

## Terms of Reference

### (Roles and responsibilities of validation/ verification/ managerial personnel)

Designation	Roles and Responsibilities
<b>Managing Director (MD)</b>	<ul style="list-style-type: none"> <li>– Supervision and monitoring of implementation of policies and procedures (23(d))</li> <li>– Supervision of finances, administrative matters and dealing with contractual matters and arrangements (23(e))</li> <li>– Authorization of the final decisions on validation and/ or verification/ certification activities, opinions and reports (22(f)) (23(f))</li> <li>– Decision relating to disputes and complaints (23(g))</li> <li>– Providing adequate and competent human resources for validation/ verification (23(h))</li> <li>– Approval of contracts with clients (22(c))</li> </ul>
<b>Technical Manager (TM)</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 including Technical Reviewers</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.) including supervision of implementation of VV proceedings</li> <li>– Coordination between client and CLIMENSYS</li> <li>– Communicate with UNFCCC/CDM EB as CLIMENSYS's 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 CLIMENSYS website and 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>

<p style="text-align: center;"><b>Quality Manager (QM)</b></p>	<ul style="list-style-type: none"> <li>– Formulation and development of the policies and procedures relating to the operations (23(a))</li> <li>– Establishing, maintaining, and implementing a Quality management system in line with policies formulated (22(h)) (23(b))</li> <li>– Documenting policies and procedures and their implementation (23(c))</li> <li>– Supervising and monitoring of implementation of policies and procedures (23(d))</li> <li>– Reporting to MD on the performance of the quality management system and proposing required improvement</li> <li>– Determine the human resource requirements (22(a))</li> <li>– Ensuring the adequacy of determined competence of resources at least annually (22(d))</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 its records</li> <li>– Manage all activities related to the safeguarding of the impartiality of AE/DOE functions. (22(g))</li> <li>– Assessing the competencies and qualifying all personal involved in validation/verification function and maintaining a copy of personal records</li> <li>– Identification of the training needs</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>
<p style="text-align: center;"><b>HR Manager</b></p>	<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>
<p style="text-align: center;"><b>Lead Assessor (LA)</b></p>	<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>
<p style="text-align: center;"><b>Assessor/ Local Assessor</b></p>	<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>Technical Expert (TE)</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 (FE)</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 (TR)</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 CLIMENSYS</li> <li>– 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 clients/ customers.</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 Team List</li> <li>– Communicate with client for issues related to team change and appointment of new personal in team</li> </ul>