Jane Goodall Institute
TANZANIA

For Wildlife Research, Education & Conservation

Roots & Shoots Program

International Volunteers Framework

2025

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1. Overview

The Jane Goodall Institute (JGI) is a global community conservation organization that advances the vision and work of Dr. Jane Goodall by conserving chimpanzees and inspiring communities to conserve the natural world we all share; to improve the lives of people, animals, and the environment. We strongly believe everything is connected and everyone can make a difference.

JGI in Tanzania is registered as a national non-governmental organization implementing three key programs - community centered conservation (TACARE), chimpanzees research projects (GSRC), youths' environmental education (Roots & Shoots).

Jane Goodall's Roots & Shoots is currently in over 70 countries, but the Tanzanian program has an especially rich history. It was founded in 1991 when 12 Tanzanian high school students, from nine schools, met with Dr. Jane Goodall on the veranda of her home in Dar es Salaam. Because these students shared Dr. Jane's love and concern for people, animals and the environment, they asked her what they could do to help make the world a better place. After a spirited discussion, they decided to start clubs in each of their schools to address relevant issues at a grass roots level. These were the very first Roots & Shoots clubs.

Currently, Tanzania has 6 Zonal Roots & Shoots offices supporting 5,347 clubs with over 520,846 members (3776 in Primary schools' clubs, 1284 in Secondary Schools clubs and 287 in higher learning institutions and out of school youth organizations). Over 54 national volunteers are working closely with schools in delivering environmental education and implementing compassionate actions.

To support our club members, JGI plans to revive the international Volunteer placement to exchange knowledge and develop intercultural understanding. The International Volunteer Program will give volunteers from all over the world the opportunity to the participate in Jane Goodall's Roots & Shoots program in Tanzania for a duration of minimum duration of 3-6 months. *Shorter-term placements are not being considered currently.* The program is expected to receive applications twice per year in January/February and June/July.

2. Volunteers Responsibilities

Roots & Shoots program focuses on delivering conservation education to youth in and out of schools and supporting youth to carry out at least one compassionate project focusing on environment, community or animals. Hence an ideal volunteer will have the capacity to work in school-based setting in rural or urban areas, with an understanding that most areas students interact in Kiswahili and English is taught in schools.

The expected responsibilities will be in alignment to the three focus areas of the Roots & Shoots program:

1. Promoting Compassionate and Sustainable Living

Roots & Shoots inspire individuals and communities to make choices that support sustainability and harmony among people, animals, and the environment. Volunteers contribute by raising awareness and encouraging local action toward sustainable lifestyles.

2. Protecting Wildlife and Their Habitats

The program engages communities in grassroots conservation efforts to protect chimpanzees and other wildlife. Volunteers support these initiatives by participating in education, advocacy, and community-based environmental projects.

3. Empowering Youth and Fostering Global Citizenship

Roots & Shoots builds a generation of informed, compassionate youth who drive change. Volunteers enhance this mission through mentorship, sharing global perspectives, and supporting school and community projects that promote environmental and social responsibility.

The day to day tasks of the volunteers will focus on the need and may include:

- Supporting designing and delivering conservation education and compassionate actions in school and communities.
- Strengthen management of the Roots & Shoots program, including:
  - Roots & shoots public communication and visibility.
  - Supporting M&E of the program and impact reporting.
  - Supporting Roots & Shoots team with event planning and outreach.
- Other duties as assigned and agreed upon with the JGI Tanzania team.

NOTE*: It is important to clarify that the program does not provide opportunities for direct interaction or work with animals, particularly wildlife such as chimpanzees.*

3. Organization Responsibilities

The Jane Goodall Institute (JGI) Tanzania, through its Roots & Shoots program, is committed to ensuring a meaningful, safe, and impactful volunteer experience. JGI will provide the necessary support, resources, and guidance to enable volunteers to contribute effectively to program goals while fostering cultural exchange and mutual learning.

Key Responsibilities of JGI:

1. **Pre-Arrival Support and Orientation**
    - Provide clear information on program objectives, expectations, and local cultural norms prior to arrival.
    - Assist volunteers in understanding visa requirements and legal compliance for volunteering in Tanzania.
    - Organize a comprehensive orientation upon arrival covering JGI's mission, program structure, safety protocols, and working conditions.
2. **Program Integration and Role Clarity**
    - Ensure each volunteer has a clear role description aligned with program priorities.
    - Assign a designated supervisor from the Roots & Shoots team to provide ongoing guidance and feedback.
    - Facilitate introductions and linkages with relevant schools, youth groups, and community partners.
3. **Capacity Building and Resource Provision**
    - Provide necessary tools and materials for volunteers to conduct educational and outreach activities.
    - Share program content, communication materials, and reporting templates to support consistent messaging and impact tracking.
4. **Well-being and Safety Measures**
    - Ensure volunteers operate in safe environments by following JGI's safeguarding and security protocols.
    - Provide emergency contact information and guidance on accessing health and security support.
    - Foster an inclusive and respectful working culture aligned with JGI's core values.
5. **Monitoring and Evaluation Support**
    - Involve volunteers in structured monitoring and evaluation processes for continuous learning and improvement.
    - Review and validate volunteer reports, offering feedback to enhance quality and relevance.
6. **Cultural Exchange and Professional Development**
    - Facilitate opportunities for volunteers to engage in intercultural learning through community immersion activities.
    - Provide certificates and recommendation letters upon successful completion of the placement.
7. **Feedback and Grievance Mechanism**

- Maintain open communication channels for volunteers to share feedback or report concerns.
- Ensure timely response and resolution of any issues raised during the placement.

4. An Ideal Volunteer Profile

The ideal volunteer is passionate to deliver the vision of Dr Jane Goodall and exhibits maturity, flexibility, patient, ethical, self-motivated, creative, culturally competent, adapts to new environments easily, and possesses a sense of humor.

- Be current or past members of Jane Goodall's Roots & Shoots and other youth-led institutes.
- Possess high school certificates, an undergraduate or graduate university degree.
- Must be 18 years of age or older.
- Have an interest in three core areas of R&S (animals, environment and community).
- Be comfortable traveling to and working independently in remote, rural areas.
- Be proficient in English (reading, writing and conversation) and/or in Kiswahili (reading, writing and conversation). Helpful to begin Kiswahili lessons prior to arrival.
- Have good writing and interpersonal skills, along with the ability to handle multiple projects simultaneously with a high level of attention to detail.
- Enjoy meeting and talking with members of the public/colleagues.
- Have experience organizing and leading workshops or training events.
- Prior experience living or working in Africa or a developing country is a plus.
- Be flexible and comfortable using local transportation methods, such as daladalas (local buses).
- Adhere to JGI code of conduct policies, all documents will be signed 2 weeks prior to arrival (see annex of policies below)

5. Areas of Placement and Fees

Location: The volunteer will be based in the JGI Zonal operation areas such as Dar es Salaam Arusha, Dodoma, Mwanza, Kigoma, Zanzibar, and Tanga.

Travel: Volunteers will be expected to travel to Roots & Shoots fields on a regular basis. All work-related travel expenses will be covered by the Jane Goodall Institute.

- Travel done outside of work will be the responsibility of the volunteer. The time for personal vacation or annual leave have to be communicated during the application process.

Fees: The total fee may be different according to the duration of stays $9,000-$34,110 USD. A non-refundable deposit of administrative fee will be due six weeks prior to departure, with the remaining balance of the program fee will be due two weeks prior to departure.

Covered by fee: Below are expected items that are included based on the location and duration of stay;

- Accommodation
- Local Travel & Communication
- Airport Pick Up & Drop Off
- Program orientation, training and materials
- Staff coordination and support
- Work related travel and expenses
- Administrative fees
- Residence permit/volunteer visa

Not covered by fee:

- Meals
- Airfare to and from Tanzania
- Passport fees
- Immunizations (routine immunizations are recommended) ○ If you plan travel elsewhere in Africa before/after your volunteer experience you may need proof of other immunizations.
  ○ If you are traveling to Tanzania from a country with a risk of Yellow Fever Virus transmission (including layovers greater than 12 hours), proof of Yellow Fever immunization is required.
- Health Insurance, including emergency evacuations.

Annexes

Annex 1: Sample Budget

Annex 2: Safeguarding Policy

Annex 3: International Volunteer Expectations: What to Do and Avoid

Annex 4: Evaluation Criteria

Annex 5: Application form for International Volunteer

Annex 1: Tentative Budget Based on Duration

	Tentative Budget for each Days Stay								3 months	6 months	9 months	12 months
No	**Description**	**unity**	**Quantity1**	**Quantity2**	**Quantity3**	**Quantity4**	**Frequenc**	**cost**	**Cost 1**	**Cost 2**	**Cost 3**	**Cost 4**
1	Accommodation: This includes either homestay accommodation, Airbnb, or hostel facilities with meals for the volunteers during their stay.	Days	90	180	270	360	1	40	3,600.00	7,200.00	10,800.00	14,400.00
2	Local Travel & Communication o This includes transportation costs for local travel (e.g., taxis, public transport) and mobile phone credit for communication and logistical coordination.	days	90	180	270	360	1	14	1,260.00	2,520.00	3,780.00	5,040.00
3	Program Orientation, Training, and Materials o This covers costs associated with volunteer orientation sessions, training	days	90	180	270	360	1	5	450.00	900.00	1350.00	1800.00
4	Workshops, and any learning materials required (handouts, books, etc.).								0	0	0	0
5	Volunteer activities costs (I.e gardening, tree plants, workshop etc)	lumpsum	1	1	1	1	1	450	450.00	450.00	450.00	450.00
6	Administrative Fees * • Budget Range: o Includes costs for administration (e.g., handling volunteer applications, documentation, coordination) and communication.	Days	90	180	270	360	1	34	3,060.00	6,120.00	9,180.00	12,240.00
7	Residence Permit • Budget Range: Covers the application fees and processing for the volunteer's residence permit during their stay	people	1	1	1	1	1	180	180.00	180.00	180.00	180.00
	TOTAL EXPENSES								9,000.00	17,370.00	25,740.00	34,110.00

Annex 2: Safeguarding Policy and Sexual Harassment Policy and Procedures

Safeguarding Policy - June 2024.pdf

Sexual Harassment Policy and Procedure.

Annex 3: International Volunteer Expectations: What to Do and Avoid

A. International Volunteers' Expectations: What to Do

1. Respect Local Culture and Customs

- Always be mindful of cultural differences and local traditions. Show respect for the people, customs, and practices of the community you are working with.

- Learn about the cultural norms in Tanzania to avoid misunderstandings or unintentional disrespect.

2. Follow the Work Schedule

- Adhere to the work schedule and any guidelines given by JGI coordinators. This includes punctuality and completing tasks with dedication and professionalism.

- Be flexible when work schedules need adjustment due to local circumstances.

3. Stay Engaged in the Community

- Actively participate in community-based activities, such as school visits, tree planting, and conservation efforts. Volunteers should take the opportunity to learn from the local communities and share their knowledge.

4. Practice Environmental Responsibility

- Follow all conservation practices during fieldwork and daily activities. Minimize waste and avoid harming the environment.

- Follow any safety protocols when working in natural areas or wildlife reserves.

5. Communicate Regularly

- Keep in touch with JGI coordinators, volunteers, and host families regularly. Report any issues or concerns you may have during your stay.

- Ensure you provide timely updates and feedback as required and stay open to constructive feedback from others.

6. Take Responsibility for Your Health and Safety

- Follow the health guidelines and take the necessary health precautions, such as vaccinations, malaria prevention, and personal safety practices.

- Always inform your coordinators about any health issues or emergencies you encounter.

7. Maintain Professionalism

- Always represent JGI with professionalism and integrity. Be positive, enthusiastic, and willing to contribute to the success of the program.

- Adhere to all JGI rules and regulations regarding your conduct during the volunteer program.

8. Respect for the Security of Others

- Always prioritize safety and respect the security measures in place for your protection and the protection of the communities and colleagues you work with.

- Follow guidance on traveling safely, particularly when in remote areas or field locations.

9. Be Open-Minded and Adaptable

- Be open to new experiences and learnings. Tanzanian culture, wildlife conservation work, and daily life may differ from your home country—embrace these differences as part of the learning process.

- Adapt to unforeseen circumstances with a positive attitude.

B. International Volunteers' Expectations: What to Avoid

1. Don't Engage in Risky Behavior

- Avoid engaging in dangerous or inappropriate activities, such as attending nightclubs or engaging in reckless behavior. This could compromise both your safety and the reputation of JGI.

- Do not take unnecessary risks while working in the field, particularly in wildlife or remote environments.

2. Don't Ignore Local Laws and Regulations

- Do not disregard Tanzanian laws or regulations, particularly those regarding alcohol, curfews, and dress codes. Remember that you are a guest in the country, and your behavior reflects on JGI and the volunteer program.

3. Don't Disrespect Local Traditions

- Avoid criticizing or making jokes about local customs, food, religion, or traditions. Understand that these practices are an important part of the local culture and should be respected.

4. Don't Be a Passive Participant

- Don't be disengaged or inactive during your work or social activities. Volunteers are expected to take initiative, contribute ideas, and be proactive in their tasks.

- Don't isolate yourself from the group or community. Make an effort to engage with fellow volunteers, local community members, and schoolchildren.

5. Don't Expect Immediate Gratitude

- Do not expect immediate praise or recognition for your contributions. Conservation work is a long-term effort, and progress may be gradual. Focus on the overall mission rather than seeking personal acknowledgment.

6. Don't Assume You Are Fully Independent

- Avoid trying to navigate the volunteer experience entirely on your own. It's important to work collaboratively with your coordinators, other volunteers, and local staff. You will have support but should also contribute to the team.

7. Don't Ignore Health and Safety Guidelines

- Never neglect the health and safety guidelines provided by JGI. Do not ignore necessary precautions like vaccinations, mosquito nets, or wearing appropriate protective clothing during fieldwork.

- Avoid risky behaviors that could endanger your health, such as disregarding food safety or ignoring medical advice.

8. Don’t Overlook the Volunteer Agreement

- Don’t ignore or break the terms and conditions of the volunteer program. If you are unclear about any aspects of the agreement, seek clarification before proceeding.

- Don’t disregard any cultural or ethical expectations outlined in the agreement.

9. Don’t Engage in Romantic Relationships with Community Members

- It is important to maintain a professional and respectful relationship with local community members and fellow volunteers. Romantic relationships in a volunteer context can cause complications and misunderstandings. Maintain boundaries and focus on the work.

10. Don’t Overstep Your Role

- Volunteers should stick to their assigned roles and responsibilities. Don’t try to take over tasks that are not within your scope, especially when it comes to managing the program or making decisions about the project.

Annex 4: EVALUATION CRITERIA FOR INTERNATIONAL VOLUNTEER

Evaluation criteria for international volunteers it's essential to consider both the individual and the broader organizational goals. Evaluation should be comprehensive, looking at various factors such as performance, impact, and cultural adaptation. Below is a set of evaluation criteria, broken down into different categories:

1. Volunteer Performance

- **Task Completion:** Did the volunteer meet deadlines and complete assigned tasks? Were tasks performed with quality and attention to detail?
- **Effectiveness and Efficiency:** How well did the volunteer manage their workload? Were they resourceful and efficient in completing their tasks?
- **Problem-Solving:** How well did the volunteer approach challenges and obstacles? Were they proactive in identifying and resolving issues?
- **Skill Development and Application:** Did the volunteer demonstrate the skills they were expected to bring, and how effectively did they apply them?

2. Cultural Adaptation and Sensitivity

- **Cultural Awareness:** How well did the volunteer understand and adapt to the cultural norms and values of the host country or community?
- **Communication and Respect:** Did the volunteer demonstrate respect for local traditions, customs, and communication styles? Did they engage in active listening and show sensitivity to cultural differences?
- **Integration with Local Team:** How well did the volunteer work with local staff, community members, or other volunteers? Were they able to build rapport and trust within the community?
- **Flexibility and Open-mindedness:** Was the volunteer open to learning from local experiences and adapting to new environments, even when faced with unfamiliar situations?

3. Impact on the Community/Project

- **Project Contribution:** How did the volunteer contribute to the project's goals or the community's development? Was their input valuable and meaningful?
- **Sustainability of Results:** Did the volunteer's work help build long-term capacity in the community or organization? Was the impact sustainable?
- **Engagement with Local Beneficiaries:** Did the volunteer interact effectively with local beneficiaries or clients? Were their activities aligned with the needs of the community?

4. Communication and Interpersonal Skills

- **Clear Communication:** Was the volunteer able to communicate effectively with other team members, supervisors, and community members, both in writing and orally?

- **Team Collaboration:** How well did the volunteer work in teams? Did they collaborate effectively with diverse groups, sharing ideas, supporting others, and contributing to the team dynamic?
- **Feedback Reception:** Was the volunteer open to constructive feedback and willing to adapt their approach? How did they handle criticism?
- **Conflict Resolution:** Did the volunteer demonstrate the ability to resolve misunderstandings or conflicts in a constructive and diplomatic manner?

5. Professionalism and Work Ethics

- **Punctuality and Attendance:** Was the volunteer reliable in terms of time management? Did they consistently show up on time and fulfill their commitments?
- **Responsibility and Accountability:** Did the volunteer take ownership of their work and responsibilities? Were they proactive in seeking guidance and addressing concerns when needed?
- **Adherence to Policies:** Did the volunteer adhere to organizational policies, ethical guidelines, and local laws during their time in the host country or community?
- **Attitude and Motivation:** Did the volunteer display a positive attitude toward their work, the organization, and the community? Were they motivated and passionate about their role?

6. Personal Growth and Development

- **Self-Reflection:** Did the volunteer reflect on their experience, learning from successes and challenges? Were they able to assess their own strengths and areas for improvement?
- **Initiative and Leadership:** Did the volunteer show initiative in taking on new tasks or responsibilities? Were they able to demonstrate leadership skills, especially in challenging circumstances?
- **Learning from Experience:** How effectively did the volunteer adapt and grow from the challenges faced in the assignment? Were they able to acquire new skills and perspectives during the experience?

7. Logistical and Practical Factors

- **Accommodation and Health Considerations:** Did the volunteer adapt well to their living conditions? Did they follow health and safety guidelines, and how well did they manage any health challenges?
- **Time Management:** Was the volunteer able to balance work, personal time, and cultural activities effectively? How well did they manage their time in a new, possibly complex environment?
- **Financial Management:** How well did the volunteer manage any stipends or allowances? Did they follow budgeting guidelines or seek advice if necessary?

8. Feedback from Stakeholders

- **Community Feedback:** What did local community members or beneficiaries say about the volunteer's work? Was their impact seen as positive and relevant to the community's needs?
- **Supervisor Feedback:** How did the volunteer's direct supervisor or project manager assess their performance? Were they meeting expectations in terms of work and behavior?
- **Peer Feedback:** How did other volunteers or colleagues perceive the volunteer? Did they contribute positively to team dynamics?

9. Sustainability and Continuity

- **Post-Volunteer Contribution:** What actions did the volunteer take to ensure the continuity of their work, either by providing training to others or leaving behind resources?
- **Knowledge Transfer:** Did the volunteer contribute to the transfer of knowledge to the local team or community members for long-term sustainability?

Rating System:

Each criterion can be evaluated using a Likert scale or qualitative feedback:

- **1-5 Scale** (1 being poor, 5 being excellent) for each category.
- **Qualitative Feedback:** Detailed comments from supervisors, peers, or the community about the volunteer's strengths and areas for improvement.

Annex 5:

JANE GOODALL INSTITUTE TANZANIA
ROOTS & SHOOTS INTERNATIONAL VOLUNTEER
APPLICATION FORM

Please submit the following application materials to **recruitment@janegoodall.or.tz**:

- **Complete Application Form in .doc or .pdf format.**
- **Resumé or Curriculum Vitae.**
- **Recent passport style photo scan.**

Your photograph is required for administrative purposes only and will not affect your application in any way. Once you have submitted all application materials, the Scholarship Coordinator will process your application and then contact you by e- mail.

Full Legal Name	
Gender	
Permanent Address	
Country of Residence	
Phone Number (including country code)	
E-mail Address	
Age	
Birthdate	
Nationality	
Passport Number	
Passport Issued At (city)	
*Proposed Commitment Period [*Minimum commitment is 3 months-6 months]	
Briefly describe your educational qualifications.	
Briefly describe your work experience if any	
Do you have volunteer experience? If so, please indicate **where**, **when**, and **what** your main tasks include.	
Why do you want to volunteer With Roots & Shoots in Tanzania?	
What type of work would you prefer to do?	
What are your expectations of your placement at JGI?	

What languages do you speak? Please indicate level of proficiency in each	
Do you have English as a Foreign Language teaching experience? Do you hold a TEFL certificate?	
Are you aware that Kiswahili is the primary spoken/working language in Tanzania? YES/NO	
Are you willing to work with youth and community members who will predominantly be speaking Kiswahili? If not, please specify your language preference or any concerns.	
Do you have any criminal convictions? If so, please provide details.	
Are you willing to undertake mandatory Safeguarding and Ethics training as part of your volunteer placement? YES/NO	
Any additional comments in support of your application?	
Please upload your CV/Resume	
Please provide the following contact information for TWO (2) referees: 1) Full legal name 2) Relationship to you 3) E-mail address 4) Phone number 5) Address	