**FFN/LMTV-internship:**

FFN is going to welcome our new program from this year especially for the administrative/managerial internship:

Making documents, taking pictures for different projects. We are going to give you a special opportunity to write articles, provide news about our projects and take photos. You may also be an intern and see what’s happening in volunteer workcamps.

You are going to contact and reply to our different international partners and also reply to next volunteers.

You are going to send documents and information about our (long/short term) camps.

<table>
<thead>
<tr>
<th>Type of work</th>
<th>Administrative office internship</th>
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<tbody>
<tr>
<td>Location</td>
<td>Kathmandu city</td>
</tr>
<tr>
<td>Accommodation and food</td>
<td>Local family and typical Nepali food</td>
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<tr>
<td>Date</td>
<td>2-5 months throughout the year</td>
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<td></td>
<td>According to your time table.</td>
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<tr>
<td>Duration and workhours</td>
<td>5-6 hours of work each day, 5 days a week</td>
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<tr>
<td>Requirements</td>
<td>Good motivation and English language. No formal qualifications needed.</td>
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<td>Beneficiaries</td>
<td>Friendship Foundation Nepal</td>
</tr>
<tr>
<td>Number of volunteers can apply</td>
<td>1</td>
</tr>
<tr>
<td>Fees</td>
<td>Nonrefundable office registration fee: 250 euro (to be paid during the orientation seminar in the beginning of your stay)</td>
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<td></td>
<td>Monthly costs for food and lodging: 150 euro in Nepali rupees)</td>
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Living with local family
Do you want an authentic experience in Nepal? Encounter ways of living very differently from your own?
And do you want to make a difference at the same time?

Long term volunteering makes these things possible.
Nepal is a developing country. Years of political conflicts, poverty, and lack of education has prevented the Nepalese people from getting the chances they deserve. At FFN, we believe it to be our responsibility to help and try to make the people’s living conditions better.

Improving such things takes time. The best way to work at improving a society is to live in it. In order to change a country’s conditions, you must first understand these conditions yourself, and the best way to accomplish this is to share with local people’s lives. Only after experiencing these things firsthand you can share your own knowledge through teaching, communicating, and interacting, which in turn can leave a lasting effect on local people. And you might find that living with a local family and adjusting to Nepali life has a lasting effect on you as well.

Where will you stay?
You will be living in local host family or FFN training center in Kathmandu city.

This is how you’ll live:
You will stay with a Nepali family close to the office. When you are living with a Nepali family, you’ll experience their hospitality, friendliness and unique way of life. You will be welcomed as a member of the family and as a member of the local community. Nepali houses are simple; very basic facilities (i.e. heating system, shower, cooking, washing methods, toilet and bathroom etc). Most families do not have a hot shower, but most of them have bathroom and toilet, so please do not expect facilities like in your own country! You’ll get your own single room and the family will respect your privacy. In order to make the most of your Nepalese experience, we encourage you to interact and socialize as much as possible with the local families and take part in their household activities. In the cities, you’ll find similarities to your own country. In the countryside, many Nepalese grow their own vegetables and have buffaloes, goats and chickens.
You will typically be served food twice a day: a heavy breakfast around 9am and dinner around 7pm. Soon you will realize that tea is very popular; when you visit a family, they will welcome you by serving tea!

When and how long?
Between 2 and 5 months. It takes time to adjust and get used to it. We advise you to stay as long as possible. You will start on the first Monday of each month.

What do you need?
You must be at least 18 years old. You don’t need to have any formal education in administration or management, but any relevant qualifications are appreciated, and you are encouraged to use them! The most important is a GOOD MOTIVATION! Since you will be living with Nepalese people, you also have to have an interest in the Nepalese culture.

**What do you need to bring?**

Seasonal clothes, sleeping bag, comfortable footwear, music player, reading materials, laptop and camera.

**Monitoring and evaluation:**

Every day you will be with team to friendship foundation Nepal. During the week, you can see other people to the organization and speak with them.

They will be giving you work about organization.

The evaluation will be all days, you share information, documents with the team.

**What do you need to pay?**

1. Office registration Fee: 250 Euro - the fee covers the airport pick up and different transport during your stay.

2. 150 euro/month will be for the family for your meal and accommodation during your stay in Nepal. Registration fee you have to pay to the FFN office; the family you can pay through the local coordinator or in our office.

**Communication:**

Nepal is a comfortable country; you can get all modern communication facilities here (i.e. telephone, Internet, post office etc.). Pre-paid mobile SIM cards are easily available at the market as well. In the country-side, it may not always be possible to get connection.

**Safety Issues:**

We believe that when you are away from your own home you can still have a home away from home in Nepal. It is a very safe country and at the moment and there is NO political conflict in Nepal. Even during the conflict period, Nepal was never unsafe for volunteers; we hosted several volunteers from around the globe during that period. Our long term projects are located in safe areas. You will also be staying with a family who has hosted international volunteers before, and you will be in regular contact with FFN staff. However, problems or misunderstandings can occur if you do not respect the culture you are living in.

Listed below are some points worth taking into consideration:
1. You might stay in a place where medical facilities aren’t as close to you as you’re used to.
2. Please don’t walk alone during the evening and bring a trustworthy person if you feel unsafe.
3. Don’t walk alone in the forest or any other isolated area. Be careful near the rivers. They have a very strong current. Don’t go with any unknown persons not introduced by the project or host family. Never carry unnecessary huge amounts of money with you while in the village.
4. Please write down the information of the family you will be staying with (father’s name, address and contact number) and send it to a contact person in your home country.
5. Please avoid alcohol or drugs as the host families might be culturally very sensitive to these things.
6. Please don’t enter the praying room and kitchen of the host family without asking for permission.
7. Communicate; feel free to talk with your host family about any discomfort or problems you have regarding your stay, room and food (please tell your host families about your likes and dislikes and let them know if you are a vegetarian or not).
8. Don’t forget to tell if you are going out to eat at least 3 hours before.
9. Don’t leave the electricity switches on in your room. Resources are very scarce in Nepal.
10. Keep your room tidy and clean.
11. Please ask permission from your host family to use their facilities like bicycle, radio, soap, washing detergent, television, even books if they are in your rooms. (Please repair or fix items if it gets broken, punctured etc.)
12. Please keep your room locked when you are going outside or far from the family.
13. Please wash your own clothes and plates (after eating).
14. Please don’t expect any western food when staying with your host family.
Our postal address in Nepal is as follows:

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