

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

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|------------------------------|---|
|                              | <input type="checkbox"/> Assessing the competencies and qualifying all personal involved in validation/verification function and maintaining a copy of personal records<br><input type="checkbox"/> Identification of the training needs<br><input type="checkbox"/> Preparing and updating the documents (procedure, forms, guidance etc.)<br><input type="checkbox"/> Document control including making them available on server<br><input type="checkbox"/> Maintaining a list of internal auditors, tutors and list of annual activities<br><input type="checkbox"/> Scheduling and monitoring of annual activities   |
| <b>HR Manager</b>            | <input type="checkbox"/> Communicate with potential CDM personnel for interviews and selection<br><input type="checkbox"/> Identifying the appropriate candidate for validation/verification function.<br><input type="checkbox"/> Recording the employment status of all personnel and promptly communicating the changes/separation to their reporting managers   |
| <b>Team Leader</b>           | <input type="checkbox"/> Planning and conducting validation and verification of CDM PA or PoA<br><input type="checkbox"/> Communicating with client<br><input type="checkbox"/> Preparing validation and verification report<br><input type="checkbox"/> Issuing draft validation and verification opinion  |
| <b>Validator/verifier</b>    | <input type="checkbox"/> Conduct validation and verification audits as part of team<br><input type="checkbox"/> Assist team leader during validation and verification of the CDM PA or POA.   |
| <b>Local Expert</b>          | <input type="checkbox"/> Provide inputs, to the team leader, related to the regional aspects and applicable rules and requirements of the host country of the PA/PoA.<br><input type="checkbox"/> Assist audit team to communicate effectively with the client  |
| <b>Methodological Expert</b> | <input type="checkbox"/> Provide inputs, to the team leader as part of validation/verification team, related to baseline and monitoring methodology applied to the PA/PoA.  |
| <b>Sectoral Expert</b>       | <input type="checkbox"/> Providing specific technical inputs to the team leader as part of the validation/verification team<br><input type="checkbox"/> Providing specific technical inputs to the technical reviewer if part of the technical review team  |
| <b>Financial Expert</b>      | <input type="checkbox"/> Review the financials/investment analysis of the CDM PA or PoA<br><input type="checkbox"/> Provide inputs on the financial additionality to the team leader<br><input type="checkbox"/> Assist validation team to form the opinion about the additionality of the project  |
| <b>Technical Reviewer</b>    | <input type="checkbox"/> Review the draft opinion (including all relevant documents) issued by validation/verification team and finalizing it<br><input type="checkbox"/> Ensuring the validation/verification opinion is issues following Earthood CDM QMS and applicable tools<br><input type="checkbox"/> Decision making on the final opinion   |
| <b>CDM Coordinator</b>       | <input type="checkbox"/> Maintaining the list of client<br><input type="checkbox"/> 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.<br><input type="checkbox"/> Communicate with assessment team, on behalf of Technical Manager, for COI and other project related information/issues received from UNFCCC/CDM EB<br><input type="checkbox"/> Assisting Technical and Quality manager in day to day activities<br><input type="checkbox"/> Updating the CDM staff log<br><input type="checkbox"/> Communicate with client for issues related to team change and appointment of new personal in team |