



Saving the Javan slow loris through ecology, education and empowerment.

LITTLE FIREFACE PROJECT

VOLUNTEER GUIDE

1. Introduction

1.1 Little Fireface Project

The Little Fireface Project (LFP) is a non-governmental and non-profit organization for the conservation of the slow loris. The Little Fireface Project aims to:

- Collect species-specific information through the ecological study of lorises in the wild.
- Educate people through events, workshops and classroom programmes, locally, nationally and internationally.
- Promote awareness of slow loris conservation issues through use of social media.
- Conduct supplemental research and conservation activities (e.g. forest surveys, market surveys, ethnozoological surveys).

The Little Fireface Project, named after the Sundanese word for slow loris (muka geni), was established in 2011 to protect the future of these animals. Slow lorises are a unique group of primates found throughout South and Southeast Asia. Their vice-like grip, snake-like movements, shy nature, and venomous bite make them unique among primates. They also are, to many people, undeniably adorable, and to others, nature's answer to over 100 diseases. Their slow movements make them easy prey to expert hunters who literally empty the forests of these shy primates—amongst the most common mammals seen in Asia's illegal animal markets, but amongst the rarest spotted even in Asia's best-protected forests.



1.2 Mission of the Little Fireface Project

The Little Fireface Project aims to save lorises from extinction through learning more about their ecology and using this information to educate local people and law enforcement officers, leading to empathy and empowerment whereby people in countries where lorises exist will want to save them for themselves. This is done through education, media, workshops and classroom programs. Our education does not stop in range countries, but also reaches out to potential western purchasers of loris pets.

1.3 Volunteers

LFP is open for local and international students, researchers, interns, volunteers and other individuals visiting the project. Through our volunteer programme, we hope to get valuable support for the project and in return provide an opportunity for volunteers to gain experience in research, education, and conservation. Research activities mainly involve radio-tracking, behaviour observation and habitat assessment, but also occasional work in camera trapping, insect abundance, health checks of lorises and market surveys, while outreach activities involve education in schools, community outreach and raising awareness activities. The volunteer scheme also offers the opportunity to exchange ideas and experience with people from different academic and cultural backgrounds.

1.4 How to contact LFP

Project Director in the United Kingdom:

Prof Anna Nekaris

Email: info@littlefireface.org

Project Lead in Indonesia:

Katey Hedger

Phone: +62 818625743

Email: research@littlefireface.org

Education Programme Manager in Indonesia:

Windi Bukit

Phone: +6282276819594

Email: volunteer@littlefireface.org

2 Volunteer Programme at LFP

2.1 Before applying

- A. To become a volunteer at LFP, you must first submit a *curriculum vitae* and motivation letter to the Education Programme Manager. You may then be interviewed by an appropriate manager of LFP, either in person or via phone/Skype. We highly recommend reading the volunteer guide carefully before applying in order to find out whether this volunteer programme is right for you.
- B. LFP distinguishes three types of volunteers:
- Research assistants (>3 months)
 - Education assistants (>3 months)
 - Academic interns/placement students (1 - 6 months)
- C. Participation is possible all year-round. Due to limited space, please apply as early as possible before your desired period of stay.
- D. The volunteer fee is taken at a monthly rate. Volunteer stays that do not include a full month (e.g. 5.5 months) will apply a weekly rate to the remainder of their stay. Prices are as follows:
- Short-term volunteers (1-3 months): Rp 5,500,000 (+/- £275) per month
 - Mid-term volunteers (4-6 months): Rp 5,000,000 (+/- £250) per month
 - Long-term volunteers (>6 months): Rp 4,400,000 (+/- £220) per month

For all volunteers payment includes:

- Accommodation in Cipaganti field house for duration of stay
- Lunch and dinner at research station (except for Sundays).
- Purified drinking water
- Use of project equipment

- In-house WiFi
- Use of a project guide whilst in the field
- Personal project supervision and guidance

For all volunteers payment does not include:

- International and domestic flights
- Visa (see section 2.2)
- Travel and medical insurance
- Pickup from airport and transport to research station
- Meals outside of the research station
- Breakfast, Sunday meals, and snacks
- Internet or cell/mobile phone service
- Toiletries including toilet paper
- Other incidentals

E. All volunteers have to sign an MOU (Memorandum of Understanding) and a Volunteer Agreement that makes sure all ownership of data and behaviour rules are understood.

F. Before applying you should consider several points (details see throughout the volunteer guide):

- **Weather:** The tropical but seasonal climate means that we work in all weather conditions, including cold, heat, rain and high humidity. Java has two seasons: rainy and dry. The rainy season typically lasts from September to April and dry season from May to August, though this can vary a lot between years. Sudden downpours and dense fog (due to altitude) are to be expected.
- **Work:** As lorises are nocturnal, we mainly work during the night. Work is done in two 6-hour shifts in the first (5 pm to 11 pm) or second half (11 pm to 5 am) of the night. Work is physically demanding and involves walking in steep and uneven terrain. We work in teams of two with a local tracker (whose English might not be perfect) and a volunteer. Research assistants and academic interns are expected to work 5.5 days per week, of which 2-3 days are spent on a mini project. Education assistants are expected to work 5.5 days per week, of which 3 nights doing fieldwork and at least 2.5 days of education.
- **Small creatures:** Mosquitoes are common and working in the forest means encountering many different kinds of animals (e.g. insects, spiders, snakes, bats, etc.)
- **Respect to culture:** The project relies on its acceptance by local people. This means all foreign people working for the project must respect the culture and religion of the local people. In order to maintain this good will, relationships between local people and volunteers are to remain purely professional at all times. In particular, volunteers must accept that standards may be different for men and women, including the need for women to cover the upper arms and legs, the head when necessary, and absolutely no

smoking or drinking in public places. A briefing on appropriate behaviour will be given upon arrival at the station.

- **Remoteness:** The field station is in a village with small shops and mobile phone coverage. Town is an hour away by bike where you can find shopping malls, restaurants and entertainment.

2.2 After being accepted as volunteer

- Registration:** After being accepted as a volunteer, we ask you to fill in a registration form, show health and insurance certificate, complete deposit and risk assessment, and attach a copy of your passport and flight ticket.
- Payment:** Monthly payments should be made in local currency (IDR) to the Education Programme Manager. Payment is due upon date of arrival and must be made on the same day each month. Cash is preferred though payment through PayPal or bank transfer is also possible. Please note that any international banking transfer (either through PayPal or your personal bank) will require a fee. In order to avoid this fee, the easiest option is to take money from a local ATM for payment.
- Practical information:** We offer some practical information (see section 3) so you can prepare your visit to LFP appropriately. For more complete information, you may want to consult other sources of information (e.g. the Internet or travel guides).

2.2.1 Visa Requirements

A. RESEARCH PERMIT PROCEDURE

For every non-Indonesian citizen researcher that plans to conduct research within Indonesian territory, prior to arrival, he or she should apply to receive a research permit from the State Minister for Research and Technology. Without such consent, any research activities by a foreigner are illegal. There is a fee for research permits according to how long the research activities will take place for, please see photo below (cost is in Indonesian Rupiah), as we are a Research Institute the relevant fees are under "Affiliated to R&D Institute". Research permit applications are made through the BRIN online portal <https://klirensetik.brin.go.id/>, and may take up to two months to be approved. Katey, our Project Lead will assist in preparing the required documents for this process and applications may not be submitted without her prior approval.

Required documents:

- Research Proposal
- Scanned copy of passport (18 months validity)
- Research Collaboration Agreement
- Guarantee Letter
- Foreign Research Application Form
- Research Coordinator's Statement Letter
- Animal Enclosure Manager's Statement Letter

- Ethical Clearance Application Form
- Cover Letter from Institution

Table 1. List of Research Permit Fee

| No | Type | Unit | Affiliated to University | Affiliated to R&D Institute | Affiliated to Corporation | Individual Researcher |
|----|--|------------|--------------------------|-----------------------------|---------------------------|-----------------------|
| 1 | Registration Fee | per person | Rp.100.000 | Rp.100.000 | Rp.100.000 | Rp.100.000 |
| 2 | New Application for research duration less than a month (< 1 month) | per person | Rp.1.750.000 | Rp.1.750.000 | Rp.3.000.000 | Rp.750.000 |
| 3 | New Application for research duration between one to five months (1 – 5 months) | per person | Rp.2.500.000 | Rp.2.500.000 | Rp.5.000.000 | Rp.1.300.000 |
| 4 | New Application for research duration between six to twelve months (6 – 12 months) | per person | Rp.5.000.000 | Rp.5.000.000 | Rp.10.000.000 | Rp.1.500.000 |
| 5 | Extension for research duration less than a month (< 1 month) | per person | Rp.750.000 | Rp.750.000 | Rp.1.750.000 | Rp.500.000 |
| 6 | Extension for research duration between one to five months (1 – 5 months) | per person | Rp.1.250.000 | Rp.1.250.000 | Rp.2.500.000 | Rp.650.000 |
| 7 | Extension for research duration between six to twelve months (6 – 12 months) | per person | Rp.2.500.000 | Rp.2.500.000 | Rp.5.000.000 | Rp.750.000 |

(Source: Ministry of Finance Regulation Number 210/PMK.02/2021)

A. RESIDENCY PERMIT PROCEDURE

Upon issuance of the research permit, your sponsor will apply for your visa (residency permit), this process takes one week. The visa fee is \$150 and Rp 2,700,000 (two separate fees).

Required documents:

- Personal Bank Statement with Minimum Amount USD \$2000 or Equivalent
- Passport scan
- Passport style headshot photo (white background)
- Guarantee Letter
- Research permit issued by BRIN

Once the e-Visa has been issued you are free to enter Indonesia, and the remaining residency permit procedure will be completed once you have arrived.

If you are just coming to visit as a tourist (less than two weeks), you do not need to go through this procedure. You can get a Tourist Visa on Arrival when you get to the immigration in the airport.

2.3 Before you leave home

- A. Make at least 4 photo copies of your passport and visa page
- B. Ensure that your cell phone is sim lock free so that you can use it during your time in Indonesia
- C. Send the Education Programme Manager a copy of your emergency contacts (at least 2) including names, telephone numbers (with country codes), house and email addresses
- D. Notify your bank that you are travelling to Indonesia
- E. Bringing Indonesian Rupiah - do not bring more than 2 million rupiah/ equivalent in foreign currency into the country
- F. Purchase comprehensive travel insurance and send a copy to the Education Programme Manager.
- D. Fill in and send the Volunteer Agreement

2.4 Your arrival

Customs and immigration forms are now done electronically, the website is accessible [here](#), or you can scan the QR codes located within arrivals. The address you are providing is the address of your hotel in Jakarta or the field station address listed below if you are coming straight to the field station.

Getting cash money - in the baggage claim section at Jakarta airport there is a corner with several ATMs. It is best to take out at least 2 million rupiah.

If you are spending the night in Jakarta, you can take a taxi to your hotel. The most trusted company is BlueBird (they are bright blue cars). Do not accept a ride from anyone who approaches you at the airport, there is a taxi rank with BlueBird taxis located outside the arrivals hall. Make sure any taxi you get into has a meter. You can choose to sleep near the airport, and the closest hotels are about 10 minutes away (there is usually a standard taxi fee if the hotel is this close to the airport). Near the airport, we recommend Ibis Budget hotel. In the centre of Jakarta, there are many hotel options. Among the ones we recommend are Fave Hotel, Ibis, and Neo. There are also cheaper hostel-style accommodations - Six degrees is located in the city centre, near the backpacker street Jalan Jaksa and Bobobox is a pod hotel with locations across Jakarta.

2.4.1 Getting to the field station

How to find us: The field station is located in the village of Cipaganti situated one hour from the city of Garut in West Java. Address:

Little Fireface Project Camp
Kp Ciburuy RT 06 RW 01

Ds Cipaganti. Kec. Cisurupan
Kabupaten Garut, 44163
Jawa Barat, Indonesia

<https://maps.app.goo.gl/8LgCgowvesrbVJnj9>

Option 1: The easiest, but most expensive option. We can arrange a car to come pick you up from the airport/your hotel in Jakarta and drive you straight to the research station. We recommend this option for all volunteers who bring a lot of luggage and are not comfortable navigating by public transport in a foreign country. The driver's name is Pak Rudi, and has been driving for us for many years. He speaks some English. The cost will be about 1.600.000 IDR, or 100 USD. The journey can take about 7 hours depending on traffic.

Option 2: From the airport take a BlueBird taxi from the taxi rank located outside arrivals to Stasiun Gambir (train station) in Jakarta. There are two trains a day, 06:30 and 17:40 to Garut train station (our nearest station). The morning train is Rp 195,000 for economy seats or Rp 315,000 for executive seats (recommended if bringing big bags, or you have long legs!). The 17:40 train is Rp 45,000, there are only economy seats available. Train tickets must be purchased in advance, we recommend purchasing train tickets through tiket.com, which has a phone app, and English language option. The train is 5 hours from Jakarta to Garut, from Garut we can help organise a motorbike or car to pick you up depending on how much luggage you bring.

Option 3: From the airport in Jakarta take a BlueBird taxi to Stasiun Kereta Cepat Halim (train station). Trains depart approximately every 45 minutes but tickets must be purchased in advance from Whoosh, which also has a phone app and English language option (ticket price Rp 200,000 – 250,000 for economy). The arrival station in Bandung is called Tegalluar (last stop on the line) and travel time from Jakarta takes 45 minutes. From Tegalluar can you take a taxi to the bus station "Cicaheum," where you will find a bus to Garut, or we can arrange a private car from Bandung.

- A. **MOU:** Upon arrival, the volunteer has to sign the Memorandum of Understanding and Volunteer Agreement.
- B. **Training:** During the first week, we provide the volunteer with training in the required field methods. After this time, we expect the volunteer to be able to work independently, but still as part of the team.

2.4.3 Getting your KITAS

This process has been updated and this guide will be updated soon to reflect the changes. The LFP team will assist you in visiting immigration to complete the process.

2.5 Your stay at LFP

2.5.1 Work

- A. **Type of work:** The usual work includes radio-tracking and behavioural observation during the night. A team consists of a volunteer and a local tracker. We work 5 days per week during the night and a half-day during the day. The schedule can change following the needs of the project. The normal work shifts for the night are from 5 pm to 11 pm and from 11 pm to 5 am. During certain times of the year full-night follows and full-week follows may be necessary. The way to and from the field takes up to 10-45 minutes each, depending on the target animal. Nocturnal work is physically challenging and requires walking on steep and difficult terrain. In the night, it can get very cold (down to 10 °C) and might rain. When doing habitat assessment during the day, it can get very hot. Please consider these challenges before applying to work with the project. Education and awareness are also an important part of the project and so volunteers may be asked to participate in related activities in the village, community or local area (e.g. school visits, awareness stalls, distributing awareness materials, etc.).



- B. **Associated work:** Volunteers are expected to schedule a time to enter their collected data and photographs in the project laptop once a week. All volunteers are required to write two blogs per month and a volunteer report every fortnight. Your own laptop would be handy but not mandatory. Volunteers might be asked to perform other duties like maintenance of equipment, entering education data, etc.

- C. **Other project activities:** LFP does a range of conservation activities and volunteers will most likely be asked to participate in some of those. They include monitoring camera traps, measuring insect abundance, phenology, wildlife market surveys or forest surveys, and contributing to media campaigns (e.g. Facebook, twitter, etc.).
- D. **Weekly meetings:** The team meets weekly to prepare working schedules, share experiences, give feedback, etc. These meetings might include short presentations on different topics or training sessions (e.g. reports of interns and students on their activities, training in certain methods or computer programmes, presentations of volunteer's previous experiences).
- E. **Free time:** The volunteer has one day off per week. Volunteers may want to join local sports (badminton, football, volleyball), learn to cook Sundanese specialities, and are often invited to local festivities or celebrations. Volunteers' holidays are loosely based around 2 days per month. The staff may be able to suggest places for short holidays. All holidays must be cleared through the Indonesian Project Lead.

2.5.2 *What we expect from you*

- A. Interest in animal behaviour, ecology, conservation, and preferably a university-level qualification in animal behaviour, primate conservation, zoology or other relevant subject.
- B. Basic experience of working on a scientific research project or collecting and working systematically with data is not mandatory but would be helpful.
- C. In respect to challenging nocturnal work, we expect volunteers to be mature, responsible, reliable, open, flexible, healthy, able to work independently but also as part of a team, and highly motivated.
- D. As life in the research station may not permit a lot of personal space (rooms may have to be shared), the applicant should have above average social skills.
- E. The volunteer must show respect to the local culture and religion.
- F. The volunteer should have read the volunteer guide and be aware of all conditions in this project.

2.5.3 *What you gain*

- A. We offer the volunteer a once-in-a-lifetime experience to work with a Critically Endangered and very little known primate species.

- B. The volunteer will learn different field methods, like radio-tracking, behavioural observation, working with a GPS, and habitat assessment.
- C. You will get familiar with the general work of a conservation and research project.
- D. The volunteer gains experience in living and working in a foreign country.
- E. We cannot provide full-time supervision for students, but we can act as “external supervisors” and are more than happy to assist with planning and conducting small projects as well as the dissemination of results.

2.6 After your stay at LFP

Evaluation: When you return to your home country, we would kindly ask you to fill in an evaluation form to give feedback for the project. This form includes space for a small text that we would like to publish on our website, in order to give future volunteers and other interested people an idea of your experiences. It would be great if you could return the form within one month after your departure.

2.6.1 Exit Permit Only

If you are on a **research visa**, you must acquire an EPO before you can leave the country. To do this, you must travel back to the immigration office in Tasikmalaya. If you are on a tourist visa, you do not have to do this. We will travel with you and help you with this process.

3. Practical information

3.1 General

- A. **Accommodation:** You will live in the research station with the permanent research staff and other temporary students and volunteers. You will stay in a shared same sex dormitory with the rest of the team. The bathroom has cold water, a Western toilet with bucket flush and showering is done Indonesian style (with a bucket). Kitchen and house facilities are shared and volunteers are expected to share the house duties. Food is delivered in the morning. Volunteers are required to perform basic cleaning duties. We have a housekeeper that does our laundry three times a week, the washing machine may be used outside of those times for a small fee.
- B. **Food:** A cook provides two main meals per day (local rice-based food) for six days a week. The volunteer has to organise breakfast (all days) and Sunday meals him/herself. Clean and purified water is constantly available.

- C. **Language:** While our research assistants speak English, most local people, including our trackers, do not speak English. The local language is Bahasa Sunda, but all people are able to speak Bahasa Indonesian.
- D. **Money:** There is an ATM in Bayongbong (30 minutes motorbike ride from the village) or in Garut. In the village, you can only pay with (small) cash. Use of bank or debit cards is allowed at some places in Jakarta (typically with small charge included), but outside the capital city you mostly have to pay with cash.
- E. **Electricity:** The plugs are European-style. If you need an adaptor, a universal style with surge protection is recommended.
- F. **Weather:** The climate is tropical, but seasonal. This means that you have to prepare for all weather conditions including cold, heat, rain and high humidity.
- G. **Small creatures:** Mosquitoes are common and working in the forest means encountering all kind of other animals like insects, spiders, snakes, lizards, etc.
- H. **House pets:** The project has a cat called Misikin who keeps the house mouse-free, and a dog called Charlie who is an outdoor dog and mostly kept away from volunteers (he is young and in training). Please let the Education Programme Manager know if this may be an issue for you.
- I. **Contacting home:** LFP is located in a relatively remote village of West Java. There is mobile phone connection. You can access internet via mobile phone but sometimes the connection is not strong and/or slow. The field station has WiFi for the Project staff to work, volunteers are permitted to access this WiFi network for research purposes and speaking with family, streaming/playing games is not permitted on the WiFi at any time.
- J. **Respect to culture:** The project relies on its acceptance by local people. We expect volunteers to be friendly and polite to local people (e.g. always saying hello), and would appreciate occasional participation in the village life (visiting religious celebrations, following invitations to weddings, playing sports with locals, etc.). As the area is mainly Muslim, we have to comply with the local culture by respecting the dress code (covering shoulders and knees for women), avoiding physical contact with members of the opposite sex and not drinking alcohol (men and women) or smoking (women) in public view.

3.2 What to bring

Equipment

- Thermos flask or water bottle (can be bought locally)
- Headtorch with red filter (we recommend the 'Cluson Clulite HL13 Super Spot Rechargeable Headlight' w/ 'Red Cluson A65 Filter'). We may have spares available at the field station if you do not want to purchase your own.
- Camera/video camera (if possible)
- Binoculars
- Backpack/Rucksack for field work
- Digital watch with a continuous timer for behavioural observations.

Medication

At the field site we have first aid kits but we ask that everyone brings their own basic first aid kit as well.

- EpiPen (if you are able to acquire)
- Basic first aid kit with antiseptic wipes or cream and band aids.
- Anti-diarrheal pills
- Oral rehydration sachets
- Vitamin supplements
- Ibuprofen/paracetamol
- Insect repellent
- Sunblock (factor SPF 50) and after sun
- Set of personal medicines and antibiotics.
- Malaria prophylaxis (Cipaganti is not in a malaria zone but if you are planning to travel to other parts of Indonesia before/after your stay we recommend you take malaria tablets. As we do have many mosquitos at times we also recommend you take a mosquito net to cover your bed.)
- Proof of vaccinations/medical documents (ask your doctor for advice on what vaccinations to get for the area(s) you are travelling to)
- For female volunteers: tampons, as they can be difficult to find locally

Clothing

- Rain gear (jacket, trousers); you may buy them locally but they are not of high quality
- Lightweight walking boots, sandals, trainers (wellington boots and flip-flops can be bought locally) - fieldwork is carried out in wellington (gum) boots. Very large sizes may be difficult to obtain
- Field clothes (long-sleeve shirts and pants in dark neutral colours; white or yellow should not be worn in the forest)
- Warm clothes for the night (e.g. thermals, warm jumper/sweater, hat, gloves)
- Culturally sensitive clothing for women (covering knees and shoulders)

Miscellaneous

- Books/e-reader

- Laptop (for data entry and entertainment; not necessary but is preferred)
- Cell phone with unlocked sim card (phones and sim cards can also be bought locally).
- European plug adapters
- Silica beads/gel to protect electronics from humidity/moisture.
- Ear plugs/sleep mask
- Indonesian phrasebook/dictionary

3.3 Health and risks

- A. Volunteers are responsible for their own medical and travel insurance, including vaccinations. It is recommended to visit a travel clinic in your home country to ensure all vaccinations and necessary medications are covered and up-to-date.
- B. Before arrival, it is necessary to receive a medical check and certificate of health from a doctor in your home country. **You must send a copy of your medical and travel insurance to the Education Programme Manager before your arrival in Indonesia.**
- C. Malaria does occur in Java, but the risk at the field station is low. However, other diseases spread by mosquitoes may occur.
- D. Local doctors are available, and there is a hospital in Garut. However, only some doctors in the regional hospital can speak English (the project's trackers can translate if needed). For English-speaking doctors, it is necessary to travel to Bandung or Jakarta.
- E. As Indonesia is made up of volcanic islands, special risks on Java always include volcano eruptions and earthquakes.

3.4 Reasons for Dismissal

Most volunteers enjoy their time at LFP with no mishap. However, it is important to keep in mind that breaking key guidelines would subject a volunteer to dismissal from our project. Volunteers being dismissed are expected to pay the full month's fee of the month in which they are dismissed. Reasons for dismissal from the project include but are not exclusive to:

- A. Consistent and inappropriate or disrespectful behaviour in the village
- B. Consistent and disrespectful behaviour towards the team
- C. Non-disclosure about adverse health conditions
- D. Refusal to participate in LFP activities
- E. Refusal to conduct night research

F. Refusal to work the agreed-upon duration of time each week

3.5 Further Information

Recommended Reading:

- Lonely Planet's Indonesia Travel Guide
- *Gifts of Unknown Things* by Lyaall Watson
- *Krakatoa: The Day the World Exploded* by Simon Winchester
- *Indonesia: People and Histories* by Jean Gelman Taylor

Internet Resources:

- Foreign and Commonwealth Office UK (<http://www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country/>) for travel advice and considerations.
- The Little Fireface Project Web Site (www.nocturama.org).
- Antara (www.antara.co.id/en) for official Indonesian news.
- Inside Indonesia (www.insideindonesia.org) for country and travel information.
- Jakarta Post (www.thejakartapost.com) for the first Indonesian English-language news daily.
- Mongabay (www.mongabay.com) for regional environmental news and photos.
- Learning Indonesian (www.learningindonesian.org) for language lessons.