

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

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

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