

ABOUT US



PNG Development Services Ltd is a PNG registered consultancy firm owned and operated by Australian teacher and psychologist Aaron Hayes. The company specializes in providing support services to community development organizations and small businesses.

Aaron first came to PNG in 1997 to work for the national Department of Education. During 5 years of travelling to various provinces conducting training workshops for teachers, Aaron observed the lack of development in the districts despite the efforts of the local people to start and run their various Associations and landowner groups to apply for government/donor funding and manage projects for their people.

After finishing his contract with the public service Aaron decided to start a consultancy business in Port Moresby offering support services for small businesses and community based organizations requiring assistance to draft their technical documents such as business plans, project proposals and funding acquittals and also to provide a project management and fund management service to reassure donors and banks that their grants and loans will be disbursed properly.

Apart from PNG Development Services, Aaron also established a number of other successful businesses in PNG including Ecotourism Melanesia Ltd (inbound tour company), PNG Counselling and Care (counselling and psychology services), Pizzazz Promotions (marketing and promotion firm), Sumatin Education Services (in-school student programs and teacher in-service) and PNG Data Services (on-site computer hardware and software servicing).

In his spare time Aaron has founded two Associations: the Community-based Tourism Foundation Inc and the Kokoda Trekking Operators Association Inc. He is currently vice president of the Tour Operators Association of PNG Inc and a past president of the PNG Tourism Industry Association. He is well acquainted with the challenges of running non-profit organizations.

Naturally Aaron cannot provide all the client services himself so he is ably assisted by a team of hand-picked project officers, project assistants and business advisors who provide day to day services to our clients under Aaron's professional supervision. However all documents are edited, proofed and approved by Aaron personally before release to clients.



PNG Development Services Ltd

COMMUNITY DEVELOPMENT AND BUSINESS CONSULTANTS

Section 77 Lot 7 Moisana St • Korobosea, Port Moresby

Postal address: PO Box 531 Gordons • National Capital District • Papua New Guinea

Phone: 7700 5066 • Mobiles: 7204 6950 or 7604 8347 • Fax 00 1206 2024045 (overseas number)

E-mail: PNG.Development.Services@gmail.com • Website: www.wantok.net.pg

IPA COMPANY REGISTRATION #3-48322

OUR TERMS AND CONDITIONS

1. PNG Development Services Ltd is a transparent and “squeaky clean” service provider. We do not tolerate dishonesty or corruption in our workplace and we do not entertain “barefoot” clients coming to us with dodgy projects or false documents trying to obtain grant funds by deceit. We insist that all documents we prepare must be accurate and honest, all funds we manage must be spent and acquitted properly and all projects we oversee must be implemented diligently and efficiently.
2. PNG Development Services Ltd is a private company. We are not an aid donor or bank. We do not invest in our clients’ projects or business activities. Please do not ask us to fund your activity. You are going to pay money to us to help you obtain donor funds, investor funds or bank loan to run your activity. We are not going to fund you with our money.
3. We require full payment up front for all services except for long-term project or business management contracts which may be paid monthly or quarterly. We don’t provide any document drafting or registration services on *pro bono* or pay-later basis.
4. If we don’t provide the services you paid for up to the required standard we will of course promptly refund or reduce your fees.
5. If engaging us for management of your non-profit organization, project or fund, all the members of your committee must sign a “no nonsense” commitment (ie no corruption, no interference, no conflict of interest, no personal gain).
6. We warn you in advance that document drafting, registration procedures and feasibility studies can take a long time. The actual writing only takes a few days but the process of collecting all the information required is very time consuming. Most documents take over one month to complete because of waiting for the client to supply all the pieces of information that we need.

We prefer all enquiries in writing so that we have an idea of who we are dealing with and what your business, project or activity is trying to achieve before we offer an appointment to meet with Aaron or one of our project officers. Please send us a letter, fax or e-mail first with some information about yourself and what you are trying to do. Unfortunately we can’t entertain walk-in enquiries at our office without appointment. Our contact details are shown below.

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OUR SERVICES AND RATES

Fees are determined partly by the size of your organization or business (small, medium or large) as a rough measure of the amount of work involved for PNG Development Services in setting up and providing the service, plus in some cases a percentage of the organization or activity turnover. This includes the cost to us of recruiting extra project staff as required, to help you run your organization or business. E-mail your enquiry to: PNG.Development.Services@gmail.com

LODGEMENT SERVICES

- **Lodge an application for Papua New Guinea / PNG police records character check / police clearance certificate**
PGK 500 / AUD 250 (includes follow-up and dispatch of certificate by airmail)

DOCUMENT DRAFTING

- **Draft a constitution**
basic K1800 / complex K2700
- **Draft an organisation profile or company profile**
basic K1800 / complex K2700
- **Draft an operational plan or business plan (with annual budget estimates)**
basic K2700 / complex K5400 (plus any travel costs, research and technical costs)
- **Draft a project proposal or business investment proposal (with costing)**
small K5600 / medium K11,200 / large K 16,800 (plus any travel costs, research and technical costs)
- **Draft a funding submission or loan application (for attachment to project proposal or business investment proposal)**
basic K900 / complex K1800 (multiple submissions or applications by quotation)

REGISTRATION SERVICES

- **Register a non-profit community based organization under the Associations Act or Business Group**
K1800 including IPA fee and newspaper advert
- **Register an Integrated Land Group or Business Group**
K1350 including IPA fee
- **Register a private company owned by individuals or a community**
K1350 including IPA fee
- **Register a co-operative society**
K1800 including Registrar of Co-op Societies registration fee

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FEASIBILITY STUDIES

- **Conduct a feasibility study for a community project or business activity**
small K5600 / medium K11,200 / large K 16,800 (plus any travel costs, research and technical costs)

RESEARCH / DATA COLLECTION SERVICES

- **Research / data collection services**
K900 per research day (service may be staggered over several working days)

FUND MANAGEMENT

- **Add Aaron Hayes as a signatory to your business or project cheque account**
K50 per cheque, paid 50 cheques in advance
- **Manage your organization or business's finances (includes cheque signatory service as above)**
small K5000 per annum / medium K15,000 per annum / large K30,000 per annum base fee plus 5% of turnover (plus any travel costs and technical costs)

ORGANISATION AND PROJECT MANAGEMENT

- **Manage the day to day activities of your association, landowner group, community organization, club, co-op society or business (under the direction of your committee) - does not include specific projects**
small K5000 per annum / medium K15,000 per annum / large K30,000 per annum base fee plus 10% of turnover (plus any travel costs and technical costs)
- **Manage a specific activity or project on behalf of your association, landowner group, community organization, club, co-op society or business (under the direction of your committee)**
small K5000 per annum / medium K15,000 per annum / large K30,000 per annum base fee plus 10% of project or activity turnover (plus any travel costs and technical costs)

MONITORING AND EVALUATION

- **Undertake an interim monitoring study OR evaluation and produce a monitoring report OR evaluation report on your organisation's day to day activities OR specific project OR specific business activity**
small K5600 / medium K11,200 / large K 16,800 (plus any travel costs, research and technical costs)

We look forward to being of assistance to your business or organization.



AARON HAYES B.Sc. (Psych) Grad.Dip.Ed. (Science) (*Monash*) M.Psych. (Ed) (*Qld*) M.A.P.S. M.A.G.C.A. M.P.N.G.C.E.
Director

Registered psychologist (Aust) #PSY0001125902
A Member of the Australian Psychological Society
A Member of the Australian Guidance and Counselling Association
A Member of the PNG College of Educators

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