

Development Partners' Pack

The purpose of this pack is to provide NGOs, social enterprises and developing country governments with a comprehensive guide to the service A4ID offers to its development partners.



Advocates for International Development
Lawyers Eradicating Poverty



Foreword

A4ID was founded on a clear vision – to see the law and the skills of lawyers used effectively in the fight against global poverty. To this end, A4ID brokers free legal support for organisations that fight to advance human dignity, equality and justice in the most challenging circumstances.

Our development partners include non-governmental organisations, social enterprises, community-based organisations, the UN, the World Bank and developing country governments.

Now, we invite you to join us.

A4ID works to partner organisations that work to further one or more of the UN Sustainable Development Goals with top law firms. We closely match the unique requirements of each of our development partners with the varied skills and expertise of our legal partners, providing the highest quality legal support available – all for free.

As well as linking our development partners with high quality legal support, we also work closely with them to develop ways in which the law can be used to further the fight against poverty, injustice and inequality.

By partnering with us, you gain free access to some of the top legal minds in the world. This allows you to focus your funds and energy on the work that goes directly towards achieving the SDGs and ensuring that *no one is left behind*.



Yasmin Batliwala

Chief Executive

Advocates for International Development



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What we do



A4ID's vision is to see the law and lawyers playing their full part in the eradication of global poverty.

Unequal access to legal expertise acts as a barrier to economic growth and equality of opportunity. A4ID harnesses the skills and expertise of the legal profession to combat poverty and to drive progress in helping to realise the UN Sustainable Development Goals (SDGs).

We do this by partnering with leading law firms, barristers, in-house lawyers and legal academics who are keen to offer their skills free of charge, to support development organisations and developing country governments in need of legal assistance.

A4ID works with an extensive network of legal partners – more than 50,000 legal experts from every part of the world – whose pro bono work has so far benefitted communities and organisations in 123 countries.

Our development partners include non-governmental organisations, social enterprises, community-based

organisations, developing country governments, and developing country Bar Associations and Law Societies, who are all working towards the eradication of poverty and furthering the UN Sustainable Development Goals.

A4ID's legal partners have helped to influence policy decisions in developing countries, supported the growth of fledgling social enterprises, and worked with development organisations to empower local communities, influence legislation and protect rights in the world's most vulnerable communities.

Legal partners also work to address the fundamental legal issues involved in the day-to-day operation of development organisations, advising on areas such as corporate governance, contracting, intellectual property and business modelling. This allows these organisations to operate more effectively, and therefore increase the impact they can have towards meeting international development targets.

Our mission and Sustainable Development Goals



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 (MDGs), 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.

Who can access legal support?



A4ID brokers free legal support for all organisations that have been accepted as A4ID 'development partners'.

Each development partner must, in some way, be furthering one or more of the UN Sustainable Development Goals (SDGs). Whether directly or indirectly, they are seeking to eradicate poverty and deal with its related issues.

Current development partners include:

- Charities
- NGOs / non-profit organisations
- Inter-governmental organisations
- Social enterprises
- Bar associations / Law societies
- Developing country governments

A4ID does not work with those who make their assistance contingent on any religious or political affiliation.

All partners must abide by strong and transparent systems of governance and accountability.

A4ID does not generally assist individuals to access legal support; the only possible exception would be if a development partner is supporting a person/people with a legal need that relates to a bigger systemic issue.



How to become a development partner



First of all, it does not cost anything to become a development partner.

A4ID undertakes a process known as ‘due diligence’ on all prospective partners. To enable us to do this, we may ask you to provide the following information:

- Aims and objectives for your organisation/department
- Details of how your work contributes to achieving the SDGs
- Details of your governance structure
- A copy of your latest Annual Report and last audited accounts, if applicable

- A copy of your strategic plan
- Details of how you are funded
- Details of your Trustees / Board members or management, if applicable

After we receive all the documents we need, our due diligence usually takes 2 weeks to complete.

Development partners, once accepted, can send A4ID as many requests for legal assistance as they wish.

To apply to become a development partner, please email probono@a4id.org

A4ID put us in touch with exactly the right legal experts, who patiently led us from our initial ‘common-sense’ text towards a much more accurate formulation that was exactly what was needed, and beneficial to all parties. Excellent support that we would not otherwise have been able to call on.

Peter Dixon, Chief Executive, Concordis International

What we offer our development partners

Access to lawyers via A4ID’s broker service

A4ID offers a broker service, matching requests for pro bono (free) legal advice and assistance from its development partners with the high quality skills and technical expertise of its legal partners. A4ID has access to over 50,000 lawyers from leading law firms, barristers’ chambers, in-house legal teams and academic institutions from around the world. As partners of A4ID, they are committed to supporting the eradication of global poverty.

Help to understand legal needs

A4ID is the world’s leading organisation operating in the field of law and international development. We have extensive experience in helping our development partners to understand how to use the law and lawyers to enhance their work, and are always willing to discuss how your organisation can do this.

High standards

A4ID works with lawyers who have a wide range of different skills and expertise. All of the work done by our lawyers is of the same high standard as their paid work, but is done on a pro bono (free) basis. All lawyers who receive requests for assistance through A4ID sign confidentiality agreements so that development partners can be confident that any disclosed information remains secure and confidential.

Access to training

A4ID often runs training on legal topics designed to provide development partners with an introduction to a range of legal issues affecting their work. We are also developing a number of online training modules and tools to help development organisations use the law more effectively in their work.

Please note: development partnership does not include access to funding from A4ID, or its legal partners.

Legal Health Check

The A4ID Legal Health Check gives development organisations a comprehensive free report on their legal needs.

A4ID staff lawyers work with every development partner 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 from A4ID legal partners undertakes each 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 defined in a written report, which the development organisation can then work through over time.

The Legal Health Check is free for A4ID development partners. However, it does require a significant investment of time to engage fully with the lawyers and respond to their questions. Organisations should make sure they are prepared to commit this time using appropriate staff. A4ID can help you decide whether your organisation is at the right stage to undertake the Legal Health Check and whether you have the capacity to participate.

For those who do, your input should ultimately pay dividends by preventing issues becoming costly, time-intensive problems. Furthermore, it will result in a structured document setting out the ongoing legal needs of your organisation which can be used as a benchmark for the future. In summary, getting things right at the outset will help to ensure your organisation is sustainable, both in the immediate and longer term.

In-house lawyers' knowledge sharing

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 mentoring process provides support for INGO lawyers but does not involve the provision of legal advice itself.

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.

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.

Partnership expectations



We ask that everyone seeking legal help through A4ID reads this document prior to submitting a project request.

We expect development partners to work with us in accordance with the information set out here, unless otherwise discussed and agreed.

- Development partners must comply with A4ID's Governing Code, which can be found on page 29.
- Once you ask for assistance, it is important that you communicate promptly with A4ID, and the lawyers we introduce you to, including responding to requests for information, and telling us if circumstances change or if problems arise.
- We expect development partners to treat the legal support they receive through A4ID in the same way that they would other in-kind support, including providing

feedback to us in the timeframe and manner requested (usually one phone call every six months until the work is completed). We are required to demonstrate our impact, and report to our donors (including institutional partners and law firms). Feedback from our development partners is therefore crucial if we are to carry on delivering our services effectively.

- Please ensure that you inform us of any significant changes to your organisation's goals, activities and structure. This helps us to provide relevant and useful support for your work.
- Please update us as soon as possible if the A4ID contact person at your organisation changes.

Legal services available pro bono

Legal programmes and tools

Making lawyers and the law integral to part of your work

Past projects:

- Developing an online platform containing legal information about the reproductive rights of young people across the world
- Training government officials on how to negotiate extractive sector contracts more effectively
- Protecting witnesses in the Rwandan Gacaca courts
- Distributing plain language guides to relevant legislation to community groups
- Providing information to nomadic people groups on land rights so they can respond to incursions
- Enabling round-the-clock advice to NGOs and least developed countries during the climate change negotiations

Campaigns

- Using the law in your campaigns and advocacy; supporting your beneficiaries to uphold their rights
- Preparing proposed legislative changes so they are written in the correct terminology and with awareness of the existing legal context
- Undertaking research on the laws of different countries, so that you or your partners can advocate for change
- Understanding the current legal position & recent cases to plan your campaigns
- Finding out the law on proposed protests, copyright infringement (when using company logos) and defamation (when campaigning against an organisation)

Previous project:

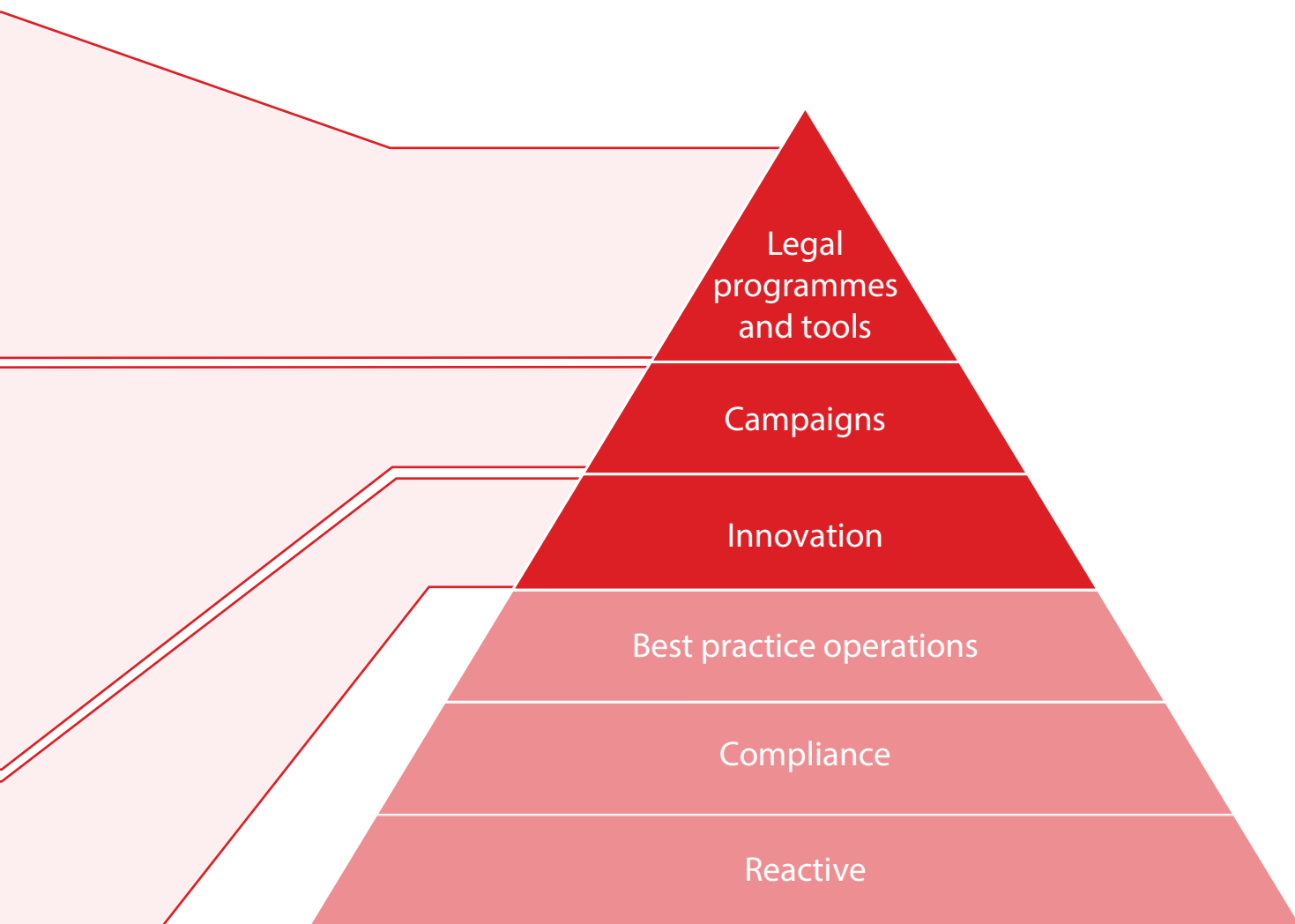
Research assistance to a Danish human rights NGO working for corporate accountability in central Africa with regards to their campaign for greater transparency and accountability for companies listed on the Swedish Stock Exchange.

Innovation

- Thinking differently about challenges; getting savvy advice to solve problems
- Creating new financial models for your organisation and those it works with (e.g. micro-entrepreneurs, SMEs & social enterprises in developing countries)
- Developing model legislation for countries to adopt
- Introducing new ethical product standards
- Setting up effective commercial dealings and partnerships with corporations

Previous project:

Advice and assistance regarding debt finance agreements, in order to alleviate the financial constraints on an international charity committed to the remedy and prevention of malnutrition in communities worldwide.



A4ID encourages its partners to take full advantage of the wide range of legal services that are available through our pro bono service. Although many of our partners first seek legal support through A4ID for reactive advice in response to a crisis, we work with our partners to help them avoid and mitigate future legal risks and go even further: to fully integrate the law into their work.

Legal services available pro bono

Best practice in operations

- Developing good processes before they are needed
- Understanding contracts, loans and leases before signing
- Considering intellectual property protection
- Preparing partnership agreements before working with new organisations
- Reviewing employment manuals regularly
- Getting advice about the laws where you operate, not just about your HQ country

Previous project:

Advice on steps to take in order to protect the logo and intellectual property of the brand of a non-profit organisation registered in South Africa.

Compliance

- Meeting legal and regulatory requirements
- Getting legal advice on the basics, rather than trying to create your own documents
- Ensuring privacy and data protection rules are followed
- Mitigating risks to safety of staff and volunteers
- Understanding the meaning of funding contracts

Previous project:

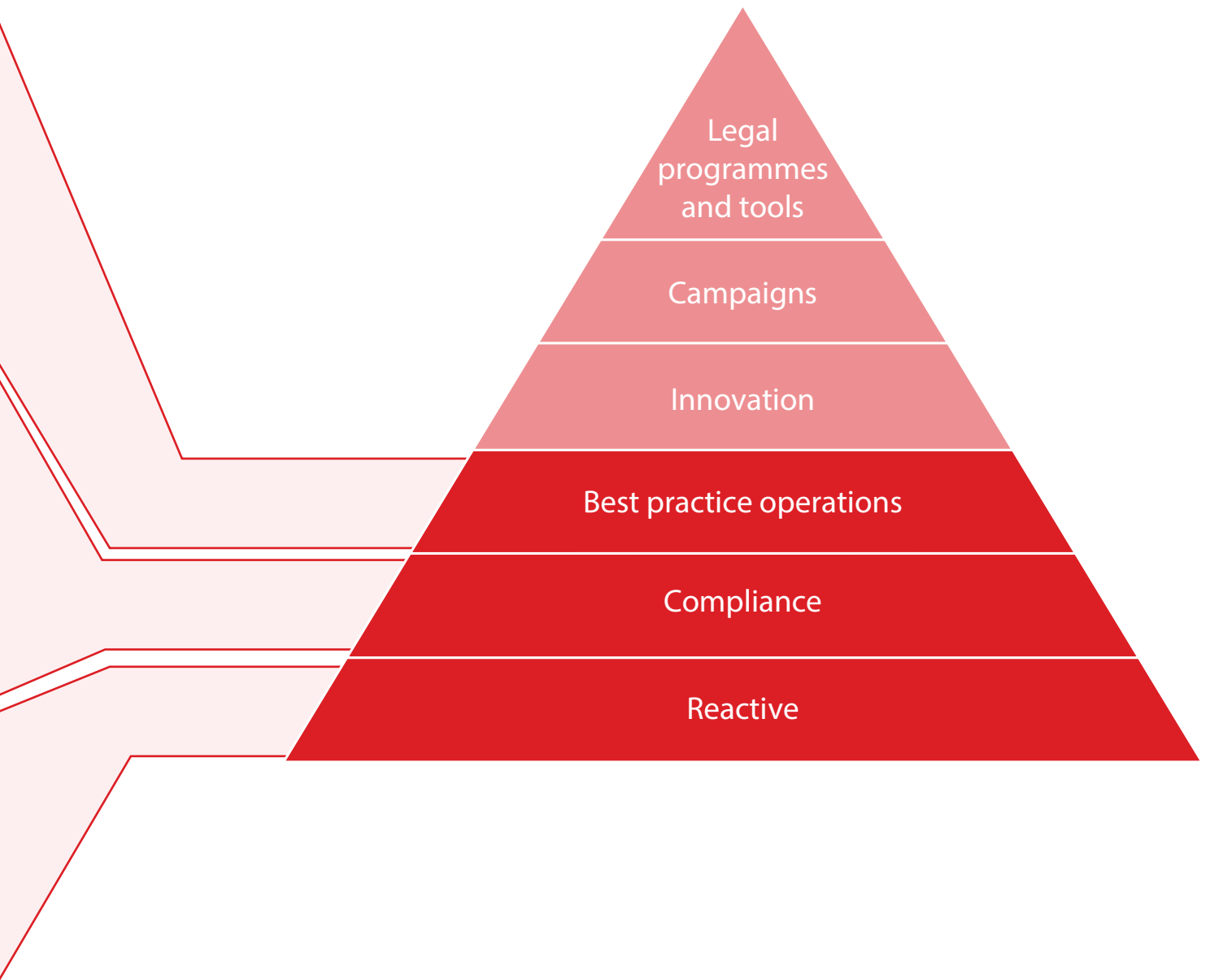
Advice to a UK registered charity on options for registering a non-profit entity in China, including issues relating to tax, governance and restrictions on sending funds in and out of the country.

Reactive legal assistance

- Responding to emergencies and crises
- Settling a dispute with a contractor or supplier
- Responding to a query from the tax authorities
- Dealing with a claim by an injured volunteer
- Getting payment from a recalcitrant funder!

Previous project:

Advice to a non-profit on a dispute with its photocopying supplier over non-payment of an agreed rebate.



Working with A4ID

Before requesting legal assistance



To encourage positive and effective working relationships between our development partners and legal partners, we have outlined details of A4ID's project allocation system and tips for making the best use of your lawyer.

Before you submit a request to A4ID, please bear in mind that we operate a broker service for those organisations pursuing the Sustainable Development Goals. If you are unsure about whether your need falls within this remit, please contact us.

After submitting a request to A4ID, please do not look for lawyers in other ways until at least two weeks after the request is circulated to A4ID's legal partners, or as otherwise agreed with A4ID.

As soon as a request for assistance is made by a development partner, A4ID will start preparing the request for circulation to our network of lawyers. Once this is done, lawyers will then decide whether they are able to take on the piece of work and will begin putting an appropriate legal team together.

Planning and resources

Engaging with lawyers will require commitment on the part of development partners. Lawyers will need to spend time with you throughout your relationship to learn about your request and your specific needs so that they can ensure that they are able to advise you correctly. Before approaching A4ID, please make sure that you have set aside the necessary resources to engage with your lawyers and respond to their requests.

We encourage you to work closely with A4ID to plan your request for assistance and ensure that upon allocation of your request, someone from your organisation/department will be available to work with the lawyer.

If you are unsure about how much time and resources to allocate, please contact A4ID to discuss this.

Working with A4ID

Before requesting legal assistance

Possible costs

Although A4ID's legal partners will not charge you for the provision of legal advice, you may, on occasion, be asked to pay for disbursements. For example, you may need to pay a fee to register a document with a government department, or to start court proceedings.

Please discuss the issue of possible disbursements with your lawyer at your initial meeting. Your lawyers will be able to explain what the likely disbursements may be, and agree a plan with you how best to deal with them.

Finding a lawyer

A4ID sources lawyers to provide free legal advice and assistance to its development partners. While we make every effort to find an appropriate lawyer, there are times when we are unable to allocate a project. This can arise for various reasons - for example, there is no lawyer available to deal with the request at that time, or they have a conflict of interest that prevents them from acting. If a project is not placed in

the first week, we will automatically circulate the request again the following week. After this time, if we are not able to source a lawyer from our network to assist pro bono, we will let you know and will withdraw the request from our circulation list. At this stage we can, with your consent, seek to refer your request to other lawyers who may charge for their services, either on a full or reduced fee basis.

Description of Work

For each request for assistance, we ask that you complete a Project Summary Form, which is used to decide whether they can take on your work. (The form can be found on page 28). This summary should be no longer than one page and must contain the key information relating to your request.

In advance of submitting a bid to assist, A4ID's legal partners need to be able to assess, as accurately as possible, the type and number of lawyers that will be required to advise you, as

well as how long your work will take. For this reason, when you complete the Project Summary Form, it is very important that you ensure that your request is clear and specific. This will allow the matter to proceed as smoothly as possible.

For requests from governments, we ask that the Project Summary Form be accompanied by a memorandum of up to one page in length setting out the ways in which you believe the work to which the lawyers would be contributing is helping to further the UN Sustainable Development Goals.

Working with A4ID

Preparing a request for legal assistance

Time estimate

A4ID aims to scope, circulate and allocate requests for legal assistance as quickly as possible. To ensure a smooth and efficient process for all involved, we ask that you keep the following timetable in mind when referring requests:

Monday	Tuesday	Wednesday	Thursday	Friday
	Draft Project Summary Form to A4ID by DP	A4ID finalises Project Summary form with DP		
Project request circulated	Legal partners (LP) may bid for project			
LP selected; DP notified.	Formal letter sent to DP & LP by A4ID			
If a project receives no bids, A4ID will re-circulate the project once. The DP will be notified on the following Monday if no bid has been received.				
DP = A4ID Development Partner			LP = A4ID Legal Partner	

Prior to circulation, the days in the above table are the last days on which the event should occur to ensure that the project will be circulated according to the timing in the table.

Working with A4ID

Preparing a request for legal assistance



For straightforward requests, we aim to complete the scoping, circulation and allocation within three weeks. For more complex work, it may be necessary for A4ID to invest significantly more time before a matter can be circulated and allocated.

It is important to be realistic and flexible with your deadlines because lawyers have to take this work on in addition to their paid work. While it will be given equal priority once taken on, a short deadline may deter a legal partner from agreeing to accept your request in the first place. The more time that A4ID's legal partners have to deal with your request, the more chance we will have of successfully placing it.

All those who receive A4ID's requests for assistance have signed a Confidentiality Form. Lawyers are bound by professional conduct rules that include an obligation not to disclose

information about a client's legal matter. If your request is particularly confidential, we can discuss with you whether it is appropriate to make it anonymous prior to circulation.

Allocation

Once your project has been allocated to a legal partner/s, A4ID will send an email to introduce you to the lawyers who will be acting for you.

We will also send you a letter to confirm the referral. Please sign and return the letter to A4ID, as it requests, so that we have a clear record of your instructions about promotion of the assistance provided to you.

Once introductions have been made, you will have a direct lawyer/client relationship. We encourage you to contact your lawyers at this point so that the work can commence.

Working with A4ID

Preparing a request for legal assistance

After a matter is allocated

What lawyers may request

Lawyers are regulated by authorities that govern their professional conduct and require them to comply with various obligations. They may need to obtain copies of the following documents before they are able to provide you with any advice:

Governments

- Full name and address of contact person
- Nature and status of entity
- Names of directors or managers

Development organisations

- Certified copy of passport of one or more directors/trustees, or those responsible for overseeing the request (an original may be requested in some circumstances)
- Certified copy of a utility bill of one or more directors/trustees
- Certified copy of company documents (memorandum and articles of association)

- Certified copy of evidence of legal and beneficial ownership (certificate of incorporation and registration with Charity Commission, if a UK charity)

These are needed by the lawyers to make sure that they comply with their professional obligations to “know their clients”, and meet the standards set out in anti-money laundering and anti-financing of terrorism legislation. Lawyers may also, on occasion, carry out a comprehensive risk analysis in accordance with their professional obligations.

We ask that you prepare the above documents in advance of circulation of your request to ensure that, upon allocation, the lawyers can start to advise you as soon as is reasonably possible.

Lawyers may request permission to include details about your matter in their marketing and related material. This helps them to demonstrate to their clients and staff the impact they are seeking to have in their community. You do not have to agree to this if it is not appropriate.

If anything goes wrong

If you are not happy with the service the lawyers are providing, you should first try to resolve the matter with the lawyers involved, including the partner responsible for the matter.

Their contact details will be in the letter sent to you by A4ID and your letter of engagement, if you are advised by a law firm. The lawyers may also tell you who to contact if there is a problem.

If none of these routes work, or if you would feel more comfortable having us involved, please contact A4ID to discuss your concern and we will do our best to assist.

Working with A4ID

Preparing a request for legal assistance

Communication

Lawyers must be able to contact you for the duration of the project. Therefore, please ensure that there is someone who can take decisions about the work if you are absent at any point during the project.

If you leave your position, you will need to tell A4ID, and the lawyers who will be responsible for the matter when you are leaving, and who will continue to be responsible for managing the work going forward.

After the matter is finished

A4ID would like its work to benefit as many organisations as possible involved in international development. For this reason, we ask you to consider if you are prepared to share the advice you have received with A4ID's other development partners, or to make the impact of the advice publicly known.

Before doing this, we strongly recommend that you discuss this decision with your lawyers. Although ownership of the final advice rests with you, your lawyers can help you to think through any implications of disclosing that advice. There may also be good reasons why the law firm would like you not to disclose to the public that it has acted for you, so please also ask your lawyers whether or not they want to be acknowledged on the advice.

If you decide you no longer need the advice requested, please let A4ID and the allocated legal team know about this immediately. Time for pro bono work is limited: if you no longer require the advice, the lawyers' time can be freed up to assist others.

Finally, be open and realistic about the time that tasks will take and manage your lawyers' expectations about when you will be able to respond to their requests.

It is very helpful for A4ID and the lawyers involved to learn about the impact of their advice on our development partners and their programmes. Feedback can be a very powerful tool to engage more lawyers in pro bono work.

We will be in contact during (depending on the length of the project), and after, the completion of your project so you can provide feedback on the lawyers' work and its impact.

We ask you to treat the pro bono legal advice you receive as you would any other in-kind support, and to provide the feedback in the format and timeframe requested by A4ID.

Examples of A4ID's projects

Enabling Social Investment

A group of enterprise creation organisations working in developing countries was working to raise \$1.5m in debt financing to establish a fund in an African country which would help farmers and micro-entrepreneurs start their businesses. An investor approached the group willing to invest in the project, and the group required assistance to prepare a suitable loan agreement quickly and to ensure its interests were protected. A4ID lawyers with experience preparing debt financing agreements were able to produce a template document and ensure the contract was suitable for the relationship between the investor and the group.

Protecting indigenous communities

An organisation that supports indigenous people of the world's rainforests requested legal advice on a new forest code that had been brought into force in the Central African Republic, in order to assess the extent to which it provided for and protected the rights of forest communities and enabled them to become involved in forest management. French lawyers advised on the code and provided assistance in training civil society organisations on its content.

Advice to ACP countries on trade

A4ID worked with the Africa, Caribbean & Pacific (ACP) countries, and with leading development organisations, to provide legal support and training to senior government officials.

Through A4ID, international trade lawyers from Brussels delivered training to developing country trade negotiators involved in the Economic Partnership Agreement (EPA) discussions on investment trends and capital flows, financial transactions and instruments, foreign direct investment and Trade Defence Mechanisms such as anti-dumping, anti-subsidy and safeguards. This enabled those present to better understand the intricacies of EPA negotiations and to secure a better deal for their countries.

Negotiation and drafting of partnership agreement

A charity supporting small-scale entrepreneurs in the developing world requested legal assistance regarding a partnership agreement with a bank that was interested in gaining access to the microfinance market. A4ID lawyers acted for the charity to enable it to bring entrepreneurs and banks together to help them collaborate in order to achieve recognised development objectives.

Examples of A4ID's projects

Understanding duty of care obligations on humanitarian agencies

An organisation that develops strategic policy tools to address complicated security challenges for the benefit of humanitarian organisations requested a legal review of the duty of care obligations on humanitarian agencies. Lawyers from the UK, the US, Sweden, Switzerland, France, Germany and Italy set out, in relation to their jurisdiction, the extent of the duty of agencies towards their expatriate and local employees, contractors and volunteers working in dangerous overseas environments. This enabled the organisation to inform others of their legal obligations and to share best practice on risk management across the sector.

Reforming women's treatment in the criminal justice system

A prison reform NGO wished to examine the experience of female victims of domestic violence when sentenced for crimes against their abusers. Through A4ID, a law firm analysed the law and court practice in 9 countries across 5 continents, and reported on the need for changes in sentencing practices and best practices which could be adopted. The lawyers also assisted in presenting the study with the NGO to the UN Crime Commission in Vienna.

Reporting on domestic and international anti-discrimination laws

An organisation working towards sustainable development in South America, Asia and Africa requested a summary of the law in the US, a Caribbean country, Europe, Mexico and a Latin American country on the rights of external migrants and the obligations of governments to protect those migrants from discrimination. Lawyers from Germany, Brazil and the UK provided a comprehensive report of these matters, covering labour rights, health and citizenship/nationality and detailing the extent of ratification of the international conventions relating to discrimination.

What are my organisation's legal needs?

Sometimes, it can be hard to know what legal needs your organisation has. These are some questions to help you consider how lawyers might assist you through A4ID.

- Have you been advised by a lawyer on the contracts and loan agreements you enter into?
- Are you discussing the involvement of companies in your work? e.g. are you planning a joint venture?
- Have you had advice on your risk management processes?
- Are you sure that your policies comply with the law? Do you need help to write policies on employment conditions, health & safety, anti-corruption measures, or anything else?
- Would it help your work to know what the laws are in other countries?
- Would it help to know how international legal principles apply to your work, or to the people you work with?
- Are your country's laws known to those who need to know them? Would it be helpful to have a simplified guide to those laws written?
- Would it be helpful to have summaries of legal cases?
- Do you need help on governance?
- Do you know what your responsibilities are for your employers, contractors and volunteers?
- Do you need a document checked to make sure it does not defame anyone?
- Are you confused about your tax obligations?
- Are you buying or leasing new premises?
- Do you need research done on an area of social, economic or cultural rights?
- Are your publications up-to-date with current law?
- Are you considering new financial structures for funding your work?
- Do you need to understand international or national environmental laws?
- Do your staff or others you work with need training on an area of law (or anything related to the other questions above)?

Placing Projects

Types of projects that are usually easier to place include:

- Projects for banking, corporate, tax and finance lawyers (e.g. creating new financial models or setting up financial relationships including debt, equity or social investment structures).
- Any projects relating to microfinance work.
- Advice on resolving disputes.
- Research projects that have long time frames and are easy to divide into chunks, and other large-scale, desk-based work.
- Work relating to climate change, energy-saving and environment-related laws.
- Summaries of court cases in a certain area of law, if working towards a bigger strategic objective.
- Work that relates to the operations of big business, but that is not confrontational or activist in nature.
- Setting up agreements with corporate entities (e.g. a joint venture between an NGO and a corporate to provide goods or services).
- Any type of project that has a clear connection to the Sustainable Development Goals (in itself, not just because of the organisation requesting it).
- Advice on what the law is for a particular issue (e.g. complying with data protection law) across many countries.

Requests that are usually harder to place pro bono include:

- Projects with the likelihood of unlimited representation in court (but if it can be limited, then it is possible).
- Projects with large corporate entities on the other side, or generally affected by the work.
- Advice about charity law (e.g. reviewing constitutional documents, governance), immigration law or child protection law.
- Help in establishing or registering a non-profit entity.
- Work for a social enterprise where it is possible that those involved will eventually make considerable money from it.
- Work that requires a lawyer from a least-developed (particularly recent post-conflict) country.

Project summary form

This is the form used as a template for the Projects circulated by A4ID each week.

Project Title e.g Advice to [Development Partner] re [subject matter]	
Overview	Description of NGO/IGO requesting assistance and details of its work: include the type of legal entity that will be the client Background: why legal input is required - historical background, subject matter, abuse of rights, lack of access to lawyers, geographical location etc. Sustainable Development Goals: How will the request help to further any of the 17 UN Sustainable Development Goals? (see: https://sustainabledevelopment.un.org/sdgs)
Description of work	What type of advice/assistance is required – e.g. Legal research, review of contracts, support in negotiations, training, legal opinion etc.
Use and Likely Impact of Assistance	How will the advice be used? e.g. As a lobbying tool, for internal know-how purposes, as part of litigation etc. What impact do you hope the advice will have for your organisation and for those you seek to help? e.g. enable sanitation project to proceed, change the law and prevent violence against women, increase professionalism of operations, save money for core activities
Parties involved	It is necessary to include names of any companies and governments involved so that lawyers can check for conflicts. Lawyers give independent advice and cannot act if there is a conflict with an existing client. Names of NGOs or coalitions of NGOs should also be added where possible.
Timescale	Please provide details of your deadline. Please give as much notice as possible (ideally one month or more) as this will increase the likelihood of a lawyer being able to assist. If your deadline is less than one month, please give a reason for the urgency.
Team	Legal skills required. A4ID can assist you with this section.

A4ID Governing Code

A4ID's broker service



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.

A4ID Governing Code

Quality standards



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.

A4ID Governing Code

Project letters

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.

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.

A4ID Governing Code

Accreditation and sharing information



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.

A4ID Governing Code

Monitoring and evaluation



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.

Contact us



To become a development partner or to discuss how we might assist you, please contact us at probono@a4id.org or on +44 (0) 20 3559 6244

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