

THE BRITISH INSTITUTE IN EASTERN AFRICA

USEFUL INFORMATION FOR THE BIEA GRADUATE PLACEMENT 2011-2012

1. Visas

As the duration of your residence in Kenya may be unknown until you arrive, depending on projects etc., please apply for a *tourist visa* (3 months, single entry).

The BIEA will then advise you of what you may require next.

Visas can be applied for at the Visa Counter at Jomo Kenyatta International Airport (JKIA) and therefore it is not necessary to acquire one before leaving the UK- despite what certain guidebooks may advise.

A 3 month tourist visa costs \$50 or £30, which will be required in cash at the visa counter (*there are no banks before the counter so be sure to bring the cash with you*).

Note that proof of your return flight may be required. As this will likely be booked following the expiration of your tourist visa, state that you intend to travel outside of Kenya before the date of your return.

The BIEA will make a one-off contribution of £150 to cover any medical expenses and your entry visa- Please carry your receipts to make this claim.

2. Travel and Safety advice.

Please take a look at the information on the Foreign and Commonwealth Office website for the most up to date information regarding travel to Kenya. Please note that the BIEA accept no liability for harm that might come to you as a result of ignoring the advice set out and recommended by the British High Commission, Nairobi.

Before you arrive in Kenya, we strongly recommend that you register with the British High Commission on their LOCATE system. Please follow the link for details and the relevant form:

<http://ukinkenya.fco.gov.uk/en/help-for-british-nationals/living-in-kenya/registering-with-us>

Generally the area in which the BIEA offices are located is quite safe. When travelling around Nairobi and Kenya take care and use common sense, and take extra care when travelling after dark. It is not advisable to travel by matatu after dark so make sure you have a recommended taxi number with you at all times.

3. Allowance and expenses

Although graduate attachées are unpaid, they are granted a weekly allowance sufficient to cover basic food expenses- currently Kes 600 or Kes 400 per day whilst away on fieldwork. In addition you

will also get a one-off stock up allowance of Kes. 2,500. All transport, accommodation and work related expenses are also covered by the BIEA (please remember to keep receipts).

Some extra spending money is recommended if you wish to go out or visit any of the tourist attractions. There is also sometimes the opportunity to do some independent travel whilst making your way back from far-flung field work.

4. Accommodation

The BIEA has a guest house situated adjacent to the office in Nairobi for visiting researchers, with two single sex dormitory rooms for attachee accommodation, each taking a maximum of three people. The guest house also has a dining area, living area, and a kitchen. The kitchen is fully equipped and there is a small shopping complex 2 minutes down the road to buy food and other groceries.

5. Banking and cards

A VISA card (debit or credit) is strongly recommended when travelling in East Africa.

If you are unable to get a VISA card, note that you may not be able to withdraw cash outside of Nairobi. However if you plan for this in advance, this can be managed and you might consider acquiring a Safaricom SIM-card when you arrive to allow you to use its mobile payment system, MPESA.

US Dollars are the easiest currency to change and therefore bringing some dollars may prove useful.

6. Medication

You will probably be required, at some point during your stay in East Africa, to take anti-malarial drugs.

Please speak to a health adviser before leaving the UK, as to which form will be most appropriate for you.

Doxycycline (a basic antibiotic used for anti-malarial purposes) can be bought in generic form and cheaply within Nairobi, as can most other forms of anti-malarial medication.

NOTE- Nairobi is situated above 2000 meters and therefore the Anopheles mosquito (the malaria-carrier) is extremely rare.

Regarding vaccinations, consult a health adviser a minimum of 2 months before departure. You will need up to date Yellow Fever, and a vaccination certificate showing proof that you have had this may be required upon entering the country, or on travelling to other countries in the area.

7. Insurance

During your placement with the BIEA, you will have basic travel and medical insurance. See details below;

The policy is with **ACE European Group** and the number is **UKBBB01733**. The **CLAIM Line is +44 (0)20 7173 7796**. The website is www.businessclassassistance.com.

Please contact Jane Gillespie (biea@britac.ac.uk), BIEA London Secretary, if you wish to receive more information.

If you intend to travel after or before your placement, or for any event not affiliated to the British Institute, we advise that you take out your own policy. Please note that most insurance companies can only cover trips that begin and end in the UK, so if you are planning on travelling at either end it is best to do the research on insurance before beginning your placement.

8. Some recommended items to bring:

- Good travel, safari and work wear. Strong shoes and long, light clothing are particularly useful when working outside in the mid-day sun or at night, due to mosquitoes.
- Some smart clothes are also recommended for your stay in Nairobi- i.e. a shirt, non-combat trousers. Previous attachees have noticed that Kenyans dress very well and traditionally for working hours.
- Sports kit and a swimming costume may also prove of use if you manage to visit the coast.
- Toiletries, most brands are available in Nairobi although they may be more expensive than in the UK.
- A small (week) travel bag is recommended for shorter placements. Note that it is possible to store belongings at the Institute when you are in the field.
- Sleeping bag.
- Waterproof jacket or anorak.
- Sunglasses with UV protection.
- Torch (power cuts are relatively frequent in Nairobi).
- Extra passport photos for visas and BIEA records.
- Spare mobile phone (unlocked) as SIM cards are relatively inexpensive in and around Nairobi. Safaricom and Celtel are the main network providers.
- A personal laptop – BIEA has a 24HR wifi internet connection.

9. Upon Arrival at Nairobi Jomo Kenyatta Airport

When your flight details have been arranged please forward these to Humphrey Mathenge who will arrange for the Institute driver to meet you at the airport.

This will most likely be a gentleman called Fabian. If necessary, we will send a taxi and will inform you of the driver's name in advance of your arrival.

For future reference a taxi from central Nairobi to the Institute should cost approximately Ksh600 and from Westlands to the Institute approximately Ksh 400.

Prices are negotiable.

When you are settled at the Institute the easiest form of transport to and from town is to take a 'matatu'. These are public transport minivans. The number 48 matatu goes directly from the end of our road to central Nairobi and costs 40ksh. Please ask for advice upon arrival.

10. Air ticket refunds

If you were advised to purchase your air ticket, please provide Humphrey Mathenge (see email address below) with the following bank details so that you can be refunded the cost of your the same.

Bank Name, Account Name, Account Number, IBAN Number and BIC Number

For any more information please email the Director, Dr Ambreena Manji on ambreena.manji@biea.ac.uk or the Office Manager, Mr Humphrey Mathenge on humphrey.mathenge@biea.ac.uk