



## WHAT WE DO

### BACKGROUND

On September, 2000, at the dawn of a new Millennium, all United Nations members states have adopted an important resolution "The United Nations Declaration" to address key issues: freedom, equality, solidarity, tolerance, shared responsibility together with peace, security, disarmament, development and poverty eradication, protecting our common environment, human rights, democracy and good governance, and protecting the vulnerable.

Today, our environment is tumultuous and sometime chaotic. Without a doubt, we are facing a "Time of Change"! And, as an NPO, we believe that we can work with others to create a "Change for the Better". We shall establish strong relationships with our colleagues and partners, collaborate and cooperate fully with them in order to facilitate the achievement of this change.

Definitely, we are not among majors in this field! And taking into account what is achieved worldwide, we know straightforward that our contribution will not be that large. Nevertheless and despite our tiny size, we reaffirm our commitment to move forward according to our vision and principles. And we have designed our services with all these things in mind.

### OUR SERVICES

Our services include: Consulting, Virtual Assisting, Program and Project Management and Assignments on The spot.

**Consulting-** We put before recipient organizations and charities administrative, technical and management services along with innovative ideas and solutions to achieve their project objectives. As adviser, our areas of expertise include issues in connection with: the environment, education, office works, meetings, seminars and campaign organization, administrative and organisational assessment.

**Virtual assisting-** From our home office, we can provide our customers with administrative, technical or creative assistance and quality services to help them become more efficient: word processing, editing, manuscript/reports drafting and processing, grant writing, presentations, proofreading, translation, website design and update. We need some material from your side: a hand written paper, a fax, an email or a hard copy. The finalized job is forwarded to you by e-mail. However if you wish we use any other mean, we will ask you to take charge of the sending expenses. Assistor-Npo charges reasonable fees when providing this service for organizations an companies other than non profits.

**Program and project management -** We offer this service mainly to help recipient organizations to implement their programs from initiation to completion stages and fulfil their obligations toward their donors and funding agencies.

**Assignments on the spot -** This flexible service aims to provide expertise on the spot to perform specific tasks and activities during a short term. Our personnel will undertake its job on voluntary basis provided that the applicant of performance is a non profit organization.

\*\*\*