

Pre-Departure Manual:
Teaching in Dadaab, Kenya
Instructor/TA's Handbook

Certificate in Educational Studies
BHER Project, York University

Updated February 2017

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Introduction

Thank you for participating in the Borderless Higher Education for Refugees project, and its Certificate in Educational Studies (Elementary) or Bachelor's Degree in Geography to be delivered in Dadaab, Kenya.

This booklet has been designed to help you plan for your travel to Kenya and your instruction while there.

Background on BHER

The Borderless Higher Education for Refugees (BHER) Project is a development initiative that aims to make university programs available to refugees and local host communities in the northeastern Kenyan city of Dadaab, home to the largest refugee population in the world.

Why BHER?

- Currently some 500,000 people are refugees in Dadaab, often for ten years or more as an outcome of war, human rights violations, and/or persecution in their home countries;
- Some 300,000 Kenyans live in the host communities of Dadaab, Fafi and Wajir South, in one of the poorest counties in the country, Garissa;
- Attending university or accessing other tertiary degree programs has been almost impossible for refugees and host communities;
- Refugees who have completed secondary school almost universally voice the desire to attend university, but only one percent benefit from international scholarships. **For the majority of students, higher education remains out of reach;**
- People in the host communities are equally deprived from attending university education - until recently no university campus existed in the region.

What does BHER do?

- Offers gender balanced and internationally recognized university programs at the level of certificate, diplomas and degrees in education, social sciences and natural sciences to refugee and local populations;
- Supports Canadian and Kenyan universities to develop and deliver individual or joint onsite and online programs through the BHER Learning Centre.

How does BHER work?

- Students eligible to apply to any of the BHER programs will follow admission policies and procedures of the institution that administers any given program;
- All students initially attend a year of preparatory work to become university ready;
- After the preparatory stage, students enroll in Certificate and Diploma programs to train as teachers either in primary or secondary education;
- Upon completion of either the Certificate or Diploma Programs, students may apply to a degree program in Health Promotion, Community Development and Extension, Public Policy and Administration and Liberal Arts.
- All offerings are "stackable", allowing students to earn a certificate or diplomas at each level of study, incrementally building towards earning a degree;

Who is involved?

Currently the BHER consortium includes five partners: Kenyatta University, Moi University, University of British Columbia, York University and Windle Trust. The BHER project is supported the Department of Foreign Affairs Trade and Development (DFATD) and participating partners.

Classroom Space and Technology

Classroom Space

The course you have agreed to teach is scheduled to be held in Dadaab, Kenya as outlined in your contract. Classes will be taught in the BHER Learning Centre, located in the town of Dadaab. This Learning Centre was purpose-built for this project on Kenyatta University land, and is adjacent to Kenyatta University's Dadaab satellite campus.

The BHER Learning Centre consists of three classrooms and two computer labs, each seating about 40 students. The BHER learning centre shares a site with Kenyatta University's Dadaab campus, from which we typically borrow two additional large classrooms that can each seat about 80 students.

Classroom Technology

All classrooms are equipped with a whiteboard. LCD projectors are also available, but must be set up by the ICT support person in advance of each class. If you will require the use of an LCD projector, please inform the ICT support person one day in advance.

There is one printer on site, and you will be able to print some materials. However, we would ask you to be as conservative as possible in your printing volumes, since this is quite costly and has environmental consequences. For larger volume print jobs, please submit materials to Emily Antze in advance of your travel to Dadaab; Emily will communicate with you about deadlines for this. Windle Trust Kenya's large volume printer is located in Dagahaley camp, rather than at the BHER learning centre, and so printing here involves staff travel and advance planning.

Some classes will be taught in the computer labs, which are generally air conditioned. Other classrooms are only equipped with fans.

An internet connection will be available in all rooms at the BHER learning centre. Note that while this is now higher speed than in the past, it could still be occasionally unreliable, and may not always be connected. Back-up plans are important.

Note that most students will have limited access to technology outside the classroom, and will not be bringing laptops to class with them. Students do have their own tablets, provided by the BHER project.

Due to security regulations, you will not be able to access the classrooms/computer labs in the evenings after class; faculty will be required to leave the BHER learning centre immediately after the end of classes. We encourage you to travel with a personal laptop to allow for preparatory work in the evenings.

Desks and chairs

Each seminar room will have 40 tablet chairs, which can be arranged in a variety of configurations. Some classes will be taught in the computer room; in this room, chairs will be positioned in front of desktop computers, which sit on heavy wooden desks. Large Kenyatta University classrooms each have about 80 tablet chairs.

Roles and Responsibilities

York University is responsible for delivering high-quality programs to participants. We endeavour to hire instructors who we believe will have the experience and skills to deliver these courses to these high standards. A full outline of instructors' roles and responsibilities can be found on the instructor's contract.

- **Course Directors:** As with all credit courses, York University is responsible for the delivery of courses and programs
 - Course Directors, as employees of York University are responsible for the creation and delivery of quality programming, including the course outline, course expectations, course materials and assessment of learning, in adherence to the course description that has been approved by Faculty Council.
 - Instructors who are teaching different courses to the same cohort of students in the program may choose to work together to create exciting and interesting activities that will engage students in their learning.
 - If instructors have questions or concerns about budget and/or course delivery, they should speak with the Director, Academic Affairs and Operations, the Associate Dean and the BHER Director of Educational Programs (Don Dippo).
 - Instructors should remember that as instructors in a York University program, they are representatives of York.
 - If instructors have concerns about the academic progress of a participant, they should speak with the Associate Dean. Since this is a special program, please also speak with the Director of Educational Programs (Don Dippo) with any concerns about student progress attendance, etc. As with all credit courses, students' participation and attendance are integral components of their learning.
- **Teaching Assistants:** As with all Teaching Assistant positions, Teaching Assistants for BHER programs should refer to the CUPE-1 Collective Agreement for an outline of their responsibilities.
 - Since the BHER program is delivered outside Canada to students who have never studied in a Canadian university before, students may need support in areas that are not required by those who attend classes in-person at York. They may need additional information on essay-writing, classroom attendance, study skills, and other items that may be different from their current practices.

If partners have any confusion about your role, please clarify that you are an employee of York and that you are delivering a York University program.

Timelines and Expectations

- Prior to the commencement of programs and the arrival of students, instructors and TAs are required to attend an orientation at York University.
- Students are granted York University course credits from the Faculty of Education or the Faculty of Liberal Arts and Professional Studies, which lead to a recognized Certificate or Degree at the end of the program, indicating that York University-level program expectations have been successfully completed. If you have concerns about a student's completion of program expectations, please bring them to the attention of the BHER Director of Educational Programs (Don Dippo) as soon as possible so that the issue can be addressed immediately.
- At the end of the term, a course evaluation form will be provided. Instructors are asked to facilitate the completion of these evaluation forms, and to submit them to Emily Antze. Instructors will also be asked to attend a "debriefing" session at the end of the program, and to complete a written report outlining their reflections and suggestions for future programs. This report is to be submitted one month after the completion of instruction.

Instructor's Program Checklist

Before the start of the program:

- Attend the orientation meeting;
- Prepare a course to be taught (instructors only)
- Sign and submit your signed contract, travel waiver, emergency contact information and other required documents;
- Submit a course outline (instructors only) to Emily Antze

Throughout the program:

- Teach your course, according to your course outline
- Provide regular feedback and support to students in order to assist their learning
- If students are not completing assignments or if they are not meeting program expectations, inform the Associate Dean and the BHER Director of Educational Programs (Don Dippo) and provide details. As with all credit courses at York University, students who do not meet course expectations should not receive a passing grade in their course(s)
- Regularly reflect on strategies with students to help them plan on how to best implement their learning in the context of their own school

At the end of the program:

- Have students complete a course evaluation on the final day of class;
- Submit your marks online, and follow all regular grade-reporting procedures, as with any York University credit course;
- When back in Toronto, attend the debriefing meeting to provide feedback to the Director of Educational Programs and Director, Academic Affairs and Operations in the Faculty of Education;
- Complete a brief report to BHER (2-5 pages) on your teaching in Dadaab, addressing questions such as impressions of student attendance and participation (and how this varied by gender), how students reacted to class content, what challenges you experienced and how these were addressed, how this teaching experience differed from that of teaching a similar course in Canada, how this course contributed to your own professional development, and any recommendations for revisions to the course or program for the future.
- Submit students' course evaluations to Emily Antze.

Program and Curriculum

Since these courses are York University credit-bearing courses, please remember:

- The curriculum must remain rigorous and you should encourage students to challenge themselves to think about the classroom/school/other educational context in new and exciting ways, and incorporate updated research. Readings should balance theory and practice.
- Teaching should be delivered by modeling a variety of “best practices” and reflective learning. Students may need more formal introductions to these strategies, since they may not have encountered them before.
- Regular reflection and discussion are encouraged. They will help students bridge their learning with their local classroom context.

- Programs should build students' knowledge, thinking and understanding of the topics outlined in the course profile.
- It is essential that all BHER courses build a culture of inclusion in the classroom. Instructors should give careful attention to gender and equity issues in the classroom.
- Include time for facilitated discussion and group reflection.
- All programs must adhere to copyright laws. York University no longer subscribes to Access Copyright, so you must follow all policies outlined at <http://copyright.info.yorku.ca/>
- As a credit course, you have the same photocopying budget as other courses do.
 - Please complete your photocopying prior to your departure; keep in mind that these copies will be extra weight in your luggage. You may arrange to have printing/photocopying done in Dadaab, but for this to be possible you will need to submit materials several weeks in advance of the term; liaise with Emily Antze to arrange this.
- Please consider cultural relevance when planning your course. You may want to spend extra time on certain topics, or prepare students for tasks in a different way than you might do in Toronto. Students may not have taken university courses before, so you may need to provide a rationale or explanation for activities or strategies.
 - Sometimes in international programs, instructors with International Education have found that program participants have indicated, "This is not relevant for my class", or "This wouldn't work in my classroom." Instructors should discuss *why* they think that the strategies and theories might not work in their context, and encourage them to "make strategies their own" by making modifications, variations, etc.
- At the end of the course, students who have successfully completed all aspects of the program will receive a university credit from York University. Attendance should be taken in classes, and those who miss class time and/or who do not complete assignments and activities should not pass their course, as would be the case if they were enrolled in the course on the Keele campus.
 - If you have concerns about the attendance and/or participation of a class participant, please speak both to the person directly, then to the Associate Dean and the BHER Director of Educational Programs (Don Dippo) right away.
 - **Likewise, please ensure that ONLY those who have registered for the course and who are on your attendance list attend the class.** York University has not authorized any additional people to "sit in" or observe the class.

Travel Logistics

Flights

Please remember to save copies of all your boarding passes; we will require these for BHER financial records.

Toronto to Nairobi:

The BHER project may assist you with flight arrangements for you if you wish. Flights will likely be routed through Addis Ababa, Paris, Amsterdam or London. Be prepared for a long flight; most travel itineraries take about 20 hours to reach Nairobi. Please share international flight itineraries with the BHER Program Administrator (Emily Antze) before reserving them, even if you are funding the ticket yourself; this is essential to confirm that your international itinerary aligns with the schedule of flights to Dadaab.

Nairobi to Dadaab:

Flights to Dadaab are operated by ALS Somalia. These are special flights for aid workers, and will be arranged for you through our partner NGO, Windle Trust Kenya. The airplane you will take is stamped with the World Food Program insignia. This flight will depart from Wilson Airport, rather than the Nairobi International Airport. Be certain your taxi driver understands this!

Your ticket on ALS will only become available 48 hours before you travel. It will be emailed to you by Jully Odanga of Windle Trust Kenya, and you will need to print it out yourself at the Serena Hotel. Should you not receive this in a timely fashion, please call Jully Odanga of Windle Trust Kenya directly at 070898641.

Note that ALS, the airline that will fly you to Dadaab, allows a maximum baggage weight of 20 kgs, which *may* include purses/laptop bags (this policy is not consistently applied, and seems to be much stricter when flying Dadaab-Nairobi than Nairobi-Dadaab). Try to pack lightly! If your luggage will exceed this weight, please discuss this with Emily Antze several days in advance so she can arrange to purchase extra cargo allowance. If this is not done, there is a risk of luggage being left behind at the airport.

Ground transportation:

In Nairobi, we will encourage you to travel with our trusted taxi driver, Richard Githu. Before you travel, Emily will make arrangements for Richard to pick you up from the Nairobi airport on arrival. He will be there with a sign with your name. Richard can be reached at (+254) 721 260 005 (once in Kenya, dial 0721 260 005). If you can't find him at the airport, try to find a friendly stranger to lend you their phone so you can call him.

Richard is expected to charge you KES 2500 for transportation between the international airport and the Serena Hotel, and KES 1500 for travel from your hotel to Wilson airport. Emily will inform you if there is any change in this fare.

Visa

A Kenyan visa costs \$50 USD, and can be collected at the airport on arrival in Kenya. **Be sure to carry \$50 in US cash for this purpose.**

You will be applying for a single entry visa. If asked, you may wish to state that you are traveling on business, and are in Kenya to support the work of a Kenyan NGO, Windle Trust Kenya. Do NOT imply that you are working for pay in Kenya (you are not. You are employed in Canada) or that you are in Kenya to conduct research, as these activities would require a different kind of visa, and your entry to the country may be refused.

Accommodation

Nairobi: The Serena Hotel

Accommodation in Nairobi will be provided at the Serena Hotel. This is a first class hotel, very secure and comfortable, with wifi, a pool, multiple restaurants, a business centre, a foreign exchange desk, etc. We will reserve a room for you. You will typically have to settle your own bill on departure, and save the receipts to submit for reimbursement.

Dadaab: the UNHCR Guesthouse

In Dadaab, you will stay in the UNHCR guesthouse. The BHER project will pay for this directly via a wire transfer from York University, so you will not be billed. Rooms in Dadaab are simple, and typically include a bed with a mosquito net, a TV, a desk and chair, a mini-fridge and a locking wardrobe/ cabinet where you may keep your clothes/bags/valuables. Each room has a simple bathroom with a toilet, sink and shower (no hot water). Rooms are air-conditioned, and are cleaned daily. Electricity is almost always available. Guests are usually accommodated in G block or M block. M block has somewhat nicer fixtures and is more recently renovated, but is located near the restaurant/bar Pumzika, and can be noisy, especially on weekend nights. G block is usually quieter.

Linens and laundry: Sheets and towels are provided and are laundered regularly by housekeeping. They can also wash your laundry for you (except for undergarments). Simply place your soiled laundry in the basket provided and leave it outside your room in the morning on a weekday; it will be returned dried and folded later the same day. This service is included with the room rental at no additional charge. For undergarments, you should be able to purchase detergent powder at a small convenience shop within the UNHCR compound; your bathroom will contain plastic basins which you can use for washing.

Water: Do not drink water directly from the taps. In Dadaab, there are some specific taps which reportedly offer clean drinking water. Nevertheless, we recommend you use bottled water.

Food: Available at a modest cost at the cantina on the compound. Meals usually include some form of meat (most often chicken or fish), vegetables (especially cabbage and dark leafy greens) and lots of starch (potatoes, rice, or ugali, Kenya's cornmeal staple). Breakfast offerings include fried doughnuts, sausages, crepe-like pancakes and omelettes. With repetition, the food can seem a bit greasy and unvaried. You may wish to travel with some snacks, (e.g. nuts, dried fruit, granola bars, instant oatmeal, peanut butter for your toast).

Exercise: There is a gym onsite near the cantina in the UNHCR guesthouse compound, with hand weights, weight machines and some cardio machines. It is open for a couple of hours early in the morning and again for a couple hours each evening. It is often not air-conditioned, so can be hot. There is also a tennis court onsite. Several residents of the UNHCR run for exercise in the evenings on the UNHCR compound's perimeter road. This is considered quite safe even at night.

Wi-fi: Not usually provided in the UNHCR compound. BHER will have at least one USB "internet stick" or other modem available for use so you can download your emails, but these technologies can be slow and limited in their effectiveness. In our experience, smartphones offer the best internet/email service and you may, in fact, get a better internet connection to your computer by tethering it to your smartphone.

Security: We believe the security in the UNHCR guesthouse to be excellent. However, it is always wise to lock your cash/valuables away in the locking closet or inside a suitcase when you are out.

Telecommunications

Phone

Please note that BHER and Faculty of Education are not able to cover/reimburse the cost of mobile phone communication while in Kenya.

Having a mobile phone while in Kenya is extremely useful both for arranging logistics while in Kenya (contacting colleagues, drivers, etc.) and for staying in touch with friends and family at home. Mobile phone rates are very affordable, and Safaricom (the country's dominant mobile network provider) charges 5 KES per minute for calls to Canada – about 6 cents.

The BHER project does have a couple of very low-tech cell phones, which may be available to members of the group of instructors traveling in each term.

If you have a smart phone (e.g., iPhone, Android, Blackberry), it is possible to use it in Kenya, and this is one of the best ways to stay connected to the internet and email while in Dadaab. You will probably need to arrange for your mobile phone to be “unlocked” from your Canadian mobile phone company before you travel; all cell phone companies in Canada are now required to let you do this after the first 90 days of your contract. They may charge you a one-time fee for this (Bell charges \$50 to unlock an iPhone, for example). Note that neither the BHER project, nor the Faculty of Education are able to reimburse this cost.

We recommend using Safaricom for mobile coverage in Kenya, since they offer the best coverage in Dadaab. Once in Kenya, visit a Safaricom shop; there is one in the airport, or if you have a free day in Nairobi before traveling to Dadaab, Richard Githu can take you to purchase one in the Yaya centre. We are uncertain of the availability of Safaricom shops in Dadaab. You can purchase a SIM card for your mobile phone, as well as pre-paid phone/text minutes and prepaid data credit. A Safaricom technician will install the SIM card and set you up with everything you need. You will be able to easily buy more minutes/data credit while in Dadaab – this credit is sold everywhere. Note that when you go to obtain a SIM card, it is necessary to carry your passport with you, as the Safaricom shop is required to make a copy of it when they register your account.

Internet

A good internet connection will be available in the Serena Hotel in Nairobi, and a fairly good but somewhat unreliable connection will be available at the BHER Learning Centre where you will teach in Dadaab. Note that you will not have access to the Learning Centre in the evenings due to security concerns and curfews.

When you are on the UNHCR compound in the evenings, internet access will be limited. The BHER project does have a portable modem which can be used by instructors/TAs to allow the download/upload of emails, and some very limited internet browsing. However, this connection may not be any better than that available through a smartphone. One of the most effective way to access the internet in the UNHCR compound is through a smartphone (or by tethering your computer to your smartphone).

Cash

Cash can be exchanged at the front desk of the Serena Hotel, and at the airport on arrival. We recommend carrying American cash and exchanging it for Kenyan Shillings (KES) in Nairobi, as exchange rates given on Canadian cash are often poor.

In Nairobi, your only cash expenses are likely to be your taxis, tourism costs and any shopping you decide to do. You can pay for all charges (food, drink, etc) at your hotel by international credit card.

You will not be able to withdraw cash or use a credit card while in Dadaab, so plan to travel to Dadaab with all the cash you require on hand.

You are unlikely to spend much more than KES 1000 per day in Dadaab. To offer a margin of error, we recommend budgeting about KES 1600 (approximately CAD \$20) per day in Dadaab.

Here is a sample budget for an individual spending 19 days in Kenya (primarily in Dadaab) with BHER. The table is based on an exchange rate of \$1 USD = KES 100. Check the website www.oanda.com/currency/converter for current exchange rates close to the time of your departure. Note: *(The meals at the Serena Hotel can be paid by credit card).*

Item	Cost, KES	Cost, USD	Frequency	Total, KES	Total, USD
Visa	n/a	\$50	1		\$50
Taxi between int'l airport and hotel	2500	\$25	2	5000	\$50
Taxi between Wilson airport and hotel	1500	\$15	2	3000	\$30
Daily expenses in Dadaab	1600	\$16	17	27200	\$272
Day of tourism around Nairobi	9500	\$95	1	9500	\$95
<i>Day's worth of meals at Serena hotel (can pay by credit card)</i>	3500	\$35	2	7000	\$70
Smart phone set-up and minutes/data	3000	\$30	1	3000	\$30
Total USD Cash before any items put on credit card					\$597
Total to carry				47,700	\$527

For those spending 19 days in Kenya, we would recommend traveling with about \$700 USD. It is best to exchange your Canadian money for USD before leaving Canada. You will need US \$50 at the airport on arrival to purchase your visa. Then, change US \$500 to KES at your hotel. You will use just under US \$50 of this for taxis in Nairobi before flying to Dadaab. The remaining converted US \$450 (just under 40,000 KES) should comfortably meet your expenses while in Dadaab.

For those spending the full month in Dadaab, you will want to carry a little more money to Dadaab. KES 1600/day x 30 days is KES 48,000, or about USD \$565.

If you require any further funds while in Nairobi, there is an ATM across the street from the Serena Hotel. The hotel will provide you with a security person to escort you to the bank machine – just ask at the front desk.

Please note: Neither the BHER Program nor York University will reimburse you for these expenses.

Per Diems and Expense Coverage

Please note that in April 2017 the BHER project is not able to provide funding for per diems or daily meals and incidentals. TAs traveling to Dadaab will be required to cover these costs.

Tracking and Claiming your Expenses

BHER will directly cover all accommodation in Dadaab, as well as all flights (unless you have opted to purchase your flight yourself).

Food and drink costs in Dadaab are to be paid at your own expense.

The following expenses are reimbursable from BHER. Please be sure to keep receipts.

- Taxi to/from the airport in Canada
- Taxis in Nairobi
- Hotel costs in Nairobi

The following expenses will not be reimbursed by BHER or the Faculty of Education:

- Food
- Drinking water and other beverages
- Communications costs (mobile phones)
- Tourism
- Vaccinations and other travel health expenses
- Travel health insurance (*note: the project will fund and purchase medical and “war risk” insurance coverage for your travel. Any other insurance, e.g. cancelation insurance, is at your own expense).

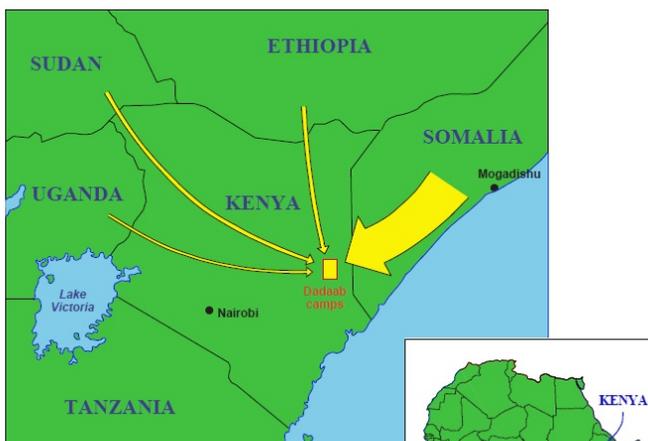
Upon return to Canada, you will need to compile all receipts and prepare a York University expense claim report for submission to the BHER program. This expense claim should be checked with Emily Antze before submission to ensure all items claimed are eligible expenses.

Visiting Dadaab:

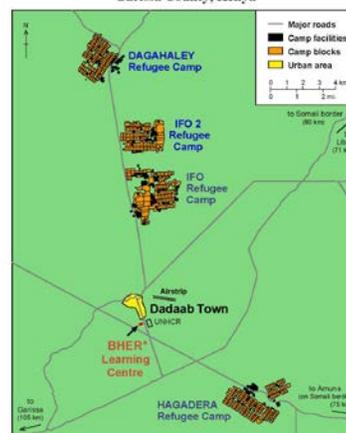
Orientation to Dadaab:

Dadaab is located in North-Eastern Kenya, near the border with Somalia. Dadaab itself is quite a small town. The “Dadaab refugee camp” is actually a series of camps, located north and south of the town. The population of these camps collectively is about 260,000.

Aid operations are the primary business in Dadaab. The town has an airstrip, with flights in and out three times per week. Aid operations in Dadaab are directed by the UNHCR (the UN refugee agency). The UNHCR and most NGOs active in the area have their headquarters within a large walled and gated compound operated by the UNHCR (the “UNHCR compound”).



BHER Learning Centre and the Dadaab Refugee Camps
Garissa County, Kenya



Windle Trust Kenya

Windle Trust Kenya (WTK) is a Kenyan NGO and one of the BHER project partner agencies, and has a well-respected history of delivering education programs in Dadaab, including operating all of the secondary schools across the Dadaab camps. When in Dadaab, WTK acts as our host and sponsor.

The BHER project has its own team of three field staff who manage the project locally. All three are employed through WTK. These three individuals are:

- Project Liaison: Philemon Misoy (goes by “Misoy”)
- Program Officer : Khalif Kobane
- ICT Officer : Nickson Rutto

Misoy, Khalif and Nickson will provide logistical support to BHER instructors while they are on the ground in Dadaab.

Permission to visit Dadaab

Because of security concerns in the region, special permission from the Kenyan government is required in order to travel to Dadaab. BHER will complete this request on your behalf, through Windle Trust Kenya. On arrival, WTK staff will take you for a mandatory meeting with a Kenyan government representative.

Security issues in Dadaab

Dadaab has a history of insecurity. The government of Canada’s Country Travel Advice webpage (on November 6, 2015) for Kenya states the following:

Although Kenya’s border with Somalia is closed, it is porous and Somali militias and bandit groups have carried out cross-border attacks against foreigners and humanitarian workers in this region. Some of these incidents involved the use of improvised explosive devices (IEDs) and have resulted in injuries and deaths, including at the Dadaab Refugee Camp, 80 km from the Somali border. The risk of such attacks in the region remains high. Disputes between Somali clans also make the region unstable and dangerous. Kenyan efforts to restrict Somali incursions and gun-running have curtailed travel to the northern areas near the Somali border.

On April 2, 2015, an attack against Garissa University College killed at least 140 people and injured many more.

Beachfront accommodations and boats off the coast are particularly vulnerable to attacks. Since June 2014, groups of gunmen have attacked several areas along the coast of Lamu county, killing at least 85 people.

<http://travel.gc.ca/destinations/kenya>

While major violent events against aid workers are not frequent in Dadaab, they are a risk which must be taken very seriously. It is essential that all York University personnel in Dadaab follow all security procedures as instructed by the UNHCR and Windle Trust Kenya.

Security procedures in Dadaab

Security measures employed in Dadaab include, but are not limited to, the following:

- **Security officers:** All NGOs employ a security officer, and all arriving visitors are required to be briefed by a security officer shortly after arrival. This briefing will be arranged for you.
- **Security badges:** All individuals inside the UNHCR compound must carry a badge at all times. You will be issued a guest security badge at the gate upon arrival, in exchange for a piece of photo ID which will be held at the gate for the duration of your stay. You must carry this badge with you at all times and display it when entering the UNHCR compound.
- **Security checkpoints:** Your badge will be checked and you may be asked to pass through a metal detector at the gates of every NGO you enter, including at the BHER Learning Centre.
- **Guidelines for international visitors:** Because international visitors are considered “high value targets” for kidnappings, there are several extra precautions that they must take. International workers are not permitted to spend the night in the camps or in the town outside the UNHCR compound, may not visit residential blocks in the camps outside of secure NGO compounds, and may have other limitations placed on their movements outside the UNHCR compound.
- **Vehicle procedures:** All NGOs active in the camps use distinctive white UNHCR-branded 4 wheel drive vehicles. Drivers carry radios. Vehicles may only travel along the roads to the camps with the police-escorted convoy that travels to and returns from the camps at a set time each day, or travel may be with a privately recruited police escort. All vehicles are searched on entry to the UNHCR compound.

In addition, in respect of local culture, we suggest that the clothing that you wear be more conservative in nature, not showing a lot of exposed skin.

Travel Health

Travel Health Insurance:

Before traveling to Kenya, please discuss your travel health insurance needs with Emily Antze. If you have coverage through York or family it may not be adequate, as it may have exclusions for injuries resulting from an act of terrorism. The BHER project will arrange special War Risk insurance for you through York University.

Travel Health:**

Before you travel, we recommend that you meet with a travel health specialist. This expense is not covered by OHIP, and you will be charged a fee (at the Appletree Medical Clinic in York Lanes, the fee is \$69). BHER and the Faculty of Education are unable to reimburse you for this expense. The travel health specialist will make recommendations about vaccinations depending on your travel and vaccination history and personal health profile.

Vaccinations:

Some vaccinations are considered essential, while others are treated as more optional. Some of the vaccinations commonly recommended for Kenya include:

For most travelers:

Hepatitis A

Polio (there was a polio outbreak in Dadaab last year, so it's important this is up to date!)

Typhoid

Yellow Fever

For some travelers:

Hepatitis B

Meningitis

Rabies

Malaria:

Your doctor will likely recommend that you take an antimalarial medication while in Kenya. The three most commonly prescribed are doxycycline, mefloquine and a Atovaquone-proguanil.

Please note that BHER and the Faculty of Education are unable to cover the costs of vaccinations or anti-malarial medications.

Please note that some vaccinations must be completed *well in advance* of your travel. Please consult with a medical professional about the timing of your vaccinations as well.

*** Nothing listed above is intended as medical advice! Please talk these matters over with a travel health expert*

Drinking Water

- Do not drink water right out of the tap in Nairobi or Dadaab. Use bottled water for drinking as well as brushing your teeth. In Dadaab, there are some specific taps which reportedly offer clean drinking water. Nevertheless, we recommend you use bottled water.

Other Concerns for Health and Well-Being:

- It will be hot in Dadaab. Your room at the UNHCR should be air-conditioned, but your classroom will not be. Be sure to dress accordingly, drink plenty of water, and take breaks if you need to. For cultural reasons, it is recommended that you dress conservatively, without a lot of exposed skin.
- Consider how you will cope with jetlag, since there are only a couple of days provided prior to teaching for full days. It may be difficult, but it is possible to do successfully.
- Consider food and drink choices; it is wise to be cautious of uncooked vegetables, undercooked meat, and food that has been left standing out for extended periods.
- The Centre for Disease Control provides tips for travellers at <http://wwwnc.cdc.gov/travel/page/survival-guide> and the Canadian government also offers resources for healthy travel at <http://travel.gc.ca/travelling/health-safety>

Culture Shock

- Recognize if you are experiencing culture shock. Things will be different in any other country; recognize that although things may be different, they are not necessarily better or worse. You can find resources on culture shock at <http://travel.gc.ca/travelling/living-abroad/culture-shock>

General tips on travel safety:

- When traveling, do not leave your bags or belongings unattended at any time. Security personnel in airports, bus depots, and train stations are often instructed to remove or destroy any unattended luggage. Do not agree to carry or look after luggage for anyone.
- When using local transportation, avoid traveling in old, poorly maintained vehicles that do not have seat belts. Use a seat belt at all times. At the airport take taxis from designated locations only and do not assume that anyone in a uniform with a nametag is an authorized person.
- When taking a taxi, it is good advice to sit in the back seat. If you have any valuables with you in the cab of the taxi keep your window rolled most of the way up; there have been instances of valuables (eg phones, purses, laptops) being snatched through the windows of moving vehicles in Nairobi.
- Never keep all of your documents and money in one place or one suitcase.
- Use caution when traveling alone. Women especially should not walk alone at night. Try to find an escort. In some countries it is dangerous to take a taxi alone at night for both men and women.
- Keep the host organization (in this case, the local staff of Windle Trust Kenya) informed of your whereabouts. You should let the host organization and York International know of any traveling that you plan to do. You must also register with the Canadian High Commission for Kenya.
- Have sufficient funds or a credit card on hand to purchase emergency items.
- Be alert to your surroundings and the people with whom you have contact. Be wary of people who seem over friendly or overly interested in you. Be cautious when you meet new people, and do not give out your address or phone number.
- If you bring a laptop or other electronic devices, have a security code to access information and ensure that your files are backed up at home prior to travel; do *not* bring your back-up files with you.
- Exercise good judgment about what sorts of places to frequent during the day and at night, and avoid being on the street at late hours more than necessary.
- Avoid alcohol consumption in quantities that might impair your judgment.
- Don't flash money, documents or electronics in public places. Keep small bills in your pocket and use them whenever possible to pay for things. Be discrete in displaying your passport.
- Keep in touch with the current political situation by listening daily to the television or radio if available. If not, ask friends, host family, and colleagues to share with you any relevant information they learn. In case of an emergency, remain in contact with the host organization and York University.
- Make sure that you are registered with the closest Canadian Embassy or Consulate or High Commission, which can be done online at <http://travel.gc.ca/travelling/registration>.
- Assume responsibility for all the elements necessary for your personal preparation for the program and participate fully in orientations.

Packing

Baggage weight restrictions:

Note that ALS, the airline that will fly you to Dadaab, allows a maximum baggage weight of 20 kgs, which *may* include purses/laptop bags (this policy is not consistently applied). Try to pack lightly if you can. If your

luggage will exceed this weight, please discuss this with Emily Antze at least a week in advance so she can arrange to purchase extra cargo allowance.

Left luggage:

If you are carrying additional luggage that does not need to come to Dadaab with you (eg for onward travel) you may leave it in the left luggage office at the Serena Hotel for no charge. However, do note that in the past a bag left here was rifled through, and valuables stolen. Leave no valuables, and lock your suitcase.

Dress:

In selecting your clothes for Dadaab, you must balance the extreme heat of the area with the local cultural norms.

Shorts are not appropriate work attire for men or women.

Women will likely be more comfortable in loose, conservative clothing. Long trousers or skirts that fall well below the knee are best. If your skirt/trousers are form-fitting, you may wish to choose longer, flowing tops. Avoid low-cut and tank-tops. Full length sleeves are not required, but you will want to cover your upper arms.

For women, there is no need to cover your head with a headscarf. However, it is quite a good idea to carry a couple of light scarves – they can make a top more conservative, make great sun covers, and are practical for mopping sweat!

You can likely dress more casually/less conservatively while inside the UNHCR compound (e.g., at the cantina, at the gym) in the evenings, as this is populated primarily by Kenyan aid workers.

Shoes: Dadaab is extremely sandy/dusty; at times, walking here is almost like walking on a beach! Bring a couple of pairs of light sandals or closed toed shoes. "TOMS" style canvas shoes are very popular with aid workers in Dadaab.

It is unlikely to get chilly in Dadaab, but the temperature in Nairobi can drop to the low teens at night. We would advise packing at least one sweater.

Suggestions for your Packing List

- Flashlight/headlamp and extra batteries (it's dark on the UNHCR compound at night.)
- Swiss army knife (not permitted in carry-on luggage)
- Unlocked smart phone, if desired
- Laptop (backed up at home in advance; password protected)
- **Socket adaptors** (Kenya uses British sockets)
- Mosquito repellent
- Sunscreen
- Water bottle
- American cash (have \$50 cash on hand for your visa on arrival)
- Print-outs of all flight tickets (international itineraries and flight to Dadaab) and passport
- Sleep/jetlag aids (e.g., melatonin, Advil, Starbucks travel coffee packets)
- Medicine for an upset stomach (e.g., Pepto Bismol, Immodium)
- Pocket packs of tissues (for when toilet paper isn't available)
- Flipflops for wear in the shower
- Great books to read (you will be without TV and often without internet in the evenings!)

- Ziploc bags
- Coffee and a French press, if coffee is an essential to you (“coffee” in the UNHCR compound is generally Nescafe)
- Small luggage locks
- Hand sanitizer
- Baby wipes
- Sanitary napkins (if appropriate)
- Shampoo, soap, etc: these are not provided at the UNHCR compound
- **Additional photo ID (e.g., driver’s license, YU card):** You will need to leave a piece of photo ID at the UNHCR gate on arrival in order to secure a UNHCR visitor’s pass, and you don’t want to give them your passport! They *may* accept an YU card. If not, a driver’s license or health card should be fine. You will get this back when you leave.

There is no need to carry bedding or towels; these will be provided at the UNHCR.

Pre-Departure Travel Checklist

Prior to your departure date, please ensure that you have completed the following tasks:

- Have arranged printing of required supplies for the program (e.g., printed handouts, course outlines) if you are an instructor;
- Have a passport valid for at least six months beyond your stay;
- Are carrying documents that include flight information, travel information, addresses of destination, etc.
- Packed personal medications (including personal prescriptions, Tylenol, Gravol and other travel medications);
- Packed professional clothing that is appropriate for the weather;
- Visited the travel health clinic well in advance of travel;
- Made sure that you are registered with the Canadian High Commission in Kenya. You can do so online at: <http://travel.gc.ca/travelling/registration>;
- Completed an emergency contact information form and travel waiver as per the BHER risk management protocol;
- Obtained American cash

Useful Links for Travelers

- Registration of Canadians Abroad (ROCA)** <http://travel.gc.ca/travelling/registration>
 - This service is provided so that the Canadian government (DFATD) can contact and assist you in an emergency in a foreign country, such as a natural disaster or civil unrest, or inform you of a family emergency at home. Registration is required by the BHER project, and personal information provided on the registration form is used in accordance with the Privacy Act.
- DFATD Travel Reports and Warnings** <http://travel.gc.ca/destinations/kenya>
 - The Department of Foreign Affairs, Trade and Development (DFATD) travel reports offer information on safety and security, local laws and customs, entry requirements, health conditions and other important travel issues.
- Travel Clinics in Ontario <http://www.phac-aspc.gc.ca/tmp-pmv/yf-fj/clinic-clinique/on-eng.php>

- CIA – The World Factbook <https://www.cia.gov/library/publications/the-world-factbook/>
- Peacecorps Personal Safety and Awareness Workbook <http://gloaled.us/peacecorps/personal-safety-and-awareness-workbook.asp>
- CIL Country Insights <http://www.intercultures.ca/cil-cai/overview-apercu-eng.asp?iso=ke> and <http://www.intercultures.ca/cil-cai/overview-apercu-eng.asp?iso=so>
- Canadian Consulates Around the World <http://www.travel.gc.ca/assistance/embassies>
- There are several videos and articles online about Dadaab. This site profiles some of the stories of the people who live there: <http://www.dadaabstories.org/>.
- Please also go to the BHER website: <http://crs.yorku.ca/bher> and review the materials provided there, including the BHER project video .

Emergency Contact Information

While you are in Kenya, we would like to ensure that all aspects of the program go as smoothly as possible. You are being provided with a number of contacts here in order to ensure that you will have a smooth experience.

Please remember that as with any international experience, there is an element of the unknown. Classrooms may not be exactly as you had imagined, and just as when you teach in Toronto, there are times that the technology may not work as anticipated.

Please be prepared to be flexible in many regards, and if you are unsure of a request or a situation, please contact the appropriate person to clarify. Please also remember that in a different culture, things may operate differently than they do in Canada. As a York employee, please maintain your “cool” and do your best to resolve any challenges to the best of your ability.

Please also ensure that you have purchased your own travel health insurance. This is not provided as a part of your contract.

Contacts:

Don Dippo

Director of Academic Programs, BHER
 Faculty of Education, York University
 Phone: 416-736-2100 extension 20748
 Email: ddippo@edu.yorku.ca

Emily Antze

Program Administrator, BHER
 Centre for Refugee Studies
 York University
 Phone: 416-736-2100 extension 30407
 Mobile: 647-654-3792
 Email: eantze@yorku.ca

A list of key contact numbers within Kenya will be supplied in advance of your departure.