**Contract on Grants for Training (Tranche 3)**

**Between**

**Skills Development Coordination and Monitoring Unit (SDCMU)**

**Skills for Employment Investment Program (SEIP)**

**Finance Division, Ministry of Finance**

**Government of the People's Republic of Bangladesh**

**And**

**Bangladesh Association of International Recruiting Agencies (BAIRA)**

**Contract on Grants for Training**

**Skills for Employment Investment Program – Tranche 3**

**ADB Loan 3839-BAN (COL)**

This **TRAINING GRANTS CONTRACT (“Contract”)** is made and entered into on this \_\_\_\_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 2020 at Dhaka, Bangladesh by and between the Parties:

**Skills Development Coordination and Monitoring Unit (SDCMU),** Skills for Employment Investment Program (SEIP), Finance Division, Ministry of Finance, Government of Bangladesh and having its office at Probashi Kallyan Bhaban (15th Floor), 71-72 Old Elephant Road, Eskaton Garden, Dhaka-1000 (hereinafter referred to as **"SDCMU"** which expression shall, unless it be repugnant to the subject or context thereof, include its successors and permitted assignees acting through the Executive Project Director, SDCMU of SEIP

**AND**

**BANGLADESH ASSOCIATION OF INTERNATIONAL RECRUITING AGENCIES (BAIRA)** an entity incorporated and registered under the Law of the People’s Republic of Bangladesh having its registered office situated at Taz Mansion, 28 Kawran Bazar, Room – 312 (2nd Floor), Dhaka 1205, Ph: 9662114, info@BAIRA-bd.org (hereinafter referred to as **“BAIRA”** which expression shall, unless it be repugnant to the subject or context thereof, include its successors and permitted assignees acting through the Managing Director, BAIRA duly authorized vide Board resolution .

SDCMU and BAIRA are hereinafter individually referred to as “**Party**” and collectively as “**Parties**”.

**WHEREAS**

(i) SDCMU is established with the objective of developing unskilled and semi-skilled labor force into productive and skilled labor in priority sectors and to support Government institutes, private companies, non-government organizations, industry skill councils and industry associations for achieving this objective. SDCMU is utilizing the funds provided by the Asian Development Bank (ADB) under Loan 3839-BAN: Skills for Employment Investment Program (SEIP), Tranche 3 to provide assistance towards skilling of about 320,000 youths by 31 December 2023 in the priority sectors.

(ii) BAIRA intends to avail the support and assistance of SDCMU as set out in the attached Business Plan and shown in **Schedule I** and Terms of Reference shown in **Schedule II** for implementing the Project which indicates the Project cost, benefits from the Project, role to promote the skills development market etc. and SDCMU has agreed to, inter-alia, grant an Assistance of an amount of **BDT 321,010,939 (Thirty Two Crore Ten Lac Ten Thousand Nine Hundred Thirty-Nine Only) including contingency** (**Assistance** or “**CONTRACT Amount**”) to BAIRA for the purpose of implementing skill development training program of about 10,000 trainees under this Agreement.

(iii) This Training Grants Contract shall be effective immediately upon signing by both the Parties and shall remain valid up to 31 December 2023, unless terminated earlier due to any default by the BAIRA of any provisions under this Agreement.

**NOW THEREFORE, IN CONSIDERATION OF THE FOREGOING PREMISES, UNDERTAKINGS, AGREEMENTS, COVENANTS AND MUTUAL PROMISES CONTAINED HEREIN AND FOR OTHER GOOD AND VALUABLE CONSIDERATION, THE RECEIPT AND ADEQUACY OF WHICH IS HEREBY ACKNOWLEDGED, THE PARTIES INTENDING TO BE LEGALLY BOUND HAVE AGREED AS FOLLOWS:**

1. BAIRA shall carry out the Project in the Training Sector during the Project Implementation Period and achieve the Milestones as set out in the **Schedule V**.
2. SDCMU shall release the CONTRACT amount on such terms and conditions as contained in this Agreement. The CONTRACT amount shall be released by SDCMU as per **Schedule V** of this Agreement and shall be subject to BAIRA complying with the provisions of this Agreement, as may be applicable or such manner as SDCMU may deem fit, keeping in view the utilization of the same by 31 December 2023.
3. If the advance released during the first year is not fully utilized, the same shall be carried forward to the succeeding year with the prior approval of SDCMU. After signing the contract, the SDCMU will disburse the advances excluding the equipment cost and BAIRA’s required submission of appropriate documents as per **Schedule V**.
4. The required equipment (if any) will be procured by the SDCMU centrally and provided to the BAIRA. The ownership of the equipment will be formally transferred to BAIRA upon satisfactory completion of Tranche 3 training.
5. After successful adjustments following the provisions of the business plan and financial rules and regulations set out in SEIP’s Financial Management Manual, future payments will be released in accordance with **Schedule V**.
6. BAIRA undertakes that the CONTRACT Amount will be exclusively utilized for the SEIP program outlined in the respective business plans and shall not be used for payment of any outstanding loan or debts, due to any other person; Except for petty cash, all other transactions will be done through cheques in order to ensure that all transactions are recorded through the banking system.
7. BAIRA shall provide SDCMU with a prior written notice of at least 30 (thirty) Business Days, requesting for release of the payments/installments.
8. The funds shall be credited by SDCMU as per the **Schedule V**, into a designated bank account of BAIRA. All the collection/ remittance/ other charges in relation to obtaining the funds will be borne by BAIRA.
9. BAIRA agrees that SDCMU shall from time to time have the right to oversee the operation/progress of the Project and the operation of the bank account in which the CONTRACT amount has been credited, during the Project Implementation Period, in accordance with the terms and conditions of this Agreement. All documents and accounts shall be retained for a period of three years after Project completion.
10. Any interest accrued on the CONTRACT amount released by SDCMU into the bank account of BAIRA under this Agreement, shall be accounted for and used solely for the purposes of the Project.
11. BAIRA agrees that SDCMU’s appointed auditor will audit the accounts of BAIRA pertaining to expenditures under this Contract.
12. BAIRA shall keep, and shall make all reasonable efforts to keep accurate and systematic accounts and records in respect of the Contract and in such form and detail as will clearly identify relevant time changes and costs.
13. An external audit of BAIRA will be undertaken by a private independent audit firm acceptable to ADB and appointed by SDCMU. BAIRA shall permit ADB and SDCMU and/or persons appointed by ADB and SDCMU to inspect the Site and/or all accounts and records relating to the performance of the Contract, and to have such accounts and records audited by auditors appointed by SDCMU, if requested by ADB and/or SDCMU. Acts intended to materially impede the exercise of ADB’s and SDCMU’s inspection and audit rights constitute a prohibited practice subject to contract termination.
14. In addition, ADB will also conduct periodic Fiduciary Reviews (Quarterly Fiduciary Reviews/Semi-Annual Fiduciary Reviews) that includes an annual post-procurement review. A special review may also be conducted should such need arise.
15. In addition to suspension or termination of the Contract as specified, additional disciplinary actions will be taken against PIU of BAIRA and BAIRA if any irregularity, financial, monitoring or otherwise, is found during auditing or monitoring of project operational/implementation activities
16. The BAIRA shall procure the goods, works and services, if required, in accordance with the provisions of the Public Procurement Act 2008 and the provisions of the ADB’s Procurement Guidelines (as amended from time to time) from the funds disbursed by the SDCMU and will be held accountable for any deviation from the regulations and procedures.

**I. COVENANTS**

1.1 During the period of training implementation specified in this Contract, BAIRA hereby agrees to:

(i) Promptly notify SDCMU:

1. of any event or circumstance which would, or is likely to, result in any of the representations and warranties made by BAIRA becoming untrue, incorrect or misleading in any manner;
2. of any circumstance or event which would, or is likely to interfere in/prevent/delay the timely achievement of Milestones, along with the reasons for the same and such details/documents as may be required by SDCMU to substantiate such reasons;
3. of any material loss or damage which BAIRA may suffer due to any event, circumstances or act of God which may have a Material Adverse Effect on the Project;
4. of any action or steps taken or legal proceedings started by or against BAIRA in any court of law with respect to the Project including for its winding-up, dissolution, insolvency, administration or reorganization or for the appointment of a receiver, administrator, administrative receiver, trustee or similar officer;
5. of any action or event pertaining to or having the effect of revocation, repudiation, denial or cancellation of any authorization.

(ii) Deliverables to SDCMU:

1. Training implementation monitoring and compliance reports in the manner and frequency as mentioned in paragraph 6.12 of the Business Plan (Schedule I of this contract);
2. Project Evaluation Report to be submitted yearly and monthly Utilization Certificate is required under this Agreement and also at the expiry of the Project Implementation Period;
3. Copies of any notice received by BAIRA, pertaining to any termination or proposed termination of any material contracts, material defaults, demands or claims made against BAIRA, which could have a Material Adverse Effect.

(iii) BAIRA shall:

1. ensure that it has the necessary infrastructure, expertise, trainers and assistance of professionals with academic excellence, along with appropriate content and technical inputs required for implementing the Project and achieving the Milestones;
2. ensure that all the records and evidences relating to the implementation of training are maintained and preserved in an orderly manner to facilitate future audit and review functions.
3. ensure that the CONTRACT Amount is prudently managed and shall take necessary action to ensure that CONTRACT Amount has been used solely for the purposes of the Project and the terms of this Agreement;
4. promptly inform SDCMU if the auditors of BAIRA cease to act as such, along with the reasons there of, and appoint another auditor with a prior notice to SDCMU;
5. in accordance with the provisions of the Law, make such amendments/alterations to the Charter Documents of BAIRA as may be required to give effect to any of the provisions herein and/or to safeguard the Parties‟ interests hereunder.

**II. ASSETS AND SERVICESAND PROFESSIONAL LIABILITY**

2.1. Materials and services purchased under this Project shall be used exclusively for the purpose of implementation of the Project.

2.2. All materials and equipment purchased under the Project shall become the property of the BAIRA once the program is implemented successfully and shall be registered in its inventory as provided in the relevant rules of the institution.

2.3. Any intellectual property produced in the course of implementation of the approved Project, such as products, techniques, or services, will belong to the SDCMU.

2.4. Limitation of BAIRA’s Liability towards SDCMU:

1. Except in the case of gross negligence or willful misconduct on the part of BAIRA or on the part of any person or a firm acting on behalf of BAIRA in carrying out the Services, BAIRA, with respect to damage caused by BAIRA to SDCMU’s property, shall not be liable to SDCMU:

* for any indirect or consequential loss or damage; and
* for any direct loss or damage that exceeds the total value of the Contract;

1. This limitation of liability shall not

* affect the BAIRA’s liability, if any, for damage to Third Parties caused by BAIRA or any person or firm acting on behalf of BAIRA in carrying out the Services;
* be construed as providing BAIRA with any limitation or exclusion from liability which is prohibited by the Applicable Laws of the People’s Republic of Bangladesh.

**III. PENALTIES**

3.1 In cases where goods procured under this Agreement are misappropriated by the BAIRA and/or if the BAIRA transfers funds deposited in the designated bank account to a separate bank account, and/or withdraws funds from the Bank account and spend such funds for purposes not included in the approved Business Plan, then the BAIRA shall refund the entire such withdrawn/transferred funds to the designated bank account.

3.2 If the BAIRA does not comply with the provision mentioned above, SDCMU shall take recourse to recover the misappropriated and/or transferred funds by deducting such equivalent amount from any other fund earmarked for the BAIRA that is held by SDCMU.

**IV. SUSPENSION AND TERMINATION**

4.1. This Contract may be suspended or terminated prior to its stipulated expiry date in the following cases:

(a) BAIRA fails to comply fully with the provisions and regulations governing the Project implementation, the requirements of funds utilization, or responsibilities assigned under this CONTRACT. The SDCMU, based on the level of violation by BAIRA, shall give a written decision on suspension or termination of this Contract before completion; or

(b) if there is delay in the Project implementation by the BAIRA due to unforeseen factors such as natural disaster, earthquakes, fires, flood, cyclone or any unexpected such force majeure situations beyond human capacity, and these situations are certified to be the direct reasons for the delay or obstacle to the implementation of the proposals, and the BAIRA has tried alternatives to overcome these situations, the provisions and conditions regulated in this Clause may not be applied provided that the BAIRA should inform the SDCMU in writing, within two weeks after the occurrence of such events, of the reasons and the applied alternatives, and should inform SDCMU as soon as possible after the situation has returned to normal.

**V. SETTLEMENT OF DISPUTES**

5.1. Any dispute arising out of this CONTRACT shall, preferably, be settled out of court through consensus ensuring mutual understanding and benefits.

5.2. If the dispute cannot be resolved on the basis of consensus, the Contract PARTIES may take it to an arbitration court, Dhaka, Bangladesh and seek resolution in accordance with the relevant provisions of law. The court’s decree shall be final and binding on all PARTIES.

5.3. Any fees and other related charges incurred in settlement of disputes shall be borne by the losing party.

**VI. CONFIDENTIALITY**

6.1 BAIRA recognizes, accepts and agrees that all the information obtained or disclosed, including, but not limited to all data, documents, applications, papers, statements, slips, programs, plans and/or any business, marketing strategies/plans and any and all other business secrets, confidential knowledge or information of SDCMU relating to its business practices and procedures (hereinafter collectively referred to as “**Confidential Information”**), which may be provided or communicated by SDCMU to BAIRA in connection with this Agreement, and/or in the course of performance under this Agreement, is, shall be and shall remain the sole property of SDCMU and shall be of a strictly private and confidential nature and shall be treated as confidential by the BAIRA unless:

(i) it is in the public domain at the time of disclosure.

(ii) it comes into the public domain other than as a result of a wrongful act or omission on the part of BAIRA, or any one or more of the employees(s) / personnel thereof.

(iii) it is disclosed to BAIRA by a third party in such circumstances which do not involve a breach of any obligation of confidentiality owed to SDCMU.

6.2. During the Project Implementation Period, BAIRA shall not make use of any such Confidential Information for any purpose whatsoever which is not necessary for the discharge of its obligations under this Agreement, or to the disadvantage of SDCMU, nor shall BAIRA divulge it to anyone other than SDCMU or persons designated by SDCMU.

6.3. All Confidential Information shall be returned forthwith by BAIRA receiving such Confidential Information to SDCMU on the expiry or termination of this Agreement.

**VII. ASSIGNMENT**

7.1 BAIRA shall not have right to assign its obligations or rights under this Agreement in whole or in part, or transfer or modify or sub contract this Agreement in favor of any third party save and except with the prior written approval of SDCMU.

7.2. Save and except as a result of any Law, SDCMU shall not assign its obligations or rights under this Agreement in whole or in part, or transfer or modify this Agreement in favor of any third party without the prior written confirmation of BAIRA.

**VIII. GOVERNING LAW**

8.1 This Agreement shall be governed by and construed in accordance with the laws of Bangladesh (“**Governing Law**”).

**IX. GENERAL**

9.1 Any notice or request to be given or made by a Party to the other shall be in writing or through email, delivered personally or sent by courier, registered or certified mail by the other Party. Such notice or request shall be deemed to have been duly received by the Party to whom it is addressed if it is given or made at such Party’s address specified below:

**SDCMU: Skills Development Coordination and Monitoring Unit**

Office: Probashi Kalyan Bhaban (Level 15), 71-72, Old Elephant Road, Eskaton Garden, Dhaka -1000

Phone: 55138753-55

Email:[zahid63@yahoo.com](mailto:zahid63@yahoo.com)

9.2 BAIRA shall pay to SDCMU upon demand the stamp duty and registration charges if any, payable on this Agreement and its duplicate executed by and between the Parties.

9.3 Except as expressly provided for in this Agreement, no variation or amendment of this Agreement shall be effective unless it is in writing and signed by a duly authorized representative of each Party.

9.4 If any provision of this Agreement is held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the other provisions of this Agreement, which shall remain in full force and effect. If any such invalidity or unenforceability substantially alters the commercial basis of this Agreement, the Parties shall negotiate in good faith to amend and modify the provisions of this Agreement to the extent possible, to give effect to the intention of the Parties under this Agreement.

9.5 This Agreement (i) constitutes the entire agreement between the Parties, and (ii) supersedes all prior and contemporaneous agreements or communications with respect to its subject matter. All schedules hereto shall be deemed to form an integral part of this Agreement and in the event of any inconsistency or repugnancy between the contents of this Agreement and/or any schedule hereto, the latter shall prevail to all intents and purposes.

9.6 The relationship between SDCMU and BAIRA under this Agreement will be on a principal-to-principal basis. Nothing in this Agreement shall be taken as to constitute BAIRA or any of its personnel, assignee, representative or any other person, as an employee or agent of SDCMU or vice-versa. The Parties undertake that none of their personnel shall be construed in any manner, either expressly or by implication, as the employees or agents of SDCMU or BAIRA, as applicable. SDCMU and BAIRA acknowledge that:

1. Neither is the legal representative or agent of the other for any purposes; and
2. Neither of them has any right or authority to assume or create any obligations of any kind or to make any representations or warranties, whether express or implied, on behalf of the other or to bind the other in any respect.

9.7 BAIRA further acknowledges that neither it, nor its personnel, agents or representatives shall be entitled to make representations or give or purport to give warranties on behalf of SDCMU.

9.8. BAIRA is required to adhere to ADB’s provisions pertaining to anticorruption, conflict of interest and eligibility as provided for in Schedule IX which is in accordance with the Guidelines on The Use of Consultants by Asian Development Bank and Its Borrowers (as amended from time to time).

9.9 All schedules and attachments including Release Schedule (Schedule V) will be the integral part of this Contract.

**IN WITNESS THEREOF THE PARTIES IN THEIR FREE VOLITION AND FULL UNDERSTANDING WITH THE INTENT TO LEGALLY BIND THEMSELVES TO THIS AGREEMENT EXECUTE THIS AGREEMENT THROUGH THEIR DULY AUTHORIZED PERSONNEL’S**

**Signed and delivered for and on behalf of**

**Skills Development Coordination and Monitoring Unit**

Signature:

Name: Md. Zahidul Haque, Executive Project Director, SDCMU, SEIP

Date:

**Witnessed by:**

Name

Address

Signature:

**Signed and delivered for and on behalf of BAIRA**

Signature:

Name: Alamgir Shamsul Alamin, President, BAIRA

Date:

**Witnessed by:**

Name:

Address:

Signature:

**Schedule I**

**Business Plan for Tranche 3**

**1. Introduction**

**1.1 Macro-economic Scenario of the Training Sector**

According to the7th Five Year Plan, construction industry sector is one of the priority growths sectors in Bangladesh for national economic development. The Real Estate and Housing sub-sector contributes a lot in terms of generating revenue and creating employments. The 7th Five Year Plan also indicates that rapid growth of the urban population in Bangladesh has been taking place for the last four decades. Migration has been the most dominant component of urban population. Among the large cities, Dhaka holds the highest share which is around 60% of total migration.

On the other hand, lack of adequate housing for accommodating the migration is obviously a key problem in the large cities. Housing deficit in urban areas grew 1.13 million units in 2001 to 4.6 million units in 2010 and the deficit is projected to reach 8.5 million units in 2021. BAIRA has been playing a vital role in the development of housing to accommodate the migration and they alone produce and deliver more than 10,000 units of apartments and 6000 plots annually.

**1.2 Potential Employment Opportunity**

According to the Bangladesh Association of International Recruiting Agencies (BAIRA), the sector contributes 12-15 percent of the GDP and about 2.5 million skilled and unskilled labor are employed. Annual turnover of this sector is BDT 28 billion, providing BDT 2 billion in the tax revenue to the government. It also stimulates demand for 250 supplementary industries e.g., steel, cement, tiles and sanitary-ware, cable and electric ware, paint, glass & aluminum, brick and building materials etc. A recent survey[[1]](#footnote-1)revealed that about 116,300 new skilled workers will be required by one hundred developers in 20 selected occupations in next 5-10 years.

**1.3 Need for Scaling Up of Training**

Shortage of skilled workers in key occupations of the Training Sector has emerged as a major concern. It is also important to mention that many a time the construction firms engaged in ongoing mega projects in Bangladesh face challenges to adopt technological changes due to shortage of skilled workers. SEIP, on the other hand, has engaged BAIRA and BACI to minimize the skills gap in Training Sector to some extent. Implementation of these programs has ensured in developing learners’ ability, skills and knowledge and already many learners started work to contribute in Training Sector which is important for the growth of the industry. All the members of the Industry Association (IA) are well aware of the SEIP-BAIRA activities in relation to the development of human resource which is essential for increasing the productivity of the sector. Many members have already recruited SEIP-BAIRA graduates who are actually capable enough to adapt themselves in work process for constructing building and infrastructure. More specifically, BAIRA as a partner of SEIP provides a clear path of developing skills of the young and youths who intend to build career in Training Sector. It has its own training institute and also made partnerships with the renowned outsourced training institutions located across the country. All the institutes have the capacity of achieving training and job placement targets. They will train 11,000 trainees for fulfilling targets of Tranche 2 and Tranche 2 additional by the end of December 2020. The continuation of their training activities is essential to contribute in Training Sector. The association is also very keen to be a partner of SEIP in training implementation under Tranche 3.

* 1. **Rationale of the Proposal**

According to the BIDS report, the demand in overseas market will remain fairly constant, 0.16 to 0.19 million each year. Together, the total demand for construction workers will rise from 3.34 million in 2016 to 5.04 million by the end of 2025. Besides, the global demand of the skilled workers especially for the occupations like electrical works, masonry, rod binder, tiles and marble works has increased in recent years, but the capacity of training institutes has not adequately developed in Bangladesh to meet that demand. It is found that about 60% of total migrants is the construction workers.

A total of 2.5 million people including engineers, architects, skilled and unskilled workers are now engaged in the organizations/firms who are the members of BAIRA. All the employers reported that there is a high degree of labor turnover, especially for some particular occupations e.g., mason, rod binder, shuttering carpenter, and tiles fixer, which is a problem closely associated with the scarcity of skills for those occupations. On the other hand, a good portion of the workers have tendencies to shift to other projects for higher pay followed by those who migrate to overseas countries for jobs with higher earnings. For this situation, the demands of skilled workers always exist which need to be addressed.

To meet the demand of skilled workers, BAIRA started training delivery from 01 October 2018 with the financial assistance of SEIP. A sum of 8,823 trainees including Tranche 1 Additional have been certified of which 7,553 (85.60% of assessed) are placed in different firms (details of achievements in Table 1). It also established a training center with the support of SEIP which has already enrolled a total of 762 trainees. BAIRA generally enrolls the people who completed primary education and the courses it offers don’t require higher level of education. Creating opportunities for the people with minimum education has obviously a greater social impact. It is also important to mention that BAIRA has already developed a reputation of providing labor matching services and all the members are well aware of their services in providing skilled workers. This is one of the reasons for which BAIRA now aims to continue their services in Tranche 3. Once BAIRA is engaged for Tranche 3 program, they will ensure strengthening quality assurance functions of SEIP training.

**2.0 Implementation Status of Training Program under Tranche 2 and Tranche 1 Additional**

**2.1 Performance Assessment**

**2.1.1. Course-wise Performance**

**Table 01: Course-wise Performance**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Tranche-02** | | | | | | **Tranche-01 Additional** | | | | |
| **Courses** | **Target** | **Enrolled** | **Certified** | **Job placement** | **Job placement %** | **Target** | **Enrolled** | **Certified** | **Job placement** | **Job placement %** |
| Electrical Installation and Maintenance | **900** | **737** | **609** | **537** | **88.6** | **1350** | **1363** | **1337** | **1114** | **83.3** |
| Plumbing | **1000** | **751** | **584** | **497** | **85.1** | **1250** | **1267** | **1227** | **1068** | **87.0** |
| Masonry | **1100** | **787** | **598** | **500** | **89.6** | 1400 | 1419 | 1364 | **1190** | **87.2** |
| Steel Binding & Fabrication | **1200** | **779** | **585** | **486** | **83.0** | **800** | **820** | **784** | **670** | **85.4** |
| Tiles & Marble Works | **800** | **694** | **568** | **483** | **83.1** | **1200** | **1238** | **1167** | **1008** | **86.4** |
| **Total** | **5000** | **3748** | **2944** | **2503** | **84.6** | **6000** | **6107** | **5879** | **5050** | **85.8** |

As presented in the table above, SEIP-BAIRA achieved its enrolment target for Tranche 1 (additional) against the trainee target of 6000 (6107 already enrolled, 5879 certified). Job placement rate is also satisfactory (5050 placed in jobs, around 85.8 %). So far Tranche 2 is concerned, it is progressing well (3748 out of 5000 already enrolled, 2944 certified and 2503 placed in jobs).

**2.1.2 Assessment of Training Centers:** SEIP-BAIRA has already assessed the performance of the training centers/institutes being used for T-2 and Tranche 1 (additional) training program. A total of 11 centers/institutes are primarily selected for Tranche 3 program. The following table illustrates the training environment and capability of these centers in terms of availability of trainers and equipment for training management:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2.1.2 Assessment of Training Centers:** | | | | | | | | | |
| **Table 1: Summary of Capacity Assessment Information of Primarily Selected Centers** | | | | | | | | | |
| **Name of Training Center** | **Courses run up to March 2020**  **(T2)** | **Trainees enrolled up March 2020 (T2)** | **Certified up to March 2020 (T2)** | **Job Placement up to March 2020 (T2)** | **Courses to be offered in T-3** | **Availability of Equipment (T-3)** | **Availability of Trainers (T-3)** | **Training Environment** | **Remarks** |
| **1.BAIRA Training Institute, Mirpur Dhaka** | Masonry | T2=158 | T2=129 | T2=92 | Masonry-275 | BAIRA TI Mirpur is equipped with required tools and equipment. | It has a pool of 10 trainers and one Centre in charge | Institutional arrangement is learner friendly to ensure quality training | Training center is suitable for Tranche-3. |
| Electrical Installation & Maintenance | T2=159 | T2=136 | T2=113 | Electrical Installation & Maintenance-275 |
| Steel Binding & Fabrication | T2=152 | T2=119 | T2=91 | Steel Binding & Fabrication-275 |
| Plumbing | T2=147 | T2=119 | T2=100 | Plumbing-275 |
| Tiles & Marble Works | T2=146 | T2=114 | T2=97 | Tiles & Marble Works-275 |
|  | **Total** | **762** | **617** | **493** | **1375** |  |  |  |  |
| **2. SAIC, Mymensingh** | Masonry - | T2=150 | T2=125 | T2=109 | x | Equipped with sufficient tools and equipment. | Trainers are available and qualifications match with SEIP requirements | Training environment is congenial for training and education. | Suitable for training under Tranche 3 |
| Electrical Installation & Maintenance - | T2=150 | T2= 125 | T2=118 | Electrical Installation & Maintenance -250 |
| Steel Binding & Fabrication - | T2=150 | T2=125 | T2=110 | Steel Binding & Fabrication -250 |
| Plumbing - | T2=150 | T2=124 | T2=118 | Plumbing-250 |
| Tiles & Marble Works - | T2=140 | T2=125 | T2=105 | x |
| **Total** | **740** | **624** | **560** | 750 |
| **3.CCN Polytechnic Institute,**  **Cumilla** | Masonry - | T2=153 | T2=128 | T2=114 | x | Well equipped with necessary tools & equipment | A total of 10 Trainers are available. Capacity Assessment Report indicates all the details of trainers | Good learning environment is available | Training center is suitable for training under Tranche 3 |
| Electrical Installation & Maintenance - | T2=154 | T2=128 | T2=121 | Electrical Installation &Maintenance -250 |
| Steel Binding & Fabrication - | T2=153 | T2=128 | T2=102 | Steel Binding & Fabrication -250 |
| Plumbing - | T2=153 | T2=128 | T2=120 | x |
| Tiles & Marble Works - | T2=140 | T2=115 | T2=106 | Tiles & Marble Works -250 |
| **Total** | **753** | **627** | **563** | 750 |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2.1.2 Assessment of Training Centers:** | | | | | | | | | |
| **Table 2: Summary of Capacity Assessment Information of Primarily Selected Centers.** | | | | | | | | | |
| **Name of Training Center** | **Courses run up to March 2020 (T1 Additional)** | **Trainees enrolled up March 2020 (T1 Additional)** | **Certified up to March 2020 (T1 Additional)** | **Job Placement Achievements up to March 2020 (T1 Additional)** | **Courses to be offered in T-3** | **Availability of Equipment (T-3)** | **Availability of Trainers (T-3)** | **Training Environment** | **Remarks** |
| 4.BRAC-DUPK  Nilphamari | Masonry | A1=100 | A1=98 | A1=91 | X | Sufficient tools & equipment with safety device, personal protective equipment (PPE) etc. | Required trainers are available | Good learning environment is available | Training center is suitable for training under Tranche 3 |
| Electrical Installation & Maintenance | A1=100 | A1=99 | A1=81 | Electrical Installation & Maintenance-300 |
| Steel Binding & Fabrication | A1=100 | A1=98 | A1=92 | Steel Binding & Fabrication-250 |
| Plumbing | A1=100 | 100 | A1=89 | X |
| Tiles & Marble Works | A1=100 | 89 | A1=82 | Tiles & Marble Works-275 |
| **Total** | 500 | 484 | 435 | 825 |  |  |  |  |
| 5.Engineer Institute of Technology-(EIT)  Rangpur | Masonry | A1=226 | A1=224 | A1=186 | Masonry-300 | Necessary tools & equipment are available | Trainers are available. | Good environment exits | Training center is suitable for training under Tranche 3 |
| Electrical Installation & Maintenance | A1=176 | A1=175 | A1=142 | Electrical Installation & Maintenance-300 |
| Steel Binding & Fabrication | A1=x | x | X | X |
| Plumbing | A1=126 | A1=125 | A1=100 | Plumbing-300 |
| Tiles & Marble Works | A1=101 | A1=100 | A1=80 | X |
|  | **Total** | A1=629 | 624 | A1=508 | 900 |
| 6.Victoria Technical Institute (VTI)  Sirajganj | **Masonry** | A1=100 | A1=89 | A1=77 | Masonry-300 | Tools and equipment are available | Trainers are available | Good environment exits | Suitable for training under Tranche 3 |
| Electrical Installation & Maintenance | A1=100 | A1=98 | A1=85 | Electrical Installation & Maintenance-300 |
| Steel Binding & Fabrication | A1=100 | A1=85 | A1=75 | Steel Binding & Fabrication-300 |
| Plumbing | A1=100 | A1=95 | A1=84 | X |
| Tiles & Marble Works | A1=100 | A1=84 | A1=75 | X |
| **Total** | 500 | 451 | 396 | 900 |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | |
| **Table 3: Summary of Capacity Assessment Information of Primarily Selected Centers (Contd…)** | | | | | | | | | |
| **Name of Training Center** | **Courses run up to March 2020 (T1 Additional)** | **Trainees enrolled up March 2020 (T1 Additional)** | **Certified up to March 2020 (T1 Additional)** | **Job Placement Achievements up to March 2020 (T1 Additional)** | **Courses to be offered in T-3** | **Availability of Equipment (T-3)** | **Availability of Trainers (T-3)** | **Training Environment** | **Remarks** |
| 7.Agrojatra Technical Institute-Barishal  (ATI) | **Masonry** | A1=118 | A1=118 | A1=101 | x | Tools and equipment are available | Required trainers are available | Learner centered environment exists. | Training center is suitable for training under Tranche 3. |
| Electrical Installation & Maintenance | A1=100 | A1=100 | A1=87 | Electrical Installation & Maintenance-300 |
| Steel Binding & Fabrication | A1=21 | A1=21 | A1=17 | x |
| Plumbing | A1=114 | A1=114 | A1=101 | Plumbing=300 |
| Tiles & Marble Works | A1=127 | A1=127 | A1=109 | Tiles & Marble Works-300 |
| **Total** | 480 | 480 | 415 | 900 |  |  |  |  |
| 8.White Pearl Professional Institute-Moulvibazar | **Masonry** | A1=100 | A1=96 | A1=91 | x | Tools and equipment are available | Required trainers are available | Learner centered environment exists | Suitable for training under Tranche 3 |
| Electrical Installation & Maintenance | A1=101 | A1=101 | A1=92 | Electrical Installation & Maintenance-300 |
| Steel Binding & Fabrication | A1=99 | A1=97 | A1=86 | Steel Binding & Fabrication-300 |
| Plumbing | A1=101 | A1=98 | A1=98 | Plumbing-300 |
| Tiles & Marble Works | A1=100 | A1=98 | A1=91 | x |
|  | **Total** | 501 | 490 | 458 | 900 |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | |
| **Table 4: Summary of Capacity Assessment Information of Primarily Selected Centers (Contd…)** | | | | | | | | | |
| **Name of Training Center** | **Courses run up to March 2020 (T1 Additional)** | **Trainees enrolled up March 2020 (T1 Additional)** | **Certified up to March 2020 (T1 Additional ))** | **Job Placement Achievements up to March 2020 (T1 Additional)** | **Courses to be offered in T-3** | **Availability of Equipment (T-3)** | **Availability of Trainers (T-3)** | **Training Environment** | **Remarks** |
| 9.ST Institute of Science and Technology,  Kishoreganj | **Masonry** | A1=100 | A1=100 | A1=86 |  | Tools and equipment are available | Required trainers are available | Training environment is congenial | Suitable for training under Tranche 3 |
| Electrical Installation & Maintenance | A1=103 | A1=100 | A1=88 | Electrical Installation & Maintenance-300 |
| Steel Binding & Fabrication | A1=50 | A1=50 | A1=48 | Steel Binding & Fabrication-300 |
| Plumbing | A1=50 | A1=50 | A1=48 | Plumbing-300 |
| Tiles & Marble Works | A1=103 | A1=103 | A1=85 | x |
| **Total** | 406 | 403 | 355 | 900 |
| 10.Chowgacha Model Computer Institute and Technology, Jashore | **Masonry** | 100 | 99 | 93 | Masonry-300 | Tools and equipment are available | Required trainers are available | Training environment is congenial | Training center is suitable for training under Tranche-3 |
| Electrical Installation & Maintenance | A1=x | A1-x | A1-x | x |
| Steel Binding & Fabrication | A1=x | A1=x | A1=x | x |
| Plumbing | A1=100 | A1=97 | A1=92 | Plumbing-300 |
| Tiles & Marble Works | A1=100 | A1=96 | A1=90 | Tiles & Marble Works-300 |
|  | **Total** | 300 | 292 | 275 | 900 |
| 11. Hazi Md. Nurul Islam Chowdhury Training Institute, Lalmohon, Bhola | Masonry | Newly Constructed& affiliated | Newly Constructed & affiliated | Newly Constructed & affiliated | Masonry-300 | Tools and equipment are available | Trainers are available | Training environment is congenial | Suitable for training under Tranche 3 |
| Electrical Installation & Maintenance | **”** | **”** | **”** | x |
| Steel Binding & Fabrication | **”** | **”** | **”** | Steel Binding & Fabrication-300 |
| Plumbing | **”** | **”** | **”** | x |
| Tiles & Marble Works | **”** | **”** | **”** | Tiles & Marble Works-300 |
| Total | N/A | N/A | N/A | 900 |

**2.1.3 Narrative summary of high-demand courses and low-demand courses based on Tranche 2 & Tranche 1 (Additional) experience**

The course-wise performance in Tranche 2 and Tranche 1 (Additional) is satisfactory. The table 1 also indicates the achievement of job placement which is more than 80% of total trainees assessed. Therefore, the job placement achievement specifies the market responsiveness of courses and the demand of the labor market. All the courses were selected at the beginning of the program based on the demand of the members of BAIRA and labor market analysis of BIDS which was reflected in the BIDS report 2016. BAIRA, therefore, decides to offer the same courses in Tranche 3.

**2.2 Financial Performance:** The fund utilization status against the budget allocation of Tranche 2 and Tranche 1 (Additional) is shown below:

**Table 4: Fund utilization by Tranches**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tranche** | **Period** | **Budget** | **Utilization** | **Percentage** |
| **Tranche- 2** | October 2018-December 2020 | BDT 20,77,84,440 | BDT 8,93,42,066 | 42.99% |
| **Tranche-1 (Additional)** | March 2019-December-2019 | BDT 19,23,31,685 | BDT12,79,65,148 | 66.53% |

As shown in Table 4, 42.99% of the fund has been utilized so far for the program under Tranche 2. The reasons behind this slow progress include the followings: i) The costs against the direct and indirect budget items in BP were calculated from the month of April 2018, but training started from October 2018; ii) Due to delay of commencing training program of about six months, training for four batches (one batch consists of 25 trainees) has not been completed yet which has resulted in budget variance and iii) Non-receipt of bill vouchers from the outsourced training institutions. However, the projected expenditure for Tranche-2 up to December 2020 is expected to achieve 93.18% of total allocation.

In case of Tranche 1 (Additional), the reasons for achieving 66.53% till now are i) In BP, training days for a batch was calculated based on 78 days but training is completed in 72 which causes savings; ii) Some outsourced institutes did not submit bill vouchers for payment iii) two posts (Coordinator-Monitoring and Job Placement officer) have been vacant which results in budget variance. However, the projected expenditure for Tranche-1 Additional up to December 2020 is expected to achieve 93.91% of total allocation.

There are some specific formats being used to submit claim along with bill vouchers. New outsource training institutes face difficulties while starting to fill up the format if they are not oriented.

BAIRA, now, plans to orient the person involved in financial management of all the outsourced institutes once the training under Tranche 3 starts. More efforts will be given to ensure effective fund management of outsourced institutes emphasizing on timely bill preparation and submission.

**2.3 Center-wise Training Information of Tranche 2 & Tranche-1 Additional**

The following two tables show center-wise training performance of Tranche 2 and Tranche 1 (Additional) training program:

**Table 5: Center-wise Training Performance (Tranche 2)**

| **Sl.** | **Institutes/**  **Centers** | **Course**  **offered** | **Training Period** | **Total Trainee** | **Enrolled** | **Certified** | **Job placed** | **Job placed %** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | BAIRA Training Institute, Mirpur Dhaka | 5 | Octo-’2018  December’2020 | 1155 | 762 | 617 | 493 | 79.9 |
| 2 | AyubHena polytechnic Institute Dhaka | 5 | Octo-’2018  September’2019 | 507 | 507 | 482 | 383 | 79.4 |
| 3 | BRAC-ISD-Magura | 5 | Octo-’2018  December’2020 | 945 | 736 | 594 | 504 | 84.8 |
| 4 | CCN Polytechnic Institute Cumilla | 5 | Octo-’2018  December’2020 | 965 | 753 | 627 | 563 | 87.9 |
| 5 | SAIC Professional Training centre, Mymensingh | 5 | Octo-’2018  December’2020 | 925 | 740 | 624 | 560 | 89.7 |
| 6 | DIST TechnicalTrainingCentre Dinajpur | 4 | Jnuary2020  September’2020 | 203 | 100 | - | - | - |
| 7 | ECO Institute of Technology | 4 | Jnuary2020  September’2020 | 300 | 150 | - | - | - |
|  | **Total** |  |  | 5000 | 3748 | 2944 | 2503 | 84.6 |

**Table 6: Center-wise Training Performance (Tranche 1 Additional)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.** | **Training Institute/Center** | **Courses offered** | **Training Period** | **Total Trainees** | **Enrolled** | **Certified** | **Job placed** | **Job placed %** |
| 01 | Agrojatra Technical Institute | 4 | March-19-December’19 | 400 | 480 | 480 | 415 | 86.45 |
| 02 | Asia International Training Centre | 5 | **”** | 700 | 716 | 699 | 539 | 77.11 |
| 03 | Bangladesh Technical Training & Development Center. | 5 | **”** | 450 | 450 | 401 | 327 | 81.54 |
| 04 | BRAC Dokhota Unnyon Proshikkhon Kendra Manikganj | 5 | **”** | 500 | 500 | 482 | 424 | 87.96 |
| 05 | BRAC Dokkhota Unnyon Proshikkhon Kendra Narayanganj | 5 | **”** | 500 | 500 | 479 | 407 | 84.96 |
| 06 | BRAC Dokkhota Unnoyon Proshikkhon Kendra Nilphamari | 5 | **”** | 500 | 500 | 484 | 435 | 89.87 |
| 07 | Chowgacha Model Computer Institute &Technology | 3 | **”** | 300 | 300 | 292 | 275 | 94.17 |
| 08 | Engineer’s Institute and Technology Rangpur | 4 | **‘’** | 625 | 629 | 624 | 508 | 81.41 |
| 09 | Greenland Training Center Ltd.Dhaka | 3 | **”** | 225 | 225 | 220 | 177 | 80.45 |
| 10 | Mangrove Institute of Science& Technology | 4 | **”** | 400 | 400 | 374 | 334 | 89.30 |
| 11 | ST Institute of Science and Technology,  Kishoreganj | 5 | **”** | 400 | 406 | 403 | 355 | 88.08 |
| 12 | Victoria Training Institute Sirajganj | 5 | **”** | 500 | 500 | 451 | 396 | 87.80 |
| 13 | White Pearl Professional Institute  Moulvibazar | 5 | **”** | 500 | 501 | 490 | 458 | 93.41 |
|  | Total |  |  | 6000 | 6107 | 5879 | 5050 | 85.8 |

**2.4 Fiduciary Status**

BAIRA and its outsourced training institutes will maintain transparency and integrity in accomplishing the activities related to training and financial management under this Contract. It may be mentioned that until December 2019, no fiduciary review by ADB was taken place.

**2.5 Lesson learnt**

BAIRA achieved the targets of enrollment, certification and job placements of Tranche 2 and Tranche 1 Additional program. The overall activities in implementing training program and the challenges it had faced, in fact, helped PIU and outsourced training institutions to understand financial management, training monitoring process and appropriate services required for job placement of trainees.

Although BAIRA gave its best efforts to find female trainees in the program, finally it found difficulties to enroll targeted number of female trainees mainly because of the nature of the trades and employment opportunities. The workplaces of Training Sector are not female friendly which is a barrier in attracting potential female trainees. Employers’ views in recruiting female trainees were not encouraging. The lesson BAIRA learnt was that they would need to strengthen the linkages and liaisons with its members and prospective employers to change their views for recruitment of female trainees.

During implementation of Tranche 2 program, the following points came out:

* A positive environment in society for receiving SEIP training by eligible target groups through proper advocacy, community awareness and campaign at the community level created;
* A quality training and financial management system with strong or robust monitoring system established;
* An expected level of job placement with demand driven and market responsive skills profiles achieved;
* Quality training ensured after mobilizing appropriate trainer and industry assessor;
* Gainful employment ensured in construction sector because of dynamic linkages with the specific industries;
* The system of tracking of trainees after placement in jobs reduced the risk of fraudulent data entry into TMS;
* A positive and proactive attitude developed in working places due to implementation of motivation and career counseling program;
* A positive realization among industry owners about the benefit of employing trained workers created (since, it ensures reducing production cost and improving the labour productivity);
* A well-designed and integrated implementation model with a target of job placement improved the effectiveness of the training;
* A pragmatic and efficient fund management system with budgetary control ensured;
* A positive impact in the local community manifested for receiving more training from SEIP due to exchanging views, advocacy, community awareness and campaign at the different levels of community which ultimately justifies to get the potential trainees for Tranche 3
* The capacity of the core staff of PIU of BAIRA and the teams of outsourced training institutes improved because of the experienced gained from implementation of Tranche-2; and
* Professional development training imparted by SEIP which would help BAIRA to implement Tranche 3 more effectively and efficiently.

It is important to note that employers are very much interested to recruit trained employees because they have benefited from SEIP program in getting skilled workforce. Experienced trainer, assessors and well-designed implementation process support BAIRA to achieve the project targets including placement target. This experience will facilitate BAIRA to perform project work more effectively in Tranche 3.

**3.0 Project Duration (Tranche 3):**

The duration of the Project is from 01 October 2020 to 31 December 2023.

**4.0 Expected Output and Outcome (Tranche 03)**

**4.1 The Expected Output**

The expected output of the project is very explicit and countable in number**.** A total of 10,000 trainees will be trained of which female participation is expected to be 30%.

**4.2 The Expected Outcome**

The distal and proximal outcomes of the project are expected in terms of job placement, improvement of gainful employment, self-employment, and fulfilling the skill gap in the housing and construction sub-sectors. The expected outcomes are mentioned below:

**4.2.1 Job Placement Target:** At least 6,000 or 60% of the graduates will be placed in jobs upon completion of training (80% wage employment and 20% self-employed).

**4.2.2** **Expected Improvement in Skills (Increase in Monthly Income after Training):**

Through these programs, trainees will develop the skills, knowledge, attitudes and values they need to perform their chosen occupation and building future careers. It may be mentioned that BAIRA will implement competency-based training which includes all aspects of work performance, comprised of four specific dimensions which are i) Task Skills; ii) Task Management Skills; iii) Contingency Management Skills and iv) Job/Role Environment Skills. Once trainees have received training, they will be able to contribute in workplaces. BAIRA has experienced that the employers are very keen to recruit trained people and once trainees are employed their income has increased after a couple of years. It is also recognized that employers can easily distinguish the performances between trained and non-trained workers.

**4.2.3** **Wage Employment:** It is expected that the new entrants on completion of training will be able to find a gainful employment.

**4.2.4** **Self-Employment:** Trainees who will be self-employed are expected to generate income. After gaining experience, their income level is expected to increase significantly. Besides, their ability to apply acquired knowledge and technical know-how is expected to be increased significantly.

**4.2.5** **Expected Benefit to the Sector:** The lack of skilled workforce results in high cost in the Training Sector and a substantial loss in accomplishing construction projects. Training Sector experiences manifold benefits of engaging trained workforce and engagement of trained workforce ensures the following benefits i) reducing skills gap in work process; ii) improving efficiency; iii) minimizing wastage; iv) reducing cost of building and v) improving quality of work. It is found that upon completion of training, trainees are found to be confident in workplaces. Employers viewed that graduates who had spent their time in receiving training managed by BAIRA are more competent than those who never received training.

**5.0 Information on Trainee Target and Cost**

**5.1 Types of Target Group and Selection Criteria**

Trainees will be youth and young adults with minimum age 15+. The maximum age for the new entrants will be 45 years and that for up-skilling will be 50 years. Female trainees will have access to the training programs. Association will ensure at least 30% female participation in training programs. Trainees will include a mixed target group such as youth, existing workforce (for up skilling), low skilled people, school dropouts, ethnic minority and people with disabilities.

**5.2 Total number of Targeted Trainees (New Entrants)**

As mentioned above, BAIRA will enroll a total of 10,000 trainees. The course-wise breakdown is shown below:

**Table 7: Course wise Trainee Target**

| Name of the Course | Total No. of Trainees | Minimum Entry Level Qualification |
| --- | --- | --- |
| Electrical Installation & Maintenance | 2,575 | Grade-VIII Pass |
| Plumbing | 2,025 | Grade-V Pass |
| Masonry | 1,475 | Grade-V Pass |
| Steel Binding & Fabrication | 2,225 | Grade-V Pass |
| Tiles & Marble Works | 1,700 | Grade-VIII Pass |
| **Total** | **10,000** |  |

**5.3 Year-wise break up of Targeted Trainees**

**Table 8: Year-wise breakdown of Trainees**

|  |  |
| --- | --- |
| **Year** | **Trainee Target** |
| October 2020 to December 2020 | 600 |
| January 2021 to December 2021 | 3,500 |
| January 2022 to December 2022 | 3,500 |
| January 2023 to December 2023 | 2,400 |
| **Total** | **10,000** |

**5.4 Summary of Training Cost for Tranche-03:**

BAIRA will start implementation of training from October 2020 and continue the training program until December 2023. The estimated budget for the program is BDT 321,010,939 for training of 10,000 trainees. Unspent money, if any, on completion of training could be utilized to train additional trainees upon receiving of SEIP approval. The year-wise budget is shown below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Table 9: Summary Presentation of Cost Breakdown** | | | | | | |
| **All amount in BDT** | | | | | | |
| **Budget Items** | | **1st Year** | **2nd Year** | **3rd Year** | **4th Year** | **Total** |
| **(2020)** | **(2021)** | **(2022)** | **(2023)** |
| A | Training Operation cost (RTI, Own Center) | 0 | 13,766,507 | 13,766,507 | 10,324,880 | 37,857,894 |
| Target Trainees (Own Center) | 0 | 500 | 500 | 375 | 1,375 |
| B | Training Operation cost (Out Sourced Centers) | 7,337,250 | 36,840,000 | 36,840,000 | 24,816,500 | 105,833,750 |
| Target Trainees (Out Sourced Centers) | 600 | 3,000 | 3,000 | 2,025 | 8,625 |
|  | **Total Training Cost at Center Level (A+B)** | **7,337,250** | **50,606,507** | **50,606,507** | **35,141,380** | **143,691,644** |
| C | Training Related Cost at PIU Level | 7,545,000 | 44,012,500 | 44,012,500 | 30,180,000 | 125,750,000 |
| D | PIU Operation Cost | 486,000 | 15,370,800 | 15,956,052 | 16,578,117 | 48,390,969 |
|  | **Total Cost at PIU Level (C+D)** | **8,031,000** | **59,383,300** | **59,968,552** | **46,758,117** | **174,140,969** |
|  | **Sub-Total Amount (A+B+C+D)** | **15,368,250** | **109,989,807** | **110,575,059** | **81,899,497** | **317,832,613** |
| E | **Training Equipment & Office Furniture** | **0** | **0** | **0** | **0** | **0** |
| **F** | **Contingency 1% of Training Cost** | **153,683** | **1,099,898** | **1,105,751** | **818,995** | **3,178,326** |
|  | **Total Contract Cost (A+B+C+D+E+F)** | **15,521,933** | **111,089,705** | **111,680,809** | **82,718,492** | **321,010,939** |
| **Unit Costs (A+B+C+D/trainee target) [excluding equipment and contingencies]** | | | | | | **31,783.26** |
| **Total Trainee Target:** | | | | | | **10,000** |

1. **Training Implementation Arrangements**
   1. **Selection of Training Courses:**

The training courses have been selected based on the national and international labor market demands. In addition, Skill Gap Analysis and Labor Market Study Report- 2016 prepared by BIDS has also been consulted. The views of the BAIRA members have also been considered in selecting the courses. Besides, the performance of Tranche 2 and Tranche 1 Additional is found important to consider the continuation of the same courses in Tranche 3. BAIRA has proposed the following five courses for implementation in Tranche 3:

**6.2 Course Duration (month/hours)**

**Table 10: List of Courses with duration**

|  |  |  |
| --- | --- | --- |
| **Sl.** | **Name of the Courses** | **Total Days/Months / Hours** |
| 1 | Electrical Installation & Maintenance | 72 Days/3 Months/360 Hours |
| 2 | Plumbing | 72 Days/3 Months/ 360 Hours |
| 3 | Masonry | 72 Days/3 Months/ 360 Hours |
| 4 | Steel Binding & Fabrication | 72 Days/3 Months/ 360 Hours |
| 5 | Tiles & Marble Works | 72 Days/3 Months/ 360 Hours |

**6.3 Training Delivery (Daily Contact Hours, % of Theory & Practical Sessions)**

BAIRA will give major thrust to provide quality training delivery following the Competency Standard (CS) prescribed by SEIP. The duration of the training course will be 360 hrs (weekly six days and daily contact hours is five and 72 working days) 20% theory and 80% practical will be followed in the daily lesson delivery process in the classroom to develop practical hands-on skill of the trainees as per demand of job market. Competency Based learning Materials (CBLM), lesson Plan, Hand book and Job sheet will be used to ensure quality training. Interactive and multiple ways of learners-based teaching –learning method will be followed in the Teaching –learning process so that trainees can acquire more practical skills as per skill requirement of the job market in the Training Sector.

**6.4 Selection of Training Centers**

BAIRA has provisionally selected the following Training Institutions based on the overall performance shown in Tranche 2 and Tranche 1 (Additional) and the reports of capacity assessment. SEIP also assessed the institutions’ capacity and gave consent to PIU of BAIRA to include the proposed centers for Tranche 03 program implementation. In future, if required, new centers may be selected following similar procedure.

**Table 11: List of Training Institutes**

|  |  |  |
| --- | --- | --- |
| **Sl.** | **Training Institute** | **Address** |
| 1 | BAIRA Training Institute (own) (RTI), | Mirpur-1, Dhaka |
| 2 | CCN Polytechnic Institute | Sadar South, Cumilla |
| 3 | SAIC Professional Training center | Sadar, Mymensing |
| 4 | Victoria Technical Institute (VTI). | Sirajganj |
| 5 | Engineer’s Institute of Technology (EIT) | Rangpur |
| 6 | Agrajatra Training Institute (ATI) | Barishal |
| 7 | White Pearl Professional Training Institute | Moulvibazar |
| 8 | Chowgacha Model Computer Institute | Jashore |
| 9 | ST Institute of Science & Technology | Kishoreganj |
| 10 | BRAC ISD | Saidpur, Nilphamari |
| 11 | Hazi Md. Nurul Islam Chowdhury Training Institute | Bhola |

It may also be mentioned here that during the implementation period new training center(s) can be included subject to due capacity assessment, if required. Similarly, if any of the selected centers are found not performing well, then MoU with it/them can be cancelled. Based on the performance, trainee target can also be reallocated among the selected centers.

**6.5 Trainee Selection Process**

Trainee selection processes will include the following activities:

* 1. For enrollment purpose, wide scale publicity will be carried out centrally and locally- within the catchment area of a particular center through hanging of easily visible banner in the public places, distribution of leaflets etc.;
  2. advertisement to be floated centrally in a widely circulated newspaper outlining training objective, course name, duration, entry level qualification, age limit, documents required, benefits of training. It will also specify that preference will be given to the poor women, ethnic community group, persons with disability etc.
  3. advertisement in local newspapers,
  4. displaying the same in SEIP websites and further circulation by media agent of SEIP for example- PIACT;
  5. Miking and displaying banners;
  6. Community mobilization;
  7. Organizing meeting at school and colleges to attract trainees in the program. Selection of trainees will be based on the criteria specified in the section 5.1.A committee consisting of head of training institute/center, one representative from PIU-BAIRA and the local representative of BAIRA Industry / Factory will be formed to complete the process of enrollment and document the selection process.

Training centers will organize interviews to ensure a careful screening process to identify appropriate trainees for enrollment. During interview, trainees’ aspiration and willingness to receive training and build their careers in the trades will be considered as a key criterion. This sort of assessment will be done to avoid the dropouts. All the documents related to trainee selection process will be preserved at the center level as well as PIU office.

**Summary of the Trainee Selection Process**

1. Advertisement

* National and / or local newspapers
* Leaflet and / or Posters
* Banner
* Miking
* Announcement in assembly
* Notice Board
* SEIP and PIU websites
* PIACT activities of circulation
* Personal Communication

1. Training Demand Collection

* Letter issue to HR of industry
* Feedback from HR
* Circular

1. CV collection
2. CV short listing
3. Written test
4. Oral test and Physical Interview
5. Merit list preparation
6. Final selection along with a waiting list in notice board
7. Trail and introductory class taking extra 3 trainees from the waiting list
8. Final batch preparation of 25 trainees
9. TMS registration
10. Enrolment (PIU)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Table 12 TRAINING IMPLEMENTATION PLAN:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| **Sl No** | | | | **Institute /Courses** | | | | | **No of**  **Batch** | | **Batch**  **size** | | | | | **Total**  **Trainee** | | **2020** | | | | | | | | | **2021** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **2022** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **2023** | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | 1st Batch | | | | | | | | | | 2nd Batch | | | | | | | | 3rd Batch | | | | | | | | | | 4th Batch | | | | | | | | | 5th Batch | | | | | | | | 6th Batch | | | | | | | | 7th Batch | | | | | | | | | | 8th Batch | | | | | | | | 9th Batch | | | | | | | | | 10th Batch | | | | | | | | | | 11th Batch | | | | | | | | | 12th Batch | | | | | | |
|  | | |  | | | | | |  | | | |  | | | |  | 10 | | | 11 | | | | 12 | | | 1 | | | 2 | | 3 | | | 4 | | | 5 | | | | 6 | | | 7 | | | 8 | | | 9 | | | 10 | | 11 | | 12 | | | | 1 | | 2 | | | 3 | | | 4 | | | | 5 | | | 6 | | | 7 | | 8 | | | 9 | | | 10 | | | | 11 | | | 12 | | 1 | | | 2 | | | 3 | | | | 4 | | | 5 | | | 6 | | | 7 | | 8 | | | 9 | |
| 1 | | | **BAIRA Training Institute** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | **Electrical Installation** | | | | | | **11** | | | | **25** | | **275** | | | | | |  | |  | |  | | |  | | |  | | | |  | | |  | | |  | |  | | |  | | |  | | |  | | |  | | |  | |  | | |  | | | |  | | |  | | |  | |  | | |  | | |  | | | |  | | |  | | |  | |  | | |  | | | |  | | |  | | |  | |  | | |  | | |  | | |  | | | |  | | |  |
| **Plumbing** | | | | | | **11** | | | | **25** | | **275** | | | | | |  | |  | |  | | |  | | |  | | | |  | | |  | | |  | |  | | |  | | |  | | |  | | |  | | |  | |  | | |  | | | |  | | |  | | |  | |  | | |  | | |  | | | |  | | |  | | |  | |  | | |  | | | |  | | |  | | |  | |  | | |  | | |  | | |  | | | |  | | |  |
| **Masonry** | | | | | | **11** | | | | **25** | | **275** | | | | | |  | |  | |  | | |  | | |  | | | |  | | |  | | |  | |  | | |  | | |  | | |  | | |  | | |  | |  | | |  | | | |  | | |  | | |  | |  | | |  | | |  | | | |  | | |  | | |  | |  | | |  | | | |  | | |  | | |  | |  | | |  | | |  | | |  | | | |  | | |  |
| **Steel Binding & Fabrication** | | | | | | **11** | | | | **25** | | **275** | | | | | |  | |  | |  | | |  | | |  | | | |  | | |  | | |  | |  | | |  | | |  | | |  | | |  | | |  | |  | | |  | | | |  | | |  | | |  | |  | | |  | | |  | | | |  | | |  | | |  | |  | | |  | | | |  | | |  | | |  | |  | | |  | | |  | | |  | | | |  | | |  |
| **Tiles & Marble Works** | | | | | | **11** | | | | **25** | | **275** | | | | | |  | |  | |  | | |  | | |  | | | |  | | |  | | |  | |  | | |  | | |  | | |  | | |  | | |  | |  | | |  | | | |  | | |  | | |  | |  | | |  | | |  | | | |  | | |  | | |  | |  | | |  | | | |  | | |  | | |  | |  | | |  | | |  | | |  | | | |  | | |  |
|  | |  | | | | | |  | | | | **Total** | | **1375** | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | | **CCN Polytechnic Institute** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | | **Electrical Installation** | | | | | | **10** | | | | **25** | | | **250** | | | | |  |  | | |  | | |  | | |  | | | |  | | |  | | |  | |  | | |  | | |  | | |  | | |  | | |  | |  | | |  | | | |  | | |  | | |  | |  | | |  | | |  | | | |  | | |  | | |  | |  | | |  | | | |  | | |  | | |  | |  | | |  | | |  | | |  | | | |  | | |  |
| **Steel Binding & Fabrication** | | | | | | **10** | | | | **25** | | | **250** | | | | |  |  | | |  | | |  | | |  | | | |  | | |  | | |  | |  | | |  | | |  | | |  | | |  | | |  | |  | | |  | | | |  | | |  | | |  | |  | | |  | | |  | | | |  | | |  | | |  | |  | | |  | | | |  | | |  | | |  | |  | | |  | | |  | | |  | | | |  | | |  |
| **Tiles & Marble Works** | | | | | | **10** | | | | **25** | | | **250** | | | | |  |  | | |  | | |  | | |  | | | |  | | |  | | |  | |  | | |  | | |  | | |  | | |  | | |  | |  | | |  | | | |  | | |  | | |  | |  | | |  | | |  | | | |  | | |  | | |  | |  | | |  | | | |  | | |  | | |  | |  | | |  | | |  | | |  | | | |  | | |  |
|  | |  | | | | | |  | | | | **Total** | | | **750** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| 3 | | **SAIC Professional Training center** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | **Electrical Installation** | | | | **10** | | | | | **25** | | | | | **250** | | | | |  | |  |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | |  | |  |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |
| **Plumbing** | | | | **10** | | | | | **25** | | | | | **250** | | | | |  | |  |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | |  | |  |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |
| **Steel Binding & Fabrication** | | | | **10** | | | | | **25** | | | | | **250** | | | | |  | |  |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | |  | |  |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |
|  |  | | | |  | | | | | **Total** | | | | | **750** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| 4 | **Victoria Technical Institute** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | **Electrical Installation** | | | | **12** | | | | | **25** | | | | | **300** | | | | |  | |  |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | |  | |  |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |
| **Masonry** | | | | **12** | | | | | **25** | | | | | **300** | | | | |  | |  |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | |  | |  |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |
| **Steel Binding & Fabrication** | | | | **12** | | | | | **25** | | | | | **300** | | | | |  | |  |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | |  | |  |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |
|  |  | | | |  | | | | | **Total** | | | | | **900** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| 5 | **Engineer’s Institute of Technology** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | **Electrical Installation** | | | | | **12** | | | | **25** | | | | | **300** | | | | |  | |  |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | |  | |  |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |
| **Plumbing** | | | | | **12** | | | | **25** | | | | | **300** | | | | |  | |  |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | |  | |  |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |
| **Masonry** | | | | | **12** | | | | **25** | | | | | **300** | | | | |  | |  |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | |  | |  |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |
|  |  | | | | |  | | | | **Total** | | | | | **900** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| 6 | **Agrajatra Training Institute** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | **Electrical Installation** | | | | | | **12** | | | **25** | | | | | **300** | | | | |  | |  |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | |  | |  |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |
| **Plumbing** | | | | | | **12** | | | **25** | | | | | **300** | | | | |  | |  |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | |  | |  |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |
| **Tiles & Marble Works** | | | | | | **12** | | | **25** | | | | | **300** | | | | |  | |  |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | |  | |  |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |
|  |  | | | | | |  | | | **Total** | | | | | **900** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| 7 | **White Pearl Professional Institute** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | **Electrical Installation** | | | | | | **12** | | | **25** | | | | | **300** | | | | |  | |  |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | |  | |  |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |
| **Plumbing** | | | | | | **12** | | | **25** | | | | | **300** | | | | |  | |  |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | |  | |  |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |
| **Steel Binding & Fabrication** | | | | | | **12** | | | **25** | | | | | **300** | | | | |  | |  |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | |  | |  |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |
|  |  | | | | | |  | | | **Total** | | | | | **900** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| 8 | **Chowgacha Model Computer Institute** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | **Plumbing** | | | | | | | **12** | | **25** | | | | | **300** | | | | |  | |  |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | |  | |  |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |
| **Masonry** | | | | | | | **12** | | **25** | | | | | **300** | | | | |  | |  |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | |  | |  |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |
| **Tiles & Marble Works** | | | | | | | **12** | | **25** | | | | | **300** | | | | |  | |  |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | |  | |  |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |
|  |  | | | | | | |  | | **Total** | | | | | **900** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| 9 | **ST Institute of Science & Technology** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | **Electrical Installation** | | | | | | | **12** | | **25** | | | | | **300** | | | | |  | |  |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | |  | |  |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |
| **Plumbing** | | | | | | | **12** | | **25** | | | | | **300** | | | | |  | |  |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | |  | |  |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |
| **Steel Binding & Fabrication** | | | | | | | **12** | | **25** | | | | | **300** | | | | |  | |  |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | |  | |  |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |  | | |
|  |  | | | | | | |  | | **Total** | | | | | **900** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 10 | **BRAC ISD, Saidpur.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | **Electrical Installation** | **12** | **25** | | **300** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Steel Binding & Fabrication** | **10** | **25** | | **250** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Tiles & Marble Works** | **11** | **25** | | **275** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | **Total** | | **825** |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | **Hazi Md. Nurul Islam Chowdhury Training Ins.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | **Masonry** | **12** | | **25** | **300** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Steel Binding & Fabrication** | **12** | | **25** | **300** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Tiles & Marble Works** | **12** | | **25** | **300** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | | **Total** | **900** | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

**6.7 Provisions of MoU with Institute/Centers**

The MoUs will be signed with selected training partners using the SEIP Template after signing the contract between SEIP and BAIRA. With the consent of SEIP the MoUs with any of these institutes can be discontinued if the performance in relation to training delivery and job placement is found unsatisfactory. If required, the association may select other training institute to achieve the overall training and job placement targets. In that case, BAIRA will seek SEIP’s consent with its capacity assessment report.

**6.8 Selection of Trainers**

Trainers will be qualified and experienced. However, minimum qualification and experience may vary depending on the training course. The following criteria will be followed to engage trainers in Tranche 3:

* The minimum qualification will be Graduation or Diploma in Engineering in the relevant field.
* Trainers should have minimum 3 year’s industry experience in relevant field with qualification of graduation/diploma in engineering.
* Trainers having teaching experience will be given preference.
* In case of master craftsman/foreman with at least 7 years working experience in Training Sector, educational qualification may be relaxed.
* During selection of trainers, share of female (25%) participation will be considered subject to fulfillment of minimum qualification and experience.

Trainers of owned and outsourced training institutes engaged in Tranche 2 and Tranche 1 Additional program will go through a process of assessment for further continuation of their services. A committee will be formed by BAIRA where one representative from SEIP may be included. CVs of all trainers will be preserved at the institution and PIU level. BAIRA will also ensure to upload all the details of trainers in TMS.

**6.9 Selection of Assessors**

BAIRA will ensure that assessors selected are certified by BTEB or NSDA. If BTEB or NSDA certified assessors are not available, assessors should fulfill the qualification criteria set by the SEIP as shown below and must be certified by the Project Standing Committee of SEIP-BAIRA Project:

* Assessors should be occupation-specific industry experts with at least five year's working experience in the relevant industry.
* Assessors should have minimum a diploma in engineering in a relevant field or a graduation with sufficient working experience in a relevant field.

Before selection of assessors to assess trainees’ performance, BAIRA will send the list of assessors to SEIP for approval. This list will be made available at the institutions and PIU level. BAIRA will also ensure to upload all the details of assessors in TMS;

**6.10 Assessment**

**6.10.1 Formative Assessment:**

Training institute will conduct formative assessment after every 15 days to assess the progress of trainees in training. Based on the assessment, lesson plan will be redesigned and extra sessions will be conducted, if needed. The trainers will also document the assessment results for auditing/monitoring purpose.

**6.10.2 Summative Assessment:**

Summative assessment is the final assessment which will be conducted by industry assessor. Summative assessment will take place upon completion of training. Industry assessor will use SEIP Assessment Guide and Tools to assess trainees’ performance. Each training institution will provide assessment guide developed by SEIP to each of the assessors before conducting assessment. This will help industry assessors understand the SEIP assessment process. The units of competency and performance criteria specified in the competency standards are the benchmarks for assessment. Upon completion of assessment, training institutes/centers will document all the assessment results for future audit/monitoring purposes. If any trainee fails or found ‘not yet competent’, he/she may appear again for assessment with her own cost. The information related to reassessment will be uploaded in the TMS.

**6.10.3 Trainees to be assessed per Day (by Course and Type of Training)**

The assessor will assess around 10 trainees each day. However, the assessor will complete the whole assessment process of a batch in two days’ time. The assessment sheets will be signed by both the trainees and the assessor in presence of the trainer of the respective course. Assessor will prepare a summary sheet indicating the competency level achieved by the trainees and signed for submission to PIU of BAIRA. A set of the Summative Assessment results will also be kept in the training institute for ready reference.

**Table 13: Course wise trainees to be assessed per day**

|  |  |  |
| --- | --- | --- |
| **Course** | **Type of training** | **Assessment Per day per Assessor** |
| 1.Electrical Installation and maintenances  2. Plumbing  3. Masonry  4. Steel Binding and fabrication  5. Tiles & Marble works | New entrants | 10 Trainee |

**6.11 Certification**

Upon completion of training, trainees will appear in summative assessment (final exam) program which will be conducted by industry assessor with the assistance of training institute/center. Based on the summative assessment result and the recommendation of industry assessor, certificate will be awarded to the competent graduates. Certificate will be signed jointly by the head of institute and the president of BAIRA.

BAIRA will give its best effort to nationally recognize the skills acquired by their trainees with the arrangement of NSDA certification. In that case trainers should be certified by NSDA and institutions should be registered with them. The cost required for national certification may be arranged from the contingency with prior permission of SEIP.

**6.12 Monitoring Mechanism**

**6.12.1 Periodicity of Visits, by Positions &Reporting Arrangements**

The Chief Coordinator (CC) will ensure preparing monthly visit plan for all staff of PIU in such a way that it ensures visiting of all training centers every month. All visiting officers will submit reports to CC soon after the visit and CC will submit report to PSC Chairman. The visiting officers will also record their major findings and suggestions in the Monitoring Logbook maintained in the centers. The following table describes a tentative picture of monthly visits to be done by the PIU:

**Table 14: Periodicity of Visits, by Positions &Reporting Arrangements**

|  |  |  |
| --- | --- | --- |
| **Position** | **Minimum Periodicity of Visit** | **Reporting arrangement** |
| Chief Coordinator | Monthly 2 visits | Report to be submitted to SEIP after 07 days of visit |
| Coordinator (M&E) | Monthly 3 Visits | Reports to be submitted to CC within 07 days of visit |
| Coordinator  (Job placement & Database) | Monthly 3 visits |
| Coordinator  (Finance &Procurement) | Monthly2 visits |
| Asst. Coordinator (M&E) | Monthly 2 visits |
| Asst. Coordinator  (Job placement & Database) | Monthly 2 visits |
| Asst. Coordinator  (Finance & Procurement) | Monthly 2 visits |
| Other Officers | As & when required |

Summary of the visits along with the description of actions taken will be submitted to SEIP in the 1st week of every month.

**6.12.2 Compliance Mechanism/Actions:**

Once visit reports are submitted, these will be reviewed by PIU under the leadership of CC immediately. Guidelines will be provided to the respective center for corrective measures as soon as the review is done. PIU will maintain specific registers to track the compliance actions taken by the center and verify those from time to time. CC of BAIRA-SEIP PIU will ensure the compliance of all the observations/suggestions communicated to him through visit reports of PIU, SDCMU and any third party engaged by SDCMU. The findings and compliance actions taken by PIU and by concerned center will be presented in PSC meetings on a regular basis for its information, review and guidance. In case of non-compliance or any serious deviation from the standard implementation modalities and fiduciary gap, CC should immediately bring the matter to the notice of the concerned AEPD.

**6.12.3 Maintaining Monitoring Log (at PIU and Center level)**

BAIRA will maintain a Monitoring Logbook at PIU and institute level. PIU and the institute will maintain and keep the Monitoring Logbook in their offices so that ADB/SEIP team can understand the process of documentation of PIU monitoring activities and compliance actions taken by all concerned against visit observations/findings in the following format:

**A format of Monitoring Logbook**

**Name of the PIU/Training Institute/Centre…………………………….**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.** | **Name and Designation of the Visiting Officer with Date** | **Persons Met During Visit** | **Major Findings and suggestions** | **Actions Taken by the Center with Date** | **Actions Verified by the PIU Staff with Date and Remarks** |
| 1 |  |  |  |  |  |

**6.13 Monitoring Mechanism by SDCMU/SEIP**

Based on the SEIP Monitoring Guidelines, PIU staff will conduct center visits in each month and ensure that they have visited all training centers to improve quality training delivery. Besides, following the same guidelines, SDCMU officials, (Executives, Quality Assurance Officers and Consultants) will visit centers on a regular basis. The visiting officials will submit reports with their suggestions to improve the training delivery.

SEIP has developed a robust monitoring system to monitor the progress of SEIP training happening in the training institutes. It has various layers of monitoring mechanism to ensure that training is conducted as per criteria set by SEIP. It has also outsourced a firm where number of monitoring officers and specialists are involved in monitoring the training program.

The Quality Assurance Team of SEIP will visit training institutes/centers and carry out in-depth review of the overall implementation activities to extract the information on enrolment process, training process, assessment and certification system as well as financial issues. Besides, SEIP officials and consultants will monitor the training.

SEIP will also organize performance evaluation of the training program of BAIRA on yearly basis based on the Performance Evaluation Guidelines to evaluate and score the program against each of the training, assessment and financial activities. If any major deviation is found during the visit that will be communicated to the institutes for corrective action.

**6.14 Conveyance & Refreshment Allowance**

BAIRA will provide conveyance allowance @BDT 100 per training day to each of the trainees on actual attendance basis. At least 80% attendance for each of the trainees is required in training for eligibility of conveyance allowance. Conveyance allowance will be disbursed through the bank account/ mobile banking (U-cash, Sure Cash) to the trainees on monthly basis. BAIRA will also provide the cost of refreshment @ BDT 50 for each training day of the trainees.

**6.15 Job Placement Strategy**

BAIRA will follow the same strategy of Tranche 2 and Tranche 1 (Additional) program for the job placement of trainees under Tranche 3. Existing core staff (Coordinator, job placement and database) along with Asst. Coordinator (J&D) will be engaged to provide job placement services to ensure at least 60% employments. Job placement coordinator liaises with the members of BAIRA to find out occupation-wise workers requirements and make graduates ready for employment.

The activities of job placement support services include the following:

* Develop detailed profile of job vacancy in the industries or enterprises
* Develop data-base to identify potential employers/industries
* Provide job counseling to the trainees
* Formation of Employer’s Committee with members of industry people and conduct meeting once in every three months
* Develop dynamic linkages with the employers
* Disseminating training outcomes to the employers through email or letter or one to one visit.
* Organizing job fair

BAIRA will maintain/preserve all required documents as evidence of job placements such as appointment letters, contract documents, statement of engagements, documents related to business operation and achievements etc. for wage and self-employments. The documents will be examined by SDCMU officers and ADB review teams as well as fiduciary reviews and SDCMU monitoring teams frequently.

**Counseling Session**

In order to maintain the progress of the trainees during and after completion of the training, BAIRA will assist the trainees for job placement, inform them the status of availability of vacant posts, and orient them on the process of submission the application for availing jobs. They will track them until the trainees have started doing jobs. As soon as the contract is signed with SEIP, BAIRA will develop an implementation plan for counseling sessions. The main objective of the session is to guide the trainees on how trainees will adapt themselves in workplaces or commencing business for becoming self-employed.

The PIU staff will meet with the graduated trainees of each batch to follow up their employment progress and also to be updated on their working environment.

**6.16 Reporting arrangements and Tracking System**

The existing Standing Committee will act as apex body for project implementation. The Standing Committee will interact closely with the Project implementation Unit (PIU) headed by the Chief Coordinator (CC) & other core staff. The Committee will review the progress of implementation and provide guidance and advice from time to time. At the institute level, the Principal/Head trainer/Chief Instructor will monitor execution of the plan of actions of their respective institute under the supervision of the Chief Coordinator. PIU will maintain liaison with centers and monitor progress and quality of the training including the job placement. The Standing Committee in its meeting will discuss progress, quality of training and other related matters.

All the major findings such as training quality, the progress of employment, tracking of the Job placement graduates will be reported to the Standing Committee and SDCMU-SEIP.

**Tracking of Job Placed Graduates (for at least 03 months & maintaining records)**

BAIRA will track the employed graduates implementing the following strategies:

* Visit working place to trace the graduates at a regular interval.
* Track the trainees through calls and keep record.
* Prepare case study of the successful graduates.
* Maintain job placement follow-up or Tracking Register which will include the following i) Name of the trainee ii) Registration no iii) Phone/cell Phone number iv) Name of the Company v) Business start date/ joining date vii) income through business/Salary offered with the details of 1st Follow up, 2nd & 3rd Follow up to indicate retention up to 3 months. Follow up may sometimes be done through phone calls and some other times through physical visits. All the follow up findings will be recorded in a Job Placement and Tracking Register with dates and signatures of the verifier.

**Template for Job-placement and Tracking Register**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of the trainee | Course & batch name | Registration No. | Phone/ cell phone no. | Employer’s name & address | Joining date | Salary | Follow up findings during retention period | | | Remarks & signature |
| 1st follow up | 2nd follow up | 3rd follow up |
|  |  |  |  |  |  |  |  |  |  |  |

**6.17 Uploading Data into the TMS**

The following data will be uploaded into TMS from PIU and training institute within the prescribed time suggested by SEIP.

**Table 14: Types of data to be uploaded into TMS at PIU & Institute level**

| **PIU Level** | **Institute Level** |
| --- | --- |
| Enrollment Data | Enrollment Data |
| Trainee Attendance | Trainee Attendance |
| Trainers’ Data |  |
| Assessors’ Data |  |
| Assessment Data | ------- |
| Certification Data | --------- |
| Job Placement Data | Job Placement Data to be sent to PIU |

**6.18 Preparing & Preserving Records/Documents (at PIU and Institute level)**

The following records and documents will be prepared and preserved at the PIU and Institute levels:

**Table 15: Types of records/documents to be kept at PIU & institute/center level**

|  |  |
| --- | --- |
| **At PIU Level** | **At TI Level** |
| List of the potential employers | List of the potential employers |
| Employer’s committee meeting minutes | Employer’s committee meeting minutes |
| Employment records | Employment records |
| Job placement follow up logbook | Job placement follow up logbook |
| Placement certificate (Wage and Self) | Placement certificate (Wage and Self) |
| CVs of assessors, List of external assessors’ pool and offer letters | Job hunting register |
| Monitoring logbook of PIU staff | Job counseling register |
| Field visit monitoring report | Trainee Pre employment profile |
| Trainee course completion certificate | Pre-Enrollment Register |
| Staff attendance register | Admission committee meeting register and minutes of the committee on the enrolment process |
| Double column cash book | Admission register |
| General cash Book | Trainee attendance register |
| Fund Received & Disbursement Register | Staff attendance register |
| Fund Received & Disbursement Register | Trainer updated CV |
| Staff performance appraisal report | Make up class register |
| Procurement documents | Dropout register |
| Evidence of payments to Assessors | Competency standard, curriculum /CBLM. Lesson plan, job sheet |
| ----- | Maintaining training materials stock register |
| ------- | Monitoring log book |
| ------ | Certificate register |
| ------ | Assessment records |
| ------ | Assessor profile |
| ------- | Certificate distribution register |
| ------ | PPE distribution register |

**6.19 Registers& Books of Accounts to be maintained:**

**At PIU level:**

1. Attendance Register

2. Double column cash book (Software)

3. General ledger (Software)

4. Tax & VAT payment record

5. Fixed assets register

6. Milestone claim & received record

7. All kind of bill voucher documents related to project financial transaction.

8. Partner Institute milestone payment & adjustment record

9. Cheque register

10. Staff salary record (salary sheet

11. Monitoring logbook for PIU staff

12. Field visit reports and

13. Other registers generally used in office

**At the Center/Institute level:**

1. Trainee Enrollment register

2. Double column cash book

3. General ledger

4. Tax & VAT payment record

5. Stock register

6. Milestone claim & received record

7. All kind of bill voucher documents related to project financial transaction.

8. Cheque register

9. Staff salary record (salary sheet).

10. Accounts payable & payment control record

11. Job placement & tracking Register

12. Trainee dropout register

13. Trainee/trainer attendance registers

14. Inspection book

**7.0 Management of Training Programs**

* 1. **Project Standing Committee (PSC)**

The Project Standing Committee (PSC) of BAIRA-SEIP Project comprising the following members will act as the PSC of the Tranche-3 of the project:

President of BAIRA : Chairperson

General Secretary of BAIRA : Member

Board Director (s) of BAIRA (Three) : Member

SEIP Representative : Member

Chief Coordinator of the Project : Member -Secretary

Project Standing Committee will ensure successful implementation of the training courses. It will also be responsible for managing the overall functions and approving the recruitment of the staff of the project based on the recommendation of the Recruitment Committee. The Chief Coordinator will update the progress of implementation of the training and employment to the Project Standing Committee. Upon nomination of Executive Committee members by the association, Chief Coordinator will communicate the name to SDCMU. Subsequently, SDCMU will issue an office order regarding formation of the PSC that will work in Tranche-3.

**Terms of Reference of the PSC:**

Role and responsibilities of the standing committee will be as follows:

* + 1. Recruitment/removal of project core staff, trainers and support staff with the prior approval from SDCMU;
    2. Approve annual work plan and budget for each training center in line the with the Contract and business plan signed with SDCMU as well as MoU signed with respective TIs;
    3. Oversee training program implementation and monitor the progress and ensure quality in training delivery, relevance in job-placement and also accuracy in training and job placement data entered into TMs;
    4. Review spending status of TIs periodically and provide suggestions for improvement;
    5. Review disbursement status of dedicated training related fund to TIs and if necessary, provide guidance in this regard to help ensure quality in training delivery;
    6. PSC will meet every two months and member-secretary will send the meeting-minutes to SDCMU within 7 days of the meeting date.

**7.2 Project Implementation Unit (PIU)**

The PIU will comprise 12 members including Chief Coordinator who will head the implementation team. The organogram/structure of the PIU will be as under:

Coordinator

(Finance)

Coordinator

(Monitoring, Training & Assessment)

Coordinator

(Database, Job Placement & Procurement)

**Existing**

Standing Committee

Chief Coordinator

Asst. Coordinator

(Finance)

Asst. Coordinator

(Monitoring, Training & Assessment)

Asst. Coordinator

(Database, Job Placement & Procurement)

Officer

(Finance)

Data Entry Operator

Office Attendant

Cleaner

Officer

(Admin & Procurement)

**7.3 Qualification & Responsibilities of PIU Staff**

| **Position** | **Number** | **Job Description** |
| --- | --- | --- |
| Chief Coordinator | 1 (one) | The Chief Coordinator will be responsible for ensuring overall effectiveness of skills training programs by planning, managing, coordinating and implementing the activities undertaken for skills training in different training institutions to achieve the officially acknowledge training and job placement targets for BAIRA. The majors tasks of the Chief coordinator will include the following i) Apprising Project Standing Committee about the progress of training programs; ii) Ensuring that key staff of implementation unit are productive in terms of service delivery; iii) responsible for achieving enrollment, training completion and job placement targets; iv) Updating, developing and finalizing course curricula/standards and relevant learning materials and ensuring quality of training program, assessment and certification v) Responsible for expenditure with due diligence vi) keeping liaise with SDCMU for timely receiving of the grants vii) facilitation of external auditing, physical verifications and submission of periodical report on financial, training and placements.  **Qualification:** Masters in any discipline with 15 years’ experience in higher level position or Bachelor of Science in Engineering with 15 years’ experience in higher level position. |
| Coordinator (Finance) | 1 (one) | The coordinator will be responsible for ensuring effective accounting and financial management system in agreement with the Skills Development Coordination and Monitoring Unit (SDCMU). He/she will (i) maintain documentation in agreed formats, (ii) prepare documents for internal and external auditing, (iii) closely monitor all payments and expenditures, (iv) prepare and submit annual work plan and budget, (vi) timely implementation of all financial and procurement activities as planned. She/he will also participate in regular meetings organized by the SDCMU related to financial management.  **Qualification:** Masters/MBA in Accounting/Finance with minimum 07 years working experience or Bachelor degree with 15 years working experience in managing finance and accounts. |
| Coordinator (Training, Monitoring & Assessment) | 1 (one) | The coordinator will develop monitoring tools for effective monitoring of training activities during implementation of the program. She/he will closely monitor the training programs focusing on trainees enrolled, certification and job placement and retention up to 3 months. Prepare training and assessment plan and ensure deployment of industry assessors once training is complete. Ensure organizing training courses at the owned and outsourced institutes, participation of training participants and monitor the quality of the training courses. A performance monitoring plan and reporting formats for related activities will be prepared jointly with the SDCMU. She/he will prepare & monitor all activities closely and submit monthly, quarterly and annual progress reports to the SDCMU. She/he will also participate actively in monitoring meetings organized by SDCMU. He/she will also perform other related tasks as may reasonably be required by the chief coordinator or requested by the implementing agency.  **Qualification:** Masters in any discipline with 07 years working experience in monitoring and evaluation or Bachelor degree with 12 years working experience. |
| Coordinator (Database, Job Placement & Procurement) | 1 (one) | The coordinator will plan and coordinate job placement support service to ensure at least 60% job placement of trainees enrolling and retention in jobs for at least three months. She/he will be responsible for preparing and maintaining the database and assist tracking of the successful trainees based on the trainee tracking software provided. She/he will (i) maintain and closely monitor the data on job placement including wages/remuneration and other related information; (ii) update information on any changes in wages/remuneration of those getting jobs; (iii) closely monitor the effectiveness of job placement officers in enhancing job placements including developing network with employers; (iv) manage and coordinate all procurement and contractual aspects of project-related goods, equipment in accordance with Government/ADB procurement guidelines, and (v) perform any other task required by the chief coordinator or the management.  **Qualification:** Masters in any discipline with 07 years relevant experience or Bachelor degree with 12 years working experience |
| Asst. Coordinator (Training Monitoring & Assessment) | 1 (one) | The Assistant Coordinator (Training, Monitoring & Assessment) will (i) assist in developing monitoring tools for effectively monitoring of training activities during implementation of the program. He/ She will closely (ii) monitor the training programs from selecting training participants, enrollment, certification and job placement and retention up to 3 months, (iii). Assist prepare training and assessment plan, and deployment of industry assessors when training is complete, (iv) ensure organizing training courses, ensure participation of training participants and monitor the quality of the training courses (v) a performance monitoring plan and reporting formats for related activities will be prepared by her/him, He/ She will (vi) prepare monitoring reports of all activities. He/ She will also (vii) participate actively in the meetings organized under the project, (ix) perform other related tasks as may reasonably be required by the Coordinator or advised by the Chief Coordinator.  **Qualification:** Masters in any discipline with at least 5 years working experience in monitoring and evaluation or Bachelor degree with 07 years working experience. |
| Asst. Coordinator (Finance) | 1 (one) | The Asst. Coordinator (Finance) will have experience and sound knowledge in the relevant fields. She/he will: (i) keep the books on financial matters on regular basis as per accepted standard; (ii) produce monthly accounts of administrative and project budget expenditures of the project; ; (iv) support external audit team in audit of project accounts; (iv) assist in maintaining inventory of goods; (v) prepare reimbursement and withdrawal documents for project funds; (vi) ensure reconciliation of accounts with banks and development partners; (vii) prepare monthly, quarterly, annual reports for submission to the government; and (viii) prepare final project accounts statements at the end of the project for submission to SEIP as well as the concerned government office, (viii) perform other related tasks as per the advice of the Chief Coordinator.  **Qualification**: Master's in Commerce with accounts background and at least 5 years' experience in relevant fields or Bachelor degree with 07 years working experience. |
| Assistant Coordinator (Job placement & database & procurement) | 1 (one) | The Assistant Coordinator will assist Coordinator to plan and coordinate job placement support service to ensure at least 60% job placement of trainees enrolling and retention in jobs for at least three months. She/he will be responsible for preparing and maintaining the database and assist tracking of the successful trainees based on the trainee tracking software provided. She/he will (i) maintain and closely monitor the data on job placement including wages/remuneration and other related information; (ii) update information on any changes in wages/remuneration of those getting jobs; (iii) closely monitor the effectiveness of job placement officers in enhancing job placements including developing network with employers; iv. Assist in procurement of goods and services and (v) perform any other task required by the chief coordinator or the management.  **Qualification:** Masters in any discipline with 05 years’ relevant experience or Bachelor degree with 07 years working experience. |
| Officer (Finance) | 1 (one) | The Officer (Finance) will be responsible to assist for effective and smooth financial management of the project. He/she will have to (i) Work on maintaining bill vouchers and books of accounts such as cash book, ledger book, advance register, fixed assets register and other necessary books & documents. (ii) Check supporting papers/documents of day-to-day expenditures (iii) Manage daily cash and bank transactions; prepare daily cash report (iv) Assist in preparing monthly bank reconciliation statement (v) Assist to verify different bills/vouchers (vi) Assist to prepare Tax and VAT related works (vii) Keep the books of financial and procurement records on regular basis and update the information as per accepted standard (viii) Assist to produce monthly accounts of administrative and project budget expenditures of the project (ix) Assist in maintaining inventory of goods procured under the project (x) Assist to prepare monthly, quarterly, annual reports for submission to the government; (xi) Collect bill voucher from partner training institutes (xii) Assist partner training institutes on financial management (xiii) Assist to consolidate all bill vouchers and entry into the SEIP reporting format and tally software. (xiv) Assist to prepare different financial reports of the project.  **Qualification**: Master's in Accountancy/Finance with accounts background and at least 5 years' experience or Bachelor degree with 07 years working experience. |
| Officer (Admin & procurement) | 1 (one) | The Admin Officer will manage and execute administrative activities associated with the project. Reporting directly to the Chief Coordinator, he/she will have to (i) serve as key point of administrative contact and liaison with internal and external stakeholders, (ii) provide direct support to the project staff, (iii) conduct and administer the day-to-day activities of the project; (iv) facilitates logistics, resource management, procurement and administration procedures and documentation, (v)maintain inventory of goods procured under the project; (vi) perform miscellaneous job-related duties as assigned by the supervisor. She/he will also work on HR related issues. Also assist in procurement of goods and services  **Qualification**: Masters with at least 5 years’ experience in the relevant field or Bachelor degree with 07 years working experience. |
| Data Entry Operator | 1 (one) | The **Data Entry Operator** will be responsible for implementing database activities of the Project on a regular basis towards effective operation & maintenance of trainee management system. He/she will have to (i) Assist to develop database plan, strategy and tools (ii) Review data for deficiencies or errors, correct any incompatibilities (iii) Compile and sort information according to requirement (iv) Study and obtain further information for incomplete documents (v) Prepare and maintain the data base and keep tracking of the trainees and update the data on regular basis (vi) Apply data program techniques and procedures (vii) Generate reports, store completed work in designated locations and perform backup operations (viii) Respond to queries for information and access relevant files (ix) Comply with data integrity and security policies (x) Ensure proper use of office equipment and address any malfunctions (xi) Perform other tasks assigned by the supervisor (xii) Perform other jobs, if needed, for the greater interest of BAIRA (xiii) Will be responsible to work in true spirit of team work and preserve personal integrity by respecting the organizational hierarchy of accountability (xiv) Abide by all the rules & regulations as mentioned in the organizational manuals of BAIRA.  **Qualification:** Associate’s degree required, Bachelor’s degree preferred with 2+ years of experience in office management, IT or related field |
| Office Attendant | 1 (one) | The Office Attendant will assist the Administrative Officer and other staff of the office and work as per the advice of the Admin Officer. He/ She will responsible for serving tea, receiving and dispatching letters/documents etc.  **Qualification**: Minimum Class Eight passed with at least 2 years’ experience in the same position with other development organization. |
| Cleaner | 1(one) | Cleaner will assist the Officer Admin and other staff of the office. He/ She will be responsible for cleanliness of the office premises.  **Qualification**: Minimum Class five passed with at least 2 years’ experience in the same position with other development organization. |

**7.4 Recruitment Process of PIU Staff**

The PSC will form a Recruitment Committee consisting of 3-5 members. This Committee will be headed by a PSC member other than its Chairman/President. This Committee will have one or two representatives from SDCMU depending on the nature of job positions. For example, in case of finance and procurement, in addition to one AEPD, one person from Fund Management team of SDCMU may be invited and nominated.

In case of any vacancy, the Chief Coordinator will take necessary measures for advertisement at least in one national daily and in the Bdjobs.com website for wider circulation. Application will be submitted to BAIRA with a copy to SEIP. The Recruitment Committee will securitize the applications received and finalize the list of potential applicants. Upon completion of interview, the Recruitment Committee will prepare a panel of two/three qualified candidates and submit to the Project Standing Committee with recommendations. As mentioned, the Chief Coordinator (CC) will act as the Member Secretary of this committee. However, if CC’s position is feeling vacant, then the HR in charge of BAIRA will act as the Member Secretary. The PSC will finalize the recruitment after obtaining concurrence from SDCMU.

It may be mentioned that the existing staff will not automatically be recruited for the Tranche 03 program implementation. Based on the performance of the existing staff, they or some of them may be retained and other position, if left vacant due to termination or discontinuation of services of any staff will be recruited through regular process as mentioned above.

**a) Structure of the recruitment committee**

|  |  |
| --- | --- |
| **Designation** | **Status in Committee** |
| One PSC member other than its Chairman/ President (Nominated by PSC Chairperson) | Chairperson |
| Chief Coordinator, PIU | Member-Secretary |
| Respective/ nominated AEPD from SDCMU | Member |
| Other officials nominated from SDCMU | Member |

**b) Terms of reference of the recruitment committee:**

Roles and responsibilities of the recruitment committee will be as follows:

1. Set required qualification and job description criteria in line with business plan;
2. Arrange for advertisement, notification and wide circulation;
3. Short-list applicants to be interviewed;
4. Decide on recruitment procedure and determine date of exam/ interview;
5. Contact and inform short-listed applicants;
6. Assess applicant’s ability, skills and knowledge through written exams/ interview;
7. Recommend a panel comprising 2 to 3 most suitable candidates and place for consideration of the PSC;
8. Document all relevant information and preserve the same at PIU.

**7.5 Annual Performance Evaluation of PIU Staff**

Based on the format /guidelines from SEIP, performance of all PIU staff will be evaluated annually. The Chief Coordinator will evaluate the performance of all staff below him using the specific format and submit the individual evaluation to PSC for review and approval. PSC Chairman in consultation with concerned AEPD of SEIP will evaluate the performance of CC. The annual increment proposed in staff’s salary will solely depend on the satisfactory evaluation score of the concerned staff including the CC.

PIU-BAIRA will preserve documents related to the performance evaluation. If the performance of any staff is found unsatisfactory and for any negligence, PSC will immediately take appropriate disciplinary measure and may terminate him/her from the job. For termination and recruitment of CC and other core staff, prior consultation with SEIP will be needed. Other than the annual evaluation, if it becomes necessary to terminate any of the staff working in PIU for unsatisfactory performance, PSC with prior consultation with the SEIP will take appropriate steps.

**8. Quality Assurance Mechanism:**

SEIP has developed an internal quality assurance system to ensure the implementation of competency-based training in all the training institutes. Competency-based training itself is an approach to skills development process that places emphasis on what a trainee is able to do in workplace. This type of training is comprised of programs that are made up of competency standards set by industry that each trainee is assessed against to ensure they have achieved necessary skills, knowledge and attitudes required for an occupation. CBLMs, lesson plans and job sheets are prepared based on this CS and designed to ensure 80% practical and 20% theoretical sessions as per the general principle of SEIP.

Each enrolled trainee has to undergo through a systematic assessment process that includes formative and summative assessments being carried out following SEIP’s assessment guide and using the assessment tools. Formative assessments will be conducted by the trainers while final assessments are to be carried by the BTEB/NSDA certified independent industry assessor and/or by the industry association certified assessor. The assessments are to ensure that each trainee has achieved the necessary skills, knowledge and attitudes required by the particular trade/occupation. On the other side, there are structured monitoring mechanisms in place and will be carried out simultaneously by the SDCMU’s officials and a third-party monitoring organization on a continuous basis. Apart from this, PIU officials will visit centers regularly to check and ensure quality training delivery.

At the beginning of the training program under Tranche 3, BAIRA will share competency /industry skills standards along with competency-based learning materials and assessment tools with all the partner training institutes. It will also ensure effective utilization of these materials in training process. A pool of industry assessors will be developed and made them always ready to effectively use their services in training assessment process. All the industry assessors should be very experienced to effectively use assessment tools to assess trainees’ performance upon completion of training. They will follow the assessment guide developed by SEIP to create an environment of applying assessment principle and methodology to make appropriate judgment. Based on their assessment results, certification will be made. Certificate is to be issued with the signature of the president of industry association and head of the institute. This quality assurance mechanism has ensured quality of training in Tranche 2 and Tranche 1 additional and will also be applied in Tranche 3 program.

**9. Annual Performance Evaluation of Program**

**9.1 Annual**

**a)** Performance of training institutions/centers in terms of training delivery and job placement will be reviewed quarterly. Based on the review, course-wise training target and allocation of trainees to the centers may be revised. Training courses having satisfactory job placement rate may be re-allocated increased number of trainees by reducing the target of centers with poor training delivery and low job placement rates. It can even cancel the MoU(s) depending on the review findings.

As per the SEIP policy, the overall performance of PIU, BAIRA will be evaluated in each year. Accordingly, the CC will make sure that the overall performance of PIU is evaluated at the end of each year using the SEIP guidelines and by SEIP.

**b) Special (Periodical) Performance Evaluation:** In addition to annual performance evaluation, PSC or SEIP can carry out/suggest for periodical performance evaluation of PIU itself or any center/institute engaged for delivery of training in Tranche 3. For doing this, BAIRA will develop a guideline to carry out periodic evaluation. A 3-member committee will be formed to undertake periodic evaluation. Upon completion of periodic evaluation, report will be shared with SEIP.

If SEIP’s audits or ADB’s fiduciary reviews find any irregularities or mishandling of training programs (e.g., records of enrollment, certification, trainers’ qualifications, etc.), as well as improper financial management practices at BAIRA’s training providers, training courses at the training center will be immediately suspended. If repeated irregularities are found by SEIP’s periodic monitoring and/or ADB’s fiduciary reviews, BAIRA’s contract will be suspended or terminated as specified in the Contract. Additional disciplinary actions may be undertaken for future training programs to be implemented by BAIRA.

**9.2 Plan for auditing accounts of the project:**

1. **Internal audit by PIU:** As part of overall quality assurance and compliance, BAIRA will carry out internal audit/check by its PIU finance team from time to time.
2. **Internal audit by SDCMU:** SDCMU will undertake internal audit functions of the IA by engaging its officials as well as consultants from time to time as and when necessary to provide reasonable assurance that risk management, control and governance systems are functioning well. Detail internal control procedure would be guided by Financial Management Manual approved by SDCMU.
3. In addition, ADB may from time to time carry out specific verification on financial as well as training activities of the entity.
4. **External Audit:** The financial statements of the concerned entity will be audited by an independent external auditor, appointed by SDCMU, in accordance with International Standards on Auditing following the terms of reference specified in the agreement signed between SDCMU and Auditor/Audit Firm.
5. **Fiduciary Oversight:** Annual/Semi-Annual (AFR/SAFR) fiduciary review will be conducted by ADB recruited consultants or an audit firm following the terms of reference specified in the agreement signed between ADB and consultants /audit firm.

**9.3 Training Equipment & Furniture for Center, if any**: Not Applicable.

Under Tranche 3 of the Project, no training equipment and furniture support will be provided to any outsourced training institute.

**10.0 Risk assessment and due diligences:**

Necessary measures will be taken in every step of procuring and managing training activities. Training will be implemented for new entrants and the cost allocated for each training program will be spent with due diligence and efficiency. It will follow the procurement provisions and financial regulations of government and ADB. BAIRA will ensure maintaining and preserving physical and financial records of PIU and other partner institutions for future reference. Despite the precautionary measures if any deviation is made, the PIU in consultation with PSC and SDCMU will address them without any delay to ensure progress of the project.

**11.0 Financial Plan**

**11.1 Financial Assumptions**

Assumptions for Tranche-3 budget of 10,000 trainees under BAIRA

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.** | **Particulars** | | **Unit** | **Cost** | |
| 1 | **Remuneration of Standing committee member (SCM) -** | | Per meeting per person | BDT. 6,000 | |
|
| 2 | **Non-Academic Salary (human resources) - Included Tax** | | | | |
|  | **i. PIU' staff salary:** | | | | |
|  | As per annexure D | | | | |
|  | **ii. Implementing Institute management & support staff salary** | | |  |  |
|  | Required amount will accumulate from overhead amount. | | | | |
| 3 | **Assessment & Certification** (including Tax & VAT) | | per trainee | BDT. 600 | |
| 4 | Trainees allowances | Conveyance | per training day | BDT. 100 | |
| Tiffin | BDT. 50 | |
|  | N.B. Trainees' Conveyance & Tiffin: Average per month is considered for 24 days. | | | | |
| 5 | **Trainer Salary - per month per batch (Included Tax)** | | | | |
|  | **i). Out Sourced Training Institute** |  |  |  |  |
|  | a. Lead Trainer |  | Per batch month | BDT 20,000 | |
|  | b. Assistant Trainer |  | BDT 15,000 | |
|  |  | | | | |
| 6 | **Training premises & project office rental Cost (Included all Tax & VAT):** | | | | |
|  | a. PIU's Project office rent 1400 SFT. @ Tk. 70 sft. | | per month | BDT 98,000 | |
|  | c. Partner Institutes training premises rent | | batch month | BDT 10,000 | |
|  | d. BAIRA training premises rent - 5800 sft @BDT 70 per sft | | month | BDT 4,06,000 | |
|  |  |  |  |  |  |
| 7 | **Vehicle Hiring cost** (including fuel, maintenance & driver pay) | | | | |
|  | 1(one) vehicle for PIU |  | per month | BDT 100,000 | |

**11.2. Cost Estimation:**

**11.2.1. Training Operation Cost at Center Level (Direct/Indirect Cost) (Own and Outsourced Training Institutes)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | | | | | | | |
|  | | | | | |  |  |  |  |  |  | Amount in BDT | | | |
| **Sl no.** | **Name of Course** | **Duration in Month** | **Number of Batch** | **Total Trainees** | **Total Man-Month** | **Heads of Expenditure** | | | | | | | | | **Total (1a)** |
| **Trainer Salary** | **Non-Academic, Salary (RTI)** | **Training Materials (Consumable items)** | **Maintenance of Training Equipment** | **Training Venue rent** | **Utilities** | **Others Assessment Related Cost** | **Advertisement & Enrollment** | **Overhead Cost** |
| 1 | Electrical installation & Maintenance. | 3 | 103 | 2575 | 7725 | 12,514,500 | 799,979 | 11,587,500 | 772,500 | 6,115,110 | 836,231 | 128,750 | 1,416,250 | 3,039,757 | 37,210,577 |
| 2 | Plumbing | 3 | 81 | 2025 | 6075 | 9,841,500 | 799,979 | 8,100,000 | 607,500 | 4,808,970 | 657,619 | 101,250 | 1,113,750 | 1,924,250 | 27,954,818 |
| 3 | Masonry | 3 | 59 | 1475 | 4425 | 7,168,500 | 799,979 | 5,900,000 | 442,500 | 3,502,830 | 479,006 | 73,750 | 811,250 | 1,366,496 | 20,544,311 |
| 4 | Steel Binding & Fabrication | 3 | 89 | 2225 | 6675 | 10,813,500 | 799,979 | 12,237,500 | 667,500 | 5,283,930 | 722,569 | 111,250 | 1,223,750 | 1,924,250 | 33,784,228 |
| 5 | Tiles & Marble works | 3 | 68 | 1700 | 5100 | 8,262,000 | 799,979 | 7,650,000 | 510,000 | 4,037,160 | 552,075 | 85,000 | 935,000 | 1,366,496 | 24,197,710 |
| **Total** | |  | **400** | **10,000** | **30,000** | **48,600,000** | **3,999,894** | **45,475,000** | **3,000,000** | **23,748,000** | **3,247,500** | **500,000** | **5,500,000** | **9,621,250** | **143,691,644** |
| **Assumptions for Center Level Cost:** | | | | | | | | | | | | | | | |
| a. Trainers salary ranges from BDT 15,000 to BDT 20,000 per batch per month for outsourced training institutions, depending on their professional experience and educational background (existing salaries will be verified during preparation of Business Plan); | | | | | | | | | | | | | | | |
| b. Training venue, tools and equipment rent (outsourced training institutions): BDT 10,000 per batch per month. | | | | | | | | | | | | | | | |
| c. Utility (Electricity, Water, Gas): for outsourced training institutions BDT 2,500 & Own training institutions BDT 4,000 per batch per month; | | | | | | | | | | | | | | | |
| d. Other Assessment related Cost: BDT 50 per trainee; | | | | | | | | | | | | | | | |
| e. Training materials (Annex-B) | | | | | | | | | | | | | | | |
| I. Teaching Training Materials | | | | | | | | | | | | | | | |
| II. Personal Protective Equipment (PPE) and trainee uniform | | | | | | | | | | | | | | | |
| III. Session Plan/Job sheet etc. | | | | | | | | | | | | | | | |
| f. Maintenance of Training equipment: Maximum BDT 300 per trainee, vary depending on equipment used (this cost is not applicable for industry-based training); | | | | | | | | | | | | | | | |
| g. Advertisement (Local), Selection & Enrollment Cost: BDT 500 per trainee | | | | | | | | | | | | | | | |
| h. Overheads: 10% for outsourced training institutions | | | | | | | | | | | | | | | |
| I. Center In-charge | | | | | | | | | | | | | | | |
| II. Accountant cum Computer Operator | | | | | | | | | | | | | | | |
| III. Support staff | | | | | | | | | | | | | | | |
| IV. Other expenses related with training process | | | | | | | | | | | | | | | |

**11.2.2. Training Related Cost at PIU Level**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | |  |  |  |  | All amount in BDT | |
| **Sl no.** | **Budget Items** | **Total (BDT)** | **Allocation methodology** | **Electrical Installation (Trainees 2575)** | **Plumbing (Trainees 2025)** | **Masonry (Trainees 1475)** | **Steel Binding & Fabrication (Trainees 2225)** | **Tiles & Marble works (Trainees 1700)** |
| 1 | **Reproduction of Trainee Handouts & CBLMs** | 4,000,000 | No.of student | 1,030,000 | 810,000 | 590,000 | 890,000 | 680,000 |
| 2 | **Assessor Fee** | 6,000,000 | No.of student | 1,545,000 | 1,215,000 | 885,000 | 1,335,000 | 1,020,000 |
| 3 | **Certification Cost** | 500,000 | No.of student | 128,750 | 101,250 | 73,750 | 111,250 | 85,000 |
| 4 | **Advertisement (Central)** | 2,250,000 | No.of student | 579,375 | 455,625 | 331,875 | 500,625 | 382,500 |
| 5 | **Job Placement Activities** | 5,000,000 | No.of student | 1,287,500 | 1,012,500 | 737,500 | 1,112,500 | 850,000 |
| 6 | **Trainees Conveyance** | 72,000,000 | No.of student | 18,540,000 | 14,580,000 | 10,620,000 | 16,020,000 | 12,240,000 |
| 7 | **Trainees refreshment** | 36,000,000 | No.of student | 9,270,000 | 7,290,000 | 5,310,000 | 8,010,000 | 6,120,000 |
| **Total** | | **125,750,000** |  | **32,380,625** | **25,464,375** | **18,548,125** | **27,979,375** | **21,377,500** |
|  | | | | | | | | |
| **Assumptions for Training Related Cost at PIU Level:** | | | | | | | | |
| a. Reproduction of trainee handouts and CBLMs: BDT 400 per trainee | | | | | | | | |
| b. Assessor fees: BDT 600 per trainee | | | | | | | | |
| c. Certification cost: BDT 50 per trainee | | | | | | | | |
| d. Advertisement (central): BDT 1,50,000 per quarter | | | | | | | | |
| e. Job placement activity cost: BDT 500 per trainee | | | | | | | | |
| f. Conveyance allowance of trainee: BDT 100 per training day per trainee (for new entrants’ courses) | | | | | | | | |
| g. Refreshment of trainees: BDT 50 per training day per trainee | | | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Table 11.2.3: Year-wise Training Related Cost at PIU Level** | | | | | | | |
|  |  | |  |  |  | All amount in BDT | |
| **Sl no.** | **Budget Items** | **Total (BDT)** | **Allocation methodology** | **1st Year** | **2nd Year** | **3rd Year** | **4th Year** |
| **Oct, 20 Dec-20** | **Jan, 21 Dec, 21** | **Jan, 22 Dec, 22** | **Jan, 23 Dec, 23** |
| 1 | **Reproduction of Trainee Handouts & CBLMs** | 4,000,000 | No.of student | 240,000 | 1,400,000 | 1,400,000 | 960,000 |
| 2 | **Assessor Fee** | 6,000,000 | No.of student | 360,000 | 2,100,000 | 2,100,000 | 1,440,000 |
| 3 | **Certification Cost** | 500,000 | No.of student | 30,000 | 175,000 | 175,000 | 120,000 |
| 4 | **Advertisement (Central)** | 2,250,000 | No.of student | 135,000 | 787,500 | 787,500 | 540,000 |
| 5 | **Job Placement Activities** | 5,000,000 | No.of student | 300,000 | 1,750,000 | 1,750,000 | 1,200,000 |
| 6 | **Trainees Conveyance** | 72,000,000 | No.of student | 4,320,000 | 25,200,000 | 25,200,000 | 17,280,000 |
| 7 | **Trainees refreshment** | 36,000,000 | No.of student | 2,160,000 | 12,600,000 | 12,600,000 | 8,640,000 |
| **Total** | | **125,750,000** |  | **7,545,000** | **44,012,500** | **44,012,500** | **30,180,000** |
|  | | | | | | | |
|  | Total Trainees |  | 10,000 | 600 | 3500 | 3500 | 2400 |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Table 11.2.4: PIU Operation Cost** | | | | | | | | |
|  |  | |  |  |  |  | All amount in BDT | |
| **Sl no.** | **Budget Items** | **Total (BDT)** | **Allocation methodology** | **Electrical Installation (Trainees 2575)** | **Plumbing (Trainees 2025)** | **Masonry (Trainees 1475)** | **Steel Binding & Fabrication (Trainees 2225)** | **Tiles & Marble works (Trainees 1700)** |
| 1 | **PIU Staff Salary/Remuneration** | 32,142,969 | No.of student | 8,276,815 | 6,508,951 | 4,741,088 | 7,151,811 | 5,464,305 |
| 2 | **Operation & Maintenance** (Office Equipment & Furniture) (Computer, Printer, Photocopier, AC etc.) | 360,000 | No.of student | 92,700 | 72,900 | 53,100 | 80,100 | 61,200 |
| 3 | **Rental Costs (**BAIRA-SEIP PIU) area 1400 Sft @ 75 | 3,528,000 | No.of student | 908,460 | 714,420 | 520,380 | 784,980 | 599,760 |
| 4 | **Utilities** (Electricity, WASA, Telephone, Internet & Common services, Land Phone etc) | 1,080,000 | No.of student | 278,100 | 218,700 | 159,300 | 240,300 | 183,600 |
| 5 | **Vehicle Hiring (01 Microbus for PIU)** | 3,600,000 | No.of student | 927,000 | 729,000 | 531,000 | 801,000 | 612,000 |
| 6 | **TA/DA (Monitoring, Travel & Conveyance)** | 3,900,000 | No.of student | 1,004,250 | 789,750 | 575,250 | 867,750 | 663,000 |
| 7 | **Office Stationery. i) 20,000 for PIU office ii) 10,000 for RTI.** | 1,080,000 | No.of student | 278,100 | 218,700 | 159,300 | 240,300 | 183,600 |
| 8 | **Meeting (Including PSC, Workshop)** | 1,800,000 | No.of student | 463,500 | 364,500 | 265,500 | 400,500 | 306,000 |
| 9 | **Miscellaneous** | 900,000 | No.of student | 231,750 | 182,250 | 132,750 | 200,250 | 153,000 |
|  | **Total** | **48,390,969** |  | **12,460,675** | **9,799,171** | **7,137,668** | **10,766,991** | **8,226,465** |
|  | | | | | | | | |
|  |  | No.of Trainees | 10000 | 2575 | 2025 | 1475 | 2225 | 1700 |
|  |  | No.of Batch | 400 | 103 | 81 | 59 | 89 | 68 |
|  |  | Batch Month | 1200 | 309 | 243 | 177 | 267 | 204 |
| **Assumptions for PIU Operation Cost:** | | | | | | | | |
| a. PIU Staff Salary/ Remuneration: Structure of PIU and remunerations are shown in Annex-D. | | | | | | | | |
| b. Operation and maintenance of office equipment and furniture (computer, printer, photocopier, AC etc.): BDT 1,20,000 per year; | | | | | | | | |
| c. Office Rent: BDT 75 per sq. ft per month | | | | | | | | |
| d. Utilities (Gas, Electricity, Water, Service Charge, Internet, Land phone & Generator Fuel etc.): BDT 30,000 per month | | | | | | | | |
| e. Vehicle Hiring Cost (01 Microbus for PIU): BDT 1,00,000 per month | | | | | | | | |
| f. TA/DA (Monitoring, Travel and Conveyance): BDT 1,00,000 per month, will vary on case-to-case basis | | | | | | | | |
| g. Office Stationery: BDT 30,000 per month. i) BDT 20,000 per month for PIU Office, ii) BDT 10,000 per month for RTI, Own center. | | | | | | | | |
| h. Meeting (including Standing Committee meeting)/ Workshop: BDT 50,000 per month | | | | | | | | |
| i. Miscellaneous Cost: BDT 25,000 per month | | | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Table 11.2.5: Year-wise PIU Operation Cost** | | | | | | | |
|  |  | |  |  |  | All amount in BDT | |
| **Sl no.** | **Budget Items** | **Total (BDT)** | **Allocation methodology** | **1st Year** | **2nd Year** | **3rd Year** | **4th Year** |
| **Oct, 20 Dec-20** | **Jan, 21 Dec, 21** | **Jan, 22 Dec, 22** | **Jan, 23 Dec, 23** |
| 1 | **PIU Staff Salary/Remuneration** | 32,142,969 | No.of student | 186,000 | 10,054,800 | 10,640,052 | 11,262,117 |
| 2 | **Operation & Maintenance (Office Equipment & Furniture) (Computer, Printer, Photocopier, AC etc.)** | 360,000 | No.of student | 0 | 120,000 | 120,000 | 120,000 |
| 3 | **Rental Costs (**BAIRA-SEIP PIU) area 1400 Sft @ 70 | 3,528,000 | No.of student | 0 | 1,176,000 | 1,176,000 | 1,176,000 |
| 4 | **Utilities** (Electricity, WASA, Telephone, Internet & Common services, Land Phone etc.) | 1,080,000 | No.of student | 0 | 360,000 | 360,000 | 360,000 |
| 5 | **Vehicle Hiring (01 Microbus for PIU)** | 3,600,000 | No.of student | 0 | 1,200,000 | 1,200,000 | 1,200,000 |
| 6 | **TA/DA (Monitoring, Travel & Conveyance)** | 3,900,000 | No.of student | 300,000 | 1,200,000 | 1,200,000 | 1,200,000 |
| 7 | **Office Stationery i) 20,000 for PIU office ii) 10,000 for RTI.** | 1,080,000 | No.of student | 0 | 360,000 | 360,000 | 360,000 |
| 8 | **Meeting (Including PSC, Workshop)** | 1,800,000 | No.of student | 0 | 600,000 | 600,000 | 600,000 |
| 9 | **Miscellaneous** | 900,000 | No.of student | 0 | 300,000 | 300,000 | 300,000 |
|  | **Total** | **48,390,969** |  | **486,000** | **15,370,800** | **15,956,052** | **16,578,117** |
|  | | | | | | | |
|  |  | **No.of Trainees** | **10000** | **600** | **3500** | **3500** | **2400** |

* + 1. **Course-wise cost breakdown (Summary of Unit Cost):**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  | All amount in BDT | | | | |
| **Sl no.** | **Name of Course** | **Duration in Month of Batch** | **Number of Batches** | **Number of Trainees** | **Total Man Month** | **Training Operation Cost** | | | **PIU Operation Cost (1d)** | **Total Cost (1c + 1d)** | **Unit Cost** |
| **at Center Level (Schedule 1a)** | **at PIU Level (Schedule 1b)** | **Total 1c= (1a+1b)** |
| 1 | Electrical Installation& Maintenance | 3 | 103 | 2575 | 7725 | 37,210,577 | 32,380,625 | 69,591,202 | 12,460,675 | 82,051,877 | 31,864.81 |
| 2 | Plumbing | 3 | 81 | 2025 | 6075 | 27,954,818 | 25,464,375 | 53,419,193 | 9,799,171 | 63,218,364 | 31,218.95 |
| 3 | Masonry | 3 | 59 | 1475 | 4425 | 20,544,311 | 18,548,125 | 39,092,436 | 7,137,668 | 46,230,104 | 31,342.44 |
| 4 | Steel Binding & Fabrication | 3 | 89 | 2225 | 6675 | 33,784,228 | 27,979,375 | 61,763,603 | 10,766,991 | 72,530,593 | 32,598.02 |
| 5 | Tiles & Marble works | 3 | 68 | 1700 | 5100 | 24,197,710 | 21,377,500 | 45,575,210 | 8,226,465 | 53,801,675 | 31,648.04 |
| **Total** | | | **400** | **10000** | **30000** | **143,691,644** | **125,750,000** | **269,441,644** | **48,390,969** | **317,832,613** | **31,783.26** |
| **Unit Cost (Average)** | | | | | | | | | | **31,783.26** | |
| **Provisional Sums & Contingency 1% of Total Cost** | | | | | | | | | | **3,178,326** | |
| **Grand Total** | | | | | | | | | | **321,010,939** | |

1. **Quarterly Expenditure Plan (with Trainee Target):** All the institutes will prepare Quarterly Expenditure Plan (QAP) which will include the plan of expenditure of every item (consumable supplies) in relation to the training activities of every batch. During visit, PIU will monitor the process of expenditures against the quarterly expenditure plan made.
2. **Procurement Process, if any:** Procurement of training materials will be done in accordance with the method outlined below:

* **Spot purchase in cash:** Procurement of project useable materials up to BDT 25,000.
* **ADB Shopping Method:** Procurement of training materials up to the equivalent amount of USD 100,000.
* **PPR 2008:** Procurement of training materials more than the amount of USD 100,000.

1. **Plan for Auditing**
   1. **Internal Audit:** At any time during project implementation period, internal auditing may be accomplished.
   2. **External Audit:** Every six-month interval **/** yearly with the following schedule:

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.** | **Fiscal Year** | **Probable audit time** | **Remarks** |
| **1** | 2020-2021 | By September 2021 | Audit schedule/time may be varied depending on SEIP decision |
| **2** | 2021-2022 | By September 2022 |
| **3** | 2022-2023 | By September 2023 |
| **4** | 2023-2024 | By September 2024 |

* 1. **Fiduciary Review:** Annual/Semi-Annual (AFR/SAFR) fiduciary review will be conducted by ADB recruited consultants or an audit firm following the terms of reference specified in the agreement signed between ADB and consultants /audit firm.

1. **Batch-wise Teaching Training Material (TTM) List:**

A complete list of materials which will be required for a batch of each course has been annexed with this business plan. This will facilitate SEIP/ADB/PIU team to understand the extent of practice/demonstration in training. This will also help to monitor the program.

1. **Human Resources: PIU Staff Position and Salary**

The rate of pay mentioned below is applicable for already existing PIU staff. For any new recruitment, any time in future, the initial pay will be determined based on the 2020's pay. The annual increment proposed in the table below will only be payable based on the satisfactory score of annual performance evaluation carried out as described in paragraph 7.5 above.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Human Resources (Tranche-3)** | | | | | | | | | | |
| **All amount in BDT** | | | | | | | | | | |
| Sl no. | **Designation** | **Unit** | **Unit quantity** | **Yearly Increment** | **Unit rate** | **Proposed Salary** | | | | **Total** |
| **1st Year** | **2nd Year** | **3rd Year** | **4th Year** |
| **Oct, 20 Dec, 20** | **Jan, 21 Dec, 21** | **Jan, 22 Dec, 22** | **Jan, 23 Dec, 23** |
|  | **Human Resources (Non-Academic, Salary)** |  |  |  |  |  |  |  |  |  |
| 1 | Chief Coordinator | 1 | 36 mm | 5% | 180,000 | 0 | 2,268,000 | 2,381,400 | 2,500,470 | 7,149,870 |
| 2 | Coordinator (Finance) | 1 | 36 mm | 90,000 | 0 | 1,134,000 | 1,190,700 | 1,250,235 | 3,574,935 |
| 3 | Coordinator (Monitoring, Training & Assessment) | 1 | 36 mm | 90,000 | 0 | 1,134,000 | 1,190,700 | 1,250,235 | 3,574,935 |
| 4 | Coordinator (Database, Job Placement & Procurement) | 1 | 36 mm | 90,000 | 0 | 1,134,000 | 1,190,700 | 1,250,235 | 3,574,935 |
| 5 | Asst. Coordinator (Finance) | 1 | 36 mm | 60,000 | 0 | 756,000 | 793,800 | 833,490 | 2,383,290 |
| 6 | Asst. Coordinator (Monitoring, Training & Assessment | 1 | 36 mm | 60,000 | 0 | 756,000 | 793,800 | 833,490 | 2,383,290 |
| 7 | Asst. Coordinator (Database, Job Placement) | 1 | 36 mm | 60,000 | 0 | 756,000 | 793,800 | 833,490 | 2,383,290 |
| 8 | Officer (Admin & Procurement) | 1 | 36 mm | 8% | 45,000 | 0 | 583,200 | 629,856 | 680,244 | 1,893,300 |
| 9 | Officer (Finance) New | 1 | 39 mm | 45,000 | 135,000 | 583,200 | 629,856 | 680,244 | 2,028,300 |
| 10 | Data Entry Operator | 1 | 36 mm | 10% | 35,000 |  | 462,000 | 508,200 | 559,020 | 1,529,220 |
| 11 | Office Attendant | 1 | 36 mm | 20,000 | 0 | 264,000 | 290,400 | 319,440 | 873,840 |
| 12 | Cleaner- New | 1 | 39 mm | 17,000 | 51,000 | 224,400 | 246,840 | 271,524 | 793,764 |
|  | **Sub- Total** |  |  |  |  | **186,000** | **10,054,800** | **10,640,052** | **11,262,117** | **32,142,969** |
| Note: The above rates of pay is applicable for existing staff. For any new recruitment the initial pay will be determined based on the 2020's pay. | | | | | | | | | | |

**SCHEDULE II**

# Sample Terms of Reference for Engaging BAIRA

* + 1. **Background**

The Skills for Employment Investment Program (SEIP) will support the Government of Bangladesh’s reforms in skills development articulated in the National Skills Development Policy (NSDP). It will catalyze the private sector to provide market responsive skills development and strengthen public training institutions to ensure skills development responsive to industry skills needs and emerging labor market trends. Large-scale private sector involvement and public–private partnership is critical in reducing existing skills-gap and enabling Bangladesh to move from the current “low-skill, low-wage equilibrium” to a higher skill, higher wage equilibrium. The investment program will assist the government to scale up skilling of new entrants and up-skilling of existing workers to increase their productivity and income levels, which in turn will contribute to accelerating economic growth in priority sectors.

The impact will be increased income and productivity of the working population aged 15 and over, aligned with NSDP. The outcome for Tranche 3 will be increased inclusive access to basic, mid and advanced level skills training in priority sectors.

The SEIP activities will be delivered over three overlapping interrelated tranches and will include four outputs: (i) market responsive inclusive skills training delivered; (ii) quality assurance system strengthened; (iii) institutions strengthened; and (iv). Monitoring and management for skills development strengthened. The support for the current contract will come from SEIP Tranche 3 loan.

Construction is the most prominent earning sector of Bangladesh which contributes nearly 8% of the total GDP. It is expected that the Training Sector will be able to contribute more within the next 10 years and it would be about 12% of total GDP. During the last two decades it has emerged as the major manufacturing sector with a remarkable growth. Government has emphasized the need to make this sector more competitive and sustainable by skilling new entrants and up-skilling the existing labor force to meet labor market needs.

Bangladesh is a densely populated country and more than 70% of its population is within the range of active service. Hence, as a labor-intensive sector, the Training Sector provides a huge opportunity for employing semi-skilled and skilled people. Currently about 4.5 million people are employed in this sector and it is about 8% of total workforce in Bangladesh. It is recognized that the skilled labor from this sector often migrate to the labor recipient countries for meeting the skills demand of building and Training Sector. Currently the distribution of labor by skills level in Training Sector are unskilled 70%, semi-skilled 20%, skilled 8% and professional 2%. The composition of labor in total workforce need to be changed by proper motivation and training which will result to make the Training Sector more competitive, smooth and sustainable.

* + 1. **Objective(s) of the SEIP Program**

The SEIP aims to expand the capacity of the public and private sectors to provide market responsive skills training, while enhancing job placement. The SEIP will focus on four stages of the training cycle: (i) targeted enrollment is achieved, (ii) completion of quality training (iii) trainees are placed in jobs within 3 months after completing training, and (iv) trainees stay in the jobs for at least 3months. This requires a robust monitoring and evaluation (M&E) system that tracks the trainees and training providers through the four stages. The emphasis on labor market relevant skills provision through close collaboration between public and private sector stakeholders is expected to improve industry performance by meeting skills needs across industrial sectors, while ensuring quality skills training opportunities throughout Bangladesh.

* + 1. **Scope of Services, Tasks (Components) and Expected Deliverables**

**Tasks in General**

BAIRA will conduct training programs to promote and protect the trade, commerce and manufacturers of Bangladesh in general and of the construction related trade in particular. It will take all steps which may be necessary for promoting and supporting legislative and other measures affecting the trade, commerce and manufacturing of its member industry. The target will be to advance and promote commercial and technical education connected with trade and commerce of its member industry. The industry association will ensure interactive approach of the methodology in the training programs responsive to the job market needs to make sure that trainees after training will enter in job market responding to the changing technology and skills of the construction industry.

**The training is a specific component of the assignmen**t

The following trades will be covered under the assignment. Trainees will be trained and at least 60 % of enrollees are to be placed in employments in these trades:

|  |
| --- |
| * Electrical installation & Maintenance |
| * Plumbing * Masonry |
| * Steel Binding and Fabrication |
| * Tiles and Marble works |

* + 1. **Delivering High Quality Training**

Another element of services is the delivery of quality training and job placement ensuring that the lessons learned from monitoring and evaluating each batch are incorporated into succeeding batches. Hallmarks of quality training include:

1. Adoption of SEIP approved Competency standards, CBLM and assessment tools
2. The use of learner-centered competency-based methodologies having adequate practical work
3. Qualified and practically experienced trainers for each batch
4. Well-illuminated, well-ventilated and well-equipped classrooms and workshop areas having weather-protected solid walls and ceilings and access to separate toilet and washing facilities for male and female trainees
5. Flexible training times to suit the trainees, particularly women
6. A safe and healthy working environment with adequate first aid and OHS facilities

Training and employment service providers are expected to show capacity to deliver high quality training as summarized above as well as demonstrate the capacity to (i) manage significant budgets, (ii) provide sufficient high quality tools, equipment and consumable items, and other teaching and learning materials, necessary to deliver the proposed training courses to the required curricula standard, and (iii) provide adequate and effective logistical management to ensure training supplies in time.

The duration of Tranche 3 program will be from 1 October, 2020 to 31 December 2023. The total number of trainees will be 10,000 (New entrants).

Proposals are expected to show how the various training centers of training activity (individual training events) will be resourced, and what methodologies, support and resources the association will arrange for effective coordination and logistics management to ensure smooth training delivery at all training event across all areas and such planned dates for cycles of training do not slip.

* + 1. **Employment Services and Placement**

The training and employment service provider are expected to develop an approach which will ensure that training will lead to at least 60% of passed out trainees get long-term, gainful wage-employment or self-employment, mainly in the Training Sector.

For wage-employment, the approach requires PIU to establish and maintain linkages with potential employers, coupled with a managed placement service provided by the Chief Coordinator and coordinators.

For potential entrepreneurs, it is necessary to ensure that all have access to sufficient finance and are trained in basic business operation and basic finance, and provided with basic counseling during training. The PIU is expected to show how linkage to finance and post-training basic business counseling will be achieved.

* + 1. **Criteria of Trainer selection**

**Following are the criteria for selection of trainers**

1. The minimum qualification will be Graduation or Diploma in Engineering in the relevant field.
2. Trainers should have minimum 3 year’s industry experience in relevant field with qualification of graduation/diploma in engineering.
3. Trainers having teaching experience will be given preference.
4. In case of master craftsman/foreman with at least 7 years working experience in Training Sector, educational qualification may be relaxed.
5. During selection of trainers, share of female (25%) participation will be considered subject to fulfillment of minimum qualification and experience.
   * 1. **Trainee selection**
6. Trainees will be youth and young adults with minimum age 15+.
7. The maximum age for the new entrants will be 45 years and that for up-skilling will be 50 years.
8. Female trainees will have access to the training programs. Association will ensure at least 30% female participation in training programs.
9. Trainees will include a mixed target group such as youth, existing workforce (for up skilling), low skilled people, school dropouts, ethnic minority and people with disabilities.
   * 1. **Monitoring of training, employment rates and income level of trainees**

A comprehensive and integrated monitoring system will be in place to ensure that all project inputs, process, outputs and outcomes are tracked from the very beginning. As an internal monitoring mechanism, a Data Processing Unit (DPU) will be established in the Association to perform the internal data collection and reporting. The Project Implementation Unit (PIU) of the Association will collect and process data to prepare internal reports. It will work as a data bank for PIU of Industry Association and others as well as help to prepare the quarterly progress report of the Association which will provide necessary information to update the SDCMU’s project performance reporting system.

After signing the contract, the Association will need to register and upload all trainee data to the Trainee Management System (TMS) of SDCMU (which will be locked within 2 weeks after commencement of training), and monitor their individual progress which includes:

1. Ongoing individual trainee technical competency achievement, with trainers maintaining records of units of competency achieved for each trainee, for the trade being studied. Such records will be used for inspection and for the trainee to monitor his or her progress.
2. Wage-employment or self-employment placement description and employment location address and contact information.
3. The ongoing employment placement progress at the 3-month post-training stage to assess how many trainees are becoming gainfully employed and how many are likely to become employed with higher salary than before receiving training, three months after the respective training period.

The approach to this internal monitoring process, and how the results will be used to improve performance with successive cycles of training, should be clearly explained in the proposal. All training and employment data must be disaggregated for geographical location of the training event, the trade cycle reference, the trade, gender, and excluded group. The disaggregated performance data covering the above areas must be shared with the SDCMU upon request by the SDCMU monitoring teams and also when they carry out their own monitoring activities. The training and employment verification will also be subject to independent, third-party monitoring and evaluation arranged by the SDCMU. The SDCMU will share the third-party verification methodology with the training and employment service provider.

* + 1. **Team Composition & Qualification Requirements for the Key Experts**

| **Position** | **Number** | **Job Description** |
| --- | --- | --- |
| Chief Coordinator | 1 (one) | The Chief Coordinator will be responsible for ensuring overall effectiveness of skills training programs by planning, managing, coordinating and implementing the activities undertaken for skills training in different training institutions to achieve the officially acknowledge training and job placement targets for BAIRA. The majors tasks of the Chief coordinator will include the following i) Apprising Project Standing Committee about the progress of training programs; ii) Ensuring that key staff of implementation unit are productive in terms of service delivery; iii) responsible for achieving enrollment, training completion and job placement targets; iv) Updating, developing and finalizing course curricula/standards and relevant learning materials and ensuring quality of training program, assessment and certification v) Responsible for expenditure with due diligence vi) keeping liaise with SDCMU for timely receiving of the grants vii) facilitation of external auditing, physical verifications and submission of periodical report on financial, training and placements.  **Qualification:** Masters in any discipline with 15 years’ experience in higher level position or Bachelor of Science in Engineering with 15 years’ experience in higher level position. |
| Coordinator (Finance & Procurement) / Coordinator (Finance) | 1 (one) | The coordinator will be responsible for ensuring effective accounting and financial management system in agreement with the Skills Development Coordination and Monitoring Unit (SDCMU). He/she will (i) maintain documentation in agreed formats, (ii) prepare documents for internal and external auditing, (iii) closely monitor all payments and expenditures, (iv) prepare and submit annual work plan and budget, (vi) timely implementation of all financial and procurement activities as planned. She/he will also participate in regular meetings organized by the SDCMU related to financial management.  **Qualification:** Masters/MBA in Accounting/Finance with minimum 07 years working experience or Bachelor degree with 15 years working experience in managing finance and accounts. |
| Coordinator (Monitoring & Evaluation) / Coordinator (Training Monitoring & Assessment) | 1 (one) | The coordinator will develop monitoring tools for effective monitoring of training activities during implementation of the program. She/he will closely monitor the training programs from selecting trainees, enrollment, certification and job placement and retention up to 3 months. Prepare training curricula, plan, design and develop training programs (ii) ensure organizing training courses, ensure participation of training participants and monitor the quality of the training courses. A performance monitoring plan and reporting formats for related activities will be prepared jointly with the SDCMU. She/he will prepare & monitor all activities closely and submit monthly, quarterly and annual progress reports to the SDCMU. She/he will also participate actively in monitoring meetings organized by SDCMU. He/she will also perform other related tasks as may reasonably be required by the chief coordinator or requested by the implementing agency.  **Qualification:** Masters in any discipline with 07 years working experience in monitoring and evaluation or Bachelor degree with 12 years working experience. |
| Coordinator (Database & Job Placement)/ Coordinator (Database, Job Placement & Procurement) | 1 (one) | The coordinator will plan and coordinate job placement support service to ensure at least 60% job placement of trainees enrolling and retention in jobs for at least three months. She/he will be responsible for preparing and maintaining the database and assist tracking of the successful trainees based on the trainee tracking software provided. She/he will (i) maintain and closely monitor the data on job placement including wages/remuneration and other related information; (ii) update information on any changes in wages/remuneration of those getting jobs; (iii) closely monitor the effectiveness of job placement officers in enhancing job placements including developing network with employers; iv manage and coordinate all procurement and contractual aspects of project-related goods, equipment in accordance with Government/ADB procurement guidelines, and (v) perform any other task required by the chief coordinator or the management.  **Qualification:** Masters in any discipline with 07 years relevant experience or Bachelor degree with 12 years working experience |
| Asst. Coordinator (Monitoring & Evaluation) / Asst. Coordinator (Training Monitoring & Assessment) | 1 (one) | The Assistant Coordinator (Training, Monitoring & Assessment) will (i) assist in developing monitoring tools for effectively monitoring of training activities during implementation of the program. He/ She will closely (ii) monitor the training programs from selecting training participants, enrollment, certification and job placement and retention up to 3 months, iii. Assist prepare training curricula, plan, design and develop training programs (iv) ensure organizing training courses, ensure participation of training participants and monitor the quality of the training courses (v) a performance monitoring plan and reporting formats for related activities will be prepared by her/him, He/ She will (vi) prepare monitoring reports of all activities. He/ She will also (vii) participate actively in the meetings organized under the project, (ix) perform other related tasks as may reasonably be required by the Coordinator or advised by the Chief Coordinator.  **Qualification:** Masters in any discipline with at least 5 years working experience in monitoring and evaluation or Bachelor degree with 07 years working experience. |
| Asst. Coordinator (Finance & Procurement) / Asst. Coordinator (Finance) | 1 (one) | The Asst. Coordinator (Finance) will have experience and sound knowledge in the relevant fields. She/he will: (i) keep the books on financial matters on regular basis as per accepted standard; (ii) produce monthly accounts of administrative and project budget expenditures of the project; ; (iv) support external audit team in audit of project accounts; (iv) assist in maintaining inventory of goods; (v) prepare reimbursement and withdrawal documents for project funds; (vi) ensure reconciliation of accounts with banks and development partners; (vii) prepare monthly, quarterly, annual reports for submission to the government; and (viii) prepare final project accounts statements at the end of the project for submission to SEIP as well as the concerned government office, (viii) perform other related tasks as per the advice of the Chief Coordinator.  **Qualification**: Master's in Commerce with accounts background and at least 5 years' experience in relevant fields or Bachelor degree with 07 years working experience. |
| Asst. Coordinator (Database & Job Placement) / Assistant Coordinator (Job placement & database & procurement) | 1 (one) | The Assistant Coordinator will assist Coordinator to plan and coordinate job placement support service to ensure at least 60% job placement of trainees enrolling and retention in jobs for at least three months. She/he will be responsible for preparing and maintaining the database and assist tracking of the successful trainees based on the trainee tracking software provided. She/he will (i) maintain and closely monitor the data on job placement including wages/remuneration and other related information; (ii) update information on any changes in wages/remuneration of those getting jobs; (iii) closely monitor the effectiveness of job placement officers in enhancing job placements including developing network with employers; iv. Assist in procurement of goods and services and (v) perform any other task required by the chief coordinator or the management.  **Qualification:** Masters in any discipline with 05 years’ relevant experience or Bachelor degree with 07 years working experience. |
| Officer (Finance & Procurement) / Officer (Finance) | 1 (one) | The Officer (Finance) will be responsible to assist for effective and smooth financial management of the project. He/she will have to (i) Work on maintaining bill vouchers and books of accounts such as cash book, ledger book, advance register, fixed assets register and other necessary books & documents. (ii) Check supporting papers/documents of day-to-day expenditures (iii) Manage daily cash and bank transactions; prepare daily cash report (iv) Assist in preparing monthly bank reconciliation statement (v) Assist to verify different bills/vouchers (vi) Assist to prepare Tax and VAT related works (vii) Keep the books of financial and procurement records on regular basis and update the information as per accepted standard (viii) Assist to produce monthly accounts of administrative and project budget expenditures of the project (ix) Assist in maintaining inventory of goods procured under the project (x) Assist to prepare monthly, quarterly, annual reports for submission to the government; (xi) Collect bill voucher from partner training institutes (xii) Assist partner training institutes on financial management (xiii) Assist to consolidate all bill vouchers and entry into the SEIP reporting format and tally software. (xiv) Assist to prepare different financial reports of the project.  **Qualification**: Master's in Accountancy/Finance with accounts background and at least 5 years' experience or Bachelor degree with 07 years working experience. |
| Officer (Admin & Logistics)/ Officer (Admin & procurement) | 1 (one) | The Admin Officer will manage and execute administrative activities associated with the project. Reporting directly to the Chief Coordinator, he/she will have to (i) serve as key point of administrative contact and liaison with internal and external stakeholders, (ii) provide direct support to the project staff, (iii) conduct and administer the day-to-day activities of the project; (iv) facilitates logistics, resource management, procurement and administration procedures and documentation, (v)maintain inventory of goods procured under the project; (vi) perform miscellaneous job-related duties as assigned by the supervisor. She/he will also work on HR related issues. Also assist in procurement of goods and services  **Qualification**: Masters with at least 5 years’ experience in the relevant field or Bachelor degree with 07 years working experience. |
| Officer (Database) / Data Entry Operator | 1 (one) | The **Data Entry Operator** will be responsible for implementing database activities of the Project on a regular basis towards effective operation & maintenance of trainee management system. He/she will have to (i) Assist to develop database plan, strategy and tools (ii) Review data for deficiencies or errors, correct any incompatibilities (iii) Compile and sort information according to requirement (iv) Study and obtain further information for incomplete documents (v) Prepare and maintain the data base and keep tracking of the trainees and update the data on regular basis (vi) Apply data program techniques and procedures (vii) Generate reports, store completed work in designated locations and perform backup operations (viii) Respond to queries for information and access relevant files (ix) Comply with data integrity and security policies (x) Ensure proper use of office equipment and address any malfunctions (xi) Perform other tasks assigned by the supervisor (xii) Perform other jobs, if needed, for the greater interest of BAIRA (xiii) Will be responsible to work in true spirit of team work and preserve personal integrity by respecting the organizational hierarchy of accountability (xiv) Abide by all the rules & regulations as mentioned in the organizational manuals of BAIRA.  **Qualification:** Associate’s degree required, Bachelor’s degree preferred with 2+ years of experience in office management, IT or related field |
| Office Attendant | 1 (one) | The Office Attendant will assist the Administrative Officer and other staff of the office and work as per the advice of the Admin Officer. He/ She will responsible for serving tea, receiving and dispatching letters/documents etc.  **Qualification**: Minimum Class Eight passed with at least 2 years’ experience in the same position with other development organization. |
| Cleaner | 1(one) | Cleaner will assist the Officer Admin and other staff of the office. He/ She will be responsible for cleanliness of the office premises.  **Qualification**: Minimum Class five passed with at least 2 years’ experience in the same position with other development organization. |

* + 1. **Reporting Requirements and Time Schedule for Deliverables**

The industry association will deliver the following:

1. Two copies of Inception Report at the end of month one;
2. Monthly report on enrolment, training completion, job placement, expenditure statement with bank reconcile statement
3. Quarterly Report;
4. Annual Report;
5. Annual Operation Plan;
6. Mid-Term Report;
7. Statement of Expenditure (SoE)
8. Three copies Project Completion Report (for each Tranche)
   * 1. **Client’s Input and Counterpart Personnel**

**i.** Services, facilities and property to be made available to the industry association by the SDCMU: equipment for providing selected training programs identified by BAIRA and trainee management system (TMS) which will be used by BAIRA to provide all the required information to facilitate real time tracking of trainees from enrollment through job placement and retention in jobs for at least 3 months.

Professional and support counterpart personnel to be assigned by the Client to the industry association’s team: technical experts to advice and support on courses, trainers, assessment and certification, and other related matters.

**ii. Other Items**

The association must address the following in the business plan. The contract and business plan templates including assumptions of SDCMU should be followed strictly for preparation of business plan and unit cost calculation.

* + - 1. Providing detailed cost estimates by course with clear underlying assumptions since payments reimbursements will be based on unit costs;
      2. Supporting financial analysis needs to be strengthened to ensure financial viability.
      3. Cost-sharing should be clearly articulated and preferably limited to a few areas (staffing, specific operating expenditures).
      4. Ensuring that the association will follow standard financial management system and financial management manual of SEIP including assigning experienced financial management coordinator who will focus on ensuring strong accounting system, internal controls, and timely internal and external audits.
      5. Uploading trainee data to Trainee Management System (TMS) in time
      6. Maintaining registers like stock register, cash book, training materials consumption register etc.
      7. Updating, maintaining and closely monitoring: (i) net cash flows; (ii) cash balance levels; (iii) cash flow forecasts; and (iv) status of advance liquidations.
      8. Extract information from its accrual-based system to prepare quarterly financial report on a cash basis of accounting to mirror the GOBs accounting system.

**SCHEDULE – III**

**PROJECT DESCRIPTION**

**For Skills for Employment Investment Program (SEIP)**

SEIP Project 1 (Tranche 1) started from July 2014 and ended in December 2019. It helped to lay the foundation for a large-scale, market responsive skills development program by addressing the major principles and elements of a dynamic skills development sector. To facilitate this, it supported the establishment of the NHRDF as envisaged in the NSDP, by drawing on good practices from Malaysia (Human Resources Development Fund), Singapore, (Skills Development Fund), and India (National Skills Development Fund), among others. At the operational level, SEIP will focused on the following areas: (i) catalyzing the private sector through an effective funding channel; (ii) promoting training programs that are responsive to evolving labor market needs; and (iii) supporting common monitoring, setting up standard operating procedures, and initiating skills-gap analysis to substantially enhance high job placement rates.

SEIP Project 2 (Tranche 2) is being implemented from January 2017 to December 2021, overlapping with Project 1 implementation. It will build on Project 1 intervention and expand the coverage of training from six to nine priority sectors. This phase expanded the activities initiated under Project 1**,** both horizontally (covering more sectors and related institutions) and vertically (emphasizing mid-level skills and addressing mid-level managerial training). This phase will be helped to further refine targeted support (e.g., stipends) for disadvantaged groups and expand its coverage. Financing models through NHRDF developed operational guidelines as well. Effective program management and monitoring institutionalized with further refinements in output-based financing, will link more closely with job placement and retention in better jobs with higher incomes. This phase will support strengthening the quality of training. Project 2 will also support establishing the skills development authority through the policy dialogue initiated by the SEIP project. Ongoing support will also be provided to ensure the NHRDF fully functioning to sustainably finance skills development throughout Bangladesh.

SEIP Project 3 (Tranche 3) will be implemented from January 2020 to November 2023. Project 3 will continue the expansion started in the second tranche. The Government and private sector will make larger investments in skills development leading to the expansion of the skills market which will spur innovations, promote better matching between demand and supply of skills, and support workforce development with advanced skills training relevant to improving industrial performance and competitiveness. The SEIP will support public training institutions to forge much closer partnerships with the private sector to deliver results linked to improved workplace organization, performance, and productivity. It is expected that Skills Development Authority will be fully operational during this phase which will coordinate public training agencies to create synergy in responding the skills gap, and regulate short-term skills training for the workforce development. The Tranche 3 focus will include: (i) delivering industry recognized training programs that address skills needs from basic to advanced levels within an industry-endorsed quality assurance framework; (ii) expanding effective partnerships between public and private institutions to promote employment and industry development while improving access to training nationwide; and (iii) strengthening a sustainable financing mechanism to contribute to high quality skills development relevant to industry and meeting government policy objectives. The current contract is being executed under SEIP Tranche 3 loan.

**SCHEDULE -IV**

**SEIP Tranche 3 Formats for Quarterly Progress Report[[2]](#footnote-2)**

* 1. **Summary of Achievements**

1. **Number of Trainees Trained: Disaggregated by Sex and by Skills Areas and by Level**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Courses offered/ Skills Areas** | **Level of Skills** | **Training Target for the 1st Quarter** | **Achievements** | | | **Training Target for the 2nd Quarter** | **Achievements** | | | **Cumulative Achievements to date** |
| **Male** | **Female** | **Total** | **Male** | **Female** | **Total** |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

1. **Number of Trainees Certified after Completing Training: Disaggregated by Sex and by Skills Areas and by Level**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Courses Offered/Skills Areas** | **Level of Skills** | **Target for the 1st Quarter** | **Achievements** | | | **Target for the 2ndQuarter** | **Achievements** | | | **Cumulative Achievements to date** |
| **Male** | **Female** | **Total** | **Male** | **Female** | **Total** |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

1. **Number of Trainees Placed in Jobs: Disaggregated by Sex and by Skills Areas and by Level within 3 Months of Completion of Training and Certification**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Courses Offered/Skills Areas** | **Level of Skills** | **Job Placement Target for the 1st Quarter** | **Achievements** | | | **Job Placement Target for the 2nd Quarter** | **Achievements** | | | **Cumulative Achievements to date** |
| **Male** | **Female** | **Total** | **Male** | **Female** | **Total** |
| Sewing |  |  |  |  |  |  |  |  |  |  |
| Cutting |  |  |  |  |  |  |  |  |  |  |
| Lasting |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

1. **Number of the Courses Offered for 1stQuarter: Disaggregated by New Entrants and Existing Workers**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of the Course Offered** | **Training Type** | **Duration** | **Training Target** | **Number of Trainees Enrolled** | | |
| **Male** | **Female** | **Total** |
|  | New Entrants |  |  |  | | |
|  | Up-skilling |  |  |  | | |

1. **Number of Trainers involved in Training for the 1st Quarter: Disaggregated by Sex**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of the Course Offered** | **Training Type** | **Duration** | **Training Target** | **Number of Trainers Involved** | | |
| **Male** | **Female** | **Total** |
|  |  |  |  |  | | |

1. **Number of Trainers Trained: Disaggregated by Sex**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of the Skill Areas** | **Training Title** | **Duration** | **Number of Participants** | **Total Number of Trainers Trained** | | |
| **Male** | **Female** | **Total** |
|  |  |  |  |  | | |
|  |  |  |  |  | | |

1. **Number of Assessors, Managers and others Trained: Disaggregated by Sex**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Job Title** | **Training Title** | **Duration** | **Number of Participants** | **Total Number Trained** | | |
| **Male** | **Female** | **Total** |
|  |  |  |  |  | | |
|  |  |  |  |  | | |
|  |  |  |  |  | | |
|  |  |  |  |  | | |

* 1. **Financial Report**

Interim Unaudited Financial Report (IFR) – [[3]](#footnote-3)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Association: BAIRA**  **Skill for Employment Investment Program** | | | | | | | | | | | | |  |
| **Statement of Receipts and Payments**  **As of ---------** | | | | | | | | | | | | |  |
| **Economic Code** | | | **Resources** | **Note** | **For the prior year ended June---** | **Cum as at July 1, ----** | **1st Quarter** | | **2nd Quarter** | | **Total Year to Date** | **Cum. SEIP inception to ------** | |
|  | | |  |  | Amount in BDT ‘000’ | | | | | | |  | |
|  | | | Opening Cash & Bank Balances |  |  |  |  |  | |  | |  | |
|  | | | Receipts from Government of Bangladesh | 1 |  |  |  |  | |  | |  | |
|  | | | Others income (bank interest, etc) | 2 |  |  |  |  | |  | |  | |
| **Total Resources [A]** | | | |  | **0** |  |  |  | | **-** | | |  |
|  |  | | |  |  |  |  |  | |  | | |  |
| **Expenditure and Cash [B]** | | | | | | | | | | | | | |
| Direct Costs | | | | |  |  |  |  | |  | | |  |
| 4500-4700 | | Salaries - teachers | | 3 |  |  |  |  | |  | | |  |
| Salaries – administrative | |  |  |  |  | |  | | |  |
|  | | Training Materials | |  |  |  |  |  | |  | | |  |
|  | | Stipends | |  |  |  |  |  | |  | | |  |
| 4830 | | Assessment & Certification | |  |  |  |  |  | |  | | |  |
|  | | Refreshments | |  |  |  |  |  | |  | | |  |
|  | | Advertisement | |  |  |  |  |  | |  | | |  |
|  | | Other direct costs | |  |  |  |  |  | |  | | |  |
| Indirect Costs | | | | |  |  |  |  | |  | | |  |
|  | | Supplies and Services | | 4 |  |  |  |  | |  | | |  |
| 4900 | | Operation & Maintenance | | 5 |  |  |  |  | |  | | |  |
|  | | Other indirect costs | |  |  |  |  |  | |  | | |  |
|  | | **Total Expenditure- [B]** | |  | **0** |  |  | **0** | | **0** | | |  |
|  | |  | |  |  |  |  |  | |  | | |  |
|  | | **Cash Closing Balance [C]** | |  |  |  |  |  | |  | | |  |
|  | | Cash in hand if any | | 6 |  |  |  |  | |  | | |  |
|  | | Operating Account (Sonali bank/Any nationalized bank) | | 7 |  |  |  |  | |  | | |  |
|  | | **Sub Total- [C]** | |  |  |  |  |  | |  | | |  |
|  | | **Total Expenditure & Cash [B+C]** | |  |  |  |  |  | |  | | |  |

|  |  |  |
| --- | --- | --- |
| Prepared by | Approved by | Endorsed by |
| Accountant | EPD, SEIP | External Auditor |

The Bank reconcilement report should be attached with the IFR

**Name of Association: BAIRA**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Skill for Employment Investment Program | | | | | | | | | | | | | | | | | | | | | | |
| FINANCIAL STATEMENTS FOR THE SIX MONTHS ENDED DECEMBER ----- | | | | | | | | | | | | | | | | | | | | | | |
| STATEMENT OF BUDGET VS ACTUAL | | | | | | | | | | | | | | | | | | | |
|  |  | |  |  | |  | | |  |  | | | | |  | | | Amount in BDT ‘000 | | | | | |
|  |  | | Approved Annual Budget 2015-16 | | For the 6 months July 1 to December ------ | | | | | | For the Prior year ------ | | | | | Cumulative for the Project from inception to --------- | | | | | |
|  | Actual | | % | Variance | | | Revised Approved Budget | Actual | % | Variance | | Budget | Actual | | % | | Variance |
|  |
|  | 4500-4700 | Salaries – teachers |  | |  | |  |  | | |  |  |  |  | |  |  | |  | |  |
|  |  | Salaries – administrative |  | |  | |  |  | | |  |  |  |  | |  |  | |  | |  |
|  |  | Training Materials |  | |  | |  |  | | |  |  |  |  | |  |  | |  | |  |
|  |  | Stipends |  | |  | |  |  | | |  |  |  |  | |  |  | |  | |  |
|  | 4830 | Assessment & Certification |  | |  | |  |  | | |  |  |  |  | |  |  | |  | |  |
|  |  | Refreshments |  | |  | |  |  | | |  |  |  |  | |  |  | |  | |  |
|  |  | Advertisement |  | |  | |  |  | | |  |  |  |  | |  |  | |  | |  |
|  |  | Other direct costs |  | |  | |  |  | | |  |  |  |  | |  |  | |  | |  |
|  |  | Supplies and Services |  | |  | |  |  | | |  |  |  |  | |  |  | |  | |  |
|  | 4900 | Operation & Maintenance |  | |  | |  |  | | |  |  |  |  | |  |  | |  | |  |
|  |  | Other indirect costs |  | |  | |  |  | | |  |  |  |  | |  |  | |  | |  |
|  | Total Costs | |  | |  | |  |  | | |  |  |  |  | |  |  | |  | |  |

**Prepared by Approved by endorsed by**

**Accountant EPD, SEIP External Auditor**

**Name of Association:** BAIRA

**UNAUDITED FINANCIAL STATEMENT**

**FINANCIAL STATEMENTS FOR THE SIX MONTHS ENDED DECEMBER----**

**Skill for Employment Investment PROGRAM [Tranche-3]**

**NOTES TO THE FS**

**NOTE 1** –Break-up of funds received from the Government of Bangladesh

| **Sl** | **Description** | **For the prior year ended June 30, 2020** | **Cumulative as at beginning of year - July 1, 2020** | **1ST Quarter** | **2nd Quarter** | **Cumulative current financial year (2020-2023)** | **Cumulative SEIP inception to September 30, 2020** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | BDT ‘000 | | | | | |
|  |  |  |  |  |  |  |  |
|  | Initial Advance (5% of contracted amount) | 1,22,80.750 |  |  |  |  |  |
|  | Progress Payment # 1 |  |  |  |  |  |  |
|  | Progress Payment # 2 |  |  |  |  |  |  |
|  | Progress Payment # 3 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Total | 1,22,80.750 |  |  |  |  |  |

**Note 1.1 –** Receipts from the GOB includes:

| **Sl.** | **Description** | **For the prior year ended June** | **Cumulative as at beginning of year - July** | **1ST Quarter** | **2nd Quarter** | **Cumulative current financial year (2020- 2020)** | **Cumulative SEIP inception to** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **BDT ‘000** | | | | | |
|  | Government Counterpart funding |  |  |  |  |  |  |
|  | ADB funds |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Total** |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Prepared by** | **Approved by** | **Endorsed by** |
| **Accountant** | **EPD, SEIP** | **External Auditor** |

**Name of Association**: **BAIRA**

**UNAUDITED FINANCIAL STATEMENT**

**FINANCIAL STATEMENTS FOR THE SIX MONTHS ENDED DECEMBER 31,**

**Skill for Employment Investment PROGRAM [Tranche-3]**

**NOTES TO THE FS**

**NOTE 2** –Break-up of other income.

| **SL** | **Description\*** | **For the prior year ended June** | **Cumulative as at beginning of year -** | **1ST Quarter** | **2nd Quarter** | **Cumulative current financial year (-------)** | **Cumulative SEIP inception to** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **BDT ‘000** | | | | | |
|  | **Total** |  |  |  |  |  |  |
|  | Interest Income |  |  |  |  |  |  |
|  | Beneficiary contributions |  |  |  |  |  |  |
|  | [Others] |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Total** |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Prepared by** | **Approved by** | **Endorsed by** |
| **Accountant** | **EPD, SEIP** | **External Auditor** |

**Name of Association**: **BAIRA**

**UNAUDITED FINANCIAL STATEMENT**

**FINANCIAL STATEMENTS FOR THE SIX MONTHS ENDED DECEMBER ----**

**Skill for Employment Investment PROGRAM [Tranche-3]**

**NOTES TO THE FS**

**NOTE 3** –Break up of Salary and Allowances

These include direct as well as common costs.

| **Code -**  **Economic** | **Description\*** | **For the prior year ended June** | **Cumulative as at beginning of year -** | **1ST Quarter** | **2nd Quarter** | **Cumulative current financial year (------)** | **Cumulative SEIP inception to** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Total** |  |  |  |  |  |  |
| 4501 |  |  |  |  |  |  |  |
| 4601 |  |  |  |  |  |  |  |
| 4713 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Total** |  |  |  |  |  |  |

* Each of staff name, designation must need to be included.

|  |  |  |
| --- | --- | --- |
| **Prepared by** | **Approved by** | **Endorsed by** |
| **Accountant** | **EPD, SEIP** | **External Auditor** |

* Association may include additional sheet/column

**Name of Association: BAIRA**

**UNAUDITED FINANCIAL STATEMENT**

**FINANCIAL STATEMENTS FOR THE SIX MONTHS ENDED DECEMBER -----**

**Skill for Employment Investment PROGRAM [Tranche-3]**

**NOTES TO THE FS**

**NOTE 4** –Break up of Supplies and Service. These are common costs.

| **Code -**  **Economic** | **Description** | **For the prior year ended June 30,** | **Cumulative as at July 1, xxxx** | **1ST Quarter** | **2nd Quarter** | **Cumulative current financial year (------)** | **Cumulative SEIP inception to -------** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Total** |  |  |  |  |  |  |
| 4801 | **Travel Expenses** |  |  |  |  |  |  |
| 4806 | Rent of office |  |  |  |  |  |  |
| 4815 | Postage |  |  |  |  |  |  |
| 4816 | Telephone |  |  |  |  |  |  |
| 4817 | Internet |  |  |  |  |  |  |
| 4818 | Registration fees |  |  |  |  |  |  |
| 4819 | Water bills |  |  |  |  |  |  |
| 4821 | Electricity |  |  |  |  |  |  |
| 4822 | Fuel and Gas |  |  |  |  |  |  |
| 4824 | Bank Charge |  |  |  |  |  |  |
| 4827 | Printing and binng |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Prepared by** | **Approved by** | **Endorsed by** |
| **Accountant** | **EPD, SEIP** | **External Auditor** |

Association may include additional sheet/column. Additional breakdown for the training expenses is also required

**Name of Association: BAIRA**

**UNAUDITED FINANCIAL STATEMENT**

**FINANCIAL STATEMENTS FOR THE SIX MONTHS ENDED DECEMBER-----**

**Skill for Employment Investment PROGRAM [Tranche-3]**

**NOTES TO THE FS**

**NOTE 5** –Break up of Operation and Maintenance. These are common costs.

| **Code -**  **Economic**  **4900** | **Description\*** | **For the prior year ended June 30, ----** | **Cumulative as at July 1, xxxx** | **1ST Quarter** | **2nd Quarter** | **Cumulative current financial year (-------)** | **Cumulative SEIP inception to --------** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **BDT ‘000** | | | | | |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Total** |  |  |  |  |  |  |

Association may include additional sheet/column

|  |  |  |
| --- | --- | --- |
| **Prepared by** | **Approved by** | **Endorsed by** |
| **Accountant** | **EPD, SEIP** | **External Auditor** |

**Name of Association: BAIRA**

**UNAUDITED FINANCIAL STATEMENT**

**FINANCIAL STATEMENTS FOR THE SIX MONTHS ENDED DECEMBER ----**

**Skill for Employment Investment PROGRAM [Tranche-3]**

**NOTES TO THE FS**

**NOTE 6** –Cash in hand

Denomination

|  |  |  |
| --- | --- | --- |
| **Notes** | **Number of notes** | **Total** |
| 1000 | 10 |  |
|  |  |  |
| Total |  |  |

|  |  |  |
| --- | --- | --- |
| **Prepared by** | **Approved by** | **Endorsed by** |
| **Accountant** | **President** | **External Auditor** |

**Name of Association: BAIRA**

**UNAUDITED FINANCIAL STATEMENT**

**FINANCIAL STATEMENTS FOR THE SIX MONTHS ENDED DECEMBER ----**

**Skill for Employment Investment PROGRAM [Tranche-3]**

**NOTES TO THE FS**

**NOTE 7** –Cash at Bank

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Reconciliation of bank/cash account | | | | | | | | |
| Reconciliation date | | Xxxxxxx |  |  | | Initial |  |  |
|  |  |  |  |  | | Currency |  | BDT |
| Bank | | Sonali Bank | | | |  |  |  |
| Account no | |  | | | |  |  |  |
|  |  |  |  |  | |  |  |  |
|  |  |  |  |  | |  |  |  |
|  |  |  |  |  | | Date | Cur | TK |
| Balance according to external statement as at | | | | | | Xxxxxx | BDT |  |
| Balance according to local bank book as at | | | | | | Xxxxxx | BDT |  |
| Deviation | |  |  |  | |  | BDT | - |
| Missing entries in local bank statement | | | |  | |  |  |  |
|  |  |  |  |  | |  |  |  |
|  | Date | Text |  |  | |  | Cur | TK |
|  |  |  |  |  | |  | BDT | - |
|  |  |  |  |  | |  |  | - |
|  |  |  |  |  | |  |  | - |
|  |  |  |  |  | |  |  | - |
|  | Total |  |  |  | |  | BDT | - |
|  |  |  |  |  | |  |  |  |
|  | Non explained deviation | |  |  | |  |  | - |
| Missing entries in local bank book | | | | | | | | |
|  | Date | Text |  |  |  | | Cur | TK |
|  |  |  |  |  |  | | BDT |  |
|  |  |  |  |  |  | | BDT |  |
|  |  |  |  |  |  | | BDT |  |
|  | Total |  |  |  |  | | BDT | - |
|  | Non explained deviation | |  |  |  | |  |  |
| Remarks | |  |  |  |  | |  |  |
|  |  |  |  |  |  | |  |  |

|  |  |  |
| --- | --- | --- |
| **Prepared by** | **Approved by** | **Endorsed by** |
| **Accountant** | **President** | **External Auditor** |

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| --- | --- | --- |
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1. **Summary of Monitoring Report**

This should summarize the monitoring reports prepared by the agency including the real time tracking of trainees and the evidence of trainees going through three stages (enrollment, completion/certification, and job placement).

1. **Any new initiatives or new activities taken during the quarter**

This should relate to any initiatives or activities linked to improvements of training quality, job placement, or any other related initiatives.

1. **Key Issues and Proposed Actions**

This should identify if there is any major issue that needs further discussions and resolutions. It should also indicate what actions are recommended to address the identified issues.

**SCHEDULE –V**

DISBURSEMENT **SCHEDULE OF THE CONTRACT AMOUNT**

**1. Contract Amount for Tranche 03: BDT 321,010,939 (Thirty-Two Crore Ten Lac Ten Thousand Nine Hundred Thirty-Nine Only) including contingency inclusive of contingencies.**

1. **Disbursement Schedule**:
2. A mobilization advance equivalent to five percent (5%) of the contract, excluding the budget of contingency which totals BDT **317,832,613** Hence, the mobilization advance will be **BDT 15,891,630.00**. The advance shall be liquidated against third milestone claims.
3. As soon as the MoU is signed with a training center, PIU will transfer 5% of the training cost of first two quarter/six months’ training cost of that particular center as advance to facilitate smooth running of the training activities. This advance shall be adjusted/liquidated with/against subsequent bills/claims.

(c) Each subsequent payment shall be based on achievement of milestones.

(d) The total contract amount is linked to three distinct milestone achievement indicators and shall be eligible for disbursement based on number of students duly enrolled, certified and placed in jobs multiplied by the unit cost agreed in the business plan in the following ratios:

**For new entrants**

* Milestone #1 - 50% on enrolment for each course (for each enrollee)
* Milestone #2 - 30% on certification for each course
* Milestone #3 - 20% on job placement within 3 months and retention for 3 months (of at least 60% of the enrollees)

**For up skilling**

* Milestone #1 - 30% on enrolment for each course (for each enrollee)
* Milestone #2 - 30% on certification for each course
* Milestone #3 - 40% on job retention for 3 months (of at least 90% of the enrollees)

1. Progress Payments against achievements will be made each month and will be monitored until full payments are made for each course against each of the three milestones. Milestone achievement for each month shall be computed as the cumulative milestone achieved for each course less amount already claimed against the achievement indicator. The mobilization advance and the milestone payments of Tranche 3 shall be deposited into the bank account of which the details are as follows:

Name of the Bank:

Bank Routing Number

Bank Account Name:

Address of Bank:

* 1. The Bank Account of Association PIU will be opened in the joint names of President, Chief Coordinator and another member of Project Standing Committee (PSC).
  2. The cheque will be signed by two persons i.e., President or nominated member of PSC and Chief Coordinator.
  3. The milestone claim bills will be signed by President or member nominated by President.

**CONDITIONS FOR RELEASE OF FUNDS**

1. BAIRA shall comply with the following conditions prior to the release of the mobilization advance:
2. Execution of the Definitive Agreements.

Opening of a designated bank account for the purpose of crediting the funds released under this Agreement.

1. Issuance of notice by BAIRA to SDCMU

Furnishing of an undertaking by BAIRA that all related party transactions shall be done in accordance with the contract, business plan and applicable Laws.

1. BAIRA shall comply with the following conditions for availing each of the milestone payments under this Agreement:
2. Submission of the Project Evaluation Report/Utilization Certificate prior to issuance of the notice by BAIRA requesting for release of milestone payments, duly certified by PIU, along with documentary proof, that the preceding milestone payment has been utilized for the Project in accordance with milestones as specified under the terms and conditions.
3. All data in relation to enrollment, assessment, certification and job placement to be uploaded into the TMS by BAIRA (PIU, BAIRA-SEIP) and verified by SDCUMU before releasing milestone payments.

Note: The payment will be made based on unit cost.

**SCHEDULE VI**

**DISCLOSURE STATEMENT IN RESPECT OF ANY STATUTORY DUES PAYABLE BY BAIRA TO ANY AUTHORITY**

It is hereby declared, affirmed and stated that BAIRA has no statutory dues payable by it to any authority.

**For** BAIRA

**President**

# SCHEDULE VII

**DISCLOSURE STATEMENT IN RESPECT OF ANY LITIGATION, ARBITRATION, ADMINISTRATIVE OR OTHER PROCEEDINGS PENDING AGAINST [BAIRA] HAVING MATERIAL ADVERSE EFFECT ON THE PROJECT**

It is hereby declared, affirmed and stated that there is no litigation, arbitration, administrative or other proceedings pending against BAIRA having material adverse effect on the Project.

**For** BAIRA

**President**

# SCHEDULE VIII

**DISCLOSURE STATEMENT IN RESPECT OF ANY AGREEMENT ENTERED INTO BY BAIRAHAVING MATERIAL ADVERSE EFFECT ON THE PROJECT**

It is hereby declared, affirmed and stated that BAIRA has not entered into any agreement having material adverse effect on the Project.

**For** BAIRA

**President**

**SCHEDULE IX**

**ADB PROVISIONS ON ELIGIBILITY, CONFLICT OF INTEREST, ANTICORRUPTION**

|  |  |
| --- | --- |
| **Eligibility** | ADB permits consultants (individuals and firms, including Joint Ventures and their individual members) from the eligible countries as stated in http://www.adb.org/about/members to offer consulting services for Bank-financed projects.  Furthermore, it is the Consultant’s responsibility to ensure that its Experts, joint venture members, Sub-consultants, agents (declared or not), sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by the Asian Development Bank in Guidelines on the Use of Consultants by Asian Development Bank and its Borrowers, which can be found in the following website: www.adb.org.  As an exception to the foregoing Clauses above: |
| **a. Sanctions** | A firm or an individual sanctioned by the Bank in accordance with the above Clause or in accordance with Guidelines on the Use of Consultants by Asian Development Bank and its Borrowers shall be ineligible to be awarded a Bank-financed contract, or to benefit from a Bank-financed contract, financially or otherwise, during such period of time as the Bank shall determine. The list of debarred firms and individuals is available at <http://www.adb.org/Integrity/sanctions.asp> |
| **b. Prohibitions** | Firms and individuals of a country or goods manufactured in a country may be ineligible if so, indicated in http://www.adb.org/about/members and:  (a) as a matter of law or official regulations, the Borrower’s/Beneficiary’s country prohibits commercial relations with that country, provided that the Bank is satisfied that such exclusion does not preclude effective competition for the provision of Services required; or  (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower’s Country prohibits any import of goods from that country or any payments to any country, person, or entity in that country. |
| **c. Restrictions for Government-owned Enterprises** | Government-owned enterprises or institutions in the Borrower’s country shall be eligible only if they can establish that they (i) are legally and financially autonomous, (ii) operate under commercial law, and (iii) that they are not dependent agencies of the Client. |
| **d. Restrictions for public employees** | Government officials and civil servants may only be hired under consulting contracts, either as individuals or as members of a team of a consulting firm, if they (i) are on leave of absence without pay; (ii) are not being hired by the agency they were working for immediately before going on leave; and (iii) their employment would not create a conflict of interest). |
| **Conflict of Interest** | The Consultant is required to provide professional, objective, and impartial advice, at all times holding the Client’s interest’s paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.  The Consultant has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of its Contract and/or sanctions by the Bank.  Without limitation on the generality of the foregoing, and unless stated otherwise, the Consultant shall not be hired under the circumstances set forth below: |
| **a. Conflicting activities** | (i) Conflict Between Consulting Activities and Procurement of Goods, Works or Non-Consulting Services: a firm that has been engaged by the Client to provide goods, works, or non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation. |
| **b. Conflicting assignments** | (ii) Conflict Among Consulting Assignments: A Consultant (including its Experts and Sub-consultants) or any of its Affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant for the same or for another Client. |
| **c. Conflicting relationships** | (iii) Relationship with the Client’s Staff: A Consultant (including its Experts and Sub-consultants) that has a close business or family relationship with a professional staff of the [Borrower or the Client or the Recipient or Beneficiary] or of the [implementing/executing agency] or of a recipient of a part of the Bank’s financing who are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Bank throughout the selection process and the execution of the Contract. |

|  |  |
| --- | --- |
| **Corrupt and Fraudulent Practices** | The Bank requires compliance with its policy in regard to corrupt and fraudulent/prohibited practices as set forth below.  In further pursuance of this policy, Consultant shall permit and shall cause its sub-consultants and sub-contractors to permit ADB or its representatives to inspect the accounts, records and other documents relating to the submission of the Proposal and execution of the contract, in case of award, and to have the accounts and records audited by auditors appointed by the ADB. |

ADB’s anticorruption policy requires that borrowers (including beneficiaries of ADB-financed activity), as well as consultants under ADB-financed contracts, observe the highest standard of ethics during the selection process and in execution of such contracts. In pursuance of this policy, in the context of these Guidelines, ADB

(a) defines, for the purposes of this provision, the terms set forth below as follows:

(i) A “corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;

(ii) A “fraudulent practice” is any action or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

(iii) A “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;

(iv) A “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;

(v) Abuse, this is theft, waste, or improper use of assets related to ADB-related activity, either committed intentionally or through reckless disregard;

(vi) Conflict of interest, which is any situation in which a party has interests that could improperly influence a party’s performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations;

(vii) “obstructive practice” is a) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an ADB investigation; b) making false statements to investigators in order to materially impede an ADB investigation; c) threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or d) materially impeding ADB’s contractual rights of audit or access to information.

(viii) These terms collectively are called “integrity violations.”

(b) will reject a proposal for an award if it determines that the consultant recommended for the award has directly, or through an agent, engaged in integrity violations in competing for the contract in question;

(c) will cancel the portion of the financing allocated to a contract if it determines at any time that representatives of the borrower of ADB financing engaged in integrity violations during the consultant selection process or the execution of that contract, without the borrower having-taken timely and appropriate action satisfactory to ADB to remedy the situation; and

(d) will sanction a firm or individual, at any time, in accordance with ADB’s Anticorruption Policy and Integrity Principles and Guidelines (both as amended from time to time), including declaring ineligible, either indefinitely or for a stated period of time, such consulting firm, individual or successor from participation in ADB-financed or ADB-administered activities or to benefit from an ADB-financed or ADB-administered contract, financially or otherwise, if it at any time determines that the firm or individual has, directly or through an agent, engaged in integrity violations or other prohibited practices.

**Annex 01: list of TTM per Batch**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Course Name: Electrical Installation & Maintenance** | | | | | | | |
| **Trainee per Batch = 25** | | | | | | | |
| **SL** | **Item Name** | **Specification** | **Unit** | **Qty.** | **Rate** | **Amount BDT** | **Remarks** |
|  |  |  |  | A | B | C=A\*B |  |
| **Stationery** | | | | | | | |
| 1 | Ball Pen Black |  | Pcs | 30 | 5 | 150 |  |
| 2 | Hand Note book |  | Pcs | 25 | 50 | 1250 |  |
| 3 | Wooden Pencil |  | Pcs | 25 | 20 | 500 |  |
| 4 | Pencil Cutter |  | Pcs | 25 | 5 | 125 |  |
| 5 | Eraser |  | Pcs | 25 | 5 | 125 |  |
| 6 | White Board Marker |  | Pcs | 8 | 50 | 400 |  |
| **A. Sub Total=** | | | | | | **2,550** |  |
| **PPE** | | | | | | | |
| 1 | Safety Helmet |  | Pcs | 25 | 200 | 5,000 |  |
| 2 | Safety Shoes |  | Pcs | 25 | 550 | 13,750 |  |
| 3 | Safety Mask |  | Pair | 50 | 10 | 500 |  |
| 4 | Safety Apron |  | Pcs | 25 | 550 | 13,750 |  |
| 5 | Safety Ear Plugs |  | Pcs | 25 | 150 | 3,750 |  |
| 6 | Safety Belt |  | Pcs | 6 | 590 | 3,540 |  |
| 7 | Safety Goggles Glass |  | Pcs | 25 | 90 | 2,250 |  |
| 8 | Safety Hand Gloves |  | Pcs | 25 | 80 | 2,000 |  |
| **B. Sub Total=** | | | | | | **44,540** |  |
| **Hand Tools** | | | | | | | |
| 1 | Measuring Tape |  | Pcs | 4 | 50 | 200 | Reusable |
| 2 | Sprite Level |  | Pcs | 2 | 250 | 500 |
| 3 | Tri-Square |  | Pcs | 2 | 350 | 700 |
| 4 | Soft Hammer |  | Pcs | 2 | 250 | 500 |
| 5 | 8"Combination pliers |  | Pcs | 1 | 250 | 250 |
| 6 | Screw driver Flat |  | Pcs | 2 | 80 | 160 |
| 7 | Drill Machine |  | Pcs | 1 | 2500 | 2,500 |
| 8 | Wire Striper |  | Pcs | 2 | 180 | 360 |
| 9 | Hacksaw Blade |  | Pcs | 2 | 25 | 50 |
| 10 | ball pin hammer |  | Pcs | 1 | 120 | 120 |
| 11 | Drill Bit ,6.5mm |  | Pcs | 4 | 50 | 200 |
| 12 | Cutting Pliers |  | Pcs | 1 | 100 | 100 |
| 13 | Tool box |  | Pcs | 2 | 1200 | 2,400 |
| 14 | Connecting Screw driver |  | Pcs | 2 | 40 | 80 |
| **C. Sub Total=** | | | | | | **8,120** |  |
| **Training Materials** | | | | | | | |
| 1 | Batten holder | 6 amp | pcs | 24 | 20 | 480 |  |
| 2 | Ceiling Rose | 6 ampere,220volt AC. | pcs | 24 | 25 | 600 |  |
| 3 | Piano switch 5amp | 220volt, 1 way | pcs | 24 | 20 | 480 |  |
| 4 | Piano switch 5amp | 2 way | pcs | 12 | 25 | 300 |  |
| 5 | piano type indicator | 6 ampere,220volt ac. | pcs | 24 | 20 | 480 |  |
| 6 | Piano type 2pin socket, | 220volt ac.6 amp. | pcs | 18 | 20 | 360 |  |
| 7 | 5pin, Socket | mk type | pcs | 18 | 150 | 2700 |  |
| 8 | Pendent holder | 5 Amp, 220 Volt Ac. | pcs | 24 | 20 | 480 |  |
| 9 | Piano type fuse | 220-250 Volt AC, 5Amp. | pcs | 24 | 25 | 600 |  |
| 10 | 2pin plug | 6A, 220 volts/AC | pcs | 24 | 20 | 480 |  |
| 11 | 3 pin sockets | Flat type,13 amp,220vac. | pcs | 12 | 190 | 2280 |  |
| 12 | circular Box | 1" size,4-way type | Dzn | 6 | 70 | 420 |  |
| 13 | Push button Switch | Piano type,220 vac,5-6amp | pcs | 24 | 25 | 600 |  |
| 14 | Calling Bell | 220volt ac. | pcs | 6 | 170 | 1020 |  |
| 15 | Wire 1.5mm | 1.5mm BRB | coil | 3 | 2000 | 6000 |  |
| 16 | wire | 4 mm | coil | 2 | 4000 | 8000 |  |
| 17 | wire | 2.5mm | coil | 1 | 2800 | 2800 |  |
| 18 | Bulb | 60watt | pcs | 24 | 28 | 672 |  |
| 19 | Bulb | 100watt | pcs | 24 | 28 | 672 |  |
| 20 | Bulb (Dim light) | 5 watts | pcs | 24 | 32 | 768 |  |
| 21 | Energy Bulb | 30watt,220vac | pcs | 4 | 200 | 800 |  |
| 22 | Bulb pin type | 200 watts, Philips | pcs | 4 | 100 | 400 |  |
| 23 | tube light-4' | 1.2 meter,220v AC.36-40 w | pcs | 6 | 90 | 540 |  |
| 24 | Auto tube light set | 1.2 meter,220v AC.36- | pcs | 2 | 210 | 420 |  |
| 25 | Tube light holders | o type 5 amp,220vac | pair | 10 | 40 | 400 |  |
| 26 | Tube light Starter | Standard | Dzn | 3 | 90 | 270 |  |
| 27 | Ballast (Electronics) | 20-36 watt | pcs | 4 | 145 | 580 |  |
| 28 | Insulating tape | tisa | pcs | 24 | 20 | 480 |  |
| 29 | Screw 1 " size | Star head screw | pcs | 200 | 0.8 | 160 |  |
| 30 | Circuit Breaker 10 Amp | Single pole | pcs | 6 | 200 | 1200 |  |
| 31 | Cable lugs | 2.5rm | pack | 1 | 300 | 300 |  |
| 32 | Neon Tester | 250 Volts. Std | dzn | 2 | 300 | 600 |  |
| 33 | Cable lugs | 4rm | dzn | 4 | 50 | 200 |  |
| 34 | Capacitor 2.5µF | 2.5µF | pcs | 12 | 60 | 720 |  |
| 35 | Circular box | PVC,3/4",1-4 way | dzn | 6 | 9 | 54 |  |
| 36 | circuit breaker channel | Aluminium,1meter length | pcs | 2 | 110 | 220 |  |
| 37 | Distribution Board | 4-6 way | pcs | 6 | 350 | 2100 |  |
| 38 | Fan regulator | Piano type,220 vac,5-6amp | pcs | 6 | 75 | 450 |  |
| 39 | M.K. screw | 1” size | dzn | 10 | 20 | 200 |  |
| 40 | M.K. Box | 3"X3" | pcs | 12 | 20 | 240 |  |
| 41 | PVC pipe socket 3/4" | 3/4"Size | dzn | 3 | 60 | 180 |  |
| 42 | PVC Bend3/4" | 3/4"Size | dzn | 4 | 70 | 280 |  |
| 43 | PVC pipe 3/4" | 3/4"Size | pcs | 20 | 50 | 1000 |  |
| 44 | Pvc Elbow | 3/4" size | dzn | 4 | 60 | 240 |  |
| 45 | Flexible Conduit | (1/2" Size | coil | 1 | 400 | 400 |  |
| 46 | Push button switch | NC-NO | pcs | 8 | 90 | 720 |  |
| 47 | Plastic switch Board | one hole | pcs | 4 | 10 | 40 |  |
| 48 | Plastic switch Board | 5 Hole | pcs | 6 | 30 | 180 |  |
| 49 | Plastic switch Board | 3"X3" | pcs | 12 | 5 | 60 |  |
| 50 | Soldering leads | 0.8mm TongKong | kg | 1 | 1700 | 1700 |  |
| 51 | Star screw-1",3/4",1/2" | 1",3/4",1/2" | gross | 10 | 70 | 700 |  |
| 52 | shaddle | 3/4" | pcs | 36 | 3 | 108 |  |
| 53 | Rowel plug | 8 no. | pack | 6 | 25 | 150 |  |
| 54 | Magnetic Contractor | 3phase 30 amp. | pcs | 2 | 600 | 1200 |  |
| 55 | Overload Relay | 3 phase, 10-20 amp. | pcs | 2 | 350 | 700 |  |
| 56 | Pvc Joint Box | 3''x 3'' | dzn | 4 | 80 | 320 |  |
| 57 | MCCB | 3 phase, 30-50 amp. | pcs | 1 | 800 | 800 |  |
| 58 | G. I. Saddel | 3/4 " size | dzn | 4 | 70 | 280 |  |
| 59 | Bed Switch | 5 Amp, 220 Volt Ac. | pcs | 12 | 20 | 240 |  |
| 60 | Tube light | 18 W 2' size 220 vac. | pcs | 8 | 70 | 560 |  |
| 61 | 34 no.Super enamel wire | Ceiling fan winding wire | kg | 3 | 1200 | 3600 |  |
| 62 | 24 no.Super enamel wire | Motor winding wire | kg | 3 | 1150 | 3450 |  |
| 63 | Ampere tube | Ceiling fan winding | pcs | 5 | 9 | 45 |  |
| 64 | Leatheroid Paper10 No | fan/Motor winding | pcs | 5 | 120 | 600 |  |
| 65 | Cotton Tape | Winding Coil binding | Rile | 1 | 70 | 70 |  |
| 66 | Abonite Sheet | fan/Motor winding | pcs | 2 | 150 | 300 |  |
| 67 | Insulating Varnish | Std. | Bottles | 1 | 190 | 190 |  |
| 68 | Cable Tie | No-10 | pkt | 2 | 60 | 120 |  |
| 69 | Ceiling Fan Capacitor | 2.5 mf | pcs | 2 | 60 | 120 |  |
| 70 | U-Cable clip | 1.5mm- 6mm | box | 2 | 60 | 120 |  |
| **D. Sub Total=** | | | | | | **58,999** |  |
| **Total (A to D) =** | | | | | | **114,209** |  |
| **Average cost for per trainee per batch is = 1,14,209/25=4,568, For T3 Tk. 4,500/=** | | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Course Name: Plumbing & Pipe Fitting** | | | | | | | |
| **Trainee per Batch = 25** | | | | | | | |
| **SL** | **Item Name** | **Specification** | **Unit** | **Qty.** | **Rate** | **Amount BDT** | **Remarks** |
|  |  |  |  | A | B | C=A\*B |  |
| **Stationery** | |  |  |  |  |  |  |
| 1 | Ball Pen Black |  | Pcs | 35 | 5 | 175 |  |
| 2 | Hand Note Book |  | Pcs | 25 | 30 | 750 |  |
| 3 | Wooden Pencil |  | Pcs | 25 | 10 | 250 |  |
| 4 | Pencil Cutter |  | Pcs | 25 | 10 | 250 |  |
| 5 | Eraser |  | Pcs | 25 | 5 | 125 |  |
| 6 | White board marker |  | Pcs | 8 | 60 | 480 |  |
| **A. Sub Total=** | | | | | | **2,030** |  |
| **PPE** | | | | | | | |
| 1 | Apron |  | Pcs | 25 | 550 | 13,750 |  |
| 2 | Helmet |  | Pcs | 25 | 210 | 5,250 |  |
| 3 | Students Safety shoes |  | Pair | 25 | 550 | 13,750 |  |
| 4 | Safety belt |  | Pcs | 6 | 350 | 2,100 |  |
| 5 | Masks |  | Pcs | 50 | 10 | 500 |  |
| 6 | Ear Plugs |  | Pcs | 25 | 12 | 300 |  |
| 7 | Safety glasses |  | Pcs | 25 | 85 | 2,125 |  |
| 8 | Cotton Hands Gloves |  | Pair | 50 | 20 | 1,000 |  |
| **B. Sub Total=** | | | | | | **38,775** |  |
| **Hand Tools** | | | | | | | |
| 1 | 3m Measuring Tape | 3m | Pcs | 5 | 210 | 1,050 | **Reusable** |
| 2 | 8" Screw Driver Flat | 8" | Pcs | 4 | 250 | 1,000 |
| 3 | 8" Screw Driver Star | 8" | Pcs | 4 | 250 | 1,000 |
| 4 | 2lbs Ball Pein Hammer | 2lbs | Pcs | 4 | 500 | 2,000 |
| 5 | 0.5 lbs Ball Pein Hammer | 0.5 lbs | Pcs | 4 | 220 | 880 |
| 6 | Chisel (6"-10") | (6"-10") | Pcs | 3 | 400 | 1,200 |
| 7 | 24" Sprit Label | 24" | Pcs | 3 | 400 | 1,200 |
| 8 | 6.5-8-10mm Dril Bit | 6.5-8-10mm | Pcs | 6 | 250 | 1,500 |
| 9 | 10" Adjustable Wrench | 10" | Pcs | 2 | 350 | 700 |
| 10 | 14" Pipe wrench | 14" | Pcs | 2 | 560 | 1,120 |
| 11 | 16" Pipe wrench | 16" | Pcs | 2 | 640 | 1,280 |
| 12 | 4" Cutting Disc | 4" | Pcs | 6 | 60 | 360 |
| **C. Sub Total=** | | | | | | **13,290** |
| **Training Materials** | | | | | | | |
|  | **GI Items** | | | | |  |  |
| 1 | Socket | 1/2'' | Pcs | 2 | 22 | 44 |  |
| 2 | socket | 3/4'' | Pcs | 2 | 23 | 46 |  |
| 3 | Socket | 1'' | Pcs |  | 25 | 0 |  |
| 4 | socket | 1'' | Pcs | 2 | 32 | 64 |  |
| 5 | Bend | 1/2'' | Pcs | 2 | 35 | 70 |  |
| 6 | Bend | 3/4'' | Pcs | 2 | 55 | 110 |  |
| 7 | Bend | 1'' | Pcs | 2 | 79 | 158 |  |
| 8 | Elbow 90 | 1/2'' | pkt | 4 | 22 | 88 |  |
| 9 | Elbow 90 | 3/4'' | Pcs | 2 | 28 | 56 |  |
| 10 | Elbow 90 | 1'' | Pcs | 2 | 38 | 76 |  |
| 11 | Equal Tee | 1/2'' | Pcs | 3 | 24 | 72 |  |
| 12 | Equal Tee | 3/4'' | Pcs | 2 | 35 | 70 |  |
| 13 | Equal Tee | 1'' | Pcs | 2 | 55 | 110 |  |
| 14 | Union | 1/2'' | Pcs | 4 | 44 | 176 |  |
| 15 | Union | 3/4'' | Pcs | 4 | 50 | 200 |  |
| 16 | Union | 3/4'' | Pcs | 2 | 55 | 110 |  |
| 17 | Union | 1'' | Pcs | 2 | 72 | 144 |  |
| 18 | Nipple | 1/2'' | Pcs | 4 | 25 | 100 |  |
| 19 | Nipple | 3/4'' | Pcs | 2 | 26 | 52 |  |
| 20 | Nipple | 1'' | feet | 2 | 28 | 56 |  |
| 21 | Check valve | 1/2'' | feet | 2 | 240 | 480 |  |
| 22 | Check valve | 3/4'' | Pcs | 1 | 350 | 350 |  |
| 23 | Check valve | 1'' | Pcs | 1 | 430 | 430 |  |
| 24 | Gate valve | 1/2'' | Pcs | 1 | 310 | 310 |  |
| 25 | Gate valve | 3/4'' | feet | 1 | 370 | 370 |  |
| 26 | Plug | 1/2'' | Pcs | 2 | 32 | 64 |  |
| 27 | Plug | 3/4'' | Pcs | 2 | 35 | 70 |  |
| 28 | Ball valve | 3/4'' | feet | 1 | 220 | 220 |  |
| 29 | Ball valve | 1'' | feet | 1 | 370 | 370 |  |
| 30 | Concealed valve | 1/2'' | feet | 1 | 595 | 595 |  |
| 32 | Concealed valve | 3/4'' | feet | 1 | 650 | 650 |  |
| 33 | Pressure valve | 1/2'' | feet | 1 | 990 | 990 |  |
| 34 | Union Ball valve | 1/2'' | Pcs | 1 | 387 | 387 |  |
| 35 | Union Ball valve | 3/4'' | Pcs | 1 | 465 | 465 |  |
| 36 | Fluid valve | 1/2'' | Pcs | 1 | 420 | 420 |  |
| 37 | Pipe | 1/2'' | Pcs | 2 | 1150 | 2300 |  |
| 39 | Pipe | 3/4'' | Pcs | 1 | 1250 | 1250 |  |
| 40 | Pipe | 1'' | Pcs | 1 | 1650 | 1650 |  |
| 41 | Pipe | 2'' | Pcs | 1 | 1920 | 1920 |  |
| 42 | Reducing Socket | 1/2''x3/4'' | Pcs | 2 | 28 | 56 |  |
| 43 | Reducing Socket | 1/2''x1'' | Pcs | 2 | 37 | 74 |  |
| 44 | Reducing tee | 1/2''x3/4'' | Pcs | 2 | 36 | 72 |  |
| 45 | Reducing Tee | 1/2''x1'' | Pcs | 2 | 54 | 108 |  |
| 46 | Reducing Elbow | 1/2''x3/4'' | Pcs | 2 | 30 | 60 |  |
| 47 | Reducing Elbow | 1/2''x1'' | Pcs | 2 | 40 | 80 |  |
|  | **PPR Items** | | | | |  |  |
| 48 | Socket | 1/2'' | Pcs. | 3 | 11 | 33 |  |
| 49 | Socket | 3/4'' | Pcs. | 3 | 12 | 36 |  |
| 50 | Elbow 90 | 1/2'' | Pcs. | 3 | 12 | 36 |  |
| 51 | Elbow 90 | 3/4'' | Pcs. | 3 | 15 | 45 |  |
| 52 | Socket (Male) | 1/2'' | Pcs. | 2 | 95 | 190 |  |
| 53 | Socket (Male) | 3/4'' | Pcs. | 1 | 125 | 125 |  |
| 54 | Socket (Female) | 1/2'' | Pcs. | 2 | 95 | 190 |  |
| 55 | Socket (Female) | 3/4'' | Pcs. | 1 | 125 | 125 |  |
| 56 | Tee Part (Male) | 1/2'' | Pcs. | 2 | 84 | 168 |  |
| 57 | Tee Part (Male) | 3/4'' | Pcs. | 1 | 153 | 153 |  |
| 58 | Tee Part (Female) | 1/2'' | Pcs. | 2 | 84 | 168 |  |
| 59 | Tee Part (Female) | 3/4'' | Pcs. | 1 | 143 | 143 |  |
| 60 | Elbow (Male) | 1/2'' | Pcs. | 2 | 95 | 190 |  |
| 61 | Elbow (Male) | 3/4'' | Pcs. | 1 | 130 | 130 |  |
| 62 | Elbow (Female) | 1/2'', | Pcs. | 2 | 110 | 220 |  |
| 63 | Reducing Tee | 1/2''x3/4'' | Pcs. | 2 | 25 | 50 |  |
| 64 | Reducing Elbow | 1/2''x3/4'' | Pcs. | 2 | 25 | 50 |  |
| 65 | Elbow (Female) | 3/4'' | Pcs. | 1 | 110 | 110 |  |
| 66 | Union Plain | 1/2'' | Pcs. | 2 | 112 | 224 |  |
| 67 | Union Plain | 3/4'' | Pcs. | 1 | 145 | 145 |  |
| 68 | Plug | 1/2'' | Pcs. | 2 | 12 | 24 |  |
| 69 | PPR Pipe | 1/2'' | Pcs. | 2 | 170 | 340 |  |
| 70 | PPR Pipe | 3/4'' | Pcs. | 2 | 240 | 480 |  |
| 71 | Gate valve | 1/2'' | Pcs. | 1 | 520 | 520 |  |
| 72 | Ball valve | 1/2'' | Pcs. | 1 | 670 | 670 |  |
| 73 | Tap Valve | 1/2'' | Pcs. | 1 | 580 | 580 |  |
| 74 | Union Ball valve | 1/2'' | Pcs. | 1 | 560 | 560 |  |
| 75 | Tee |  | Pcs. | 2 | 23 | 46 |  |
| 76 | PVC Thread pipe | 1/2'' | 10ft | 4 | 170 | 680 |  |
| 77 | Cap |  | Pcs. | 2 | 26 | 52 |  |
|  | **UPVC Items** | | | | |  |  |
| 78 | 90 Degree Plain Bend | 4'' | pcs | 1 | 90 | 90 |  |
| 79 | 90 Degree Door Bend | 4'' | pcs | 1 | 123 | 123 |  |
| 80 | 90 Degree Plain Tee | 4'' | pcs | 1 | 125 | 125 |  |
| 81 | Door Tee | 4'' | pcs | 1 | 160 | 160 |  |
| 82 | Plain Socket | 4'' | pcs | 1 | 54 | 54 |  |
| 83 | Multi-Functional S trap | 4'' | pcs | 1 | 212 | 212 |  |
| 84 | Vent cowl | 4'' | pcs | 1 | 40 | 40 |  |
| 85 | Upvc pipe | 4'' | 20 ft | 1 | 900 | 900 |  |
| 86 | Upvc pipe | 1.5'' | pcs | 1 | 170 | 170 |  |
| 87 | Elbow | 1.5'' | pcs | 10 | 20 | 200 |  |
| 88 | Tee | 1.5'' | pcs | 10 | 30 | 300 |  |
| 89 | U Pipe Clip | 1.5'' | pcs | 50 | 11 | 550 |  |
| 90 | U Pipe Clip | 4'' | pcs | 1 | 15 | 15 |  |
| 91 | 45 Plain Bend (Upvc) | 4" | Pcs | 1 | 120 | 120 |  |
| 92 | Multi-Functional p Trap (Upvc) | 4" | Pcs | 1 | 230 | 230 |  |
| 93 | Back Door Tee | 4'' | Pcs | 1 | 250 | 250 |  |
|  | **Others Items** | | | | |  |  |
| 94 | Solvent Cement |  | pcs | 1 | 310 | 310 |  |
| 95 | Hand Shower |  | Pcs | 1 | 240 | 240 |  |
| 96 | Thread Tape |  | pcs | 29 | 15 | 435 |  |
| 97 | Concil Bib cock |  | pcs | 1 | 350 | 350 |  |
| 98 | Connection Pipe |  | pcs | 2 | 25 | 50 |  |
| 99 | Hand Shower |  | pcs | 1 | 240 | 240 |  |
| 100 | Moving Shower |  | pcs | 1 | 350 | 350 |  |
| 101 | Shopkess |  | pcs | 1 | 30 | 30 |  |
| 102 | Paper Holder |  | pcs | 1 | 150 | 150 |  |
| 103 | Towel Reel |  | pcs | 1 | 300 | 300 |  |
| 104 | Sink waste |  | pcs | 1 | 100 | 100 |  |
| 106 | Sink Concealed Cock |  | pcs | 1 | 100 | 100 |  |
| 107 | Carbon Brush for Grinding |  | pcs | 2 | 25 | 50 |  |
| 108 | Concil Angle Stop Cock |  | pcs | 1 | 650 | 650 |  |
| 109 | Rowel Plug |  | Pack | 2 | 50 | 100 |  |
| 110 | Basin Tape |  | Pcs | 1 | 380 | 380 |  |
| 111 | Basin Screw |  | Set | 1 | 95 | 95 |  |
| 112 | Screw |  | Groos | 2 | 140 | 280 |  |
| 113 | Waste Pipe |  | pcs | 2 | 45 | 90 |  |
| 114 | Bath Tube |  | Pcs | 1 | 9000 | 9000 |  |
| 115 | Carbon Brush (Grinding Machine) |  | pcs | 2 | 30 | 60 |  |
| 116 | Sink |  | Pcs | 1 | 800 | 800 |  |
| 117 | Hammer Drill Bite |  | Pcs | 2 | 350 | 700 |  |
| 118 | Hand Grinding Blade |  | Pcs | 2 | 210 | 420 |  |
| 119 | Sink Waste |  | Pcs | 1 | 150 | 150 |  |
| 120 | Shower |  | Pcs | 1 | 480 | 480 |  |
| 121 | Guizer Connection pipe |  | Pcs | 1 | 120 | 120 |  |
| 122 | Measuring Tap |  | pcs | 2 | 85 | 170 |  |
| 124 | Hand Diestock |  | pcs | 1 | 2500 | 2500 |  |
| 125 | Adjustable wrench |  | pcs | 2 | 300 | 600 |  |
| 126 | Pillar cock |  | pcs | 1 | 700 | 700 |  |
| 127 | Plastic bib cock |  | pcs | 2 | 60 | 120 |  |
| 128 | Coconut oil |  | pcs | 1 | 125 | 125 |  |
| 129 | Basin Royal Bolt |  | pcs | 2 | 52 | 104 |  |
| 130 | Mixer Connecting pipe |  | pcs | 1 | 150 | 150 |  |
| 131 | shower Mixer tap |  | pcs | 1 | 2500 | 2500 |  |
| 132 | Bath Tub Mixer tap |  | pcs | 1 | 3000 | 3000 |  |
| 133 | urinal flash bulb |  | pcs | 1 | 2200 | 2200 |  |
| 134 | urinal botol trap |  | pcs | 1 | 900 | 900 |  |
| 135 | c clamp |  | pcs | 2 | 300 | 600 |  |
| 136 | White Cement |  | kg | 2 | 30 | 60 |  |
| 137 | Bricks |  | Pcs | 50 | 11 | 550 |  |
| 138 | Sand |  | Cft | 5 | 20 | 100 |  |
| **D. Sub Total=** | | | | | | **55,974** |  |
| **Total (A to D) =** | | | | | | **110,069** |  |
| **Average cost for per trainee per batch is = 1,10,069/25=4,402, For T3 Tk. 4,000/=** | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Course Name: Masonry** | | | | | | | |
| **Trainee per Batch = 25** | | | | | | | |
| SL | **Item Name** | **Specification** | **Unit** | **Qty.** | **Rate** | **Amount BDT** | **Remarks** |
|  |  |  |  | A | B | C=A\*B |  |
| **Stationery** | | | | | | | |
| 1 | Ball Pen |  | Pcs | 30 | 5 | 150 |  |
| 3 | Hand Note |  | Pcs | 25 | 10 | 250 |  |
| 4 | Wooden Pencil |  | Pcs | 25 | 10 | 250 |  |
| 5 | Pencil Cutter |  | Pcs | 25 | 5 | 125 |  |
| 6 | Eraser |  | Pcs | 25 | 60 | 1500 |  |
| 7 | White Board Marker |  | Pcs | 8 | 60 | 480 |  |
| **A. Sub Total=** | | | | | | **2,755** |  |
| **PPE** | | | | | | | |
| 1 | Safety Helmet |  | Pcs | 25 | 200 | 5,000 |  |
| 2 | Safety Goggles Glass |  | Pcs | 25 | 100 | 2,500 |  |
| 3 | Safety Ear Plugs |  | Pair | 25 | 150 | 3,750 |  |
| 4 | Safety Mask |  | Pcs | 50 | 10 | 500 |  |
| 5 | Safety Apron |  | Pcs | 25 | 500 | 12,500 |  |
| 6 | Safety Belt |  | Pcs | 5 | 450 | 2,250 |  |
| 7 | Safety Hand Gloves |  | Pcs | 25 | 80 | 2,000 |  |
| 8 | Safety Shoes |  | Pcs | 25 | 550 | 13,750 |  |
| **B. Sub Total=** | | | | | | **42,250** |  |
| **Hand Tools** | | | | | | | |
| 1 | Masonry Pan |  | Pcs | 3 | 350 | 1,050 | Reusable |
| 2 | Steel Bucket |  | Pcs | 3 | 200 | 600 |
| 3 | Wooden Float |  | Pcs | 3 | 200 | 600 |
| 4 | Shovel |  | Pcs | 3 | 360 | 1,080 |
| 5 | Spade |  | Pcs | 3 | 350 | 1,050 |
| 6 | General Trowel |  | Pcs | 6 | 95 | 570 |
| 7 | Tri-Square |  | Pcs | 4 | 150 | 600 |
| 8 | Sprit Level |  | Pcs | 4 | 350 | 1,400 |
| 9 | Brick Cutting hammer |  | Pcs | 6 | 110 | 660 |
| 10 | Plumbob |  | Pcs | 4 | 180 | 720 |
| 11 | Steel Patta |  | Pcs | 2 | 600 | 1,200 |
| 12 | Steel Patta |  | Pcs | 2 | 450 | 900 |
| 13 | Steel Patta |  | Pcs | 2 | 300 | 600 |
| 14 | Ball Point hammer |  | Pcs | 3 | 220 | 660 |
| 15 | Ball Point hammer |  | Pcs | 3 | 350 | 1,050 |
| 16 | Ball Point hammer |  | Pcs | 3 | 380 | 1,140 |
| 17 | Cutting Pliers |  | Pcs | 3 | 350 | 1,050 |
| 18 | Combination Pliers |  | Pcs | 3 | 330 | 990 |
| 20 | Water Level Pipe |  | Fit | 100 | 3 | 300 |
| 21 | Chisel |  | Pcs | 4 | 150 | 600 |
| 22 | Plastic Bucket |  | Pcs | 4 | 250 | 1,000 |
| 23 | Measuring Tape |  | Pcs | 6 | 150 | 900 |
| 24 | Mug |  | Pcs | 4 | 60 | 240 |
| 25 | Layout Thread |  | kgs | 2 | 250 | 500 |
| 26 | Foam |  | Pcs | 4 | 70 | 280 |
| 27 | Weir Brush |  | Pcs | 4 | 40 | 160 |
| **C. Sub Total=** | | | | | | **19,900** |  |
| **Training Materials** | | | | | | | |
| 1 | Brick |  | Pcs. | 1500 | 10 | 15,000 |  |
| 2 | Hollow Block |  | Pcs. | 40 | 60 | 2,400 |  |
| 3 | Cement |  | Bag | 15 | 460 | 6,900 |  |
| 4 | Brick Chips |  | Cft | 20 | 90 | 1,800 |  |
| 5 | Stone chips |  | Cft | 20 | 180 | 3,600 |  |
| 6 | Course Sand |  | Cft | 100 | 20 | 2,000 |  |
| 7 | Sylhet Sand |  | Cft | 30 | 60 | 1,800 |  |
| 8 | Strick Broom |  | Pcs. | 4 | 80 | 320 |  |
| 9 | Flower Broom |  | Pcs. | 4 | 60 | 240 |  |
| 10 | Scaffolding Bamboos |  | set | 2 | 2000 | 4,000 |  |
| 11 | 12 no. GI Fiber |  | Kg | 3 | 110 | 330 |  |
| 12 | 18 no. GI Fiber |  | Kg | 3 | 110 | 330 |  |
| 13 | Polythene |  | Roll | 1 | 1400 | 1,400 |  |
| **D. Sub Total=** | | | | | | **40,120** |  |
|  | **Medicine** |  |  |  |  |  |  |
| 1 | One-time useable bandage |  | Pkts | 50 | 2 | 100 |  |
| 2 | Bandage Cotton |  | pcs | 2 | 50 | 100 |  |
| 3 | Bandage Clothes |  | pcs | 5 | 18 | 90 |  |
| 4 | Savlon |  | Pcs | 2 | 48 | 96 |  |
| 5 | Orsaline |  | Box | 2 | 100 | 200 |  |
| 6 | Household Scissors (200mm) |  | Pcs. | 1 | 160 | 160 |  |
| 7 | Viodin |  | Pcs. | 2 | 100 | 200 |  |
| **E. Sub Total=** | | | | | | **946** |  |
| **Total (A to E )=** | | | | | | **105,971** |  |
| **Average cost for per trainee per batch is = 1,05,971/25=4,238, For T3 Tk. 4,000/=** | | | | | | | |

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| **Course Name: Steel Binding & Fabrication** | | | | | | | |
| **Trainee per Batch = 25** | | | | | | | |
| **SL** | **Item Name** | **Specification** | **Unit** | **Qty.** | **Rate** | **Amount BDT** | **Remarks** |
|  |  |  |  | A | B | C=A\*B |  |
| **Stationery** | | | | | | | |
| 1 | Ball Pen Black |  | Pcs | 30 | 5 | 150 |  |
| 2 | Hand Note book |  | Pcs | 25 | 50 | 1250 |  |
| 3 | Wooden Pencil |  | Pcs | 25 | 10 | 250 |  |
| 4 | Pencil Cutter |  | Pcs | 25 | 5 | 125 |  |
| 5 | Eraser |  | Pcs | 25 | 5 | 125 |  |
| 6 | White Board Marker |  | Pcs | 8 | 50 | 400 |  |
| **A. Sub Total=** | | | | | | **2,300** |  |
| **PPE** | | | | | | | |
| 1 | Safety Helmet |  | Pcs | 25 | 200 | 5,000 |  |
| 2 | Safety Shoes |  | Pcs | 25 | 550 | 13,750 |  |
| 3 | Safety Mask |  | Pair | 100 | 10 | 1,000 |  |
| 4 | Safety Apron |  | Pcs | 25 | 550 | 13,750 |  |
| 5 | Safety Ear Plugs |  | Pcs | 25 | 150 | 3,750 |  |
| 6 | Safety Belt |  | Pcs | 5 | 590 | 2,950 |  |
| 7 | Safety Goggles Glass |  | Pcs | 25 | 90 | 2,250 |  |
| 8 | Safety Hand Gloves |  | Pcs | 25 | 80 | 2,000 |  |
| **B. Sub Total=** | | | | | | **44,450** |  |
| **Hand Tools** | | | | | | | |
| 1 | Ball Pin Hammer |  | Pcs | 10 | 250 | 2,500 | Reusable |
| 2 | Bar bender for Striupp |  | Pcs | 10 | 200 | 2,000 |
| 3 | Steel Tape |  | Pcs | 25 | 50 | 1,250 |
| 4 | Tie hook for rod binding |  | Pcs | 10 | 250 | 2,500 |
| 5 | Cutting Pliers |  | Pcs | 10 | 250 | 2,500 |
| 6 | Nipper |  | Pcs | 10 | 150 | 1,500 |
| 7 | Rod Cutting Blade |  | Pcs | 10 | 150 | 1,500 |
| 8 | Hacksaw frame |  | Pcs | 8 | 550 | 4,400 |
| 9 | Hacksaw blade |  | Pcs | 36 | 20 | 720 |
| **C. Sub Total=** | | | | | | **18,870** |  |
| **Training Materials** | | | | | | | |
| 1 | 8mm-MS bar |  | Kgs | 350 | 65 | 22,750 |  |
| 2 | 10mm-MS bar |  | Kgs | 300 | 65 | 19,500 |  |
| 3 | 12mm-MS bar |  | Kgs | 120 | 65 | 7,800 |  |
| 4 | 16mm-MS bar |  | Kgs | 120 | 65 | 7,800 |  |
| 5 | Timber Wood |  | Pcs | 20 | 600 | 12,000 |  |
| 6 | Calk Pencil |  | Box | 10 | 10 | 100 |  |
| 7 | 24-gauge G.I Fiber |  | Kgs | 20 | 120 | 2,400 |  |
| 8 | Nail - 1/2",2" |  | Kgs | 4 | 80 | 320 |  |
| **D. Sub Total=** | | | | | | **72,670** |  |
| **Medicine** | | | | | | | |
| 1 | Cotton |  | pkt | 2 | 50 | **100** |  |
| 2 | One-time bandage |  | pcs | 25 | 2 | **50** |  |
| 3 | Bandaje clothes |  | pkt | 2 | 50 | **100** |  |
| 4 | Orsaline |  | box | 3 | 125 | **375** |  |
| 5 | Viodin |  | pcs | 2 | 100 | **200** |  |
| 6 | Hexasol |  | pcs | 2 | 40 | **80** |  |
| **E. Sub Total=** | | | | | | **905** |  |
| **Total (A to E) =** | | | | | | **139,195** |  |
| **Average cost for per trainee per batch is = 1,39,195/25=5,568, For T3 Tk. 5,500/=** | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Course Name: Tiles & Marble Works** | | | | | | | |
| **Trainee per Batch = 25** | | | | | | | |
| **SL** | **Item Name** | **Specification** | **Unit** | **Qty.** | **Rate** | **Amount BDT** | **Remarks** |
|  |  |  |  | A | B | C=A\*B |  |
| **Stationery** | | | | | | | |
| 1 | Ball Pen Black |  | Pcs | 30 | 5 | 150 |  |
| 2 | Hand Note book |  | Pcs | 25 | 50 | 1250 |  |
| 3 | Wooden Pencil |  | Pcs | 25 | 10 | 250 |  |
| 4 | Pencil Cutter |  | Pcs | 25 | 5 | 125 |  |
| 5 | Eraser |  | Pcs | 25 | 5 | 125 |  |
| 6 | White Board Marker |  | Pcs | 8 | 50 | 400 |  |
| **A. Sub Total=** | | | | | | **2,300** |  |
| **PPE** | | | | | | | |
| 1 | Safety Helmet |  | Pcs | 25 | 200 | 5,000 |  |
| 2 | Safety Shoes |  | Pcs | 25 | 550 | 13,750 |  |
| 3 | Safety Mask |  | Pair | 100 | 10 | 1,000 |  |
| 4 | Safety Apron |  | Pcs | 25 | 550 | 13,750 |  |
| 5 | Safety Ear Plugs |  | Pcs | 25 | 150 | 3,750 |  |
| 6 | Safety Belt |  | Pcs | 6 | 590 | 3,540 |  |
| 7 | Safety Goggles Glass |  | Pcs | 25 | 90 | 2,250 |  |
| 8 | Safety Hand Gloves |  | Pcs | 25 | 80 | 2,000 |  |
| **B. Sub Total=** | | | | | | **45,040** |  |
| **Hand Tools** | | | | | | | |
| 1 | Measuring Tape |  | Pcs | 6 | 50 | 300 | Reusable |
| 2 | Sprite Level |  | Pcs | 4 | 250 | 1,000 |
| 3 | Tri-Square |  | Pcs | 2 | 350 | 700 |
| 4 | Soft Hammer |  | Pcs | 4 | 250 | 1,000 |
| 5 | Plum bob |  | Pcs | 4 | 95 | 380 |
| 6 | Tiles Cutter Blade |  | Pcs | 6 | 320 | 1,920 |
| 7 | Steel Trowels |  | Pcs | 4 | 90 | 360 |
| **C. Sub Total=** | | | | | | **5,660** |  |
| **Training Materials** | | | | | | | |
| 1 | Floor Tiles | 24" X 24" | Pcs | 100 | 80 | 8,000 |  |
| 2 | Floor Tiles | 16" X 16" | sq.ft | 100 | 65 | 6,500 |  |
| 3 | Floor Tiles | 12"x12" | sq.ft | 100 | 60 | 6,000 |  |
| 4 | Wall Tiles | 8" X 12" | sq.ft | 100 | 40 | 4,000 |  |
| 5 | Wall Tiles | 10"x20" | sq.ft | 100 | 62 | 6,200 |  |
| 6 | Stair Tiles | 10"X12" | kg | 30 | 65 | 1,950 |  |
| 7 | Rustic Tiles | 8"x20" | Bag | 40 | 95 | 3,800 |  |
| 8 | Pavement Tiles | 12" X 12" |  | 50 | 35 | 1,750 |  |
| 9 | Marble | 2'x4' |  | 30 | 480 | 14,400 |  |
| 10 | Coloring pigment (Putting) | As required |  | 5 | 140 | 700 |  |
| 11 | Sand | Local |  | 150 | 18 | 2,700 |  |
| 12 | Cement (Grey) | 50kg |  | 15 | 460 | 6,900 |  |
| **D. Sub Total=** | | | | | | **62,900** |  |
| **Total (A to D) =** | | | | | | **115,900** |  |
| **Average cost for per trainee per batch is = 1,15,900/25=4,636, For T3 Tk. 4500/=** | | | | | | | |

1. Employers’ Survey conducted by SEP-B-September 2017 [↑](#footnote-ref-1)
2. This report shall be supplemented by documents to substantiate the content of the report. [↑](#footnote-ref-2)
3. Should be prepared on a similar suitable pattern for Q1, Q3 and for the whole year. Additional columns may be added or deleted as relevant [↑](#footnote-ref-3)