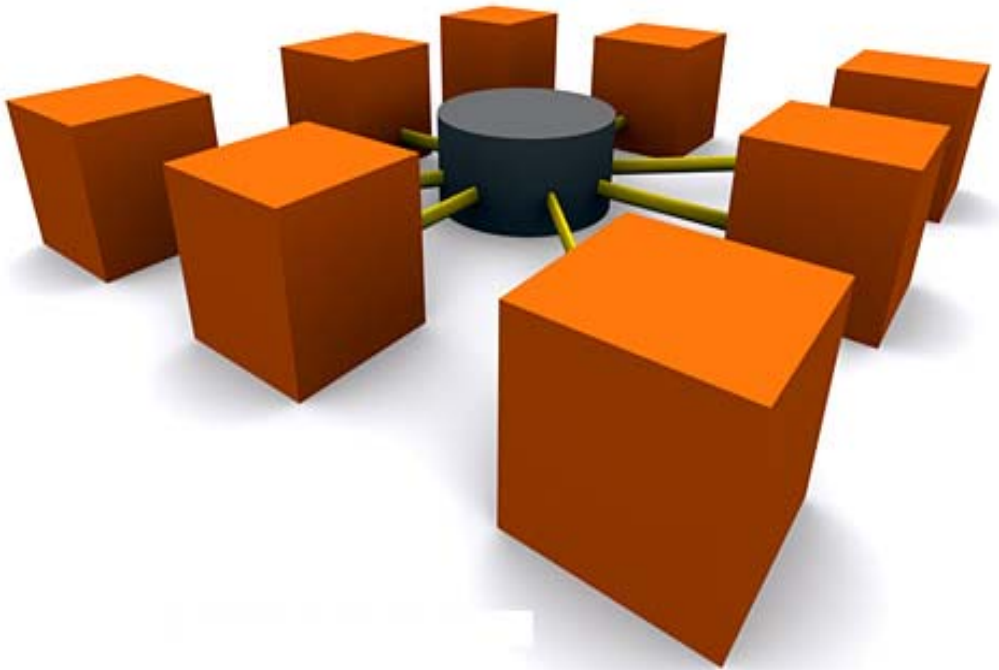


# Products & Services

by SL's first quality certified non profit agency

## For Whom

For Organizations working in any part of Sri Lanka, in any language  
For Organizations based overseas needing back office services in Sri Lanka



## Who We Are

The Consortium of Humanitarian Agencies (Gte) Limited, head office based in Colombo, is physically present in twelve districts and works in all twenty five districts. Our presence in the key districts have enabled us to be an information platform for transfer of knowledge, a voice for the marginalized, supporter of grass root organizations, coordinator/ facilitator and direct assistance provider for those in need, bringing about mutual respect, diversity and dignity of life for all

## Financial and Administration Services

- ✓ **Registrations of NGO**  
Services to facilitate NGO registration in-country with the Ministry of Social Services. *C*
- ✓ **Visas**  
Back office service for agencies in providing know-how and procedure in applying for visas and work permits for expatriates working and seeking to work in voluntary social service organizations and Non Governmental Organizations; Facilitate in obtaining recommendations and approval. *C*
- ✓ **NGO Taxation**  
Submission of Quarterly Assessment Report to Inland Revenue Department on behalf of agencies; Filing of Annual NGO Tax returns; Advice on NGO tax and modes of appeal. *C*
- ✓ **Accounting**  
Book keeping Services; Advise on Financial Reporting as per Donor request; Preparation of Final Accounts & Reports at the end of financial year; Facilitation of year end audit. *C*
- ✓ **Secretarial & Management Services**  
Business formation; Assistance in Business related tax and legal matters. *C, D*
- ✓ **Infrastructure**  
Provide infrastructure facilities (E.g. meeting rooms, multi media equipment etc.). *C, D*
- ✓ **Recruitment**  
Maintaining CVs in the CHA job bank and making them available to agencies when suitable vacancies are open. *C*
- ✓ **Other Services**  
Project Management Reports for Financial & Accounting procedures; Conducting ad hoc physical verifications (e.g. Stock Verification); Scheduling workshops & Training on implementation of Accounting & Documentations related to projects (Micro Financing, Livelihood projects etc.); Facilitation of Board of Investment & Registration; Investment promotion for non profit enterprises and funds which provide Tax benefits, Duty Free facilities, Visas etc. *C*

## Information Services

- ✓ **Library and Education Services**  
Reference library / Borrowing facilities; Maintaining Directories; Mobile library facilities; Inter library loan system; Publication sales and promotion; Programmes on enhancing reading skills; Facilitation of Trainings/ Classes/ work shops (eg. Classes on languages/ IT etc.); Partnerships with other organization to promote education. *C, D*
- ✓ **IT Services**  
Web Designing, Developing and maintaining websites and web based systems, Web Hosting, Technical support, Developing and maintaining Databases, Data Analysis and Reporting, Providing Technical Advice on Hardware. Software/ Network Solutions; Implementing File server and Filing Standards, Systems and Network administration, System Protection (Virus guard update etc.), Documents Scanning and CD Copying. *C, D*

## Legal Aid

- ✓ Provision of legal aid at district level; Conducting legal aid mobile clinics at the divisional/village level; clinics for provision of legal certificates for birth, marriage, divorce, death and NICs. *C, D*

## Programme Management Services

- ✓ **Facilitation of Project Management**  
Assistance on implementation of projects in areas inaccessible to agencies; Management of funds on behalf of implementing Agencies; Assistance in identifying and implementing CSR initiatives for private sector companies; Coordination of meetings on specified sectors; Assistance in formation of Partnerships between like-minded organizations. *C*
- ✓ **Promotion of Livelihoods**  
Possible cultivation on idle/abandoned land areas in order to generate an extra income; Formation of Partnerships with idle land owners to cultivate, with a view to sharing profits/ skills; Organizing trade fairs at district level; Assistance in linking with service providing agencies. *C, D*
- ✓ **Consultancy Services**  
Project Monitoring and Evaluation, Project Assessments, Feasibility Studies, Project Proposals, NGO Management, Conflict Sensitive Approaches, Participatory Training Intervention, Training Needs Assessment (TNA), Training & Development Strategy, Training and Development Plan. *C*
- ✓ **Translation and Editing services**  
Translations (Sinhala, Tamil, English); Formatting, Editing, Binding, Printing (2-colour)
- ✓ **Publication Services**  
Translation and Editing Services; Layout Designing (Brochures, Newsletters, Catalogs, Advertisements, Flyers, Cover Pages and so on); Printing, Printing, Binding, Formatting
- ✓ **Professional Standards**  
Assessment and issuing of recommendations to organizations wishing to certify for internationally recognized SA 8000 standard; Application of organizational objective focused Minimum Standard System to enhance performance and/or seek ISO 9001:2000 certification.
- ✓ **Capacity Building and Training**  
Sourcing Trainings on Leadership, Time Management, NGO Management, Social Mobilization, Disaster Management, Conflict Management, Gender & Development, Child Rights/ Protection, Monitoring & Evaluation, Trainers of Training (ToT), Interpersonal Communication, Communication for Development, Enterprise/Business Development, Reproductive Health (HIV/ AIDS), Savings & Credit Skill Development, Avian Influenza/ Pandemic Influenza, Communication material Development, Life skill training for adolescent/children, Human Resource Management, Personal Development; IT training on Hardware and Software (Ms-Office, Ms-Project, Graphics designing, Database designing, Email / internet) at basic / intermediary / advance levels, *C*
- ✓ **Media Services**  
ePress Service (materials upon approval of author/ organization) for media and press institutes; Publicity Services for organizational Meetings, Launches etc. *C*

### Note

- C* – Services that will be coordinated only through the Head Office and provided in any part of the country
- D* – Services that can be coordinated through District Offices and provided in any part of the country

Services will be customized and priced according to specification.  
Please email [info@cha.lk](mailto:info@cha.lk) for more information and details of applicable fees.

## HEAD OFFICE

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## DISTRICT OFFICES

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