



WASH in Schools International Learning Exchange 2024

07-10 May 2024

HOTEL Verde
Zanzibar, Tanzania

Administrative Note

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1. Welcome to the International Learning Exchange 2024

The conference will take place from 07th to 10th May 2024. You are expected to arrive in Zanzibar on 6th of May for an evening welcome Dinner and depart on 10th of May 2024. The conference will officially end at 3pm on the 10th of May.

2. ACCOMMODATION AND CONFERENCE VENUE IN ZANZIBAR

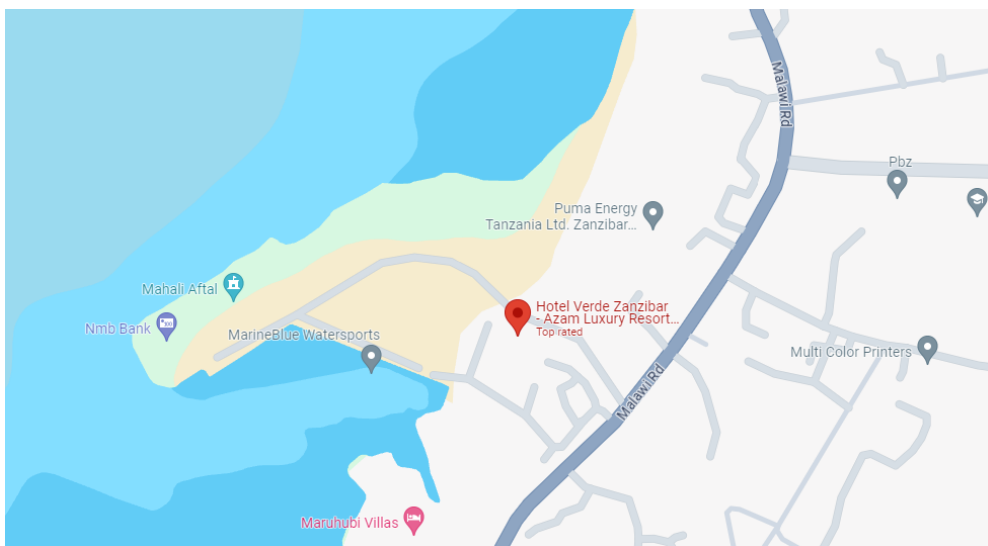
Upon arrival in and prior to departure from Zanzibar, the conference will be in: **Hotel Verde Zanzibar**

2.1. Hotel address & contact

Hotel Verde Zanzibar - Azam Luxury Resort & Spa

Malawi Rd, Zanzibar, Tanzania
operations@znz.hotelverde.com
Phone: +255 24 225 0140

The conference takes place at the “Hotel Verde Zanzibar - Azam Luxury Resort & Spa” in Stone Town, Zanzibar, located near the city center, with 20 minutes by car from Kisauni Airport and 15 minutes from the Ferry Port.





2.2 Language

English shall be used as the main language during the conference. Interpreters shall be provided for French. The hotel staff is bilingual in French and English, while the majority of the population in Tanzania speaks English and Kiswahili.

2.3 Rooms

GIZ shall cover only the costs of the rooms during the scheduled event. All other expenses (laundry, telephone, mini-bar, extended stay, etc.) shall be at the participant's personal account. This includes the accommodation from 6th May until 10th May. **Further accommodation after the 10th of May will not be covered.**

The Hotel Verde will accommodate the majority of participants. However, due to capacity limitations, some **participants will be accommodated in a hotel equivalent to Hotel Verde in Stonetown.** Hotel Verde will arrange transportation to and from the conference venue for all attendees. Upon arrival, participants are asked to come and report to Hotel Verde. Any necessary transfers to the alternate hotel will be coordinated by Hotel Verde.

Participants will be accommodated in non-smoking, single occupancy rooms. Breakfast and internet connection are included in the hotel package.

2.4 Meals

Meals for the entire duration of the event will be provided by GIZ beginning with a welcome dinner reception starting 06th of May 2024 up until the afternoon coffee break on 10th of May 2024. Breakfast is included in the hotel package for checked-in participants. **Please note that the organizers will not pay for any costs outside this coverage. This will solely be under your coverage.**

2.5 Registration, Hotel Check in/Check out

Please proceed to the Hotel Registration Counter at Hotel Verde and fill out the required registration forms. Participants coming from other countries are requested to present their passports upon registration and local participants may present any valid identification card. Official check-in time is at 14:00 pm and check-out time is at 11:00 am. For those arriving a few hours before the official check-in time, you may register in advance and await the availability of your room. If you want to explore the hotel surroundings while waiting, just leave your luggage at the hotel concierge. You will be given a card/slip to claim it. A GIZ Representative will be waiting at the hotel lobby to meet and assist you.



3. BEFORE TRAVELLING

3.1 Entry measures & visa

Visitors to Tanzania must provide a **passport upon arrival** to the country. Every passport needs to have a **validity of at least six months** and at least one unused visa page before submitting the application. Please note that some travelers need to have a Visa to enter the country. Application is done on the Official Tanzania Immigration Website (<https://visa.immigration.go.tz/>). Upon arrival **everyone needs to be able to provide a return ticket**, regardless of the visa requirements.

There are different types of Visas:

- Ordinary **Single-Entry Visa** are usually issued for attending conferences. The application should be accompanied with the following:
 - Copy of the applicant's valid passport (biographic data page);
 - Return ticket of the flight;
 - Duly filled in declaration form;
 - 50 USD visa fee.

The Visa applications will normally be processed within ten days; therefore, **applicants are strongly advised to observe the stipulated time frame and apply for the visa as soon as possible.**

Some countries fall under the so-called **Referral Visa Category**. Applicants from this category **must submit their Visa applications online at least 1 month before their travel date**. Having an invitation letter or a request letter for a visa from the Host is an added credibility of their application. This letter, if available, must be uploaded with the Online Visa Application and not be sent by email as a separate document. The letter may be uploaded separately or merged with the Itinerary of the Trip and uploaded in the Return ticket field.

List of African Countries whose Nationals Require Referral Visa:

1. Chad
2. Djibouti
3. Eritrea
4. Equatorial Guinea
5. Mali
6. Mauritania
7. Niger
8. Nigeria
9. Senegal
10. Somalia
11. Sierra Leone



We will provide a letter of invitation for all conference participants.

A list of countries without visa requirements as well as further information can be found here: <https://visa.immigration.go.tz/guidelines>

If you're asked to upload a "Business license" then please use the GIZ office agreement which is attached to the Invitation e-mail.

For the Section "Local Host" on the visa online platform please use the GIZ Tanzania Water Programme address: *04 Isimani Street, P.O. Box 1519, Dar es Salaam, Tanzania (Tel. +255 (0)22-2115901 / 2115930; Mail: tobias.godau@giz.de)*

For the immigration control at the airport, **we recommend you print out the invitation letter and the visa grant notice** (once received).

3.2 Vaccination criteria

Ensure that you are up to date with all routine vaccines before your flight. This includes COVID-19 vaccines. Check the list below, for required vaccination and consolidate with the recommendations from your office for foreign affairs, the health department, or your doctor.

| | |
|------------------|--|
| Routine vaccines | Chickenpox, Diphtheria-Tetanus-Pertussis, Flu (Influenza), Measles-Mumps-Rubella (MMR), Polio, Shingles |
| COVID-19 | There is no preference on the required |
| Cholera | Evaluate if you are under an increased risk. Vaccination might be considered |
| Hepatitis A | Evaluate if you are under an increased risk (immunosuppressed, over 40, medical condition) |
| Hepatitis B | Recommended for travelers younger than 60 years old (potentially also with travelers older) |
| Typhoid | Recommended for most travelers |
| Yellow Fever | Vaccination is not required for entry, except for when you are entering from a yellow fever endemic country or transited for +12 hours. Vaccination is still advised. Check with your local doctor |



3.3. Medical Services and Travel Insurance

Before arriving in Tanzania, it is advised to obtain insurance coverage either at your own expense or by your nominating organization for sickness, accident, or disability, death and third-party risk covering the entire duration of the event and journey to and from the host country. The organizers cannot accept responsibility or liability for such contingencies. In case of accident or sickness during the event, the participant should notify the organizer immediately.

3.4. Security Clearance

All UNICEF participants must obtain security clearance in advance of traveling to Tanzania/Zanzibar by applying online at <https://dss.un.org> at least one week before departure.

3.5. A few things to consider:

Please make sure that all your documents are ready for immigration procedure, namely your passport, visa, invitation letter, travel insurance and vaccinations.

What to bring?

Dress code

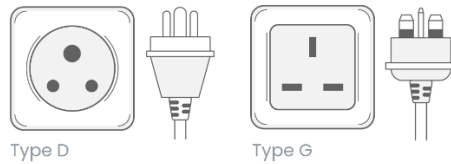
Business casual will go with the semi formal mood of the Conference. Most activities will be in air-conditioned rooms, so it will not be too warm. Especially for evenings and mornings we advise to bring long-sleeved clothes (in addition to tropical mosquito spray) to reduce exposure to mosquito bites.

Personal items (sunscreen, mosquito spray, etc.)

To be well-equipped for the tropical climate, sunscreen and mosquito spray are excellent items to help protect your skin from burns and bites. You can also get these things up at the common convenience stores in Zanzibar.

Digital devices & power supply

To take full advantage of the conference activities and connecting with colleagues from the region, we would recommend you bring at least a mobile digital device, either a smartphone, a tablet or a laptop, and its charger. The power plug sockets are of type D and G in Tanzania and



the standard voltage is 230 V with a frequency of 50 Hz. **Check if you require an adapter beforehand.**

SIM cards

The five main mobile phone sim card and network service providers in Tanzania are Vodacom, Tigo, Airtel, Zantel and Halotel. Vodacom Tanzania is the most reliable telecommunications company and service provider because it is the biggest operator in Tanzania. It has the top coverage all through the country, but they are also the costliest operator. You will need your passport for SIM card purchase from any network.

A Vodacom SIM card and package valid for a week costs 15,000 TZS. This contains 1,000 TZS for the SIM card and 10,000 TZS for 4.5 GB of data, 200 minutes of local calls, and 100 domestic text messages.

Time zone

Tanzania is situated in the Eastern Africa Time – UTC +03:00 – which is 1 hour ahead of Central European Summer Time (CEST) and 2 hours ahead of West Africa Time (WAT).

4. UPON ARRIVAL AND TRANSPORTATION

You can arrive in Zanzibar either by plane or by boat.

[Zanzibar](#) is served by many flight companies that are constantly expanding. You arrive per flight at Zanzibar International Airport which is also named Abeid Amani Karume International Airport and is the only International airport on the island.

Although Zanzibar is part of the Tanzanian Union it has its own immigration service and you need to have a valid passport to enter, even if you come from mainland Tanzania. That means that



you **must** fill out a Tanzania arrival card for your arrival in [Stone Town](#) (Zanzibar), and a Tanzania departure card when you leave the island. That includes arrivals by plane **and** ferry.

4.1 Arriving in Zanzibar by plane:

- **International** **Flights**
Direct flights to Zanzibar: Condor, Jetfly, Ethiopian Airways, Kenya Airways, Oman Air, Qatar Airlines, KLM, FlyDubai, Meridian and Turkish Airlines.
- **Domestic** **Flights**
Zanzibar can be reached from Dar es Salaam by plane. The flight takes about 20 minutes and several airlines are operating services which includes Air Tanzania and Precision Air.

4.2 Arriving in Zanzibar by Ferry from Dar Es Salaam

The Harbour/Ferry Port of Dar Es Salaam is located in the center of Dar Es Salaam. The traffic is horrendous, it can take you 2 hours or more by taxi from the airport to the ferry terminal (depending on your arrival time. Main traffic is from 6am to 9am and 5pm to 8pm). You should be at the terminal at least 1 hour before departure.

Azam Marine is operating the ferry <https://azammarine.com/> The ferry takes about 2 hours to reach Stonetown (Zanzibar). For the entire trip including waiting time you should calculate 3 hours as you also have to go through customs and Visa regulations. If you have a valid visa for Tanzania, you won't be charged for a visa for Zanzibar but you will need to fill out an entry declaration form.

Ferry from Dar Es Salaam to Zanzibar

| Departure | Arrival | Frequency |
|-----------|---------|-----------|
| 07:00 | 09:00 | Daily |
| 09:30 | 11:30 | Daily |
| 12:30 | 14:30 | Daily |
| 16:00 | 18:00 | Daily |

It also works vice-versa of course. You can depart Stonetown and take the ferry to Dar Es Salaam.

The daily departure times from Stonetown to Dar Es salaam are:

- 07:00 am**
- 09:30 am**



12:30 am

16:00 pm

4.3 Getting to the Conference Venue from the Airport/Ferry Port

At the Airport, several transportation companies offer prepaid Taxi Services with Minivans, to take you around the island. A trip to Stonetown/Hotel Verde will cost an average price of around 15 US\$. You can book taxis on the spot whilst at the airport, or in advance, for example through this company: <https://www.zanzibarairporttransfers.co.tz/>

Another option is to book an airport pick-up through Hotel Verde. They provide a minivan which can transport 5 persons. The costs for an airport pick-up are 25 US\$. We ask each country coordinator to contact the hotel directly, if they wish to organize a pick-up for their country team. The email for organizing the pick-up is: operations@znz.hotelverde.com

5. WHILE YOU ARE HERE

5.1 ATMs, Card payments & currency exchange

The unit of **currency** in Tanzania is the **Tanzania Shilling (TZS)**. As of March 2024, the market exchange rate is approximately 1 USD = 2550 TZS, however the rate you find at a bank or exchange counter will differ. On **card payments and currency exchange**, we have the following information:

Credit cards as a means of payment are mostly accepted in larger hotels, but sometimes only VISA.

It is **recommended to bring sufficient cash (USD)**. When taking dollar notes, please note that banks and exchange offices usually only accept dollar notes with a minting date from 2006. The exchange of EUR into local currency is limited to the major cities and certain hotels. **It is recommended to take (several) common credit cards with you**, which can be used at most ATMs. Especially with the widely used VISA card, cash can be withdrawn relatively reliably at various banks.

ATMs are occasionally subject to malfunctions, so a cash reserve is recommended. In the past, there have also often been unlawful cash withdrawals by third parties at the expense of a credit card used shortly before at the ATM. Check your credit card statements promptly and thoroughly and report any suspicious double withdrawals or charges to the relevant credit institution.



5.2 Safety & security information

Compared to other African countries, Tanzania is a relatively safe country to work and live in. Yet due to its historical, political, and economic situation, general caution and risk mitigation is required. Security situations can differ significantly from one area within the country to another, making it essential to be informed.

Your conduct is your personal responsibility! Generally, maintain good situational awareness, keep a low profile and be tactful, respectful, and diplomatic when dealing with others. Obey laws and regulations in Tanzania; be polite and respectful especially with local authorities. When in contact with law enforcement agents do not insist on positions, keep calm and be respectful. Do not take pictures or film military and police installations or personnel, government buildings, airports and avoid taking pictures in crisis situations. Always ask for permission if you take a picture where other people might be exposed.

Always carry a copy of your valid ID document with you and have copies of the most important documents with you (passport, driving license, etc.). Always have emergency contacts with you.

| | |
|------------------|------------|
| Police | 112 |
| Ambulance | 114 |
| Fire | 115 |

Theft and robbery are the most common types of crime that may affect you. Pickpocketing and theft occur in public buses, traffic jams or simply along the streets. Do not defend your belongings. Avoid walking on your own in isolated and unknown areas, especially after dark, both urban or on treks and hikes. During robbery, do not argue with the robbers but follow their instructions. All incidents should be reported to the organizers. Criminal incidents should be reported to the police, possibly accompanied by a local colleague.

DOs and DONTs

- Don't walk at night or in unfamiliar areas.
- Don't show valuables in public (mobile phone, jewelry, cash, laptops, etc.).
- Use registered taxis if you must drive at night but avoid unfamiliar taxi drivers and (Bajaj) after dark.
- Inform others about your travel plans, including private ones if you are alone.
- Don't stop for accidents but alert the nearest police station.
- Stay away from (spontaneous) gatherings of people and crowded places.



5.3 Special Needs

If you have any special needs (e.g. dietary restrictions, etc.), please feel free to contact the GIZ Organizers so they may be taken into consideration.

CONFERENCE ORGANIZERS CONTACT DETAILS

Natalie Schmitz

Advisor at GIZ

Email: natalie.schmitz@giz.de

