



Mwema Screening Process for International Volunteers

Mwema is a Tanzanian NGO that works for the promotion of rights of most vulnerable children, especially children of and in the streets.

The work of Mwema is run by a team of 14 workers and 2 national volunteers. The Board of Directors is also based on voluntary work. Since the foundation of the NGO, Mwema has received different international volunteers from different countries who have used their free time, to come and support Mwema in different aspects. Mwema has seen this as a great opportunity to improve certain areas of the management of the NGO, leisure time of children, capacity building of workers, etc. On the other hand, the volunteers that have come to Mwema have also learnt from children, from the community we are working with and Mwema staff. This has helped them to understand other realities and sensitize their fellows once back to their countries of residence, which has helped to widen Mwema network.

However, International Voluntarism must be well prepared and must be adapted to meet the objectives of the destiny NGO, in this case Mwema, and the expectations of the volunteer. Therefore, it is our responsibility to establish certain selection criteria for the screening of those applicants that wish to come to volunteer at Mwema, and explain the how this screening process is.

Before coming...

Application procedure:

- Applicants are encouraged to go through Mwema website before applying in order to understand the type of program they are applying to.
www.mwemachildren.org
- Applicants are encouraged to contact and apply through any of the partner NGO in their country of origin that runs volunteer programs with Mwema.



These applicants will be prioritized highly before the ones doing by their own.

- In case of not coming through any of these partner organization, applicants can directly contact with the Mwema management through the email: mwemastreet@yahoo.es
- All applicants should send a **motivation letter with a copy of their CV and the International Volunteers Application Form**, available at the website, unless they have already done this through the partner association.
- Mwema Program Coordinator and Assistant Administrator will do the first screening of application and will forward the pre-selected applicants to the Board of Directors (BoD) in order to make the last decision.
- The BoD will give the answer to the Program Coordinator who will respond finally to the applicant or to the partner organization in their country of origin.
- In case the answer is “No fitting for the time or post applied”, the applicant will be informed and thanked for the interest, as well as explained the reasons for not been selected for this time.
- In case of acceptance, the Program Coordinator will explain the procedures and conditions for coming to Mwema as an International Volunteer and will start planning for the arrival of the selected volunteer, unless this is all processed through partner organization in the country of origin.
- Before coming to Mwema, the volunteer will receive a copy of the volunteer contract and his/her Terms of Reference for the activities and tasks to develop during his/her stay.
- All volunteers must be provided with a Volunteer Visa by the Tanzanian Immigration Authority before arrival to the country, otherwise the volunteer will not be allowed to come to Mwema. For the issuing of the Volunteer Permit the applicant should provide to the partner NGO or Mwema the following documents:
 - Completed Immigration application form
 - Copy of CV and all certificates in English



- Copy of passport (1st page and the page stamped by the Tanzanian Embassy in the home country or the last page stamped by the Tanzanian Immigration)
- 6 passport-sized photos (courier to Mwema Street Children Centre. PO Box 356, Karatu, Arusha. Tanzania)
- \$120 fee (paid by volunteer for the process)
- All this documents should be provided to Mwema at least 2 months before the planned date of arrival, otherwise the process will not be completed and the Volunteer will not be able to come with the required Permit.
- Any person interested that do not fulfil the criteria mentioned in the chart below is kindly requested not to send his/her CV until the criteria are met, in order to avoid disturbance to the management of the NGO.
- Mwema appreciates the understanding of those people interested but do not meet the criteria or those that are not able to complete the requirement of the selection process. We have to guarantee the success of the organization and the voluntarism program without any inconvenience to any of the parties.

During the stay at Mwema...

- At arrival the volunteer must deposit a copy of the Volunteer Permit and passport at Mwema office. Also the she/he will be accompanied to the Immigration Office for initial registration
- Mwema coordination office will assigned one tutor to brief and follow-up the performance of the volunteer and guide in any task or responsibility assigned in his/her Terms of Reference.
- The volunteer will be part of Mwema workers team and participate in the organization activities, following the instructions of the Program Coordinator and tutor.



At the end...

- The volunteer will submit a report of activities and performance during his/her stay at Mwema
- Mwema will issue a certificate of Voluntary Work to the volunteer.

**Selection criteria for international volunteer:**

- Age above 20 years old
- Not more than 2 volunteers at the same time (period)
- Maximum 3 volunteers per year.
- Minimum length of stay one month for those with very specific tasks, but desirable between 2 to 4 months.
- Volunteers should be coming through any of Mwema partners.
- Desirable previous experience in social science, financial and administration background, teaching methodology and related topics.
- Applications will be sent to Mwema Program Coordinator who will submit to the BoD for the last decision.

Conditions:

- The partner organization should arrange all documents needed (immigration visa and briefing) before the person arrives to the country and should cover those expenses. A copy of the visa and passport should be deposited at Mwema office at arrival.
- The partner organization should orientate the volunteer about the Mwema Program before coming.
- Mwema will not cover any other accommodation expenses rather than food at the centre. The rest should be covered by the volunteer or the partner organization.
- The ToR will be written by Mwema team and sent to the volunteer before arrival and make follow up of the
- At the end of the period the volunteer should write a report of the activities done, if possible before departure from the centre.