



**VOLUNTEER PACK**

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# TABLE OF CONTENTS

About Xavier Project.....	3
Why volunteer with us.....	4
What you will be doing.....	6
Where you will volunteer.....	7
Accommodation.....	8
Preparation.....	9
Passport and visas.....	10
Your application and Covid-19.....	11
Travel insurance and money.....	12
Traveling around Kenya and Uganda.....	13
What to pack.....	14
Health and medical kit .....	15
Past volunteers.....	16
Tips for your volunteer stay.....	17
What we ask from you.....	17
What we want from a volunteer.....	18

# XAVIER PROJECT

Xavier Project specialises in building holistic partnerships with refugee-led organisations (RLOs) in locations across East Africa. We work with refugee communities to deliver learning programmes; increase livelihood opportunities; deliver basic provisions; and improve safety and integration. We believe that community-led humanitarian response is the most effective, efficient and sustainable. We partner with 20 refugee-led organisations across East Africa who are leading change and delivering solutions in their communities.

## HISTORY

Xavier Project was founded by Edmund Page in 2008 as a result of his experience volunteering at an informal school in Uganda. Following his trip, he set up the organisation to sponsor eight Congolese refugees through school in Kampala. Since then, Xavier Project has been working with refugee communities in urban and rural locations across East Africa to deliver skills and learning opportunities. We work in partnership with over 20 Refugee-Led Organisations (RLOs) across Kenya and Uganda.

Through partnerships with refugee-led organisations we:



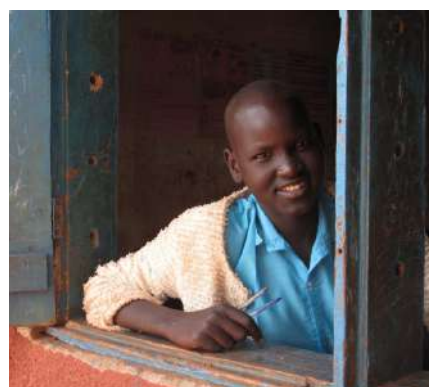
Deliver learning programmes



Improve livelihoods and increase opportunities



Support the provision of basic needs



Improve safety and integration



## HOW WE DO IT



### Coordination

Showcase the work of RLOs and connect them with other RLOs and the wider International aid sector.



### Funding

Create opportunities to fund RLOs at scale and mitigate the risks for both donors and RLOs.



### Capacity Strengthening

Tailored support to ensure that RLOs can effectively respond to the needs of their communities



### Advocacy

Influence donor and implementing partner practices, and support RLOs to generate evidence.

## WHY VOLUNTEER WITH US

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 an invaluable opportunity for any individual to learn, meet new people and most importantly, a chance to open your mind and push yourself to apply your talents to something new.

For this reason, we will work with you to tailor your placement so you can gain valuable knowledge and skills that are most needed within our community organisations, and relevant to your skills and education background.

### Volunteering at Xavier Project will give you the opportunity to;

- Get insights into the work of an International Non-Governmental Organisation (INGO) in Kenya and Uganda
- Learn how community-based organisations in East Africa operate
- Get hands-on experience of working across a variety of programmes
- Build relationships with the organisation's staff and collaborate with our RLO partners
- Be involved in the development of innovative learning and training initiatives
- Contribute to our mission to improve the rights, protection and livelihood opportunities of refugee communities

## WHAT YOU WILL BE DOING

All of our work is delivered through meaningful partnerships with refugee-led organisations. Depending on your skills and experience, you will have the opportunity to work with a community-based organisation depending on the support they want/need. We may also give you an opportunity to work within our team which runs various activities to improve opportunities for refugee communities.

Below are some of the refugee-led organisations that we partner with and their areas of specialisation:

UGANDA	KENYA
<p><b>Tomorrow Vijana</b>  <b>Location:</b> Rwamwanja Refugee Settlement</p> <ul style="list-style-type: none"> <li>•Education •Protection •Community</li> <li>•Mobilization •Livelihood activities such as tailoring, poultry farming, backyard gardening</li> </ul>	<p><b>Action Pour le Progres</b>  <b>Location:</b> Kakuma 1, Kakuma 2, Kalobeyei</p> <ul style="list-style-type: none"> <li>•Community healthcare •Physiotherapy</li> <li>•Transformative E-learning •Girl child and teenage mother's empowerment •Livelihood training •Digital literacy</li> </ul>
<p><b>Youth Initiative for Development in Africa (YIDA)</b>  <b>Location:</b> Kyaka II refugee camp</p> <ul style="list-style-type: none"> <li>•Early childhood development (ECD)</li> <li>•Livelihoods through financial inclusion and literacy</li> </ul>	<p><b>Solidarity Initiative for Refugees (SIR)</b>  <b>Location:</b> Kakuma 3, zone 2, block 9</p> <ul style="list-style-type: none"> <li>•Technology to equip refugees in Kakuma with skills</li> </ul>
<p><b>All For Integral Development (AFID)</b>  <b>Location:</b> Rwamwanja Refugee Settlement</p> <ul style="list-style-type: none"> <li>•Environment and sustainable agriculture</li> <li>•Education •Youth &amp; women empowerment</li> <li>•Assistance and psychosocial support to persons with special needs</li> </ul>	<p><b>Youth Voices Community (YVC)</b>  <b>Location:</b> Umoja, Nairobi</p> <p>education, livelihoods, advocacy and social empowerment</p>
<p><b>Bondeko Center</b>  <b>Location:</b> Kampala, Uganda</p> <ul style="list-style-type: none"> <li>•Capacity building •Livelihoods •Education in emergencies •Peer to peer counselling for survivors of sexual violence in conflicts</li> <li>•Law Clinic</li> </ul>	<p><b>Faulu Productions</b>  <b>Location:</b> Kakuma Refugee Camp</p> <ul style="list-style-type: none"> <li>•Agriculture and Permaculture •Education</li> <li>•Women empowerment (Livelihoods): offering microcredits to women and equipping them with entrepreneurship skills</li> </ul>
<p><b>Platform Africa</b>  <b>Location:</b> Rhino &amp; Imvepi refugee settlements</p> <ul style="list-style-type: none"> <li>•Media and technology •Skills development</li> <li>•Peacebuilding</li> </ul>	<p><b>Tenda Wema</b>  <b>Location:</b> Kitengela, Kajiado County</p> <ul style="list-style-type: none"> <li>•Education •Emergency responses</li> <li>•Livelihoods</li> </ul>
<p><b>Youth Empowerment To Act (YETA)</b>  <b>Location:</b> Imvepi refugee settlement -</p> <ul style="list-style-type: none"> <li>•Education •Empowerment and supportive services to the communities</li> </ul>	<p><b>L'Afrikana</b>  <b>Location:</b> Kivuli Centre, Nairobi</p> <ul style="list-style-type: none"> <li>•Livelihoods •Arts and crafts •Integration</li> </ul>

## WHAT YOU WILL BE DOING

Please note that volunteering with Xavier Project or one of our refugee-led organisation partners are unpaid positions. When volunteering, you may be carrying out the following tasks:

- Assisting a staff member to deliver teacher training and community engagement forums
- Assisting with internal desktop research
- Note-taking at a community meeting
- Data collection
- Supporting our community partners with proposal writing
- Assisting in creating resources or digital content gathering in the communications department
- Supporting teachers or trainers at our learning hubs

### You will also:

- Give valuable feedback/suggestions to Xavier Project
- Have a dedicated staff member to oversee your work
- Have the chance to work independently

### Who you will be working with

Xavier Project is a close-knit team of passionate individuals who work in solidarity with refugees, community-based organisations, and institutions to improve the protection and rights of refugees. If you choose to volunteer with Xavier Project, you will be working closely with team members across different programmes. Our programmes team work closely with refugee communities and refugee-led organisations. They conduct regular field visits to communities to our RLO partners and deliver capacity strengthening training sessions.



# WHERE YOU WILL BE VOLUNTEERING

In Eastern Africa, there is an increasing number of refugees who predominantly originate from the Democratic Republic of Congo, South Sudan and Somalia. The places 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's two country offices are in Nairobi, Kenya and 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. We do this by working in close partnerships with community-led organisations across different locations in East Africa.

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. If you are a volunteer from a different country, 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!). When you are not volunteering there are so many opportunities to enjoy your time in East Africa - spend your weekends exploring the countryside.



# ACCOMODATION

If you need somewhere to stay...

## 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.



Sharon Otieno

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 Kibra. The Olympic area is safe and the homestay has a locked gate and is also situated within a gated compound with a nightguard.

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 the place.

Another option for Kampala is St Augustine's Institute which can be found at [saiuganda.org](http://saiuganda.org). It has free wifi, warm water and breakfast is included for \$10.



Room in Kabana Villa



St. Augustine's Institute



# PREPARATION

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

To get a rough estimate on the cost of living between your city and either Kenya or Uganda, please visit [Numbeo](#) to assist in your budgeting and further preparation.

## Flights

Many airlines fly in and out of Uganda and Kenya. It is best to look around and book early to get the cheapest flights. [Skyscanner](#) is good for providing flight comparisons. It's common that the flights will involve a stopover and this can often represent a significant saving. However, you can also book direct flights via an airline's website.

**The airport in Kenya:** Nairobi Jomo Kenyatta International Airport is the main airport in Kenya for international flights. It is located in the southeast of Nairobi, approx 30 mins from the Xavier Project office in Nairobi depending on traffic! A taxi can be arranged by Xavier Project and should cost around 2,000 KES (£15) to the homestay or office.

**The 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 will visit is Uganda, you can apply online through [visas.immigration.go.ug](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 is \$50 for the Kenyan visa and \$100 for the Ugandan visa. You must apply for your Kenyan visa online in advance of travelling (it is not possible to get it on arrival) Go to [evisa.go.ke](https://evisa.go.ke). For Uganda, go to <https://visas.immigration.go.ug/>. Both visas can be renewed for an extra 90 days. Please check the 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 the 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 you'll be staying in Kenya/Uganda (Contact Joy for details [m.namu@xavierproject.org](mailto:m.namu@xavierproject.org))



# YOUR APPLICATION AND COVID-19

The changing nature of the Coronavirus situation has placed noteworthy limitations on the freedom of movement worldwide. Authorities in different countries have also enforced health screening measures for travellers. Due to this, your travel plans must comply with relevant conditions and restrictions set by your country of placement.

In response to the above, we also accept East African citizens and residents, and international volunteers to work in-country and remotely from their home country. E-volunteering will give you an opportunity to impact refugee communities from the comfort of your home!

Please note that we will only accept volunteers who have been fully vaccinated against COVID-19. The health and safety of our partner organisations, team members and volunteers is our top priority. As a result, you will be required to provide evidence of your vaccination during the recruitment process. However, if you are volunteering remotely, providing evidence will not be necessary.

While we encourage volunteering with us and our community partners, we would like you to be aware of the vaccination rates in Kenya and Uganda. Out of Kenya's 52.57million population, only 814,375 have been fully vaccinated as of September 6th, 2021. Additionally, 242,310 people have been fully vaccinated in Uganda's from a total of 47.44 million people.

As information about Coronavirus is rapidly changing, please ensure that you constantly check the following websites for up-to-the-minute updates:

## Kenya:

- [Ministry of Health](#)
- [Centre for Disease Control and Prevention](#)

## Uganda:

- [Ministry of Health](#)
- [Centre for Disease Control and Prevention](#)

All individuals who are considering volunteering with us must demonstrate an eager spirit to take initiative, openness, and accept to meeting the following conditions:

- You must be fully vaccinated against COVID-19 and provide evidence of vaccination
- You must agree to follow the Covid-19 mitigation measures set by your country of placement, the city you will reside, Xavier Project and our community partners
- You must meet the Covid-19 testing requirements put in place by your country of placement and airline

# 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 here 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 is a range of banks but please be aware there will be a 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 MoneyGram and Western Union which specialize in money transfer. There are now also some money transfer apps that mean you can transfer money from your bank account to mobile money in Kenya or Uganda - however, this will require you to set it up with your SIM card on arrival. Research SendWave.



# TRAVELLING AROUND

## Getting around in Kenya:



There are several bus companies that 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. There is also the Madaraka (SGR) train that you can use from Nairobi to Mombasa and vice versa. Depending on the time you choose to travel, you can visit different counties that are between the two cities. A train is also available in Ngong, Kajiado County to Narok town.

## 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 Bodas (motorbike taxis) which are a little more expensive but you can bargain for them. 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, minibuses 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, power bank, torch
- Water purification tablets
- Sunglasses/hat/hair ties
- Plug sockets are the same as in the UK, converters can be purchased in Kenya and Uganda
- Hand sanitiser, wet wipes, Anti-bacterial shower gel / medicated soap/hand wash
- Masks: Due to Covid-19, we advise that you bring masks for when you will settle in. Masks are available and sold in the streets, shops and supermarkets in Kenya and Uganda
- 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 general practitioner 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.

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 have been vaccinated a minimum of 2 weeks before your planned travel date.

As the world continues to deal with the global health pandemic, we encourage that you get vaccinated against Covid-19 before leaving your country to ensure your safety and that of the community members that you will work with. The majority of our team members have been vaccinated and are working remotely. The team at Xavier Project and our community partners continue to follow the health measures put in place for everyone's safety.

## Medical kit

Here are 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 metoclopramide (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, chapstick, 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 Xavier Project. 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 Hub. I went to the hub thrice a week for physical mentorship and to 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 artwork for the Kitengela learning centre. I participated in student 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 guidelines will help you to ensure you experience the most positive time whilst here.

- During your application process, you must provide the names and contact details (emails) of two references who are not related to you. We also ask for contact details of your next of Kin
- Always arrive on time and dressed appropriately
- You must be willing to undergo child protection and safeguarding policy training. These training opportunities are important to help you in protecting and supporting children and vulnerable communities that we work with from all forms of harm and abuse.
- 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 a record of what you have been involved in or anything you may be initiated 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 fulfil the anticipated term of your placement, please let a Xavier Project staff member know immediately
- Be enthusiastic, don't be afraid to get involved, 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 and our community partners. To make the most of the experience we ask that volunteers dedicate a minimum of six weeks of volunteering with Xavier Project or our community partners.

We ask that you request consent when using any form of media (photographs, videos, text and audio files) of our beneficiaries - during and after your volunteer period. Our child protection and safeguarding policies provide a clear direction to our team members regarding our expected codes of behaviour when dealing with children and adults we work with. All this is to ensure that they are not exposed to any kind of harm, abuse or exploitation.

# 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 [radiaid.com](http://radiaid.com) to find out more!

If you think this sounds like you, 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 [xavierproject.org](http://xavierproject.org) or contact May Joy Namulembwa – [m.namu@xavierproject.org](mailto:m.namu@xavierproject.org) or Chrissie Thompson - [c.thompson@xavierproject.org](mailto:c.thompson@xavierproject.org)