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TEMPLATE

Validation and Verification Body Performance Evaluation



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General *Information*

VALIDATION & VERIFICATION BODY

Organisation Name	
Incorporation ID/n°	
Team Leader	Name and position
Contact	Email

Audit Assignment(s)	Audit date	Audit Report link
Name of the Project	xx/xx/xxxx	Report in ERS' registry link

ERS SECRETARIAT

Secretariat Agent	Name and position
Email	
Evaluation date	



Performance *Evaluation*

💡 Upon evaluation, the Secretariat Agent is required to mark each checkbox, confirming that the item has been reviewed and the VVB adheres to the requirements.

An unchecked box indicates that the ERS Secretariat lacked sufficient information to evaluate that particular item.

Should any issues or concerns arise, the corresponding checkbox must be marked.

OVERALL PRINCIPLES

- **General Principles**

- Impartiality
- Evidence-based
- Fair presentation
- Documentation
- Conservativeness
- Issue or concern is identified

- **Quality Management System**

- Policies and Responsibilities
- Management Review
- Internal Audits
- Corrective Actions
- Risks and Opportunities
- Documented Information
- Issue or concern is identified

Conclusion

Justification for the conclusion, documents used to evaluate and main findings.



AUDIT TEAM

Members of the audit team	
Auditor n°1	
Auditor n°2	
Auditor n°3	
Auditor n°4	

- **Team competence**

- The team assigned had sufficient knowledge and/or skills in:
 - The field of ecology, and more specifically ecosystem restoration and ecosystem services
 - Remote sensing and earth observation
 - Anthropology and community-based projects
 - The local context
- Issue or concern is identified

Conclusion

Justification for the conclusion, documents used to evaluate and main findings.



AUDIT PROCESS

- **Planning and Engagement**

- The Project Mandate has been duly completed
- Issue or concern is identified

- **Execution**

- Validation/Verification has been executed as planned in the Project Mandate
- Any deviations from the initial audit plan have been duly documented
- Issue or concern is identified

- **Completion**

- The Validation/Verification Report has been duly completed
- Issue or concern is identified

- **Corrective Action Plan**

- The Corrective Action Plan has been duly handled
- Issue or concern is identified

- **Independent Review**

- The Independent Review has been duly completed
- Issue or concern is identified

- **Final Opinion**

- The final Opinion has been duly completed and the Report has been published on the Registry
- Issue or concern is identified

Conclusion

Justification for the conclusion, documents used to evaluate and main findings.



AUDIT REPORTS

- **Accuracy and Quality of Reports**

- Validation/verification Report is complete
- Calculations are accurate (no mistakes are found)
- Assessments are accurate (no mistakes are found)
- Issue or concern is identified

- **Clarity and comprehensiveness**

- Results are shown in a clear and comprehensive manner
- Issue or concern is identified

- **Consistency**

- Reports are consistent, showing the same level of engagement and diligence
- Issue or concern is identified

- **Actionability of recommendations**

- Recommendations are actionable and in line with the Project's context and needs
- Issue or concern is identified

Conclusion

Justification for the conclusion, documents used to evaluate and main findings.



BEHAVIOUR IN THE FIELD

Only applicable for validation/verification assignments where a site visit occurs.

- **Cultural sensitiveness**

- Addressed local stakeholders with respect
- Was able to communicate in the local language or dialect
- Respected cultural practices
- Issue or concern is identified

- **Professionalism**

- Held professional conduct when in direct contact with locals
- Observed agreed-upon engagements
- Issue or concern is identified

- **Effective communication with project stakeholders**

- Stakeholders were kept informed of the goals of interactions
- Stakeholders were informed of the process in a comprehensive manner
- Collected information was confirmed before being included in the report
- Issue or concern is identified

Conclusion

Justification for the conclusion, documents used to evaluate and main findings.



Evaluation *Conclusion*

Cleared

Suspension

Grounds for suspension:

- Unannounced changes to audit teams without prior approval from the ERS Secretariat.
- Loss of relevant accreditation outlined in the eligibility criteria.
- Negligence in the preparation of reports or auditing methods.
- Reasonable doubt that VVBs' requirements are not being followed in the field.
- Unconfirmed allegations of fraud.

Termination

Grounds for termination:

- Confirmed allegations regarding fraud, e.g. bribes or deliberately misleading statements.
- Persistent issues with performance or inconsistent quality of reports in terms of methods, information, or language.
- Breach of applicable legislation.
- Loss of relevant accreditation outlined in the eligibility criteria.

Conclusion

Justification for the conclusion, documents used to evaluate and main findings.



Performed by (Name of the evaluator), **on** (date).

Signature