

YOUR GUIDE TO YOUR STAY IN KENYA

Welcome to Kenya



**UNITED NATIONS
OFFICE AT NAIROBI**

The UN Headquarters in Africa



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VISAS

All travellers arriving in Kenya should have a valid passport.

In countries where there is no Kenyan Embassy or High Commission, the British Embassy will generally represent Kenya, and be in a position to issue visas. The visa fee is US\$50.

Kenya entry visas for nationals from Afghanistan, Armenia, Azerbaijan, Cameroon, Georgia, Islamic Republic of Iran, Iraq, Lebanon, Libyan Arab Jamahiriya, Jordan, Mali, Nigeria, North Korea, Pakistan, Palestine, Senegal, Somalia, Sudan, Syrian Arab Republic, Tajikistan and Yemen require special advance clearance by the Kenyan authorities.

HEALTH

The yellow fever certificate is mandatory for all visitors in Kenya and vaccination should be given 10 days prior to departure.

Malaria risk - predominantly in malignant (*P. falciparum*) form - exists throughout the year in the whole country. There is little risk in Nairobi and the highlands (above 2,500 m) of central Rift Valley, Eastern, Nyanza and Western provinces. *P. falciparum* is highly resistant to chloroquine and resistance to sulfadoxime-pyrimethamine has been reported. It is, therefore, recommended to use a combination of paludrine and chloroquine or Mefloquine (Larium) or Malarone. When going on safari outside Nairobi, it is advisable to check with the UN clinic about the current health advisory before leaving. Mosquitoes bite mainly at dusk and during the night. Many types of mosquitoes do not carry malaria, notably those found in Nairobi and other areas higher and colder than Nairobi. The anopheles mosquitoes, the carriers of malaria, are common to the coast and most parks. The best prevention, of course, is to avoid being bitten. It is, therefore, recommended to wear long sleeves and trousers in the evening and sleep under the mosquito net.

For other vaccinations, please consult your local doctor before you embark on your travel.

Nairobi is at a high altitude (1,700 m or 5,500 ft) which could be tiring at first and it might take some people a few days to adjust. Those who are not used to hot climates should avoid strenuous outdoor exercise in the middle of the day during the hot season. The equatorial sun-rays are quite strong and persons with sensitive skin should use suntan lotions and suitable head covering.

In the major hotels and restaurants of the city, food can be consumed without reservations. However, when leaving Nairobi or even in Nairobi, it is advisable to drink only boiled or mineral water. Most of the lodges outside Nairobi keep filtered water in jars or flasks which is a clear indication that the tap water is not safe even for brushing teeth.

In case of an emergency, the following three hospitals are recommended for urgent treatment:

(a) Nairobi Hospital	Tel: 272 2160
(b) Aga Khan Hospital	Tel: 374 0000
(c) M.P. Shah Hospital	Tel: 374 2763

In case of serious illness or injury while on safari outside Nairobi, the Flying Doctors' Society will, conditions permitting, provide emergency treatment

Special membership up to one month is available. Non-members will be requested to pay for the cost of the flight. The Flying Doctors can be contacted at Wilson Airport, Nairobi, Tel: 315 454, Fax: 336 886. The services of St. John Ambulance, Tel: 224 066 or 222 396 are available.

In case of sexual assault, the Emergency Room of the Aga Khan or Nairobi Hospital will provide anti-retroviral drugs that may prevent HIV transmission. Treatment should start within 2 hours and definitely within 24 hours. Later than that, there is no point. Do this before calling the police.



CLIMATE

Although Kenya lies astride the Equator, many of its climatic zones are typical of the tropics, with the country's geographical features exerting considerable influence on weather patterns. Kenya's climate is best described as monsoonal, being affected as it is by both the northeast and southeast monsoons. While in Nairobi (altitude of 1700 m or 5,500 ft) you will be less subject to the risk of tropical diseases that are commonly found in the rest of the country.

In general, there are four distinct seasons:

1. Warm-dry season – from January to late March

This season is not devoid of rainfall with Nairobi averaging some 80 mm per month with extremes of up to 250 mm. However the average number of rain days in January and February is only 5 days per month. Nairobi is significantly cool and dry with minimum and maximum temperatures of 12°C and 25°C respectively with a mid-day relative humidity of only 46%.

2. Long rainy season – late March to early June

During this season, rainfall amounts are high but it is frequently warm and sunny for part of the day and often, it may not rain at all for two or three days at a time. Nairobi average rainfall peaks at 211 mm in April although more than double this has been recorded with maximum 24 hr falls around 76 mm.

3. Cool dry season – mid June to early October

As the southeast monsoon sets in the rains give way to the driest season. Low-level moisture however ensures there is a lot of cloud and often, in Nairobi, the sun may not be seen for days. In contrast the nights are clear. Nairobi's mean maximum temperature is reduced to 21°C and minimum to 10°C.

4. Short rainy season – mid-October to mid-December

In Nairobi, November's rainfall of 167 mm is only exceeded by that of April and May although sunshine averages 7 hours a day compared with the 4 hours that accompany the dry months of June, July and August. Prior to the short rains, in September and early October, there is an abrupt change to warmer sunnier weather.



LOCAL CURRENCY & FOREIGN EXCHANGE

The basic unit of currency is the Kenyan shilling, which is divided into 100 cents. There are copper coins of 5 cents and 10 cents, and nickel coins of 50 cents and 1, 5, 10 and 20 shillings. Notes are issued in denominations of 50, 100, 200, 500 and 1000 shillings.

There is no limit to the amount of foreign bank notes or traveller's cheques which visitors may bring into Kenya. However, the export of Kenyan currency by visitors is strictly forbidden. A Maximum of 100,000 shillings may be taken out. If this is exceeded the whole amount will be confiscated by the authorities.

The commercial banks in the city centre provide exchange facilities. Most banks are open between 9 a.m. and 3 p.m. from Monday to Friday, and between 9 a.m. and 11 a.m. on the first and last Saturday of the month. Hotels also offer exchange facilities but at a slightly disadvantageous rate. For those who may need Kenyan currency immediately on arrival, the banks at Jomo Kenyatta International Airport open daily from 7 a.m. to midnight, will change foreign currency into Kenyan shillings. Kenya shilling exchange rates in November 2005 were approximately:

1 US Dollar	Ksh. 76.55	1 Euro - Ksh. 85.60
1 Pound Sterling	Ksh.122.13	100 Yen - Ksh. 65.39

The two banks at the UNON complex (United Nations Federal Credit Union, Kenya Commercial Bank) are open between 9 a.m. and 4 p.m. from Monday to Friday.

Travellers cheques are widely accepted.

DEPARTURE TAX

Airlines now include the departure tax in the air fare. Which is reflected in your ticket.

CREDIT CARD FRAUD

A number of credit cards (Visa, Barclaycard, American Express, Mastercard) are valid in Kenya. Credit card fraud does occur in Nairobi as in many other large cities, so commonsense rules should prevail. Try and ensure that credit card slips are endorsed in your presence and if you have to use a slip as a deposit, always fill the amount in and check that you get the slip back.

SECURITY IN KENYA

Kenya is currently at Phase 1 (precautionary phase) of the UN Security Plan with the exception of the following areas in Northern Kenya which are at Phase 3 - Turkana and Marsabit Districts and the whole of North Eastern Province. Official UN visitors to Kenya need a security clearance to enter the country and a further security clearance to go to any of the Phase 3 areas. If you intend to stay in a hotel, you are strongly advised to choose those in the recommended list.

HOTELS

The following recommended hotels are located in Nairobi:

Central Area	
Boulevard Hotel ***	227567-9, 337221
Fairview Hotel ****	2723211
Grand Regency Hotel *****	211199
Hilton Hotel *****	250 000
Inter-Continental Hotel *****	320 0000
Lenana Mount Hotel ***	717044/48
Nairobi Safari Club *****	251333
Norfolk Hotel *****	250 900
Panafric Hotel ****	272 0822
Serena Hotel *****	272 5111/313 800
Silver Springs Hotel***	2722451-7
Stanley Hotel ****	228 830
Panari Hotel ****	694 6000

Westlands

Jacaranda Hotel **** 444 8714-7

Holiday Inn Nairobi **** 374 0920

Kiambu/Ruaraka

Safari Park Hotel ***** 8562207/26

Utalii Hotel *** 85635401, 8561985/6

Windsor Hotel ***** 8562 300

Personal Security

Street muggings can occur at any time of the day and night in both Nairobi and Mombasa. Be alert and follow these simple rules:

- Keep to the main parts of Nairobi and don't be tempted to go to places that you are not sure of.
- Keep to the main roads and avoid short cuts down back alleys etc.
- Never walk at night in the centre of Nairobi even for a short distance - always take a taxi.
- Be particularly wary of people hanging around outside hotels; it is a favourite place to catch tourists and mug them.
- Ignore the street children and people coming up to you in the streets with hard luck tales. Street children can become violent and the latter may be part of an elaborate scam or they might just simply be pick-pockets. The best thing to do is just to walk on and ignore them.

- Do not carry large sums of money when shopping and do not wear expensive jewellery etc.
- Do not accept food and drink from strangers; visitors have known to be drugged and then robbed.

Driving

The roads both in Nairobi and up country are in a poor state and some are impassable. The standards of driving often leave much to be desired.

- Always drive defensively, expecting the worst and from the most unlikely quarters.
- Keep doors locked and valuables out of sight when driving.
- Only open car windows 10 to 12 cms particularly when stopped at traffic lights etc. Necklaces and bags can easily be snatched

If you travel outside Nairobi, go well prepared and avoid driving at night.

- Tell someone where you are going and when you expect to be back.
- If you hire or borrow a vehicle make sure that it is in good condition.
- Take essential spares and some food and water.
- Be very reluctant to stop for people apparently looking for help on the road side. Frequently they wait for people to stop and either rob you or steal your car.

Armed Vehicle Hijacking

This is a fairly common crime in Nairobi. If you become the victim of a car hijacking, do as you are told and do not resist the hijackers. Do not attempt to escape by driving fast. If you comply, there is every chance that you will be released unharmed.

Safaris

Except as indicated, most game parks and other tourist areas are usually safe, but muggings and armed attacks can occur anywhere and at anytime. The Samburu, Shaba and the Masai Mara game reserves have all experienced bandit attacks in the past. For security reasons you are strongly advised to avoid the whole of North Eastern Province, Tana River District in Coast Province and Isiolo and Marsabit Districts in Eastern Province. If you go to Lamu, you are strongly advised to fly. From Malindi to Garsen to Lamu the road is both insecure and in poor condition and you have to travel by convoy. Book your safaris through a reliable travel agent and you can then be fairly certain that any vehicle provided will be roadworthy and that the safari will be conducted safely. If you wish to go to Samburu or Shaba game parks, you should go with a tour operator or, if on your own, take a KWS guard whilst in the park. The Travel Agents at Gigiri, Acharya and Bunson Travel, can advise.

Thefts

It is advisable to deposit your valuables at the hotel reception for safe keeping. When checking out of a hotel ensure that you keep briefcases, handbags and small luggage with you as these items are extremely attractive and have been stolen from inside hotel lobbies whilst guests are busy checking out.

FIRST AID, SECURITY OFFICE & USEFUL TELEPHONE NUMBERS

Emergency first aid will be available throughout the duration of meetings from the UN clinic. The services of a doctor will be obtainable if required. A nurse will be on duty during meeting hours, and can be contacted in Block F, room 117, Tel.: (254 20) 762 2267/8. An ambulance is available 24 hours a day.

If you are involved in an incident, report it immediately to the United Nations Control Room, Tel.: (254 20) 762 6666 which is at the United Nations Complex in Gigiri. Tell the officer on duty that you are a United Nations visitor to Kenya. He will then be able to contact the Police and assist you.

EMERGENCY NUMBERS

UN Control Room – Gigiri	762 2999
	762 6666
	721 2000
	762 2334
Police Emergency Service	999

USEFUL NUMBERS

Hospitals:

Aga Khan Hospital	374 0000/374 2531-5
MP Shah Hospital	374 2763/4/7
Nairobi Hospital	272 2160/271 4400

Taxis:

Hilltop	272 3218
Jatco	444 8162, 444 6096
Jim Cab	7122565, 7120344
Kenatco	230 771/2, 316611

Car Hire:

Avenue	313297, 317770
Avis	244977
Budget	652 144-9
Car Hire Services	822 090
Concorde	444 8953-4/444 8134
Hertz	331 974/331 973
Payless	652144-9

The Kenya Tourism Federation (KTF) assists tourists, tour companies, hotels and visitors who may have queries about safety and security aspects of local national parks and other touristic locations in Kenya. In case you are traveling somewhere or wish to find out about a certain location, please feel free to contact them as follows:

24-hrs Helpline: Nairobi	604 767
Fax: Nairobi	604 730
Mobile Nos:	0722 745 645 0733 617 499
E mail: safetour@wananchi.com	

TRAVEL AGENCIES

The official United Nations Office Nairobi travel agent is Bunson Travel, (ext 4974-80/86/87, email: bunson.travel@unon.org). Bunson is located at the Upper Concourse adjacent to the staff lounge. Acharya Travel (ext 3824-5, 2390, 2392, 2438-9, email: acharya.travel@unon.org), also located at the UN complex, is on the Lower Concourse, next to the Kenya Commercial Bank. Both agents are open from 9.00 a.m. to 5.00 p.m. You may wish to contact the agent to organize your safaris or all other travel needs.

TRANSPORT

Jomo Kenyatta International Airport is situated 16 kilometres (a 20-minute drive during non-peak hours) from the city centre. It is a modern airport providing Kenya with an international air junction served by approximately 25 airlines with flights to most regions in the world.

Taxis are readily available. Try and take licensed taxis (see useful telephone numbers, page 7). The local unlicensed taxis are often unreliable, unroadworthy and should be avoided. Always confirm the fare in advance if there is no meter and before getting into the vehicle. Never take a lift from a stranger. The taxi fare from the airport to Gigiri is approximately Kshs 1,500. The taxi fare from the city centre to the United Nations office in Gigiri, or from Gigiri to the city centre is about Kshs 700.

The parastatal Kenatco taxis have, by law, to charge per kilometre. Other taxis tend to vary and, as they do not come under the control of the municipal councils, you might not be insured. It is, therefore, wise to ensure that the taxi is from a reputable company. If in doubt consult with the information desk at your hotel.

Matatus and Buses: Public transport is not readily available or reliable and should certainly be avoided at peak hours as most transportation is filled to more than its capacity. You are strongly

advised not to travel in these at all, however exciting they might look. In the case of matatus, they are often unroadworthy, are usually badly driven and their accident record is appalling, particularly on up-country routes. Pickpockets are known to frequent both buses and matatus, which add to the hazards of travelling on them.

Car Hire: Most international car hire companies are represented in Kenya. Rates vary on a daily or weekly basis depending on the type of vehicle. Only hire cars from a reputable car hire firm; (see useful telephone numbers, page 7). You can then be certain that you have the right insurance cover, the vehicle has been maintained and it will be in reasonably good condition. Other local companies are available at maybe cheaper rates but the vehicles are not always reliable. Full payment for the period of hire and for the estimated distance is to be made when taking over the vehicle. An International or Commonwealth driving license is valid in Kenya.

TIPPING

Tippling in Kenya is often encouraged but entirely at your discretion. Most hotels and restaurants add a 10% service charge to the bill.

POST AND TELECOMMUNICATIONS SERVICES

The Central post office in Nairobi is situated at City Square, Haile Selassie venue. Branches can be found on Moi Avenue, Tom Mboya, the Kenyatta International Conference Centre, Westlands, Parklands, Sarit Centre in Westlands, Muthaiga Shopping Centre, and the United Nations Office at Nairobi. Post office hours outside the United Nations office are from 8 a.m. to 1 p.m. and from 2 p.m. to 5.00p.m. Monday to Friday. Business hours on Saturdays are 8 a.m. to 12 noon. However, the main office on Kenyatta Avenue opens up to 8.00 p.m. every Monday to Friday. At the United Nations Office at Nairobi, post office hours are from 9 a.m. to 5 p.m. Monday to Friday, closed Saturdays.

At the United Nations Office at Nairobi, the post office can help you with speed post (EMS), fax, telex services, local and international calls during office hours. Public phones are available inside the Post Office, for which cash payments may be made at the counter. Pay phones, for use with phone-cards are also available. The cards, may be purchased at the Post Office. For information contact the Postmaster on tel. 254 20 7622452.

Delegates are kindly requested to refrain from using telephones at the registration desk, as they are for internal use by Secretariat staff only.

Telegrams and faxes can be sent from the hotels. International calls can be made by direct dialling or through the operator on 0196. However, calls made at your hotel will cost about 100% more than the regular rates. UNON regularly provides related services from the business center during meetings.

COURIER SERVICES

The DHL Courier Mail Service Office is open from 8.00 a.m. to 5.00 p.m., Monday to Friday. It is located on the lower concourse, next to the Post Office, adjacent to the Kenya Commercial Bank. Their telephone extensions are 2579 and 2580.

Gobal Freight ext 4756/7.is also located within the UN complex.

VIDEO CONFERENCING FACILITIES

Video-conferencing facilities are available at cost from the special dedicated room behind Citi Bank on the lower concourse. For bookings, please contact Mr. Francis Gichomo on tel. 254 20 7623081.

CYBER CAFE

The Cyber Café, located behind the post office at the Lower Concourse, will provide free internet services to delegates. Additional facilities are available in the upper library.

BUSINESS CENTRE

The Business Centre, located behind the delegate lounge, next to the Cyber Cafe at the Lower Concourse, will provide services at cost to delegates. Services available include:

- photocopying, word-processing, telephone and fax:
- mobile phones
- rental of office and equipment
- reservation of meeting rooms and equipment for meetings
- interpretation services
- translation services
- printing services
- reception etc (tents/stages/entertainment)

CATERING SERVICES

There are three caterers on the United Nations complex contracted to provide food and beverages for breakfast, lunch and snacks for staff and visiting delegates participating in conferences. These caterers can also organize food and drinks for private functions, dinners and receptions.

Main Cafeteria

Central Area, Restaurant, Staff Lounge: International cuisine, local dishes, steaks and French fries, snacks, salad bar, fresh fruits, yogurts, beverages, tea and coffee.

Delegates Lounge:

Snacks, light lunches, pastries, beverages, tea and coffee.

Contact: ext 2460/3

Crackerjack Cafe

Also known as the “Old Cafeteria”:

Mondays, Wednesdays and Fridays: Continental buffet.

Tuesdays and Thursdays: BBQ, including full salad bar.

Daily: Fresh sandwiches made to order (French bread or toasted), full salad bar, soups, fresh fruit salads, yogurts, pastries, cakes, fruit juices, tea and coffee.

Contact: Ms. S. Rajani, extn 2496

Café Royale

All 5 coffee stations:

Tea and coffee, fresh toasted sandwiches, pizzas.

Bar in Block W:

Plain fries, small salads, cakes and pastries.

Tented Structure (lower level between blocks T & U):

Buffet with a selection of hot meals with an added touch of flavors of Africa. Fruit salads, tea and coffee available.

Contact: Ms. A. Litondo & Mr. P. Hinga, ext 3840

COMMISSARY

The Commissary is situated on the lower concourse and is open for entitled staff members and delegates from 9.00 a.m to 5.30 p.m. on weekdays and 10.00 a.m. to 4.00 p.m. on Saturdays.



GUIDE TO UN GIGIRI COMPOUND

The UN Gigiri compound occupies a total of 140 acres (56 hectares) and lies adjacent to the rapidly-disappearing Karura Forest. Our compound is quite a unique: a remarkable variety of wildlife can still be observed in the area in spite of the significant environmental transformations which have taken place in the last decades. It is easy to observe nesting and migratory bird species such as crown-cranes, plovers, Egyptian geese, crested eagles, green pigeons, hoopoes, etc., as well as small mammals such as red duikers, squirrels, marsh mongoose, monkeys and even olive baboons throughout the year. The areas described below and shown on the map provide an important habitat to the area's wildlife during the dry season. If you have a chance, and depending on weather conditions, you might want to visit some special places on the compound:

1. **The Seasonal Swamp and the Oxidation Reservoirs:** These two areas attract many water birds. If you approach the area quietly you might be able to see a pair of crested cranes, a very special sight! This couple of adult cranes return to the compound every year to breed and rear their new chicks.

2. The Gigiri Nature Trail: Staff and visitors can enjoy walks along the trail and observe over 600 African indigenous trees planted along the path. There is also a seasonal swamp located at the lower part of the plot where quite often birds can be seen. A list of planted trees, birds sighted on the compound as well as other information on the establishment of the trail can be provided upon request. The Gigiri Nature Trail is managed by a group of volunteers including UNEP staff, some Permanent Missions to UNEP, the Nairobi Chandaria Foundation as well as numerous individuals.

New recreational facilities are currently under construction in an area adjacent to the trail. Entrance to the trail until the construction is completed will be through the United Nations Avenue.

3. The Memorial Garden also called the Garden of Remembrance. This is a special and peaceful area made into a garden dedicated to commemorate the victims of the 1998 bomb blast at the United States Embassy in Nairobi.
4. The Gigiri complex houses some 2,000 staff members from UNON, UNEP, UNCHS, UNESCO, UNICEF, UNDP, UNDCP, WFP, UNOPS, ICAO, UNSO, UNFPA, UNAIDS, UNV, UNIFEM, IMO, UNCAS, UNIASC, UNIC, UNCRD, UNOIOS and United Nations Political Office for Somalia (UNPOS).

FACILITIES/SERVICES	LOCATION/FLOOR
Clinic	Ground Floor, Block F
Bank (Kenya Commercial Bank)	Lower concourse
Bank (UNFCU)	Lower concourse
Courier – DHL	Lower concourse
Post Office	Lower concourse
Travel Agency - Acharya	Lower concourse
Travel Agent - Bunson	Upper concourse
Delegate Lounge	Lower concourse
UN Commissary	Lower concourse
Library	Upper concourse
Restaurant	Upper concourse
Staff Lounge	Upper concourse

Enjoy your stay!

MAP OF CITY CENTER



MAP OF UNON





**UNITED NATIONS
OFFICE AT NAIROBI**

unon *The UN Headquarters in Africa*