Source: Date: 06.01.2021

**To Whom It May Concern**

We the Executive Committee (EC) of **Sristy Samajik Unnayan Sangstha (SSUS)** are decided to make a joint collaboration program with **Sustainable Research and Consultancy Ltd. (SRCL)** dated January 06, 2021 for different national and international project management. According to our discussion, SRCL will perform as a **Consultancy Firm and** Team lead of Project Management Unit (PMU) of SSUS and complete all the project relevant works as necessary. Hereafter **Sristy Samajik Unnayan Sangstha (SSUS) will perform as an employer and Sustainable Research and Consultancy Ltd. (SRCL) as an employee firm.**

**Responsibilities** (SRCL will follow these responsibilities but not limited):

1. Project fund management from national and international sources
2. Fund arrangement from Banks as project fund, loan fund, and other relevant funds
3. Apply for projects in different ministries, international donor funds, national implementation fund etc.
4. Fund management for project management unit if any international or national funds are available

**Payment:**

1. For bank loan fund management SRCL will receive 10% of total loan agreement as their consultancy fees within 3 days after receiving the fund
2. 2% amount will be paid as an advance payment with advance dated cheque (cheque no: xyzabc) and another 8% will be paid after receiving the fund
3. Advance payment only for loan proposal preparation and perusal
4. All payment to SRCL is excluded from all types of duties (interest + vat + tax).

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

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

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

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| **Signed By**  **Benjir Ahmed, M. P.**  BAIRA President  Session 2018-2020  Signature and Seal |  | **Signed By**  **Shameem Ahmed**  **Chowdhury Noman**  BAIRA Secretary General  Session 2018-2020  Signature and Seal |  | **Accepted By**  **Abu Jubayer**  Chief Coordinator  BAIRA-Project Management Unit (PMU) |