

# REPUBLIC OF KENYA



## KENYA NATIONAL VOLUNTEERISM GUIDELINES

## **FORWARD BY THE MINISTER FOR EAST AFRICA COMMUNITY, LABOUR AND SOCIAL PROTECTION**

The National Volunteer guidelines have been developed specifically to provide best practices recognized internationally and nationally in moderating and regulating volunteers, Volunteer Involving Organization and other stakeholders in the volunteer field. The Ministry of East Community, Labour and Social Protection East African Affairs commit itself to provide an enabling environment for Kenyan volunteerism to thrive by developing the right policy and legal frameworks

The Ministry recognizes the contribution of volunteerism to peace and National development goals as significant. Therefore as the country focuses more on the role of volunteerism in human development, there is need to provide the roadmap and strategy for all stakeholders in the volunteerism movement.

These guidelines therefore focus on the principles of Volunteerism the obligations of the Government, The protection and obligations of the Volunteers, and the role of volunteer involving organization and relevant Ministries departments and agencies in the development of Kenyan and global volunteerism

The process of developing these guidelines and their validation was done through active consultative engagements by all stakeholders. Indeed they form a wider strategy as provided by the National volunteerism policy and the Volunteerism Bill that is being developed by the Ministry. I wish therefore to appreciate the role of every stakeholder involved in the development of the volunteer guidelines and we look forward to further cooperation

Phyllis Kandie

**Cabinet Secretary**

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## **NATIONAL GUIDELINES ON VOLUNTEERISM**

The following shall be the foundational National Principles and Guidelines of volunteerism in Kenya.

### **1. Principles of volunteerism:**

- i. Volunteers shall participate on the basis of freely-expressed consent, and where children volunteers are involved, consent must be sought from the parents/guardians.
- ii. Volunteering shall not be carried out in expectation of any rewards, financial or material gain.
- iii. Volunteerism shall not be a substitute for labour. It shall compliment and shall not result in the downsizing and/or substituting.
- iv. Volunteerism shall be practiced with a certain degree of autonomy from authorities to safeguard its independence.
- v. Volunteering shall be recognized as a legitimate way in which citizens participate actively in the development of communities for improved livelihoods.
- vi. Volunteering shall fundamentally promote human rights and equity;
- vii. Volunteerism shall be practiced based on respect for the rights, dignity and culture of the communities involved.
- viii. Volunteer recruitment shall be based on equal opportunity and non-discrimination.
- ix. Volunteerism shall be inspired by need to positively change communities, and guided by democratic, participative and caring social tenets.

### **2. Protection of Volunteers:**

- i. Volunteers have a right to receive the necessary information, training, supervision, personal and technical support for the discharge of their duties.
- ii. Volunteers shall be insured against the risk of accidents and illness related to the volunteer activity.
- iii. Volunteers have a right to work in a safe and secure environment, under healthy conditions.
- iv. Volunteers have a right to be reimbursed for reasonable expenses related to the volunteer activity, as well as to be provided with basic subsistence support for food, travel expenses and accommodation whenever the volunteer assignment so requires, and previously agreed with the host organization.
- v. Volunteers shall be provided with appropriate description of assignment (describing the nature and length of time of the volunteer activity), and the necessary accreditation.
- vi. Volunteers will be recognized and /or certified to acknowledge their contribution at the end of the service.

### **3. Obligations of volunteers:**

- i. Volunteers shall respect, adhere to and observe the objectives and regulations of the host organization.
- ii. Volunteers shall respect the rights, beliefs and opinions of the beneficiaries.
- iii. volunteers shall carry out all duties as per the terms of service.
- iv. Volunteers shall participate in any necessary training courses provided by the host organization.
- v. Volunteers shall comply with the National Laws

### **4. Responsibilities of Volunteer-Involving Organizations (VIOs), Ministries, Departments and Agencies (MDAs):**

- i. All organizations shall provide terms of service for formal volunteers' engagement.
- ii. All organizations shall ensure and where necessary obtain an appropriate insurance policy for formal volunteers, covering eventual risks of accident or illness directly related to the volunteer activity.
- iii. All organizations shall reimburse any expenses incurred by volunteers in fulfilling their volunteer tasks, up to the reasonable limits as stipulated.
- iv. All organizations shall provide volunteers with appropriate infrastructure for the discharge of their duties.
- v. The Volunteer Involving Organization Society (VIO Society) shall be recognized as the umbrella body of all Volunteer Involving Organizations (VIOs) in Kenya.
- vi. All organizations shall appreciate and recognize volunteers' contribution towards the achievement of organizational goals.
- vii. VIOs shall lobby and support government for the implementation and continuous review of policies and legal frameworks that support volunteerism.
- viii. VIOs shall lobby and support the government to recognize volunteer contribution to peace, human development and Gross Domestic Product (GDP).
- ix. VIOs and government shall create awareness, document and share the best practices on volunteer work for learning and replication
- x. VIOs and government shall conduct research, monitoring and evaluation on volunteerism programs.

### **5. Arbitration, Sanctions, accreditation and recognition:**

- i. The government and VIO Society shall establish a National institutional structure to deal with all issues related to arbitration, sanctions and accreditation.
- ii. Laws on volunteering shall enhance the recognition of the contributions of volunteers

## **6. The role of government:**

- i. The government shall lead in the co-ordination of policy development, implementation and review processes.
- ii. The government shall provide technical and financial support for volunteerism infrastructure development and establishment.
- iii. The government shall institutionalize volunteerism within all government development processes and plans.
- iv. The government shall facilitate the measurement of volunteer contribution to peace, human development and Gross Domestic Product (GDP).
- v. The government shall promote and facilitate research on volunteerism, utilizing the already existing structures to inform policy and programs.
- vi. The government shall facilitate the review and harmonization of the existing laws to take cognizance of volunteerism.
- vii. The government shall promote and enhance linkages with international volunteer agencies to benefit from best practices and support.
- viii. The government shall facilitate the acquisition of health insurance cover for registered volunteers within VIOs and MDAs when their voluntary activity prevents other forms of coverage.
- ix. The government shall examine the possibility, and provide technical and financial support to national and local volunteer institutions with broad representational participation.
- x. The government shall facilitate the processes of regular monitoring and evaluation, and reporting on volunteer programs.
- xi. The government shall recognize the Volunteer Involving Organization Society (VIO Society) as the umbrella body of all Volunteer Involving Organizations (VIOs) in Kenya.