

## Appendix 2: Terms of reference (Roles and responsibilities of validation /verification /managerial personnel)

Designation	Roles and Responsibilities
<b>Managing Director</b>	<ul style="list-style-type: none"> <li>■ Supervision and monitoring of implementation of policies and procedures</li> <li>■ Supervision of finances, administrative matters and dealing with contractual matters and arrangements</li> <li>■ Authorization of the final decisions on validation and/or verification/certification activities</li> <li>■ Decision relating to disputes and complaints</li> <li>■ Providing adequate and competent human resources for validation/verification</li> <li>■ Approval of contracts with clients</li> </ul>
<b>Technical Manager</b>	<ul style="list-style-type: none"> <li>■ Conduct contract review and preparation of contract</li> <li>■ Ensuring the sufficiency of resources</li> <li>■ Reviewing and approving the competencies and qualifying all personnel involved in validation/verification function</li> <li>■ Selection and supervision in day to day operations of validation and verification and TR team for CDM PA or PoA.</li> <li>■ Continuous monitoring and maintenance of competencies</li> <li>■ Organizing training and updating teams about EB decisions and any changes</li> <li>■ Review and approval of the documents (procedure, forms, working docs etc.)</li> <li>■ Communicate with CDM personnel for release of new/revised documents</li> <li>■ Coordination between client and Earthood</li> <li>■ Communicate with UNFCCC/CDM EB as Earthood Focal Point for issues related to accreditation or otherwise</li> <li>■ Preparing and submission of annual activity report to CDM EB</li> <li>■ Maintaining the UNFCCC website for uploading the documents (PDD,MR and final validation verification report) and project status</li> <li>■ Maintaining Earthood website &amp; central server (access of documents)</li> <li>■ Maintaining the up to date list and status of the PA</li> <li>■ Preparing and keeping up to date the list of the personnel qualified for various roles</li> </ul>
<b>Quality Manager</b>	<ul style="list-style-type: none"> <li>■ Ensures that Earthood procedures for complying with CDM accreditation requirements are established, documented, implemented and maintained</li> <li>■ Formulation and development of policies matters relating to the operation</li> <li>■ Documentation of policies and procedures and their implementation</li> <li>■ Reporting to the Director on the performance of the quality management system and proposing required improvement.</li> <li>■ Ensuring the adequacy of determined competence of resources at least annually</li> <li>■ Handling appeals, complaints and disputes</li> <li>■ Recording the judicial cases</li> <li>■ Ensuring internal audits and effective implementation of the corrective actions</li> <li>■ Organizing management and impartiality committee meeting and maintaining their records</li> <li>■ Assessing the competencies and qualifying all personal involved in validation/verification function and maintaining a copy of personal records</li> </ul>

	<ul style="list-style-type: none"> <li>■ Identification of the training needs</li> <li>■ Preparing and updating the documents (procedure, forms, guidance etc.)</li> <li>■ Document control including making them available on server</li> <li>■ Maintaining a list of internal auditors, tutors and list of annual activities</li> <li>■ Scheduling and monitoring of annual activities</li> </ul>
<b>HR Manager</b>	<ul style="list-style-type: none"> <li>■ Communicate with potential CDM personnel for interviews and selection</li> <li>■ Identifying the appropriate candidate for validation/verification function.</li> <li>■ Recording the employment status of all personnel and promptly communicating the changes/separation to their reporting managers</li> </ul>
<b>Team Leader</b>	<ul style="list-style-type: none"> <li>■ Planning and conducting validation and verification of CDM PA or PoA</li> <li>■ Communicating with client</li> <li>■ Preparing validation and verification report</li> <li>■ Issuing draft validation and verification opinion</li> </ul>
<b>Validator/verifier</b>	<ul style="list-style-type: none"> <li>■ Conduct validation and verification audits as part of team</li> <li>■ Assist team leader during validation and verification of the CDM PA or POA.</li> </ul>
<b>Local Expert</b>	<ul style="list-style-type: none"> <li>■ Provide inputs, to the team leader, related to the regional aspects and applicable rules and requirements of the host country of the PA/PoA.</li> <li>■ Assist audit team to communicate effectively with the client</li> </ul>
<b>Methodological Expert</b>	<ul style="list-style-type: none"> <li>■ Provide inputs, to the team leader as part of validation/verification team, related to baseline and monitoring methodology applied to the PA/PoA.</li> </ul>
<b>Sectoral Expert</b>	<ul style="list-style-type: none"> <li>■ Providing specific technical inputs to the team leader as part of the validation/verification team</li> <li>■ Providing specific technical inputs to the technical reviewer if part of the technical review team</li> </ul>
<b>Financial Expert</b>	<ul style="list-style-type: none"> <li>■ Review the financials/investment analysis of the CDM PA or PoA</li> <li>■ Provide inputs on the financial additionality to the team leader</li> <li>■ Assist validation team to form the opinion about the additionality of the project</li> </ul>
<b>Technical Reviewer</b>	<ul style="list-style-type: none"> <li>■ Review the draft opinion (including all relevant documents) issued by validation/verification team and finalizing it</li> <li>■ Ensuring the validation/verification opinion is issues following Earthood CDM QMS and applicable tools</li> <li>■ Decision making on the final opinion</li> </ul>
<b>CDM Coordinator</b>	<ul style="list-style-type: none"> <li>■ Maintaining the list of client</li> <li>■ Communicate with potential clients, on behalf of Technical Manager, with reference to the preparation of proposal and on behalf of Managing Director for contract signature.</li> <li>■ Communicate with assessment team, on behalf of Technical Manager, for COI and other project related information/issues received from UNFCCC/CDM EB</li> <li>■ Assisting Technical and Quality manager in day to day activities</li> <li>■ Updating the CDM staff log</li> <li>■ Communicate with client for issues related to team change and appointment of new personal in team</li> </ul>