**Annexure – II**

**Scope of Services for**

**Edge Certification Audit for City Bank PLC**

The following formats needs to be filled and signed in ink along with the technical proposal.

## **Declaration of Technical Proposal**

I / We declare that we accept all the Terms and Conditions as mentioned in the **Annexure –II: Scope of Service for Edge Certification Audit for City Bank PLC.**

I / We declare that the Technical & Financial Proposal has been submitted without any conditions and strictly as per the conditions of the RFP document and I / we are aware that the Proposal is liable to be rejected if it contains any other conditions.

Signature of the bidder with seal : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Authorized Signatory :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation of Authorized Signatory :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Bidder/Company :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone/Mobile :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Scope of Work (SoW) – Edge Certification Audit Service

**Scope of Services**

The selected Audit Company shall provide independent third-party audit services for EDGE (Gender) Certification, in accordance with the EDGE Certification Requirements. Details of EDGE certification is available here: [https://www.edge-cert.org/.](https://www.edge-cert.org/)

**The scope includes:**

* Verification of organizational data, policies, practices, and employee survey results entered into EDGE Empower®
* Assessment against EDGE (gender-binary) Standards
* Evaluation of compliance with EDGE Certification scoring criteria and framework
* Review and validation of Action Plans developed to address identified gaps
* Preparation and submission of audit reports and certification recommendations

**Process & Deliverables:**

The Audit Company shall be responsible for the following key deliverables:

* Pre-audit call and planning
* Execution of on-site and/or online audit activities
* Verification of objective evidence across three data sources:
  + Organizational statistics
  + Policies and practices questionnaire
  + Employee survey responses
* Identification of inconsistencies and corrective actions
* Final Audit Report using EDGE-approved templates
* Certification recommendation and submission to EDGE Certified Foundation (ECF)
* Issuance of EDGE Certificate (Assess, Move, Lead)
* Post-audit support and clarification, if required
* Any other activity related to EDGE certification audit that is in the scope of an EDGE-approved certification body

**Eligibility Criteria for the Audit Company:**

Interested Audit Company must meet the following eligibility requirements:

* Be an EDGE-approved certification body. For details, please visit: <https://www.edge-cert.org/certifications/third-party-certification-system/>
* Demonstrate experience in EDGE certification, DE&I audits and/or similar certification schemes
* Demonstrate experience for EDGE or similar certification schemes for banks or financial institutions, preferably in the Asia-Pacific region
* Be accredited by an IAF member or full ISEAL Alliance member
* Hold valid accreditation under ISO/IEC 17021 or ISO/IEC 17065
* Employ EDGE-trained auditors who have completed EDGE training
* Maintain impartiality and independence from EDGE Strategy or its Licensing Partners