

XAVIER PROJECT



Volunteering with Xavier Project

Xavier Project



Our Mission

At Xavier Project we believe that everyone has the right to equal opportunities and protection wherever they live and whatever their background. Globally this right is denied to refugees and we use education to change this.



How?

At Xavier Project we use pioneering education as a means to achieve our vision. We work in solidarity with refugees, communities and institutions on a mission to ensure that every individual can live a safe and fulfilling life.

Background

Xavier Project was founded in 2008 when Edmund Page witnessed the difficulties faced by refugee children while volunteering in a community run school in Kampala, Uganda. Edmund returned home and organised a ball at St. Andrew's University and raised £1,500 to pay the school fees for 10 Congolese children. This was the beginning of Xavier Project's sponsorship programme. Ten years on, Xavier Project is now supporting hundreds of refugees in East Africa by providing education initiatives that serve to improve livelihood opportunities.

Why volunteer with Xavier Project



As an organisation born out of a volunteering trip we understand how this kind of experience has the potential to change lives. We believe it is invaluable opportunity for any individual to travel, experience new cultures, meet new people and most importantly a chance to open your mind and push yourself to apply your talents and skills to something new.



For this reason we will work with you to tailor your experience so you can gain valuable skills and experience in an organisation that are of most interest to you.

As a relatively small organisation of around 30 staff, working in two countries, you will become part of the wider Xavier Project family and part of a team that works to improve the rights and protection of refugees through education in Kenya and/or Uganda. Expect a hands-on role where you will have the opportunity to make a significant contribution to the organisation's mission.

At Xavier Project you will;

- Gain exposure to how a small overseas organisation operates
- Get hands-on experience of working on variety of educational programmes
- Build relationships with the organisation's staff, partners and beneficiaries
- Be involved in the development of new learning initiatives
- Contribute to our mission to improve the rights, protection and livelihood opportunities of refugees through education

What you will be doing



You can either volunteer or become a research intern in one of the departments below -

The **Education Department** aims to increase access to quality formal education delivered in a safe environment for refugee children.

The **Enterprise Department** aims to improve community engagement and enterprise among refugees in East Africa.

The **Communications Department** aims to increase the number of donors and fundraisers that support Xavier Project



Education

We have been involved in supporting refugee children's education in Uganda since 2008. Access to education is a significant challenge for refugee children in Nairobi and Kampala.

Our **Education programme** includes:

- Early childhood development
- Sponsorship of primary and secondary school students
- Extra-curricular summer and winter camps
- Library and mobile library
- Adult literacy sponsorship
- Teacher training workshops
- Athlete's Program

Enterprise

The Enterprise department works with 9 refugee community-based organisations (CBOs) across 12 locations in Kenya, including 3 in Kakuma Refugee Camp, 1 in Rwamwanja Refugee Settlement, 1 in Imvepi Refugee Settlement, 3 in Nairobi and 1 in Kampala.

Our **Enterprise programme** includes:

- Support of community spaces for safe learning and innovation
- Training in personal skills, social skills, literacy, computer skills, financial skills – for both course participants and CBO staff
- Hard skills for Income Generation: business support, digital skills, trade skills
- Project sustainability through knowledge sharing, long-term CBO capacity, increase, and revenue sharing

Communications

Communications is a key part of Xavier Project as we share and communicate the important work which is carried out. This then engages current donors, informs potential donors and encourages fundraisers.

Our **Communications tasks** include:

- Social media
- Photography
- Film making
- Directing traffic to the website
- encouraging newsletter sign-ups
- Gathering relevant news

What you will be doing



within one of the departments you will be able to either volunteer with tasks and activities or become a research intern.
(Please note that both are unpaid positions)

As a research intern you will:

- Be able to choose a topic that interests you.
- Spend your time on a focused area.
- Get research experience in an overseas NGO.
- Give valuable feedback/suggestions to XP.
- Be able to implement changes as a direct result of your research (depending on time).
- Have a dedicated staff member to oversee your work.
- Have the chance to work independently.

Current and past research include:

- An evaluation on gender inclusivity in XP CBO's.
- How CBO's can change to be equally inclusive of all genders.
- An evaluation of the effectiveness of two education programmes; Kitkit and Training in Emergencies.



As a volunteer you will:

- Spend your time with one department, to get a real insight into how they run.
- Get experience in an overseas NGO.
- Have a specific staff member who you will work with and assist
- Join in with a variety of activities, including both office and field tasks.

Tasks and activities could include:

- Supporting teachers at our education hubs
- Playing games with the children at the Kampala Library
- Giving financial skills to the CBO's
- Helping the CBO's with proposal writing
- Note taking at a community meeting
- Assisting a staff member deliver teacher training
- Keeping social media up-to-date with XP news
- Data collection



Who you will be working with



Xavier Project is a close-knit team of passionate individuals who work in solidarity with refugees, communities and institutions to improve the protection and rights of refugees. Meet some of the inspiring individuals and organisations you'll be working with and learning from.

Staff

Edmund Page

Lawrence Njoroge

Ruth Njiri



CEO and Founder

Edmund founded Xavier Project in 2008 when he visited Uganda to volunteer as a teacher. He has since dedicated his life to building Xavier Project which continues to empower refugees through education.

Education Officer

Lawrence is part of the Education department in Nairobi. He works with schools to develop strategic plans and increase awareness of the barriers refugees are facing in education in Kenya – including access, quality, welfare, and resource mobilisation

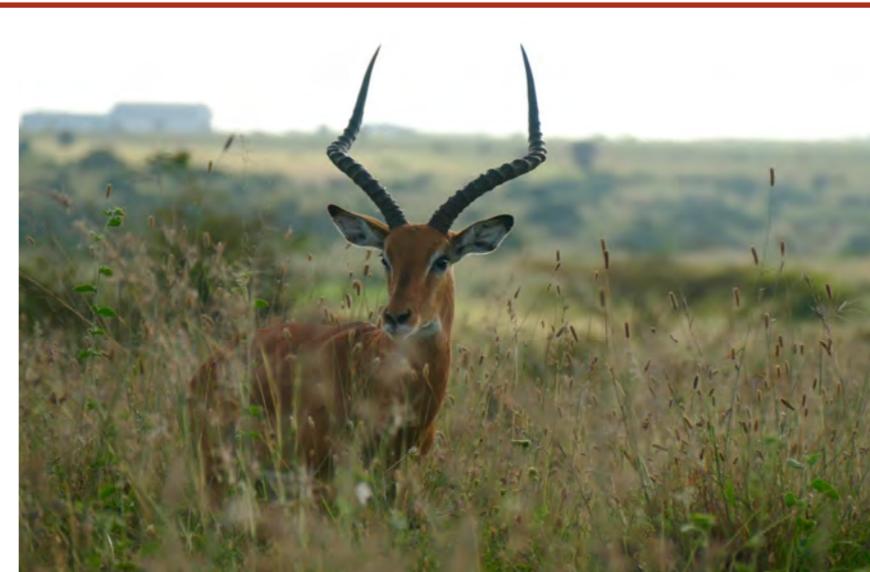
Enterprise I.O. Coordinator

Ruth works in the Enterprise department in Kenya – managing the department's programme activities in both Nairobi and Kakuma Refugee Camp. She focuses on the implementation of the Community Enterprise Cycle.

Where you will be volunteering



In Eastern Africa there is an increasing number of urban refugees who predominantly originate from the Democratic Republic of Congo, South Sudan and Somalia. The cities where they arrive as refugees are not adequately equipped to provide a respectable standard of living to their expanding populations. Refugees face unique challenges in this already challenging environment.



Xavier Project has two offices - a head office in **Nairobi, Kenya** and an office in **Kampala, Uganda**. Our work aims to support refugee communities as they search for protection and security in their host countries, and build towards a better future. Historically, our programmes have focused on supporting urban refugees but recently we have initiated partnerships with community-led organisations in rural refugee settlements.

We encourage our volunteers to visit both offices to participate in the different country programmes and understand the challenges that are faced across the region. It will also give you an opportunity to explore the beautiful countries of Kenya and Uganda (and perhaps their neighbouring countries if you have time!). There is no end to the magnificent excursions you can take. Spend your weekends exploring the countryside by matatu, go on a safari, get stuck into some extreme sports or head to the coast for some downtime.

Accommodation



Xavier Project Homestay

In **Nairobi** you have the chance to stay with one of our staff members, Sharon Otieno. She has a big house located in Olympic Estate, with two rooms available to volunteers.

Single occupancy room: 1000 KSH per day (no meals).

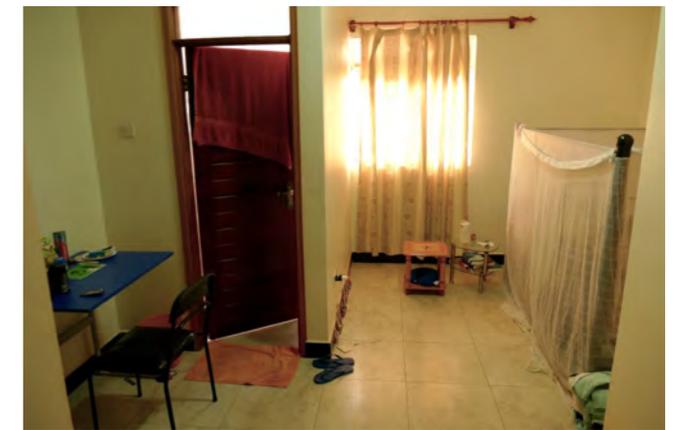
Nairobi: The homestay in Nairobi is located in Olympic Estate. Our office is a 15/20 minute walk from the homestay and you can buy anything you could ever dream of within Olympic or Kibera. The Olympic area is safe and the homestay has a locked gate and is also situated within a gated compound with a night watchman.



Sharon Otieno



St. Augustine's Institute



Room in Kabana Villa

In **Kampala** we have a close relationship with Kabana Villa, many staff and volunteers have stayed here. It is run by nuns, the rooms are nice, it's very clean and the food is amazing. The price to stay here is \$11 (breakfast included). Please note they don't have hot water circulating for showers yet. They don't have a website but please get in contact with us for more information about this place.

Another option for Kampala is St Augustine's Institute which can be found: <https://www.saiuganda.org>. It has free wifi, warm water and breakfast is included for \$10

Preparation



Having read the last couple of slides we hope you are eager to volunteer with Xavier Project! The next few slides will be travel tips such as travelling around in these countries and the requirements you need to enter them.



Flights

Many airlines fly in and out of Uganda and Kenya. It's best to look around and book early to get the cheapest flights. Websites such as www.skyscanner.net are good for providing flight comparisons. It's common that the flights will involve a stop over and this can often represent a significant saving. However you can also book direct flights.

Airport in Kenya: Nairobi Jomo Kenyatta International Airport is the main airport in Kenya for international flights. It is located in the south east of Nairobi, approx 30 mins from XP office in Nairobi dependant on traffic!

A taxi can be arranged by Xavier Project and should cost around 2,000 KES (£15) to the homestay or office.

Airport in Uganda: Entebbe International Airport is the main airport in Uganda for international flights. It is located in Entebbe, 40km from the capital Kampala and approx. 1 hour from XP office in Kampala. A taxi can be arranged by Xavier Project and should cost around 80,000 Ugandan Shillings (£16) to the Xavier Project Guest House or office.

Passports and Visas



Passports:

The first thing you must do is make sure your passport is valid to travel:

1. Your passport must have at least two blank pages in it
2. Your passport must be valid for at least six months from the (approx.) date you are due to return home

Visas and Entry Requirements

East Africa Tourist Visa (Multiple entry): If you are planning on visiting both offices it will be worth applying for the East Africa tourist visa which is a multiple entry visa valid for 90 days. This means you can travel between Kenya, and Uganda without worrying about visas at the borders. The application process depends on which country you visit first. If you start in Kenya, you will need to apply at the Kenyan Embassy in your country. If the first country you'll visit is Uganda, you can apply online through <https://visas.immigration.go.ug/>.

Kenya or Uganda Tourist Visa (Single entry): A single entry tourist visa can be purchased for either Kenya or Uganda, this is valid for 90 days. The cost for these are \$50 for the Kenyan visa and \$100 for the Ugandan visa. You may be able to apply for these visas online or upon arrival at the airport in Kenya (<http://evisa.go.ke/>) or Uganda (<https://visas.immigration.go.ug/>). Both visas can be renewed for an extra of 90 days. Please check exact requirements and information on the website of the Kenya or Uganda High Commission or Embassy in your country of residence well before your planned travel dates to ensure you have the correct visa.

To apply for a visa you will need:

Passport valid for one year from proposed date of travel.

Passport sized photographs.

The correct visa fee (check on the High Commission in case it changes).

Flight Itinerary

Address and contact details of where staying in Kenya/Uganda (Contact Alice for details a.driver@xavierproject.org)

You must obtain a vaccination certificate for Yellow Fever before entering both Kenya and Uganda

A yellow fever vaccination certificate can be obtained from your GP or another certified professional upon administration of your vaccination against Yellow Fever. Please ensure you are vaccinated a minimum of 2 weeks before your planned travel date.

Travel Insurance and Money

It is essential that you purchase **travel insurance** before you travel. This should cover medical expenses, theft/loss of belongings as well as any additional activities you might be doing for leisure e.g. safari.

Make sure your travel insurance covers all locations that you intend to visit including specific towns and cities .

Look at exactly what your policy covers and the excess costs as you may want to pay a higher premium to cover additional activities or reduce excess costs.

It's a good idea to take photographs of your belongings before you travel which could make claiming on your policy easier in the event of lost, stolen or damaged luggage.

Print your insurance policy and make a note of your policy number to keep somewhere safe and on your person.

Make a note of any phone numbers you might need for emergencies e.g. travel disruption or medical care.

Money

It is possible to get both Kenyan shillings (KES) and Ugandan shillings (UGX) from ATMs at the major banks when you are there but it is a good idea to be prepared before. Money can be ordered from your local currency exchange.

It is advisable to carry some US dollars in cash. These can be used for visas at the borders or for payment of National Park fees which are payable to all National Parks visited in Kenya or Uganda for the protection of animals and upkeep of the parks, etc.

It is easy to access money in both Kenya and Uganda with a Visa or Mastercard and the local currency is the most useful. There are a range of banks like Barclays, but please be aware there will be conversion fee. We also advise you to inform your bank at home before you travel. Warning your bank which countries you will be travelling to and how long you will be abroad for.

Otherwise your card could be blocked when you try to take money out of an ATM in East Africa.

Money Transfers / Exchange

A number of forex bureaus exist in almost every town. There are also money gram and western union which specialize in money transfer.

Travelling around



Getting around in Kenya: There are several bus companies which can take you to every corner of Kenya including Easy Coach and Modern Coast. Buses do not need to be booked far in advance so you can be quite flexible about the dates of your travel. You can fly to a few locations in Kenya including the coast or Lamu and this can be reasonably priced if you book in advance. Airlines include Fly540, Kenyan Airways and JamboJet.

Getting around in Nairobi: Travelling around Nairobi is easy and relatively cheap on local buses or matatus (small minibuses). Bus numbers 32 and 8 stop at the Olympic stage in Kibera where our homestay is located. You can also get around on Boda Boda (motorbike taxis) which are a little more expensive but you can bargain for. Different taxi-apps, such as Uber or Taxify are very convenient to get around after dark.

Getting around in Uganda: Travelling around Uganda depends on what means one wishes to use but either way it is very easy and safe to travel to all parts of the country since Uganda has a variety of travel agencies, and public means, that is through taxis, bus and special hires.

Travelling around in Kampala: Travelling within Kampala is cheap; there are frequent buses, taxis, mini buses and motorbike taxis (Boda bodas). Special hires (taxis) charge more, while Boda bodas charge not more than £3 for any distance within the boundaries of Kampala depending on one's bargaining power. Uber is also available.

What to pack



This is a list of essentials for travelling in East Africa but is by no means a comprehensive list so do pack anything else you think you might need.

- Travel documents: Passport and (photocopies of it), passport photos, visas
- Written phone numbers (in case phone runs out of battery)
- Insurance documents
- Mobile phone (Sim cards in Kenya and Uganda can be bought but you need to bring a photo and your passport along when you purchase it so that it can be registered)
- Technology: Laptop, USB memory stick, camera, chargers, powerbank, torch
- Water purification tablets
- Sunglasses / hat / hair ties
- Plug sockets are the same as the UK, converters can be purchased in Kenya and Uganda.
- Hand sanitizer, wet wipes, Anti-bacterial shower gel / medicated soap / hand wash
- High factor sun cream, after sun
- Map of Uganda / Kenya, guide books
- Reading material, playing cards
- Strong footwear, durable flip flops
- Long sleeved cool tops and long trousers for wearing after dusk
- Swimwear and a Sarong (which can double as a towel)
- Spending money
- Leatherman / Swiss Army knife is useful (or at least a bottle opener)
- Anything you might crave: marmite, Twinings tea

Health and Medical Kit



Medical Insurance

We strongly advise that volunteers take out health insurance for their trip. You should print the details of the insurance policy including policy number, emergency numbers and how to make a claim.

Vaccinations

You should book an appointment with your local GP or travel nurse. You can speak to them about where you will be travelling to and which vaccinations you will need. This must be done as early as possible as some vaccination courses can take four or five weeks. Vaccinations such as Hepatitis A, Hepatitis B, Typhoid and Yellow Fever are recommended.

Medical kit: a few suggestions that you could pack to make sure you are staying healthy, this list is not exhaustive.

Malaria Prophylaxis with Lariam (mefloquine), Malarone (atovaquone/proguanil) or Doxycycline

Antihistamine - useful as a decongestant for colds and allergies

Antibiotics - useful if you're travelling well off the beaten track,

Loperamide (e.g. Imodium) or Lomotil for diarrhoea; prochlorperazine (e.g. Stemetil) or metaclopramide (e.g. Maxalon) for nausea and vomiting

Antiseptic cream and wipes for cuts and grazes

Multivitamins - especially for long trips when dietary vitamin intake may be inadequate (Note: these can't be taken with doxycycline malarial prophylaxis)

Calamine lotion or aluminium sulphate spray to ease irritation from bites and stings

Pain killers e.g. paracetamol

First-aid articles: Bandages and Band-aids, antiseptic wound cleaner, etc.

Scissors, tweezers and a thermometer (note that mercury thermometers are prohibited by airlines)

Insect repellent, sunscreen, chap stick, cold and flu tablets and throat lozenges

Please note the Xavier Project will do everything in its power to ensure you have a safe and healthy trip but CANNOT take responsibility for the health of the volunteers

Past volunteers



Xavier Project has hosted many volunteers and interns over the past years. Here is an idea of how they contributed to our working.

Erika Bojarczuk



Gender Volunteer

I volunteered at XP for 3 months after completing my Masters in International Development. Throughout my time here I have participated in many aspects of XPs work including monitoring and evaluation, fundraising, communications and hands on work with beneficiaries. XP staff have worked with me to find the best ways for me to use my strengths and develop my skills.

Julien Mapilanga



Kivuli Hub Volunteer

I volunteered for 5 months at XP. I was involved in quite a number of activities such as entering data in the baseline database and I oversaw the IGCSE program in Umoja Hubt I went o the hub thrice per week for physical mentorship and collect feedback. We started with maths and then Chemistry.. The uniqueness of it is that it promoted self learning and peer learning. Together with other volunteers and co-workers (Amina, see picture)) we also did the art work for Kitengela learning center. I participated to students monitoring as well.

Martijn Tel



Communications Volunteer

I volunteered for 5 months in the Communications department; filming and photographing the various projects and creating online promotional content. The staff were open to my ideas, gave me space to be creative and were really fun to work with. I was also happy that there were lots of opportunities to work directly with the beneficiaries.

Tips for your volunteer stay



It is important to remember that as a visitor to Xavier Project and Kenya/Uganda, you must assume certain responsibilities. The following simple guidelines will help you to ensure you experience the most positive time whilst here.



- Always arrive on time, dressed appropriately
- If you are going to be late or you are unable to go on any given day, please inform someone at the office
- It is always beneficial to keep record of what you have been involved in or anything you may be initiating, so that others can carry your work on after the completion of your placement
- If for any reason you come to learn that you are unable to fulfill the anticipated term of your placement, please let a XP staff member know immediately
- Be enthusiastic, don't be afraid to get involved, to take initiative, and offer ideas. If you sit around and wait to be told what to do, you will not gain all that you can from your experience
- If at any time during your placement, you are not satisfied with your experience, please be assured that we will take all of your concerns seriously. It is important that you make us aware of such issues.

What we ask from you



Travelling to a new country to work in an unfamiliar environment can be a daunting expedition but the rewards are there to be reaped if you throw your all into it. We will do our utmost to make your time in East Africa a memorable and valuable experience. In return we hope that you will bring commitment and enthusiasm to your role at Xavier Project. To make the most of the experience we ask that volunteers dedicate a minimum of six weeks of volunteering with us.



What we want from a volunteer:

- Commitment to support Xavier Project in our mission
- A friendly and professional manner towards our staff, partners and beneficiaries in Kenya and/or Uganda
- Flexibility to take on a variety of tasks with enthusiasm
- Demonstration of initiative and confidence
- An Ethical Volunteer - check out <https://www.radiaid.com>, to find out more!

If you think this sounds like you then please get in touch with us to find out more and we'll schedule a one-to-one briefing session with you.

For more information please head to www.xavierproject.org or contact Alice Driver - a.driver@xavierproject.org or Chrissie Thompson - c.thompson@xavierproject.org

*Exceptions can be made for individuals with specific skills that are in urgent need. Please inquire to Alice Driver or Chrissie Thompson for further details