

Welcome to I DARE JORDAN

KEY INFORMATION PACK

CONTACT DETAILS



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WEBSITE

[HTTPS://WWW.I-DARE.ORG/](https://www.i-dare.org/)



LOCATION

19 Abdul Rahim Alwakid Street
(Opposite Marriot Hotel)
Rizeq Al-Rashdan Street
Mazen M. Al-Beetar
Intersection Amman

WELCOME TO I DARE

I Dare for Sustainable Development is a non-profit organisation established in October 2013 in Amman, Jordan. I Dare is a non-governmental Jordanian organization and is not affiliated or registered with any political party. **As a social venture, the core of I Dare actions is based on social marketing (community change behaviour) from the early stages of idea development to the successful achievement of the desired impact.**

I Dare is dedicated to fostering positive youth development (PYD) for sustainable change. I Dare believes in youth as the driving force towards development in its comprehensive sustainable concept where social, economic and political dimensions are equally respected. I Dare exists to be the platform for the voice and efforts of young active citizens in transforming their societies to achieve remarkable success in all their endeavours.

- ◆ **Values:** Justice, Youth Agency, Creativity, Collaboration, Life-Long Learning.
- ◆ **Vision:** A society in which youth partner in shaping public life.
- ◆ **Mission:** Activating youth potential.

INTRODUCTION TO LIFE AT I DARE

- ◆ Our working hours are between 9am – 4pm.
- ◆ Friday and Saturday are the weekend in Jordan, therefore working days are Sunday to Thursday.
- ◆ We do not have official times dedicated to working or resting only, so it is understood that everyone is respectful of the needs of people currently in the office and that noise levels and disruptions are communicated amongst all members.
- ◆ You will have official Arabic classes during the first 2 months after your arrival. You will receive 16 sessions in total, each lasting two hours.
- ◆ Our official holidays are the ones official in Jordan only. As a volunteer, you can take 2 days for each month of vacation throughout the duration of your project. For example, for a 6-month period you are entitled to 12 days of vacation in addition to the weekends and public holidays.
- ◆ On Sundays, we have a weekly meeting. In this meeting we discuss what we achieved the previous week and what we intend to achieve in the following week.

FACTS

Capital: Amman

Area: Total: 92,300 sq km

- ◆ Land: 91,971 sq km
- ◆ Water: 329 sq km

Land boundaries:

Total: 1,635 km

Border countries:

- ◆ Iraq 181 km,
- ◆ **Israel 238 km,**
- ◆ Saudi Arabia 744 km,
- ◆ Syria 375 km,
- ◆ **West Bank 97 km**

Elevation extremes:

- ◆ Lowest point: Dead Sea -408 m
- ◆ Highest point: Jabal Ram 1,734 m

Natural resources: phosphates, potash, shale oil.

Terrain: Mostly desert plateau in east, highland area in west; Great Rift Valley separates East and West Banks of the Jordan River.

Climate: Mostly arid desert; the rainy season in the west (November to April).

Languages: Arabic (official), English widely understood, including in businesses.

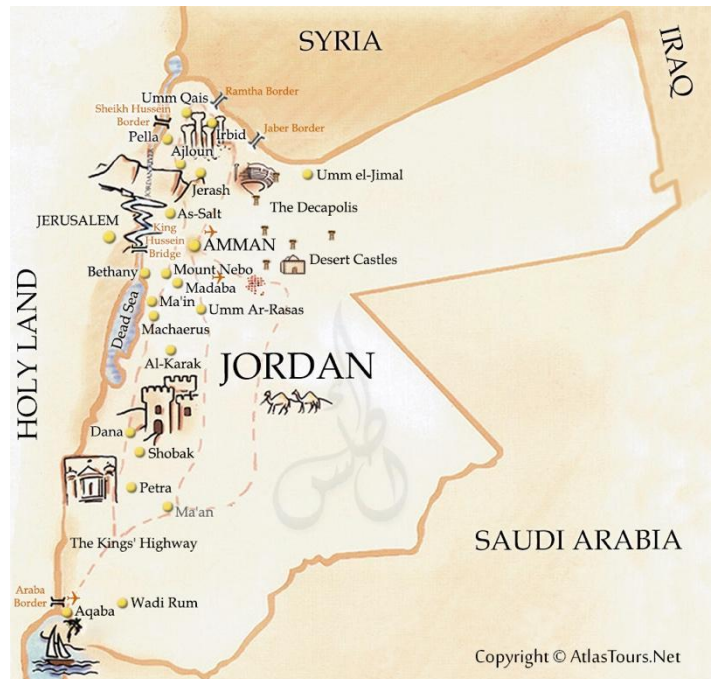
Weather:

- ◆ Summer: Average temperature in the mid 30s°C (mid 90s°F)
- ◆ Winter: Averages 13 °C (55 °F).

- ◆ To structure your working and learning time during your EVS/ESC/Volunteering/Internship, you are asked to write a weekly plan of your tasks and ideas and submit it to your supervisor each Thursday, who will then discuss it with you.

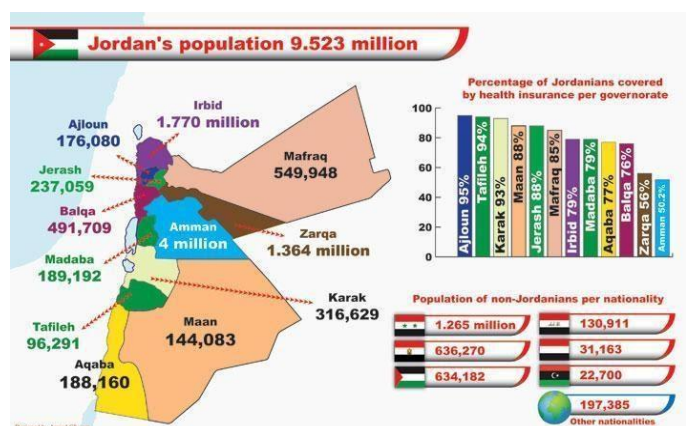
JORDAN AT A GLANCE

Jordan is a stable and a safe country although it is located in an area with turmoil. Jordan is a neighbouring country to Saudi Arabia, Iraq, **occupied Palestine**, and Syria. Jordan's population is nearly ten million and is hosting millions of refugees coming from Syria, Iraq and Palestine.



Ethnic groups: Arab 98%, Circassian 1%, Armenia 1%

Religions: Sunni Muslim 92%, Christian 6% (majority Greek Orthodox, but some Greek and Roman Catholics, Syrian Orthodox, Coptic Orthodox, Armenian Orthodox, and Protestant denominations), other 2% (several small Shi'a Muslim and Druze populations) (2001 est.)



The western part of the country receives greater precipitation during the winter season from November to March.

Snowfall can occur in Jordan on the heights 1000 KM and above. Due to climate change, weather can be severe (too hot during summer and too cold during winter), some places are closed during winter.

It is always advised to check the local weather forecast and the advice released by the government.

MOVING TO JORDAN

Familiarize yourself with disaster/emergency guidelines

Jordan is vulnerable to earthquakes, and flash flooding. Prior planning can mitigate many of the life-threatening consequences of a natural disaster.

Money and Banking:

Banks: **Foreigners cannot open accounts at Jordanian banks.**

Foreigners can however open an Orange Money account which is directly linked to an app on your phone. You cannot transfer from foreign bank account to this account, you can however deposit your cheque provided by I Dare into this account, if you wish to not have cash.

Currency exchange operates under the guidelines and regulations of the Central Bank of Jordan. The Central Bank also sets the minimum and maximum interest rates for financial institutions to follow.

Banking Hours:

♦ Sun.-Thurs 08:30-15:00.

PERSONAL SAFETY

- **General Personal Safety and Security Guidelines**

Keep yourself informed of the general security situation and stay up to date with local news events using local media. Do not hesitate to contact the organisation for further security guidance and advice.

- **Take responsibility for your own safety and security.**

Raise personal security awareness when visiting hotels, shopping or entertainment areas, especially in popular tourist spots and other establishments frequented by foreigners. Be especially suspicious of unattended bags and parcels! If you spot an unattended bag or parcel, notify security authorities and move away from the area immediately. Do not examine or remove the article yourself. Do carry your identification and emergency contact numbers at all times.

- **Shopping Malls and Restaurants.**

In general, all public spaces are safe and secure. All public spaces (such as shopping malls, hotels, ministries etc.) in Jordan have security check measures all over Jordan. Such procedures were initiated after the hotels' attacks in 2005.

You may also adopt the following approach towards ensuring maximum safety. Spend minimal time near the front entrance or at the main vehicle drop-off point and if possible, use alternate entrances to the mall. Try not to use restaurants that are close to the front entrance or have large windows facing the street.

- **Do not flaunt your wealth: rings, necklaces, fat wallets**

Dress and behave modestly. Avoid demonstrations and large gatherings. Demonstrations have been held at UN offices and elsewhere in Jordan. Staff are advised to avoid downtown locations on Fridays, especially after noon prayers as popular demonstrations frequently occur in the area after the noon prayers. Staff is also advised to avoid demonstrations and gatherings.

- **International Airports.**

When arriving, or departing, proceed directly to the airline counters and through immigration. Do not loiter in the public areas at the airport. As equipment such as VHF/UHF radios and GPS are restricted in Jordan.

- ◆ Hours during Ramadan are **08:30-10:00**, although some banks may open in the afternoon.

In shopping malls, you will have branches for most of the banks and there the office hours stay until late night.

Currency The Jordanian Dinar:

- ◆ (JD) = 100 piastres or 1,000 fils.
- ◆ Notes are in denominations of 1, 5, 10, 20 and 50 dinars; coins are in denominations of 1, 5, 10, 25 and 50 piastres (or ¼ and ½ dinar).
- ◆ Pay careful attention; prices are often written with 3 numbers to the right of the decimal point.
- ◆ Normally cashiers' round to the nearest piaster (2nd decimal place).

Currency Exchange:

Foreign currencies can be exchanged easily in banks and **bureaux de change**. Most hotels also provide exchange facilities. The US Dollar is fixed at \$0.708 = JD1.00. The daily exchange rates for other currencies are published in the local newspapers.

Credit/Debit Cards and ATMs:

Most major credit and debit cards are accepted in hotels, some restaurants, and larger shops. Taxes are paid for with cash. ATMs can be found throughout Amman and in many large towns. Most ATMs charge 5JD to draw cash out of a foreign bank account. **Jordan Kuwait bank do not charge 5JD.**

REVOLUT or MONZO are great options to withdraw cash and complete transactions in a different currency abroad. Ensure that you sign up to one of these cards **before** you come to Jordan.

Ensure that you are in possession of required documentation; failure to present such papers might result in confiscation, in case your belongings are confiscated; request a receipt to be provided.

Hotels.

There is a wide variety of hotel accommodations in Amman you may find hotels ranging up to five stars. In general, some of the three stars or below hotels are not recommended. Always read reviews before booking and consult with the organisation. Airbnb is available and by reading the reviews you could find a safe spot to stay. Couchsurfing is not highly recommended in Jordan.

Hotel Safety

- ◆ For evacuation purposes, request rooms on the 2nd to 7th floor and near the lift or stairs.
- ◆ Check the locks on doors and windows.
- ◆ Tip discreetly.

Do not:

- ◆ Display key with room number.
- ◆ Turn off all lights when away.
- ◆ Display signs on the door.
- ◆ Enter the room if unlocked.

Taxis: There are conventional taxis and fixed-route taxis (shared-taxis, most seating up to four) in Amman and other main cities.

- ◆ **Beige taxis:** operate at the airport only.
- ◆ **Yellow taxis:** the most commonly used. They are cheap, easy to find and in some cases drivers are English-speaking.
- ◆ **White Line Taxis locally called as service:** sit up to 4 people and are set to a fixed destination. You sit in the taxi and wait for it to fill up before it departs to the fixed location. These are an inexpensive option.
- ◆ **Uber and Careem:** (you need to download the mobile application to use them). **Uber are viewed as the safest option. Add credit card option here.**
- ◆ Al-Moumayaz Private (Silver) Taxi Service Tel. 06 5799999 or 080022808

Taxi Safety Tips

- ◆ Sit behind the passenger seat.
- ◆ Use the meter or confirm the cost beforehand.
- ◆ Visibly note driver ID number and license number.
- ◆ Call someone (or pretend to) and say loudly where you are and your ETA.



Mobile Phone Operators

- ◆ ZAIN - Mobile
Telecommunications Company
KSC) www.jo.zain.com,
582-3111
- ◆ Orange/MobileCom (GSM)
www.orange.jo/en/index.php,
585-7777
- ◆ Umniah (GSM) Mobile
Company
www.umniah.jo/umniah/main.aspx,
500-5000

It is advisable to purchase a Jordanian sim card shortly after you arrive to Jordan. Close to the house is a mobile phone shop and all malls have phone shops also.

Before departing from your home country, check with your provider that your phone does not have a lock, locking your sim card to your phone. This will mean your phone will not be usable with an alternative sim card.

Sim card prices range depending on how much data you wish you have. A fee of approximately 15-20JD is paid upfront for the sim card and this gives you a month worth of calls, text messages and data. After a month, an agreed price needs to be paid at any phone shop to top up. This will be approximately 10-20JD.

Shipment of household goods

All shipments arriving by sea will arrive at the port of Aqaba.

- ◆ Whether by land or sea, shipping documents, including an itemized inventory, should be sent to the Ministry of Foreign Affairs in good time.
- ◆ The staff member must also be in Jordan to receive the shipment. This will avoid

- ◆ Ask to deactivate the door child lock.
- ◆ Pay driver inside but pay outside when luggage is in your possession.
- ◆ Have an idea of time and your itinerary to the destination.

Hospitals and Medical Centres in Jordan

There are several hospitals and health facilities in Jordan, especially the capital city Amman and it is with very good standards.

There are two types of hospitals: private and governmental. Normally you will be ensured with a network of private hospitals which means that you will be getting very good health care. Outside the main big cities in Jordan, the health care services are poor. We advise you to check your health insurance company and to note down all healthcare facilities that you can get their service. Also, you may keep the list of emergency numbers with you in your wallet and/or mobile phone.

Air Travel:

- **Queen Alia International (AMM)** - is 35km (22 miles) southeast of the capital (about 40 minutes driving-time). There is a regular bus service to Amman (journey time - 50 minutes), and taxis are also available. Facilities: Duty-free shops, ATMs, bank/bureau de change, eating and shopping facilities and car hire.
- **Aqaba Airport** - is another international airport.
- **Amman Civil Airport** - in Marka is 8 kilometres east of the city centre. It mainly serves as a regional airport servicing domestic and regional routes. It is home to airlines such as Royal Wings, Jordan Aviation and Arab Wings.

The national airline is Royal Jordanian Airlines (RJ). For more information, visit www.rja.com.jo. At 7th circle, Royal Jordanian offers a city check-in, where RJ flyers can check-in up to 24 hours in advance with baggage.

Shopping options – flea market

CULTURAL CONTEXT

Local Perspective:

unnecessary delays at customs.

- ◆ If shipping a car, vehicle documents should also be presented with the shipping documents so that Jordanian registration plates are put on the car at the port.

It is advisable to choose a reliable shipping company that has a partner company in Jordan so that your items are delivered to your new home promptly following customs clearance.

Health Clearance

- ◆ Hepatitis A, Hepatitis B, Typhoid, in addition to routine immunizations including Polio, are recommended.
- ◆ A Yellow Fever certificate required if arriving from infected areas.

Most medications are available in Jordan, but if you are taking medication for a chronic condition, it is a good idea to check before arrival if it is available in Jordan in case it is necessary to bring a supply from your home country.

If you are bringing prescribed medications from your home country, it is important to keep it in the original packaging and bring your prescription alongside it if possible. If you are bringing a controlled drug, it is best practice bring a letter from your doctor.

Passport

Be sure to bring at least 2 colour copy of your passport and birth certificate with you.

USEFUL ADVICE!

Photography

One is more likely to see a public display of anger rather than one of affection. Also, it is quite uncommon to see any public display of affection between members of the opposite sex. It is advisable to avoid such public displays, as it may be frowned upon or attract negative reactions by strangers. One-point worth mentioning here is that Jordanians tend to side with the woman out of respect to her gender.

Thus, if a female is angry with another person in public to the extent that it would attract attention, many local men could interfere, take her side and possibly inflame the situation. This would be the same whether the female is Jordanian or a visitor.

No Touching!

- ◆ Modesty also applies to everyday behaviour and interactions.

Hand holding, kissing and other public displays of affection between couples are frowned upon.

- ◆ You will notice, however, that it is considered acceptable for male or female friends to hold hands. No touching!
- ◆ **Shaking hands**

Jordanians do not withhold their feelings. If they are upset about something they let it be known. It is quite common to witness public arguments, but they are generally resolved quickly.

Female dress codes

To interact as a Western woman in Jordanian society with some degree of mutual respect, you will probably have to go to even greater lengths than men to adjust your normal style of dress, although it is possible to do so without compromising your freedom and individuality too much.

Recommendations:

- ◆ Loose-fitting, opaque clothes that cover your legs, shoulders and chest are a major help in allowing you to relate normally with local men.
- ◆ On women, shorts appear flagrantly provocative and sexual, as do Lycra leggings. T-shirts are also best avoided.
- ◆ The nape of the neck is considered particularly erotic and so is best covered, either by a high collar or a thin cotton scarf.

Context matters! Each location requires different mindfulness and accommodation of the situation, and you will gain this understanding by living for a while. Moreover, in some places in Amman you will find many areas that

Here's a quote from a Jordanian involved in rural tourism development:

"People underestimate how much of an invasion of privacy taking pictures of women is."

This statement was made in reference to Bedouin women in the desert – but the rule applies pretty much across the board, in towns and cities nationwide too.

Always ask permission before you photograph women in any context, even in the street – and, if you are in or near a family house or tent, ask the permission of the men too. Any refusal will be given graciously and smilingly, but perhaps a little diffidently – ask twice if necessary to be sure you do not mistake a no for a yes.

⇒ As a general rule, when you are in public avoid taking pictures for women, police men/women, children and any other situation where it might hurt the feelings of those who are subject of the photo such as in refugee camps.

Office Working Hours
Our working hours are between 9am – 4pm. During this time, our office is a working space, so we encourage you to meet friends outside the office and respect the office as a working environment.

If you want to stay in the office space after 4pm for an organised activity or similar reasons, we ask you to communicate this need with our core team.

are closer to what you are used to in your own local culture back home in terms of dress code and lifestyle.

At the beginning, we advise you to first understand the culture code and the geographical location and then you will develop your own judgment and find your way to accommodate and to meet the new culture. Inside Amman and many places, you will be at ease most of the time, in cities (governorates) other than Amman, the first paragraph applies to a greater extent. ***In case of doubt or confusion, always consult with the organisation!***

Hair

Is another area where conservatism helps deter unwanted attention.

Tips: Jordanian women who do not wear a headscarf rarely let long hair hang below their shoulders;

- you might like to follow suit and clip long hair up. To some people, women with wet hair are advertising sexual availability, so you may prefer to dry your hair before going out.
- If your hair is blonde, you must unfortunately resign yourself to a bit more inquisitive attention – at least when walking in more conservative areas. Always have a bobble handy to tie your hair back! You are not expected to cover your hair except when entering religious spaces such as mosques and churches in some cases.

Again, context matters! The geographical location you are in, matters. In general, in many places in Amman, it is okay to wear whatever hairstyle you like. Try not to be provocative still, such as wearing crazy hair colours or hair style.

VISAS

Visas for foreigners/tourists are issued for 40JD upon arrival at major ports of entry according to regulations based on reciprocity with the country of your nationality. This can be paid in Jordanian dinar or by card.

Visa process:

- Visas are valid for one month but can be extended for an additional two months at any police station.
- You also need to visit the nearest police station within 1 month to record your address and to give you the visa for 2 more months, so the total duration is 3 months. We will assist you with this process and take you to the police station.
- After 3 months you can get renewal for another 3 months by visiting – also you may need, (not always) to visit the

The weekend is Friday and Saturday. The office is closed at the weekend.

For very urgent matters and exceptional circumstances, we open the office during the weekend.

Communication:

Communication is really important to us – you can of course talk to us in person in the office, but also contact our team via

team@i-dare.org and volunteering@i-dare.org.

Our office is a safe and confidential environment. This means that everything said and done in the organisation stays in the organisation – we do not take internal issues outside of our office or discuss them with strangers, naming and shaming colleagues behind their back.

We all agree to address issues directly with the person concerned to avoid conflicts.

Cleaning: At I Dare we adopt a self-service and a self-cleaning policy, which means that keeping the office (with bathrooms, kitchen, and other common areas) are shared responsibilities amongst all of us.

Also, taking the garbage outside the office into the outdoor bin is a shared task.

Recycling and adopting an eco-friendly approach is important to us: When using water, paper cups, plastic, and printing, please remember to recycle accordingly.

Continuous absence from the office: If you exceed 20% of

police station, then the health department, then you do HIV blood test at the office of disease control (30JD) then you collect the test and take the result to- the immigration department.

- After 6 months, you need to leave the country and come back again to get another 6 months' visa (repeating the previous steps).

Note: *that Jordan does NOT issue entry visas to foreigners arriving via Allenby Bridge (King Hussein Bridge).* Foreigners attempting to enter Jordan via Allenby without a valid visa are usually refused entry and lose significant time and money to travel to an alternative entry point.

THE OFFICE

Location of the office: it is in the heart of Amman, in a middle-class area called Shemsani, 19 Abdul Raheem Alwaked opposite to Marriott hotel and the location is pinned on Google maps.

Our office should be regarded as a professional working environment. Of course, we chat, laugh and have fun, but, respectfully to the work that we do. The outdoor area is big enough to fit everybody to work comfortably and also to encourage interaction amongst everybody.

We do not have official times dedicated to working or resting only, so it is understood that everyone is respectful of the needs of people currently in the office and that noise levels, disruptions etc. are communicated amongst all members.

Although we all share the office and other things, we still need to respect the privacy and the private belongings of other people in the office.

VOLUNTEER PROFILES

I Dare for Sustainable Development have two offices next to each other (located in Amman, Shemsani), where we run different activities related directly to the work of I Dare. You may refer to I Dare website to get a clear idea of our scope of work.

As an organisation concerned with the productions and management of audio visuals, great part of our activities falls under this umbrella.



absence in a month from the office without a legitimate reason and this is repeated, your involvement with the organisation would be jeopardised and terminated accordingly.

Potential conflict of interest and exploitation of the network of the organisation:

As a member of I Dare, you will be a part of a network of people and organisations. This means that you need to be responsible in managing and using those contacts only for the purposes of your voluntary work and in line with our Code of Conduct and the mission of our organisation. If you feel that you are being for example invited somewhere or drawn to accept a favour in order to return a favour that does not align with the mission of our organisation and your role as a volunteer with us, you should declare this to our core team and refrain from such contacts.

As a member of I Dare, you agree not to use the network of contacts for your personal interests or any activities that are not related to your voluntary service with us.

Arabic classes (for certain programs only):

If your project is supported with a budget to cover the fees for delivering basic Arabic classes, you will have official Arabic classes during the first 2 months after your arrival.

You will receive 16 sessions in total, each lasting two hours.

For the classes, our youth department prepared materials that one of our community members will be happy to guide you through so you acquire the basics in Arabic language.

Below are 6 needed volunteers' profiles beside creating online content (written articles of 1000 words) for the I Dare blog about alternative narrative www.i-dare.org/blog

We need the volunteers to be able to fit at least one of the below needed profiles.

1. Video capturing and editing

A volunteer who can set up video shooting location with lighting. Can capture high quality videos and understand shooting angles and the purpose of video. Is experienced in video editing and colouring.

2. Graphic designer and visual artists

A volunteer who is a graphic designer and a visual artist. Able to create relevant designs and to visualise data we have at the organisation.

3. Music composing and songs making

A volunteer to support our music team creating alternative narrative songs in Arabic. We need volunteers to support in composing music, making music, editing, mixing and mastering.

4. Online courses supporting

A volunteer to support the team in creating online courses in Arabic and in English to be placed on I Dare's learning hub and on online platforms such as Udemy.

5. Technical writing related to proposals making

A volunteer that would support the proposal development and writing process whenever the organisation is working on one of them.

6. Creative team members for YouTube and Tiktok

Creative volunteers to support the organisation in designing and running campaigns for YouTube and TikTok.

7. Makersspace: we have the C-Hub which is a makers space, if you are good in design or willing to learn how to make products, then your support is needed at the C-Hub.

TASKS

- 1. Creating content for the alternative narrative knowledge hub:** www.i-dare.org/blog. Each volunteer is

Code of ethics, conduct, and values:

I Dare is an environment that is free from bullying, racism, violence and all other negative attitudes.

Therefore, it is expected that everybody who is involved with I Dare to refrain from such discriminatory or violent attitudes. To explain exactly what we mean by these behaviours, we have written a separate Code of Conduct that we invite everyone who wishes to become a member of I Dare to read and sign. It serves as an agreement that we all stick to a respectful collaboration.

Any violation for the code of ethics, conduct, and values will have consequences – we will not tolerate discriminatory behaviours, and in serious cases, we will have to suspend the member violating our terms from our organisation.

required to produce 5 audio-visual products each month (i.e. article 1000 words, poster, short video, comics). Topics are with a very specific theme that we agree on together. Each week, you are expected to deliver one of your products, latest by Thursday morning of each week.

2. Arabic Classes: 16 hours.

In addition to these tasks, you are asked to take part in other activities. It is largely your choice, in what you want to get involved with based on the profiles above. In the orientation when you arrive, you will present ideas of activities you would like to get involved with.

To carry out that task, you will receive support by a supervisor in charge of the activities, who will also discuss your role and involvement with you, and you will be imbedded and part of their teams.

You are invited to check the below platforms to gain an idea of the work that we do:
www.i-dare.org/blog this is where your volunteering will be with I Dare.

Mentors: depending on their availability, we have external mentors that will be assigned.

Reporting and other documents:

- To keep track of your own learning process, goals, needs and development, **you are asked to submit a short report each month.** You can choose the format of this report yourself and it is meant to help you develop an awareness of your own learning.
- As a member of our organization, you are expected to keep track of your working hours every day. We all note these in a dedicated time sheet. **At the end of each month, you need to submit your monthly time sheet indicating where your time was distributed and what you have been working on.**
- To structure your working and learning time during your EVS/ESC/Volunteering/Internship, **you are asked to write a weekly plan of your tasks and ideas and submit it to your supervisor each Thursday,** who will then discuss it with you. We have developed a template so you can plan your times and tasks.
- To start into a new working week, we all meet each Sunday and discuss the upcoming tasks, what we are up to this week and what we each plan to do.

Throughout your ESC/volunteering, it is important for you and for us that we communicate our needs and issues with each other to ensure that we are all happy with the working environment and daily life together.

In addition to the contact of your supervisor, you can reach us via our centralized email address: volunteering@i-dare.org.



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m
ne
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cl
sport city, where you can walk (for free), swim and do different sports (with fees) is not far from your flat. It is also close to the royal cultural centre (where lots of cultural activities are taking place and you can attend for free) and the national public library (they have an English section).

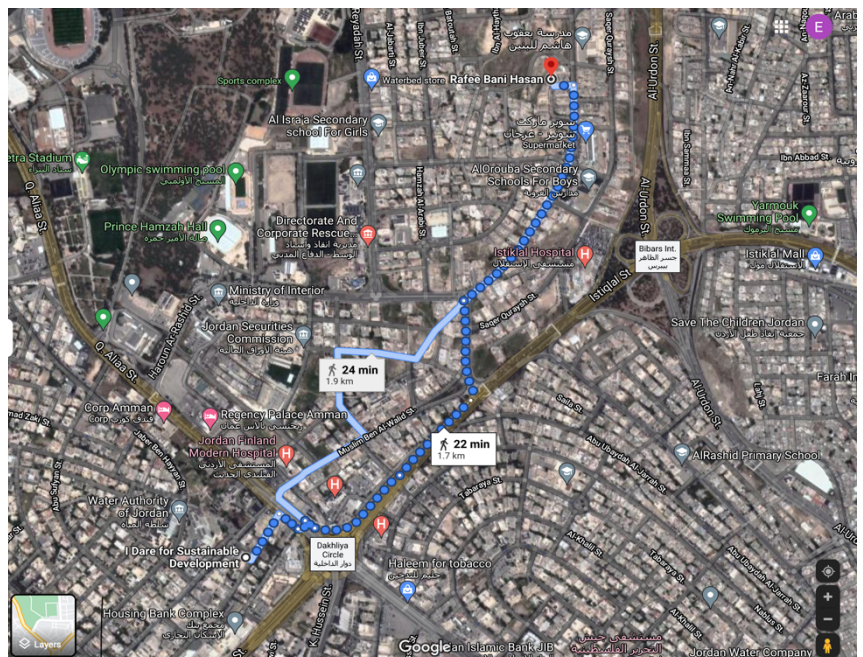
Location of the apartment (address): Amman, Urjan area (behind the Regency hotel), Haroon Al-Rahseed street (main street), 3rd floor, building number 15 off a smaller street called Rafee Bani Hassan. It is 1.7 KM away from the office (walking distance 15-22 minutes depending on your speed).



THE GUESTHOUSE

The walk from the guesthouse to the I Dare office. This can be accessed by this link:

<https://www.google.com/maps/dir/I+Dare+for+Sustainable+Development,+Amman/31.983806,35.9152736/@31.9779274,35.9076704,1694m/data=!3m1!1e3!4m9!4m8!1m5!1m1!1s0x151b5f9d0ee5b0c27:0x5e6c9a66a50b86f5!2m2!1d35.9074478!2d31.9729385!1m0!3e2>





Cleaning: Your responsibilities

- Cleaning the apartment; your room and the shared areas.
- Taking outside the garbage (including kitchen and bathroom) on a regular basis.
- After using the kitchen and the bathroom.
- **Please do not throw toilet paper into the toilet** as this will clog the bathroom pipe and we might need to do maintenance.
- If it clogs and it is your responsibility, the maintenance costs will be on your expenses.
- **Do not throw food inside the sink of the kitchen** - try to use a sieve as it also might clog the sewage and then maintenance will be needed, which, again, will be on your expenses.
- You will be responsible for buying your own cleaning products: washing powder, dish soap, toilet paper...etc. In addition to being your responsibility to buy anything you need at the flat including the gas cylinder and anything else you might need.
- **The organisation has the right to come and check the status of the apartment and the issue of cleaning.**

Weather:

Jordan weather is extreme and it can be too hot and dry during summer and too cold during winter, also when it snows, the country



- This apartment is for the volunteers, interns and guests of I Dare.
- I Dare decides who can stay in the apartment, as we are legally responsible for the property as main tenants. You are expected to strictly respect this rule.
- This place accommodates between 6–7 persons in single/double rooms. The apartment is 3 big single rooms (that can fit to be double) and one big room that fits 4 persons.
- Each cycle we might be hosting 6-7 volunteers. I Dare can micromanage room allocation. Rooms are shared always; no single room is expected.
- Shared areas will be the 2 bathrooms, kitchen, small living room and balcony.
- To avoid confusion in the kitchen, each volunteer is expected to label their food and other items.
- Your room is where you keep your personal things – the shared areas belong to everyone.

How to arrive to the flat: Airport pick up when you arrive: kindly note that it is your responsibility and on your expenses you need to reach the flat. If you need the organisation to sort out your pickup by sending you a car to the airport, you need to inform us via email, and it will cost you 25 JD that you pay directly to the driver upon the consumption of the service.

I Dare knows a number of people who are providing driving services who are from the local network. Of course there are other ways to reach the flat: Uber (15-25 JD), Careem (15-25 JD) (mobile applications), airport taxi (25-30 JD), and airport bus (3.5 JD and for each luggage you pay some amount) (the bus is the cheapest, however, it is not recommended during dark times and late at night).



goes into off-days. Please be aware of that when you choose Jordan as the country of your voluntary service and bring appropriate clothing to handle the weather conditions.

Also, during winter where there is more humidity, so cases of mould in the flat and the office during wintertime are to be expected. Please consider this, particularly if you are sensitive to mould or have any kind of phobia, and any health issues that may complicate your stay in such conditions.

Winter:

- You are provided with shared heating device that works on electricity.
- If the electricity bill is more than 20 JD per month then you will be responsible to pay the extra amount.
- It is your responsibility to make sure that you are not turning all the lights in the house, leave the house's lights on all the time... be careful and eco-friendly.
- For summer: fans are provided for each room.

Alcohol

Drinking Alcohol in Jordan may work differently to where you come from, and it is important to respect the community rules:

- ♦ if you want to drink alcohol at the apartment, then please bring the bottle and make sure that you throw it away all done in discrete ways, which means that no one from the neighbours can see the bottles (empty or full). This applies to beer and to all other alcoholic drinks.
- ♦ **Drinking in the streets is illegal.**
- ♦ Do not drink alcohol on the balcony.

It does not reach the apartment and you will have to pick a taxi from the drop off spot.

Price Breakdown

For reasons of transparency, we prefer to provide the volunteers with a price breakdown, that explains costs both covered by your sending organisation and costs paid by yourself.

Monthly Rental Fees per person:

The accommodations costs should be covered by your sending organisation. This is 200 JD paid in advance of each month at the beginning of each month. This amount includes the following bills (electricity, water, and guard) **with limit as described below. It does not include the cost of the gas cylinder, nor costs for internet or mobile phone charges).**

Bills: electricity, water, guard:

- It is included in your rental fees but with a limit; if the bill exceeds a certain amount then it is your responsibility to cover the difference from your money.
- The upper limit the organisation covers is as follow:
 - o The limit is 20 JD per month for electricity bills (the bill is issued every month).
 - o The limit is 25 JD for Water each cycle (the bill is issued every three months).
 - o Guard fees 20 JD per month (included).

Other costs: Kindly note that internet, mobile phone and gas cylinder is to be covered by you.

Keys: you will be given a copy of the flat key, you will pay a deposit of 10 JD that you will get back at the end of your volunteering period. I Dare is the only one can copy and hand in keys.

If you break anything in the flat, you need to pay for it and/or for the maintenance.

Water: Usage of water works perhaps quite differently than in your home country and there are a few things to note: While taking showers and when washing the dishes please be mindful as water is rationed to houses on a weekly basis. If you run out of water, then you will have to buy extra water, and this will cost you 50 JD per tank (price might increase) and you need to sort it out with the company.



- ◆ Coming drunk to the apartment and making a scene and noise in the neighbourhood is not accepted.
- ◆ Please respect your neighbours - loud music or noise at the apartment is not allowed.

Parties and collective drinking are not allowed in the house. Still, you may celebrate birthdays and social events with small number of people and without any loud noise and after notifying I Dare organisation with providing details and list of participants and the duration. Anyhow, the duration of party should not be more than 2 hours and should not be after midnight.

Drugs

- ◆ It is illegal to have and to do drugs (all types including marijuana).
- ◆ If you bring narcotics to the apartment, then it will be your sole responsibility and you will be accounted legally.
- ◆ General advice for your own safety - stay away from these issues and from people who are involved in them.
- ◆ In case of police arresting you then it is not our responsibility to come translate, nor to hire a lawyer... and we will immediately contact your sending organization and national agency to terminate your volunteering and the legal system will take its course.
- ◆ **cigarettes**

Stolen property

- ◆ We are not responsible for any stealing that might happen inside the apartment therefore, it is your responsibility to always keep the doors of the apartment locked even if you are inside.
- ◆ Always keep the doors locked all the time. In case anything

- You also need to know when the water is rationed to your area, on which day and to make sure to collect enough water. Please use this water mindfully which means your shower should be 3-4 minutes and when you wash the dishes do not keep the water running.
- Try to make wash clothes once per week and use quick mode (30 minutes). And on the day that has water pumped.
- As this is probably entirely new to you – don't fret. We will help you gain the necessary information about rations, timings etc. so you can live with the conditions.
- **Drinking water, saving water, tap water, filter water**
- **Heating, solar system**

CULTURAL INFORMATION

The location of the apartment and our office, in addition to the nature of work we do at I Dare and with having “community” of active Jordanian volunteers, this will guarantee to you that you will actually live our culture in Jordan and in Amman specifically and also you will have the chance through our national work to explore the rich culture of other cities in Jordan. It is a very rich cross-cultural and inter-faith dialogue that you will experience during your time with us.

Interrelations

Disputes between you and the other volunteers, fights, issues related to jealousy, relationships should be solved by having professional-friendly relationships based on communication and trust with everybody related to I Dare (organization and apartment). All sorts of bullying and harassment are not accepted. **Romantic relationships as i.e. boyfriend and girlfriend are not accepted by the society and tradition and not allowed in the apartment.**

bad happens due to leaving the door open, it will be your own responsibility.

- ♦ Also, your responsibility is to agree with other volunteers about not to bring other people to the apartment, it is not accepted by I Dare,

and already stated here, that you should meet your friends outside the apartment and in public spaces only.

Dress Code: do not reveal too much of skin; shorts, miniskirts, dresses that shows cleavage are examples of not accepted dress code. Also, this depends on the area but the general rule is to be modest and not to show much of skin. Earrings, piercing, decorations to the face and the hair that are outrageous or not common will not be tolerated by I Dare.

We want to remind you that a voluntary service is a time of learning and self-development, not a time of partying, and you are expected to adhere to the rules accordingly. It is not accepted to take food, drinks, and any other belongings of your colleagues, harass or bully any members of our organization and hence jeopardize the reputation of I wDare.

Cancellation of the programme:

Kindly note that your programme might be subject to termination if major issue happens such as loud and inappropriate partying at the house, bringing random people causing too much noise, recurrent complaints from neighbours and landlord, and complaints by the police. Also, major violation and repeated violations to this contract will have serious consequences. Recurrent breaking the dynamics at

A policy of our organization is not to host couples, and neither friends nor siblings, and we cannot accept having romantic relationships and couple issues for the volunteering period and this applies to everybody involved in the volunteering process (volunteers, staff, mentors, responsible of projects) as the volunteers' apartment is meant for volunteers to be able to have their own time of rest, reflection and comfort. It is not a home for couples. We are here to do volunteering to learn and develop our competencies for 6 months' duration only. ***In Jordan, is not accepted to show affectionate gestures in public places.***

Visitors and guests

NO ONE IS ALLOWED TO VISIT OR STAY IN THE GUEST HOUSE – IN EXCEPTIONAL CISTUMANSTES ASK FOR PERMISSION. I Dare is the only one to decide who stays over and lives in the apartment. This is a strict rule, but a violation will have serious consequences and may lead to a termination of your volunteering service.

- Family –direct family members- (visiting) can stay over up to 2 weeks based on prior notice. This does not apply to hosting the girl/boy-friends as the culture does not accept that, nor the organisational policy.
- No animals are allowed in the house.
- You may meet your friends in public spaces or at their spaces if it is okay with them.
- We also advise you not to sleep over at anybody's place, whether foreigner or friend –normally you should sleep over in our volunteers' apartment-. In case you slept over at others places then it is your full responsibility, and no one will interfere in case something bad happens.
- On the same point, do not walk late at night, do not go to places you do not know, and do not be in the company of strangers, if you do so, this will be on your own responsibility, and no one will interfere in case something bad happens.

Appropriate behaviour

- Staying late outside home is not accepted. When it is needed, it can be based on prior notification.
- It is not accepted to be dropped by/picked up by different male drivers/friends. Well known and trusted 1-2 male driver can be okay but not too often. This point is for females and due to societal rules.
- Preferably maximum late time during summer is 10 PM and winter is 8 PM (or by the general rule, before it is dark).
- On the same point, do not walk late at night, do not go to places you do not know, and do not be in the company of



the flat or at the office might be a cause to consider volunteering termination as this can jeopardize the quality of work at I Dare as well as the quality of all volunteering work within the organisation.

strangers, if you do so, this will be on your own responsibility, and no one will interfere in case something bad happens.

- Running is not recommended in streets of Amman, we have specific places for that. Walking is okay. And close by you, you have the sport city where you may run freely there.

Contact	Phone
Suha Ayyash	0796300098
Iyad Aljaber	0796300988
Fire service/Civil defence	199 or 911
Police	911
Police (Rescue)	191
Police (Traffic)	190
Public Security	196
Airport	00962-6-455-2000
Electricity service	00962-6-469-6000
Water services	00962-6-567-9141
International Information	1322

USEFUL CONTACTS

