

Manual for volunteers and interns

Your unique intercultural learning experience with Shamiri

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1. Fundamentals

1.1 Vision of Shamiri

Shamiri is in working partnership with the NGO Waridi La Matumaini (WLM). It is a sustainable volunteer organisation focusing on intercultural exchange and global learning. The first pillar of this intercultural learning experience is a working placement in a project in the field of sustainable development. Long-term commitment after returning home is aimed at to achieve maximum support for the projects in Mwanza. The second pillar is the ongoing accompaniment through well-educated staff before, during and after the stay in Tanzania. The third pillar is the intercultural and global learning achieved through language and cultural classes as well as monthly seminars.

Through the exchange with volunteers or interns and incorporating them in different projects Shamiri wants to create a diverse community in Tanzania. Additionally, it aims to form open-minded, well-experienced and educated people with a commitment to support the diversity of human lifestyles and beliefs and take on global responsibility.

SHAMIRI is Kiswahili and it means to blossom and grow in a beautiful was. We chose this name as both, the Volunteers and the supported projects should ‘shamiri’ in the best way through our intercultural learning experience.

1.2 Important information about Volunteering with Shamiri

Shamiri differs from other volunteer organisations as we call your volunteer service or internship an intercultural learning experience. The important key factors for this difference are:

- Shamiri cooperates with five **sustainable** projects in Mwanza. Herby sustainable means they are following at least one of the sustainable development goals of the UN. You can be a **volunteer** or an **intern** in various fields of development work. Your working hours are between 30-40 hours/week. Additionally, you will experience Tanzanian **lifestyle**, go to the markets, visit the church, use the public transport, **travel**, find your way in a new environment and learn to be independent. Those two aspects, working and living in Mwanza, make your experience an intercultural exchange.
- We offer you good **preparation** for your experience through a two-day preparation seminar and online language & cultural classes before your departure.
- Upon arrival we focus on you arriving and settling in well through a two-day arrival seminar.
- The aspects of global and cultural learning are targeted throughout your stay via weekly **inter seminars** as well as ongoing **language & cultural classes** (hours are adjusted to your wishes). Even after your stay we provide you with a two-day **follow-up** seminar.
- Our mentor **support** you in any issue during your stay. In case of any emergency, we are 24/7/365 reachable through our emergency phone number.

- Your experience is mostly created by yourself, we can only encourage you to use your chance and make the best out of it! One important key factor hereby is the length of your stay. We advise you to stay for a minimum of 6 months (even though stays from one month onwards are possible).
- You are not going to save the world, but you will gain important knowledge about yourself, another culture, become independent and have a long-term impact on a project of your choice!

1.3 Who we are

1.3.1 Mentor

My name is Anna-Theres and I am the mentor for all volunteers and interns. I founded Shamiri in 2021 and am now taking care of all issues concerning the volunteer organisation. In 2016/17 I spent eight months in Arusha, Tanzania, and worked as a volunteer in a day care center. Every year after I visited Tanzania at least once. During my studies of International Social Work in Germany, I had the chance to work in a Street Children Project in Mwanza. Since 2021 I live in Mwanza permanently. During my stays in Tanzania, I learnt a lot about the culture and the needs of the country. I founded the German NGO Rose of Hope Tanzania e. V. in 2018 and co-founded the NGO Waridi La Matumaini in Tanzania. Together we support social disadvantaged families in Mwanza and offer sustainable help. Through my many experiences in Tanzania and my studies, I saw the need for sustainable volunteer organisations. Therefore, I started setting Shamiri up in cooperation with WLM, ROH and the language school ICILD. My dream is to give every volunteer or intern a unique and enriching experience.



1.3.2 Househelp

Dada Gerladine is the heart of our volunteer house. She comes from Monday-Friday and prepares Breakfast and Dinner for you. Not only is she an excellent chef, she also helps you to keep the common area clean. The cleanness of your room and bathroom is your own responsibility.

1.3.3 Guard

Musa is responsible for the safety of you and the house during the night. He comes every evening around 7pm and gets dinner from Dada Gera or on the weekends from you. He stays at the house until in the morning 8am.

1.3.4 Gardener

Liban comes twice a week to keep the huge garden clean and neat.

1.4 What you should bring

Everyone can become a Volunteer at Shamiri! We welcome people of any ages from various backgrounds and countries. We will support you as much as we can, but a few basic things are required from you:

- Spend at least one month in Tanzania
- Be at least 18 years old on the day of your departure to Tanzania
- Basic English skills
- Interest in a new culture and learning the local language
- Acceptance and open-mindedness towards Tanzanians

- Skills in teamwork and cooperating with everyone
- Ability to adapt to a new culture (no worries, it will be easier than it sounds)
- Responsibility to fulfil the tasks given to you by your project
- Proactivity and creativity

2. Pedagogic concept

Part of the successful volunteering is our pedagogic concept our organisation follows. This concept focuses on global learning and the development of engagement. You as a Volunteer always have the chance to co-create your seminars.

2.1 Preparation

You will be able to attend a preparation seminar in Germany or online for two days organised with our partner Rose of Hope Tanzania e. V. (ROH). The next preparation seminars are on:

- 25th-26th of March 2023 (online)
- July 2023 (Altötting, Germany)
- December 2023 (online)

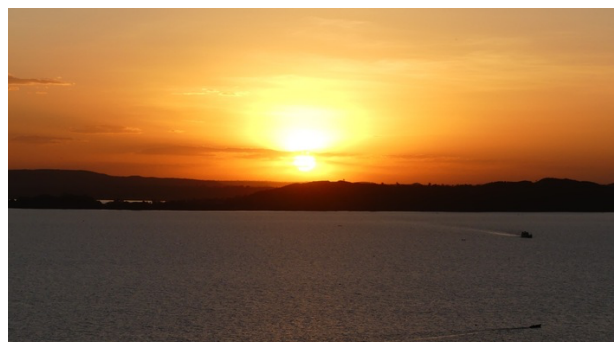
The content of this seminar is:

- Preparation for developmental educational service
 - Introduction of the organisation and presentation of the different projects
 - Getting to know each other and exchange with returnees
 - Tips and tricks from returnees
 - Role of you as a Volunteer
 - Sustainable development cooperation
 - Developmental commitment even after return
 - 3 hours of Kiswahili lessons
- Organisational preparation
 - Education and assistance with social security
 - Insurance
 - Compliance with legal requirements in Tanzania
 - Health care
 - Visa and work permit



2.2 Arrival in Tanzania

Our 2-day arrival seminar in Tanzania starts usually upon your arrival. We try to organise for volunteers to arrive on the same day, so you can settle in together. We will discuss your arrival date after your application.



2.3 Accompaniment in Tanzania and Inter-Seminars

During your stay we accompany you through weekly meetings with the mentor together with all Volunteers. If necessary, one-on-one meetings will be organised. Also, you will be encouraged to take Kiswahili language classes.

Every week for one late afternoon will hold an inter-seminar. Part of this seminar is the reflection and evaluation of your experience and your current personal situation. Any challenges and problems can be discussed. We will talk about developmental commitment and global learning. In that context we will focus each time on a certain relevant topic.

2.4 Follow-up seminar in Germany

Together with ROH we organise a follow-up seminar in Germany for two days, which takes place twice a year.

The next possible dates are:

- June/July 2023
- December 2023

The content of these follow-up seminar is following:

- Friday:
 - Reflection of service
 - Exchange with other Volunteers
 - Information about developmental engagement in home country
- Saturday:
 - Preparation for Saturday afternoon together with the “new” Volunteers
 - Returnees conduct preparation for newbies



After your stay you are motivated to report your experience through a written report, video, documentary, Blog, etc.

After a successful service you will receive a certificate of Shamiri and your project.

3. Cooperating projects

It is important for us to cooperate with suitable projects where you will make your cultural learning and exchange experience. We make it our task to oversee these projects and constantly visit and evaluate them. For most of the projects you can choose if you want to be a volunteer or do an internship. Some jobs require related knowledge or working experience to ensure the quality of the work the project does. Therefore, we are happy to present our following project partners:

3.1 The NGO Waridi La Matumaini (WLM)

The NGO Waridi La Matumaini (WLM) assists children from marginalised households and members of their families. They aim for sustainable support to fight poverty through creating responsible adults. WLM supports children with basic needs, life skills, education, experiences and empowerment through inclusive approaches. They support through family assessment, counselling, school visits, fundraising, contributing donations and health insurances.

3.1.1 Tutor for afternoon program @WLM

The project expects the volunteers to participate in following tasks

- Tutoring the children and supporting them with homework,
- Offering English lessons for the children and their parents,
- Planning and conducting educational excursions, and



- Creating projects in art/music/dance/sports/etc..
- Fundraising for the project.
- Technical advice for the project (social media, publicity work, brochures, etc.).

The working hours of the volunteers will be Monday-Friday 12-6pm, Saturday/Sunday 10am-4pm (only occasionally).



3.1.2 Family Social Work @WLM

The project expects the interns to participate in following tasks

- Supporting the social worker and counsellor in doing family visits, counselling, school visits and other jobs.
- Organising projects for the supported children.
- Getting insights in the work of a Tanzanian NGO.
- Cooperating with donors (Rose of Hope Tanzania e. V.) in Germany.
- Fundraising for the project.
- Technical advice for the project (social media, publicity work, brochures, etc.).



The interns are required to be enrolled in a course of Social Work at a University.

The working hours of the intern will be Monday-Friday 10am-6pm.

3.2 Tanzania Home Economics Association (TAHEA)

Tanzania Home Economics Association (TAHEA) works with children, women and different communities in Mwanza. The NGO facilitates development processes among poor families and communities, supports them to utilise their potential to improve their living standards. It has different projects in areas of education, early childhood development, agriculture, health, nutrition, habitat and community managed micro-finance. TAHEA has five ongoing projects, which require interns in different fields:



3.2.1 Coordinator for community managed micro-finance program @TAHEA

3.2.2 Project officer for health and nutrition program @TAHEA

3.2.3 Field officer for early childhood developmental program @TAHEA

3.2.4 Project officer for school readiness program @TAHEA

3.2.5 Project or field officer for agricultural program @TAHEA



The jobs of the interns include following tasks:

- Field activities and data collection
- Innovate the project,
- Promote the project and the organisation,



- Capacity building for the staff.

You should show a strong understanding and experience of results based management processes, including working in monitoring, evaluation and learning (MEL).

The working hours of the Volunteers will be a maximum of 8 hours per day Monday through Friday.

3.3 Awakening Horn for Inclusive Rural Development (AHIRD)

Awakening Horn for Inclusive Rural Development (AHIRD) is working with marginalised women, young girls and children through education, illustration of their challenges, funding financially and mobilising the community.

3.3.1 English teacher for vulnerable children @AHIRD

The project expects the interns to participate in following tasks:

- Teaching basic English to the students;
- Teaching other subjects such as Math, Science, Physical Education, or other subjects of interest;
- Supporting recreational and artistic activities focused on educational learning;
- Working alongside the local teachers on curriculum development;
- Cooperating with other Volunteers and staff to create fundraising for the project.



Therefore, the interns are required to show knowledge and or experience in teaching. This internship is suitable for teachers or students enrolled in studying to become teachers.

The working hours of the interns will be Monday-Friday 9am-4pm.

3.3.2 English tutor for vulnerable children @AHIRD

The project expects the volunteers/interns to participate in following tasks:

- Supporting recreational and artistic activities focused on educational learning;
- Organising and developing activities that encourage learning;
- Assisting the full-time local teacher with class duties;
- Assisting school administrations with daily tasks;
- Tutoring the students and help with their homework.
- Cooperating with other Volunteers and staff to create fundraising for the project.



The working hours of the Volunteers will be Monday-Friday 9am-4pm.

3.3.3 Photography and filmography for social impact @AHIRD

The project expects the volunteers/interns to participate in following tasks

- Create good quality videos of our projects;
- Create good quality videos exposing the socio-economic activities and real life of our local community;
- Discuss the content of the video with our NGO and its partner project;

- Write attractive social media content for the organisation's work;
- Organise fundraising activities using videos and photos to showcase the needs of the community we serve;
- Cooperating with other volunteers and staff to create fundraising for the project.

Therefore, the Volunteers are required to show interest and experience in filming and taking pictures, cooperate with the staff to get best results and bring own ideas for photos and videos. The working hours of the Volunteers will be Monday-Friday 9am-4pm.



3.3.4 Social work assistant for sustainable development @AHIRD

The project expects the volunteers/interns to participate in following tasks

- Relationship building to understand the needs of the clients and being able to advise them,
- counselling and social work with families,
- Planning activities;
- Writing and filing reports;
- Liaising with other social workers, officials and local government;
- Strengthening local knowledge and community ties;
- Spotting new and changing needs of the community;
- Providing information and support to clients.
- Cooperating with other Volunteers and staff to create fundraising for the project.



Therefore, the Volunteers are required to show experience in working with people of all age groups. The working hours of the Volunteers will be Monday-Friday 9am-4pm.

3.4 Muungano Foundation (MF)

Muungano Foundation (MF) works with vulnerable children and their families through supporting them with education and empowerment. The activities of the project include an educational sponsorship program, vocational training for women and reproductive health programs for girls.

3.4.5.1 Assistant program coordinator @MF

The project expects the volunteers to participate in the following tasks

- Visiting the supported children and youth at school,
- Supervising the sewing classes for widows and the baking apprenticeship for marginalised women,
- Preparing program reports,
- Initiating fundraising programs,
- Providing seminars to staff,
- Advising the executive committee.

The working hours of the volunteers will be 35 hours per week.



3.5 Volunteer at Pamoja Children and Youth Foundation (PCAYF)

Pamoja Child and Youth Foundation (PCAYF) works with disadvantaged children and youth to regulate poverty and give access to education. They are teaching them life skills and empower them through offering sports programs, giving sewing classes, doing petty business and more.

3.5.1 Project coordinator and sports trainer @PCAYF

The project expects the volunteers to participate in following tasks

- Planning and conducting sportive activities. So far, they offer football and cricket trainings, Volunteers are welcomed to train new kinds of sports.
- Preparing the children and the organisation for the upcoming cricket world cup.
- Monitoring sewing and selling of shirts with the youth, as well as carpeting activities.
- Marketing of the services the project offers.
- Participating in cultural tours, which are walks in Mwanza to visit supported families, counselling them, teaching life lessons and culturally exchange with them.
- Visiting schools of supported children.
- Fundraising for project activities.



The working hours of the volunteers will be Monday-Thursday: 9am-3pm and Saturday-Sunday: 3pm-6pm.

4. Financial Aspects

The costs for your Volunteer service are covered by yourself, therefore, we advise you to set up a support community or look for a job before/after your stay.

In the following we will explain all our costs, as transparency is a key factor in our work.

4.1 Costs for going with Shamiri

In advance we ask you to pay **one-time costs**. This price includes:

- accommodation, food, materials, salary costs, 5 hours of Kiswahili lessons, etc. for your preparation and follow-up Seminars in Germany or online,
- costs for arrival seminar in Tanzania, and
- administrative costs.

If you decide not to attend a preparation seminar or your preparation seminar is online, the price will be reduced. You can also only sign up to the preparation seminar. This costs 150€.

Each month will cost you 305€. **Monthly costs** must be paid before the 1st of each month.

This price includes:

- full accommodation,
- food (Breakfast and Dinner, Monday-Friday) and drinking water,
- salary costs for the staff of Shamiri,
- costs for inter-seminar and
- administrative costs.

If you stay less than 15 days of the month, the costs for that month are reduced by 150€.

4.2 Additional Costs

Visa for short-term stay (30-90 days): You will be able to get a student volunteer visa online for US\$ 50. It is valid for multiple entry and maximum 90 days.

Visa for long-term stay (3-12 months): You will get a student volunteer visa online for US\$ 250. It is valid for multiple entry and maximum of one year.

Additionally, there will be costs for

- your vaccines (check with your health insurance what they will cover),
- an insurance abroad (we advise Dr. Walter), which costs around 40€/month,
- your flights from your hometown to Mwanza (usually between 700-1000€ for a round-trip),
- additional food (at the weekends), drinks, etc.,
- transport costs to go to town, your language class, your project etc.,
- spare time money for traveling, going out etc.

5. Process of your volunteer service

5.1 First steps

Probably at this point of the manual you already know a lot about Shamiri and the projects, contact us if you have any questions. Think about when you want to come, for how long you want to stay and which project you want to support. Consider setting up a support group or find a part-time job or anything which will help you fund your experience.

5.2 Application and selection process

Once you have decided to absolve an intercultural learning experience with us, send us your application. We only require you to fill out our application form and add your criminal record and a motivational letter/video/etc. You should apply at least two months before your planned departure.

In the next step we choose the right applicants for the intercultural and developmental service, according to your motivation and your shown openness to support the projects long-term. Then we contact the project to confirm your placement.

After the application and choosing process, you will sign your agreement with Shamiri!

5.3 Checklist before your departure

- Transfer the one-time costs and the money for your first month to our bank account (details will be in your agreement).
- Participate in our preparation seminar.
- Do your first few hours (5-10) of online language & cultural class.
- Inform yourself about necessary vaccines (Hepatitis A and B, Tetanus, FSME, Typhoid, Yellow Fever, Rabies, Covid etc.) and get vaccinated.
- Book your flight (1-3 months in advance) and inform us about your exact date and time of arrival.
- Look for your insurance and get it.
- Apply for your visa (we will support you with that).
- Before, during, but especially after your service, we want you to support your project. Your goal should be to create at least one fundraising for it.

5.4 Arrival and stay in Tanzania

We will pick you up at the airport in Mwanza and bring you to the accommodation of the Volunteers. On the first Monday of the month your arrival seminar will start. The week after that you will start working regularly in your project and attend your classes. Every month you will have a Seminar on a Saturday. Additionally, you will receive support from us through meetings with facilitator and mentor, who are your contact persons for any problems, questions, issues etc. We also support you with your project, if there are any issues or organise meetings together concerning your fundraising ideas.

5.5 Return home

On the day of your departure, we will drop you off at the airport. And hope to welcome you to our follow-up seminar in Germany. The main topic you should think about now is: How can you support your project long-term?

6. Information about Tanzania and Mwanza

There are around 130 different tribes with many traditions in Tanzania. The tribes play an important role in identification, but differences are not a trigger for disputes. Another important issue regarding the feeling of togetherness among Tanzanians is the national language Swahili.

In Tanzania, Christianity and Islam are the most common religions (each around 40% of the population), whereby the transition to superstition is fluid.

The family plays an important role as the extended family acts as a care system. This system is changing under the influence of Western culture and the urbanisation. Thus, caring for the socially disadvantaged is an ever-increasing challenge for the government. There is a hierarchy in all areas of life in Tanzania. This puts the elderly over the younger, the rich over the poor, and men over women.

The latter is also the next point we want to address: the gender distribution in Tanzania. The man is seen as a provider and the woman as a housewife, who has less of a say, but this depends on their level of education. Men and women are partly affected by violence, with women mainly being the victims of violence. In marriage, the married couple lives a strict separation of areas of responsibility and rooms. As with the pension system, the division of roles between men and women is changing due to the influence of Western culture.

Corruption, waves of price increases and poor infrastructure are just three of the many reasons for poverty in the country. This cannot be adequately combated either by the annual economic growth of 7% nor by financial aid from abroad. The country's upper class is made up largely of foreign traders, executives, civil servants, and people who earn their living by non-arithmetic work. They like to show their wealth through different status symbols such as cars, smartphones, or many employees.

Mwanza is the second biggest city in Tanzania. It is located at the largest lake of Africa, Lake Victoria. The main business sector of Mwanza are the gold mines, the fish industry and trading with the neighbouring countries (Kenya, Uganda, Rwanda, Burundi). Mwanza is a fast-growing city, which brings positive as well as negative effects to the people living here. The sector of tourism will definitely grow within the next few years, which means more jobs will be available here. On the other hand, problems of poverty, street children and

infrastructure will become more severe. Which is why, sustainable support for projects concerning these issues is more important than ever.

7. Accommodation

Since January 2023 we are hosting volunteers in our volunteer lodge in Isamilo, Mwanza. It is located in the center of Mwanza, close to the city center and the projects we cooperate with. Pictures coming soon.