



AMAZING KENYA - WELCOME BOOKLET

Relocation Guide for United Nations Secretariat Staff & Families

THE UNITED NATIONS OFFICE IN NAIROBI (UNON)



Credits:

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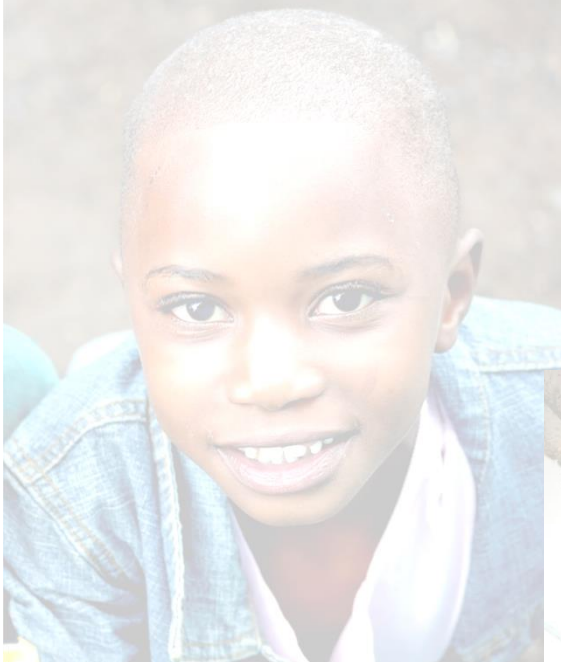
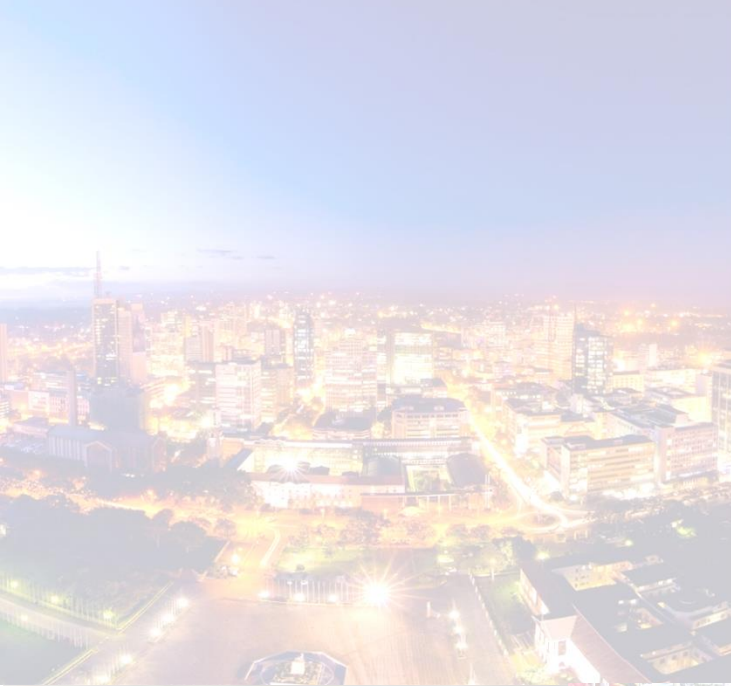
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Dear Colleague,

I would like to take this opportunity to congratulate you on your appointment and to welcome you as a new member of staff of the United Nations at Nairobi.

The United Nations (UN) is one of the world's most diverse and dynamic places to work. As you join us, you will find yourself working with some of the brightest minds who have also been selected because of their potential to make important contributions to global efforts to solve problems that challenge humanity.

Cooperating in this effort are more than 18 UN Agencies operating in Kenya, employing some 5000 local and international staff. This includes two United Nations Programmes – the UN Environmental Programme (UNEP) and the UN Human Settlements Programme (UN-HABITAT) – which have their global headquarters in Kenya, making Nairobi the only United Nations headquarters duty station in the developing world.

This relocation guide for UN Staff in Nairobi is both enlightening and useful in helping you swiftly and smoothly settle into your new working and living environment. It provides you with the basic information to settle in Nairobi.

Furthermore, for your safety and overall well-being, please ensure to attend the weekly orientation session. These sessions are held every Thursday, and it is vital that you attend within the first week of your arrival.

We wish you a wonderful and productive time in Nairobi.

Sahle-Work Zewde
Director-General
United Nations Office at Nairobi (UNON)



Nairobi at glance

Over View

The East African nation of Kenya has a population estimated at 45.5 million, which increases by one million a year. In the last 10 years Kenya has made significant structural and economic reforms that have contributed to sustained economic growth. Development challenges include poverty and inequality, and vulnerable of the economy to internal and external shocks.

Political Context

Devolution is rated the biggest gain from the August 2010 constitution, which ushered in a new political and economic governance system. It is transformative and has strengthened accountability and public service delivery at local levels. The government's agenda is to deepen implementation of devolution and strengthen governance institutions, while addressing other challenges including land reforms and security to improve economic and social outcomes, accelerate growth and equity in distribution of resources, and reduce extreme poverty and youth employment.

Economy

Kenya's economy grew by an estimated 4.9% in the first quarter of 2015, compared to 4.7% in the same period in 2014, according to Kenya National Bureau of Statistics. Agriculture, infrastructure, financial services and ICT contributed to the growth, but manufacturing and tourism declined. The economy grew by 5.4% in 2014. A stable macroeconomic environment, continued investment in infrastructure, improved business environment, exports and regional integration will help sustain the growth momentum.

Social Developments

Kenya has met a few of the Millennium Development Goals (MDG) targets, including reduced child mortality, near universal primary school enrolment and narrower gender gaps in education. Interventions and increased spending on health and education are paying dividends. Devolved health care and free maternal health care at all public health facilities will improve health care outcomes and develop a more equitable health care system.

Climate

Kenya lies on the equator and has a pleasant tropical climate, but there are large regional climatic variations influenced by several factors, including altitude. Temperatures drop by about 6°C for every 1000m you climb (or 3.5°F per 1000ft). Kenya's daytime temperatures average between 20°C/68°F and 28°C/82°F, but it is warmer on the coast. The coast is hot and humid all year round, but the heat is pleasant and tempered by the monsoon winds. Kenya is too close to the equator to experience a real winter and summer. There is, however, both a dry and wet season.

Ethnic makeup

Kikuyu 22%, Luhya 14%, Luo 13%, Kalenjin 12%, Kamba 11%, Kisii 6%, Meru 6%, other African 15%, non-African (Asian, European, and Arab) 1%.

Religion

Due to the presence and influence of Christian missionaries across the country during the 19th century and in the years since, some 45% of Kenyans identify as Christians today. The Catholic and Anglican Churches are the most well established in the country, and missionaries from these churches and a number of others maintain a presence in the country to this day offering medical, educational, and religious aid. As is the case in many countries today, Kenya also has a growing Islamic community. Mombasa on the country's coast has the largest population of Muslims, but the religion has a presence in most regions and cities. Roughly 10% of Kenyans identify as Muslim. The country is also home to a growing Indian population, meaning that Buddhism and Sikhism are not uncommon.

Currency / Exchange

The Central Bank of Kenya compiles indicative foreign exchange rates daily for use by the general public. These rates reflect the average buying and selling rates of the major participants in the foreign exchange market at the open of trade every day, thus providing a good indicator for any interested party on the value of the shilling on any particular day.

For more information visit:

<https://www.centralbank.go.ke/index.php/rate-and-statistics/exchange-rates-2>





Where to stay

Hotels

CENTRAL AREA	
Fairview Hotel Website https://clhg.com/hotel-rates/fairview	Serena Hotel Website: http://www.serenahotels.com/default-en.html
Hilton Hotel Mama Ngina St, Nairobi, 00100, Kenya Telephone: +254-20-2288000+254-20-2288000 FAX: +254-20-2226477 Website: http://www3.hilton.com/en/hotels/kenya/hilton-nairobi-NBOHITW/index.html	The LAICO Regency Hotel Uhuru Hwy / P.O BOX 57549 , 00200 Nairobi Telephone : +254 20 2211199+254 20 2211199 Email: reservations.laicoregency@laicohotels.com Website: http://www.laicohotels.com/laico-regency
Inter-Continental Hotel Website: http://www.ihg.com/intercontinental/hotels/gb/en/nairobi/nboha/hoteldetail/meetings-events	Norfolk Hotel PO Box 58581 00200 Nairobi Kenya Telephone: +254 20 226 5555 Website: http://www.fairmont.com/norfolk-hotel-nairobi/accommodations/
The Nairobi Safari Club P.O. Box: 43564 - 00100, Lillian Towers, P. O. Box 43564 University Way, Nairobi City Website: http://www.nairobisafariclub.com	Sarova Panafric Telephone: +254 20 276 7000+254 20 276 7000 Mobile: +254 709 111000 Fax: +254 20 271 7739 Email: panafric@sarovahotels.com Website: http://www.sarovahotels.com/panafric/contact_us.aspx
Sarova Stanley Telephone: +254 20 275 7000+254 20 275 7000 Mobile: +254 0719 048 000. Fax: +254 20 2229388 Email: sarovastanley@sarovahotels.com Website: http://www.sarovahotels.com/stanley/contact_us.aspx	The Panari Hotel Panari Centre Limited, Mombasa Rd, P.O.Box 4372 - 00506, Nairobi Telephone: +254 - 20 - 3946000+254 - 20 - 3946000 Mobile: +254 - 711 091 000+254 - 711 091 000 / +254 - 733 694 600+254 - 733 694 600 /1 /2 Email: mail: reservations@panarihotels.com Website: http://www.panarihotels.com/index.php
Crown Plaza Kenya Road, Upper Hill PO Box 25574, Nairobi - 00100, Kenya Telephone: +254-20-2746100254-719-096000 Email: info@cpnairobi.com Website: http://www.ihg.com/crowneplaza/hotels/us/en/nairobi/nbocp/hoteldetail	Ole Sereni P. O Box 18187 – 00500, Nairobi, Kenya Tel: Telephone: +254 732 191 000 Fax: +254 720 3910 400 Email: info@ole-serenihotel.com Website: http://www.ole-sereni.com/

Hill Park Hotel P. O. Box 46037 - 00100, hLower Hill Road, Nairobi, Kenya. Telephone: +254 20 272 4312+254 20 272 4312/3/5, 272 4912 Fax: +254 2 2716768 Email: reservations@hillparkhotel.com Website: http://www.hillparkhotel.com/index.php	The Boma Hotels Red Cross Road (off Popo Rd, off Mombasa Rd), Bellevue - Nairobi, Kenia Telephone: +254 719 050000 Email: info@theboma.co.ke Website: http://www.theboma.co.ke/
WESTLANDS	
Jacaranda Hotel Woodvale Close, Westlands P.O Box 14287,Zip/Postal Address: 00800 Nairobi, Kenya Mobile:+254 0711 089000 Email: cro@jacarandahotels.com Website: http://www.jacarandahotels.com/	Sankara Hotel Website: http://www.sankara.com Tel: +254 20 420 8000+254 20 420 8000 Mob: +254 703 028 000 Fax: +254 20 420 8888 Email: connect@nairobi.sankara.com Website: http://www.sankara.com/
Southern Sun Parklands Road Parklands Nairobi Telephone: +254 20 3688000 Fax: +254 2 374 8823 Email: admin@southernsun.co.ke Website: https://www.tsogosun.com/southern-sun-mayfair-nairobi	Villa Rosa Kempinsky Telephone: +254 703 049 000 Email: reservations.nairobi@kempinski.com Website: https://www.kempinski.com/en/nairobi/hotel-villa-rosa/
dusitD2 Address: 14 Riverside Dr Off Riverside Drive, Nairobi, Kenya Telephone:+254 20 4233000+254 20 4233000 Website: http://d2nairobi.com	Bidwood Hotel Telephone: +254 02 4459885 +254 02 4459886 Mobile: +254 (0) 737 555 999+254 (0) 737 555 999 Email: reservations@bidwoodsuites.com Website: http://www.bidwoodsuites.com/
GIGIRI	
Tribe Hotel Limuru Road, The Village Market, Gigiri P.O. Box 1333- 00621 Nairobi, KENYA Telephone +254 20 720 0000+254 20 720 0000 / 0732 186 0000732 186 000 Website: http://www.tribe-hotel.com	Safari Park Hotel P.O. Box 45038 - 00100 Nairobi, Kenya Telephone: (254-20) 3633000, 0722205683, 0733333713 Fax: (254-20) 3633919, 8561584 Email: reservations@safariparkhotel.co.ke Website: http://www.safaripark-hotel.com
Windsor Golf Resort Kigwa Road, Ridgeways off Kiambu Road, P. O. Box 45587 - 00100, Nairobi, Kenya. Mobile: +254 722 203 361+254 722 203 361/2/3/4, +254 733 333 217+254 733 333 217/8 Fax: +254 20 233 8093/6 Emails: reservations@windsor.co.ke Website: http://www.windsorgolfresort.com	

GUEST HOUSE

Tara Suites UN Crescent Gigiri Nairobi, Kenya Telephone: +254 717 700 417 Email: info@tarasuities.com Website: http://www.tarasuities.com/index.html	The Bedell No. 551 Runda Crescent Telephone: +254 733 370312+254 733 370312 +254 700 368611 Email: reservations@thebedelle.com Website: www.thebedelle.com
Daisy Home Daisy Dr, Nairobi, Kenya Telephone: +254 20 2660298+254 20 2660298	Gigiri Homestead House 287United Nations Close Nairobi, Kenya Telephone: +254 203 544 189 Mobile: +254 703 847 018/ +254 722 839 232 Email: info@gigirihomestead.co.ke Website: http://www.gigirihomestead.com/
Casa Bella Suites PO Box 986-00621 Nairobi. Telephone: +254-722-994999+254-722-994999 Email: enquiries@casabellagigiri.com Website: http://www.casabellagigiri.com/	Confort Garden P.O. BOX 1813-00621, 34 United Nations Cres, Nairobi City, Kenya Telephone:+254 20 2014010+254 20 2014010 Email: info@comfortgardens.com Website: http://comfortgardens.com/
The 140 Mobile: +254 722 527 964+254 722 527 964 Website: http://www.cenhika.com/the140/index.htm	Shenema Homes P.O. Box 9309 00300 Nairobi, Kenya Telephone: +254 20 2691911+254 20 2691911 Mobile: +254 700-333404, 254 722 622 480254 722 622 480 Website: http://www.shanemahomes.com/
Dream Place 75 United Nations Crescent, Gigiri, Nairobi, Kenya Telephone: +254 0202-608-720+254 0202-608-720 Mobile: +254 0708 788 488 +254 0786-788- Email info@dreamplace.co.ke Website: http://www.dreamplace.co.ke/index.php/about-dream-place	Kingdom Gardens Guest House Muthaiga Road No. 1, opposite Oilibya Plaza; Nairobi, Kenya Telephone: +254 20 208 6154+254 20 208 6154 Mobile: +254 705 814 540; +254 788 472 332 Website: http://kingdomgardens.co.ke

What to do

Live in the city and around

Kiambethu Tea Farm: It is located in Limuru Town. 1 hour from Nairobi. You are welcomed by your host, the soft spoken Fiona, who takes you into her lovely home and over some tea and coffee, tells you about the history of the tea farming and also some fascinating details about early colonial life. Fiona is 3rd generation Kenyan and her family is one of the pioneers in tea farming. You can visit it and having a lunch for \$30.

Watch local Rugby or Polo Matches: Kenya is renowned in the rugby world for its blisteringly good 7's side. Enjoy some of the local matches at the Impala grounds on most weekends and experience where all that talent comes from. Polo matches will be at the Polo Club on Ngong Rd.

7D Cinema: at Thika Road Mall

Rafting: in Thika www.savagewilderness.org www.raftinginkenya.com

Ngong Hills: You have to hire a ranger to go up. Go to Ngong Town, when you reach the "T" turn right until you get the police station. Go up to the right and you'll see the Eolic mill. There is a small house with the rangers there. Nice landscape.

Crescent Island: in Naivasha

Hells gate: 100 km away from Nairobi in Naivasha. You can see giraffes, antelopes and buffalos. You can also explore the obsidian caves and have a picnic.

Longonot volcano: Naivasha

Karen Blixen Museum: Karen Rd, Langata. Was a farm at the foot of the Ngong Hills owned by Danish Author Karen (alias Isak Dinesen). The farmhouse gained international fame with the release of the movie 'Out of Africa' an Oscar winning film based on Karen's autobiography by the same title.

Nairobi Railway Museum: City Square.

National Archives: situated right in the middle of the City. Here you will find all sorts of historical records that will help illuminate Kenya's past.

K.I.C.C Helipad: Gives you a grand view of the entire city. You can see the whole of Nairobi and its environs from up there.

Giraffe Manor: Karen Hardy Rd. It is one of the only hotels in the world where you can feed a giraffe from your window. You can have afternoon tea at the same time you're feeding the rare Rothschild giraffes and warthogs. (\$50 adults, \$25 children)



Travel in Kenya

Love live Africa Email: info.kenya@loveliveafrica.com .	Phoenix Safaris Dipa Shah Telephone: +254 0722805164 Email: dipa@phoenix-safaris.de Website: http://www.phoenix-safaris.com/index.php/en/contact/contact-directions
Kobo Email: Oscar@kobo-safaris.com Telephone: +254 0203870333 – 0208021460/1	Absolute Safaris Kandara Road, House No 9, Kileleshwa-Off Gatundu Road, Nairobi-Kenya Telephone: 254 020 2011846+254 Mobile: +254 0733 901183/725 632844 Emails: info@absoluteadventuresafaris.com Website: www.absoluteadventuresafaris.com
BCD Travel 8th Floor City Hall Way P. O. Box 10141 Nairobi 00100 Telephone +254 0202 201 2393 Email: sgkaka@bcdtravel.co.ke Website: www.bcdtravel.co.ke	

Dining

The capital city has the bulk of Kenya's fine dining that is often attached to international hotels, aimed at tourists and locals.

Some of the most popular are:

About Thyme: Continental cuisine. Eldama Ravine Rd. Westlands.

ArtCaffe: Coffee, bakery, delicious food, fine wine and cocktails. Any mall.

Caramel: International. ABC Place

Emerald Garden: Thai. UN Avenue.

Fogo Gaucho: Brazilian. Groganville Estate Westlands.

Furusato: Japanese. Ring Road Parklands (Westlands)

Java House: Valley Arcade, Adams Arcade. It's similar to Artcaffe.

Misono: Japanese. Ngong Road, Green House Mall.

Talisman: International with an exotic touch. Karen.

Ventana: Westlands

Zen Garden: Asian and International. Lower Kabete.

For more information visit:

<https://eatout.co.ke/>

or

<http://eatout.co.ke/nairobi/restaurants>

Airport - Transportation

It is not general practice to flag down taxis on the road in Nairobi for security reasons. It is safer to catch them either from taxi bays at large hotels or other landmarks; otherwise, they can be summoned by phone. Rates vary widely, and it is important to agree the fare before setting off; few taxis have fare meters. The best-known local taxi company is Jim cab. However, several new taxi companies that have sprung up in recent years offering reliable and punctual services. One suggested airport car service is BCD (Tel: 222518). On arrival, ensure you have Kenya shillings for taxi fare as operators do not accept credit card payments or foreign currency. Call or e-mail before arrival to book a taxi service.

The preferred method of payment is cash. If you are arriving in Nairobi for the first, ensure that you travel with your ATM card to enable you draw Kenya shillings from one of the ATM machines at the airport arrivals hall

Other suggested car services include:

Jim cab (www.jimcab.co.ke) Tel: 7121205/7122565/723561-535 Cell: 0722 711001/0722 714246	Bunson Travel Tel: 222-48372
Jatco Tours Tel: 4446096/4448162/4446096 Cell: 0733 701494	

Car Rental

Diane Kimaru Telephone: +254 0208007535 Mobile: +254 0722663864 (from 2000 to 2500 Kes per day)	Elite Car Renting Telephone: 0722761623
Titus Theuri Kinuthia 0207628532 0727534713 (2000 ksh per day)	Market Car Hire Telephone: 0722515053

Public Transport in Kenya

Expats moving to Kenya will find the public transport infrastructure to be somewhat limited. Long-distance buses serve most destinations, but journeys are long. Train travel is even more restrictive, with just a few services to even the main destinations each week.

Buses

Kenya has a large long-distance bus network used by the majority of people who travel within the country. Travelling by bus is a cost-effective but time-consuming way to get around Kenya. For example the 530km journey from Nairobi to Mombasa takes approximately eight hours. As bus journeys in Kenya are long and not always comfortable, expats are advised to travel with an established company that has a more modern fleet of vehicles. Expats should also purchase first-class tickets wherever possible as these offer larger seats with additional leg room at a minimal cost. There are a number of bus companies to choose from; reputable providers include Crown Bus Services, Easy Coach and Modern Coast Express. Tickets usually need to be bought at a bus terminal, although some companies have started selling tickets online.

Trains

Kenya's rail network is very limited and more of a tourist attraction than a viable means of transport. Trains travel between Nairobi and Mombasa around three times a week and between Nairobi and

Kisumu just once a week. Train journeys in Kenya tend to be extremely slow – for example, the trip from Nairobi to Mombasa is said to take 13 hours, but can take as long as 30 hours – and passengers often arrive at the station to find that their train has been delayed or cancelled without warning. On a more positive note, train fares are cheap, with options including sleeper compartments. Despite being slow, train travel is generally more comfortable than bus transport. For expats with some time on their hands, travelling by train in Kenya provides a great opportunity to view the stunning natural landscapes.

Matatus

Matatus are privately operated minibuses that cover short or medium distances in Kenya. Vehicles usually seat 25 people comfortably, but some drivers will load more passengers into a single matatu. While travelling by matatu provides a uniquely Kenyan experience, with their colourful décor and loud music, it can be risky. Matatus are often driven badly with drivers swerving in and out of traffic to get to their destination quickly and stopping suddenly to pick up passengers at the side of the road. However, the Kenyan government has taken steps to make travelling by matatu safer, by ensuring vehicles have seatbelts and the drivers don't exceed capacity. Matatus are the cheapest way of getting around in Kenya, with prices based on distance travelled. However, expats should avoid using them for anything but a short journey within a town or city as they are notoriously uncomfortable.

Tuk-tuks

Tuk-tuks are three-wheeled motorcycle taxis that can be found in Kenya's main cities. They can carry up to three passengers and are a speedy way to get around town. There are no set prices, so expats will need to get used to negotiating with the tuk-tuk drivers before starting a journey.

Piki-piki or boda-boda

Piki-Piki or boda-boda are the local names given to motorcycle taxis, which can be found in all major towns and cities. While these provide a quick way to get around a city, especially during rush hour when traffic becomes congested, they aren't the safest mode of transport. Helmets are not provided, so expats who are inclined to travel on motorcycles should invest in a helmet and a reflective jacket for their own safety. Again, prices should be negotiated with the driver in advance and are dependent on the journey's distance.

Emergency Contacts

Emergency Contact Numbers in Nairobi: (save these on your mobile phone)

UNON Security	7626666
Safaricom	0720629999
Celtel	0733629999
Joint Medical Services	020-7625999/0724255378
Diplomatic Police (DPU)	0708589522 0731170666 0725542965 / 0738701229 0772092 626
Kenya Police	020-2724201
AAR Ambulance Services	0725-225225/0734-225-225
E Plus Ambulance Services	0700-395-395/0738-395-395
HOSPITAL CONTACTS	
Nairobi Hospital	020-2714400, 020-2845000, 020-2846000
Aga Khan	020-3740000 020-3662000 020-3661000
Nairobi Women's	020- 2726824 0707678641
Gertrude's	020-7206000 0722 898948 0733 639444
Mater	020- 6903000 020- 6531197 0732 163000
Metropolitan	020- 2020263 0722 207665
FIRE	
KK Fire	0728 999900 0728 999901



Moving to Kenya

Career Support

Work Permit

Work/Residence Permits are issued to any Non-Kenyan wishing to engage in employment in Kenya whether in gainful employment or voluntary service. The Work/Residence Permits issued by the Department are classified from A to M inclusive. They are issued under Kenya Citizenship and Immigration Act 2011 of Laws of Kenya. A Class D permit is issued to a person who is offered specific employment by a specific employer who is qualified to undertake that employment. Those who wish to be self-employed as investors in trade or business are required to apply for a Class G entry permit. A Class D entry permit currently costs Ksh 200,000 (approximately US \$2220 @Kes90/\$) per year whereas a Class G entry permit currently costs Ksh 100,000 (approximately US \$1110 @Kes90/\$) per year. For most recent fees for different work permits, please refer to: <http://www.immigration.go.ke/Information.html> Permits can be obtained through the Immigration Department of the Ministry of Immigration and Registration of Persons.

Recruiters and Networking Overview

According to spouses/partners in the field, the best strategy for finding employment is through word of mouth and networking, networking, networking (or “kushirikiana”). Job seekers need to be pragmatic and established or join the right networks. Local Networking opportunities are available through the following associations/clubs:

United Nations Kenya Local Expatriate Spouses Association (UNKLESA)

Email: UNKLESA@unon.org, or visit their website at www.unklesa.org

Diplomatic Spouses Association (DSA)

Email: jsbtenb@gmail.com for queries about membership.

American Women's Association (AWA)

Is a nonprofit, charitable organization promoting community services and development and volunteering opportunities in Kenya as well as providing social and cultural activities for our multi-national members. The Association also organizes coffee mornings for members.

There are also numerous professional associations in Kenya, and these can provide good opportunities for meeting people and networking.

Networking is very common and accepted. Connections (political, professional, friendship), contacts, relations are very important to Kenyans and meeting people is equally important. It is important to note that networking for employment purposes should be subtle. Begin by working to establish the relationship then bring up the subject of employment.

Education

There are several international and private schools in Nairobi. Some of the private international schools also offer programs for children with minor learning disabilities. Different schools offer different curricula. A list of schools frequented by expats children in Kenya that offer pre-K, daycare, kindergarten, primary and secondary school education is provided in this guide. Differences in curricula may result in differences in class grading.

Applying for a school place in the schools is a straightforward procedure. Parents need to establish what type of school they would like their child to attend and make contact with the school as

soon as possible to inquire about place(s) at the school. The school year starts in August for most schools. As soon they know they will be moving to Kenya, parents should contact their preferred school. Note: Space is limited in some schools and it may take a while before your child is enrolled at the preferred school in which case alternative arrangements are advised. It is advisable to have your child registered in an alternative school while waiting for a place to become available at the preferred school.

Preschools and Kindergarten

Braeburn Garden State

Is a coeducational, diverse and international, day and boarding school, and takes in children between the ages of 2 and 13 years (Year Groups Pre-K to Year 8). Braeburn offers the British National Curriculum; using the expertise of predominantly UK trained staff.

Address: Braeburn Schools Ltd., Gitanga Road Nairobi.

Telephone: +254 (20) 501 8000

Postal Address: P O BOX 45112 – 00100 GPO Nairobi

International School of Kenya (ISK)

Is an international school for pre-kindergarten to grade 12 located on the outskirts of Nairobi.

Address: P.O. Box 14103

Telephone: +254 20 4183622/ 224

Fax: +254 20 4183272

Email: isk_admin@isk.ac.ke

Website: www.isk.ac.ke

Montessori Plus Center

Address: Montessori Plus Center 91/ 400 UN Closed Road, UN Crescent Road, UN Ave, Gigiri, Kenya/ Behind Village Market, Next to Brazilian Embassy Nairobi

Mobile: +254 0739930431/ +254 0710384907

Email: montessoripluscenter@gmail.com

Website: <http://www.kenya-montessori.com>

My School (Montessori) LTD

Address: 09 Peponi Road, Westlands, P.O. Box 32065-00600 Ngara Nairobi, Kenya

Telephones: +254 20 3560457+254 20 3560457

Mobile: +254 733791161+254 733791161, +254 723700309+254 723700309

Email: myschoolmontessori@gmail.com

Inquisitive Minds Montessori

Is based on the Montessori philosophy of education. The school enrolls children between 6 months and 6 years.

Address: Mugumo Road, Lavington - Nairobi

Phone: +254 (0)20 260 4864

Telephones: +254 (0)20 260 4864

Mobile: +254 (0)710 517 070

Gigiri Montessori House

Mobile: +254 0700 468 588

Facebook: <https://www.facebook.com/photo.php?fbid=101332070244415&set=pb.100011028661187.-2207520000.1458403243.&type=3&theater>

Brookside Montessori Center

Caters to children from 6 months to 6 years old offering both day care and kindergarten services and the language of instruction is English.

Address: Grevillea Groove, Off Brookside Drive. Westlands / P.O Box 649 - 00606, Sarit Centre, Nairobi.

Mobile: +254 0728 600011 / +254 0738 600011

Website: <http://www.mlckenya.com>

Email: info@mlckenya.com

Rosslyn Academy

Is a Christian school that offers a US based syllabus. The academy offers Kindergarten, Primary and Secondary school classes. Kindergarten applicants should be 5 years old by August, 1st.

Address: P.O. Box 14146, Nairobi

Telephone: +254 20 2635294/2635295

Mobile: +254 732 646602/727 646602/ 727 646602

Email: info@rosslynacademy.com or admissions@rosslynacademy.com

Website: www.rosslynacademy.com/

Brookhouse School

Located next to Nairobi National Park, Brook House is a co-educational day and boarding school for students aged 2-19.

Address: Magadi Road P.O. Box 24987-00502 Nairobi

Telephone: + 254 20 2430260

Fax: + 254 20 891641

Email: info@brookhouse.ac.ke

Website: www.brookhouse.ac.ke

Braeside School

Address: off Muthangari Road

Postal Code/Zip: P.O. 25578, 00603 Nairobi, Kenya

Telephones: +254 701 295 566 / +254 738 506151/ +254 738 506 151

Email: parents.primary@braeside.ac.ke

Kabete International School

Opened its doors in 1970. Situated on the outskirts of Nairobi, this school caters for children of all races and religions between the ages of two and seven years. The school conforms to British standards in classroom size, furniture and other amenities.

Telephone: +254 20 4180231 /4180231

Fax: +254 20 4181122

Email: info@kabete.net

Website: www.kabete.net

PRIMARY / ELEMENTARY – SECONDARY AND HIGH SCHOOLS

International School of Kenya (ISK)

The International School of Kenya (ISK) is an international school for pre-kindergarten to grade 12 located on the outskirts of Nairobi, Kenya. The school offers an American based curriculum. Students can study for a North American High school diploma or the International Baccalaureate Diploma. It is accredited by the MSA, and is the largest international school in Nairobi.

To apply for a school place at ISK, parents can download application forms from the school's website. Prospective students are required to sit for assessment tests in order for the school to determine which class to place them in. ISK has a term school system with the school year running from early August until early June; the first term ends mid-December and the second term commences in early January. Students are strongly encouraged to apply as early as possible as the school is at capacity in most age groups with waitlists for some grades. Applicants who cannot be enrolled due to lack of space will be placed on a waiting list until a place becomes available. These waiting lists may be formed as early as March. Applicants may be accepted off the waiting list as early as May, as the school learns

which families will be returning for the next academic year. The school accepts students who can be successful in the daily academic program, provided there is space available in the grade. In addition to this, they offer appropriate and student-centered instruction for students with identified mild learning disabilities or learning needs through the Student Support Services. They however do not have a program for students who require support for moderate to severe learning disabilities. Note that students must complete the school's assessment prior to a confirmed acceptance.

Admission to ISK may be denied for any of the following reasons:

Class size has reached capacity

Student has "moderate to severe" learning disabilities or needs

School history of discipline problems

Involvement with drugs

Other reasons which may be in the best interest of the school and the student as determined by the Principal or Director of ISK.

The school runs several extra- curricular activities ranging from homework help clubs, photography clubs and book clubs as well a range of sports.

A school bus service is also available at an annual fee. The minimum age accepted into the school is 3 years at pre-kindergarten, but they should be 3 by the 15th August. There are two term breaks with one mid-year break. School fees include a non-refundable application fee, one time capital levy, tuition fees, an annual capital levy and bus fees if child/children is/are enrolled for the service.

There are two term breaks with one mid-year break. School fees include a non-refundable application fee, one time capital levy, tuition fees, an annual capital levy and bus fees if child/children is/are enrolled for the service. Tuition fees are as follows:

Tuition Deposit	US\$500
Tuition Per Year	
Pre-Kindergarten	US\$11,950
Kindergarten	US\$18,950
Grades 1 – 5	US\$19,950
Grades 6 – 8	US\$21,450
Grades 9 – 10	US\$22,450
Grades 11 – 12	US\$22,950

Address: P.O. Box 14103

Telephone: +254 20 4183622/ 224

Fax: +254 20 4183272

Email: isk_admin@isk.ac.ke

Website: www.isk.ac.ke

Braeburn Garden State

Is a coeducational, diverse and international, day and boarding school, and takes in children between the ages of 2 and 13 years (Year Groups Pre-K to Year 8). They represent a community from a wide diversity of countries and communities. The school emphasizes a holistic approach to education, with equal emphasis on academic subjects, sport, music, drama and the arts. Braebun offers the

British National Curriculum; using the expertise of predominantly UK trained staff. Guided by the SATs, they provide a foundation for the Cambridge Checkpoint Examinations, which the children sit in Year 9.

The school year begins early September and ends mid-July with breaks from early December to early January and again from late March to mid-April. In addition there are mid-term breaks during every school term.

The parents or legal guardian can complete the application form (available on the school website or from the main school office) providing details of the child's full name, nationality and date of birth. The child's medical record is also required. A copy of the child's birth certificate or passport or any other official documentation confirming the date of birth is required as is a leaving certificate and/or report from the previous school. A non-refundable registration fee of 2,000 Kenyan shillings or US \$25.00 is paid upon submission of the admission form.

An entering student will be placed in a year group determined by their date of birth. Under no circumstances will a child be placed in a year group ahead of that determined by their chronological age. In exceptional circumstances a new student may be placed in a year group below their chronological age but only if it is felt absolutely necessary to ensure their academic progress and success, and only if this has been agreed by both the school and the parents.

Admission to school can occur at any time throughout the academic year. It is not necessary for any new student to have to wait until the commencement of a new term to gain admission.

School fees are paid on a termly basis and are generally expected to be paid on or before the first day of term; however, payment plans can be arranged through the Fees Office.

By enrolling their child at Braeburn, the parents agree to give the school a term's notice of their intention to withdraw their child. Failure to give due notice may result in them having to pay a term's fees in lieu of notice.

Students with significant learning difficulties require a 'Shadow Teacher'. We are only able to offer a limited number of places to students with these needs. Therefore, we are unable to confirm the availability of a place for a child without first having met them with the family and following the necessary assessments from our Personalized Learning Coordinator.

The fees range from Kenyan Shillings 327,600 (approximately US\$4000) to Kenya Shillings 962,500 (approximately US\$11,500) annually for tuition, with additional charges for lunch and transport.

Address: Garden Estate Rd, Nairobi, Kenya

Phone: +254 20 5018000

Website <http://www.gardenestate.braeburn.com/>

Rosslyn Academy

Is a Christian school that offers a US based syllabus. The academy offers Kindergarten, Primary and Secondary school classes. Kindergarten applicants should be 5 years old by August, 1st. It is co-owned by missionaries. All students are expected to attend Christian Religious classes and also attend Chapel. Classes begin with 5 minute devotion every morning. The schools mission is to inspire and equip each student to develop their God-given gifts for Christ-like service in the World community. The maximum number of children per class in Kindergarten in no more than 18. The registration process entails the following:

Completion of an application form (available online)

Submission of school records for the last two (2) years where applicable

Completion of a character reference form (availed by the academy)

Letter of application-parent essay (template available online)
Payment of \$40 US non-refundable application fee
Students from non-North American schools will be tested

The school has two semesters per year with the first running from August through December and the second from January running through May. There is a three week break between semesters and a weeklong spring break.

A school bus is available at a fee; however seats are limited on all routes. They are therefore availed on first come first served basis. Food is also available with an option of hot or cold lunches. Parents who are interested in this program should have their children signed up for it at a fee.

Key Admissions Dates

<i>January-March 31</i>	New student applications accepted
<i>February</i>	Continuing students re-registration
<i>By April 30</i>	Notification to applicants of acceptance standing

Grade Level Entry Age

Preschool: The child must be four years of age by August 1st.

Kindergarten: The child must be five years of age by August 1st.

Grade 1: The child must be six years of age by August 1st.

Normally, students entering grade 2 are 7 years, grade 3 are 8 years, grade 4 are 9 years and grade 5 are 10 years old.

Middle school includes grades 6, 7, and 8. Students are usually at least 11, 12, and 13 years old when school begins.

High school includes grades 9, 10, 11, and 12. Students are usually at least 14 for 9th grade. A student must graduate before their 20th birthday.

The school has two semesters per year with the first running from August through December and the second from January running through May. There is a three week break between semesters and a weeklong spring break.

The high school withdraws from accepting applications three weeks into the semester, while elementary does not accept applications during the last two months of the semester. Classes run from 8.30am-3.30pm, Mondays to Fridays. The maximum number of pupils in Grades 1 through 5 is 22, grades 6 through 8 is 48 and high school is 60 students per classroom. Extra and Co-curricular activities include most sporting activities, swimming, art, music and drama.

A school bus is available at a fee; however seats are limited on all routes. They are therefore availed on first come first served basis. Food is also available with an option of hot or cold lunches. Parents who are interested in this program should have their children signed up for it at a fee.

Address: P.O. Box 14146 Nairobi

Telephone: +254 20 2635294/2635295

Mobile: +254 732 646602/727 646602/ 727 646602

Email: info@rosslynacademy.com or admissions@rosslynacademy.com

Website: www.rosslynacademy.com/

The fees charged are an average US\$15000 per year

Brookhouse School

Located next to Nairobi National Park, Brook House is a co-educational day and boarding school for students aged 2-19 from early years until form 6. The school offers an adapted British Curriculum to Kenyan and non-Kenyan students in the English language. The academic year begins in late August for Term 1. Entry to the school is preferable at that time but students may be accepted at any time in the year. Acceptance follows an evaluation of the child's previous academic record and an interview, if this is practical to arrange. An entry assessment test is used to assist in the placement process.

When seeking admission, parents of prospective students are required to provide copies of school reports and academic transcripts. Where applicable, a school leaving certificate may be requested. Where practicable, prospective students will also be interviewed and may be asked to sit an entrance placement examination and/or reading test. A student will only be admitted to Brookhouse if they are considered capable of benefitting from the curriculum offered.

Prospective applicants to the school should complete an online application form and forward it to the school. They should also request an interview if this is practical. Copies of previous school reports and any test grades should be brought to the interview or forwarded with the application.

The fees per semester (term) range from Kenya Shillings 175,000 (approximately US\$2000) for pre-K to Kenya Shillings 450,000 (approximately US\$5500) for 12th and 13th high school years.

Address: Magadi Road P.O. Box 24987-00502 Nairobi

Telephone: + 254 20 2430260

Fax: + 254 20 891641

Email: info@brookhouse.ac.ke

Website: www.brookhouse.ac.ke

Peponi Preparatory School

Peponi has an international mix of pupils. It offers a British National Curriculum in English and the Common Entrance (CE) syllabus for preparatory schools. CE gives pupils an extra challenge and culminates in a demanding set of exams in every academic subject.

Tuition fees per semester (term) are Kenya Shillings 510,000 (approximately US\$6000).

Address: PO Box 23203, Lower Kabete, Nairobi 00604

Telephone : +254 (0) 20 2585710+254 (0) 20 2585710/1/2, 2385330

Mobile: +254 734 881 255+254 734 881 255, +254 722 202 947+254 722 202 947

Email: secretary@peponihouseschool.co.ke

Calendar

Braeburn School

Located in a Nairobi suburb about three miles west of downtown, Braeburn is part of a network of 13 schools in Kenya and Tanzania. The school has approximately 900 pupils from over 80 nationalities, a quarter of whom are Kenyan.

Admission is non-selective, although pupils can be tested to determine their grade level and needs. The school has a few slots for special needs learners. The curriculum followed is the National Curriculum of England and Wales, which is supplemented in the later stages of students' education by offering IGCSE, AS Level, A Level, IB Diploma, National Diploma and Higher National Diploma programs

(dependent on the educational institution attended). The Early Years Curriculum is based on the 'Early Learning Goals'. The period from age three to the end of the Reception Year is described as the Foundation Stage. The Early Learning Goals set out what is expected for most children by the end of the Foundation Stage. Children will begin to follow the National Curriculum at the beginning of Year 1 and the Early Learning Goals feed naturally into this.

The fees range from Kenyan Shillings 327,600 (approximately US\$4000) to Kenya Shillings 962,500 (approximately US\$11,500) annually for tuition, with additional charges for lunch and transport.

Address: Braeburn Schools Ltd., Gitanga Road, Nairobi.

Postal Address: P O BOX 45112 – 00100 GPO Nairobi

Telephone: +254 (20) 501 8000

Braeside Primary

Is a co-educational institution that has an academic structure geared to the needs and ability of learners with English being the language of instruction. The school offers a curriculum based on the Early Learning Goals set out by the British National Curriculum Standards, thus providing a sound basis for lifelong learning. They integrate Early Years education and childcare, to make a positive contribution to children's early development. Subjects include; English (Literacy), Mathematics (Numeracy), Science, Foundation subjects such as humanities, languages and Information and Communication Technologies. The grade levels taught run from early years foundation to key stage II (middle school)

Tuition fees and extra charges per semester (term) range from Kenya Shillings 100,000 (approximately US\$1200) to Kenya Shillings 210,000 (approximately US\$2500) for middle school.

Address: P.O. Box 25578

Telephone: + 254 20 3876868

Email: enquiries@braeside.ac.ke

Website: www.braeburn.com/index.php?option=com_content&view=category&id=134&Itemid=666

Kenton School

Located in a suburban close to Nairobi city center, Kenton College environment, accepts pupils of all races between the ages of 6 and 13 years of age. Kenton College currently has 295 students from a diverse background. The language of instruction is in English. Kenton accepts children after their 6th Birthday. They would join the school's Year 2 Class. The admission process may start two years before intended entry. In order to start admission process, the school would need the following:

Full Names, Date of Birth and Gender of the child;

Details of the current school the child is attending.

Names and contact details of the parents; please include email address and cell numbers.

Once these are received, the school will confirm whether or not Kenton has space available for the year of entry. If there is space available an appointment is made for an interview for the parents only.

Kenton School fees are Kenya Shillings. 430,000 per term (approximately US\$5000)

The school prospectus is available from Kenton Administration Office, or can be mailed if requested via email to Admin email is admin@kenton.ac.ke



Entry Procedures

Entry Visa

A valid passport and visa are required to enter Kenya. Effective September 1, 2015 all visitors to Kenya will need an e-Visa, which is an electronic visa and can be obtained online without submitting the original passport.

For more information visit:

Website: <http://evisa.go.ke/evisa.html>

Telephone: +254 708 206 206

Email: support@ecitizen.go.ke

Visas can also be obtained upon arrival. It can be tedious with an extended waiting period in long queues. The current single entry visa fee is US\$50. Only cash or money order accepted. In addition, visas are normally valid for entry within three months of the date of issue. Travelers should ensure that they have a valid yellow fever immunization card as this may be requested. Travelers to Kenya and neighboring African countries should ensure that the validity of their passports is at least six months beyond the end of their intended stay, and that their passports contain sufficient blank pages for visas and immigration stamps.

Nationals of the following countries do not require a visa to enter Kenya:

Barbados, Fiji Island, Malaysia (For less than 30 days stay, Samoa, St. Lucia, Uganda, Belize, Ghana, Maldives, Sierra Leone, St. Kitts and Nevis, Zambia, Botswana, Grenada, Mauritius, Singapore, Swaziland, Mauritius, Brunei, Darussalam, Jamaica, Namibia, South Africa (For less than 30 days stay) Tanzania, Namibia, Burundi, Kiribati, Nauru, Solomon Islands, Seychelles, Tanzania, Cyprus, Lesotho, Papua, New Guinea, St. Vincent and the Grenadines, Trinidad, Tobago, Dominica, Malawi, Rwanda, Zimbabwe, Vanuatu, The Bahamas, Tonga, Tuvalu.

For more Information visit:

<http://www.immigration.go.ke/Information.html>

A United Nations Laissez Passez is accepted as a travel document in Kenya. Holders of United Nations Laissez-Passez do not require visas whilst on official UN Business.

Residence Permit

Upon arrival in Kenya, the immigration status of a staff member has to be regularized. The staff member is required to complete certain prescribed forms. The staff member will then complete the immigration forms and formalities including the attainment of a work permit, residence permit (this allows payment of resident rate instead of tourist rate in parks, hotels, etc.), a UN Identity Card, and a United Nations Laissez-Passer (UNLP) and other government and protocol related matters.

Immunizations

For current requirements on travel medicine and immunizations, please consult with UN Medical Services.

Duty Free Privileges

What are Duty-Free Privileges?

Duty-Free goods are goods that have been waived of Customs Duty. In accordance with the UN Host Country Agreement with Kenya, the Government of Kenya allows privileged United Nations staff members to purchase and import most goods free of Duty.

Who is Eligible for Duty-Free Privileges?

If you are a Professional or International General Service level staff members with a contract/appointment of one (1) year or more, you are eligible for Duty-Free privileges. A basic rule of thumb is that if you are eligible for a Diplomatic ID Card, you are eligible for Duty-Free privileges.

Limitations to Duty-Free Privileges

The limitations to Duty-Free privileges can be summarized into four (4) categories: building materials, large electronic appliances, food stuffs and consumable/expendable good (e.g. detergents, serviettes, etc.). While there are some exceptions to this rule, generally Duty must always be paid on the above mentioned items.

Abuse of Duty-Free Privileges

It is strictly forbidden to order, or purchase, any Duty-Free items on behalf of unprivileged staff, or other members of the public. It is important to note that any item purchased Duty-Free can be neither given as a gift nor sold. In accordance with UNON/IC/2005/12, abusing your Duty-Free privileges will lead to the following disciplinary actions:

- 1st Abuse:** Three (3) months suspension of your Commissary privileges.
- 2nd Abuse:** One (1) year suspension of your Commissary privileges.
- 3rd Abuse:** Complete withdrawal of your Commissary privileges.

Staff are exempt from VAT on Telecommunications, Electricity and Security Services on annual basis. Applications for exemption should be submitted to the Host Country Services Unit.



Driving

Driving in Kenya

Driving in Kenya is not for the faint-hearted. Although driving through Kenya at one's own pace and taking in the scenery is a nice idea, the fact is that road infrastructure is poor. Roads are potholed and poorly maintained. New arrivals will also find that many road users drive aggressively and recklessly, so expats are advised to exercise caution when driving and crossing roads in Kenya.

Those who do decide to drive in Kenya will find that most global car rental companies have branches in Nairobi and Mombasa. There are smaller companies that offer more competitive rates, but but these are unlikely to offer a full back-up network in the event of a breakdown, as the big names such as Avis or Sixt would be able to. Many car rental companies in Kenya offer the option to hire a car with a driver. Expats who are settled in Kenya tend to buy a car and hire a driver. Expats looking to travel off the beaten track should look at buying or hiring a 4x4, as these are better equipped to deal with dirt roads. Furthermore, road signage in Kenya is very poor, so expats should ensure they have a good map or GPS system.

Driving in Kenya is on the left hand side of the road and only right-hand drive vehicles can be imported. The road conditions are generally poor but a revamping of the road network is currently underway. The new roads are in better shape. Newcomers to Kenya can use their foreign driver's license for up to three months as can International driver's licenses. However, staff members are encouraged to apply for a local driver's license to comply with the local driving requirements. The driver's license is issued for a Ksh700 (US\$10) fee.

Driving Licences

Kenyan driving licences can be issued to holders of international driving licences, or national driving licences from most countries, upon the completion of Form VII and its accompanying documentation. Because it is difficult to obtain a Kenya driving licence, you are advised to ensure that you, your spouse and any dependant 18 years of age or older travel to Kenya with valid driving licence. National driving licences which are not in English must be translated and certified by their respective Embassy.

The Automobile Association of Kenya (AA) can assist in the acquisition and renewal of international driving licences, as well as arrange for a Kenyan driving licence following the successful completion of a driving examination. Dependents must be over the age of 18 before they can be eligible to obtain a Kenya driving licence.

Types of Driving Licenses in Kenya

There are six (6) main categories of driving licences in Kenya:

1. Class E – Allows a driver to drive light weight vehicles only.
2. Classes B, C, and E - Allows drivers to drive both light and heavy weight commercial vehicles.
3. Class D – Allows a driver to drive tractors.
4. Class F and G – Allow drivers to drive motor cycles up to 50 c.c. and over 50 c.c. respectively.
5. Class H – Allows a driver to operate invalid carriages.
6. Class I – Allow drivers to drive articulated motor vehicles, prime movers, fork lifts, shovels, etc.

Note: All Kenyan driving licences are initially endorsed with a Class E licence. If someone wishes to expand upon the list of vehicles they are licenced to drive, they must submit additional applications.

How long are Driving Licences Valid?

Kenyan driving licences are only valid for one (1) year. It is an offense for someone to drive without a valid driving licence. All motorists are required to carry a valid driving licence at all times. While the HCSU checks the forms, delivers and picks the driving licences up from the authorities, it is your responsibility to ensure that the local licence is renewed on a yearly basis.

How Long Does it Take?

Obtaining a Kenyan driving licence generally takes 32 working days. After 2-3 weeks, you will be requested to submit your international/national driving licence. The international/national driving licence will be returned and an interim Kenyan licence will be provided. During this time, it is recommended that copies of your driving licence be kept. Driving licence information may be required for various reasons and it is important to have the information readily available.

Documentation to Submit

The following documentation needs to be submitted to the HCSU:

- 3 Completed original sets of Form VII.
- 3 Passport size photos taken within the last six (6) months.
- 1 Valid international, or national driving licence.
- 2 Copies of an Embassy endorsed translation of the international, or national driving licence (if licence is not in English).
- 2 Copies of your valid international, or national driving licence.
- 2 Copies of your passport cover page.
- 2 Copies of your passport page with their photo and passport number.
- 2 Copies of your Entry Permit (if applicable).
- 2 Copies of your Re-Entry Pass (if applicable).

Buying and Selling a Car

If you are an internationally recruited staff member with a contract of one (1) year or more, you are authorized to import vehicles into Kenya Duty-Free, which are in line with the Kenya Revenue Authority requirements (see below). A basic rule of thumb is that if you have a Diplomatic ID Card, you are eligible to import vehicles into Kenya Duty-Free. The price range for vehicles in Kenya varies depending on the brand and size. A large 4x4, preferred by most IRS because of high clearance, can cost up to \$50,000 or more (without duty) brand new and smaller vehicles can cost as little as \$8,000.

How Long Does it Take?

Approval for the importation of a Duty-Free vehicle takes a bit of time, hence you should ensure that the processing of all necessary documents has been completed prior to the arrival of the vehicle.

There are three main options for buying a vehicle in Kenya.

Option 1: Purchase new vehicle from local dealer

- Toyota East Africa (Land Cruiser, Prado, RAV 4, Corollas)
- Simba Colt Motors Ltd (Pajero, Outlander, Nativia, Sportero , L200 Pick up)
- CMC Motor Group Ltd (Volkswagen, Range Rover, Land Rover, Mazda)
- DT Dobie (Mercedes Benz, BMW, Nissan, Renault, Jeep, Chrysler)
- General Motors East Africa Ltd (Isuzu, Opel, Chevrolet, Hummer)
- Subaru Kenya (Impreza, Legacy, Forester, Outback, Tribeca)

Option 2: Import new or used vehicle. Suggested websites for finding a vehicle are as follows:

- www.ibc-japan.co.jp
- www.papera.co.jp

Using these online services requires staff to create an online account and pay a small fee via secure wire transfer. Once on the website:

- Search for cars for auction or those listed for sale on the site.
- Negotiate by bidding for vehicles at the auction or give a counter offer for those on offer.

- When the purchase price has been established, payment of at least 50% must be made to book the car for shipment within the grace period provided (usually 4 days after placing the order). Note that the vehicle will only be shipped once the full amount for the purchase has been paid.

When ordering a duty-free vehicle, all documents (e.g. Proforma Invoice, Bill of Lading, Airway Bill, Invoice, etc.) must be made in the name of either you or your spouse c/o UNON, UNEP, UN-HABITAT or the relevant agency. Due to the unavailability of transportation facilities such as trains and metros, it is recommended that you place your orders well in advance so that the vehicles arrive at the duty station with minimum delay.

Vehicles from overseas manufacturers should be ordered with East African specifications due to the local road conditions. Duty and Value Added Tax (V.A.T) are extremely high in Kenya and you are advised to carefully consider the make and model you wish to order so as to avoid problems when selling the vehicle. Once a vehicle has been imported into Kenya, it must be registered

Requirements for Imported Vehicles

The Kenya Revenue Authority has provided the United Nations with the following requirements related to the importation of Duty-Free vehicles:

- The KRA shall not accept a Certification of Export issued by Dubai Police or any other authority as a substitute for a foreign Logbook.
- Only authentic original Logbooks from the country of origin/exportation will be accepted for purposes of Customs declaration.
- If the Logbook is in a foreign language, an English translation issued by the respective Embassy, High Commission or a Consulate based here in Kenya must be provided for authentication.
- Only the original Commercial Invoice from the country of origin/exportation, and not a photocopy will be accepted.
- Only an original Bill of Lading or Airway Bill will be accepted.
- The vehicle must meet the Kenya Bureau of Standards KS 1515:2000.
- Vehicles cannot be registered in more than one (1) country at a time.

Importing Vehicles into Kenya by Air or Sea

To clear vehicles Duty-Free from their port of entry, the following documentation needs to be submitted to the HCSU:

- 4 Completed original sets of Form Pro-1B.
4th form signed above or below the Mission field.
Both sides of the form must be printed.
- 2 Copies of the Bill of Lading (if applicable).
- 2 Copies of the Airway Bill (if applicable).
- 2 Copies of the Invoice.
- 2 Copies of your Notification of Arrival (Form Pro-A).
- 2 Copies of your Diplomatic ID Card. (Both sides of the Diplomatic ID Card must be copied).
- 2 Copies of the Certificate of Roadworthiness (if the vehicle is used).
- 2 Copies of the vehicle's Certificate of Origin (if the vehicle is new).

If your application to import a vehicle into Kenya Duty-Free is approved, you will receive two (2) approved Pro-1B forms.

Option 3: Purchasing used vehicles from the local market and networks

Check availability with colleagues particularly with outgoing international staff with duty free vehicles. Check notice boards for duty free vehicles at the UN in Gigiri and shopping malls (Yaya Centre, Sarit Centre, Village Market, Nakumatt Junction, Muthaiga and ABC place, and visit local motor bazaars).

If buying a used car locally, it is advisable to have the vehicle valued for its sale value and assessed for a full mechanical report. Automobile Association of Kenya (AA) offers this service. They will need the original log book - contact AA for a full mechanical report and valuation fees on Tel: 3753481 or 3743196.

Buying and selling secondhand cars

One most important factor to consider when buying a used car is the model, age and mileage as these will determine the resale value. It is not advisable to purchase a vehicle that has clocked high mileage as this can be quite difficult to sell later. Buying vehicles from outgoing expatriates is highly recommended.

Advertisements can also be found on the UN bulletin board; visit: <http://www.unon.org/motd/>

Availability of spare parts

Availability of spare car parts depends on the type of the car. The easiest parts to source locally are for Toyota vehicles. However, mechanics and dealerships are able to import spare parts for their customers.

Car Insurance and Registration

Under the provisions of the Motor Vehicles Third Party Risks Act, Cap 405, of the laws of Kenya, every motor vehicle being used on the road should be adequately insured for third party risks at all times.

It is your responsibility to organize insurance for the vehicles you operate. It is illegal to drive without automotive insurance. The automotive insurance certification must be displayed on the windscreen of the vehicle. Failure to do so will inevitably create problems with law enforcement authorities.

Some staff members have found it to be cheaper to insure their personal vehicles through overseas insurance companies. Regardless of whether your vehicle is insured by an overseas company, to facilitate vehicle registration it is mandatory that a Kenyan third-party insurance provider be used while operating vehicles in Kenya. There are several insurance companies to choose from in Kenya. A list of local insurance providers can be found in the [Kenyan Yellow Pages](#) or online.

It is recommended that all vehicles have a comprehensive insurance cover against theft or total write-off if the vehicle is ever involved in an accident or stolen. You are advised to ensure that your Duty-Free vehicle is insured for all risks at the vehicle's market value which is inclusive of Duty and Value Added Tax (V.A.T.). The Ministry of Foreign Affairs has stated that staff members will not be exempted from Customs Duty nor V.A.T. in the event of theft or accident. Please discuss this fully with your insurance broker or company.

All used vehicles purchased locally must be taken for inspection of roadworthiness with the Road Inspection Department of the Ministry of Transport before transfer of ownership can be processed. It is also advisable to engage a mechanic of good repute to check the mechanical soundness of the vehicle before completion of purchase. Automobile Association of Kenya (AA Kenya) provides this service at a fee.

Note:

The original documents of the car are sent to buyer upon completion of payment; if being shipped from overseas the car takes about 7-12 weeks to arrive at the Mombasa Port; and the duty free window for staff with diplomatic status is open throughout their posting after reporting to the duty station. Upon clearance of the vehicle through customs (assisted by the Facilities Assistant), the vehicle will be registered and allocated diplomatic number plates.

Duty free vehicles are generally uncomplicated to sell particularly if they are bought by persons who are entitled to duty free privileges. Being able to resell a vehicle becomes complicated only if there is



Health

Overview

While both public and private healthcare services are available in Nairobi, the overwhelming majority of expats tend to go with the private option. There are plenty of private hospitals, medical centres and individual practices in and around Nairobi.

UN Joint Medical Service

Is an occupational health unit. It is responsible for medical clearances for new appointments, travel clearances including vaccination and issues of occupational health. It also offers a drop in service for advice and treatment. Since the appointment of a full-time doctor at Gigiri, the UN Joint Medical Service today offers the comforting presence of on-site medical advice and treatment, alongside its more traditional roles of medical supervision, vaccinations and insurance administration. The clinic has also become a frontline partner in UNON's battle for greater awareness and tolerance of HIV-positive staff, to whom it offers counselling and medical advice as well as access to free anti-retroviral treatment (see box on page 16). UNON also includes on its staff a designated Staff Stress Management Counsellor, who assists staff with all types of psychological needs, from work-related stress to trauma Visit the Joint medical service

The 24/7 medical situation room can be reached on: medical.evacuation@unon.org. There is always a nurse on duty to answer your call and give advice

In case of emergency on UN Gigiri complex

Call ext 5999 or UN security control room ext 6666

After hours:

Call +254-724- 255-378+254-724- 255-378 for Medical duty officer

Or UN Security control room:

+254- 20 -7626666+254- 20 -7626666

+254 -720-629999+254 -720-629999

+254-733-629999+254-733-629999

For emergencies in the home or on the road:

Call your security firm (eg Group Four or KK) if you subscribe to them. They have the shortest response time

Alternatively call St John's ambulance service:

+254-20-2210000+254-20-2210000 +254-20 2241000+254-20 2241000

Cell phone: 0721 225 2850721 225 285

Medical Evacuations

UN Staff from neighboring countries. Always call first: emails may not get through immediately!!

Telephone:

+254-20762 1670+254-20762 1670

+254-20-762 1534+254-20-762 1534 or

Cell phone +254-724 255 378+254-724 255 378

For more information visit:

<http://www.medical.unon.org/medical-emergencies>

There are two recommended hospitals:

Nairobi Hospital

Argwings Kodhek Rd.

Telephone: +254 0202845000.

Aga Khan Hospital

Parlands Avenue, Limuru Rd.

Telephone: +254 0203662000.

There is another one only for children:

Gertrude's Children Hospital, one on Muthaiga Rd. Open 24 hours. Phone number 0207206000.
Another branch on Othaya Rd., Lavington. Open from 8 am to 8 pm. Phone number 0721394306.

Recommended Doctors/Health Practitioners

Dentistry	
Dr. Paresh Devani Aga Khan Hospital, Room 140, Doctors Plaza Nairobi, 100, Kenya Telephone: +254 20 374 6506/ +254 20 374 6506	Implant & Laser Commision for University Education Complex, Red Hill Road, Nyari, Nairobi Kenya Telephone: +254 207123529 Mobile: +254 0786336825
Dermatology	Gastroenterology
Dr Saroop Singh Bansil Suite 4F, 4th floor, Upper Hill Medical Centre Ralph Bunche Rd, Nairobi, 00100, Kenya Telephone: 020-2720147, 2721576 Mobile: 0736-476002	Dr Godfrey Nsereko Lule Nairobi Hospital, Argwings Kodhek Rd Nairobi, 00100, Kenya Telephone: +254 715 192250+254 715 192250
Neonatology	Ear Nose and Throat
Dr Heena J Hooker Aga Khan University Hospital Doctors Plaza, 3rd Parklands Avenue P.O. Box 14970, Nairobi, 800 Kenya Telephone: +254 20 3747323 +254 20 3747323 +254 0733 800111 +254 0733 800111	Dr Ranjana Sonigra 3rd Floor Suite 3 Professor Nelson 7 Ralph Bunch Road, Nairobi, Kenya Telephone: +254 2 0272 4845 +254 2 0272 4845
General Medicine	
Dr. Kewal Thakore. Warwick Center. (Runda) Telephone: +254 0207120558 Mobile: +254 0733619008 – 0722528855	Dr M M Bahiji 1st Floor, Dinesh Chandaria Medical Shivachi Road, Parklands, Nairobi, Kenya Telephone: +254 234 3742763
Obstetrics & Gynecology	
Dr. Harmeet Dhadialla PO Box 48879, Nairobi 100 Kenya Telephone: +254 20 374 5992+254 20 374 5992	Dr. Maria Carvalho 3rd Floor Room 310 Aga Khan Doctors Plaza, 3rd Parklands Avenue, Nairobi Kenya Phone: 020 366 2726
Pediatrics	
Dr. Bashir Admani / Aga Khan University Hospital 3rd Parklands Avenue Doctors Plaza, Suite 220, Nairobi, 100 Kenya Telephone: +254 20 3662739 +254 20 3662739	Dr. Sidney Nesbitt Gertrude's Children's Hospital Doctor's Plaza, South Wing, Room S2 Nairobi, Kenya reception@muthaigapediatrics.co.ke Telephones: +254 722 519 863+254 722 519 863 / +254 733 668 517+254 733 668 517
Ophthalmology	
Dr. Prabha V. Choksey Aga Khan University Hospital Doctors Plaza, 1st Floor Room 101 3rd Parklands Avenue Nairobi, Kenya Telephone: +254 20 3751 453 +254 20 3751 453	Dr S. Jafferji Room F1, First Floor. Dinesh Chandaria Medical Centre, MP Shah Hospital Shivachi Road, Parklands Nairobi, Kenya Telephone: +254 20 374 27 63+254 20 374 27 63

Hospitals and Urgent Care Clinics

The UNON has formally designated Nairobi as a UN evacuation center for surrounding countries. In addition, there are a number of excellent medical facilities and private hospitals and clinics. Some medical facilities also have state-of-the-art MRI and Ultra-Sound equipment including 4D Ultra-Sound technologies.

There is no local medical terminology that one needs to be aware of in Nairobi; this is because the official language of Kenya is English. However, if in a part of the country where use of English may be limited, utilize the most common phrases to try and get by.

Note that a number of hospitals will accept credit card payment but it is recommended to have cash ready to pay for services provided. In most cases, cash or credit card payment is required before you receive treatment or undergo examination.

Pharmacies

There are many registered and reputable pharmacies across the cities and in shopping malls.

Insurance

The United Nations Secretariat Health Insurance programme for active staff members was designed in 1947 to enable eligible staff members to meet the increasingly heavy costs of medical attention and hospitalizations for themselves and their eligible family members.

The UN subsidizes medical insurance coverage under the CIGNA, Hospital and Dental Insurance Plan (located in Belgium) for staff members and eligible dependants at offices away from New York Headquarters. Staff members with dependants residing in the USA would have to choose a Headquarters insurance carrier, as CIGNA does not cover persons actually residing in the USA. Staff members must have an appointment of three months or more to be eligible for coverage. The scheme provides for worldwide coverage against risk of medical expenses resulting from sickness, accident, and maternity. Participants are reimbursed 100% for hospitalization, 50% for mental health care, and 80% for professional services, dental care, hearing aids and optical lenses up to established limits and within regulations of the Plan.

Staff members have 31 days from the date of appointment within which to enroll themselves and eligible family members in the Plan, thereafter the only opportunity will be during the annual enrollment campaign in early June each year.

Additional Resources

Centers for Disease Control and Prevention (CDC): Refer to the CDC website (www.cdc.gov) for updated information before traveling.

WHO's International Travel and Health: The World Health Organization (WHO) produces an annual publication entitled "[International Travel and Health](#)." This provides information on the main health risks for travelers. The WHO website has a profile for each country.

Shoreland Inc.'s Travel Health Online: To access information on this website you will need to register online <https://www.tripprep.com/scripts/main/default.asp>. Registration is free.

FAQ

How is emergency medical cover and travel insurance arranged?

It is advised to make sure that you have sufficient medical and travel coverage before departing on your trip to Kenya. This insurance should include emergency evacuation expenses, cancellation of the trip, medical expenses and damage/theft/loss of personal baggage, money or goods.

Do you have any advice pertaining to health in Kenya?

When travelling in Kenya, do not have unprotected sex, as HIV/AIDS and other sexually transmitted diseases are a risk. Please wash fruits and vegetables thoroughly before using or make sure it is peeled. Be wary of eating foods from roadside stands as they are not always sanitary.

What vaccinations or medications should I get before my trip to Kenya?

It is advisable that when travelling to Kenya, you seek the advice of a medical professional with regards to vaccinations required. Protect yourself against mosquitoes, as they carry a host of diseases, including yellow fever and malaria. Please take anti malaria medication before your departure to Kenya, during your stay, and once you return home for a period determined by your doctor. Some preventative measures are to wear long sleeves and long trousers and by applying an effective insect repellent, preferably one containing DEET.

Is the water safe to drink?

It is recommended that you drink bottled water during your stay in Kenya and whilst visiting the camps and lodges. All water in Kenya should be treated before using, wither by boiling or through purifying tablets. Cholera is a potential danger. Typhoid fever is also a risk.



Hiring Staff

Hiring

The most common and preferred method of hiring domestic staff in Nairobi is through friends or colleagues or outgoing expatriate families. Another way is to interview applicants who post their availability on the notice board at UN Gigiri complex. Whether the household staff lives in or out depends on two factors: the employer's preference and whether domestic staff quarters are available in the home.

Household staff are generally paid on a monthly basis and salaries vary according to the type of work expected. On an ascending scale, cooks tend to earn more than nannies (*Ayahs*) and nannies tend to earn more than maids. Gardeners earn the least. Drivers tend to expect a higher salary in comparison to other household staff. When the employment stops, household staff expect severance package equivalent to one month's salary per year of employment.

According to Kenyan law, severance should be no less than a half a month's salary per year of employment. It is advisable to prepare and have the house staff sign a document when they receive the money upon ending employment.

Hiring household staff should be a careful and deliberate process. It is a good idea to keep searching and interviewing candidates until you are satisfied with your choice. Interview as many as five candidates or more for each category

If staff members do decide to employ local domestic help, it is expected that they follow strictly the terms of:

- The Employment Act (Cap.) of the Laws of Kenya;
- The Regulation Of Wages and Terms of Employment Act (Cap.) of the Laws of Kenya); and
- The Workman's Compensation Act.

This is to avoid any disputes and disagreements and protect UN staff in cases where domestic staff are dismissed, or when the UN staff member permanently leaves Kenya. Staff members are asked to ensure that they take up a workmen's compensation policy for their domestic staff. This may be an extension to the Domestic Package Policy. Staff can discuss this with their Insurance Broker.

It is advisable to have a trial period of a month before undertaking a member of staff full time. Make it clear that they are on a trial period and how long it will last.



Note: keep a copy of their ID on file, their address or contact of a family/friend in case of sickness or failure to get to work.

For more Information:

<http://www.africapay.org/kenya/home/labour-laws/employment-security>

<http://www.wordofmouth.co.ke/domestic-staff-information/>

<http://www.nssf.or.ke/employers>

<http://www.nhif.or.ke/healthinsurance/>

Agencies

Agencies that provide nannies or household staff are relatively new in Nairobi, and they have not established a track record.

Childcare Companies

Childcare companies in Kenya do not exist but some schools do provide childcare services.

FAQ About Salaries and Benefits

Minimum Consolidated Wages by Region and Occupation in Kenya with effect from May 1, 2015

Occupation / Grade	Region	Minimum Wage per Hour	Minimum Wage per Day	Minimum Wage per Month
<i>Cleaners, Gardeners, General Workers, House servants, Children's ayah, Sweepers, Day watchmen, Messengers</i>	Cities (Nairobi, Mombasa and Kisumu)	97.90	527.10	10,954.70 Days per month specified: 26 Hours per month specified: 195
	Municipalities, Mavoko Town Council, Riuru Town Council, Limuru Town Council	89.50	484.30	10,107.10 Days per month specified: 26 Hours per month specified: 195
	All other areas (neither cities nor municipalities nor town councils)	54.70	296.20	5,844.20 Days per month specified: 26 Hours per month specified: 195
<i>Cooks, Waiters, Miners, Stone cutters, Turn boys, Logger line cutters</i>	Cities (Nairobi, Mombasa and Kisumu)	106.60	568.70	11,831.20 Days per month specified: 26 Hours per month specified: 195
	Municipalities, Mavoko Town Council, Riuru Town Council, Limuru Town Council	90.70	502.90	10,496.90 Days per month specified: 26 Hours per month specified: 195
	All other areas (neither cities nor municipalities nor town councils)	61.00	333.80	6,752.50 Days per month specified: 26 Hours per month specified: 195
<i>Night watchmen</i>	Cities (Nairobi, Mombasa and Kisumu)	110.20	586.40	12,221.10 Days per month specified: 26 Hours per month specified: 195
	Municipalities, Mavoko Town Council, Riuru Town Council, Limuru Town Council	100.30	546.50	11,330.10 Days per month specified: 26 Hours per month specified: 195
	All other areas (neither cities nor municipalities nor town councils)	64.30	336.30	6,970.40 Days per month specified: 26 Hours per month specified: 195

Revision is expected.

Information last updated on this page: 28-01-2016. The minimum wage rates in the table are in KES (KE Shilling)

What other benefits can Domestic Workers receive under law?

Under Kenyan law, domestic workers are entitled to two days of rest every week and an annual leave of 21 days with full salary, sick leave, and maternity leave benefits; health care coverage; and a safe workplace. But in practice these legal protections are often not enforced.

Can employers be penalized for non-compliance?

Section 87 of the Employment Act, 2007 defines a penalty for those who do not comply with the law as being liable to six months imprisonment or a fine of 50,000 shillings. Also, employers who fail to remit National Hospital Insurance Fund (NHIF) deductions for their domestic workers, risk incurring a monthly penalty amounting to five times the contribution.

What does the national law say about Domestic Workers?

Kenya passed the Domestic Workers' Law in June 2011 following the decision of the Ministry of Labour to adopt the International Labour Organisation convention on domestic workers, who include cleaners, cooks, gardeners, nannies and housekeepers. The ILO Convention 189 declares that domestic workers are entitled to the same basic labour rights as other workers. In this spirit Kenya passed the law supposedly to improve wages and working conditions for Kenya's domestic workforce, thereby affording domestic workers greater job security and wages to support their families.

What is the Minimum Wage for Domestic Workers?

Minimum wage for domestic workers is included in the Regulation of Wages (general) order in which a domestic worker in cities should earn a minimum monthly salary of KES8, 580; KES 7,916 in municipalities and KES 4,577 in other areas.

What other benefits can Domestic Workers receive under law?

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Where can the domestic worker complain in case of a problem?

As any other worker, the law provides for an aggrieved domestic worker to complain to the labour officer, or lodge a complaint in the Industrial Court (section 86 (1) (c) of Employment Act.

Is there a union for Domestic Workers?

Yes, there is the Kenyan Union of Domestic, Hotel, Educational Institutions, Hospitals, and Allied Workers (KUDHEIHA).

What does the law say about work at short notice?

Kenya does not clearly provide for short term assignment.

What does the law say about lunch time/ tea time/ breaks?

Kenya does not clearly provide for rest intervals/breaks during working hours, however, it specifies the daily work limit to 8 hours a day.

What does the law say about working on weekends and special days?

Section 27 of the Employment Act deals with working days, whether they are weekends or special days. Section 27(2) provides that 'notwithstanding subsection (1), an employee shall be entitled to at least one rest day in every period of seven days.' Therefore, the issue is not whether some days should be considered as weekends or special, as the Act clearly says that employees are entitled to at least one day of rest. This means that if an employee normally get Sundays off then Saturday should, following the above provision, be a full working day.

What is a rest day?

A normal weekly rest day is a day an employee is entitled to rest from work after working for six consecutive days.

When are the official public holidays?

Public/ National holidays (second schedule, par. 9, subsidiary to the Regulations of Wages and Conditions of Employment Act)

New Year's Day (Jan 1)

*Good Friday

*Easter Monday

Labour Day (May 1)

Madaraka Day (Jun 1)

Mashujaa Day (Oct 20)

Independence/ Juhumi Day (Dec 12)

Christmas Day (Dec 25)

Boxing Day (Dec 26)

*These holidays depend on either Christian calendar.

** These holiday depend on the sighting of the Moon

** Idd-ul-Fitr

Is an employee entitled to remuneration during public holidays?

Yes. Every employee is entitled to full pay of his or her remuneration for public/national holidays. Further, where employees work on public holidays as well as a normal rest day, they are entitled to payment at double their wage rate in addition to their normal wage.

However some regulations such as the Hotels and Catering Industry Order of Cap 229 provide for an employee who has worked on a public holiday to be given "time off with full pay within 14 days in lieu of the overtime payment." If, however, an employee in this industry is required to work on a public holiday that falls on his/her rest day, the employee "shall be paid for the hours worked at twice his basic hourly rate and be given another day off in lieu of his rest day."

In the agricultural industry, except for a stockman, herdsman or security guard, an employee required to work on a holiday will be paid overtime for the hours worked at twice the ordinary basic hourly rate.

What if the public holiday falls on a weekend?

The Public Holidays Act, Section 4, makes it clear that when a holiday falls on a Sunday, it is deferred to the immediate succeeding day that is not a public holiday. This simply means that the holiday is given on Monday, and should Monday also be a holiday, then Tuesday becomes the day to which the holiday is pushed.

When is the employer supposed to make the payment?

Generally payments in respect of public holidays, rest days or overtime, shall be made after the eventful day in the same way as remuneration for the worker is normally paid.

What happens if you decide to withhold a payment from your staff?

If the employer fails to comply in the payments as per the provisions of the Act, then section 86 of the Employment Act provides for an employee who has a complaint against his/her employer on such matters to complain to the labour officer or lodge a complaint in the Industrial Court. At the same time section 87 of Employment Act and section 61 of Labour Institution Act specifies that a person (employer) who fails to comply with any of the provisions of the Acts for which no penalty is specified shall be liable upon conviction to a fine of not exceeding KES 50, 000 or to imprisonment for a term not exceeding three months or both.

How many hours per day and/or week should the staff work?

This can vary depending on your needs and the terms agreed in the contract.



Housing

Finding a house can be done through an estate agent, newspapers' houses-to-let sections, acquaintances, or by scanning bulletin boards at shopping malls, and particularly the board at the UN Gigiri complex.

Preferred residential neighborhoods within the UN Blue (safe) zone

Gigiri	Muthaiga	Lake view	Upperhill
Runda	Kyuna	Thigiri	Kilimani
Westlands	Lower kabete	Brookside	Kitisuru
Lavington	Rosslyn Lone Tree	Loresho	Kileleshwa
Nyari	Rosslyn	Spring Valley	Upperhill

Index of accommodation categories

No	NAME	DESCRIPTION
1.	IN GATED COMMUNITIES	
	Duplex	Two or three level story buildings usually standing side by side on a single plot with separate entrances. The units are designed for two families and are mostly 4-5 bedrooms. Some have a small garden either at the rear or the front of the house.
	Townhouse (not row houses)	Identical houses in gated compound sharing one landscape, main entrance and a drive way. Each with a private outdoor space. Can be single or multi story.
	Semi-detached	Consists of pairs of houses built side by side as units sharing a partition wall. Usually they are in such a way that each house layout is a mirror image of its twin. Sometimes referred to as duplex, these houses are typically double stories in Nairobi.
	Maisonette	3-4 bedroom houses usually with two floors in a gated community of similar houses and often having its own entrance. The maisonettes do not have any private outdoor space or garden.
	STAND ALONE HOUSES	
	Single family	Usually 3-5 bedroom house on its own compound
	Bungalow	One level
	Double storey	Two levels
	Triple storey	Three floors
	Standalone/Villa	A separate house that either has open grounds on all sides or separated from adjoining houses by a solid/ stone wall, hedge, or fence. Housing units usually have 3 -5 bedrooms on about 0.5 – 4 acres. Can be single or multi story.
	APARTMENT/CONDO	1-4 bedroom units generally located in a multi-story building occupied by more than one household. Some are duplexes and a few have penthouses on the top floor. No guarantee for outdoor space but

		some do have a balcony.
	PENTHOUSE	
	In stand-alone house	A house with one or two bedrooms situated on the top floor or main roof of a single family house usually set back from outer walls with a separate entrance. Ideal for singles.
	In apartment building	3-4 bedroom housing unit situated on the top floor or main roof of a large multi-story building.

Most expatriates live within the UN blue zone because of security reasons.

Commute

Depending on the time of day, it can take up to half an hour to travel from downtown to most of the popular neighborhoods. Traffic can be unpredictable, but the best times to commute are very early in the morning before 7am or late after 7pm. Outside of these times, there is massive traffic congestion, particularly in the city center and its environs. It is a good idea to invest in a car for transportation. Taxis and car rentals are also available. Staff members are advised to not use public transport such as *Matatus* (privately owned local mini buses).

Real Estate Agents

Note that NOT all agents will use their vehicle to show you properties, therefore be prepared to arrange for transportation at your own expense to get an agent to show you around. Please make sure you communicate well with your agent what you are looking for and that you do not want any house that falls outside your specifications.

Hass Consult First Floor ABC Place Waiyaki Way, P.O. Box 14090 - 00800 Nairobi Telephone: +254 020 4446914 Email: info@hassconsult.co.ke Website: www.hassconsult.co.ke	Knight Frank Lion Place Karuna Close P.O. Box 39773 Nairobi Telephone: +254 20 4239001 Email: residential@ke.knightfrank Website: www.knightfrank.co.ke
Villa Care New Rehema House, Rhapsa Road Westlands P.O Box 66331 – 00800, Nairobi Telephone: 020-4447444 Website: www.villacarekenya.com	Kenya Valuers & Estate Agents Village Market Nairobi Telephone: +254 20 3745697/512 Website: www.kenyavaluers.com

Leasing Information

Lease agreements tend not to exceed three years. A 3-6 months' rental payment is normally required upfront. All lease agreements include a diplomatic-break clause and a minimum of three months' notice should be given to avoid loss of money on termination. Be warned that the home rental market in Nairobi is highly competitive and quick action by the prospective renter is often required. Landlords often shop for "better" contract even after having agreed with prospective renters.

Brokerage fees are generally negotiated between the agent and the Landlord and no cost should be borne by the client. Normally, a refundable security deposit, not exceeding three months' rent, is paid to the Landlord. This deposit should be refunded at the end of the lease after the property has been assessed for any damage by the Landlord or their agent.

Short-Term Housing

There is quite a large selection of short-term/corporate housing available in Nairobi. Refer to Annex 2 for a list of suggested short-term housing. Most of them are serviced apartments and some offer maid service as well. Taxes vary from property to property but the minimum charges on taxes will be around 16%, which is the general rate of tax.

Property Insurance / Local Insurance Options

If staff members do not have an offshore domestic insurance package for all risks, particularly burglary and fire, it is recommended that one is purchased locally. To locate a reputable insurance company for personal insurance purposes, staff members are advised to contact an insurance broker. Note that the brokerage fee is paid by the insurance company to the broker and that no brokerage fees should be negotiated or paid by the staff member. Some suggested insurance brokers include:

AON Minet Insurance Brokers Limited Telephone: 254) 020 497 4000/5000 admin@aon.com www.aon.com	KAN Insurance Brokers Address: APA Building Hurlingham / P.O. Box 6843-00300 Telephone: +254 2711837/2731850/2723494 Mobile : +254 0722359339 Email : kaninsurncebrokers@yahoo.com kaninsurance@gmail.com
H.G. Thanawalla Insurance Brokers Limited Hakika House, 3rd Floor, Bishops Road Upper Hill/ P.O. Box 40579-00100 Nairobi Telephone: +254 20 2723945	Clarkson Notcutt Insurance Brokers Limited Address: Madison Insurance House Upperhill Nairobi Telephone: 2731310-3 Email: clarknot@clarknot.com Website: www.clarknot.com
Aristocrats Insurance Brokers Limited Lavington along James Gichuru Road Telephone: +254 4349614-5 Mobile: +254 0735791152/ 0721338556 Email: info@aristocratskenya.com Website: www.aristocratskenya.com	



Africa Yoga Project: Shine Center, Diamond Plaza, 4th floor on Masari Road, Nairobi, Kenya Mobile: +254 0708372767 Website: http://www.africayogaproject.org/	Bikram Yoga: 2nd Floor, Lavington Green Shopping Centre, off James Gichuru Road. Mobile: +254 0737932573 Website: http://bikramyogannairobi.com/
Vinyasa Yoga: Mobile: +254 0735096 348. Website: http://www.vinyasayoga.co.ke/ Email: info@vinyasayoga.co.ke	Yoga and Pilates Studios: Ngong road, Adams Arcade 4th floor, Nairobi Mobile: +254 0720673147 Website: http://www.ayatana.co.ke/
Impala Club: Private members club Ngong Road. P O Box 41561-00100 Phone: +254 0202111951/2 Website: http://www.impalacub.co.ke	Nairobi Jaffery Academy El Molo Dr Rd. Telephone: +254 0204349381. They have a track which is around 550 meters for jogging or walking etc. They also have a gym and a small playground for kids (a bit old). Entrance is free.
Karura Forest: Nice place to go jogging or walking. Fee upon entrance.	Taut Body: Barre classes Village Market, behind Kitengela glass kiosk Mobile: +254 0701053738 Website: www.tautbody.com

Arts and Music

Kuona Trust Workshops of about twenty painters and sculptors; they work with recycled materials like bottles, lids, paper, crystal or wood. Likoni Close off Dennis Pritt Rd. Telephone: +254 0721262326 Webiste: http://kuonatrust.org/	Pawa254 Art rising 2nd Floor, Africa Alliance of YMCA building, State House CRE, Telephone: + 254 020523106 Website: http://pawa254.org
Banana Hill Art Gallery Contemporary African Art Gallery. Banana Raini Road. Telephone: +254 0711756911 Website: http://bananahillartgallery.com	Local Plays Alliance Francois, Kenya National Theatre and Phoenix Players are some of the most popular theatrical power houses in the country. There are frequent plays, almost every evening.
German Culture at Goethe Institute It is one of the best places to go to when you want to learn about the local art scene. Here you will find, local music, plays, art, and events that are both entertaining and culturally educating. It is right next to Alliance Francois.	Matbronze Kifaru Ln. The Gallery exhibits one of the most extensive ranges of wildlife art in Africa all in bronze. They have a coffee bar.

Kids Zone

Art Activities

The Nairobi Art Centre Art lessons for kids or you can host party there. James Gichuru opposite Lavington Mall.	Kitengela glass Glass blowing demonstrations. Discounted glassware available for purchase or buy items at
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Telephone: +254 0727415678.	kiosks in Junction and Village Market malls. Studio is located off Magadi Rd (Masai Lodge Rd, past Africa Nazarene University), near Ongata Rongai.
Pottery at Mary's place: Pottery lessons. 500 kes 1 hour. Also for adults. You can buy nice clay pots too Telephone: +254 0722631010	Cultural Centers, Playgrounds and Amusement Parks Free playground. Enjoy a drink at Java House while your children play Valley Arcade: Gitanga Rd.
Bomas of Kenya It displays traditional villages belonging to the several Kenyan tribes with cultural dances. Cultural Dances Mon to Fri -2:30PM to 4:00PM. Weekends and Public Holidays 3:30PM to 5:15PM	National Museum: Its role is to collect, preserve, study, document and present Kenya's past and present cultural and natural heritage. Ngara Rd, Nairobi Telephone: +254 0203742131.
Mini Amusement Park: Jumpies/Bouncy houses, trampoline, little train. New Muthaiga Mall	Many restaurants have a small playground for children, and on Sundays, they usually have a bouncy house, clowns or face painting for kids. Junction and Yaya Malls have activities like these with balls and slides.

Outdoors

Arboretum 30 hectare forest reserve holding over 350 species of indigenous and exotic plants, most of which are labeled. It's also home to over 100 species of birds, and a significant population of Sykes and Vervet monkeys. Website: http://www.jambonairobi.co.ke/activities/picnics-nairobi/nairobi-arboretum/	Karura forest It's a fun park that hosts a theme of outdoor activities Three entrances. Limuru Road, Muthaiga and Kiambu Rd. You can walk, ride a bicycle, go on a horse ride, and dogs are welcome. Website: http://www.friendsofkarura.org/what-sup-in-the-forest/trail-biking/
Butterfly Center: Countless butterfly species can be seen in this serene environment. It's the second in the world largest butterfly center. Karen Nairobi on the Dagoretti Road 2.5 km from the Karen Roundabout.	Paradise Lost A labyrinth of caves eroded by the waters of the nearby Gichi River, with their entrance screened by a waterfall. Boat riding and fishing on the small lake, feeding ostriches, horse riding, camel riding, or bird watching. Picnic on the grounds around the lake.



Sports Activities

Climb Bluesky Nairobi:

Several climbing walls for kids and adults.
6th Floor, Old Tower Diamond Plaza. Masari Rd,

Ice Skating Rink:

Panari Sky Centre in Mombasa Rd.
Telephone: +254 0203946000

Parklands. Telephone: +254 0736236745 Mobile: +254 070348317	
Football (soccer) fields Impala Club, Ngong Road; Nairobi German School; Saint Mary School; Turkish school on Argwings Kodhek	Holidays/Vacation Camps Almost every Montessori school has a daycamp; Nairobi Art Center offers workshops to keep children busy; Climb Blue Sky; Kids Gymnastics and Events, Kuona Trust
Brown's Cheese Farm Half an hour from Nairobi. Tour their factory, taste their specialty cheeses and ice cream in a farm to table lunch with wine. BCF products available for purchase. Mobile: +254 0728999654 Website: www.brownscheese.com	Kids Gymnastics and Events: Great and fun gymnastics, lego, taekwondo and art classes at Kids Gymnastics. Lego and gymnastics are on from Monday to Saturday. Taekwondo and art are every Saturday from 9am to 1pm. Lavington Green Shopping Center on the 3rd floor above Chandarana. Mobile: +254 0723390722 Email: kidsgym2010@gmail.com
Splash Waterworld: Variety of activities that are fun and engaging for kids and the young at heart. Next to Carnivore Restaurant. Telephone: +254 020 2405 799 Mobile: 0725 698 155	Swimming Pools: Many hotels have them; one of the nicest is Windsor Golf & Country Club Kigwa Lane, Ridgeways, off Kiambu Road. Telephone: +254 0208647000
Safari Park Hotel Off the Meru-Nairobi Hwy has a lazy river and several pools. Telephone: +254 0203633000	The Montessori Learning Center, on Grevillea Grove off Brookside Drive, has a heated pool and offers swimming lessons. Mobile: +254 0728(or 38) 600011

Extreme Sports

Paint Ball Kenya: Ngong Rd. Telephone: +254 0718769522	GP Karting: Carnivore road off Langata Road. Racing Circuit Website: www.gpkarting.co.ke
Rafting: in Thika. Website: www.savagewilderness.org or www.raftinginkenya.com (older kids)	

Wildlife Visits

Elephant Orphanage The David Sheldrick Wildlife Trust. Mbagathi Rd.in Karen.	Giraffe Centre Animal Orphanage. Duma Rd. in Karen.
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Telephone: +254 0202301396 Mobile +254 0733891996	Telephone: +254 0208070804
Mamba Village: Is famous for its crocodile farm. Website: http://nairobi-mamba.com/	Maasai Ostrich: it has an ostrich farm. Website: http://maasaiostrich.com/
Nairobi National Park Langata Rd. in Karen. Drive in safari. It is host to a wide variety of wildlife: black rhino, lions, leopards, cheetahs, hyenas, buffaloes, giraffes and diverse birdlife. The entrance fees: Residents (12\$) Non-residents (50\$). Better to go early in the morning.	National Museum of Kenya Snake Park See reptiles, snakes and crocodiles. Telephone: +254 0203742131/4 Website: http://www.museums.or.ke



Moving in or out

Avoiding Unnecessary Fees

A large international port is located in Mombasa and is one of the busiest ports which is shared by both Kenya and Uganda. Shipping costs in Kenya is maintained according to the international standards and the local taxes and duties add up to an affordable amount. All the shipping costs and tariff can be viewed on the websites of the shipping companies on the internet and you can compare quotes to make a booking for a transportation requirement.

If you are having items shipped into Kenya via air or sea, you need to take into consideration the time it takes to obtain approval of the necessary forms when clearing items at their respective ports. Generally, airports give a two (2) day gratis period, and sea ports give a four (4) day gratis period, before demurrage fees begin to accumulate.

The HCSU advises you to be proactive in avoiding the accumulation of demurrage fees. For air shipments, it is important to have the sender send scanned copies of the shipping documents and process a Form Pro-1B before the goods are shipped. For sea shipments, the sender should mail the original shipping documents via an expedited post (e.g. DHL) and send scanned copies to allow for Form Pro-1B to be processed before the goods arrive.

Choosing a Customs Clearing Agent

Be cautious when choosing a Customs Clearing Agent. Not all Customs Clearing Agents are licenced by the relevant government authorities and some may take advantage of unsuspecting consumers. From time to time, staff members using unlicensed or suspended Customs Clearing Agents have found themselves paying unnecessarily large amounts of money to clear goods at Kenyan Ports. The KRA website has both a list of Licensed Customs Clearing Agents and Suspended Customs Clearing Agents and the HCSU advises you to choose your Customs Clearing Agent wisely.

Shipping Companies

AGS Movers Telephone: +254 202107073+254 202107073 Mobile: +254 770513186+254 770513186 Fax: +254 202107268 Email: manager-kenya@agsmovers.com Website: http://www.agsmovers.com/branches/africa/kenya/kenya	African Liner Agencies Ltd Maritime House, Moi Avenue, P.O. Box 43181, Mombasa Tel: +254 41 2229485+254 41 2229485/8 Fax: +254 41 222 9364, 222 9456222 9456 e-mail: admin@alalmsa.com www.gogcl.com
AGS Movers Telephone: +254 202107073+254 202107073 Mobile: +254 770513186+254 770513186 Fax: +254 202107268 Email: manager-kenya@agsmovers.com Website: http://www.agsmovers.com/branches/africa/kenya/kenya	Nellions Moving & Relocations Telephone: +254(0) 700 000 002 Mobile: +254(0) 788 000 001 email: move@nellions.co.ke http://nellions.co.ke/
Bollere African Logistic Kenya Airport North Road, Embakasi P.O.Box 46586 00100 Nairobi Telephone: +254 206421000	Globalfreight Logistic LTD Jomo Kenyatta International Airport P.O. Box: 45787, GPO 00100, Nairobi, Kenya Telephone: +254 020 827777

Fax: +254 20 642 1007 Website: http://www.bollore-africa-logistics-kenya.com/	Email: info@globalfreight.co.ke Website: http://www.globalfreight.co.ke/
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Clearing Agents

Simba Shipping Ltd Tosica Centre, First Floor Westlands Road, Westlands ,Nairobi – Kenya Telephone: +254 722 999356 / Mobile: +254 0722 999356 Email: sales@simbashipping.co.ke http://www.simbashipping.co.ke/index.html	Synergy Freight And Logistics LTD Muslim Road. Off Jomo Kenyatta Avenue P.o Box 857 (80100), Mombasa, Kenya Telephone: +254 020 2332949254/ 020 2332949 Fax: 254 (041) 2495714 Email: info@synergyfreight.co.ke
Aeromarine Capital Group Kenya 1st Flr, KAHN Cargo Terminal, Jomo Kenyatta International Airport Tel: +254 722 367 091+254 722 367 091 +254 733 405 760+254 733 405 760 +254 752 896 894+254 752 896 89 http://aeromarine.co.ke/home/	Salmir Clearing & Forwarding Co. Ltd.AddressPanari Sky Centre, Nkrumah Rd, Imara Daima, Box 16880-00200, Nairobi, KenyaPhone+25420828265+25420828265
Seaways Yaya Center 1st Floor, Argwings Kodhek Rd, Hurlingham. P.O. Box 62918-00200, Nairobi. Tel: +254709925000 Tel: +254710709001+254710709001 Tel: +254736458080+254736458080 http://seaways.net/	International Commercial Co (k) ltd. Kijabe St, Longonot Place, Nairobi, Kenya Telephone: +254 20340741/ 20340741) Fax: +254 20340779

Moving Companies

Taylor Movers Nairobi office: Hazina Towers, 14th Floor 4 Utalii Lane, Nairobi, Kenya Tel: 0721410517 Email: info@taylorea.com Sales & Marketing Department Tel: 0719566148 Email: sales@taylorea.com Storage & Warehousing Department Tel: 0722108343 Email: storage@taylorea.com International Relocations & Mobility Services Department Tel: 0786668464 Email: sales@taylorea.com http://taylorea.com/index.php	Clearpath Movers P.O. Box 6515 - 00300, Nairobi, Kenya. Kcb Jogoo Road.Tel: 0724886117 / 0706 497 8580706 497 858 info@clearpathmovers.com http://www.clearpathmovers.com
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<p>Integrity Movers Tel: +254 714 98 48 11+254 714 98 48 11, +254 736 65 74 34+254 736 65 74 34 email: info@integritymovers.co.ke Facebook: https://www.facebook.com/IntegrityMoversKenyaLimited</p>	<p>Ahadi Movers Tel: +254721 909 090+254721 909 090 Fax: +254 704 094 636 Email: sales@ahadimovers.com Adress: Trans National Plaza 9th floor, Wing B http://www.ahadimovers.com</p>
<p>Nellions Moving & Relocations Telephone: +254(0) 700 000 002 Mobile: +254(0) 788 000 001 email: move@nellions.co.ke http://nellions.co.ke/</p>	<p>MofraMovers Telephone:+254) 726396152/ (+254)721 383 823 /(+254)721 383 823 Email: sales@moframovers.com moses@moframovers.com http://www.moframovers.com/index.html</p>



Security

In Nairobi, one has to be vigilant when going about daily life. Crime is not uncommon and it ranges from petty theft by domestic staff, to kidnapping and carjacking. In addition, Kenya has been under incessant terrorist threats targeting civilians in public places, particularly in places where members of the international community frequent. Therefore, avoid crowded places.

The level of crime in Kenya, particularly Nairobi and other big cities is high. Caution should be exercised at all times. International staff in Kenya should attend security briefings, training sessions and exercises. When on holiday in Kenya, particularly outside Nairobi, exercise caution at all times. Attacks on holiday makers are not uncommon. In addition, robbers and con artists sometimes impersonate officers of the law. It is highly recommended that if approached individuals identifying themselves as law enforcement officers one asks for identification. When driving, close car windows as thieves may snatch objects in the car such as cell phones, jewelry, and car radios.

In addition, when you park your car, **remove** from sight **any valuables** including removable car radio. Park your car in supervised areas only.

Recommended Security Companies for Residential under MORSS

Company Name	Contacts		Coverage
Bob Morgan Security Limited	Mr. Richard Marisa Ndege, Telephone: Office: 20-2058908/9, Mobile: 0726 44 97 22 E-mail: swalker@bmsecurity.com	Ms. Ekillia Karuri BM Office Rep, UNON. Telephone: 22849 (UNON Ext) Mobile: 0716695024 E-mail: ekaruri@bmsecurity.com	Nairobi, Karen, Kiambu, Whole of Blue Zone.
G4S	Ms. Valerie Mwangi, UN Contract Coordinator, Mobile : +254 725 439636 E-mail: G4S.security@unon.org valerie.monyoncho@ke.g4s.com	Mr. Allan Wanjala, Key Contracts Manager, Mobile : +254 721 650160 E-mail: allan.wanjala@ke.g4s.com	Nairobi, Karen, Kiambu, Whole of Blue Zone.
KK Group of Companies	Ms. Mercy Matu, Customer Service, KK Security UNON Office Central Area (next to Express Travel Office) Ext: 23924, Mobile: +254 719 701698 KK.Security@unon.org	Mr. Peter Cardovillis, KK Project Manager, P O Box 14662 Nairobi, 00800 Mobile +254 733 637 594 Telephone: +254 4245000 /4445090/ 44448858 Fax 4448723 E-mail: petercardovillis@kksecurity.com	Nairobi, Karen, Kiambu, Whole of Blue Zone.
Radar Security Limited	Ms. Ruth Kioko, Sales Executive, Mobile: +254 724 887 276 E-mail: ruth.kioko@radarsecurity.co.ke	Mr. Peters Terril Operations Director, Mobile: +254 722 708 400 E-mail: peters@radarsecurity.co.ke	Karen, Lavington, Kilimani, Kileleshwa, Hurlingham and West Lands.
Riley Services Limited	Mr. Reuben Mutuma Muthuri Sales and Marketing Manager, Mobile: +254 725891930/0725154662 Email: rmuthuri@riley.co.ke	Mr. Ronald Otieno Sales Executive. Mobile – 0723218841 Email: ronaldopiyo@yahoo.com	Nairobi, Karen, Kiambu, Whole of Blue Zone.
Securex	Mr. Brian Sangala - Marketing	Ms. Carol Thuo	Nairobi, Karen,

	Manager, Contact: 0722343434, Hotline Number 0711069999 Email: info@securex.co.ke	UN Client Liaison Officer, Mobile: 0722404506 Ext: 22601 Email: Securex.Security@unon.org unon@securex.co.ke	Kiambu,
Security Group of Companies Limited	Mr. Jacob Omache, Sales and Marketing, Mobile: +254 731 008171 +254 722698340 Email: jomache@securitygroupke.com	Mr. Rajesh K Pallan, Projects Manager, Tel: 020 6531276 Mobile: +254 724 259800 +254 733 851283 Email: rpallan@securitygroupke.com	Nairobi,Karen, Kiambu, Whole of Blue Zone.
Ultimate Security Limited	Mr. Christopher Everard, Head of Operations, Tel: 020 2430170 Mobile: +254 722 753664 Email: everard@ultimate-security.net	Mr. Daniel Kuria, Customer Service, Tel: 020 2345360 020 2695681 Mobile: +254 704 077 646 Email: info@security-guards-services.net	Nairobi,Karen, Kiambu, Whole of Blue Zone.

Services

Banking

It is advisable to open a local account to facilitate payment for local services. All major banks in Kenya allow accounts in US Dollars. Banks charge between US\$12-18 monthly fees. There is also a fee to lose down the account. There are many banks to choose from, including the below:

- Kenya Commercial Bank (UN Compound)
- Standard Chartered Bank (UN Compound)
- Barclays Bank of Kenya
- National Bank of Kenya
- CFC Bank
- NIC Bank
- Commercial Bank of Africa
- Cooperative Bank
- Equity Bank

To open an account, banks will generally require:

Two passport photographs

Identification document, e.g. passport

Proof of residence, work permit or Diplomatic Identity Card

Account takes about 7 days to be operational

Most banks have a reasonable network of branches and ATMs across the city. ATMs will generally accept international cards, particularly VISA cards.

Checks take 3-4 business days to clear. However, if you are paying out, your account is debited immediately and this normally shows by the next day.

All local and international banks in Kenya allow USD accounts.

Credit Card Use

The use of credit cards to pay for purchases and services in major facilities is fairly common. However, where possible, it is recommended that staff make cash payments.

Mpesa or Airtel Money

M-pesa: (**M** for mobile, **pesa** is Kiswahili for money) allows users to deposit, withdraw, transfer money and pay for goods and services with a mobile device. Users are charged a small fee for sending and withdrawing money using the service. It's very useful. You can pay for a taxi, buy food at the supermarket, pay for a dinner at a restaurant or the electricity and water bills, recharge your phone-credit, send money to others... etc. Register for it with your ID and some money to deposit at any Safaricom shop or Airtel Shop (in any mall) and you're set.

Utilities

Staff members are required to open their own service accounts with utility providers. To avoid taking over previous tenants' liabilities staff should never assume and continue with existing accounts. It is also advisable to note regularly the consumption to detect sudden increase. Underground leaks, meter failure and other irregularities have been known to happen.

Electricity

Electricity in Kenya is provided by a public utility, the Kenya Power and Lighting Company (KPLC). The supply can be erratic at times and it is a good idea to invest in UPS, invertors etc. UPS units can be sourced locally. It is also advisable to have a generator and extra water tanks and if the property does not have them, it is worth negotiating with the landlord to see if the landlord will bear the cost of installing them.

Gas

Cooking Gas (LPG) is provided by the following companies: Caltex, Oilybia, Shell, Kenol/Kobil, and Total.

Internet and Cable

DSTV: Multichoice

Karuna Rd. Next to Sarit Center.
Telephone: +254 0204236000
Mobile: +254 0711066000
Website: <http://getdstv.dstv.com/kenya/>

ZUKU

You can sign up for Zuku at the shop in Junction Mall.
Mobile+254 0719028200
Website: <http://www.zuku.co.ke/>

Mobiles/ Phone

The two most common providers are Safaricom and Airtel.



UN Support and Services

United Nations Recreation Centre (UNRC)

The UN Recreation Centre (UNRC) is open for membership to UN staff members and the diplomatic community. The UNRC has over the years recognized the need to keep pace with the growing sophistication and demands of members, so it offers sports facility that meets their fitness and health goals. The facility has a state of the art gym, with separate cardio as well as weights section and is equipped with Technogym machines. All the equipment is of the highest quality, well designed ergonomically and biomechanically precise.

SERVICES OFFERED

Some of the exciting services offered include a monthly fitness schedule offering over 27 different class types weekly. The facility has tennis, squash, basketball, volleyball courts, a football pitch, heated swimming pool and a 1.5km running track. The UNRC also offers massage therapy that includes Swedish, aromatherapy, shiatsu and reflexology. There are separate ladies and gents changing rooms, offering showers, lockers, steam and sauna units. Our well qualified instructors and personal trainers are at hand to assist members through the induction and fitness assessment procedures, to achieve their goals and stay fit.

There is also a restaurant offering light food options, beverages, juices, healthy smoothies, shakes and a kid's menu. A very popular bar is located at the lower ground terrace. In keeping a focus to remain family friendly, UNRC has a children's playground, kid's pool and offers regular kid's activities such as holiday and football camps.

UNRC is currently rated the best healthy club in East and Central Africa, offering a unique fitness experience which stands out from the rest. It's not just a typical health club, but a center that is well rounded, offering everything you need from activity to complete relaxation.

Operating Hours

Monday – Friday 6am – 9am

Saturday 7am – 8pm

Sunday 9am – 7pm

UN Holidays 10am – 6pm

For Enquiries Call

Telephone: 020 762 1506

Email: unonrc@unon.org

Facebook: www.facebook.com/unonrc

UN Commissary

The UN Commissary is a purpose-built facility, offering duty free goods to the diplomatic community. The shop offers an array of wines, liquor, perfumes, chocolates and other fine food.

All users required to be activated for access at the Commercial Operations Unit office on the main compound.

Standard hours are from 9am – 6pm (Mon – Fri) and 9am – 5pm (Weekends)

For any Commercial Operations queries, clients are requested to write to:

Commercial.operations@unon.org

UN Petrol Station

The UNON Compound has a Duty-Free Petrol Station located next to the UN Recreation Centre. The Petrol Station provides three (3) types of fuel: Unleaded, V-Power and Diesel (Ago). Fuel is purchased with a pre-paid electronic card (E-Card), which can be obtainable through the Commercial

Operations Unit after initial clearance from the HCSU. Upon completion of your appointment, you must return your E-Card to the Commercial Operations Unit.

Who is entitled to Duty-Free Fuel?

You are entitled to Duty-Free fuel if you meet the following qualifications:

You are entitled to Duty-Free privileges,

You own a Duty-Free vehicle with Red Number Plates, and

You are registered with the Commercial Operations Unit.

The fuel station is open from 7am – 7pm (Mon – Fri) and 9am – 5pm (Sat)

How Long Does it Take?

Obtaining clearance from the HCSU for a United Nations Petrol Station E-card can be done the same day that you submit the required documentation. Once clearance is obtained from the HCSU, you can proceed to the COU for further processing. All you have to do is to submit to the HCSU the United Nations Petrol Station Fuel Card Application Form.

Shopping

Shopping Malls

ABC Waiyaki Way, Nairobi, Kenya Telephone: +254 20 4451978	Diamond Plaza Address: Masari Rd, Parklands, Nairobi, Kenya Telephone: +254 20 3740092 +254 20 3740092
Junction Mall City Centre, Mauja - Faridpur, Landmark P.O. Box 43392 – 0010 Mobile: +254 0710-483-010 / 0710-483-010 Email: info@thejunction.co.ke	New Muthaiga Mall P.O. Box 49434 - 00100 GPO Nairobi , Kenya. Telephone: +254 (20) 3740092 +254 (20) 3740092 / 3748822 / 3751158 Mobile: 0734 6664440734 666444
Sarit Centre Karuna Road, Westlands, Telephones: +254 (0)20 3747408 +254 (0)20 3748662 +254 (0)20 3748662 Email: info@saritcentre.com Website: http://www.saritcentre.com/	Village Market Address: Limuru Road, Limuru Rd, Nairobi, Kenya Phone: +254 20 7122488 +254 20 7122488 Website: http://villagemarket-kenya.com/
Westgate Mwanzi Road, Westlands Nairobi, Kenya Telephones: +254 020-3746172 / 0203746173 Mobile: +254 0715-557775 / 0780557775 Email info@westgate.co.ke Website: www.westgate.co.ke	Yaya Argwings Kodhek Rd, Nairobi, Kenya Phone: +254 20 2713360 +254 20 2713360 http://www.yaya-centre.com/
The Hub Karen Dagoretti Road , Karen, Nairobi, Kenya Phone: +254 702 120120 Website: http://www.thehubkaren.com/	Galeria Mall Juction of Langata & Magady Road, Nairobi , Kenya Telephone: +254 020 2363063 Mobile: +254 0704 498463 Email: info@galleria.co.ke Website: http://www.galleria.co.ke/index.html

Furniture

Odds and Ends Corner Plaza (Westlands) at the intersection of Parklands and Lower Kabete Road and the huge one on Mombasa Road.

Palacina: There is one in the malls of Yaya, Junction, and Village Market and the big one on Kitale Lane off Dennis Pritt Rd.

Ngong Rd. and Peponi Rd.: Just on the street. There are many carpenters selling their furniture. Vendors can even build basic furniture from a picture; they are very flexible.

Yaya or Sarit Center (malls): Indian shops where you can also find rugs and bed covers all in an Indian style.

Nakumat: Not fashionable, but you'll probably find what you are looking for.

Supermarkets

Chandarana: Lavington Green, ABC, Yaya Center, Diamond Plaza, Mobil Plaza...

Nakumat: You have many branches all around the city. And you can find everything you need, also electronics. Lavington Curve, Junction Mall, Village Market, Nakumat UK, Westgate, in town... Naivas: Wayaki way...

Tuskys: Sarit Center, Westlands, New Muthaiga Mall...

Open Air Markets

City Park / Hawkers: Parklands. The freshest vegetables in the city.

Kangemi (slum) market: Local market Mondays and Thursdays. Every slum has a market.

Speciality Stores

Bakeries: New Bakers Mobile Plaza, Muthaiga Rd., Alexander at Yaya, Art Caffe (Lavington, Oval, Junction, Village Market, Westgate...) and in every Chandarana or Nakumat you can find bread too. Mama's Fine French Patisserie at the ABC

Butchers: Gilani at ABC, Prime Cuts at Village Market. You can get fish there too. Nakumat also has a butcher. Mini market on Lower Kabete. Butcher at Yaya Center.

Fish shop: Aloha in Lavington mall and Westlands

Grocery at Yaya Center

Italian Supermarket: Valley Arcade

Zucchini: Fresh produce, juices, cheeses, and speciality items at Junction, ABC and Village Market

Fabrics

Tacc: James Gichuru Rd. opposite St. Austin School. You can find black out fabric for curtains and they can provide you with a tailor.

Memsab: Corner Plaza in Westlands at the intersection of Parklands and Lower Kabete Road.

Biashara Street: In town. There are many shops that sell kikoi, khangas, kitenges...

River Road: Also in town.

Diamond Plaza: Indian tailors who will make men's suits and other clothes.

Shopping Around

Maasai Market: Has a variety of handicrafts, curios and souvenirs from all over Kenya and Africa. Wood carvings, drums, spears, soapstone, maasai jewelery, straw bags... Bargaining is expected. It is located around Nairobi on different days of the week.

Tuesdays: Kijabe Street Park next to Nairobi River and Prestige Plaza (mall) along Ngong Rd.

Wednesdays: Capital Center along Mombasa Rd.

Thursdays: Junction Mall in Ngong Rd.

Fridays: Village Market (mall) along Limuru and Lavington Mall (this one very small).

Saturdays: City center and in Prestige Plaza (mall) along Ngong Rd.

Sundays: Yaya Center (mall) along Valley Road in Hurlingham

Amani Ya Juu: Ring Road in Riverside, near Prime Bank. It's a shop run by refugee ladies. They sell everything they make: mainly things made from their handmade fabric -bags, tablecloths, cloth

books, African dresses. They also have a nice garden with a playground for children and a small café that serves beverages and light meals. They can give you a tour of their factory for a tip.

Mama Africa: A non-profit organization that trains and employs disadvantaged women living in the Kangemi slum. It's a sewing workshop. You can find kikoi towels, bath robes, bags... everything made with Kikoi (the Kenyan fabric) Call them and they will explain to you where they are in Kangemi. They can show you the workshop. Telephone: +254 0711422485

Silvia Ojeda: A Spanish lady who makes kikoi and khanga (African fabric with proverbs in kiswahili) towels, covers, bags. She sells and also donates to NGO's. Telephone: +254 0733895079

City Market: In town on Muindi Mbingu St. It's the main souvenir business in town, in a covered market. Everything you can find in maasai market but in a huge place. The building was the hangar for aircraft in the First War World. In an adjacent building you'll find fish, meat, chicken, fruit sold. You will need to bargain a lot here.

Jewelery Gemini Designs: Close to the Indonesian Embassy. Necklaces and other treasures with ancient trade beads.

Spinner's Web: Getathuru Gardens, off Peponi Rd. Spring Valley. You can find handicrafts, pottery, home décor, jewellery. All the shops above under one roof but with fixed prices. No bargaining.

House of Leather: Kipro Center, 1st and 2nd Floor. You can find everything there, it is a bazar, full of great deals

Sisal Baskets: Pangani slum.

Congolese Hotel: Dubois Rd. Care Guest House. People from West Africa sell things out of the rooms they live in: masks, wood carvings, side tables, necklaces, doors, Congolese hats, and antiques.

Ocean Sole: Marula Studios, 40 Marula Lane, off Karen Road. They recycle flip-flops that are found littered on beaches and in waterways of Kenya. They transform the discarded flip-flops into elephants, giraffes, rhinos and more. They can give you a tour for a tip.

Kazuri Beads: Mbagathi Ridge, Karen. A workshop where they make ceramic beads by hand. You can find bracelets, necklaces, and small ceramic items. They can give you a tour for a tip.

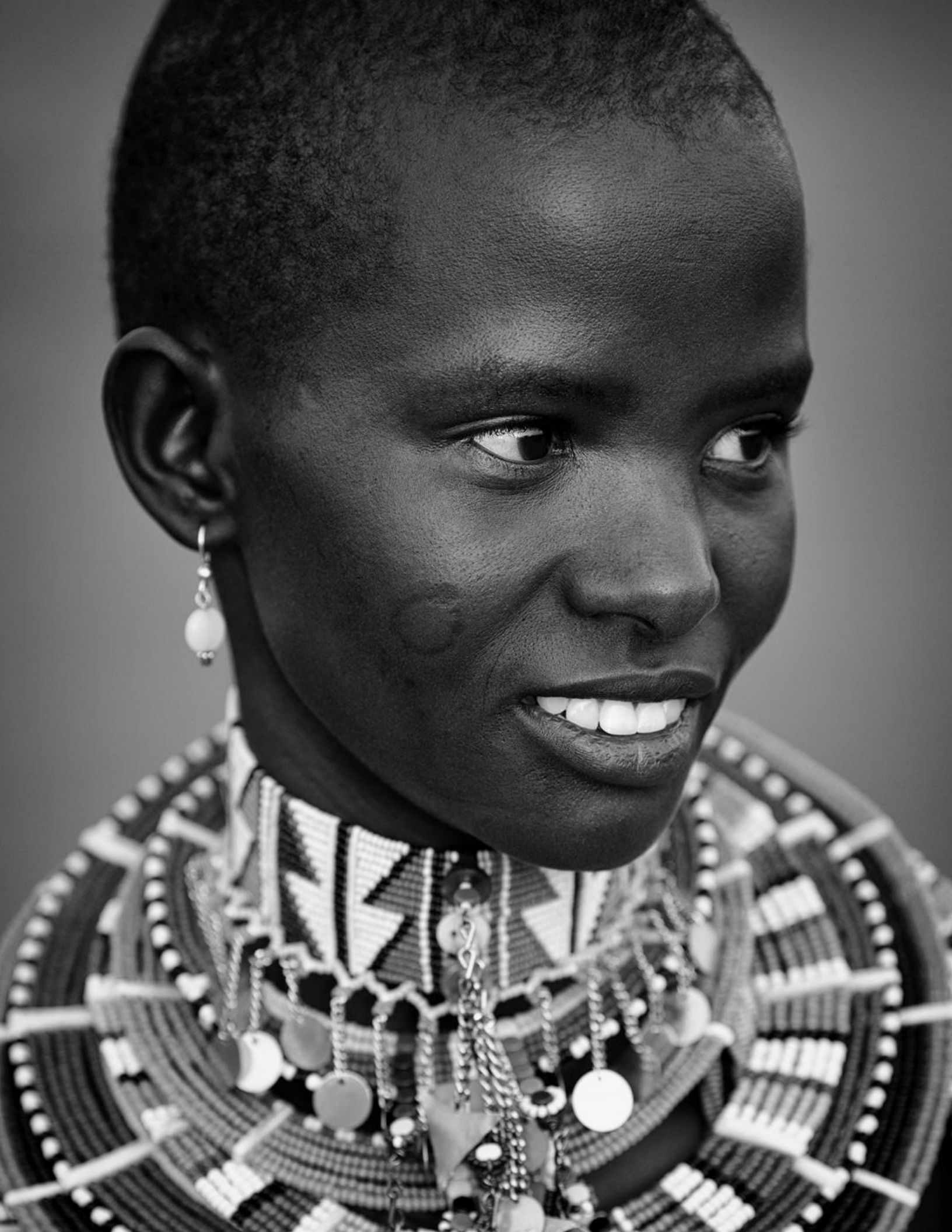
Toi Market: Ngong road. It's a famous second-hand market.

Jacaranda Creations: They create jobs for widows and single mothers through the trade of sewing and provide the care and protection for their children through education and health care. <http://jacarandacommunity.com/>

Bookshops: Bookstop, Yaya Center. 2nd floor. There is also a very nice one in Village Market Between the lines. Text book, is a stationary store and also a bookshop. The biggest one is in Sarit Center, but there is also one in Junction Mall.

Maasai Triangle: At the intersection of Parklands and Lower Kabete. You can find the same items either in Maasai Market or City Market.

Hilton Hotel: The gift shop has the best priced gifts of all hotels.



Directory

Cakes	
Queen City Cakes P.O. Box 52159-00100 Nairobi Kenya Telephone: +254 703115080, Email: fmson@yahoo.com www.queencitycakes.co.ke	Pinkyz Cakes and Event Planning Telephone: +2540975733473
Carpenter: Ambrosius Telephone: +254 0723909312 (he works for the European Union)	Dog Trainer: Amy Rapp. Telephone: +2540733255406 Email: AmyLRapp@aol.com Website: www.custommadeK9.co.ke
Hairdressers	
Jabeens Salon Rhapta Rd. Kings Post Apartments. Telephone: 0721955284	Danielle's French hairdresser Muthaiga Mini market – Muthaiga. Telephone: +254 0733 602467 / 0727 336388
Handyman: David Telephone: +254 0722612009 (He works for the European Union and he can do everything, electricity, plumbing, window grills, painting, building construction)	Personal Trainer: Meghan Tisinger, With crossfit experience. Gives classes at her house in Nyari Estate. Telephone: 0700939149 Email: nairebifitness@gmail.com
Others:	
Seamstress Agnes 0723464485 – 0751947048, Muni 0733766854 (indian style) Deborah 0722782437	Swimming Teacher: Guadalupe Eichenberg
Tailor Kachins LTD Diamond Plaza Basement Shop # 28, #rd Parkland, Nairobi, Kenya Mobile: +254 0722 934932	Upholsterer Joseph Telephone: +254 0723545533



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