Terms of Reference
(Roles and responsibilities of validation/ verification/ managerial personnel)

Designation	Roles and Responsibilities
Managing Director (MD)	− Supervision and monitoring of implementation of policies and procedures (23(d)) − Supervision of finances, administrative matters and dealing with contractual matters and arrangements (23(e)) − Authorization of the final decisions on validation and/ or verification/ certification activities, opinions and reports (22(f)) (23(f)) − Decision relating to disputes and complaints (23(g)) − Providing adequate and competent human resources for validation/ verification (23(h)) − Approval of contracts with clients (22(c))
Technical Manager (TM)	− Conduct contract review and preparation of contract − Ensuring the sufficiency of resources (especially ensuring engagement of two persons having technical expertise for each technical area, one for the validation or verification/certification team and the other one for the technical review team) − Reviewing and approving the competencies and qualifying all personnel involved in validation/verification function including Technical Reviewers (22(b)) − Ensuring that means of examination are followed for all the VV resources as per the latest CDM accreditation Standard. − 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.) including supervision of implementation of VV proceedings (22(e)) − Coordination between client and CLIMENSYS − Communicate with UNFCCC/CDM EB as CLIMENSYS's 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 documents (PDD, MR and final validation verification report) and project status − Maintaining CLIMENSYS website and 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	− Formulation and development of the policies and procedures relating to the operations (23(a)) − Establishing, maintaining, and implementing a Quality management system in line with policies formulated (22(h)) (23(b)) − Documenting policies and procedures and their implementation (23(c)) − Supervising and monitoring of implementation of policies and procedures (23(d)) − Reporting to MD on the performance of the quality management system and proposing required improvement

(QM)	– Determine the human resource requirements (22(a)) – Ensuring the adequacy of determined competence of resources at least annually (22(d)) – Ensuring new resource person signs the employment agreement with CPL containing the confidentiality requirements. – Handling appeals, complaints and disputes – Recording the judicial cases – Ensuring internal audits and effective implementation of corrective actions – Organizing management and impartiality committee meeting and maintaining its records – Manage all activities related to the safeguarding of the impartiality of AE/DOE functions. (22(g)) – Assessing the competencies and qualifying all personal involved in validation/verification function and maintaining a copy of personal records – Identification of the training needs – 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 – Conducting an induction training program for all staff covering the policy on safeguarding impartiality, conflict of interest, validation and verification processes.
HR Manager	– 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
Lead Assessor (LA)	– Planning and conducting validation and verification of CDM PA or PoA – Communicating with clients – Preparing validation and verification report – Issuing draft validation and verification opinion
Assessor/ Local Assessor	– Conduct validation and verification audits as part of team – Assist team leader during validation and verification of the CDM PA or POA.
Local Expert	– Provide inputs, to the team leader, related to the regional aspects and applicable rules and requirements of the host country of the project. – Assist audit team to communicate effectively with the client
Technical Expert (TE)	– Providing specific technical input to the team leader as part of the validation/verification team – Providing specific technical input to the technical reviewer if part of the technical review team
Financial Expert (FE)	– Review the financial/investment analysis of the CDM PA or PoA – Provide input on the financial additionality to the team leader – Assist validation team to form the opinion about the additionality of the project
Technical Reviewer (TR)	– Review the draft opinion (including all relevant documents) issued by validation/verification team and finalizing it – Ensuring the validation/verification opinion is issues following CLIMENSYS – CDM QMS and applicable tools

	− Decision making on the final opinion
CDM Coordinator/ Contract Reviewer	− Maintaining the list of clients/ customers. − 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 Team List − Communicate with clients about issues related to team change and appointment of new personnel in team
Internal Auditor (IA)	− Plan and conduct internal audits of the DOE/VVB's management system in accordance with UNFCCC-CDM requirements, ISO 14065, ISO 9001, and applicable accreditation criteria − Verify conformity of policies, procedures, and operational practices with applicable standards and accreditation conditions − Assess the effectiveness and implementation of QM. − Identify, document, and report non-conformities, observations, and improvement opportunities. − Ensure independence, impartiality, and confidentiality during the audit process. − Report audit findings to top management and support management review inputs. − Monitor compliance with conflict-of-interest, competence, and impartiality requirements for validation and verification activities. − Maintain audit records and reports in accordance with document control procedures. − Support readiness for external assessments, including UNFCCC or other accreditation body audits.