**Proposal for EDGE Auditor Services**

**NOTE TO EDGE AUDITORS**

This is a sample template provided for the convenience of accredited EDGE Auditors. Please customize this document according to your and your client’s needs, schedules, and fees. Please consider the complexity of the project, its location, and whether the building is new construction, existing, or refurbishment among other considerations.

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[Date]

[To]

[EDGE Auditor Name] is pleased to have the opportunity to offer the following scope of services to [client] for the [Project name].

**About EDGE**

An innovation of IFC, EDGE (“Excellence in Design for Greater Efficiencies”) is an online platform, a green building standard and a certification system for over 150 countries. The EDGE application helps to determine the most cost-effective options for designing green within a local climate context. EDGE can be used for buildings of all vintages, including new construction, existing buildings and major retrofits. More about EDGE is available from [www.edgebuildings.com](http://www.edgebuildings.com)

**About the EDGE Auditor**

[One paragraph introduction about the EDGE Auditor and his/her experience].

**About the Project**

[Project name and short description]

**EDGE Auditors Scope of Work**

The following tasks will be performed as part of the EDGE Auditor Services to get the above project EDGE certified. [Note that the project would skip the Preliminary Certification steps for existing buildings, or buildings already under construction, though some steps from Preliminary Certification may be needed by the Client].

**Tasks**

**Design Audit for Preliminary Certification**

1. Thoroughly review documentation provided by the client regarding EDGE requirements for Design Audit for Preliminary Certification.
2. Conduct a review of the project drawings and match them to the information in the Design tab in the EDGE App. Ensure that all fields — both user input and left as default — match the project information.
3. Ensure that documentation satisfies the EDGE requirements for every measure the project has claimed in the EDGE App.
4. Approve measures that meet EDGE Certification requirements.
5. Provide questions and feedback to the client for clarifications and/or additional documentation on each measure that does not meet EDGE requirements; return the project to the client for further documentation.
6. When documentation satisfies the EDGE requirements, submit the project to the EDGE Certifier for certification.
7. If the Client returns documentation more than two times for audit, additional fees may be negotiated.

**Site Audit for Final Certification**

1. Thoroughly review documentation provided by the client regarding EDGE requirements for Site Audit for Post-Construction certification.
2. Conduct a review of the latest project documents and match them to the information in the Design tab in the EDGE App. Ensure that all fields — both user input and left as default — match the project information.
3. Physically visit the project site to verify project details and ensure all claimed measures are installed on site and in compliance with EDGE requirements. Complete water flow tests, other measurements as needed, and take photographs. Upload all site evidence into the EDGE App.
4. Ensure that documentation satisfies the EDGE requirement for every measure the project claimed in the EDGE App.
5. Approve measures that meet EDGE Certification requirements.
6. Provide questions and feedback to the client for clarifications and/or additional documentation on each measure that does not meet EDGE requirements; return the project to the client for further documentation.
7. When documentation satisfies the EDGE requirements, submit the project to the EDGE Certifier for certification.
8. If the Client returns documentation more than two times for audit and/or if an additional site visit is required, additional fees may be negotiated.

**Deliverables**

**Design Audit for Preliminary Certification**

The EDGE Auditor will submit the project to the EDGE Certifier for certification if it meets EDGE certification requirements.

If the project does not meet EDGE requirements, the EDGE Auditor will provide detailed questions and feedback to the client on each measure that does not meet Certification requirements.

The EDGE Auditor will keep documentation on file for five years.

Note that in case the project gets rejected for certification due to issues with the actual project information not being sufficient to pass EDGE requirements, then the EDGE Auditor shall not be held responsible for the rejection of the project for certification. The EDGE Auditor services shall be deemed to be complete and the fees due at this stage must be paid.

**Site Audit for Final Certification**

The EDGE Auditor will complete a site visit to verify compliance, including taking photographs and measurements of the project. The EDGE Auditor will upload site evidence to the EDGE App.

The EDGE Auditor will submit the project to the EDGE Certifier for certification if the project meets EDGE Certification requirements.

If the project does not meet documentation requirements, the EDGE Auditor will provide detailed questions and feedback to the client on each measure that does not meet Certification requirements.

The EDGE Auditor will keep documentation on file for five years.

Note that in case the project gets rejected for certification due to issues with the actual project information not being sufficient to pass EDGE requirements, then the EDGE Auditor shall not be held responsible for the rejection of the project for certification. The EDGE Auditor services shall be deemed to be complete and the fees due at this stage must be paid.

**Schedule and Fees**

The schedule of tasks and fees is as follows:

|  |  |  |
| --- | --- | --- |
| Task | Timeline | Fees |
| Design Audit for Preliminary Certification  | 5-10 business days |  |
| Site Audit for Final Certification | 5-10 business days |  |
| Subtotal | 10-20 business days  |  |

The days represent the timeline of delivery, which depends on the project complexity. The Schedule of Delivery will depend on the schedules of the Auditor and Client.

The Timeline above does not include time for Certifier review and it may take additional days for receiving Preliminary or Final certification after Certifier review.

**Exclusions**

This fee proposal does not include the EDGE Expert Services, which must be contracted separately.

This fee proposal does not include the EDGE Certifier fees.

This fee proposal allows the Client to return documentation to the Auditor up to two times. If the Client submits incomplete information, which must be returned to the Client for clarification more than two times, then additional fees may be negotiated.

**Confidentiality and Disclaimer**

All information in this proposal must remain confidential between the client and the EDGE Auditor. Any disclosure must be made only after a written agreement between the two parties.

The contents of this document and all services described herein (the “Content”) are solely those of the EDGE Auditor pertaining to EDGE Auditor services.  IFC does not guarantee the accuracy, reliability or completeness of the Content, or for the conclusions or judgments of the Content, and accepts no responsibility or liability for any omissions or errors (including, without limitation, typographical errors and technical errors) in the Content whatsoever or for reliance thereon.

We look forward to helping you achieve EDGE Certification for your project.

[Signed]