

## VISITOR'S GUIDE WELCOME TO KENYA



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## About Us

World Vision is an International Christian relief, development and advocacy organisation working in almost 100 countries world-wide, to create lasting change in the lives of children, families and communities to overcome poverty and injustice.

Inspired by Christian values, World Vision is dedicated to working with the world's most vulnerable children and communities, regardless of religion, race, ethnicity or gender.

World Vision began operations in Kenya in 1974, and currently has slightly over 1,000 development staff members, working in 56 Area Development Programmes in 35 counties in kenya. Through valued partnerships, we support communities to access the knowledge and resources needed, to improve the wellbeing of children and overcome poverty.

World Vision Kenya's community development

approach supports a range of interventions, including projects in child protection, education, health, nutrition, food security, economic development, micro-finance, water and sanitation. By assisting community members help each other; we ensure that the process of positive change continues, long after the development programmes phase out.

#### OURVISION

Our vision of every child, life in all its fullness; our prayer for every heart, the will to make it so.

#### OUR MISSION

World Vision is an International partnership of Christians, whose mission is to follow our Lord and Saviour Jesus Christ, in working with the poor and oppressed to promote human transformation, seek justice and bear witness to the Good News of the Kingdom of God.



#### Our Core Values

|We are Christian |We are committed to the poor |We value people |We are stewards |We are partners |We are responsive

#### Learn more

National Director World Vision Kenya Karen Road, off Ngong Road PO. Box 50816-00200 Nairobi, Kenya

Telephone number: +254 020 692 6000 Mobile: +254 732 126 100 / +254 711 086 000 Email: wv\_kenya@wvi.org

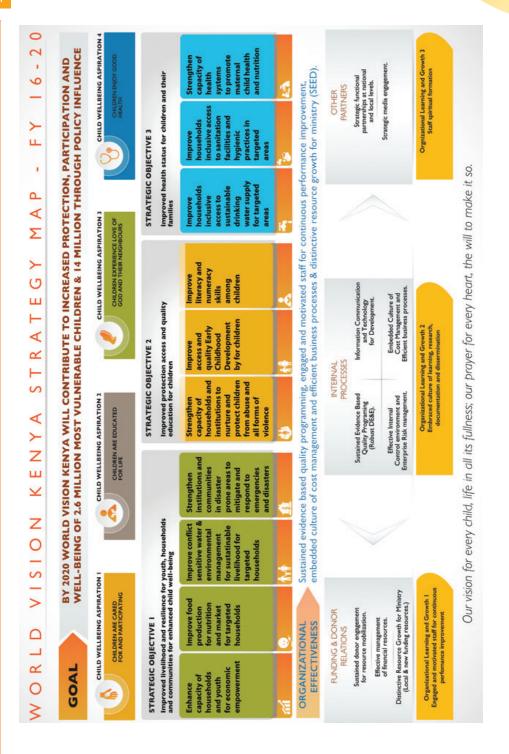
#### www.wvi.org/kenya



👔 World Vision Kenya



@WorldVisionKE



## DISTRIBUTION MAP FOR FY16 DEVELOPMENT PROGRAMMES WORLD VISION KENYA AREA

AREA DEVELOPMENT PROGRAMS WITH SUPPORT OFFICES

# NORTHERN REGION

USA Japan Hong Kong Germany Finland Australia Finland	Hong Kong Canada Finland Canada Australia
Bartabwa U Kiambogoko Ja Kainuk H Lokis G G Mariga Meibeki Moweiga A Moswet Fi Mogostio	Orwa Soin Sook Tunyo Wema

## LAKF REGION

SouthKore USA	Japan	USA	Hong Kong USA	Germany	Germany USA	Hong Kong United Kin	Japan Hong Kong Finland
Angurai Bandaptai	Illaramatak Varamo	Katito	Kegonga Kirindon	Lambwe	Magunga Matete	Nyamusi Nyatike	Olenton Pala Tinderet

#### United Kingdom SOUTHERN REGION South Korea South Korea South Korea Australia Canada Canada USA USA USA USA USA Changamwe Mtito Andei Mwatate Sangailu Soweto Osiligi Bamba Kalawa Marafa Taveta Riruta Lamu

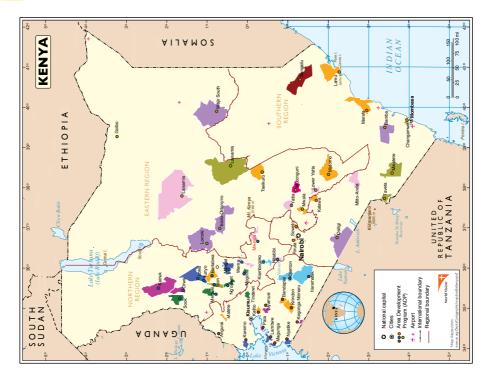
## EASTERN REGION

Canada Australia South Korea Australia South Korea USA	Ireland USA South Korea Australia
Garbatulla Golbo Isiolo Laisamis Lorroki Mwala Mutomo	Mutonguni Tseikuru Wajir Yatta

## **AREA DEVELOPMENT** SUPPORT OFFICE **PROGRAM's** gdom

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## Objective

This guideline provides information, general advice and clarity on how to organise a business trip to World Vision Kenya, that is safe, meets set objectives and is enjoyable. The guideline is updated annually.

## Introduction

World Vision Kenya warmly welcomes all business and donor visitors to Kenya. Each year, many different business trips take place in World Vision Kenya. Examples include; sponsors, donors, media teams, celebrities and corporate representatives.

World Vision Kenya's hope is that by effectively hosting and coordinating these trips, we can foster collaboration, connection and support in order to better achieve our ministry objective: Increased protection, participation and sustained well-being of vulnerable children in Kenya.



## **Overview** of Kenya



#### GEOGRAPHY

Located in East Africa, Kenya borders the Indian Ocean to the east, Somalia to the northeast, Ethiopia to the west, and Tanzania to the south. Nairobi, the capital of Kenya, is situated slightly south of the centre point of the country at an altitude of 1,700 metres or 5,500 feet above sea level.



#### POPULATION

Estimated at 44.4 million, the population of Kenya is relatively young, with 43 per cent of all Kenyans aged between zero to 14 years. Only 30.4 percent of the population lives in urban areas, though this figure is expected to expand to 44.5 per cent by 2015.

The population of Kenya is highly heterogeneous (*ethnically diverse*). Kenya's ethnic diversity has produced a vibrant culture which has sometimes been a source of conflict. The predominant religions in Kenya include Christianity 82.6%, Islam 11% and other religions.



#### LANGUAGE

English and Kiswahili are the official languages of Kenya. Many Kenyans also speak a variety of indigenous languages.



#### POLITICAL DEVELOPMENTS

The independent Republic of Kenya was formed in 1964. The current government under President Uhuru Kenyatta, came into office on April 9, 2013. Kenyatta's Jubilee administration has focused on implementation of the August 2010 Constitution, which established 47 county administrations under a transformation devolution programme. Deepening implementation of devolution and strengthening of governance institutions to improve accountability and public service delivery at national and local levels, are some of the key agendas of the Government.



#### SOCIAL DEVELOPMENTS

Kenya has met a few of the Millennium Development Goal (MDG) targets, including, reduced child mortality, near universal primary school enrolment and narrower gender gaps in Education. Interventions and increased spending on health and education are paying dividends, and HIV/AIDs prevalence has reduced. Devolved health care and free maternal care in all public health facilities has the potential to improve health care outcomes and develop a more equitable system of caring for citizens.

Kenya has great potential to be one of Africa's great success stories from its growing and youthful population, a dynamic private sector, a new Constitution, and its pivotal role in East Africa, if the country can addresses challenges of poverty, inequality, governance, low investment and low growth-rates that will transform the lives of ordinary citizens.

Devolution is a challenge, but also an opportunity for greater distribution of

economic opportunities across income groups and regions.



CLIMATE

Although Kenya lies across the Equator, annual rainfall over most of the country is surprisingly low and varies from year to year. The types of relief and the range of altitude in Kenya produce a considerable number of distinctive local climates and local weather; too numerous to be detailed here.

Seasons: Short rains are generally from October to November. The long rains last from March to early June.

Temperature: The average day-time temperature year-round is between 20°C

/ 68°F and 28 C / 82 F, but it is warmer at the coast where it is hot and humid all year-round.



#### WORK WEEK

Monday to Friday - 8:00am -5:00pm



Kenya Shillings - Ksh.The exchange rate fluctuates approximately 1USD = Ksh.100



220 - 240 Volts AC Plug type-G. You will need a voltage converter and plug adapter in order to use US appliances.

Country profiles compiled from the World Bank http://www.worldbank.org/en/ country/kenya/overview and the BBC Monitoring



## **Our Focus** Areas

World Vision Kenya's Five-Year Strategy (2016-2020) focuses on improved livelihoods and resilience, child protection, education, health and access to improved water, sanitation and hygiene (WASH) for children and their families. Through our advocacy work, we enable the voices of children and their communities to reach decision-makers, with the power to change unjust policies and practices.



#### LIVELIHOODS AND RESILIENCE

Through training on modern farming techniques, World Vision Kenya empowers farmers to grow high-value, sustainable crops, run kitchen gardens and rear healthy livestock. World Vision supports households to adapt to climate change and recover from disasters. We support communities to identify economic opportunities through Vision Fund Kenya, a micro-finance affiliate of World Vision.



#### CHILD PROTECTION

World Vision works to protect children from risks such as violence, Female Genital Mutilation, exploitation, abuse and neglect, by strengthening child protection systems and practices. We partner with the government, law enforcement agencies and other child-focused organisations, to provide a safe environment and increase the resilience of children. World Vision Kenya, also partners with schools and religious institutions to enhance children's spirituality.

World Vision Kenya's education interventions, including increasing enrolment of children in Early Childhood Development (ECD), geared towards helping boys and girls attain literacy skills, complete basic education and enhance intellectual and social development.

#### HEALTH

Vision Kenya partners with communities, government and other partners to improve the health of children and reduce maternal and child mortality. We support mothers to address malnutrition and enable householdlevel management of preventable childhood illnesses. In partnership with the government, donors and use of comprehensive integrated child health initiatives such as *Malezi Bora*, we have recorded improved coverage of essential vaccines and immunisation in our ADPs.

### WATER, SANITATION AND HYGIENE (WASH)

World Vision Kenya works with communities and partners to improve access to safe and clean water and sensitise communities on proper sanitation and hygiene practices. We employ various technologies including deep wells, spring water collection, construction of earth dams, rainwater harvesting and pipeline systems.



World Vision Kenya works to restore hope and dignity to vulnerable families and communities affected by emergencies in Kenya. We contribute to inter-agency emergency response efforts to conflict affected populations in Kakuma Camps.

Response interventions include, providing emergency food provisions, clean water, sanitation services and other household and hygiene supplies. One of World Vision's hallmark programmes is delivering child-friendly spaces and services-special play and education areas, where children can regain a sense of stability, amid the chaos and have their psychological conditions, monitored.



## **Planning** A Trip

#### TRIP REQUEST AND APPROVAL PROCESS FOR ALL VISITS

When you plan your visit to World Vision Kenya, please take note of the following:



A minimum three (3) months advance is required

A request to visit must be sent by email to the Operations Director, Jeremiah\_Nyagah@wvi.org for approval The email needs to provide a clear objective/

purpose for visit, duration of visit and total number of visitors expected

A background/bio/brief of the visitors is useful

Do not plan on visits to the national or field office on a weekend or over a public holiday period

After written approval for the visits has been granted the Guest Relations Officer, Tole\_Uzel@wvi.org will confirm availability of the proposed dates with the relevant World Vision Staff.

### TRIP REQUEST REQUIREMENTS FOR CAPTURING COMMUNITY BASED CONTENT

For trips which involve capturing community-based content - primarily via interviews, filming and photography for support office marketing, communications and advocacy purposes.



After sending your request by email please also Raise a Share Assignment. Read and sign the Trip Approval Form (TAF) to ensure the successful planning and management. If a pre-trip field visit must be made to scout for stories please include the 2

Please note that use of drones (unarmed aerial vehicles) for aerial photography is not permissible in Kenya unless you obtain approval from Kenya Civil Aviation Authority and Ministry of Defence. Approval is not guaranteed and may take up to three months to obtain

International filming crew MUST obtain a special pass issued by the department of immigration. The special passes are available for Ksh 15,000.00. For more information contact the Guest Relations Officer. Tole\_Uzel@ wvi.org

pre-trip brief in the original request.



#### SIZE OF VISITING GROUP

The size of visiting teams/delegations will be agreed upon on a case-by-case basis between Support Offices and World Vision Kenya, consistent with mutually agreed objectives for each field visit. To better accommodate a visit, to capture quality experiences, we recommend group sizes of less than ten people.

After written approval for the visit has been granted, an itinerary will be developed. At this stage, email and Skype calls with the Guest Relations Officer Tole\_Uzel@wvi.org are important to clarify details of the visit.



#### ENTRY-VISA APPLICATION

Any foreigner seeking to enter the Republic of Kenya should have a passport which is valid for not less than six months.



#### How To Apply

Please note that you can obtain en e-Visa upon application on www.ecitizen.go.ke. and follow these steps;

- Click register on www.ecitizen.go.ke
- Select register as a visitor
- Once logged in, select Department of Immigration Services
- Select submit application
- Select Kenya visa
- Select the type of visa and read the instructions carefully
- Fill the application form
- Pay using visa card, Master Card and other debit cards
- Await approval via email, then download and print the e-Visa from your e Citizen account

• Present your printed e-Visa to the immigration officer at the port of entry.

Please also take note of the passport requirements below;



#### Passports

- Valid passports or other travel documents including Seaman's Discharge Book, acceptable to the Government of Kenya are required, for all persons wishing to enter Kenya.
- Passports must be valid for at least Six (6) Months.
- Passports must have a clean and a full visa page for endorsement.

Visitors who require an invitation letter should contact the Government Relations & Protocol Advisor Mary\_Muinde@wvi.org

#### Disclaimer

- The Visa processing fee is nonrefundable
- Incomplete applications will be rejected
- The possession of an e Visa gives no authority to enter the Republic of Kenya
- A visa is required prior to entry into the Republic of Kenya
- The e-Visa print-out must be presented at the port of entry

Engaging in any form of business or employment without a requisite permit or pass is an offence 13

#### INSURANCE

Please arrange your own travel / medical insurance in advance, should you need medical attention during your stay in Kenya.



#### FINANCES

All costs incurred during a trip must be covered by the visitors. These include, but are not limited to, transportation, lodging, meals, drinks and filming licenses. Visitors are expected to cover these same costs for any accompanying host or staff, who is involved in the trip. World Vision Kenya will prepare a budget for the entire visit once the trip is approved and the itinerary has been finalised. The support office will create a PA (pre-approval) for the visit expenses as per the budget.

Submission of SA (settlement advance) will be done as soon as all the suppliers have been paid, which may take a couple of weeks.



## Pick-up From Airport

All visitors are requested to confirm transportation from the airport ahead of time with the Guest Relations Officer.

Airport transfers can be arranged through World Vision Kenya's travel agent BCD. The cost for the transfer is USD 18, oneway.

> While in the country, it is recommended that guests use World Vision Kenya approved taxis only

In case you do not find your TAXI at the airport, stay inside the main airport building and call your contact person. If the person is not available, contact World Vision Kenya Guest Relations Officer.

#### +254 722675811

All travels to World Vision Kenya projects or ADPs should be arranged through the World Vision Kenya Guest Relations Office.

Or

Through World Vision Kenya's travel agent BCD. The cost for the transfer is USD 18 one-way.



APPROVED IN-COUNTRY TRANSPORTATION

BCDTravel agents: +254 788 100 014

Or

+254 722 128 076

TAXI

Express Impress Taxi:

+254 720 269 668 Or +254 729 872 647

> Payment receipts are not always available, so be sure to note down your own expenses

#### IN-COUNTRY FLIGHTS

There are domestic flights from Nairobi to Mombasa, Kisumu and Eldoret cities.

## Security Brief

This security brief is developed for visitors and World Vision International staff, who come to Kenya under official coordination by World Vision Kenya, and hosted entities. World Vision staff members hosting your visit are more familiar with the local customs and travel security procedures within their respective areas of operation and thus make the best guides. Provided below are a few general precautions and guidelines that will help you feel secure and also enable you to enjoy your stay in Kenya.



#### OVERVIEW

Kenya's overall security has remained relatively moderate with some safety and security issues, thus demanding advised movement in several parts of the country. Lamu, in the Coast region and the whole of the north eastern region including Garissa stretch bordering Somalia, have recently turned into very high risk areas, thus calling for proper briefing to all visitors intending to come to these destinations. In addition, visiting Nairobi, Mombasa and other urban towns equally requires formal briefing.

Visitors are advised to refrain from joining public gatherings and demonstrations, which sometimes turn violent as the demonstrators engage police in running battles. Visitors also need to remain alert and updated on the local security developments by monitoring local news and reports, seeking updates from their host colleagues and being aware of their surroundings. Always, be vigilant regarding your personal security and preparedness. According to World Vision's security policy, all staff are responsible for their own security and are expected to actively contribute to a positive security culture.

This means that, one should do all he/she can to remain secure and ensure safety of World Vision property or assets. Every line manager and World Vision office, is responsible for the management of security and also providing any guidance that one may need.

#### KENYA SECURITY RISK RATING

Overall Country Risk Rating = ORANGE (Medium risk and restriction of movement)

### PERSONAL SECURITY MITIGATION MEASURES

Situational awareness – Be constantly aware of the prevailing situation. Something could happen at any time. Credit cards – Limit your use of credit cards. Be observant when using a credit card.

**Personal information** – Be cautious about sharing personal information, especially with strangers.

Walking – Avoid walking in poorly lit areas. Use World Vision approved taxis. Refrain from using bodaboda (bicycle or a motor cycle taxi). Bodaboda is not a safe mode of transport.

Valuables – Minimize exposure of valuables. While in hotels, lock your valuables in safes or register them at the hotel reception.

Movement – Inform colleagues of your itinerary including locations being visited,

and with whom, as well as, expected time of return.

**Money** – Do not carry money or display large amounts of money. Carry your handbag in a secure manner to prevent it from being snatched.

In hotel – Not everyone in a hotel is a genuine guest. Keep your room door and windows locked. Draw your curtains fully.

Do not open your door to strangers. Know the emergency exit.Visitors must not leave their valuable items (laptops, computers, pc tablets and cameras etc.) in the hotel room.



Avoid all protests and public gatherings and demonstrations as they may turn violent



## Packing List



#### MOBILE PHONES

Visitors may purchase a SIM card (phone number) and/or a reasonable priced mobile phone, from any local mobile shop. Consult with your host to help you buy a mobile phone if needed. You will be required to present your passport for identification in order for your SIM-card to be registered once you have purchased it.

Currently Safaricom and Airtel are the most suitable mobile service providers in terms of availability, coverage and cellular data.



#### KEY TRAVEL DOCUMENTS

Valid passport, visa, airline ticket, support office, insurance card, printed itinerary and invitation letter if required. You are encouraged to make two copies of your passport photo and airline tickets and store them in separate bags. Put your name, address and telephone numbers, inside and outside each piece of luggage. Where possible lock your luggage.



#### MEDICAL SUPPLIES

Check with your doctor for specific or food allergy medicine. It is recommended that guests use available mosquito nets.



#### SNACKS

When travelling to the field, it is best to pack some snacks including protein bars, granola bars, trail mix and nuts.



#### MISCELLANEOUS

It is recommended that you pack an electric converter, multi-socket adapter, a portable torch and cash on hand. US dollar notes up to \$200 per day is sufficient and dollars are accepted nationwide. Do also carry ATM –VISA cards. There are many ATM's available around Nairobi and major towns. Money can be withdrawn in US dollars or Kenya shillings. Some hotels and restaurants in main cities accept credit cards.



#### DRESSING

Women - Clothes that cover knees and shoulders; walking shoes (2 pairs), socks, nightwear, hat, sunglasses, light jacket, bathing and swimming suit and feminine products.

Men-Sportswear, pants/trousers, clothes that cover knees and shoulders, walking shoes (2 pairs), socks, nightwear, hat, belt, light jacket, bathing and swimming suit and deodorant.



#### FOOD AND DRINKS

Kenya's staple food is Ugali [a dish of maize flour cooked with water to a dough-like consistency] and vegetables (often kale). However, every community in Kenya has its own traditional delicacy.

Generally it is advisable to know what you can and cannot eat. Street food is not recommended for visitors. Allergies can be fatal. Always speak to your host before meal time if you are allergic to certain foods. In general tap water, is not safe to drink. We strongly recommend that you drink bottled water.



If you are allergic to certain types of food, please inform your host. It is mandatory bring your medical kit, in case of any emergency

## **Places** To Visit

Nairobi is known as the 'Green City in the Sun' and is the main commercial centre of Kenya with well-developed infrastructure.

Should you wish to visit the following popular tourist sites in Nairobi, we recommend that you contact World Vision Kenya's Travel agent BCD Travel to arrange for the visit.

#### **BCD** Travel Company +25478800014

Please note that World Vision vehicles cannot be used for private / non-business related visits.



DAVID SHELDRICK WILDLIFE TRUST

The David Sheldrick Wildlife Trust is a successful orphan-elephant rescue and rehabilitation programme.

The orphanage is situated near the World Vision Kenya national office. You can visit the orphanage between 11am and 12 noon every day, where you can watch keepers take orphaned baby rhinos and elephants, for their daily mud-baths and see the elephants being fed and at play.



#### GIRAFFE CENTRE

The African Fund for Endangered Wildlife is commonly known as the Giraffe Centre, Founded in 1979, as a core breeding centre of the endangered Rothschild's Giraffe, the centre escalated its conservation efforts in 1983, opening

up an environmental education centre for the Kenyan youth. The visit gives guests an opportunity for an up-close and personal interaction with the animals, where guests have the opportunity to view the giraffes as well as feed them



#### KAREN BLIXEN MUSEUM

The Karen Blixen Museum is located near the World Vision Kenya national office. Its history dates back to 1914, during the First World War, with the arrival of Karen Blixen from Denmark. At the foot of Ngong Hills, Karen Blixen established herself as a farmer. After her departure in 1931, the suburbs retained the commemorative home of Karen. The beautiful farmhouse is where Karen Blixen. author of the famed memoir Out of Africa lived on from 1917 up to 1931, until she left Kenya after a series of personal tragedies.



#### NAIROBI NATIONAL PARK

A short drive out of Nairobi's Central Business District is the Nairobi National Park. The Park hosts a wide variety of wildlife including the endangered black rhino, lions, leopards, cheetahs, hyenas, buffaloes, giraffes and diverse bird-life with over 400 species recorded. Visitors can enjoy the park's picnic sites, three campsites and the walking trails for hikers.

http://www.kws.go.ke/parks/nairobinational-park



#### CHURCHES IN KENYA

Experience Kenyan church worship in The English language.

Don Bosco Catholic Church, Upperhill Nairobi http://www.donboscochurch.org

Nairobi Chapel http://nairobichapel.org

Nairobi Baptist Church http://nairobibaptist.co.ke

Nairobi Pentecostal Church http://www.citam.org



#### SHOPPING MALLS

The following shopping malls are situated near the World Vision Kenya National Office.

Galleria Shopping Mall is situated at the junction of Langata and Magadi road. Open every day from 9am to 10pm. Tel: +254 20 2363063 / +254 704-498463.

Junction Shopping Mall is located on Ngong road. Open every day from 9am to 7pm. Tel: +254 203872881 / +254 203864299 / +254 203872906

Yaya Centre is on Argwings Kohdek Road. Open every day from 9am to 8pm. Tel: +254 20 2713360/1 / 0722-200989



## Helpful Contacts



ESSENTIAL CONTACTS WHILE IN KENYA

WORLD VISION KENYA

Security Manager +254 716 502 559 +254 721 900 976 +254 722 675 811

BCDTravel Company +254 788 100 014 Express Impress Car Hire +254 729 872 647

BM Security Control Room +254 722 806 076



OFFICE HOURS-WORLD VISION KENYA

OFFICE HOURS Monday – Friday, 8:15 am to 4:45 pm (45 minute lunch break)



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#### Contact:

National Director World Vision Kenya Karen Road, off Ngong Road P.O. Box 50816-00200 Nairobi, Kenya

Telephone number: +254 020 692 6000 Mobile: +254 732 126 100 or +254 711 086 000 Email: wv\_kenya@wvi.org

#### Learn More:

www.wvi.org/kenya

