

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 personnel 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.) ■ Communicate with CDM personnel for release of new/revised documents ■ 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

	<ul style="list-style-type: none"> ■ Identification of the training needs ■ Preparing and updating the documents (procedure, forms, guidance etc.) ■ 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.
Local Expert	<ul style="list-style-type: none"> ■ Provide inputs, to the team leader, related to the regional aspects and applicable rules and requirements of the host country of the PA/PoA. ■ Assist audit team to communicate effectively with the client
Methodological Expert	<ul style="list-style-type: none"> ■ Provide inputs, to the team leader as part of validation/verification team, related to baseline and monitoring methodology applied to the PA/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