries
* 10 Additional Secretaries
* 10 PDs
* 20 Executive Engineers and Superintendent Engineers
* 5 DGs
* 50 Other Officers
* 20 NGO Country Managers
* 30 NGO Program Directors
* **Marketing**
* Brochure
* Website
* Diary & Calendar
* **Branding**
* FB Page/Group
* FB Boosting
* Video Clip
* Personal Video Sharing on WhatsApp
* Conference Sponsoring
* **Publicity**
* Reach Ministry, Departments, NGO, INGO, BB, PKSF, BMET
* **MoU**
* MOU Signing (BAIRA Members Institute, Perfect Engineering, and 3 New Associations)
* Contact with ILO, Swisscontact, WHO, Netherlands Embassy, DFID, Swiss Embassy
* **Registration & Permission**
* General Training Institute – 5 Trades (Perfect Engineering Institute)
* IT Training Institute – 10 Trades
* Driving Training Institute – National & International Trades
* EGP License
* Renewal (Trade License, VAT, TIN, RJSC)
* BTEB Permission
* RTO Registration
* ISO Certification
* WB, ADB, UNDP, UNICEF, ILO, JICA Enlistment
* **Sister Concern Development**
* Socheton Academic Care
* Socheton IT Home
* Socheton Business Initiative
* SRC Construction
* SRC Housing Society
* Center of International Registration & Permission
* **Authority Negotiation**
* Maximum 5 Persons
* **New Idea Development**
* Sector Wise Continuous Process
* **Financial Strategy Development**
* Budget Register
* Expenditure Register
* Double Column Cashbook
* General Ledger
* Tax & VAT Payment Record
* Stock Register
* Milestone Claim & Received Record
* Cheque Issue Register
* Staff Salary Record (Salary Sheet)
* Accounts Payable & Payment Control Record
* Cashbook, Ledger Book, Bills & Vouchers
* Payroll Register
* Daily Consumable Training Material Register
* Advance Control Register
* Fixed Asset Register
* Purchase Requisition
* Monthly Financial Report i.e. Statement of Expenditure (SoE)
* Monthly Bank Reconciliation Statement and all kinds of Bill & Voucher Documents related to Project Financial Transaction
* **Research & Development**
* Communication with Dr. Nazim & Dr. Majed
* **HR, Admin & Compliance Development**
* Recruitment Policy
* HR Policy
* Administration Policy
* Compliance Development (ISO Standard)
* **New Purchase**
* Office Furniture
* Conference Room with Online Facilities
* Official Car – X-Corolla (2004/05 model)
* Bike (Bajaj 125cc)

**List of Tables**

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| Table - 1: Study Team for Feasibility Study | | | |
| **Sl.** | **Name** | **Qualification** | **Designation** |
| 01 | Engr. Sadequr Rahman | MSc. in WRD (BUET) | Sr. Structural Engineer |
| 02 | Engr. Masud Islam | BSc. in Civil Engineering (SUST) | Structural Engineer |
| 03 | Engr. Saiful Islam | BSc. in EEE (BUET) | Electrical Engineer |
| 04 | Abu Jubayer | MSc. in WRD (BUET) | Environmental Specialist |
| 05 | Md. Monowarul Islam | MSS in Economics (DU) | Economic Evaluation Specialist |
| 06 | Abir Ahmed Talukdar | MSc. in URP (BUET) | Urban Planner |
| 07 | Md. Tanvir Hossain | BSc. in URP (CUET) | GIS Specialist & Urban Planner |
| 08 | Sajal Chandra Devnath | MSc. in Geography & Environment (CU) | Senior GIS Specialist |
| 09 | Dr. Nazim Uddin | MSc. in WRD (BUET)  PhD in WASH (University of Victoria, Canada) | WASH Specialist |
| 10 | Dr. Md. Majedul Haque | PhD from Netherland | Water Specialist |

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| --- | --- | --- | --- |
| Table - 2: List of Trainings | | | |
| **Sl.** |  |  |  |
| 01 |  |  |  |
| 02 |  |  |  |
| 03 |  |  |  |
| 04 |  |  |  |
| 05 |  |  |  |
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| --- | --- | --- | --- |
| Table -3: Present Status of Trainings | | | |
| **Sl.** | **Name** | **Project Status** | **Remarks** |
| 01 | SEIP | 1. Mother Association Agreement 2. Sister Association Agreement 3. Training Institute Agreement 4. Negotiation With BAIRA 5. Individual Calculation 6. Profit Sharing 7. Instruments Supply 8. Others Expenditure Calculation |  |
| 02 | Sudokkho |  |  |
| 03 | Astha |  |  |
| 04 | WHO |  |  |
| 05 | Skills21 |  |  |
| 06 | Asset |  |  |
| 07 | Uttaran |  |  |
| 08 |  |  |  |
| 09 |  |  |  |
| 10 |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Table -4: Running Projects of Trainings | | | | |
| SEIP | | | | |
| **Sl.** | **Name** | **Project Target** | **MOU** | **Benefit** |
| 01 | BACI | 3000 Trainees | 1. SEIP-BACI-BAIRA tripartite MOU 2. BAIRA-SRCL MOU 3. SRCL-BAIARA training center MOU | 1. Per Trainee Cost for Training Center – BDT 15000 2. For BACI – BDT 500 3. For BAIRA – BDT 1000 4. Negotiation – BDT 2000 5. Profit – BDT 3500 6. Others – BDT 1000 7. Office Management – BDT 4000 8. Bill Management – BDT 1000 |
| 02 | REHAB | 1. Trainees | 1. SEIP-REHAB-BAIRA tripartite MOU 2. BAIRA-SRCL MOU 3. SRCL-BAIARA training center MOU | 1. Per Trainee Cost for Training Center – BDT 12000 2. For REHAB – BDT 500 3. For BAIRA – BDT 1000 4. Negotiation – BDT 2000 5. Profit – BDT 3500 6. Others – BDT 1000 7. Office Management – BDT 4000 8. Bill Management – BDT 1000 9. Language & Job Placement – BDT 5000 |
| 02 | Sudokkho |  |  |  |
|  | Swiss Embassy |  |  |  |
| 03 | Astha |  |  |  |
| 04 | WHO |  |  |  |
| 05 | Skills21 |  |  |  |
| 06 | Asset |  |  |  |
| 07 | Uttaran |  |  |  |
| 08 |  |  |  |  |
| 09 |  |  |  |  |
| 10 |  |  |  |  |