



Faraja Young Women Development Organization (FAYOWODO)

P.O. Box 10978 Arusha, Tanzania – East Africa

Welcome at **Faraja Young Women Development Organization.**

This document shall provide you with the key information to plan your potential stay with us and to make most of your time at Faraja Young Women Development Organization. It entails the most important information about things to prepare, our team, your arrival, living possibilities, working possibilities, sightseeing opportunities, key words to communicate, and your potential support after you have left us.

If you have any questions concerning your **(potential) stay please contact:**

Mama Siara

Mobile: +255 754 697778

Email: fayowodu@gmail.com

Web: www.thefarajacenter.org

If you require **information from former volunteers** please ask Mama Siara for contact addresses.

Contents

1.	Faraja Young Women Development Organization – Short overview	3
2	Preparing your stay	4
3	Arriving	6
4	Living.....	7
5	Working	8
6	Health care.....	10
7	Money	11
8	Communication	11
9	Information about Arusha	12
10	International time vs. Swahili time.....	15
11	Sightseeing	16
12	Leaving	16
Appendix		17
A.	Dictionary	17
B.	Code of Conduct.....	20
C.	Faraja Centre Rules for the girls and young women.....	24

1. Faraja Young Women Development Organization – Short overview

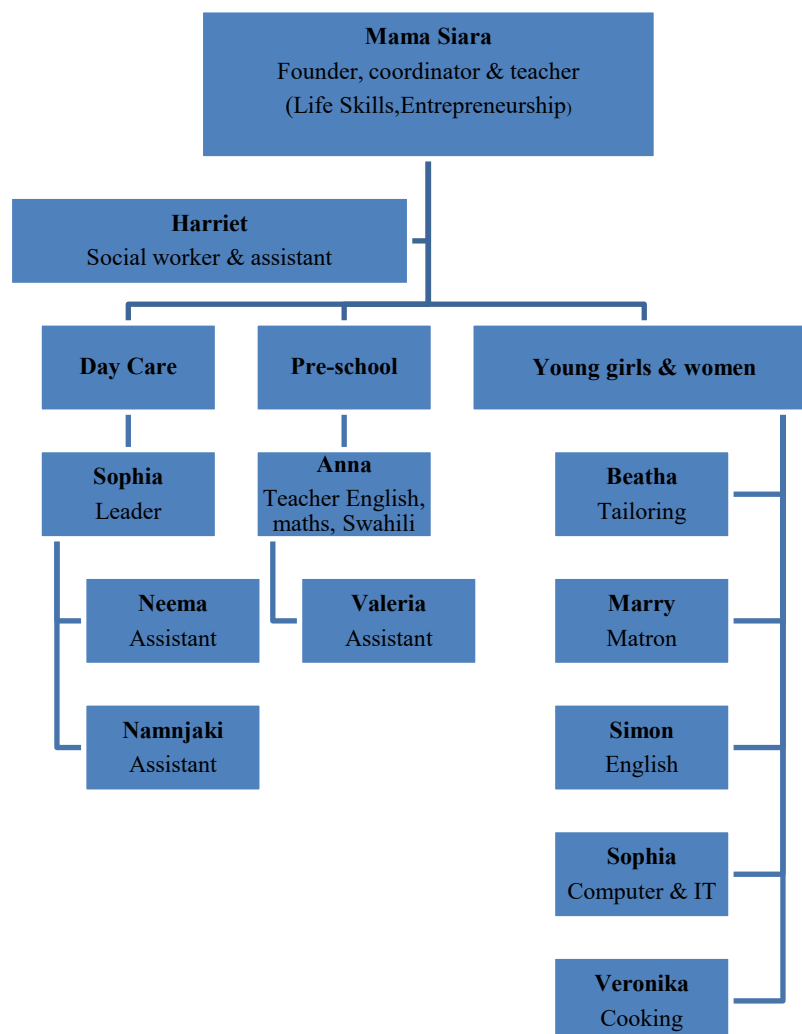
1.1 Our Mission

We are a registered NGO and offer temporary residence, education and vocational training to young mothers and girls who are rescued from early marriages, domestic violence or human trafficking.

The mission of Faraja is to empower young women towards sustainable social and economic development and thus help them to find appropriate jobs or initiate self reliance projects after graduating from Faraja Center.

1.2 Our Team

We employ teachers and social workers to support the kids, young girls, and women address their respective needs. We also get external support (e.g. priests, pastors, counselors, etc.). Below you will find an overview of our permanent staff by category:



2 Preparing your stay

Many guides and travel books provide extensive information about things to prepare before coming to Tanzania including visa, immunizations, special clothes etc (e.g. Bradt Guide “Northern Tanzania”, Lonely Planet Tanzania). While it is important that you are well prepared, there is no reason to avoid traveling to Tanzania. For those concerned about their health, please note that all our women, girls, and kids are subject to **comprehensive and rigorous health checks** (including HIV) before they can stay at Faraja Young Women Development Organization. In the following section we will focus on the most important aspects of your preparation:

2.1. Packing list

- Summer clothes and also warm clothes for cold days (May until August)
- (Wearing long trousers and long sleeves after sunset reduce the risk of mosquito bites.)
 - Please note that Tanzanians don't wear short skirts or trousers in daily life
- Underwear
- Socks
- Bathing clothes for visiting pools of the local hotels or for travelling*
- Toiletries
- Mosquito repellent
- Creme or gel for mosquito bites
- Towel
- Sandals and proper shoes for walking safaris and bad weather
- Small umbrella for rainy season (April, May, June)
- Torch / Headtorch (incl. additional batteries) – helpful for electricity cuts
- Lock e.g. for locking backpack while travelling
- Malaria prophylaxes medication (e.g. Malarone)
- If you suffer from any disease that requires regular medication, please bring the medication from home
- If needed bring contact lenses and liquid for it such as disinfection liquid for cleaning hands
- Clinical thermometer (If you feel ill, check temperature immediately. In case temperature exceeds 37 °Celsius, attend a doctor immediately in order to make a malaria test)
- Suncream
- Sunglasses
- Sunhat
- Adapter (such as used for England)
- Tanzania guide book
- Swahili-dictionary
- Camera with memory cards and (rechargeable) batteries / charging device
- Unlocked mobile phone, in order to use with a Tanzanian SIM Card and charging device
- If needed: Laptop for accessing the internet (via Airtel-Stick which can be bought in Tanzania)
- If needed: Headset for skyping
- If needed: earplugs
- Copy of your passport and vaccination pass
- Copy of contact data of your traveling health insurance and bank
- Exercise books and pens to prepare your lessons
- If you have good teaching material for the lessons, you are very welcome to bring it

2.2. Passport and Visa

Please make sure that your passport is valid 6months+ upon arrival.

Visas are required for most countries including Germany, USA, and United Kingdom. Please check if you need to arrange your Tourist Visa before coming to Tanzania via the local Tanzanian embassies, or if it also possible for you to get it upon arrival, which is usually cheaper and easier (this costs 50 US dollar (costs in year 2014) – please make sure you carry that amount with you). Once you arrive at Faraja we will apply for your working permit. (For more detailed information see: Arriving)

2.3. Healthcare

2.3.1. Vaccination

Please note that a **yellow fever vaccination** is compulsory if you enter Tanzania through a country which is considered as yellow fever country (e.g. when your flight has stopover in Kenya or Ethiopia) and also if you want to travel from Tanzania to other countries. You will probably have to show your immunization pass at the airport.

Despite the health checks and since you might want to travel immunization might still be necessary, for example:

- Tetanus
- Polio
- Diphteria
- Hepatitis A
- Hepatitis B
- Meningitis
- Malaria prophylaxe
- ...

Note that this list might not be comprehensive. Please **consult your travel clinic** for your individual immunization needs at least 2 months before coming to Tanzania.

2.3.1. Travel Health Insurance

Before travelling to Tanzania make sure to procure a Travel Health Insurance and provide us with the **contact information of your Insurance** and your members number, so that we are able to contact your insurance in case of any emergency.

Please also provide us with the **contact data of a family member or friend** who we can contact in case of emergency.

2.4. Money

When you come to Tanzania it is highly recommendable to bring a certain amount of US dollar at least for your start, such as paying the tourist visa (currently 50 US dollar), paying for the work permit (currently 200 US dollar) and for the room rent for the first month.

Please consider that in Tanzania there are no US dollar notes accepted which were released before the year 2006.

2.5. Contact data

Please provide us with your contact details and your flight details, so that we can get in contact with you and that we know when we can pick you up. Please also take Mama Siaras telephone number with you: **+255 754 697778**

2.6. Further information

If you are keen on reading some information about Tanzania and Young Women/ Youth empowerment please refer to the following websites:

<http://www.unwomen.org/>

<http://www.dsw-online.org/woge>

Also you can follow the Faraja Center on Facebook: www.facebook.com/fayowodo

2.7. Small presents

If you have some second hand clothes, some pens, notepads, or toys to share please feel free to bring them. Our women, girls, and kids are happy about any small gifts. However please note that it is not expected of you to bring anything, and you can buy almost everything in Arusha as well.

3 Arriving

3.1 Immigration at the airport

You might fly in via Arusha or Kilimanjaro Airport.

Upon arrival please mention at Immigration that you come to Tanzania for **Tourism**.

Important: Do NOT mention work, internship or volunteering. Because then the immigration process will probably take a lot longer and you would probably have to pay a higher amount or to show further documents (such as certificates etc).

After your arrival at Faraja we help you to apply for the work permit and thus keep the cost for you at a minimum.

Also you will have to fill out the form with an address where you stay. Please write: Faraja Center, Boma Siara Road, Moshono, Arusha

Additionally you will have to put the name of a Tanzanian contact person. Please write: Martina Siara: **+255 754 697778**

At immigration you also will have to fill out the form with the length of your stay. If this does not exceed 90 days, please insert the numbers of the days you will stay in Tanzania. However, if your stay exceeds 90 days, please fill out the form with a number between 31 and 90 days. The allowance for a longer stay we will arrange afterwards by applying for the work permit.

At the airport you will also have to pass the „Health Surveillance Desk“ in case your flight had a stop over in an African country such as Kenya or Ethiopia. At this desk you will have to show your vaccination pass that shows your yellow fever vaccination.

3.2 Pick up service

Both airports are in good reach of Faraja Young Women Development Organization. If you are staying outside Faraja Centre, please ask your hostel to arrange a pickup.

If you stay with us we are happy to arrange a pick up: At the airport please take the Precision or Impala Hotel shuttle and tell them you are going to Impala Hotel. (The driver waits with a shuttle sign when you leave the airport building. To make sure, that the shuttle is really waiting for you, you can write an Email to Impala Hotel 2 days before your arrival to confirm the pick up.) At the Impala Hotel we will wait outside the bus with a sign with your name and bring you to Faraja Centre.

3.3 Faraja Centre and Arusha City orientation

After arriving and having settled at Faraja we will show you around the centre so that you get to know the place where you will be working.

Also we will take you to Arusha town in order to show you the most important places of interest and also provide you with practical tips such as how and where to take the bus etc.

3.4 Residence- / Work Permit

Once you arrive at Faraja Center we will assist you in applying for a CTA work permit. Currently this 3-months working permit costs 200 USD. After 3 months we have to prolongate the permit, this means additional costs for the next 3 months.

For applying for the CTA work permit, please provide us with your passport and the amount of US Dollar. You will receive your passport back with a stamp for your work permit.

Note: By presenting your passport with this stamp at many tourist attractions such as national parks you will pay only the resident price which sometimes is only 50% of the „normal“ tourist fee.

4 Living

You can either stay at Faraja Young Women Development Centre (see rate below) or in a hostel in Arusha. This is your choice!

However, we recommend you staying at Faraja Centre, at least for the beginning, for a number of reasons.

- Firstly, and very importantly, you will have a better chance to build trustful relationships with kids, young girls and women staying at Faraja centre. This might be especially helpful when working together with them during your stay.
- Secondly, the rate you are paying will be on the one hand used to cover the cost for living but more importantly, on the other hand, it will be used for the centre.
- Thirdly, you will gain incomparable insights into Tanzanian culture. You will live with a family, have breakfast, lunch, and dinner with, and may be taught Swahili and guided around by them. You will be hosted by one of Mama Siara's sons (Tom or Samuel) and their families. They all live at the centre in their own houses and have guestrooms to accommodate volunteers. In total, the centre can accommodate eight people.
- Fourthly, it is convenient: our place is safe (24h security). It is well connected to Arusha city (10min by bus for 400 TZS). A supermarket for your daily needs is in walking distance (5 minutes).
- Moreover, you may more easily get in touch with other volunteers living and helping at

Faraja Young Women Development Organization.

To avoid disappointment, please contact us whether other volunteers are here during your stay.

We well understand that this might not be an easy decision. So, please feel free to contact us any time if you have any questions or concerns.

Rate per day for accommodation including breakfast, lunch, dinner, laundry, tea, and coffee throughout your day at our centre: 16 USD

Some additional information about accommodation at the center:

- Single room on your own
- Western toilets
- Hot water
- Rooms are provided with mosquito net for the bed
- Bed sheets are provided

5 Working

We offer volunteering opportunities in all our four facilities:

- Day care,
- Pre-school,
- Young girls, and women support,
- Office.

Whereas nursery, pre-school, and the support of young women are running throughout the year the support of young girls is subject to projects.

Our volunteers usually start working at 9 a.m. but this depends on your preferences.

Following you see the calendar which shows the courses throughout the year:

J	F	M	A	M	J	J	A	S	O	N	D
Arrival of girls and young women											
Lessons					Internship period (mainly for cooks) English or Computer lessons for the remaining number of girls on a volunteer basis			Lessons			
										National exam	
											Interviews of new applicants
Daycare & nursery											

Course overview

	Daycare	Pre-school	Young girls	Young women	Center Office
Our work	<ul style="list-style-type: none"> Daycare for around 30 babies 	<ul style="list-style-type: none"> Teaching English, maths, and Swahili to around 30 kids 	<ul style="list-style-type: none"> Teaching* Sports (soccer) Social work 	<ul style="list-style-type: none"> Teaching* around 30 young women Sports (soccer) Social work 	<ul style="list-style-type: none"> Center Management Fundraising Public Relations Increase and Management of Center income
Your support	<ul style="list-style-type: none"> Play with the children and share your knowledge with our staff 	<ul style="list-style-type: none"> Support the kids in their learning process, i.e. Supervise their work, teach English and maths and jointly learn Swahili 	<ul style="list-style-type: none"> Choose one of the topics* that fit your background and support our teachers or develop your own lessons Share your knowledge with the young girls and women about your country, your background etc. 		<ul style="list-style-type: none"> Research work on further income possibilities of the centre Research work on and creation of new ideas for fundraising possibilities Prepare marketing material such as flyers, brochures Work on further improvement of the homepage and facebook site.
Schedule	08:00am-05:00pm	08:00am-12:00pm	08:00am-05:00pm Soccer: 5:00pm-6:00pm on Tuesday & Thursday		
Note:		School closes for one week usually in April and September; full month in June		Young women start the vocational training in January and stay until end of November	

(* e.g. Tailoring, Handcraft, Cooking, Entrepreneurship, English, Mathematics, Computer etc.)

We seek to make most of your time at Faraja Young Women Development Organization and to provide you with as many insights as possible. We offer stays for one week up to a 3months+. Below are some suggestions of support depending on the length of stay:

- <1month:** this is a good timeframe to support our pre-school since you will easily be able to cope with the subjects taught and build a relationship with the kids. Note, however, that the work with the young girls and women might not be feasible in this timeframe to a full extent since this work usually requires a trustful relationship that you might not build in one to four weeks. However, you might want to choose one specific topic you can support our teachers in (e.g. cooking class) and join the young women and girls for soccer.

- **>1-3month:** this is a good timeframe to gain insights in all our facilities. You might teach the pre-school kids in the morning before heading to the young girls and women. Here you might choose one or two specific topics that you seek to support throughout your time (e.g. English) and join the young women and girls for soccer. Note that this time might allow only small-scale individual projects suiting your background.
- **>3months+:** this is similar to the 1-3months program. However, since you are staying for a longer period it allows for high self-responsibility. After an introduction phase you might take over lessons and teach by yourself. This time also allows for larger individual projects suiting your background.
- Please note that all our young girls and women have to pass tests at the end of their program – thus, during exam preparation time additional topics might be difficult to integrate.

Please also note that all our volunteers are kindly asked to sign our code of conduct (see appendix). Moreover, be aware of the rules the children, young girls, and women have to follow (see appendix).

If required, we are happy to provide certificates for volunteers staying 6months+.

6 Health care

Medical Care

In case you will suffer from any disease or injury we will take you to appropriate doctors or an appropriate hospital and provide you with all necessary information.

In any case it is important to receive a diagnostic report from the doctor or hospital which you can present to your Travel Health Insurance.

Malaria

Malaria is a wide spread disease in Tanzania passed on by mosquitoes. One of the symptoms is fever. So if you suffer from fever, it is very important that you let us know immediately. We will take you to the doctor or hospital where you get a malaria test in order to find out whether you suffer from malaria or not (there is a Lab just two minutes away from the Center.)

In case of suffering from malaria it is essential to receive malaria medication. Otherwise the disease will end fatal.

The risk of getting a malaria infection can be reduced following:

- Stay in closed rooms during the time between dusk and dawn.
- If staying outside:
 - wear long sleeves and long trousers. Additionally put mosquito spray for clothes on thin clothes such as blouses, shirts and socks as mosquitoes can bite through thin clothes
 - protect unveiled skin with mosquito spray for the skin (such as NoBite)
- Sleep only in closed rooms with a mosquito net protecting the bed. (At Faraja all sleeping rooms are equipped with mosquito nets). Make sure you put the mosquito net under the mattress all around your bed so that it is sure that no open space is left for the mosquito to sneak in.

7 Money

The Tanzanian currency is Tanzania Shilling (TSH). - For current exchange rate please check in the internet.

Everyday life things are paid in TSH. However bigger amounts such as the fee for a Safari tours or the room rate are usually paid in US dollars.

In almost no places except from expensive restaurants, hotels or at some national parks you can pay by credit card.

You can withdraw money from the ATM. However at the ATM you can only withdraw TSH, no US dollars, but you can exchange TSH to USD easily in town.

8 Communication

8.1. Swahili

Since some of our women, girls, and kids did not have the chance to learn English properly, some words of Swahili might be helpful. This is especially true for our preschool since the kids are learning the basics of Math, English, and Swahili.

All our staff and our young women and girls are happy to support your efforts to learn Swahili during your stay. Please note that knowledge about Swahili is **not** a Pre-requisite to support us as a volunteer.

Please find **some Swahili** words to start within a **short dictionary in the Appendix**

If you have a smartphone you can download an English – Swahili Dictionary which also works offline. (App Name: **EN-SW Dictionary**)

8.2. Telephone:

You can easily purchase a local pre-paid SIM card from Vodacom, Tigo or Airtel. If you want to access the internet with your phone, please mention this when buying the SIM card so you will get an appropriate SIM card. For buying a SIM card you need to bring a copy of your passport. To recharge the credit, you can purchase cards in almost every shop or supermarket (amounts from 500 TSH up to 10000 TSH).

8.3. Internet:

At Faraja Center there is no Wireless Internet access. In order to access to the internet with your laptop, you can purchase a CDMA-Internet-Stick e.g. from airtel. They sell different data packages and the prices vary depending on the data volume. Recharging the credit works just as it does for the mobile phones.

After your initial data package has expired the cheapest way to access the internet is to sign up for a bundle. In case of airtel you dial *154*44# and then choose either a volume or time based bundle, e.g. Time based for one day. Then you can use the internet the whole day. Next time you access another day, please repeat the procedure.

8.4. Mail:

In Tanzania there is no mail delivery to households but only to Post boxes. If you want to receive letters or parcels from home, your family and friends can send them to Faraja's Post box:

Faraja Young Women Development Organization
P.O. Box 10978 Arusha,

TANZANIA – EAST AFRICA

Please consider that the value of the mailing should be minor 20 € and the content should be declared as a present in order to prevent paying import taxes.
Please also note that a letter or parcel e.g. sent from Europe can take several weeks in arriving.

9 Information about Arusha

(source: Wikipedia.com)

9.1 General information

The city of Arusha is surrounded by some of Africa's most famous landscapes and national parks. Situated below Mount Meru on the eastern edge of the eastern branch of the Great Rift Valley, Arusha has a temperate climate. The city is close to Serengeti, Ngorongoro Crater, Lake Manyara, Olduvai Gorge, Tarangire National Park, and Mount Kilimanjaro and The Arusha National Park on Mount Meru.

Population of Arusha District in 2012: 534,102

Temperature:

Climate data for Arusha													[hide]
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year
Average high °C (°F)	29 (84)	29 (84)	27 (81)	25 (77)	22 (72)	21 (70)	21 (69)	22 (72)	24 (76)	27 (80)	27 (81)	27 (81)	25.1 (77.3)
Average low °C (°F)	10 (50)	11 (51)	12 (53)	14 (57)	11 (52)	9 (48)	9 (49)	9 (48)	8 (47)	11 (51)	11 (51)	10 (50)	10.4 (50.8)
Precipitation mm (inches)	58 (2.3)	84 (3.3)	180 (7)	368 (14.5)	211 (8.3)	33 (1.3)	15 (0.6)	20 (0.8)	20 (0.8)	36 (1.4)	112 (4.4)	100 (4)	1,237 (48.7)
Source: Weatherbase ^[5]													

Possibilities for shopping:

- Kilombero Market: traditional market for alimentation and products for everyday life
- Soko Kuu: The roofed main market of Arusha next to the mosque
- Arusha Curio Market: Maasai crafts market
- Krokon Second Hand clothes market (near Shoprite)

Besides many small supermarkets, street stands and markets in Arusha there are two big Shopping Centres and the following major markets:

- Shoprite (TFA) Shopping-Complex: for alimentation, western clothes, Outdoor articles, souvenirs and also Restaurants and cafés
- Njiro Shopping Centre: with many differents shops, cafés and restaurants

9.2 Security and criminality

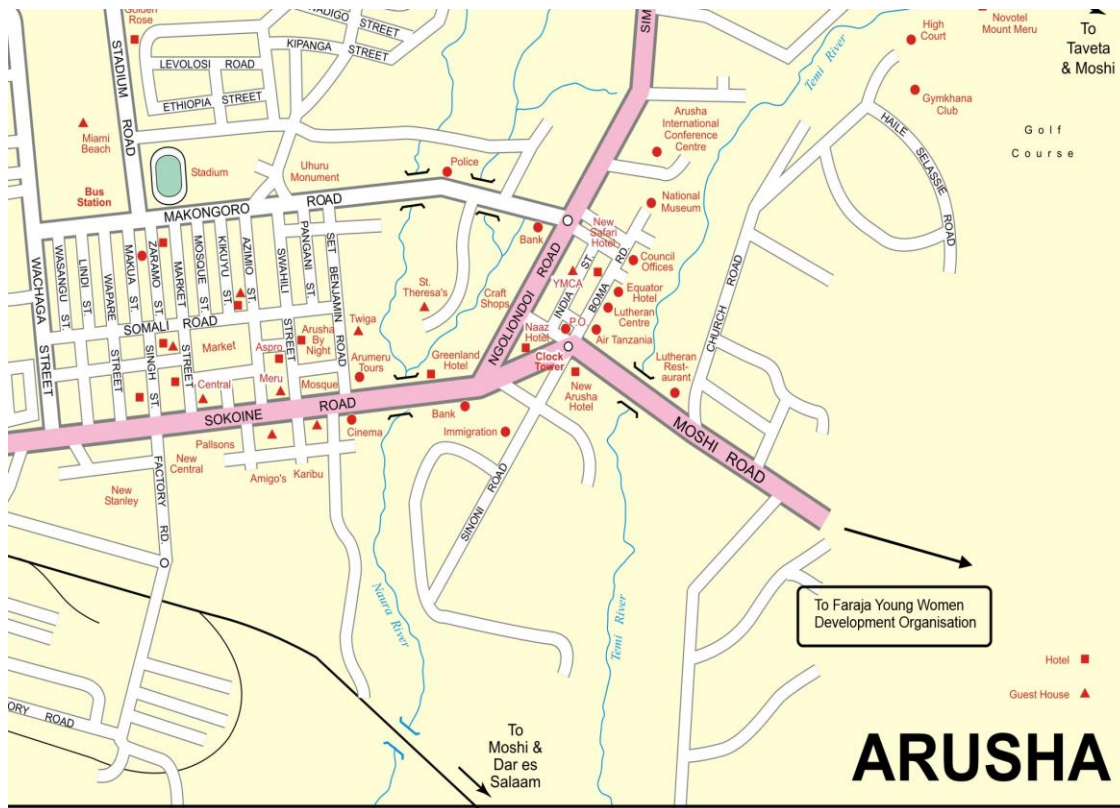
The security level of Arusha cannot be compared to European or US cities. There is a higher level of criminality and it is important to be careful and to follow some rules. Therefore the best strategy in order to avoid any problems is:

- **NEVER to walk alone or in only small groups at night.** Always take a taxi to get from one place to the other and to return home.

- Especially at night and especially women should NEVER take a taxi with another passenger but the driver (presented as brother or friend of the driver) sitting in.
- **Do not display articles of value or big amounts of money** in order not to attract attention of potential thieves. To carry a camera in a plastic or an old bag doesn't call as much as attention as a new and expensive camera bag.
- Don't carry around big amounts of money. Take the money you need for the day. Leave the rest at your room.

9.3 Location of Faraja Young Women Development Organization:

Our Centre is located in the Moshono area which is in the east of Arusha town. It takes around 15 minutes by bus to the city centre (clocktower)



9.4 Transport

Daladalas (Minibus)

To take a daladala from Faraja Center to the city center costs 400 TSH (aprox: 0.25 €) and takes around 15 minutes.

The daladalas drive with high frequency and you will only have to wait less than 5 minutes for one to come. To stop it, please stand at the road and raise your hand. For security reasons please only go by daladala during daylight, afterwards for your own security, please take a taxi.

When you want to go to the city center tell the so called „conda“ in the daladala that you want to get off at „clocktower“. In Swahili this is „Ninashuka nazi“.

When you want to return to Faraja center stop a daladala with a red and blue stripe on the side and ask if they are going to Moshono (the name of the area where Faraja is located). In Swahili this is „Kwenda Moshono?“. Then when you get on the daladala tell the „conda“ you get off at „Siara Road“. In Swahili this is „Ninashuka Siara Road“.

Every time when you are at the place where you want to get off, you can say „Susha“. Then the daladala will stop and you can get off.

The 400 TSH you also pay to the „conda“. Please make sure you have small money with you.

Taxi:

When you take a taxi from town to Faraja the price should not exceed 10,000 TSH. At night it might be a little bit higher.

On the weekends or in the evenings you can ask Tom (Mama Siara's son) to drive you, this is usually cheaper than taking a taxi: +255 754572282

Oscar is a trustworthy taxi driver. He knows where Faraja is located and works also at night: +255 767704140. Please mention you got the number through Steffi, a former volunteer and friend of Oscar.

In case you travel to Dar es Salaam, a trustworthy taxi driver is Hussein: +255754464002

In case you travel to Zanzibar, a good taxi driver is Kaasim: +255773824040

There are also motorbike taxis, called „pikipiki“ or „bodaboda“

9.5 Leisure

If you are interested in going out, following please find some suggestions:

Bars:

- Empire (from around 9 pm on) (more locals than international people)
- Mount Meru Hotel: Thursdays until 9pm Happy Hour
- Ambrosia (Impala Round About)
- Le Patio (Near Impala Round About in Haile Selassie Road)

Clubs:

- Maasai Camp / Barafu (from around 12 pm / 1 am on) - very close to Faraja Center (locals and internationals mixed)
- ViaVia - every Thursday (from around 11 pm on) (many international people)
- Babylon (from very late until very late - every day) - (more local people)

Cafes:

- Fifi's (near clocktower) incl. Wireless
- Africafe (near clocktower) no Wireless
- Maasai cafe (near Nauru Springs Hotel) - beautiful garden

Restaurants:

- ViaVia (going up the street from clocktower) international food
- Picasso (close to Impala roundabout) international food and excellent Sushi
- Le Patio (Near Impala Round About in Haile Selassie Road) international food, nice restaurant

- Several restaurants near Shoprite Shopping Complex (e.g. Taste of Mexico, Burger place etc)
- Equator Hotel (between clocktower and Viavia) for Indian food
- Maasai cafe (near Nauru Springs Hotel) - beautiful garden
- The Bay Leaf (near Impala Round about) – upper class restaurant

Arusha Mailing List:

You should sign up for the Arusha Mailing list (= google mailing list) for all news in Arusha and information about upcoming events.

There you will also find information about the Twende Hiking Group: On Sundays some people meet up for hiking. This is a perfect opportunity to get to know other people.

10 International time vs. Swahili time

In Tanzania people mostly don't use the international but their own Swahili time.

In Swahili time the day starts at 7 a.m. and this is called the first hour of the day, so 7a.m. in Swahili time is: saa 1 (moja). The Swahili word for time, watch or hour is „saa“.

The easiest way is to imagine a clock and the Swahili time is always on the opposite side:



International time:	Swahili time:
7 am	Saa 1 (moja)
11 am	Saa 5 (tano)
6 pm	Saa 12 (kumi na mbili)
10 pm	Saa 4 (nne) usiku
2 pm	Saa 8 (mbili) usiku

For appointments therefore it's important to clarify whether the agreed time is related to international or Swahili time. Travel agencies and airports use the international time.

11 Sightseeing

There are a number of attractions close to the centre and manageable within a day or a weekend. Sightseeing opportunities include:

- Arusha City
- Snake Park
- Arusha National Park/ Mountain Meru
- Tarangire National Park
- Kilimanjaro
- Lake Manyara
- Ngorongoro Crater

For these trips or longer safaris such as to the Serengeti National Park please contact

Tom (Mama Siara's son) **or a local travel agency** (e.g. One World Safari Tours www.oneworldsafaris.com) **a reasonable number of days before the trip.**

Please mention at the travel agency that you have a working visa and that you work as a volunteer then you might get discounts. Also take your passport for the trip.

12 Leaving

We will arrange your transportation to your point of departure at no charge if you are staying with us.

After you have left us we would like to keep in touch. You might serve as an ambassador of Faraja Young Women Development Organization and attract further volunteers, you might come to visit us again with your beloved ones, you may decide to support us with clothes, pens, notepads, or toys or to sponsor one of our young women, girls, or kids or you have your own idea. One volunteer, for example, decided to sell the products made by our young women in the US (see <http://embraceletsforafrica.org>). Any support is much appreciated but no requirement to keep in touch. Please talk to Mama Siara during your stay if you wish to support us in any way.

Thanks for reading through the information and your interest in Faraja Young Women Development Organization. Once again, if you have any questions or concerns, please contact us. We are looking forward to welcoming you at Faraja Young Women Development Organization.

Yours Martina Siara

Appendix

A. Dictionary

Greeting:

• Mambo	Hello to young people
• Shikamoo	Hello to older/ respect persons
• Unaendelaje? / Habari?	How are you doing?
• Vizuri, salama, mzima, poa	Good, fine
• Karibu	Welcome
• Kwaheri	Goodbye
• (Tutaonana) baadaye	See you later

Counting:

• 1	Moja
• 2	Mbili
• 3	Tatu
• 4	Nee
• 5	Tano
• 6	Sita
• 7	Saba
• 8	Nane
• 9	Tisa
• 10	Kumi
• 11	Kumi na moja
• 12	Kumina mbili
•	
• 20	Ishirini
• 30	Thelathini
• 40	Arobaini
• 50	Hamsini
• 100	Mia Moja
• 1000	Elfu moja

Expressing some needs and wishes:

• Naomba	I would like
• Tafadhali	Please
• Naomba kwenda	I would like to go to
• Sijisiki vizuri	I don't feel good
• Sipendi	I don't like
• Ninapenda / Napenda	I like
• Wali	Rice
• Nyama	Meat
• Mboga	Vegetable
• Maji	Water
• Kahawa	Coffee
• Tea	Chai
• Fruit / Fruits	Tunda / Matunda
• ...	

Useful words for Pre-School:

- | | |
|---|--|
| <ul style="list-style-type: none">• Acha• Kachini• Simama (juu)• Andika• Skiliza• Kwanza... halafu• Nyamaza• Subiri• Hesabu• Jumlisha• Sawa sawa• Nipe• Lete• Naomba• Angalia• Hapa• Pale / Kule• Ufuto• Kalamu• Penseli• Daftari• Kumaliza• Tayari• Kucheza• Mpira• Bofu• Rudisha• Kunywa maji• Fanya duara! | <ul style="list-style-type: none">StopSit downStand upWriteListenFirst.... thenBe quietWaitCountAddequalsGive me!Bring!I would like to haveLookHereThereEraserPenPencilNotepad / Exercise bookto finishready!to playballballoonbring back!to drink waterMake a circle! |
|---|--|

Other helpful vocabulary:

- | | |
|---|--|
| <ul style="list-style-type: none">• Ndiyo• Hapana• Ninakuja• Njoo!• Kwenda• Nenda!• Kutaka• Kuelewa• Sielewi / Sifahamu• Kujua• Sijui• Na• kushoto• kulia• Kufungua• Kufunga• Sawa sawa• Hakuna matata• Kuweza• Kujua• Kufanya• Lakini | <ul style="list-style-type: none">YesNoI'm comingCome!to goGo!to wantto understandI don't understandto knowI don't knowand/withleftrightto opento closealrightNo worriesto be ableto knowto dobut |
|---|--|

- Labda
- Nina
- Kwa nini?
- Kupenda
- Kusema
- Moja kwa moja.
- Nyumba
- Kikombe
- Chupa
- Gilasi
- Sahani
- Uma
- Kijiko
- Kisu
- Kitabu
- Kujifunza
- Kuongea, kuzungumza
- Kwa sababu
- Basi!
- Kutafuta
- fanana
- Kupata
- Kupa
- mimi
- wewe
- yeye
- sisi
- nyinyi
- wao

perhaps
I am
Why?
to like / to love
to say/talk
straight away
house
cup/trophy
bottle
glass
plate
fork
spoon
knife
book
to learn, study
to speak, talk
because
enough!
to search/find
similar
to get/gain
to give
I
you
he, she, it
we
you
they

Grammar - Times:

Present Tense (na)

- Ninakula
- Unakula
- Anakula
- Tunakula
- Mnakula
- Wanakula

I am eating.
You are eating.
He/She is eating.
We are eating.
You are eating.
They are eating.

Past tense (li)

- Nilikula / Nimekula
- Ulikula / Umekula
- Alikula / Amekula
- Tulikula / Tumekula
- Mlikula / Mmekula
- Walikula / Wamekula

I ate.
You ate.
He/She ate.
We ate.
You ate.
They ate.

Future tense (ta)

- Nitakula
- Utakula
- Atakula
- Tutakula
- Mtakula
- Watakula

I will eat.
You will eat.
He/she will eat.
We will eat.
You will eat.
They will eat.

B. Code of Conduct

1. Definitions

For the purpose of this code of conduct, the following words shall have the meaning hereto assigned for them.

FVTC: Faraja Vocational Training Centre

Child: A person who is below the age of eighteen years

Adult: A person who is above the age of eighteen years.

Shelter: A safe place for children, young people, and vulnerable adults providing refuge and protection from all danger, sexual abuse, emotional abuse, and physical abuse.

Non-staff at the shelter: People who live within the FVTC shelter but are not employed by FVTC.

Sexual abuse is defined as “forcing or enticing a child, young person, or vulnerable adult to take part in sexual activities without their full knowledge or consent, or where consent is obtained by taking advantage of their position. A sexual relationship by an adult and a child within the shelter is considered sexual abuse.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature. It involves a conduct that would cause discomfort and/ or humiliate a person. Such conduct involves but is not limited to unnecessary touch, patting, hugging, brushing against a person’s body, remarks of a sexual nature about a person’s clothing or body and expressions of sexual interests after being informed that the interest is unwelcome.

Physical abuse is abuse involving contact intended to cause feelings of intimidation, injury, or other physical suffering or bodily harm.

Emotional abuse is an incident or a series of incidents, whether intentional or not, that degrades a person causing the individual to perceive himself or herself as not cared for, not loved, worthless, shameful, rejected, ignored, humiliated, undermined, criticized and manipulated.

Pornographic materials are any publications, drawings, photographs either in printed or digital form, movies, video- and sound recordings, tele- and radio programs, mainly focusing on obscene realistic illustration of anatomic peculiarities of intimate body parts making it sexually explicit and contradictory to common moral standards.

Physical relationship involves act of intimacy such as kissing, touching which may lead to sexual intercourse.

Whistle blowing culture is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussions.

Legal action is a judicial proceeding taken by a person or legal entity against another person, persons or entities for a wrong done or for protection of a right or for prevention of a wrong. It is the process of going to court to have something decided officially by the Law.

Disciplinary actions are a series of steps taken to correct serious work-related issues. This

includes verbal warnings, written warnings, suspension without pay and termination.

2. FVTC (Faraja Vocational Training Centre) Code of Conduct

FVTC is committed to creating and maintaining the safest possible environment for all its beneficiaries in the shelter. It is the duty of all FVTC staff and non-staff living in the compound to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children, young people and vulnerable adults with whom they come into contact and who are hosted in the premises of the shelter managed by the FVTC.

3. Purpose

The purpose of this Code of Conduct is to provide guidance to all FVTC staff and non-staff when dealing with children, young people and vulnerable adults and to spell out the disciplinary actions to be taken against a staff or non-staff if this Code of Conduct is not respected. This Code of Conduct will assist in ensuring the safety of the children, young people, young people, vulnerable adults in the shelter, promote good practice and avoid the possibility of abuse of any kind such as physical, emotional, and sexual.

4. Application

It is expected that this Code of Conduct will be strictly observed by all staff and nonstaff who work or are present within FVTC shelter, recognizing that at all times they should act responsibly and exercise a “duty of care” to the people within their charge.

All staff and non-staff of FVTC, who are present in the premises of the shelter at any time, independently by their role towards the children, young people and vulnerable adults, is due to read and sign this code of conduct, even if they are hired later than its issuance.

5. Statement of Principles

FVTC Code of Conduct will observe the following principles of good conduct when working with children, young people and vulnerable adults. The basic principles of good conduct are that:

- No staff or non-staff within the shelter should exercise their role to gain access to children, young people, or vulnerable adults leading to their physical, emotional, or sexual abuse or sexual harassment, and
- No harm is done by any moment to any person under their responsibility
- In order to achieve a good code of conduct, the staff and non-staff within FVTC commit to:

- a) **Maintain confidentiality of information or data of children, young people, and vulnerable adults in the shelter.** Members of staff may have access to confidential information about children, young people and vulnerable adults in order to undertake everyday responsibilities. In some circumstances staff may be given additional highly sensitive or private information. They should never use confidential or personal information about a child, young person or vulnerable adults for their own, or other's advantage (including that of partners, friends, relatives or other organizations). Information must never be used to intimidate, humiliate, or embarrass the child, young person or vulnerable adult. Confidential information about a child, young person or vulnerable adult should never be used casually in conversation or shared with any person other than when required for the welfare of the child, young person, or vulnerable adult. In circumstances where the child's identity does not need to be disclosed, the information should be used anonymously. There are some circumstances in which a member of staff or non-staff may be expected to share information about a child, young person or vulnerable adult for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay but only those requiring information about a child, young person or vulnerable adult.

- b) **Always put care, welfare, safety needs and happiness of children, young people, and vulnerable adults first than any other interest.**
- c) **Treat children, young people, and vulnerable adults equally, and with respect and dignity regardless of age, color, sex, language, religion, socioeconomic class or disability.**
- d) **Demonstrate a high degree of personal responsibility, recognizing at all times that words and actions are an example to the children, young people, and vulnerable adults as well as the entire community.** All staff and non-staff within the shelter compound have the responsibility to safeguard the welfare and best interests of children, young people, and vulnerable adults at all time. They should adopt the highest standards of personal conduct in order to maintain the confidence and respect of the children, young people, and vulnerable adults. This means that any adult present in the shelter should not behave in a manner which would lead to question their suitability and moral integrity to work with children, young people, and vulnerable adults or to act as a role model. An individual's behavior, either in or out of the workplace, should not compromise her/ his position within the premises of the shelter.
- e) **Establish a sexual or physical relationship with a child, young person, or vulnerable adult represents an unacceptable conduct.** Any sexual relationship between a child, young person, or vulnerable adult and a staff or non-staff of the shelter is considered sexual abuse and is to be treated with immediate disciplinary action. Staff should not establish or seek to establish a relationship involving any type of sexual act or involving physical, emotional or sexual abuse or sexual harassment with any of the persons under the care of the shelter. Any inobservance of this, silence or acceptance of such behavior will equate to abuse, leading to disciplinary action.
- f) **Any sexual conduct by a member of staff or non-staff with or towards a child, young person or vulnerable adult is illegal and to be punished.** The sexual activity referred to does not just involve physical contact including penetrative and non-penetrative acts. It may also include non-contact activities, such as causing children to engage in or watch sexual activity or the production of pornographic material. Be aware that unwanted physical contact, sexual harassment, use of computers for pornographic or other inappropriate purposes, or any other type of abuse, represents unacceptable conduct.
- g) **Engagement in touching a child, young person or vulnerable adult in a sexually provocative manner is an unacceptable conduct.** There are occasions when it is entirely appropriate and proper for staff to have physical contact with children, young people or vulnerable adults, but it is crucial that they only do so in ways appropriate to their professional role. Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be reported to the shelter management, recorded, and a copy placed of the child's file.
- h) **Staff and management of the shelter positively support a whistle-blowing culture where any concerns about the above behavior by other staff or non-staff towards children, young people, and vulnerable adults is speedily reported to the management and to the counterparts (i.e. Police, DSW, donors).** Each staff should develop a whistle blowing culture. Staff should acknowledge their individual responsibilities to bring matters of concern to the attention of senior management and/ or relevant external agencies. Immediately report all allegations/ suspicions of abuse by seeking further support and guidance, including any allegations made against the shelter.

- i) **Never dismiss what a child, young person or vulnerable adult tells you, as “lie” or exaggeration.** Any allegations made by a child, young person or vulnerable adult that are unrecorded or not acted upon represents unacceptable conduct to be treated with disciplinary action. This is particularly important where the welfare of children, young people and vulnerable adults may be at risk.
- j) **Exaggeration or trivialization** of another staff’s concern about a child, young person, or vulnerable adult or ignoring an allegation or suspicion of abuse in the hope that it will ‘either go away’ or ‘someone else will deal with it’ represents an unacceptable conduct.
- k) **Gifts** – staff need to take care that they do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment. Similarly, it is inadvisable to give personal gifts to children, young people, and vulnerable adults. This could be misinterpreted as a gesture either to bribe, or single out the person. It might be perceived that a ‘favor’ of some kind is expected in return. Any reward given to a child, young person or vulnerable adult should be agreed practice within the establishment, consistent with the shelter’s behavior policy, recorded, and not based on favoritism. Only give gifts to individual child as part of an agreed reward system given to all children equally.

Compliance with the Code

It is the personal responsibility of the management of FVTC to enforce this Code of Conduct and make sure that every staff and non-staff of FVTC comply with the Code.

After every staff and non-staff read, understand, sign this Code of Conduct, it is expected that full compliance will be given to it in every aspect.

Declaration

I understand that, as a person engaged with children, young people, and vulnerable adults, I am due to strictly follow the Code of Conduct here above spelled out and to avoid actions or behaviors that could be construed as child, young people, or vulnerable adults abuse. Failure to comply with this Code of Conduct by staff, nonstaff or the shelter management will lead to serious consequences including disciplinary actions and legal actions.

Name:.....

Signature:.....

Date:.....

C. Faraja Centre Rules for the girls and young women

1. I will obey all rules and
2. I will never use drugs, alcohol, or cigarettes.
3. I will never take part in any kind of sexual activity.
4. I will do my duty of cleanliness wherever in the centre – environment, classroom, dining room, and toilets.
5. I will never steal or destroy any centre's property, tools, handles, locks, water tapes, sewing machines, kitchen tools, and computers.
6. I will obey daily routine including prayers in the morning and in the evening and hand craft in time.
7. I agree that after the third written warning I have to leave the centre forever.
8. I will respect all leaders of the centre, board members, teachers, and instructors.
9. I will be open, transparent and honest to all members at the centre.
10. I will not quarrel, abuse or fight with other student or worker at the centre. I will not cause unhappiness or a lack of peace.
11. I will not use my mobile phone.