

# CONTRACT FOR JOINT ENERGY AND ENVIRONMENT PROJECTS VOLUNTEERING



## ACCEPTANCE OF GENERAL CONDITIONS FOR A VOLUNTEERING PROGRAMME AT JEEPFOLKECENTER FOR 7 MILES GAYAZA ROAD KYANJA, UGANDA

The aim of Joint Energy and Environment Projects' Volunteering program is to allow post graduate students, senior staff or persons having a thorough knowledge, background, and interest in the field of renewable energy mostly solar energy, tree nursery establishment/ management, tree growing, urban agriculture, Briquette making , hay basket making and skilling programs like soap making, jerry making Mosquito candle making, energy saving stoves both domestic and institutional expand their knowledge even further in an hands-on practical and work-related environment. Additionally, they will experience research, testing, communication, and development programmes.

### GENERAL DESCRIPTION

The aim of the programme is to improve on scientific and technical capabilities within multiple aspects of renewable energy, ecology, and associated disciplines in combination with cross-disciplinary and cross-cultural activities.

Improved insight and understanding of a variety of technologies and principles will be obtained with special regard to the Ugandan renewable resource base. The disciplines to be carried out by a Volunteer will be on a teamwork basis as well as individual under the leadership of a professional adviser, and will include practical as well as theoretical activities, presentations, study excursions, and field studies.

### REQUIREMENTS FOR VOLUNTEERS

A formal application and confirmation in writing is needed to participate in the JEEP volunteer programme. Conditions given in this document have priority to any other agreements given before or during the Volunteer ship at JEEP. Nullifying of aspects within this document has validity only with the formal agreement of the executive director of Jeep.

Setting the standards and requirements within the programme, Volunteers must have abilities of good cooperation, creativity and open-mindedness. Additionally, they must be committed to do studies, trainings and research in – among others – rural locations/Districts.

Good co-operation and understanding will be of mutual interest, so the first month of the training programme will be considered a test month. Volunteers can stay for minimum six months, which is a "normal" period of stay, and maximum one year.

Good knowledge of the English language is important as English is the daily working language.



## FINANCIAL ASPECTS

At JEEP, lunch for volunteers is provided.

On field trips with overnights, the volunteer gets a daily allowance to cover sleeping expenses and meals.

## RULES AND GUIDELINES AT JEEP.

Jeep has human resource manual which is used as the guiding principle in order to obtain smooth but regulated daily routines. It is expected that Volunteers respect these guidelines of which some express Ugandan culture and tradition.

## REGARDING CONFIDENTIAL INFORMATION ABOUT WIND TURBINES AND OTHER

Jeep performs various tests, design and R&D on a commercial basis for solar power and other renewable and Energy conserving technologies. The knowledge that is obtained is confidential.

To prevent misuse and damage, Volunteers and staff at Jeep are not allowed to pass on any of this information to persons, media and others outside Jeep via pictures, text or in any other type of communication during their stay and later. Only information available through public media and in final reports with the written permission of the organization that has commissioned the activities in question can be used for dissemination and publication.

## RESIDENCE PERMIT, INSURANCE

Residence permit if necessary must be applied for and obtained on arrival at Jeep and is the Volunteer's own responsibility. This can be obtained when in Uganda.

Jeep will supply an official invitation on request when needed for visa application.

Insurances will be the Volunteer's own responsibility.

## TRANSPORTATION

Transportation to and from Jeep is the Volunteer's own responsibility. Special transportation and excursions can be organized when staying at Jeep Private transportation and private telephone conversations are at own expenses. Volunteers are welcome and encouraged to bring own vehicle/bicycle.

## GENERAL ASPECTS

Ugandan tradition and culture represents great openness with regard to access to offices, libraries, telecommunication, computers, and other facilities. Any abuse of services will be met with requirement of reimbursement and appropriate sanctions.

## JOINT ENERGY AND ENVIRONMENT PROJECTS CONNECTED TO THE VOLUNTEERS

As supervision for Volunteers at Jeep there are a professional adviser, a curator, and an administrative person. The guidelines issued by these persons should be followed.



Acceptance by the Volunteer:

Please, consider the following points before deciding whether to mark or not the privacy aspects:

Data storage: we are not a commercial company and we do not have any interest to distribute your data to others. What we ask for is to allow us to keep your contacts, so that we can reach you in the future as well. Volunteers in Jeep become part of a network, where we exchange information and possible job opportunities; being out of this network would lower the Jeep experience;

Pictures and videos: we are a public NGO and the Volunteer program exposes us to considerable investments (excursions, events, etc.) which need to be documented for our supporters. The way we can do it is through pictures and videos posted on our channels (social media, newsletters, promotional material, etc.); it is therefore crucial for us to be allowed to use this material;

Name and Surname (Capital letters): \_\_\_\_\_

I hereby allow Jeep to store my data for future communication between the center and me

I hereby allow Jeep to use pictures/video taken to me for marketing, information and dissemination purposes

Place: \_\_\_\_\_  
\_\_\_\_\_

Date:

Signature: \_\_\_\_\_

Please, send the signed contract to Human Resources