PROJECT LEAD – SOUTH ASIA
ROLE DESCRIPTION AND PERSON SPECIFICATION - JULY 2019

Title: Project Lead – South Asia
Dayrate: As per Industry Standards
Workload: Full time, 35 hours per week
Reports to: Learning & Development Manager
Location: 402 Lawyers Chamber, Supreme Court of India, New Delhi
Duration: Fixed Term Contract position until 30th March 2022

OVERVIEW
Advocates for International Development (A4ID) is the charity that empowers lawyers to use their skills to fight world poverty. Through its pro bono broker, legal education, thought leadership and ROLE UK work, A4ID is helping the legal sector to meet its global corporate social responsibility to bring about sustainable development.

A4ID’s pro bono brokerage service ensures that NGOs, social enterprises and developing country governments, law societies and bar associations worldwide can access the legal support they need. A4ID matches requests for assistance from Development Partners with high-quality expertise from Legal Partners.

A4ID’s education programme brings together legal and development professionals to share best practice and learning, exploring key issues in law and development and equipping lawyers to better understand these issues.

A4ID’s thought leadership and policy work provoke discussion on best practice for the legal and development communities in key areas such as business and human rights in the legal, business and development sectors, the role of law and rule of law in international development, and the advancement of the United Nations Sustainable Development Goals (“SDGs”) with its objective of eradicating poverty globally by 2030.

A4ID manages the DFID funded Rule of Law Expertise (ROLE UK) Programme, which aim to contribute towards poverty reduction, accountability and human rights through Rule of Law interventions developed and delivered in partnerships including, but not limited to, improving policies, laws, institutional capacities, procedures and practices within legal and judicial systems in developing countries.

KEY RESPONSIBILITIES
A4ID SOUTH ASIA
The Project Lead – South Asia will be responsible for leading on the process of developing a local office presence and associated legal structure in Delhi, India, working closely with the A4ID Board and staff teams.

The post holder will specifically assist with identifying and establishing an appropriate legal structure for A4ID in India to allow A4ID to operate efficiently and effectively throughout South Asia, by recruiting and briefing qualified and committed individuals to assist with the governance and oversight of the work of A4ID in the region, and ensuring compliance with any local regulations, laws or other obligations as may be required of A4ID in its work.

PROMOTION OF A4ID
The Project Lead – South Asia will lead on promoting the work of the A4ID in the region, and in growing and developing the A4ID networks of Legal and Development Partners. The post holder will be responsible for the promoting the provision of pro bono legal advice and assistance in a professional and inspiring manner.
Where required, the post holder will meet with existing and prospective Development Partners and NGO groups in the region, in order to encourage the use of pro bono legal advice and assistance. The post holder will also meet with existing and prospective Legal Partners and the broader legal community in the region to foster awareness and encourage the provision of pro bono legal services to the development community.

The post holder will be required to assist the Communications team with the production of relevant high-quality promotional materials for regional stakeholders, and any other general tasks as may be required by A4ID.

**BUSINESS & HUMAN RIGHTS PROGRAMME**

The Project Lead – South Asia will identify opportunities for the further development of A4ID’s Business and Human Rights (“BHR”) Training Programme in the region, building on the successful delivery of the Clifford Chance Foundation Funded BHR Training Programme in India from 2015 to 2018.

The post holder will be responsible for identifying sources of funding for the further delivery of the BHR Programme opportunities to legal, commercial and development sectors in South Asia. The post holder will assist A4ID staff in working with A4ID Legal Partners in the development and administration of the BHR Programme, and will represent A4ID at meetings with the any relevant South Asia based Legal and Development Partners, including consulting on the content and format of any necessary training or other interventions.

The post holder will assist with the necessary logistics, including representing A4ID at planning meetings, liaising with trainers on planning and event requirements, liaising with training venues regarding event requirements, coordinate training days, assisting with travel and accommodation arrangements for trainers and attendees.

**A4ID TEAM LEADER**

The Project Lead – South Asia will also be responsible, as and when required by A4ID, for undertaking the role of Team Leader for any teams made up of any A4ID trustee, staff member and or volunteer who will be undertaking any work, project or programme on behalf of A4ID throughout South Asia.

The post holder must be prepared to support, oversee and assist any A4ID staff, trustees and volunteers throughout the entirety of their time working for A4ID in the region. The post holder must familiarise themselves with the A4ID Volunteer Handbook and Welcome Pack, the A4ID Equal Opportunities (A4IDP20), Data Protection (A4IDP21), Bribery and Corruption (A4IDP23) Policies, A4ID Travel Policy Suite (A4IDP05), including: International Travel Extra Guidance (A4IDP05a), International Travel Team Guidance (A4IDP05b) and International Travel Risk Assessment (A4IDP05c), and any general international travel pack(s).

The Project Lead – South Asia may be required to undertake and record in writing a specific and thorough risk assessment of all activities of the team, and to take all reasonable steps to mitigate and minimise any potential risks to A4ID team members during the course of their activities in the region.

The post holder may be required to assist with recruiting, selecting, supporting and protecting volunteers while they are working with A4ID, and ensure that all team members have appropriate information about A4ID, its aims and mission, and the specific engagement, on the understanding that the wider A4ID team will support the post holder in their role as Team Leader as far as reasonably possible.

The Project Lead – South Asia must also ensure that all team members are provided with clear guidance on timetables and agendas, that as much detail as possible is provided in reasonable timeframes about changes to activities and arrangements, that the consultant is available to assist the team at all times so far as reasonably
practical, and that the consultant must ensure that they keep the team aware of their own movements and availability at all times during the engagement.

**EXPECTATIONS**

The Project Lead – South Asia will be expected to deliver their work with the highest professionalism, which shall include meeting deadlines for tasks within agreed timeframes, the timely production and delivery of reports, communication outputs, and plans of action, including any Business Plan, Plan of Work Activities, or any other required documents, within agreed timeframes, and the ongoing and regular engagement, communication and updates with A4ID Pro Bono, Learning and Development and ROLE UK teams.

**ROLE UK PROGRAMME**

1. A4ID’s vision is the law and lawyers playing their full part in the eradication of global poverty. Its mission is to be an authoritative collective voice in the legal community on the law’s relationship to development; to inspire and enable lawyers to join the global fight against poverty; and to ensure that legal support is available for those engaged in that fight. It will do so by equipping lawyers in South Asia to understand and pursue the SDGs and responsible business practice.

2. ROLE UK’s objective is to contribute to strengthening the rule of law for poverty reduction in developing countries, including countries in South Asia, both by supporting relevant UK legal and judicial technical expertise, delivered pro bono and in response to demand, and by generating and sharing learning of what works amongst others working towards similar objectives. A key priority for the future operation of the ROLE UK programme is supporting strategic and sustainable partnerships between UK pro bono experts and in-country beneficiaries for the delivery of long-term pro bono programmes of activity.

3. A4ID has previously benefitted from the services of a local consultant who has been able to establish and build on strong in-country networks and relationships, which A4ID would propose to build on in these activities. The Society of Indian Law Firms (SILF) is a collective of India’s top corporate law firms and the only representative body for law firms of India. SILF also serves as a forum for exchange of ideas and information, and also a medium for interaction with the government, the judiciary and the bureaucracy. Since its inception, SILF has amassed a wealth of experience, knowledge capital, unity and solidarity between competing law firms that would be difficult for any other entity to replicate. A4ID is the formal Corporate Social Responsibility and Pro Bono partner of SILF. A4ID has also worked actively with SILF to deliver the Clifford Chance Foundation Training Programme. A4ID would work in partnership with SILF again to deliver the proposed activities.

**Objectives and Scope of Work**

The main objective is to support and develop partnerships to make a strategic, relevant and sustainable contribution to strengthening the rule of law, and to enable actors in South Asia to understand more fully the kind of assistance on offer and where and how it could be most valuably directed.

4. The post-holder will be responsible for supporting the partnership and coordinating the delivery of activities, including Business and Human Rights Training Programme and supporting South Asia Legal Pro Bono, including:
   - Develop partnerships between A4ID and Rule of Law stakeholders in South Asia.
   - Improve the partnership between SILF and A4ID through agreed steps in a Partnership Plan (to be decided at a future strategy session).
   - Assist A4ID staff and partners in programme development and administration.
   - Represent A4ID and the ROLE UK programme in meetings on joint activities.
• Liaise with local stakeholders including Law Societies, and UK embassies/High Commission/FCO/DFID.
• Liaise with programme trainers on planning and event requirements.
• Liaise with programme training venues regarding event requirements.
• Attend and manage training days as part of the joint activities, including participant registration, timekeeping and speaker introductions.
• Assist with post-event tasks, including the collection and analysis of monitoring and evaluation data, and drafting post-event reports, which shall be submitted in a timely manner.
• Assist with logistical arrangements for trainers and attendees.

5. Specific responsibilities and outputs will include:
   a. Attending strategy meetings to agree on partnership development and plan of activities.
   b. Weekly phone and email correspondence at an agreed time with A4ID Learning Team to apprise on progress and agree on weekly activities.
   c. Periodic reporting, as required by the ROLE UK Programme and agreed in advance with the ROLE UK Programme Manager.
   d. Quarterly telephone/skype meetings with both the ROLE UK Programme Manager and A4ID/SILF to plan for quarterly activities. These should take place in the first month of a ROLE UK Programme Quarter (July, October, January).
   e. Contribution to the Learning Review exercise and paper and other papers/events commissioned by ROLE UK relevant to South Asia.
   f. A final report in March 2020, summarising progress towards objectives and setting out recommendations for A4ID and ROLE UK going forward.

6. Expectations
The post-holder will be expected to deliver their work with the highest professionalism which shall include:
  0. Meeting deadlines for tasks within agreed timeframes.
  1. Timely production and delivery of reports, communication outputs, and plans of action, including Joint Plan of Activities, and Partnership Plan, and other documents, within agreed timeframes.
  2. Sufficient progress towards meeting objectives and activities under Joint Plan of Activities and Partnership Plan.
  3. Ongoing and regular engagement, communication and updates with A4ID Learning and Development and ROLE teams, as described in Point 6 above.
  4. Personally representing A4ID at all external events and promoting the work of A4ID within South Asia.

7. Review
A review of the position will be conducted at 6 months, to assess progress towards furthering the partnership, which will take into account those factors listed in Point 8 (above).

8. Reporting
The post-holder will report jointly to ROLE UK Programme Manager and A4ID Learning and Development Manager.
PERSONAL SPECIFICATION

**ESSENTIAL:**

- Authorisation to live and work in India
- Law degree and qualification as a lawyer (in any jurisdiction)
- Five years' work experience in legal practice (ideally in India)
- Ability to work independently with minimal supervision
- Committed to furthering sustainable international development
- Flawless written and spoken English
- Willingness to take on high level and mundane tasks and perform both with excellence
- Confident and self-motivated
- Excellent communication skills, with experience representing an organisation to external contacts
- Ability to deliver persuasive and engaging presentations in high-level meetings
- Tact and discretion, with the confidence to deal with people from a range of backgrounds in writing, on the telephone and face to face
- Flexibility to undertake a range of tasks, and occasionally outside office hours
- The capacity and flexibility to manage a varied workload
- Proven ability to work to agreed deadlines and frameworks
- Ability to undertake administrative tasks with confidence.
- Ability to work with digital tools such as Salesforce, Office 365, Eventbrite, MailChimp and others.

**DESIRABLE**

- A wide network of contacts in Indian law firms and/or business through previous professional experience
- Understanding of Indian laws affecting non-profit entities
- Experience delivering or managing pro bono legal services
- Experience with civil society, NGOs, international development or other efforts to eradicate poverty
- Understanding of current developments in business and human rights
- Experience managing events or training
- Experience establishing or managing an office in India
- Experience working in a small, geographically dispersed team
- Fluency in additional languages commonly-spoken in India
- Experience dealing with government authorities
- Authorisation to live and work in the United Kingdom