

help2kids

Children's Home Concept



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Our Organization

1 Who we are

help2kids was founded on 6 June 2009 in Switzerland. We are a young and dynamic organization with aid projects located in Dar es Salaam, Tanzania's and Lifuwu, Malawi. help2kids is a politically and religiously independent association and is an officially registered charity in Switzerland, Tanzania, and Malawi. The help2kids association board is comprised of eight members: a president, a vice president, and six other board members. Additionally, a competent team actively supports the board which includes specialists in marketing, public relations, information technology, and fundraising.

In Africa, our team comprises four international managers and a local staff team. Each manager supervises at least one aid project. The Field Manager Africa acts as director and oversees all activities of help2kids Africa.

The current organizational structure and personal profiles can be found on our website:

<http://www.help2kids.org/organization>.

2 What we do

We help orphans by providing food, shelter, education, and lots of love at our Children's Home. We also help the community by providing primary school education and medical support free of charge. All our aid projects focus on youth in acute crisis situations. These crisis situations may be family, health, or financial related. With our projects we aim to support children in such difficult situations / environments so that they can return to or continue with their path of education and become independent, sustainable and productive members of society. Education is of the utmost importance to end the vicious cycle of poverty.



The vicious cycle of poverty is a seemingly endless continuation of poverty. Once a person or community falls below a certain level of resourcefulness, a chain of events starts to occur that tends to perpetuate the situation: progressively lower levels of education and training leading to lack of employment opportunities, leading to criminal activity (such as sale of illegal drugs) for survival, leading to addiction, shattered health, early death, and breakup of family, leading to even bleaker future for the next generation ... and so on.

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3 Our organizational values

TRANSPARENCY

Our work is highly transparent with monthly accounting and finance checks on all projects so that any deviations are noticed and addressed immediately. Annual reports are audited by external audit firm and made public. Financial updates can be requested at any time.

EFFICIENCY

Any distribution of funds is monitored by international management team on-site. We spend less on administration, fundraising & marketing expenses than comparable other aid organizations. We do not run costly fundraising campaigns.

PROFESSIONAL MANAGEMENT

The board of the organization is comprised of professionals with experience in management, business, finance & accounting. One of the basic principles of help2kids is solid on-site management by highly skilled people from abroad. Funds are distributed and monitored by our management team in order to establish and maintain a clear understanding where and how funds are spent.



POLITICALLY AND RELIGIOUSLY INDEPENDENT

We stress the importance of education; non-violence; the peaceful coexistence of different peoples, cultures and religions; gender equality and respect for nature and the environment. We are religiously neutral and we teach tolerance. We hope to raise children who are well-rounded, productive and positive members of their communities, regardless of religious affiliation.

DIRECT AID PROJECTS

We run our own aid projects in order to have direct control over the utilized funds, project design and execution. No third party is involved in terms of financial control.

DONOR PROTECTION

We keep donor information confidential and. We do not run "aggressive" fundraising actions. We do not "over-inform" donors and respect their right to have "empty mailboxes". We act more "on request" than "on own initiative".

About Tanzania

Tanzania is bordered on the south by Mozambique, Malawi, and Zambia; on the west by Zaire, Burundi, and Rwanda; on the north by Uganda and Kenya; and on the east by the Indian Ocean. Tanzania is the largest of the East African nations, and it is a peaceful and friendly country with 120 tribes.

Approximately 30% of the population is Christian, 35% Muslim, and 35% adhere to indigenous beliefs.

Tanzania is one of the poorest countries in the world. In many areas of the country people do not have access to electricity, clean water or medical care. Most of the 49 million residents make their living from small scale subsistence agriculture where they produce just enough food for their families. When droughts or other natural disasters occur the effects can be devastating.

Although Dar es Salaam has lost its status as Tanzania's capital, it remains the richest and most active city of the country. It is a very fast growing city, and its population is soon expected to reach 5 million people. This raises many issues, such as the ones linked to infrastructures. Indeed, 70% of the population lives in informal settlements, many without access to basic services and running water.



Thousands of children in Tanzania live under the poverty line and do not have enough to eat or access to proper clothing and shoes. In total 17% of the children in Tanzania are undernourished and 105 out of 1'000 children die before the age of 5, many from diseases or infections that could have been prevented. The maternal mortality rate amounts to 460 for every 100'000 births, making it the 23rd highest maternal mortality rate in the world. Even if education facilities are available, the cost of education prevents many families from sending their children to school.

In Dar es Salaam, **help2kids** runs a Children's Home for 31 children, a primary school for over 300 children, a nursery school up to 30 children, and a Health Project that reaches over 500 children. Our Children's Home is located in Mbezi Beach, about 20 km north of the city center. It is a nice and safe area for children to grow up. We employ Tanzanian staff and are assisted by a large team of international staff and volunteers to further improve the quality of care for the children and to give them additional love and attention.

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The Children's Home in Dar es Salaam, Tanzania

1 Problem Analysis

According to UNICEF, Tanzania's population of 49 million has roughly 3 million parentless children. Children between the ages of 0-18 are vulnerable and are at higher risk when not cared for or protected. The World Bank's concept of social orphans is used to describe a child who might have a living parent but cannot fulfill their parental duties. Depending on the situation, parents may be separated, have drug addictions, sick or be HIV positive, abusive, and/or financially unable to take care of their children (OVC Toolkit).

Characteristics of children defined as vulnerable include those:

- Orphaned by the death of one or both parents
- Abandoned by parents
- Living in extreme poverty
- Living with a disability
- Affected by armed conflicts
- Abused by parents or their carers
- Malnourished due to extreme poverty
- HIV positive
- Marginalized, stigmatized, or discriminated against

2 Goals and Objectives

The Children's Home aims to make each child feel special in our home. The Children's Home strives to create an environment of love, respect, empathy, care and nurture. The children shall have the opportunity to build a long-lasting relationship with our help2kids family; live according to their culture and religion; and receive support to develop their interests, skills and talents. It is the duty of help2kids Children's Home to meet the physical, mental, and emotional needs of our children in order to raise responsible and valued members of society.

a) Quality health care and adequate nutritious food

Because help2kids also runs a Health Project, the children have access to medical care whenever needed. This includes annual visits to a pediatrician, dentist, optometrist, emergency care including HIV/AIDS medical services, and physiological care if needed. The children have access to healthy food on a daily basis. help2kids provides them with three meals per day. Lunch and dinner consist of vegetables, beans, fish or meat and starchy food. They also eat fruits during the afternoon breaks.

b) Quality education

Each child has access to a quality education. Thanks to the sponsorship program, almost all our children attend private schools where classes are taught in English. Being enrolled in private education makes it much easier to exceed into secondary school, and eventually tertiary education. The Children's Home staff organizes all admissions entrance to a private school, financial support, tutoring sessions from volunteers and study hall hours. Many children also receive tutoring at the school.

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c) A loving and happy living environment

Building a caring and happy environment for the children is part of **help2kids** staff's top priorities. This implies surrounding the children with accountable and consistent caregivers (mamas) who assume parental and emotional guidance. Both children and caregivers (mamas) share household responsibilities and duties, and the staff always makes sure that the children have clothing, school supplies, toys, and other materials necessary. The Children's Home also receives many donations from local and international organizations and donors, who provide the children with what is needed to build a happy environment.



Evaristo and Prisca

d) A secure, suitable, and comfortable living environment to accommodate all children and staff.

While the caregivers (mamas) and the Children's Home and Education Coordinator have their own rooms, children are divided into four rooms according to their sex and age. Each child has his or her own bed and mosquito net, and has access to clean bathrooms. In addition, there are spaces designated for studying and recreational activities.

3 Target Group

Children may be admitted to the Children's Home if they fit the following requirements:

- Under the age of 14
- Not possible for them to live with their biological family
- They are not cared for by another institution or home
- **help2kids** can adequately care for their needs, financially, emotionally, and medically
- **help2kids** staff and Board Members agree to the admittance

help2kids tries to maintain the same amount of boys and girls, and a balance of younger and older children. The organization is trying to build a healthy family structure within the Children's Home. In order not to divide further already existing families, siblings are also admitted together to live at the Children's Home.

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4 Intervention

a) Housing

We strive to provide a safe and secure home that is equipped to meet the needs of our 31 children. All house amenities should be adequate and sanitary. Each child is provided with his or her own bed and has use to six bathrooms within the house. A living room, dining room, kitchen, laundry room, playground, and classroom are also maintained for daily use by children and staff.

b) Care and nurture

The primary purpose of our caregivers (mamas) is to meet the physical, mental, and emotional needs of our children by providing love, care, nourishment, and guidance. The ratio of caregivers (mamas) to children should never, at any time, be lower than 1:10 and ideally, the ratio should be 1:7. All caregivers (mamas) shall provide parental guidance, be an inspirational role model, and be loving to all children on a daily basis. Caregivers (mamas) will also ensure child protection from any form of abuse.



Children's Home staff (Mamas, Field Manager and Coordinator)

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Mama Leah, Children's Home Manager

c) Psychological and Medical Help

Proper child medical attention is one of our highest priorities at the Children's Home. Upon arrival, all children go through a full medical examination and if there are any issues, we shall address them appropriately. Annual visits to a pediatrician, optometrist, and dentist are arranged by the Children's Home and Education Coordinator or the Manager. Some children also need psychological support upon arrival, for issues linked to previous mental or physical abuse, as well as abandonment. help2kids provides such support and has been working on building partnerships with other organizations specialized in these issues.

d) Formal Education & Vocational Training

We strive to provide the best primary and secondary education possible with the help from education sponsors. Other education resources such as tutoring and study hall are additional assets to every child's daily schedule. Eventually, tertiary education will be considered for children who are able to attain this level, and will be supported financially. In case a child does not want to continue with tertiary education, he or she meets with the Education Coordinator and Manager to discuss other options such as vocational training.

5 Admission Procedure

When a child is eligible for admission to the Children's Home, the first step is to contact the Social Welfare Officer ("SWO"). The SWO goes through the local government and visits the child's current home and speaks with the family. If a child's case is brought to help2kids' attention by the police or a local community member, the SWO still needs to be contacted before further action is taken.

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Before entering the Children's Home, the child's background must be established:

- Names of closest relatives and their contact information
- Reason for abandonment
- Family medical history
- Child's medical history (medical records, birth certificate, history of physical or psychological abuse)
- Child's place of birth, tribe, previous home(s), and school(s)

Unfortunately, gathering such information is sometimes very complex due to the complicated background of our children. Lastly, during entry an individual development planning is performed and an assessment of possible resources available is determined.

6 Basic Values

The help2kids Children's Home is based on three values: respect, responsibility, and love of learning. All caregivers (mamas), administrators, children, and volunteers at the help2kids will embody these values and live by these standards. The decisions of the Children's Home staff will always place highest importance on the needs and well-being of the children in their care.

a) Respect

We aspire to raise children who respect their elders and peers. Respect means treating others as we would want to be treated. We will demonstrate empathy by respecting each other's feelings, needs, and ideas. We will respect other cultures, religions and, above all, each person's humanity. We will respect ourselves and believe in our self-worth. We will respect other's property and privacy. We will respect the environment and care for it. Respect comes from learning about others and practicing tolerance. We will have an open mind for other worldviews and view differences as an opportunity to learn.

b) Responsibility

Older children take care of the younger children and help them with daily tasks such as cleaning oneself, eating, picking them up at school, and doing homework. This way, they learn how to be responsible and take care of others, which we believe is of great important when entering adult life. Responsible children also take action to correct things that need fixing, look after those things in their possession, and participate fully in communal tasks.

We will understand our role within the help2kids family and act unprompted to hold our community together. We will use resources wisely and will not be wasteful. We will do what is right because it is right, and we will be fully responsible for our choices and behavior. We are committed to our values and standards and will be responsible for upholding them. We will practice good service within our family, schools, and communities. We are responsible to make the changes we wish to see in our communities.

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Happy John helping Alexi (Mama Leah's son) clean himself

c) Love of learning

We want our children to ask questions, ponder problems, and explore their world. Our children will be open-minded and conscious of the limitless knowledge the world has to offer. To this end we will endeavor to give them the best possible education and to stress the importance of schoolwork and private study. We will never forget that ANY child can learn and learning is not confined to the classroom but happens all the time in all places. We will encourage our children to take all opportunities to learn and give them a rich environment in which to do so.

As caregivers (mamas) and administrators at the help2kids Children's Home we will encourage our children according to these values. We will set an example by respecting those around us, shouldering responsibility, and demonstrating a thirst for knowledge. Children learn more by watching than by hearing so we shall strive to create an environment where these values can be demonstrated. We will create rules and a system of discipline to help uphold these values. We will communicate the expectations for being a part of the help2kids family to all children, caregivers (mamas), administrators, and volunteers.

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7 Day Structure of the Children

A typical day of a child at the Children's Home can be summarized as follows:

	Weekdays	Weekends
Morning	Breakfast Go to school	Breakfast Chores: Cleaning or laundry Church
Afternoon	Lunch (at school) Return home Fruit snack Tutoring with volunteers/sports	Play outside, watch TV, homework, or beach Lunch Nap Fruit snack
Evening	Bath time Prayer/Dinner/Chores Study Hall/homework Bed time	Bath time Prayer/Dinner/Chores Family meeting/Birthday celebrations Bed time

The children are provided with special chores in order to raise responsibility and awareness. The weekends and holidays are used for excursions and activities that do not fit in the weekday structure. Small celebrations are organized throughout the year for birthdays and special holidays. In addition, there is a family meeting every Friday evening, which includes all the children and caregivers (mamas) discussing any issues or upcoming events.



Football competition

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8 Informal Education

As stated in our basic values, the **help2kids** Children's Home is based on three values: respect, responsibility, and love of learning. All caregivers (mamas), administrators, children, and volunteers at the **help2kids** will embody these values and live by these standards. Our children informally learn these basic values along with life and social skills through daily interactions and conversations. Like any healthy family, these values and skills are transferred in order for children to become more mindful, moral individuals. However, positive interactions with the children can happen at any time between our other children, caregivers (mamas), staff, and volunteers. The development of intrapersonal skills can greatly improve one's relationships, communication skills, and personal identity. These skills are essential especially when a child is reaching the age of leaving the Children's Home. Currently group conversations take place with one caregiver (mama), allowing for more private conversations in a smaller group. Conversations such as school, puberty, sex, religion, self-esteem, and personal goals are held with six or less children. The older children receive a small allowance every month in order to learn financial responsibility. Caregivers (mamas) also teach the importance of the environment and caring for animals. For example, throwing trash is prohibited in our Children's Home and in any public area. The children also have responsibilities to take care of our animals at the Children's Home (cats, rabbits, ducks and a turtle).



Donaldi helping with cooking

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9 Child Protection

help2kids is committed to ensuring the complete protection of every child at the Children's Home. We believe that each child deserves to be protected and their safety and security is our number one priority. We do not tolerate child abuse within our organization, and will take serious action if a child protection issue arises. We understand that there are different forms of abuse (physical, psychological, sexual, verbal, etc.) and that it can occur from staff, volunteers, visitors, and other children.

help2kids wants to create a safe environment for everyone involved within the organization especially for the children we care for. All visitors are required to establish a connection between a staff member and then a proper visit is arranged. During the visit, at least one staff member accompanies the visitor(s) until they leave the Children's Home. Before volunteers arrive to Tanzania, they are required to submit a police background check and sign a volunteer program agreement which specifies our code of conduct. All staff is also required to sign a work contract that contains a code of conduct which ensures that each individual reflect favorably for help2kids and all our projects.

For security reasons, volunteers are not allowed in any of the children's bedrooms. Volunteers who do not respect the rules or have appropriate behavior with children will receive a warning. If a volunteer receives three warnings, he or she is then required to leave the Children's Home.



Alice, a former volunteer, doing computer tutorial with Zainabu, Suzy, Pascal and Donald

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10 Leaving

a) Reasons

Reunion with family: If the child's biological family is sufficiently able to care for the child and our social welfare officer deems it appropriate, the child may return to the family. If there was any history of abuse (physical, emotional, neglect, or sexual) in the family relationship, then the child will not return to the family.

Adoption into a new family: If a family is legally able and willing to adopt, the case will be considered first by the social welfare office and the Children's Home social worker. The Director and the Board will approve a final adoption decision, taking into consideration the child's best interests and wishes.

They have achieved social and financial independence: After a child reaches the height of their education and is financially independent, he/she is equipped to leave the Children's Home. They are allowed to stay, at any age, until they have reached this milestone (knowing that some children may take longer than others). After leaving, the Children's Home will still be a part of the child's life and is welcomed at any time.

help2kids is no longer able to accommodate their needs: help2kids strives to meet each child's individual needs, but if the home cannot for any reason accommodate a child's specific needs then it is no longer in the best interest of the child to remain at the home. help2kids will find a suitable alternative care situation for the child.

b) Procedure

When a child is nearing the age of 18 or is close to completing their schooling, the Children's Home Manager, Coordinator, and social welfare officer are responsible to prepare possible plans for the child's future. When a child reaches 18 years, the manager and coordinator will meet with the child to discuss his/her future, and create a written plan for future education, work aspirations, and finances. They will also discuss the change in responsibilities, abilities, and freedom.

The semester before a child completes Standard 7, Form 4, or Form 6, the Manager and Coordinator will meet with the child to discuss future educational/career plans. The home is responsible for educating and helping each child find a suitable job situation and/or future education (university).

The decisions for entry and exit from the home must be made between the Director, the Manager, the social welfare officer, and the child in question. Each case will be reviewed separately as each child has individual needs.

c) Support and connection after leaving

When a child leaves, they will be given a leaving package: mobile phone, important phone numbers, emergency money, medical insurance, copy of their medical records, etc.

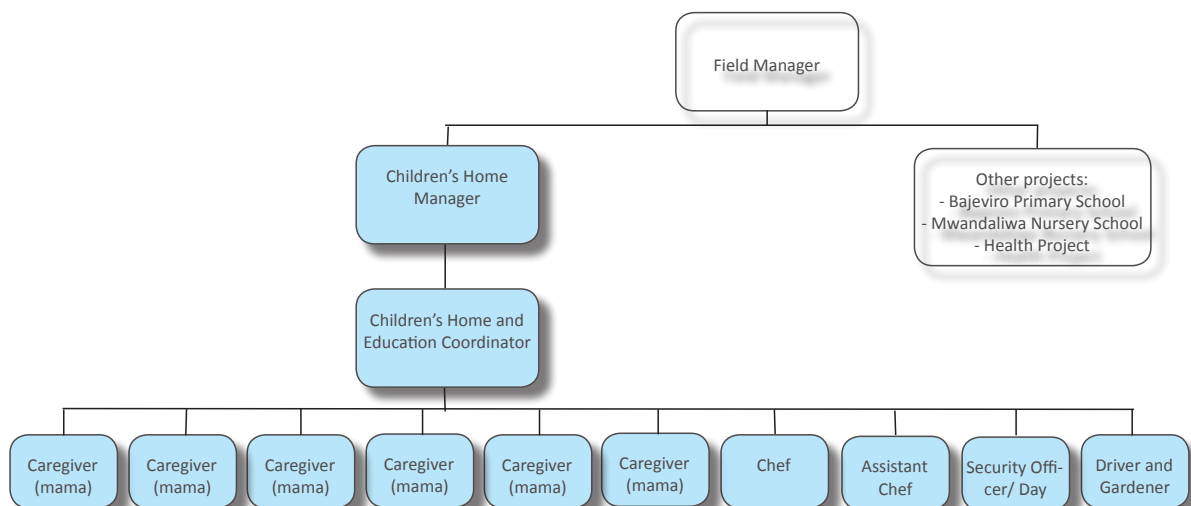
help2kids will maintain connection with all of their children after departing the Children's Home. The child deserves stability and is welcomed back for any occasion, special celebration, holiday, or visit. The connection between the staff and the children should be fostered beyond the years spent at help2kids so that neither caregiver (mama) nor child experiences emotional trauma.

11 Resources

a) Human Resources

There are six primary caregivers (mamas) who work at or Children's Home and two chefs who also play an important role as caregivers (mamas). Most of the caregivers (mamas) graduated in Childcare from Upendo College in Kilimanjaro. While their role consists of teaching the children about topics such as sex education, respect, good behavior and so on, they also help with homework and escorting them to and from the hospital. Mainly, the caregivers (mamas) are the mothers to our 31 children. We also have two security guards and Uncle Masia who helps with repairing the house, gardening, and driving the children and caregivers (mamas). The staff works closely with the Children's Home and Education Coordinator who manages the sponsorship program and oversees the education of all the children. The coordinator also organizes special classes and workshops for the children on the weekends and during their breaks from school.

Organization Chart



b) Housing / Ground Facilities

The home should have the adequate amount of space for the children and caregivers (mamas) to live, work and play. The bathrooms, kitchens, and communal areas should be clean and the resources should be organized. The home should be free of toxins, rodents, harmful insects and other negative environmental issues including smoke, soil contaminants, mold, etc.

Boys and girls bedrooms are separated and older children are separated from younger children. The differences in sex and age dictates the appropriate bedroom arrangements, although in other areas of the house, all children mix freely. In order to maintain a family environment while protecting and maintaining appropriateness, the house has separate wings for boys and girls as well as smaller bedrooms to allow different age groups to be separated. The bathrooms are adequate to ensure that the children have a space to bathe themselves in private.

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Common areas allow space for the children to play with toys, gather together, and comfortably spend time with one another. There are areas for our children to relax, read, socialize, or interact with our caregivers (mamas). There is also an outdoor area where children can dance, play games, play football, etc. Additionally, there is a classroom equipped so that children can comfortably and quietly do their homework in the afternoons and evenings.

c) Other Resources

The children have access to toys, games and other materials in our resource room. The Children's Home and Education Coordinator are responsible for maintaining and organizing the materials, but the caregivers (mamas) are responsible for ensuring that the materials are properly used and returned. All physical donations from volunteers or charities are collected by the Children's Home Manager or the Education Coordinator and are distributed to the children evenly and fairly.



Baraka enjoying a juice after a smoothie session

12 Monitoring and Evaluation

In order to ensure that each child excels, the caregivers (mamas) and the Children's Home and Education Coordinator meet regularly on a one-on-one basis with each child. Twice a year, when children receive their examination results, the coordinator meets individually with each child to discuss overall accomplishments, classroom difficulties or behavioral problems at school. Their examination results are also shared with each child's education sponsor. Children with special needs also receive attention and outside support. In addition, the Children's Home staff meets regularly to discuss every child's progress.

13 Data Collection and Analysis

Background information about each child is compiled before there are admitted into the Children's Home. Contact information of family members, medical records (if any), previous home, and name of attended schools are collected

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in order for us to understand and provide the best care possible. Medical records are updated whenever a child receives medical attention or is ill. Copies of the records will be given to the child when they eventually depart from the Children's Home.

14 Responsibilities & Reporting

Communication between staff and the Field Manager is daily, if not weekly. All written reports are submitted once a week to the Field Manager which is then compiled with the organization's other projects, and is then submitted to the Board of Directors. Meetings with ground staff happen once a week to reassure team communication, updates on all projects, and team guidance for any challenges.




The Field Manger is primarily responsible for the financial control within the projects. Every month each project submits their expenses so that the cash reconciliation is accurate and monitored by the Field Manger and Executive Committee. All expenses are compiled monthly and sent for final accounting review. All donations to our projects are documented and monitored.



Riziki and Pascal at a football game

Our Contact Details

Please feel free to get in touch with us if you wish to discuss the project proposal or if you have any questions. Our contact details are as follows:

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Thank you for your time and consideration.

