

Empaneled Pool of Subject Matter Experts in the Offset Mechanism under Carbon Credit Trading Scheme

I. Terms of Reference

1. The Expert shall perform the documentation review on the project design ensuring that all conditions of the respective methodology and requirements laid under the detailed procedure for offset mechanism are met.
2. The Expert shall perform the documentation review for any of the following, as specified by the Administrator (Bureau):-
 - i. After the validation stage (prior to registration of the project),
 - ii. After the verification stage (prior to issuance of carbon credit certificates),
 - iii. During post-registration changes, if applicable,
 - iv. At the time of renewal of crediting period.
3. For each documentation review at any stage as mentioned in paragraph 2 above, the Expert shall –
 - i. Provide comments and raise queries for clarification on the reviewed documents.
 - ii. Upon receiving the response from ACVA on the queries raised, the Expert shall provide an opinion (either positive or negative) in the form of summary note to the Administrator
4. Each documentation review includes the process up to the final opinion in the form of summary note submitted to the Administrator by the expert.
5. The Expert will be provided 20,000 INR per documentation review. The payment will be made upon receipt of the summary note by the Administrator.

II. Selection Criteria - Competence Requirements

1. Minimum Qualification

- i. Total working experience of at least 10 years in one or more sectors as per Annexure I.
- ii. For each sector applied, at least 7 projects should be completed either in combination or for any of the following criteria:
 - a. Validation and/or verification in any carbon market mechanism.
 - b. Consultancy services for successful registration and/or issuance in any carbon market mechanism.
 - c. Provided consultancy services for GHG inventorisation under ISO 14064.
- iii. Bachelor of Engineering/Bachelor of Technology or Master of Science or equivalent

2. Desirable Qualification

Lead Verifier certification for ISO 14064 1/2/3

3. Demonstration of Competence Requirements

The applicant applying for the role of Subject Matter Expert needs to demonstrate the academic and experience wise qualification requirements via documentary evidence. Refer Annexure II: Form 1 and Form 2, below.

III. Selection Process

The Administrator will evaluate the eligibility requirements of the applicant in accordance with the evaluation criteria mentioned below. Further, the Technical Committee for Offset Mechanism will provide final approval for empaneling the applicant as 'subject matter expert' in the offset mechanism.

IV. Evaluation Criteria:

The eligibility criteria of the applicant will be evaluated in accordance with the technical evaluation criteria given below:

S. No	Criteria	Weightage/Marks	Max. Marks	
1.	Qualification –(Academics/Certifications)			
a.	i. Bachelors	15 %	10	15
	ii. Masters		12	
	iii. PhD		15	
b.	i. Lead Verifier Certification for ISO 14064 1/2/3	5 %	5	5
2.	Qualification – (Experience)			
a.	Total Sectoral Experience (At least 10 years)		30	
	i. Between 10 to 15	30 %		20
	ii. Between 15 to 20			25
	iii. 20 and above			30
b.	Project and Sector Specific Experience		50	
	i. At least 7 projects	50%		35
	ii. Between 8 to 10			40
	iii. Between 11 to 14			45
	iv. 15 and above			50
Total		100%	100	

The applicant has to score 70% in order to be considered eligible for 'Subject Matter Expert'.

V. Termination:

The Administrator, based on the recommendation of the Technical Committee for Offset Mechanism, may terminate the subject matter expert from the pool of experts on the basis of unsatisfactory performance, furnishing of incorrect information, misconduct, or conflict of interest.

The subject matter expert shall also have the option of voluntary exit from the empaneled pool of experts.

Approved Sectors in Offset Mechanism under CCTS

S.No	Sector	Sub-Sectors
1.	Energy	<ul style="list-style-type: none"> • Energy Industries (renewable / nonrenewable) • Energy distribution & • Energy demand
2.	Industries	<ul style="list-style-type: none"> • Manufacturing Industries • Chemical Industries • Mining/Mineral production • Metal production
3.	Waste handling and disposal	<ul style="list-style-type: none"> • Waste handling and disposal
4.	Agriculture	<ul style="list-style-type: none"> • Agriculture
5.	Forestry	<ul style="list-style-type: none"> • Afforestation and reforestation
6.	Transport	<ul style="list-style-type: none"> • Transport
7.	Construction	<ul style="list-style-type: none"> • Construction
8.	Fugitive Emissions	<ul style="list-style-type: none"> • From fuels (solid, oil, and gas) • From Industrial gases (halocarbons and sulphur hexafluoride)
9.	Solvent use	<ul style="list-style-type: none"> • Solvents use
10.	Carbon Capture, Utilization and Storage (CCUS)	<ul style="list-style-type: none"> • Carbon capture, utilization and storage of CO₂ and other removals

Form I: CV Format -

Position: Subject Matter Expert in Offset Mechanism under CCTS			
A. Personal Information			
1.	Name of the Applicant (Full Name)		
2.	Date of Birth		
3.	Nationality		
4.	Correspondence Address		
5.	Mobile Number with STD code		
6.	Email id		
B. Educational Information (Attach certificate copies in pdf format for the corresponding details below along with this Form-I)			
College and/or University Attended		Degree/certificate or other specialized education obtained	Date obtained
Professional Certification or Membership in Professional Associations:			
Language Proficiency:			
Languages	Speaking	Reading	Writing
Professional Experience			
Name of the Firm	Sector(s)	Period	Roles and Responsibilities <i>(in accordance with the above Minimum Qualifications)</i>

Publication and Research:

(Provide the details along with the weblink)

Tick the Sector/(s) in which the applicant is applying for being empaneled as subject matter expert.

Energy Industries Waste Agriculture

Forestry Transport Construction Fugitive Emissions

Solvent Use CCUS

The applicant needs to furnish project details for each sector in a separate table corresponding to the sector selected in accordance with Minimum Qualifications (See page 2).

Form II: Details of Projects:

i. Please provide the project experience as highlighted under the **Minimum Qualifications 1. (ii)** on Page 2.

- *Information for Applicants:*

- i. *The applicant should populate this summary Table 1 after providing project information separately as per the below-mentioned Table 2.*

- ii. *Modify rows/columns as applicable*

Table 1: Summary Table

Sl. No.	Name/Title of the Project	Name of the Sector					Reference Page No
		Tick (✓) whichever is applicable					
		Energy	Industries	Waste	
1							
2							
3							
...							
...							
Total Projects							

Table 2: Individual project specific details

(Submit details for each project in a separate table)

Name of the Client	
Assignment/Project name	
Duration:	
Description of Project	
Position held:	
Brief description of the activities performed:	
Attach weblink of the Project Page on the relevant portal/registry, if applicable	
Attach Feedback/Completion Certificate received from the Agency as applicable	

I hereby state that the information furnished in Form - I and Form- II above, is true and correct to the best of my knowledge. If any information is found to be false or misleading during or after the evaluation process, the decision of the committee will be final.

Place.....

Date.....

Signature.....

Name

Designation

Form III: Conflict of Interest

The applicant shall take note of the following to avoid conflict of interest :

- i.* Not involved in any operational capacity with the project being reviewed or with the corresponding non-obligated entity ***(on company letterhead)***
- ii.* No objection certificate from the current employer ***(on company letterhead)***
- iii.* Sign the undertaking for confidentiality ***(To be executed on stamp paper of Rs. 100)***

All of the above to be submitted once the applicant is deemed eligible for further consideration.