



Publication Date:
05/07/2024

Version:
V1.1

Contact:
Ecosystem Restoration Standard
25 Rue de Frémicourt
75015 Paris, FRANCE
info@ers.org

TEMPLATE

Project Mandate – Validation

SUMMARY

This template must be filled, agreed on and signed by ERS and a mandated VVB for performing Validation on a specific Project. ERS must provide the VVB with all information relevant to the Project Validation. Subsequently, the VVB must inform the Audit Plan, including the team composition and the associated fees.



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Project *Information*

💡 This section is filled by ERS to provide the VVB with all necessary information to perform the Validation.

PROJECT DETAILS

Name	
ID	
Provisional PDD	
Risk Assessment Matrix	
Developer Due Diligence	

VALIDATION DETAILS

Context	
Objective	Assessment of the likelihood that implementation of the activities will result in the achievement of outcomes as stated by the Developer.




Engagement type	Validation
Scope (boundary, period)	
Level of assurance	The Validation must reach a reasonable level of assurance.

REFERENCES

Programme version	
Validation & Verification Procedure	
Methodology	



Audit *Plan*

 This section must be filled by the VVB to provide ERS with all information about the Validation.

AUDIT PLAN DETAILS

Results of the strategic analysis	Inform the results of the strategic analysis to understand the activities and complexity of the Project and to determine the nature and extent of the Validation activities.
Results of the Risk Assessment	Inform the results of the risk assessment of the PDD statements to identify the risk of a material misstatement or nonconformity with the criteria.
Evidence-gathering activities and techniques	<p>Determine evidence-gathering activities needed to complete the Validation in accordance with the results of the strategic analysis and estimate testing.</p> <p>Activities include observation; inquiry; analytical testing; confirmation; recalculation; examination; retracing; tracing; control testing; sampling; estimate testing; cross-checking; and reconciliation.</p>
Site visit, if any	Include circumstances requiring a site visit and the activities.
Schedule of Validation	Include the timeline of the planned Validation.



activities	
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TEAM COMPOSITION

💡 Provide details of the internal individual auditors selected for carrying out Validation. If needed, duplicate the table template to add more auditors.

Auditor #1	
Name	
Role/Responsibility	E.g. Team Leader, Auditor, Reviewer
Experience/Accreditations	
ERS trainings attended	

Auditor #2	
Name	
Role/Responsibility	E.g. Team Leader, Auditor, Reviewer



Experience/Accreditations	
ERS trainings attended	

Auditor #3	
Name	
Role/Responsibility	E.g. Team Leader, Auditor, Reviewer
Experience/Accreditations	
ERS trainings attended	

EXTERNAL SUBCONTRACTORS

💡 Provide details of the external subcontractors/external expert's competency for carrying the Validations. If needed, duplicate the table template to add more subcontractors.

Subcontractor #1



Name	
Role/Responsibility	E.g. Expert, Auditor, Observer
Expertise/Accreditations	
ERS trainings attended	

Subcontractor #2	
Name	
Role/Responsibility	E.g. Expert, Auditor, Observer
Experience/Accreditations	
ERS trainings attended	



Validation *Fees*

💡 Provide details of the fees related to the Validation. The fees will be subject to review and approval by the ERS Secretariat.

TEAM LEADER(S)

Estimated days (unit)	
Rate per day (\$)	
Total fees (\$)	

AUDITOR(S)

Estimated days (unit)	
Rate per day (\$)	
Total fees (\$)	



SUBCONTRACTORS(S)

Estimated days (unit)	
Rate per day (\$)	
Total fees (\$)	

ADDITIONAL COSTS

💡 Include additional costs such as travel, accommodation, or other expenses directly related to the Validation. If necessary to outline the costs, an external document can be appended to this Project Mandate.

Expense n°1	
Description	
Amount (\$)	

Expense n°2	
Description	



Amount (\$)	
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Expense n°3	
Description	
Amount (\$)	

TOTAL FEES

Subtotal Team Leader(s) (\$)	
Subtotal Auditor(s) (\$)	
Subtotal Subcontractor(s) (\$)	
Subtotal Additional costs (\$)	
Grand Total (\$)	



General *Safeguards Declaration*

I (VVB) declare that my organisation has access to all necessary information, resources and competencies to perform the Validation.	<input type="checkbox"/>
I (VVB) understand and commit to the Validation process, confirming adherence to the ERS principles outlined in the Validation & Verification Procedure .	<input type="checkbox"/>
I (VVB) declare that my organisation will perform Validation as described in this Project Mandate. Any amendments to the Validation plan shall be approved by the Team Leader and internally documented, including the reasons, and communicated to the ERS Secretariat.	<input type="checkbox"/>
I (VVB) shall produce a report on the Validation as soon as practicable and communicate requests for clarification, material misstatements, and nonconformities to ERS, following the Validation Report Template .	<input type="checkbox"/>
I (VVB) declare that the information in this application is correct to the best of my knowledge and belief. I undertake to inform the ERS Secretariat immediately of any changes to the application.	<input type="checkbox"/>
I (VVB) authorise ERS to process the personal data provided in this questionnaire.	<input type="checkbox"/>



VVB

ERS

Name:

Name:

Position:

Position:

Date:

Date:

Place:

Place:

Signature:

Signature: