

Action Works Nepal

Volunteer Policy

Organization Introduction

Action Works Nepal (AWON) is an NGO duly registered at the District Administration Office, Kathmandu in 2010 under the NGO Registration Act, 2034 B.S. It is also affiliated with the Social Welfare Council in Kathmandu. AWON's coordination office is located in Kathmandu with district offices situated in four other districts – Jumla, Mugu, Kalikot and Kavrepalanchowk. AWON is dedicated to support the poor, socially excluded and vulnerable people through result driven programs and intervention.

From its inception, AWON has been involved in humanitarian and development activities in the remote mountain regions of Nepal. Throughout this duration, it has successfully worked in various thematic areas including education, livelihoods, health, women and girl's empowerment, and emergency responses.

Vision

A multi-disciplinary group of people are organized and seek for prosperous and a healthy society in Nepal and beyond, following the philosophy of 'living together irrespective of differences'.

Mission

To work for vulnerable, marginalized and socially excluded communities in order to ensure social justice through partnerships, human rights movements and result driven programs.

Our Objectives

To improve the livelihoods of communities through humanitarian, educational, and vocational result driven programs around political, economic, social, cultural and environmental empowerment and help communities to embrace peace, growth, and sustainable development.

Introduction for Volunteer System

Action Works Nepal is seeking committed, dynamic and expert volunteers across the globe. None of the skills are small to share. All that is needed is a passion for social justice, an eagerness to fight against the injustices of the world. We believe in learning by doing (action) and sharing. Unless and until we do not share and learn from what we have (resources, skills, and knowledge) to local community, youths and upcoming generation the changed and development is stopped.

Sharing and learning is the peace culture where anyone can join. Engaging with the volunteers/interns is also a culture of peace in a mutual love and respect beyond the sex, caste, class, religion and race. AWON is largely supported by the volunteers/interns across the globe. Some volunteers work physically in the field, some work as distance volunteers globally, and some based in Kathmandu.

For Nepali Applicants

Nepali students, development practitioners are encouraged to apply for volunteers in various programs, research, administration and finance or any specific field of AWON activities they can bring required skills.

Fees: No fees required for Nepali citizens.

Duration: minimum of 4 weeks

Remuneration & Services: Each volunteer will be provided with free lunch and tea throughout the working day in AWON and if they had to travel for organization work (assign by the key focal person) the transportation and food cost will be paid on actual basis. Beside this no further remuneration will be given.

Application process: You can submit your application including a brief C.V. as well as a cover letter explaining, why you are interested to do volunteer in AWON to actionworksnepal.awon10@gmail.com or drop it in printed form at AWON office. If shortlisted we will invite you for an interview and discuss the further process on case to case basis with you.

For International Applicants

If someone thinks to makes AWON special, then it is the international and open minded working environment. We believe that is the unique spirit of AWON which makes it a life time experience to be engaged with AWON. In our philosophy volunteering and internships are a relationship of mutual learning. Staying few months abroad, getting engaged in a project and immersing into a different culture is learning experience for any individual.

AWON has already been hosting over 100 volunteers and interns from 6 different countries for the last 6 years and thus experienced in working in a multicultural team.

Accommodation and Living Costs

AWON supports volunteers to find their accommodation while staying in Nepal. The most preferable way of accommodation is to stay with Nepali families as a paying guest. It is not only cost effective but provides a unique experience to understand Nepali culture, language and lifestyle. Normally, a family accommodates 1-2 volunteers and hosts them as a family member. The volunteers enjoy being a part of ongoing festivals, and can learn cooking Nepali food together with host family. The host families ask about NRs. 17,000 to 20, 000 (about 170-200 USD) per month for accommodation and food. The volunteers manage their travel and other personal costs on their own.

In the office AWON provides tea and basic lunch as per AWON recipe free of cost. If someone needs special or extra food, they have to pay additional money. Eating outside is also not very expensive and there are some tea shops and restaurants available around AWON office.

Normally, volunteers do not need local transportation if they stay nearby AWON office. However, it costs some money to travel other areas including cultural and historical places such as

Bhaktapur, Patan. Public transportation is not expensive in Kathmandu although it is always crowded and not comfortable. The public buses only cost about 20 to 30 Nepalese Rupees per ride. Travelling from Kathmandu to other cities such as Pokhara costs about 7 to 10 USD.

In summary, if you live an basic average life, you can manage your expenses in arrange around USD 250-300 USD per month.

Do I Need to Pay?

Yes, Action Works Nepal is a non-profitable organization work and focused its activities for the poor and marginalized people. Currently, AWON is working in one of the most remote, poor and marginalized regions in Nepal. It is a self-running organization through volunteering, funding from well wishers (MEET) and some donors. The organization operates in a mixed model of charity and development work.

This basically means that AWON expects any volunteers or interns should cover their own costs. AWON requests all international volunteers and interns to provide a contribution of USD 100 per month. In turn, AWON provides office space, basic orientation, domestic telephone calls, internet, printing and copying facilities. AWON staff also provides information about market places, and other services such as learning Nepali languages, travel information as well as information about official requirements while staying in Nepal.

Types of Engagement

For foreigners coming to AWON we differentiate based on the duration.

Applicant will stay less than 4 months*	... Will stay more than 4 months.
Foreigners	Short time volunteer	Long time volunteer

The duration taking into consideration is referring to the actual working time spend in AWON. Four months of internship include 12 day of holiday, each further month 3 more days. Any further absence will be deducted while calculating your involvement (i.e. If you stay for exactly 4 months in Nepal and go for 20 days hiking, you will be considered as short time volunteer). Please also note that every year around October and November; AWON closes its office for about two weeks due to the local Tihar and Dashain festivals. If you join us during this time your stay automatically have a leave of around 2 weeks.

Each person's talents are special and valuable. Nevertheless; even if we love to welcome everybody in AWON, we are especially looking for people with the following qualifications, whom we consider then to bring a special qualification:

- Persons with experience on development approach and management,
- Trainers and counselors, who can run trainings interesting and requested by AWON, (i.e. project management, presentation skills, office management, etc.)
- Educators with an experience in career and job counseling for youth,
- IT-experts (software-developer, hardware, network-technicians),
- Designer and media persons (especially video editing, shooting documentary).

Short time Volunteer

This possibility is open to everybody with basic English-knowledge, who wants to gain some experience in working in an international organization abroad and students, who want to make their research for their thesis within or with the help of AWON.

Fees & Costs: 1 to 4 months: USD 100 per month to AWON + food and accommodation + all travel related costs including visa

Services included in the fee: Cultural Introduction, teaching basic Nepali language, supporting and assisting you for your learning's tea and normal office lunch every working day and lots of love.

Duration (effective working time): below 4 months, Monday to Friday (10:00 am to 5:00 pm)

Long Time Volunteer

The longer you stay, the more you can get an opportunity and experiences to take part in different program such as seminars, workshops, training and individual counseling in our office as well as in various projects affiliated with AWON. You don't need to bring any special qualification to work as a long time volunteer, but you should bring motivation and engagement to bring AWON together with us one step further.

Fees & Costs: USD 200 per month to AWON + food and accommodation + all travel related costs including visa

Services included in the fee: Cultural Introduction, teaching basic Nepali language, supporting and assisting you for your learning's tea and normal office lunch every working day and lots of love.

Duration (effective working time): More than 4 months, Monday to Friday (10:00 am to 5:00 pm)

Application process: You can submit your application including a brief C.V. as well as a cover letter explaining, why you are interested to do an internship in AWON to actionworksnepal.awon10@gmail.com. If shortlisted we will invite you for a Skype-interview and discuss the further process on case to case basis with you.

Typical field work: As per your background and interest, if you would like to visit our field area Kavrepalanchwak, Jumla, Mugu and Kalikot, you have to finance self. The cost to visit field is quite expensive so that you have two options to travel Nepalgunj (mid west of Nepal) you can travel by air from Kathmandu, a round trip cost USD 700 and if you want to travel by bus it cost USD 200 for round trip. After you reach to Jumla, Our field coordinators will support you for your work in facilitating and reaching to the field area. You can find small hotels in headquarter of Jumla where per night you must pay USD. 15 for accommodation and you will get breakfast (USD 1) and normal lunch and dinner cost USD 2.5 to 3.5.

Please visit our website and contact us for more details.