



STANDARD OPERATING PROCEDURE 2.03

Approved Carbon Project Manager Qualifications

Project Management Manual Issue No: 1 | Date: 22.09.26

Protocol Framework: Biodiversity and Carbon Credit Projects - Africa

This project management protocol specifies Voluntary Carbon Market (VCM) and Compliance Market requirements for the development of high integrity biodiversity and carbon credit projects with AHICP. It governs project managers handling Article 6 of the Paris Agreement transactions, nature-based removals (ARR/REDD+), and renewable energy carbon assets across Africa.

1 Document Control & Purpose

Objective: Define structural governance, minimum certifications, localised regional knowledge, and capital exposure thresholds required to execute high integrity biodiversity and carbon credit projects in Africa.

Application Scope: This protocol enforces the principles required to deliver high integrity biodiversity and carbon credit projects. Carbon Project Managers (CPM) must navigate high-integrity carbon standards, baseline additions, and localised benefit-sharing to direct 90% of carbon revenue and employment benefits to Africa.

2 Professional Tier Definitions

LEAD CPM

Strategic Direction | Portfolio Oversight >\$50M | Pan-Africa Governance

INTERMEDIATE CPM

Autonomous Execution | Projects \$10M - \$50M | National Governance

JUNIOR CPM

Technical Support and Data Tracking | Projects <\$10M | Field-level Reporting





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Table 1: Tier Comparison Matrix

Criteria	Junior SPM	Intermediate SPM	Lead SPM
Core Carbon Role	Field-level data aggregation, community survey deployment, and digital asset tracking	Autonomous end-to-end execution of national or localised credit project initiatives	Strategic cross-border governance, systemic design, and multi-million-dollar portfolio oversight
Qualifications	<i>In training for one or more of these standards:</i> PRINCE2 SCRUM IT project management ISO 9001, 14001, 45001 auditor Other professional qualifications accepted by AHICP	<i>Certified in one or more of these standards:</i> PRINCE2 SCRUM IT project management ISO 9001, 14001, 45001 auditor Other professional qualifications accepted by AHICP	<i>Certified in one or more of these standards as Lead:</i> PRINCE2 SCRUM IT project management ISO 9001, 14001, 45001 auditor Other professional qualifications accepted by AHICP
Experience	0–5 years of localized field or industry-related project experience. Basic MRV (Measurement, Reporting, and Verification) workflows	6–15 years with a documented track record of successfully closed initiatives	15+ years with significant evidence of driving structural or systemic regional policy impact
Financial Threshold	Individual project budgets <\$USD 10M	Single projects: budgets between \$USD10–50M	Portfolios or regional networks: budgets >\$USD50M





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3 Tier Competencies & Execution Boundaries

3.1 Tier I: Junior Carbon Project Manager (J-CPM)

- Operational Mandate: Deployed to field operations to establish trust and maintain data pipelines. Works under direct senior supervision.

- Key Responsibilities:

- Executes local biomass measurements, ecological surveys, smart-meter telemetry monitoring, satellite and data uploads
- Assists with Free, Prior, and Informed Consent (FPIC) community workshops to ensure full community support
- Uploads monthly field logs into digital MRV accounting systems
- Other tasks as assigned by L-CPM

- Exclusion Boundaries: Cannot draft project design documents (PDDs), allocate community benefit shares, or interface with UNEP or World Bank auditors.

3.2 Tier II: Intermediate Carbon Project Manager (I-CPM)

- Operational Mandate: Authorised to autonomously run standard biodiversity and carbon projects under accepted methodologies (e.g., ISO 14064 series, BSI 702).

- Key Responsibilities:

- Assists Forest Concession Owners (FCO) with Feasibility Studies, drafting and submitting Project Submission and Project Design Documents (PDDs), and establishing baseline emissions scenarios
- Assists Forest Concession Owners (FCO) with Eligibility Checks, MOU, and Exclusivity Agreements.
- Assists FCO to complete verification projects and satisfy validation body requirements to achieve registration and credit issuance
- Guides FCO and stakeholders on the completion of the Community Development Plan
- Enforces strict leakage, permanence, field assay quality control, and additionality control strategies on site





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- **Exclusion Boundaries:** Cannot sign international forward-purchase offtake agreements or negotiate Article 6 host-country authorisations.

3.3 Tier III: Lead Carbon Project Manager (L-CPM)

- **Operational Mandate:** Accountable for large-scale carbon financing architectures, national regulatory alignment, and macro market mitigation across Africa.
- **Key Responsibilities:**
 - Supervises and is responsible for the work of J-CPM and I-CPM
 - Ensures that verification and validation reports are completed to the required standards
 - Negotiates sovereign carbon ownership, tax liabilities, and Article 6 corresponding adjustments with African government bodies
 - Supervises monitoring, verification and review projects
 - Ensures that the Community Development Plan is completed to AHICP requirements
 - Provides advice to FCO on market commitments, spot and forward contracts, and community benefit-sharing agreements to guarantee that a significant portion of carbon revenue stays with FCO and that the Community Development Plan is executed as programmed
 - Oversees the transition of legacy project portfolios into updated, high-integrity compliant methodologies.





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4 Operational Governance and Advancement

1. Legacy Issues: Due to the historically bad reputation of Africa-based carbon credit projects, the I-CPM and L-CPM must show an understanding of carbon credit buyer issues with African credits, and demonstrate an ability to negotiate with buyers, FCOs, regional and national African Governments to address these issues.
2. Carbon Business Training: Most community-based FCO do not have training or experience in the business of biodiversity and carbon credit generation and sale to world markets. I-CPM and L-CPM must demonstrate empathy with local communities and the ability to train and guide them towards achieving status as professional high-quality biodiversity and carbon credit suppliers.
3. Benefit-Sharing Review: To advance to a Lead CPM status, the operator must present at least one audited, successfully issued project demonstrating a fully active local community fund layout, ensuring revenue distribution transparency.

5 Process for being registered as an Approved AHICP Carbon Project Manager

5.1 Process

- 1) A company or individual applies for approval by sending copies of staff Curriculum Vitae (CVs) to AHICP at hello@africanhighintegritycarbon.com, or to another AHICP staff email address;
- 2) A company or individual agrees to abide by AHICP's Confidentiality Agreement by signing a copy of the agreement (Appendix 1 NDA) or emailing confirmation of same;
- 3) Appropriate and adequate professional liability insurance should be carried by the registered CPM in the country of operation, that is, the location and jurisdiction where a project occurs, and AHICP accepts no responsibility or liability for this;
- 4) AHICP Board reviews CVs and comments from referees, where sought, and approves or declines applications by written advice to the Applicant;





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- 5) An annual fee for registration as an Approved CPM may be set from time to time, at the sole discretion of AHICP, payable in advance. There is no fee to apply to become a registered CPM and,
- 6) Where successful, company or individual is listed as a registered CPM on the registered CPM page of the AHICP® website at Home | About | Approved CPM.

5.2 Conditions

- a) Applications for approval as a registered CPM are made by a company and or individual solely at their own risk, discretion, and cost;
- b) AHICP welcomes applications for approval as a registered CPM in good faith from companies or individuals of good reputation, and with the appropriate professional and or technical qualifications;
- c) AHICP reserves the right to approve or decline any application to become a registered CPM at AHICP's sole discretion, without payment of any compensation or acceptance of liability of any kind;
- d) Approvals (or a refusal, as the case may be), are normally issued in writing, by e-mail, within 5 working days of receiving an application;
- e) Refusals are accompanied by written reasons for refusal;
- f) AHICP reserves the right to withdraw or cancel its approval of any company or individual as a registered CPM at AHICP's sole discretion, at any time, without payment of any compensation or acceptance of liability of any kind;
- g) Operation of any company or individual as a registered CPM DOES NOT authorise the CPM to claim that they have authority to include or sell any biodiversity or carbon credit on or from the International Registry of High Integrity Carbon Credits, nor to act in any way as an agent of AHICP. Any such claim in any form will result in immediate deregistration with no compensation payable and legal action possible against the party involved;
- h) Applicants who wish to become Registered CPM accept these Conditions when they apply for registration or act as registered CPM; and,
- i) It is requested that successful applicants supply their company logo, business name, and key contact details (telephone and email) for at least one contact person.





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6 Appendix 1: Nondisclosure Agreement

BETWEEN: AFRICAN HIGH INTEGRITY CARBON PARTNERS (“AHICP”)

AND: APPLICANT TO BECOME AN APPROVED CARBON PROJECT MANAGER WITH AHICP

APPLICATION

This Mutual Confidentiality and Non-Disclosure Agreement (“NDA”) is made effective on the date the Applicant signs the Agreement or notifies by email their agreement to abide by its terms, or accepts registration as an Approved Carbon Project Manager between:

- Party 1, AHICP, whose principal place of business is located C/- AGSIE CAMEROUN, AGRIBUSINESS SCES & IMPORT/EXPORT de NIU: M081712640784C, Borne Fontaine montée Mechcam, Bandoumou. Bankomo/Yaoundé, CAMEROUN; and all of its subsidiaries (“AHICP”);
- Party 2, Applicant, whose principal place of business is as notified to AHICP, and all of its subsidiaries [“Applicant”].

BACKGROUND

A APPLICANT has been or will be provided with certain information, which is the property of AHICP, and which is secret and/or of value to AHICP.





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B The purpose of the provision of the information from AHICP to APPLICANT is to enable APPLICANT to promote AHICP's professional services within Africa in association with AHICP.

C The purpose of the provision of the information from APPLICANT to AHICP is to enable AHICP to promote its professional services in Africa in association with APPLICANT.

D APPLICANT and AHICP have agreed to be bound by certain duties of confidentiality and non-use in respect of the information.

IT IS AGREED as follows:

1. Definition

"Confidential Information" shall mean:

- Information and data, whether technical or not, which is disclosed by AHICP/APPLICANT to APPLICANT/AHICP, and which relates to the research, development or business activities of AHICP/APPLICANT, which is either marked or stated to be confidential, or is by its nature reasonably intended to be confidential; and intellectual property including:

1) Trade Marks of which AHICP/APPLICANT is the registered owner or applicant for registration of any such marks;

2) Trade Names of which AHICP/APPLICANT is the registered owner or applicant for registration of any such names;





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- 3) Patents of which AHICP/APPLICANT is the patentee or applicant for the grant of any such Patents;
- 4) Know-how being technical and other information or experience or trade secrets devised developed or acquired by AHICP/APPLICANT;
- 5) Copyright held by AHICP/APPLICANT in any written material, plans, designs or other work; and,
- 6) Designs whether or not registered or protected by copyright devised or acquired by AHICP/APPLICANT.

2. Disclosure

Except as provided under clause 4 APPLICANT/AHICP agree not to disclose or otherwise publish the Confidential Information without the prior written consent of AHICP/APPLICANT.

3. Use

APPLICANT/AHICP agree not to use the Confidential Information for any purpose other than that for which the information was provided and not to cause or permit anything which may damage or endanger it or AHICP's/APPLICANT's title to it or assist or suffer others to do so. APPLICANT/AHICP further agree:





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- 1) Not to cause or permit anything which may damage or endanger the Confidential Information of AHICP/APPLICANT or AHICP's/APPLICANT's title to it or assist or allow others to do so;
- 2) To notify AHICP/APPLICANT of any suspected infringement of the intellectual property of AHICP/APPLICANT;
- 3) To take such reasonable action as AHICP/APPLICANT shall direct at the expense of AHICP/APPLICANT in relation to such infringement;
- 4) To affix such notices to products or their packaging or advertising associated with AHICP's/APPLICANT's business as AHICP/APPLICANT shall direct;
- 5) To compensate AHICP/APPLICANT for any use by APPLICANT/AHICP of the Confidential Information otherwise than in accordance with this agreement;
- 6) To indemnify AHICP/APPLICANT for any liability incurred to third parties for any use of the Confidential Information otherwise than in accordance with this agreement;
- 7) On the termination of this agreement forthwith to cease to use the Confidential Information property;
- 8) Not to apply for registration of the Trade Name[s] or Trade Mark[s] held or being developed by AHICP/APPLICANT in any part of the world;





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- 9) Not to tamper with any markings or name plates or other indication of the source of origin of AHICP's/APPLICANT's products which may be placed by AHICP/APPLICANT on the products;
- 10) Not to use the intellectual property otherwise than as permitted by this agreement;
- 11) Not to use any Name[s] or Mark[s] similar to or capable of being confused with the Trade Name[s] or the Trade Mark[s];
- 12) Not to use the intellectual property except as contemplated by this agreement; and,
- 13) Not to use the Trade Name[s] or the Trade Mark[s] or any derivation of them in its trading or corporate name;

In the case of any uncertainty, APPLICANT/AHICP agree to obtain prior clearance from AHICP/APPLICANT.

4. Employees and agents

When disclosure to employees or agents is necessary APPLICANT/AHICP shall ensure that they are bound by equivalent duties of confidentiality and non-use as those set out in this agreement.

5. Material





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APPLICANT/AHICP shall take all reasonable care to ensure that all materials in the possession of APPLICANT/AHICP which contain or incorporate Confidential Information are securely kept; and shall return, destroy or otherwise deal with as directed all material containing or incorporating Confidential information on the direction of AHICP/APPLICANT.

6. Other agreements

APPLICANT's/AHICP's obligations in respect of the Confidential Information shall be in addition to any other obligation under any other agreement which involves the Confidential Information, unless expressly excluded by reference.

7. Term of agreement

This agreement shall continue until AHICP and APPLICANT agree in writing that APPLICANT's and AHICP's obligations under this agreement shall cease.

