

# Legal Partners' Pack

The purpose of this pack is to provide law firms, barristers, in house legal teams and legal academics with a comprehensive guide to the services offered to A4ID's legal partners.



Advocates for International Development  
Lawyers Eradicating Poverty







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## Foreword

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A4ID was founded by lawyers coming together with a vision – to see the law and the skills of lawyers being used effectively in the fight against global poverty. Year on year, more lawyers from every corner of the globe have joined us in that quest, in their firms, chambers and companies.

Now we invite you to join us.

Through A4ID, lawyers advise organisations doing the most incredible work to advance human dignity, equality and justice in the poorest, most challenging circumstances. This pro bono work is a perfect match for their high level legal expertise and makes them proud to be part of a profession that has a long history of standing on the side of the oppressed.

A4ID also equips lawyers to advise responsibly in fee-earning matters, for example, through our training on business and human rights, continuing that sense of pride into all areas of the lawyer's practice.

We give the legal profession a collective opportunity for pride too, speaking out on the law's relationship to development, drawing on the experience and understanding of all our legal partners to advance thinking and practice.

A4ID is the organisation harnessing legal expertise globally towards the achievement of the UN Sustainable Development Goals, the agreed framework of engagement for our generation.

By partnering with A4ID, you are adding your voice, your skills, your organisation's commitment to eradicating poverty and, together, ensuring no one is left behind.



Yasmin Batliwala

Chief Executive

Advocates for International Development

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## What we do

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As a global charity, A4ID delivers an unparalleled opportunity for law firms and companies internationally to make an outstanding contribution in meeting the needs of the world's poorest citizens. We do this primarily as facilitators, matching international legal expertise with local need in more than 100 jurisdictions.

Originally inspired by the Millennium Development Goals established by the United Nations in 2000, and now pursuing the Sustainable Development Goals from 2016, the work of A4ID uses the law and the skills of lawyers to eradicate poverty.

These organisations work tirelessly to improve access to basic services for the poorest people and empower local communities to tackle poverty. But we often see that a lack of access to legal expertise can reduce their impact. We also understand that the law can sometimes be an impediment to sustainable development.

In bringing together our legal partners with our development partners – from large international NGOs and developing country governments to small civil society groups – we act as a conduit, matching international legal expertise with local need.





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When law firms, companies and barristers' chambers become our legal partners, they help directly in overcoming the challenges of global poverty, by giving practical legal advice on a pro bono basis where it is most needed in developing countries.

In addition to facilitating pro bono advice for our development partners, we also provide a range of training programmes. Our annual Law and Development Training Programme for lawyers covers topics from responsible project financing to environmental law and corruption.

A4ID's role as a pro bono facilitator and training organisation within the legal and development communities provides a unique vantage point to comment on the international development agenda.

A4ID partners with law firms, academic institutions and development organisations to perform research and policy work, particularly in relation to the fast evolving areas of business and human rights and the nexus of law and sustainable development.

Founded by lawyers in 2006, we look forward to you joining us.



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# The Sustainable Development Goals

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The Sustainable Development Goals (SDGs) were agreed by 193 countries at the United Nations General Assembly in September 2015. They set 169 targets and further indicators that every UN member state will use in framing their agendas and political policies until 2030.

Operational since January 2016, the 17 SDGs supersede the eight Millennium Development Goals, which were agreed in 2000 and expired in 2015. The SDGs are 'a plan of action for people, planet and prosperity'. They seek to strengthen universal peace in larger freedom. They are integrated and indivisible and seek to balance the multiple dimensions

of sustainable development: the economic, social and environmental. Aiming to achieve the human rights of all, the SDGs relate to poverty, food security, health, education, the economy, the environment, gender, sustainability and more.

Goal 16 (Peace and Justice, Strong Institutions) is particularly relevant to A4ID, given our commitment to providing development organisations with the highest calibre legal advice. Nevertheless, we provide legal support in pursuit of all the SDGs, with the ultimate goal of eradicating poverty and creating a more equitable global society.





## Why the SDGs matter to the global legal community

The law is critical in realising the SDGs. Robust and effective legal systems are key to the SDGs: they uphold the rule of law, safeguard human rights, ensure equality and non-discrimination and promote access to justice. Lawyers have a proud tradition of playing a key role in addressing serious social challenges, and the SDGs are the global framework of engagement for our era.

The creation of effective legal systems in developing markets delivers commercial benefits for multinational

companies and their international law firms. Likewise, the development of effective legal systems is integral to the growth of developing economies. Through A4ID, law firms and companies can greatly assist by building the capacity of organisations working towards the SDGs.

SDG-focused legal advice for fee-paying clients, coupled with targeted pro bono work, will increase the scope for innovation, client collaboration and employee engagement.

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## What we offer our legal partners

### International pro bono

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#### Pro bono Service

A4ID's international pro bono broker service brings our legal partners together with development organisations who require their particular legal expertise.

A range of pro bono opportunities are offered to A4ID's legal partners each week. Projects brokered by A4ID require all areas of legal expertise and are suitable for lawyers at all levels and from across a wide variety of jurisdictions.

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#### A4ID undertakes due diligence, vetting and scoping of projects

A4ID carries out comprehensive due diligence on all organisations requesting legal assistance and ensures that projects are tenable and valuable. We also invest a significant amount of time working with development partners to understand and prioritise their needs before circulating requests to lawyers. This enables legal partners to focus purely on providing legal assistance.





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## **A4ID has an effective process for allocating pro bono work**

Our effective allocation system is fair and transparent, supporting the widest possible involvement from our network of lawyers.

Projects are circulated to legal partners every Monday, legal partners then have one week in which to check conflicts and source a team with expertise.

Projects are allocated to lawyers with suitable expertise and experience. Where two or more suitable legal teams offer to assist, selection is made on the basis of which legal partner has not undertaken a project for the longest.

The opt-in model enables lawyers to take on pro bono work as and when they have capacity, providing a flexible and attractive structure for A4ID's legal partners to suit their availability and other commitments.

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## What we offer our legal partners

### International pro bono

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### A4ID offers pro bono opportunities that utilise a wide variety of legal skills

A4ID's work reflects the specific specialist skills acquired by lawyers working in both domestic and international contexts.

A4ID provides pro bono opportunities across a wide range of jurisdictions, sometimes covering multiple jurisdictions within one project.

This ability to obtain multi-jurisdictional support and advice is important for our development partners who often work across many countries and can approach us with the need for advice spanning several jurisdictions.

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### A4ID provides cross-office and cross-profession work

A single financial partnership contribution to A4ID covers every lawyer and trainee in firms and corporations, and every barrister and pupil in sets of chambers.

Even global firms can use just one point of administration for their relationship with A4ID.

This provides flexibility for each office and individual lawyer to decide how involved with A4ID work they wish to become depending on capacity, size and expertise, without the need to create separate pro bono relationships between A4ID and every country of office.





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## **A4ID provides an impact evaluation report to enhance your pro bono / CSR profile**

A4ID seeks comprehensive feedback from development partners for each project that A4ID has brokered which is provided to legal partners about the impact of their work. This evidence of a legal partner's impact through their work with A4ID is valuable in strengthening a firm's CSR reporting.

## **A4ID offers a personalised service to each legal partner**

We work with each partner on an individual basis to understand their capacity and areas of interest.

A meeting between the legal partner and A4ID is offered at least once a year to discuss their involvement and specific needs.

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## What we offer our legal partners

### Legal Health Check

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### **The A4ID Legal Health Check is one way that lawyers from A4ID legal partners can support the work of development organisations.**

A4ID staff lawyers work with each of our development partners to examine and scope their legal needs. The A4ID Legal Health Check is an extension of this process, providing a more in-depth assessment for those organisations choosing to participate.

A team of lawyers undertakes the Legal Health Check on a pro bono basis. They use a questionnaire developed by A4ID to understand the condition of the organisation.

Through analysing the information received in response, and through discussion, the lawyers identify which legal issues need to be addressed. Their assessment is set out in

a written report, which the development organisation can then work through over time using a template developed by A4ID.

The legal partner that undertook the Legal Health Check will have the first opportunity to take on any of the matters arising in the future.

The legal health check particularly appeals to legal partners seeking opportunities for lawyers from different practice areas to work together, with each doing a small amount of work over several months.

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The impact of the legal health check with AfriKids UK extends to our operations in Ghana, the process and end product serving as a hallmark of best practice which can be replicated worldwide, something it has been difficult for us to find.

This comprehensive, multidisciplinary review provides mutual benefits: a wider impact for the law firm's involvement (a great return for their investment) as well as more widely-informed, practical solutions for the charity to implement than ad hoc pro bono projects are often able to offer. The Legal Health Check enables a dialogue that solves the problem of lawyers not knowing how best they can help charities, and charities not knowing what to ask for!

**Charlie Hay, Director of Sustainability - AfriKids UK**

'It's exciting to have a pro bono matter that can potentially involve all of our practice areas, which can be done in any of our offices, and which goes to the core of a charity's legal needs and helps them to proactively address their most important legal issues.'

**Jo Weiss, Head of Social Responsibility - White & Case**



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## What we offer our legal partners

### In-house lawyers' knowledge sharing

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A4ID's in-house lawyers' knowledge sharing scheme brings together in-house lawyers at international non-profit organisations (INGO lawyers) and in-house lawyers at large companies. The objective is for them to share practical ideas about how to respond to the myriad, complex issues facing INGO lawyers.

The relationship between participants is one of peers. Usually, the pairing will be between one INGO lawyer and one in-house corporate lawyer, although it sometimes makes sense to involve larger numbers.

A4ID provides a framework for the knowledge sharing. However, the frequency and nature of contact are discussed and agreed by the lawyers. While the arrangement may become indefinite, an initial period is determined, after which a review occurs to confirm both sides wish to continue.

As the knowledge sharing process does not involve the provision of legal advice, it is attractive to in-house corporate lawyers without professional indemnity insurance. They can

use their considerable experience and access to resources to benefit development organisations greatly within this peer-peer learning environment.

In-house corporate lawyers do not have the capacity to advise. Accordingly, A4ID accepts no responsibility for any loss which may arise from reliance on information, guidance or documentation provided by one party to the other as part of the mentoring process.

Mentoring may, however, may provoke areas where advice is needed.

If the INGO lawyer needs external pro bono legal advice, it is expected that they will ask A4ID to discuss how this might be found. Where appropriate, A4ID will continue to involve the in-house corporate legal team.

Should relationship difficulties arise, each lawyer is welcome to contact A4ID. We will seek periodic feedback, and it is a condition of participation that consent is given to this process.

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## What we offer our legal partners

### Training

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A4ID offers high quality professional development and training for lawyers, on a wide range of development and human rights issues. We offer a yearly Law and International Development Training Programme, which provides an overview of the key issues linking law and international development and an exploration of the role that the law plays both as a solution and barrier to development. This CPD-accredited programme is delivered by leading academics, legal practitioners and development experts covering topics such as corruption, climate change, transitional justice, food

security, international investment, exploitation of natural resources and the impact on indigenous communities, developing country debt and microfinance.

We also provide a practical training workshop on the UN Guiding Principles on Business & Human Rights. This programme, delivered within our legal partners' offices, facilitates lawyers' incorporation of human rights counsel into their services and client relations. For more information please visit [www.a4id.org/learning](http://www.a4id.org/learning).



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## What we offer our legal partners

### Events

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### **A4ID holds events that explore a variety of current development issues.**

A4ID runs four Knowledge Groups covering a variety of key development themes: Rule of Law, Business & Human Rights, Climate Change and Trade, Debt & Finance.

A4ID Knowledge Groups offer lawyers, and other individuals with an interest in the law, the opportunity to gain a deeper understanding of key areas and current debates related to law and international development. Each Knowledge Group session offers participants the chance to hear from development and legal experts and academics, as well as providing a forum for discussion and the sharing of best practice.

We also regularly run public events in partnership with our legal partners on the subjects of law and international development related to their business interests.

For example, Ashurst partnered with us to hold a panel discussion looking at the intersection of the law and sustainable development; Allen & Overy hosted an open lecture in partnership with A4ID on Microfinance and the Law; Weil, Gotshal & Manges organised a similar event on the impact of the Global Financial Crisis on Development; and CMS Cameron McKenna partnered with us to hold a public lecture by Archbishop Desmond Tutu at St Paul's Cathedral.

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## What we offer our legal partners

### Resources

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A4ID manages a public-access online resource centre containing articles, reports, legal guides, interviews and presentations from across a variety of current law and development issues.

Legal partners are welcome to submit reports or prepare new resources for the centre, including e-learning modules on legal topics of relevance to development organisations.

This centre encourages the sharing of knowledge and best practice between the legal and development sectors to aid innovative responses to development issues.



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## Partnership with A4ID

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A4ID offers partnership to organisations that believe in its mission and wish to be active collaborators in achieving it – a world in which the law and lawyers play their full part in the eradication of poverty.

These partners work closely with us to achieve our mission, contributing their financial and human resources towards that goal.

Their lawyers provide pro bono legal advice to A4ID's Development Partners.

Their experience contributes to our high quality thought leadership on global challenges.

Through our training, they are equipped to deliver responsible legal services, in their fee-earning and pro bono advice, as we work together to achieve the Sustainable Development Goals.

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## Annual partnership contributions

A4ID legal partners contribute according to their resources and size, and their engagement in the various aspects of A4ID's work. As we are primarily funded by your contributions, the size of your donation affects our ability to support your engagement in our work.

### Larger organisations (>500 lawyers)

A donation of £10 per lawyer or legal fee earner globally is expected. This enables us to engage all offices of your organisation in all aspects of our work. The larger international law firms usually contribute at least £15,000-£25,000, plus financial support towards bespoke joint projects. In addition to our brokered pro bono services, thought leadership and training, we offer 3 days of consultancy annually to support your work in international pro bono work and sustainable development.

The minimum annual donation for larger organisations to be recognised as an A4ID legal partner and access our pro bono broker service is £5,000.

### Smaller organisations (<500 lawyers)

The minimum annual donation to be recognised as an A4ID legal partner and access our pro bono broker service is £10 for every lawyer or legal fee earner in your organisation.

Small organisations based only in developing countries that cannot afford the above contributions are invited to contact us to discuss how A4ID can partner with them.

## Trial partnership

A4ID offers a trial partnership option which enables potential partners to receive the projects email for up to six months and take on 'outstanding' projects which our existing legal partners have been unable to undertake.

The trial enables potential partners to have practical experience of A4ID and a taste of the work A4ID offers.

There is no cost for trial partnership.



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## How to get involved

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**If you would like to become an A4ID legal partner or would be interested in learning more about us please email [probono@a4id.org](mailto:probono@a4id.org) or call +44 (0)20 7250 8360**

### **In-house lawyers / Corporate counsel**

In-house legal teams can become A4ID legal partners so long as the employing company, organisation, institution or government ensures it has the appropriate professional indemnity insurance in place to allow its lawyers to provide pro bono advice to A4ID's development partners. A4ID also requests that the team put forward a proposal as to how supervision will be ensured to maintain high quality standards.

Where insurance is not available or desired, in-house teams can partner with insured legal partners (usually law firms) to provide expert support on projects. In such an example, the insured legal partner would be responsible for signing off on the final piece of work.

### **Barristers**

A4ID encourages cross-profession involvement in our pro bono work. Barristers/counsel are welcome to join A4ID either as individuals or as a set of chambers.

A barrister can bid to do all, or part of, a project alone, with other barristers or with a law firm.

Teams may form themselves, or individuals may ask A4ID to assist with this.

A4ID has a licence to enable UK barristers to take on work directly where appropriate.



## Legal academics

Due to insurance requirements and practice regulations, non-practising legal academics are not able to give legal advice or assistance.

However, legal academics can be partnered with insured legal partners to provide expert support on projects and the insured legal partner would be responsible for signing off on the final piece of work.

They are also able to provide valuable support in other areas such as training, general research, expert opinions, presentations and article writing.

## Junior or trainee lawyers

Lawyers of all levels of seniority can play an important role in A4ID's work. However, all projects require a partner to be involved and to sign off on the final piece of work.

If you would like to get involved, contact your firm coordinator who will be able to support your involvement in A4ID's work.

A4ID understands that every jurisdiction has its own rules and requirements as to how lawyers practise. If you have a different system in your jurisdiction to those discussed here, please do contact us to discuss how you can get involved.



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## A4ID Governing Code

### A4ID's broker service

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#### **This Governing Code sets out how A4ID and its legal and development partners participate in A4ID's pro bono broker service.**

Through its broker service, A4ID refers requests for legal advice and assistance to its legal partners. These requests are known as 'projects'. A4ID facilitates the provision of legal advice and assistance by legal partners to development partners.

Legal partners include law firms, barristers' chambers, corporations and government departments with in-house lawyers, legal academics and individual members of the Bar.

Development partners include but are not limited to developing country governments, development NGOs, inter-governmental organisations, developing country bar associations, community groups, social entrepreneurs and social enterprises.

Unless otherwise clearly and explicitly agreed in advance with A4ID, all legal advice and assistance carried out through A4ID is conducted on a pro bono basis.

The client/lawyer relationship will be between the legal partner involved and development partner on whose behalf work is referred. A4ID does not carry out any legal work.

A4ID's legal partners acknowledge and agree that in the event of any claim being made in respect of a project on which they work, they will not seek to claim against or join A4ID, its directors, trustees or officers or their employers in any action.

A4ID's development partners acknowledge and agree that the legal partners to which they are referred are solely responsible for all legal work on projects.

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## A4ID Governing Code Quality standards

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Those legal partners that take on project work with A4ID agree to do so on the same basis as they take on fee earning work except no charge will be made for the legal services. No distinction will be made by them between fee earning and pro bono work as regards the professional standards to be applied. All work will be properly resourced, with the right mix of skills and gearing to effectively manage the work within the time frame and to the project requirements of the development partner.

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# A4ID Governing Code

## Project letters

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For each project, A4ID will produce a project letter to the legal partner and to the development partner:

- Confirming which legal partner will do the work and providing contact details for those involved;
- Outlining the development partner's general requirements;
- Indicating who the development partner contact is for the particular matter; and
- Noting the A4ID project contact who will be responsible for assisting both partners with any relationship issues.

For each project, any law firm carrying out the work will produce and send to the development partner (who will be their client) their own letter of engagement outlining in detail all the terms on which work will be done. This will include:

- A description of the work to be done;
- Details of those lawyers who will be involved in acting on the development partner's behalf including details of who will have overall responsibility for the advice or assistance provided;
- The circumstances in which the relationship can be terminated;
- Confirmation that work will be pro bono and whether there will be any charge for expenses and, if so, which expenses;
- Confirmation of whether and, if so, to what extent, the firm's liability to the client is excluded and/or capped; and
- If relevant, the role of any in-house lawyers working on the project.



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The letter and all communications to the development partner should demonstrate that the work will be done by lawyers who are adequately trained, have appropriate skills and experience and are properly supervised, and that the work will be done to the same professional standards as apply to paid work.

For each project where counsel is involved in accepting the instruction, counsel acknowledges and will confirm to the development partner:

- The circumstances in which the relationship can be terminated;
- Confirmation that work will be pro bono and whether there will be any charge for expenses and, if so, which expenses; and
- Confirmation of whether and, if so, to what extent, counsel's liability to the client is excluded and/or capped.
- All communications to the development partner should demonstrate that the work will be done by counsel who are adequately trained, have appropriate skills and experience and are properly supervised, and that the work will be done to the same professional standards as apply to paid work.



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## A4ID Governing Code

### Accreditation and sharing information

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A4ID recognises the importance of proper accreditation and use of work in line with the interests of the development partner, the legal partner and A4ID. All project information is treated as confidential by A4ID and its legal partners unless the development partner agrees otherwise. If relevant permission is given, A4ID agrees to mention the role of each partner in a project when referring to it publicly.

Although A4ID encourages its development partners to allow publicity about a project where appropriate, A4ID's legal partners agree not to mention a project publicly without the consent of the development partner, nor to make publicity a condition of acting pro bono unless that is agreed prior to being allocated the project by A4ID. If a legal partner does mention a project publicly, it agrees to refer to the role of A4ID in the project.

A4ID's development partners also agree not to make known the role of a legal partner in a project to any other person or organisation unless the legal partner has agreed. If a

development partner does mention a project publicly, it agrees to refer to the role of A4ID in the project.

A4ID's development partners agree that legal partners working on their projects may discuss the conduct of the project(s) with A4ID. A4ID agrees to keep confidential any information learned from any such disclosures.

Taking into account the paragraphs above, those who take on project work through A4ID acknowledge the benefits of A4ID maintaining and developing know-how from the transactions that it brokers. Those working with A4ID agree that where appropriate they will assist A4ID by providing it with project related know-how, for example, for use on its online resource centre, subject at all times to client confidentiality being maintained. A4ID recognises that it will usually not be appropriate to share advice specific to the circumstances of one development partner, especially where it might be mistakenly interpreted by others to apply to them.

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## A4ID Governing Code

### Monitoring and evaluation

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A4ID seeks to ensure it properly monitors and evaluates the services it provides, assessing the value and impact it is delivering as a charity, providing feedback to its funders and constantly improving its performance. To do this, it requires the support of its partners.

A4ID's development partners agree to treat the in-kind support provided through A4ID and by its legal partners with the same respect as they would treat financial support. Accordingly, development partners agree to provide comprehensive feedback to A4ID on each project for which lawyers are found, in a timely manner when requested. This will usually involve a phone call with A4ID for up to one hour every six months until the project is completed. A4ID will share this feedback with the legal partner(s) concerned so that they can appreciate the impact of their work and learn from any issues arising.

Should there be any problems or delays with the project, A4ID's development partners also agree to communicate promptly with the contacts provided by the legal partner (usually a Partner and/or CSR Manager.)

Should this not resolve the matter satisfactorily, development partners agree to contact A4ID immediately.

A4ID's legal partners agree to provide to A4ID the number of hours spent by their lawyers on A4ID projects on an annual basis when requested.

From time to time, A4ID conducts in-depth evaluations of its services. A4ID's development partners and legal partners agree to cooperate with A4ID in providing information about its services provided when reasonably requested.



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## **Our Legal Partners**

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**To find out about our legal partners, visit our website at:**

**[www.a4id.org/about-us/legal-partners](http://www.a4id.org/about-us/legal-partners)**





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