



## In-country Induction briefing checklist

Areas to be covered		
Organisation and management structure and processes; <ul style="list-style-type: none"> <li>a) teams involved in the project (including project management officer, operational and technical team,</li> <li>b) crisis management officer,</li> <li>c) support teams such as human resources and finance);</li> <li>d) project site(s);</li> <li>e) organisational mission and objectives in relation to the project</li> </ul>		
Comprehensive information on the hosting organisation's mission, <ul style="list-style-type: none"> <li>a) Projects and areas of work;</li> <li>b) communities involved;</li> <li>c) operational context;</li> <li>d) expectations on outputs and results from the projects task assignment and the needs assessment that underpins it</li> </ul>		
Relevant local legal framework applicable to the Volunteer		
Mandatory context-specific security briefing and health and safety briefing		
Information to volunteers on health, security and safety risks and recommended preventive measures		
Information about supervisor /manager responsible for the volunteer. Mentoring and other procedure and support mechanisms in place, and other support as provided for		
Cultural briefing on the country, region and locality of deployment, including guidance on appropriate behaviour and dressing;		
Information on learning and development plan and reporting requirements		
Indication of expected contribution by volunteer to communication work, and expectation of volunteer to stay engaged in humanitarian Aid		
In-country debriefing process		



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Briefing on health and safety also part of **pre-departure briefing of volunteer** by Sending organisation: Incl info to volunteers on health, security and safety risks and recommended preventive measures, info on learning and development plan and reporting requirements. Info on expected contribution to Communication work, and expectation of volunteer to stay engaged.

Organisation and management structure and processes;

a. **Teams involved in the project (including project management)**

The principal bodies of MAVUNO are general assembly, the board of directors, the advisory committee, the management and the beneficiaries' committee.

- The general assembly is composed of all MAVUNO members
- The board of director is comprised of a chairperson, project manager, patron, treasurer, and five members elected by general assembly.
- The management committee is composed of head of departments, one representative from the beneficiaries committee and two representatives chosen by technicians
- The beneficiaries committee is composed of small groups.

b. Crisis management officer:

The project manager is responsible for managing all crisis arises within the organisation

c. **support teams such as human resources and finance**

the assistant project manager and accountant are responsible for all matters related with human resources and finance

d. **Organisational mission and objectives in relation to the project**

**Vision:** Strong community with ability to control resources for their sustainable development

**OBJECTIVE:** The main objective is to improve the quality of life in rural areas of Karagwe and Kyerwa districts, Tanzania

Comprehensive information on the hosting organisation's mission

e) Projects and areas of work;

Currently MAVUNO programs are in Karagwe and Kyerwa Government administrative districts of the United Republic of Tanzania.

MAVUNO **Strategic Key Areas** are:

1. **FEBBA** (Food security, Environment, Biogas, Bee farming and Agriculture)
  2. **WASH** (Water, Sanitation & Hygiene)
  3. **EDUCATION** ( Kindergarten, Primary, Secondary and Adult Education)
  4. **SOCIAL WELFARE** (Small crediting scheme, Needy Children's support, HIV / Aids, Carpentry Workshop, Women and Youths Development)
  5. **ORGANIZATIONAL DEVELOPMENT**
    - f) communities involved  
Programs of MAVUNO have been implemented through bottom up approach in villages with organised households' participation at the onset of initiatives.
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- g) operational context;  
the organised beneficiaries form permanent groups whose responsibility is to ensure that the nature of the project being implemented is concurrently with felt needs.
- h) Expectations on outputs and results from the projects task assignment and the needs assessment that underpins it.
  - The expected output and results of the project is to bring in skills, knowledge and new ideas and knowledge transfer.

### **Relevant local legal framework applicable to the Volunteer**

- A Volunteer of the Organization are forbidden to solicit or accept valuable gifts or presents for whatever service they may have rendered in their capacity as representatives of the Organization.
- Where valuable presents are sent to a Volunteer or to his/her family because of service rendered by the Volunteer in his/her official capacity, the gifts should be returned immediately to the Donor, and with an explanation that acceptance of such presents is not allowed under the Organizational working regulations. Where the refusal of a present would cause offence and embarrassment to the Donor, it should be handed over to the Organization and recorded.
- Any fraud of Organizational properties, may it be equipment or money, is prohibited.
- A Volunteer of the Organization is forbidden to offer or give any valuable gifts, presents or money to people within or outside the organization for whatever service they may require or offer. If the Volunteer wishes to give a valuable gift, he or she shall use the official Organizational channels.

### **Mandatory context-specific security briefing and health and safety briefing**

This health, safety and security management rules and procedures are applicable to all volunteers and visitors. Personnel hosting visitors are responsible for ensuring any visitors to the operational area to follow the health, safety and security management rules and procedures. If in need for further elaboration, do not hesitate to ask the Volunteer Supervisor or the Director.

### **Information to volunteers on health, security and safety risks and recommended preventive measures**

- MAVUNO will ensure living and working conditions are safeguarded for Volunteer in accordance to the health, safety and security management rules and procedures.
  - To provide logistical support as needed in occasion of any health incidents.
  - Ensure regular inspection and servicing and vehicle maintenance.
  - To revise the health and safety risk assessment and provide information to partner and brief the Volunteer, covering the following aspects:
    - o Health risks specific to the area (Disease, environmental health risks, weather related risks, etc.)
    - o Provide information on how to contact local hospitals and local medical professional.
    - o Show where first aid kits are located.
    - o Show the Volunteer where fire extinguishers are located and how to act in case of fire.
    - o Explain how work site injuries or security incidents shall be reported.
  - To undertake revisions of the security plan and evacuation plan.
  - To ensure that the Volunteer is informed about any change in the area of working and any change of the security procedures.
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- In event of a negative change in local security situation which might in any way of degree affect the security of the Volunteer, his or her partner organization shall be contacted.

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**Information about supervisor /manager responsible for the volunteer. Mentoring and other procedure and support mechanisms in place, and other support as provided for.** The Volunteer Supervisor shall conduct his/her particular duty by giving mandates, directives, support and instructions to the Volunteer on behalf of the Organization.

**Cultural briefing on the country, region and locality of deployment, including guidance on appropriate behaviour and dressing;**

MAVUNO office is located in Ihanda Village in Karagwe district and the hostel is located in Chonyonyo about 9 km from the office. This is a rural area, which means people in general are quite conservative and follow traditions. They speak their local language, which is called Kinyambo but most people can speak Kiswahili as a national language. Do not expect people to know English; many people know a few words but not more. However, by knowing a few words in Kiswahili, using sign language and English, most situations can be sorted out.

Please be aware that you are not only representing yourself and the organisation that you come from, but also MAVUNO. This counts for work time as well as leisure time. In most matters in the community, people will consider you as a representative of MAVUNO. If misbehaving you might hence violate the reputation and the trust of MAVUNO among community members.

### **Respect**

Age in Tanzania matters a lot. Someone who is older than oneself is seen as a person which you need to show respect. It is important not to underestimate the great importance of the age in Tanzania! To greet an older person politely, you should therefore say "Shikamoo" instead of "habari".

It is custom to shake hands when introduced to new people or introducing yourself to new people.

Always use the right hand to greet, to eat, to give and to take things.

Religion plays an important role in many peoples lives. Different religions live side by side without problems. If you are not religious respect prayers before eating etc.

### **Greetings**

When entering in to a building, house or a room, you ask for permission to enter by saying "hodi". The person inside replies "karibu" meaning welcome. People are welcoming others to their homes as a phrase of politeness. If somebody tells you "karibu nyumbani" (Welcome to my home) it does not mean that you should follow him or her immediately. Consider it as an invitation if someone tries to agree on a specific day and time for this.

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In Tanzania to welcome somebody is more important than in Europe. You need to do it very detailed and you have to follow some rules. The way you welcome or greet somebody depends on the age of the person you are faced with.

## Couples

It is an absolute taboo to show any kind of tenderness (eg holding hands, kisses) in the public between two partners even if you are married. If you are not married to your partner you might better not say that, as it is contradictive to Tanzanian customs. If considering entering into a relationship finds someone in the office who can help you.

## Clothes

In rural areas, it's important to look neat and tidy, which means you should wear culture-adapted clothes during the day and dressier clothes for festivals (lessons, church etc.). At all times the clothing should be clean and without any holes.

### *For men:*

- Long trousers that are not tight (shorts are only worn by pupils)
- Shirts or t-shirts
- Sweater. Nights can become cool and it is also recommended to wear long sleeves after dawn to protect from mosquito bites.

### *For women:*

- Long and loosely fitted skirts (at least over knee)
- Loosely fitted trousers (In rural areas it is not very common for women to wear trousers. When wearing trouser some people may think that you are not decent, but acceptance for different customs is increasing and nowadays there are more and more Tanzanian women wearing trousers.)
- Sweater. Nights can become cool and it is also recommended to wear long sleeves after dawn to protect from mosquito bites.
- For every kind of shirt the stomach has to be covered.
- Be conservative when showing shoulders and your décolleté.

### Shoes, men & women:

- Sandals
- Closed shoes, like sneakers, for walking in high grass
- Flip flops are available locally

To protect yourself from the sun you can wear a hat.

Under no circumstances is it ok to wear short skirts or shorts, shirts showing the stomach, no shirt, regardless of gender and regardless of activity.

## Female sanitary articles

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Sanitary pads are available in the closest town, but might be a little tricky to get a hold of as menstruation is a very private issue and taboo to talk about. Tampons are not available. It is advisable to bring the sanitary articles you may need during your stay from home. Be aware that also the disposal of sanitary articles should be very discrete.

## **Information on learning and development plan and reporting requirements**

- Volunteer will attend orientation and training relevant to the task assignment.
- Volunteer is to work in close cooperation with Volunteer Supervisor.
- Volunteer is to work according to the task assignment and be flexible in case of amendments or changes according to project implementation and organization at large.
- Volunteer should on a continuously basis share knowledge in accordance with MAVUNO's knowledge management procedures.
- Performance assessment will be undertaken by Supervisor at a frequency determined by the duration of stay and the nature of assignment.
- Volunteer is to prepare progress reports to be submitted to Supervisor and director at a frequency at a minimum as agreed upon. The Volunteer may be assigned additional reports by Supervisor or director.

## **Indication of expected contribution by volunteer to communication work, and expectation of volunteer to stay engaged in humanitarian Aid**

The Volunteer is obligated to pay specific attention to the treatment of vulnerable group especially children, youth, women and elderly, in accordance with to the Mission of the Organization

The Volunteer should possess and be able to show the following personal competences

- Ability to work in teams as well as independently
  - Respect other cultures and adjust his or her own behavior to avoid misunderstandings
  - Ability to deliver results and report to the appropriate person.
  - Communication skills
  - Ability to adjust to changing situations
  - Have a realistic view of their contribution to the hosting organization and their beneficiaries.
  - Clearly formulate tasks to be carried out by others.
  - Ability to identify critical improvements needed to ensure sustainability of results.
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