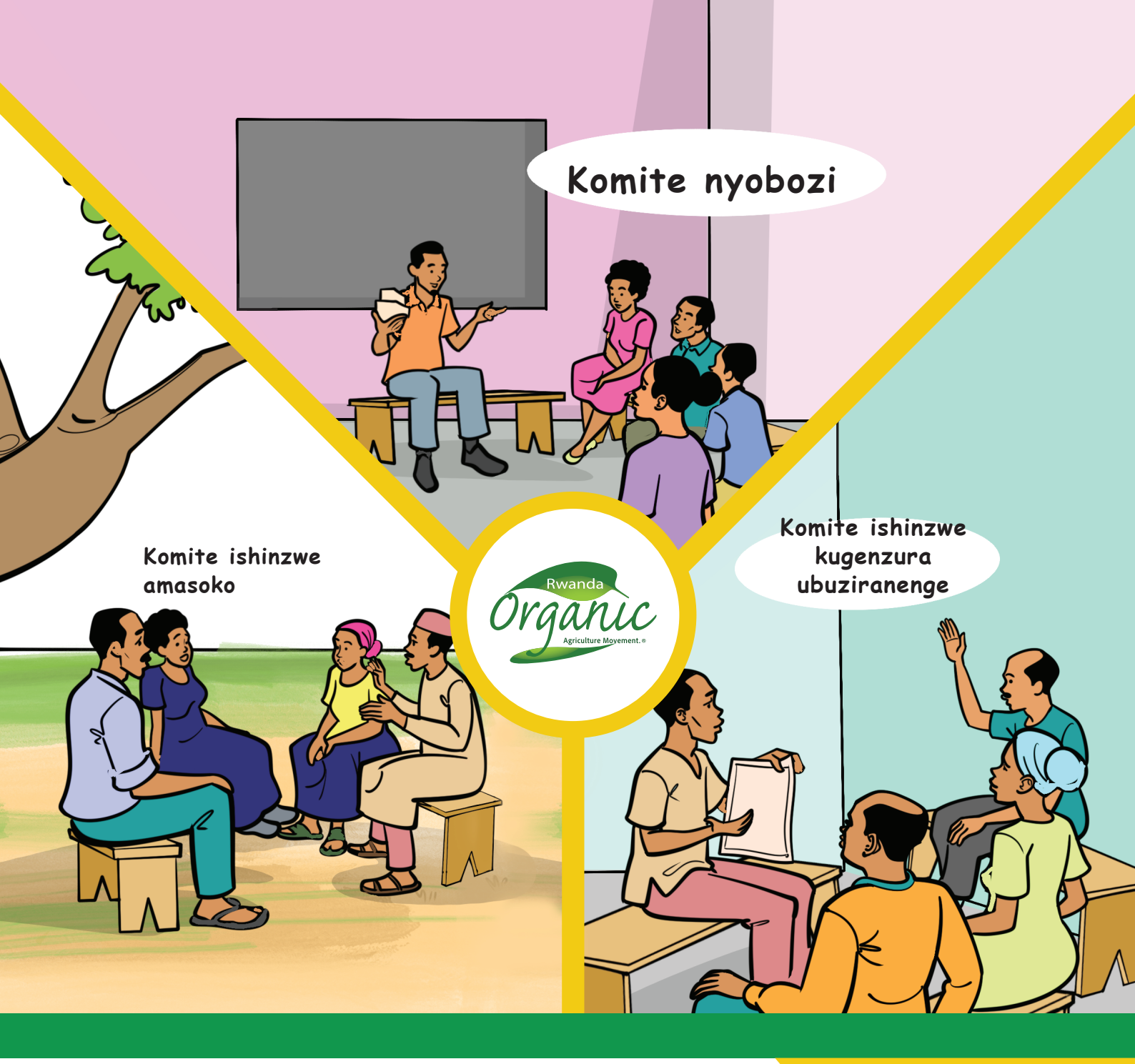


IMFASHANYIGISHO:

ISHYIRWAHO N'IMIKORERE Y'AMATSINDA Y'ABAHINZI BIBUMBIYE MURI PGS

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Authors:
Bienvenu SEMUSHI; Jennifer MUTAMULIZA; Dieudonne SINDIKUBWABO; Diane MUKANTWARI; Peace ISHIMWE;
Eric Nelly NIYIGENA; Serge LIBAHO & Lise Chantal DUSABE.

Contributing Institutions:
ROAM

Editorial Team:
Bienvenu SEMUSHI; Jennifer MUTAMULIZA; Dieudonne SINDIKUBWABO; Diane MUKANTWARI; Peace ISHIMWE;
Eric Nelly NIYIGENA; Serge LIBAHO & Lise Chantal DUSABE.

Photos and Illustrations:
ROAM

ROAM Secretariat
Box: 6886, Kigali, Rwanda
Email: info@roam.org.rw - Website: www.roam.org.rw - Tel: +250 792 012 275

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GUSHIMIRA

Iyi mashanyigisho y'abahinzi bibumbiye mu matsinda akoze PGS yakozwe n'umuryango nyarwanda uteza imbere ubuhinzi bw'umwimerere (ROAM) ku nkunga ya Food and Agriculture Organization of United Nations (FAO)

1. INTANGIRIRO

Iyi ni imfashanyigisho igaragaza ishyirwaho n'imikorere y'amatsinda y'abahinzi bibumbiye muri PGS. Iyi mfashanyigisho yakozwe na ROAM ku nkunga y'umushinga wa KCOA mu gice cy'Afurika y'iburasirazuba KHEA.

Iyi mfashanyigisho yerekana iby'ingenzi n'ibigenderwaho bya ngombwa mu gushyiraho PGS kandi iyobora ishyirwa mu bikorwa n'imikorere ya PGS. Ikigamijwe ni ugufasha amatsinda y'abahinzi kujya muri PGS nk'uburyo bwo gufasha abahinzi kubahiriza amahame y'ubuhinzi bw'umwimerere.

1.1.IYI MFASHANYIGISHO YAGENEWE NDE?

Iyi mfashanyigihso yakorewe abahinzi batandukanye bakora ubuhinzi bw'umwimerere bibumbiye mu matsinda bakaba bifuza gutangira no gushyira mu bikorwa PGS nk'uburyo bwo kubahiriza amahame y'ubuhinzi bw'umwimerere ku musaruro wabo. Intego nyamukuru nukongera ubwiza no kugeza ku isoko ibikomoka ku buhinzi bw'umwimerere bishobora ku bageza ku cyemezo cy'ubuhinzi bw'umwimerere bigamije isoko mpuzamahanga.

Iyi mfashanyigisho ishobora gukorwa n'abafashamyumvire bakorana n'amatsinda y'abahinzi mu kubafasha gutangira no gushyira mu bikorwa PGS. Aba bashobora kuba abakozi ba Leta cyangwa abategamiye kuri Leta harimo abafashamyumvire, abafasha abaturage n'abandi bahagarariye abahinzi.

1.2.KUKI IYI MFASHANYIGISHO?

Iyi mfashanyigihso yakozwe mu kongerera ubumenyi amatsinda y'abahinzi n'abafashamyumvire mu gutangira no gushyira mu bikorwa PGS. Ikigambiriwe ni ukongera ubushobozi bw'amatsinda y'abahinzi mu kubafasha gufata imwanzuro ikwiye mu bijyanye n'iibikomoka ku buhinzi bw'umwimerere, guhera mu murima, gukusanya umusaruro, kuwutwara, kuwongerera agaciro no kuwumenyekanisha.

1.3.NI GUTE IYI MFASHANYIGISHO YATEGUWE?

Iyi mfashanyigisho yakozwe hagendewe ku bitekerezo by'abantu baturutse mu bigo bitandukanye. Hagendewe kandi ku burambe bafite mu gukorana n'abahinzi mu bice bitandukanye by'isi. Iyi mfashanyigisho kandi irimo ibyavuye mu bushakashatsi n'amasomo byakusanyijwe n'abanditsi ku buhinzi bw'umwimerere bo mu bihugu bitandukanye aho PGS yashyizwe mu bikorwa. Iyi mfashanyigisho izakomeza kuvugururwa hagendewe ku bunaribonye, ikoranabuhanga n'udushya bizafasha mu guhindura iyi mfashanyigisho kugira ngo habeho uburyo bwizewe amahame agenga ubuziranengew.

1.4.HOW IS THE GUIDE ORGANIZED?

Igice cya mbere cy'iyi mfashanyigisho gisobanura ikigamijwe mu gukora iyi mfashanyigisho. Gitanga ibisobanuro ku bagenewe iyi mfashanyigisho, ikigamijwe, uburyo iteguwe n'uko ikoreshwa. Ibice bikurikiraho by'iyi mfashanyigisho bisobanuro mu magambo arambuye PGS, icyo ari cyo, ibiyiranga, impamvu yo guteza imbere PGS, ibishingirwaho, n'uburyo

burambuye mu gushyiraho no gushyira mu bikorwa PGS.

1.5.UKO WAKORESHA IYI MFASHANYIGISHO

Iyi mfashanyigisho kuri PGS igenewe abahinzi bakora ubuhinzi bw'umwimerere bibumbiye mu matsinda bifuza gushyiraho no gushyira mu bikorwa PGS nk'uburyo bwo kubahiriza amahame y'ibikomoka ku buhinzi bw'umwimerere. Ikigamijwe ni ukuzamura ireme no kongera uburyo bwo kugera ku masoko y'ibikomoka ku buhinzi bw'umwimerere ashobora guhinduka bikagera ku cyemezo cy'umwimerere cyo kohereza ibicuruzwa ku masoko mpuzamahanga.

2. 2IBIJYANYE NA PGS

PGS ni uburyo abahinzi bishyira mu matsinda kugira ngo bubahirize amahame y'ubuhinzi bw'umwimerere hagamijwe isoko. PGS yatangijwe muri 2004 na impuzamashyirahamwe mpuzamahanga y'ubuhinzi bw'umwimerere (IFOAM). Nk'uko IFOAM ibivuga, PGS itanga icyemezo ku abahinzi bato bashingiye ku ruhare rugaragara kandi rushingiye ku musingi wo kwizerana no gusangira ubumenyi mu bagize itsinda. PGS ni ingenzi mu kugera ku masoko y'ibikomoka ku buhinzi bw'umwimerere y'imbere mu gihugu, aho abafatanyabikorwa bose bagira uruhare mu kugenzura ubwiza bw'umusaruro.

PGS ifasha cyane mu mikoranire ihamye hagati y'abahinzi n'abaguzi kandi ikoresha uburyo buhamye bushingiye ku cyizere. PGS ishyira imbere kubaka ubushobozi bufasha abahinzi bato gukurikiza amahame guteza imbere ibikorwa byabo by'ubuhinzi. Bishingiye ku mikoranire n'imikorere n'uburyo PGS ishingiye ku bahinzi bato, hari inshingano nyinshi, gukorera mu mucyo, no kugira uruhare rugaragara mu kubona umusaruro mwiza.

3. 3IBIGIZE PGS

PGS yubakiye ku ndangagaciro zigaragaza umuco w'itsinda ry'abahinzi. Aya ni amahame n'imyemerere itanga icyerekezo mu gukorera hamwe no kwemera kwigira ku bandi. Ikigamijwe ni ugufasha mu gufata ibyemezo no gushishikarira gukorera hamwe nk'uburyo bwo kugera ku ntego biyemeje.

Amatsinda y'abahinzi azayoborwa n'indangagaciro zikurikira:

Icyerekezo kimwe – Umusingi wa PGS ni icyerezo kimwe. Abagize itsinda bagomba kugira intego imwe. Urugero: gukora ubuhinzi bw'umwimerere bugamije isoko.



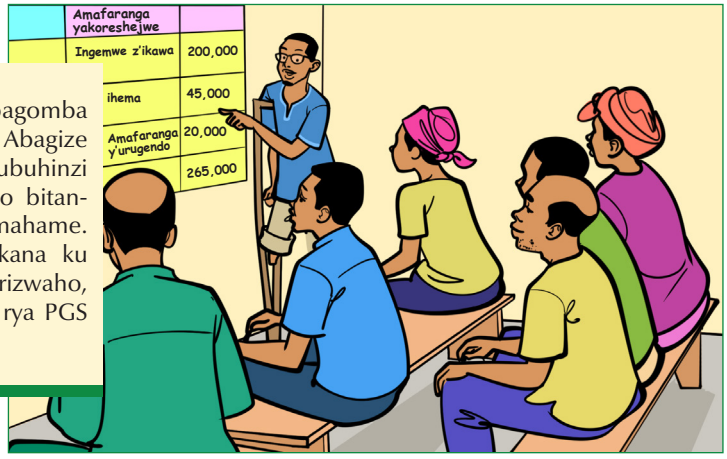
Icyizere – PGS igomba kubiba umuco w'icyizere n'ubunyangamugayo mu bagize itsinda bose. Icyizere cyubakwa igihe iyo abagize itsinda bahuje intego bagashyiraho amahame ya PGS. Muri ubwo buryo, buri muntu ugize itsinda yiyemeza guhinga agamije umusaruro mwiza kugira ngo abone igiciro cyiza ku isoko. Ibikorwa byose bigomba kwemeranywaho no kwemezwa n'abagize itsinda bose.



Uruhare rungana – abagize itsinda bose bagomba kugira uruhare rugaragara mu bikorwa by'itsinda n'ibya komite harimo kugabana inshingano hakoreshejwe uburyo bwo gusimburana. Buri muntu ugize itsinda agomba kugira amahirwe yo kuba muri komite zose mu gihe cyose cy'imibereho y'itsinda. Abagize itsinda bose bagomba kugira uburenganzira bungana nk'uburyo bwo kutikubira amahirwe.



Gukorera mu mucyo – abagize itsinda bose bagomba kumenya ibikorwa by'itsinda igihe cyose. Abagize itsinda bagomba kumva neza amahame y'ubuhinzi bw'umwimerere, bemeranyijweho, n'ibihano bitandukanye bishobora guhabwa utubahirije ayo mahame. Urugero: abagize itsinda bagomba kumvikana ku biciro umusaruro wabo ugomba kugurishirizwaho, kandi bagomba kubona inyandiko z'itsinda rya PGS igihe cyose



Gahunga yo kwigishanya – PGS ifasha abagize itsinda kwigishanya binyuze mu kungurana ibitekerezo no gusangira ubumenyi. Intambwe zitandukanye zo gushyiraho PGS zifasha mu kubaka ubushobozi no kwigirira icyizere mu bagize itsinda binyuze mu gufata inshingano z'ubuyobozi zitandukanye.



4. KUBERA IKI PGS

Ingano n'ubuziranenge bw'ibiribwa ni iby'ingenzi mu mitunganyirize y'ibiribwa kuva mu kubona umusaruro, mu bwikorezi, kuwutunganya, gupfunyika no kubika kugera ku rwego rwo kuwukoresha. Mu rwego rwo kwihaza mu biribwa no kuzahura ubuziranenge bwabyo, dukeneye amabwiriza n'uburyo buhendutse bwo kugeza ibiribwa byemewe ku isoko. Ibi birashobora kugerwaho binyuze mu buryo bw'ishyirwaho n'ikoreshwa rya PGS. Nk'buryo bwo kubona icyemezo, Ibi bizagerwaho biciye:

Umusaruro, no kwihaza mu biribwa - Uburyo bwa PGS bufasha mu kongerera abahinzi ubushobozi bakabasha kubona umusaruro ukomoka ku buhinzi bw'umwimerere. Ubumenyi n'ubuhanga bigerwaho binyuze mu bikorwa bisanzwe bifitanye isano n'ishyirwa mu bikorwa rya PGS nk'umusemburo ugamije kongera ubudasa n'ubwiza bw'ibihingwa hifashishijwe ubuhinzi bw'umwimerere mu gukemura ibibazo bijyanye no kwihaza mu biribwa.

Ubwiza bwizewe bw'ibiribwa - PGS itanga umurongo uhamye wo kubona ibiribwa byiza kandi byizewe. Hamwe n'ibyo, habaye impinduka mu bisabwa n'abaguzi ku buryo bw'imitunganyirize y'umusaruro n'umusaruro ubonetse byizewe.

Kugera ku isoko – Kugera ku isoko bisaba ingamba zifatika ziboneye, zoroshye gushyira mu bikorwa kandi zirambye.

Kongerera ubushobozi abahinzi – Kuba muri PGS bifasha abagize itsinda kwigira. Ibi biborohereza kubona inguzanyo cyangwa imbuto zijyanye n'ibice bahererereyemo, guhahira hamwe, gucururiza hamwe no gusangira ubumenyi, bakagira uruhare rugararaga mu nzira yo gushaka icyemezo cy'umwimerere.

PGS itanga uburyo bwihariye butuma abahinzi bashobora kugeza umusaruro ku isoko ry'imbere mu gihugu no hanze yacyo.

Kuba muri PGS – PGS ni uburyo buhendutse bwo kubona icyemezo cy'umwimerere kandi ni n'uburyo butanga amahirwe angana ku bantu bose.

5. IBYIZA BYA PGS

PGS itanga ibyiza bitandukanye mu bafatanyabikorwa batandukanye bari mu bice bitandukanye harimo abahinzi ku giti cyabo, abahinzi bibumbiye muri PGS, n'abandi baturage bose. IBindi byiza bya PGS n'uko ihendutse kandi igendanye n'imiterere nyaakuri y'aho iri, ifasha mu gusangira ubumenyi, kandi igaha ubushobozi abahinzi bato bakora ubuhinzi bw'umwimerere. Ibyiza bya PGS hagengewe ku bafatanyabikorwa birimo ibice bikurikira:

5.1.ABAHINZI

- **Igiciro gito cy'icyemezo cy'ubuhinzi bw'umwimerere** – PGS ni uburyo buhendutse bwo kwizera ubwiza bw'umusaruro kandi bwumvikana mu buryo bworoshye ku bahinzi bato n'abanini. Butandukanye n'ubundi buryo bugoye kandi buhenze, PGS itanga amahirwe ku bahinzi kubona icyemezo cy'ubuhinzi bw'umwimerere ku buryo buhendutse.

- **Kumvikana igiciro nk'itsinda no kugeza umusaruro ku isoko** – Abahinzi bakusanya umusaruro wabo bikabafasha kumvikana ku giciro kiri hejuru nk'itsinda, kandi bikabongerera amahirwe yo kugera ku isoko nk'itsinda bitandukanye no gukora buri muntu ku giti cye.

- **Kongera inyungu no kwihaza w'ibiribwa ku rwego rw'umuryango** – Mu kugeza umusaruro ku isoko, imiryango yongera inyungu y'ibikomoka ku buhinzi. Abahinzi bibumbiye muri PGS bashobora kujyana n'impinduka ku isoko kubera ko bahura n'abafatanyabikorwa batandukanye, urugero: abaguzi. Iyo abahinzi babonye inyungu irenze, twizera ko ibiribwa byabonetse kuri buri muryango kubera ko abahinzi benshi bagura ibiribwa bikenewe mu muryango.

- **Kunoza uburyo bw'imirire ku rwego rw'umuryango** – iyo umusaruro wiyongereye bijyanye no kubona ibiribwa bitandukanye, ubuhanga n'ubumenyi bituruka ku bandi bahinzi, umuhinzi ku giti cye, ashobora kubona indyo yuzuye kandi agashobora guhinga ubwoko bw'ibihingwa bitandukanye.

5.2.ITSINDA RYA PGS

- **Ikurikirananko moko ry'umusaruro** – umusaruro ugomba kuba ufite ikirango kugira ngo byorohe kumenya inkomoko yawo. Ku bw'ibyo, ibibazo bijyanye n'ubuziranenge bw'umusaruro birashobora kumenyekana no gukemurwa mu buryo bworoshye. Muri ubu buryo, abahinzi baba bashobora kwizeza abaguzi ubwiza bw'umusaruro wabo. Kubera ko abahinzi baba bakorera hamwe mu itsinda kandi baziranye kandi bagenzurana hagati yabo, bityo byoroshya ikurikirananko moko ry'umusaruro.

- **Kugemura umusaruro mu buryo buhoraho:** imikorere ya PGS itanga uburyo burambye bwo kugemura umusaruro mu bagize itsinda. Ibi bifasha kugira ibiciro byiza ku isoko kandi bigafasha buri munyamuryango kubona inyungu.

- **Kugabanya ubwinshi bw'inyandiko** – ugereranije n'ubundi buryo bwo kubona icyemezo cy'ubuhinzi bw'umwimerere, (urugero: Certifying body), kuri PGS inyandiko zisabwa ntabwo aba nyinshi mu gihe abagize itsinda baba bafite amahitamo no gufata umwanzuro ku nyandiko bakoresha.

- **Gufata umwanzuro mu buryo bworoshye** – PGS yorohereza abagize itsinda guhindura cyangwa kuvugurura ibikorwa byabo by'ubuhinzi bitewe n'ibisabwa ku isoko.

5.3.ABACURUZA N'ABARANGUZA UMUSARURO

Abacuruzi – PGS ifasha kugeza umusaruro wizewe ku bwiza ku bawukeneye, mu buryo bwihuse hagati y'abahinzi n'abaguzi.

5.4.ABAGUZI

Icyizere cy'ubuziranenge bw'ibiribwa– abaguzi bagira cyizere cy'ubwiza bw'ibiribwa by'umwimerere bifite ubuziranenge. PGS kandi ifasha mu kugirira icyizere umusaruro w'abahinzi.

5.5.INZEGO Z'IBANZE

- **Kubona ibiribwa bifite ubuziranenge** – uburyo bwa PGS burizewe, burahendutse, kandi bukora neza. Ifasha mu kwizera gahunda y'ibiribwa y'igihugu.
- **Gukoresha umutungo kamere mu buryo burambye** – uburyo bwa PGS bworoshya imihingire itangiza ibidukikije ku bahinzi. Uburyo bwa PGS kandi imibereho myiza mu gukangurira no gushimangira umubano w'abaturage binyuze mu guhuza imibereho.

6. IBISABWA ITSINDA RYA PGS

Kwemeza itsinda rya PGS bisaba kumva no gusobanukirwa ibisabwa abahinzi bifuza gushinga PGS. Itsinda rigomba kwerekana ibintu bikurikira:

i. Abanyamuryango bagomba kuba babarizwa mu gace kamwe,

ii. Umubare munini w'abanyamuryango ugomba kuba ufite ubumenyi ku buryo bwo gukora ubuhinzi bw'umwimerere bubungabunga ibidukikije

iii. Itsinda ry'abahinzi rigomba kuba rifite ubumenyi ku bijyanye n'isoko ry'ibihingwa by'umwimerere ndetse no gucuruza hamwe.

iv. Itsinda rigomba kuba rifite ubumenyi ku ishingwa PGS,

v. Itsinda rigomba kuba rigizwe n'abanyamuryango hagati ya 15 na 30. Mugihe itsinda rirenze abantu 30 hashobora gukorwa irindi tsinda rya PGS.

vi. Itsinda rigomba rifite imiyoborere isobanutse,

vii. Abanyamuryango bagomba kuba bazwi/bafite ahantu hazwi bahurira

viii. Abanyamuryango bagomba kuba bafite ubushake bwo guhuriza hamwe umutungo w'itsinda kubw'impamvu imwe.

7. INTAMBWE 7 MU GUSHYIRAHO ITSINDA RYA PGS

Intambwe zikurikira zigomba gukurikizwa mu gushyiraho itsinda rya PGS.

Intambwe ya **1**

KWEGERANYA AMAKURU Y'IBANZE KU BYEREKEYE ITSINDA

- Abahinzi bashishikajwe no gushyiraho no gushyira mu bikorwa PGS bagomba kwandika amakuru y'ibanze yerekeye itsinda ryabo. Ibi bigomba kubamo ibisobanuro byose byanditswe mu mbonerahamwe ya 1 n'andi makuru yose y'ingenzi azwi kandi yumvikanyweho n'abanyamuryango.
- Abahinzi bagomba kugira ibiganiro birambuye kandi bakumvikana ku makuru ya nyuma agomba kuzuzwa mu gishushanyo gitangwa mu mbonerahamwe ya 1.
- Bimaze kuzuzwa, inyandiko ibikwa neza.
- Aya makuru ni umwanya w'itsinda yo kwerekana intego zabo n'ibyo bakora binyuze mu mishinga bereka abakiriya babo.



IMBONERAHAMWE YA 1: AMAKURU Y'INGENZI Y'ITSINDA

Uko biteye	Ibisobanuro birambuye
a)Izina ryitsinda: (Iri rishobora kuba izina risanzwe rikoreshwa n'itsinda cyangwa abanyamuryango bake bashinze PGS bashobora kumvikana ku izina rishya).	
b) Aho itsinda rihererereye: (akarere, umurenge, akagali, n'umudugudu aho iryo tsinda rihererereye. Hakagaragara n'intera iri hagati yaryo n'umujyi mukuru)	
c) Igihe itsinda ryashingiwe: (Igihe kigomba guhura n'itariki yerekanwe ku nyandiko yo kwiyandikisha nk'itariki yo kwiyandikisha)	
d) Ibisobanuro birambuye kumuntu: (Abanyamuryango bagomba kumvikana ku banyamuryango 2 bizewe cyane mu itsinda, gufata amakuru yabo arambuye harimo: Izina, nimero y'irangamuntu, nimero ya telefone, imeri, aho babarizwa)	
e) Intego z'amatsinda ya PGS (Abanyamuryango bagomba kuganira no kumvikana ku cyabateye gushinga itsinsda rya PGS. Ibi birashobora kuba birenze 1 ariko bitarenze 3)	
f) Kwemererwa kuba umunyamuryango: (Gusuzuma abanyamuryango bujuje ibisabwa mu gushiraho ibigenderwaho nk'ubutaka bwabo, imyaka, uburambe mu gukora ibikorwa by'ubuhinzi, n'ibindi).	
g) Kuba umunyamuryango w'itsinda: (Abanyamuryango bagomba kubarwa no bagashyirwa mu byiciro bitandukanye - abagore, urubyiruko, abasaza, abafite ubumuga, n'ibindi).	
h) Ubuyobozi (Nyobozi n'izindi Komite): (Abanyamuryango bagomba kumvikana ku miterere y'ubuyobozi bw'itsinda PGS).	
i) Guhitamo imishinga ya PGS: (Abanyamuryango bagomba kumvikana ku bikorwa bagiye kwibandaho mu itsinda rya PGS)	
j) Ingamba z'iterambere: (Ni izihe gahunda mufite zatumye mushyiraho PGS?) Muganire muri make kandi mwandike bumwe mu buryo itsinda rizaguka kandi rigakomera.)	

Intambwe ya

2

KWANDIKA ABANYAMURYANGO B'ITSINDA RYA PGS

- Iyi ntambwe irerekana uburyo amakuru y'abanyamuryango hamwe n'andi makuru agomba kwandikwa ku mpapuro zabugenewe (Imbonerahamwe ya 2).
- Abanyamuryango biyandikishije bagize itsinda rya PGS nibo bonyine bagomba gukurikiza amahame yashyizweho bigenga itsinda.
- Ifishi yo kwiyandikisha imaze kuzuzwa, igomba kubikwa neza.
- Ifishi yo kwiyandikisha yemeza ko umuntu ari mubagize itsinda rya PSG kandi yemerewe kujyana ibicuruzwa bifite icyemezo ku isoko.



IMBONERAHAMWE YA 2: URUPAPAURO RWO KWIYANDIKISHA

Nimero	Amazina y'umuhinzi	Igitsina	Itariki y'amavuko	Icyo ashinzwe	Umudugudu	Nimero ya telefoni	Umukono
001	Mutesi Pamela	F	20 werurwe 2022		Zana	+250792012275	

IBYEREKEYE KUZUZA URUPAPURO RWO KWIYANDIKISHA

1. **Nimero:** Buri muhinzi agomba kugira nimero imuranga hakurikijwe igihe yiyandikishirije. Urugero: 001.

2. **Amazina y'umuhinzi:** Amazina y'umuhinzi ari k'urupapuro rwo kwiyandikisha agomba kuba ahura neza n'ari ku bindi byangombwa bimuranga nka pasiporo, irangamuntu, ikarita y'itora, uruhushya rwo gutwara ibinyabiziga n'ibindi.

3. **Igitsina:** Kigomba kuba umugore cywangwa umugabo byanditswe muri ubu buryo (F:umugore cg M:umugabo)

4. Itariki y'amavuko: itariki y'amavuko igomba kuba ari imwe n'iyanditse ku bindi byangombwa biranga umutu nka pasiporo, irangamuntu, ikarita y'itora n'uruhushya rwo gutwara ibinyabiziga. Itariki iba yanditswe ku buryo bukurikira: umunsi, ukwezi n'umwaka. Iyo umunyamuryango yibagiwe itariki y'amavuko bagereranya igihe.

5. **Inshingano mu itsinda:** abahinzi bagomba kuba bari cg bafite inshingano muri komite zashyizweho mu itsinda, nk'urugero komite y'iyamamaza bikorwa, komite ngenzuzi n'ibindi. Mu gihe inzego z'imiyoborere zitarashyirwaho, iyo myanya isigara irimo ubusa kugeza igihe inzego z'imiyoborere zizashyirwaho.

6. **Umudugudu:** urwo rupapuro rugomba kugaragaza neza aho abanyamuryango batuye.

7. **Nimero ya telephone:** Nimero z'abanyamuryango zigomba kugaragazwa kandi mu buryo bworoshye kuzibona

8. **Umukono:** Abanyamuryango bagomba gusinya kugira ngo bemeze ko amakuru batanze ari impamo cyangwa bijyanye n'inshingano bahawe. Mu gihe umunyamuryango adashoboye gusinya, ashobora gutera igikumwe.

Ibireba uhugura: Intambwe ya 2 izatwara umunsi kuyuzuza, aliko biterwa n'uko abahinzi bafite amakuru akenewe kandi bahar. Bitari ibyo ishobora kumara igihe kirenzeho.

.

Intambwe ya 3

GUSHYIRAHO AMAHAME AGENGA PGS

- Amahame ni ibisabwa by'ibanze itsinda rya PGS rigomba kuba rifite kugirango ribe urwego rukora.
- Amahame akomoka ku byiciro bitandukanye by'ibikorwa itsinda rya PGS rigomba kuganiraho bijyanye no guhinga ibihingwa bitandukanye, korora amatungo, kubungabunga ubutaka n'amazi, gukoresha ibirango, ubutabera mbonezamubano kimwe no gutunganya ibicuruzwa no kubyitaho.
- Amahame ashobora kuba amwe ku bimera cyangwa inyamanswa mu matsinda amwe nk'ibinyampeke, ubworozi bw'inkoko, n'inyamaswa n'ibindi.
- Ibipimo bigomba kuganirwaho no kumvikanwaho n'abanyamuryango bose bagize itsinda rya PGS.
- Amahame ashyirwa mu nyandiko, hanyuma akabikwa neza.

IBIGENDERWAHO MU GUSHYIRAHO AMAHAME Y'ITSINDA RYA PGS

Intambwe zikurikira zigenderwaho mu gushyiraho amahame agenga amatsinda ya PGS:

i. Abagize itsinda rya PGS baganira kandi bagaragaza ibikorwa bitandukanye mu ruhererekane rwo kugera ku musaruro nko kubona ubutaka, kubutegura, kubagara n'ibindi. Ibikorwa bigomba gutandukana hashingiwe ku ruhererekane rurimo kuganirwaho kuko inyamaswa zifite ibikorwa bitandukanye n'ibimera.

ii. Koresha igishushanyo hanyuma wandike ibikorwa mu buryo bukurikirana nk'uko bigaragara aha hakurikira.

Ikarita y'ibikorwa

Ibikorwa	Kubona ubutaka	Gutegura ubutaka	Guhitamo imbuto	Guhinga, kubagara, gutera umuti	Gusarura, ubwikorezi	Kwanika, guhura & Kubika	Kwamamaza



iii. Abagize itsinda rya PGS noneho bagaragaza kandi bagashyira ibikorwa mu byiciro bitandukanye, nko gutegura ubutaka, no gucunga ibihingwa.

Ibyiciro

Ibikorwa	Kubona ubutaka	Gutegura ubutaka	Gutegura imbuto	Guhinga, kubagara no kurwanya indwara n'ibyonnyi	Gusarura & ubwikorezi	Kwanika, guhura & guhunika	Kwamamaza
Icyiciro cyo gutegura umusaruro	Gutegura ubutaka		Kwita ku guhingwa		Nyuma yo gusarura		Kwamamaza

iv. Abagize itsinda rya PGS basesengura ibibazo (ibibabangamiye) bijyanye n'icyiciro cyo gutegura umusaruro. Ibibazo bigomba kuba bigira ingaruka ku bwiza bw'umusaruro bijyanye n'isoko riteganywa.

v. Andika ibyo bibazo mu mbonerahamwe ukurikije ahajya gutegura nk'uko bigaragara mu buryo bukurikira.

Gusesengura ibibazo

Ibikorwa	Kubona ubutaka	Gutegura ubutaka	Gutegura imbuto	Guhinga, kubagara no gutera umuti	Gusarura & Ubwikorezi	Kumisha, Threshing & Guhu-nika	Kwamamaza
Gutegura umu-saruro	Gutegura ubutaka		Kwita ku gihingwa		Nyuma y'isarura		Kwamamaza
Ibibazo (Ni ibihe biba-zo duhura na byo mu bikorwa ?)		Kwangirika kw'ibidukikije aho dukorera					Kwamamaza



Ingaruka zavuzwe haruguru ntizisuzumwa zishingiye ku kuba abahinzi bazifata nk'izoroheje, ziringaniye cyangwa zikomeye ahubwo ziganirwaho bitewe n'uburemere bwazo.

vi. Abagize itsinda rya PGS bakomeje gusesengura ibisubizo bigaragara mu gushira mu bikorwa ubuhinzi bw'umwimerere kugira ngo bigabanye cyangwa bikemure buri ngaruka zagaragajwe haruguru.

vii. Tanga ibisubizo ku gishyushyanyo-mbonera bijyanye n'ingaruka zagaragajwe nkuko bigaragara aha hakurikira.

Itegurwa ry'ibisubizo

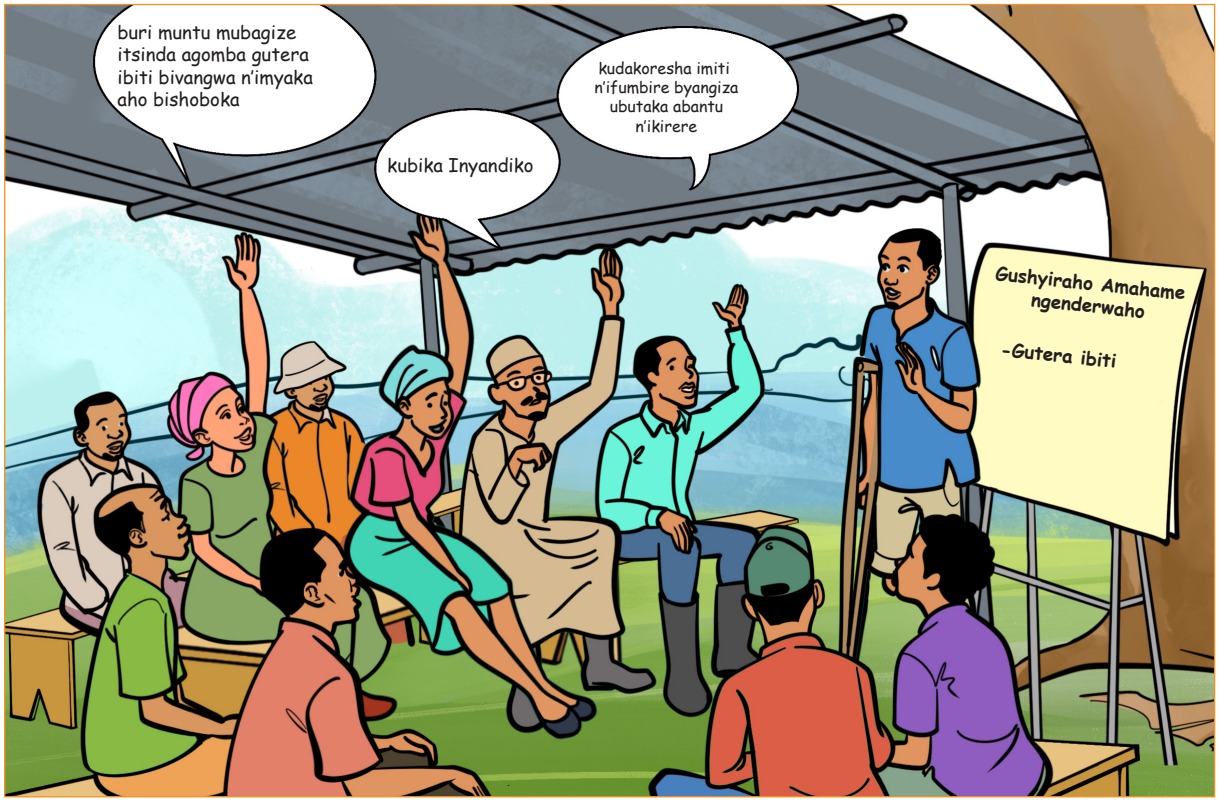
Ibikorwa	Kubona Ubutaka	Gutegura ubutaka	Gutoran-ya im-buto	Gutera, Kubiba & kwuhira	Gusarura & Ubwikorezi	Kwanika, Kugosora& guhunika	Gushaka isoko
Ibyiciro byo gutegura umusaruro	Gutegura ubutaka		Kwita ku gihingwa		Gutunganya ku musaruro		Gushaka isoko
Ingaruka (Ni izihe ngaruka ushobora guhura nazo muri ibi bikorwa)		Ibikorwa byangiza ibidukikije					Gushaka isoko
Ibisubizo (byakemura							
ingaruka zagaragajwe hejuru)		Kubungabun-ga urusobe rw'ibin-yabuzima binyuze mu ishirwa mu bikorwa ry'ubuhinzi bw'umwimerere					

viii. Abagize itsinda rya PGS noneho bemeranya ku bipimo bivuye mu bisubizo byabonetse.

ix. Tanga ibisubizo ku gishyushyanyo-mbonera bijyanye n'ibisubizo nkuko bigaragara hasi.

Ishyirwaho ry'ibipimo

ibikorwa	Kubona Ubutaka	Gutegura ubutaka	Gu-toranya imbuto	Gutera, Kubiba & kwuhira	Gusarura & Ubwikorezi	Kwanika, Kugoso-ra& guhunika	Gushaka isoko
Ibyiciro by'umusaruro	Gutegura ubutaka		Gucunga ibihingwa		Uburyo bwo Kwita ku musaruro		Gushaka isoko
Ingaruka (Ni izihe ngaruka ushobora guhura nazo mu gihe uri muri ibi bikorwa)		Ibikorwa byangiza ibidukikije					Gushaka isoko
Ibisubizo (byakemura ingaruka zagaragajwe hejuru)		Kubungabunga urusobe rw'ibinyabuzima bin-yuze mu ishirwa mu bikorwa ry'ubuhinzi bw'umwimerere					
Amahame ngenderwaho		Abanyamuryango ba-gomba kubungabunga ibidukikije					



x. kuganira no kugaragaza komite nyazo zishinzwe gukurikirana buri cyiciro cyo gutegura umusaruro nkuko bigaragara hasi.

Kuganira kuri Komite bireba

Ibikorwa	Kubona Ubutaka	Gutegura ubutaka	Gutoran-ya im-buto	Gutera, Kubiba & kwuhira	Gusarura & Ubwikorezi	Kwanika, Kugoso-ra& guhunika	Gushaka isoko
Ibyiciro by'umusaruro	Gutegura ubutaka		Kwita ku gihingwa		Uburyo bwo gufata neza umusa-ruro		Gushaka isoko
Ingaruka (Ni izihe nga-ruka ushobora guhura nazo mu gihe uri muri ibi bikorwa)		Ibikorwa byangiza ibidukikije					Gushaka isoko
Ibisubizo (byakemura ingaruka zagaragajwe hejuru)		Kubungabunga urusobe rw'ibinyabuzi-ma binyuze mu ishirwa mu bikorwa ry'ubuhinzi bw'umwimerere					
ibipimo		Abanya-muryango bagomba kubungabunga ibidukikije					
komite	umusaruro						

xi. Kuganira no kugaragaza komite nyazo zishinzwe gukurikirana buri cyiciro mu gutegura umusaruro nkuko bigaragara hasi.

Kuganira kuri Komite bireba

Ibikorwa	Kubona Ubutaka	Gutegura ubutaka	Gutoranya im-buto	Gutera, Kubiba & kwuhira	Gusarura & Ubwikorezi	Kwanika, Kugosora& guhunika	Gushaka isoko
Ibyiciro by'umusaruro	Gutegura ubutaka		Gucunga ibihingwa		Uburyo bwo Kwita ku musaruro		Gushaka isoko
Ingaruka (Ni izihe ngaruka ush-obora guhura nazo mu gihe uri muri ibi bikorwa)		Ibikorwa byangiza ibidukikije					Gushaka isoko
Ibisubizo (byakemura ingaruka zagaragajwe hejuru)		Kubungabunga urusobe rw'ibinyabuzi-ma binyuze mu ishirwa mu bikorwa ry'ubuhinzi bw'umwimerere					
ibipimo		Abanya-muryango bagomba kubungabunga ibidukikije					
komite	umusaruro						
Inyandiko							**Ingengo y'imari**

Inyandiko z'abahugura: Igice cya 3 gishobora gukorwa mugihe cy'umunsi umwe kugeza kuri ibiri kugirango harangizwe ibyiciro bisabwa mu gushiraho ibipimo ku rwego rw'itsinda.

Intambwe ya

4

GUSHYIRAHO IMIHIGO Y'ITSINDA RYA PGS

- Abagize itsinda biyemeje gukurikiza amahame yose yashyizweho kugira babone umusaruro mwiza ujyanye n'isoko bifuza.
- Abanyamuryango basabwa kwiyemeza haba mu nyandiko cyangwa mu magambo.
- Imihigo igomba kongerwaho urutonde rw'abanyamuryango bose n'umwanya bose bashobora gusinyaho.
- Ni ngombwa kugira umutangabuhamya wubahwa mu baturage. Uyu ashobora kuba Umuyobozi ku rwego rw'ibanze
- Imihigo y'itsinda rya PGS itanga icyizere cy'uko bazakurikiza ibyo biyemeje.



INGINGO NGENDERWAHO MU GUSHYIRAHO IMIHIGO Y'ITSINDA RYA PGS

i. Itsinda rigomba kwicara hamwe kandi rikumvikana ku magambo akoreshwa mu mihigo mu rurimi abanyamuryango bose biyumvamo.

ii. Imihigo igomba kwandikwa no kuvugururwa kugeza ubwo abanyamuryango bose bisanzuye.

iii. Imihigo igomba kuba ikubiyemo amahame yose abagize itsinda bemeye gukurikiza. Igomba noneho kurangizwa n'amagambo yihariye y'amasezerano. Igomba kugira umwanya aho abagize itsinda basinya nyuma yo guhiga.

Urugero: imihigo y'itsinda ry'umwimerere rya PGS

Twebwe, aba bakurikira twemeza ko twishyiriyeho, dusoma kandi twumva amahame akurikira yo kwita ku bwiza bwa gukomeza ubuziranenge no kwiyemeza kubikurikiza igihe cyose turi abanyamuryango b'itsinda ry'umwimerere rya PGS ..... igihe tuzananirwa gukurikiza aya mahame, tuzahanwe hakurikijwe ibihano byashyizweho na komite ibishinzwe / ubuyobozi.

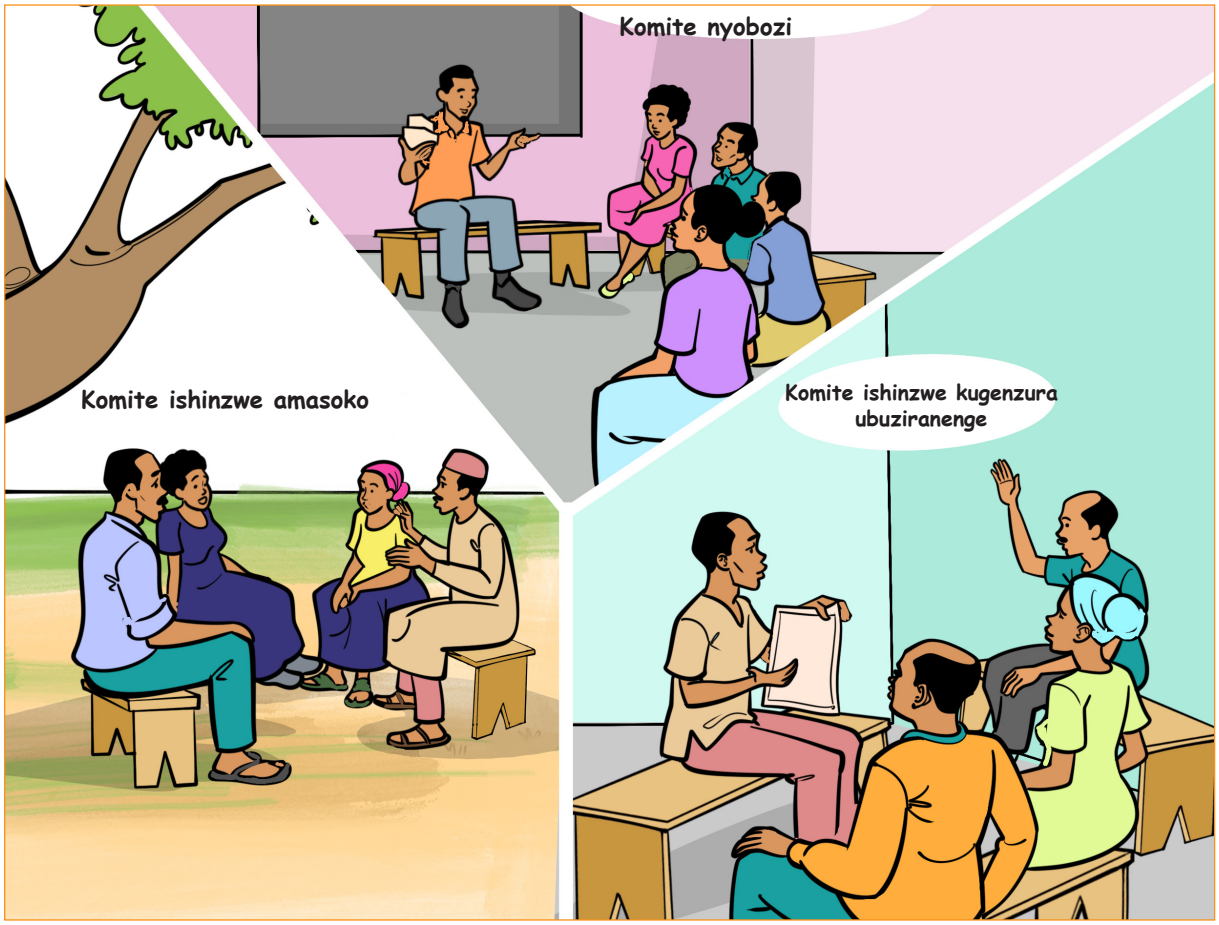
No.	Amazina	Umukono	Itariki
001			
002			
003			
004			

Inyandiko z'abakangurambaga: Intambwe ya 4 izatwara igice cy'umunsi kugirango abahinzi bashyireho kandi bahige imihigo hakurikijwe amahame yashyizweho.

Intambwe ya 5

GUSHYIRAHO UBUYOBOZI BWA PGS

- Ubuyobozi bw'itsinda bugaragariza abagize itsinda ibyo kwibandaho n'icyerekezo.
- Abanyamuryango batangira bagaragaza komite zikenewe zizafasha mu mikorere myiza y'itsinda rya PGS no kugabanya inshingano abanyamuryango.



INTAMBWE NGENDERWAHO MU GUSHYIRAHO UBUYOBOZI BWA PGS

i. **Urutonde rwa komite zikenewe -** Itsinda rya PGS rigomba kugaragaza no gushyiraho komite zose zikenewe zizakora imirimo n'inshingano zitandukanye mu izina ry'itsinda. Izi zishobora kubamo, komite ishinzwe imyitwarire, komite ishinzwe isoko no kwamamaza, na komite nyobozi.

ii. **Kwemeza imirimo n'inshingano za buri Komite -** Abagize itsinda bagomba kuganira, kumvikana, no kwandika inshingano zitandukanye za buri komite. Inshingano zigomba kuba zumvikana neza ku banyamuryango bose mbere yo gutoranya abayobozi ba komite. Abayobozi bagize komite za PGS bagomba gutegura no gukorana inama mu buryo buhoraho muri buri komite kandi hagakorwa inyandikomvugo z'izo nama. Abayobozi bose bagomba kumva no gushyira mu bikorwa inshingano zabo

nkuko byumvikanyweho. Abayobozi bagomba kumenya neza ko gahunda y'ibikorwa yateguwe kandi igashyirwa mu bikorwa.

iii. **Kuganira ku imiterere/ ibiranga buri komite -** Itsinda rigomba kuganira no kumvikana ku miterere n'ibiranga buri komite hamwe n'umubare w'abanyamuryango bazaba bagize buri komite. Itsinda ryemeranya ku bagomba kuba muri komite ishingiye ku bushobozi bwa burimuntu bwo gukora imirimo yihariye. Urugero, umunyamuryango watoranijwe kuba muri komite ishinzwe amasoko no kwamamaza agomba kuba afite ubumenyi mu bijyanye n'ubuhahirane.

iv. **Guhitamo abayobozi ba buri komite -** Komite zimaze gushingwa, itsinda rihitamo abayobozi kuri buri komite. Abayobozi batorwa binyuze mu matora y'abagize itsinda cyangwa abanyamuryango bashobora kwitanga nk'abakandida mu myanya imwe n'imwe y'ubuyobozi. Buri komite igomba kuba igizwe nibura n'abanyamuryango batatu.

v. **Kwandika ubuyobozi bwa PGS -** Mugihe cyo gushyiraho Ubuyobozi bwa PGS, itsinda rikoresha igikoresho cyo gusesengura ubuyobozi (Imbonerahamwe 3) kugirango bandike ibikorwa byemeranijweho. Igihe ubuyobozi bwa bw'itsinda rya PGS bumaze kujyaho, itsinda ritanga isesengura ry'ubuyobozi. Buri munyamuryango agomba kuba muri komite byibura imwe ariko ntarenze komite ebyiri.

IMBONERAHAMWE 3: ISESENGURA RY'UBUYOBOZI

Komite	Inshingano	Ibiranga y'abayigize
Komite ishinzwe amasoko no kwamamaza	• Kumenya amasoko ya ngombwa • Guciririkanya ibiciro	Ubumenyi mu itumanaho no kwamamaza
Komite Nyobozi	• Kugenzura ibikorwa byose byo mu itsinda • Kugenzura komite zose za PGS	Ubumenyi mu miyoborere

Inyandiko z'abafashanyabikorwa: Intambwe ya 5 isaba umunsi umwe cyangwa itatu kugirango igerweho neza, nanone biterwa cyane na komite itsinda ryabahinzi bifuza gushinga.

Intambwe ya 6

INGAMBA ZO KWAMAMAZA NK'ITSINDA

- Ingamba zo kwamamaza nk'itsinda ni uburyo itsinda rya PGS riteganya kwamamaza ibicuruzwa byabo. Ingamba zifasha kumenya isoko rikenewe, kumenya uburyo bagera ku isoko hamwe n'uburyo bwo kunoza imikorere binyuze mu kongera ibicuruzwa no kugabanya ibiciro.
- Mbere yo gutegura ingamba zo kwamamaza, komite ishinzwe kwamamaza igomba gukora isesengura ry'isoko ikoresheje uburyo bukurikira:

i. Gukora isuzuma ry'imiterere y'isoko mu buryo bwihuse

- Abagize amatsinda bahitamo amakuru akenewe bakurikije imishinga bahisemo.
- Komite izabona amakuru ku masoko atandukanye / abaguzi bashishikajwe n'ibicuruzwa byabo. Urugero: kumenya ibiciro byatanzwe, ubwiza n'ingano y'ibikenewe, inshuro bigurwa, uburyo bwo kwishyura.
- Abakoze isuzuma bazategura raporo bayigeze ku itsinda nk'uko bigaragara mu mbonerahamwe ya 4.

IMBONERAHAMWE 4: UBURYO RAPORO Y'ISUZUMA RY'ISOKO IKORWA (YAKUWE KURI PESA AGRO ENTERPRISE MARKETING MODEL).

	Enterprise A		Enterprise B		Enterprise C	
	Isoko/Umucuruzi	Isoko/Umucuruzi	Isoko/Umucuruzi	Isoko/Umucuruzi	Isoko/Umucuruzi	Isoko/Umucuruzi
	Izina/Aho rihereereye	Izina/Aho rihereereye	Izina/Aho rihereereye	Izina/Aho rihereereye	Izina/Aho rihereereye	Izina/Aho rihereereye
Amakuru akenewe (yatanzwe n'itsinda)	Tel. no.	Tel. no.	Tel. no.	Tel. no.	Tel. no.	Tel. no.
Imiterere y'ibicuruzwa bikenewe						
Ingano y'ibikenewe Igiciro gitangwa kuri buri gicuruzwa						
Inshuro bigurwa						
Uburyo bwo kwishyura						
Amatsinda						

ii. Isesengura ry'amasoko y'ibicuruzwa by'umwimerere

Kuri iki cyiciro, abahinzi bazi amasoko atandukanye aboneka bashobora kugurishaho ibicuruzwa byabo. Hazakorwa urutonde rw'amasoko asanzwe n'amasoko ry'umwimerere (Imbonerahamwe 5).

	Amasoko asanzwe Izina/ Nimero/Aho rihe-rereye	Isoko ry'Umwimerere Izina/Nimero/ Aho rihe-rereye
1		
2		
3		

iii. Gutegura uburyo bwo kwamamaza nk'itsinda

Abagize itsinda baganira kandi bagahitamo ingingo esheshatu z'ingenzi z'umushinga wabo w'ubucuruzi zirimo i) Ibicuruzwa, ii) Kubiha Agaciro (aho gucururiza hihariye), iii) abaguzi / amasoko, iv) Ni gute abaguzi / amasoko bazamenya ibicuruzwa byabo byihariye (Uburyo bwo gukwirakwiza amakuru), v) Ibikorwa by'ingenzi byo kwamamaza hamwe na vi) Iby'ingenzi byo kwamamaza. Birambuye mu buryo bukurikira:

- **Guhitamo igicuruzwa:** nk'itsinda rya PGS, abahinzi bahitamo ibicuruzwa bajyana ku isoko / bagurisha bazirikana ubwoko bwose bw'ibicuruzwa urugero nk'imyumbati, ifu y'imyumbati, inyama z'inkoko, amagi, ibitoki, n'ibindi bitewe n'imishinga itsinda PGS ryatoranije.

- **Kuganira ku gaciro (Aho bagurishiriza hihariye):** abahinzi baganira k'umwihariko / agaciro ibicuruzwa byabo bizagira isoko ugereranije n'abandi bagurisha ibicuruzwa bimwe. Urugero, umwihariko urashobora kuba mu biciro, ubwiza, uburyo bifunze cyangwa uburyo ibicuruzwa bigera ku baguzi batandukanye.

- **Kuganira ku baguzi / amasoko:** abahinzi baganira, bagahitamo kandi bagashyiraho urutonde rw'abaguzi n'amasoko bashobora kugura ibicuruzwa byabo Amakuru arambuye ku baguzi n'amasoko nayo akandikwa urugero, amazina yabo, Nimero, aho baherereye nkuko bigaragara muri raporo y'isuzuma ry'isoko.

- **Guhitamo uburyo bwo gukwirakwiza amakuru:** abahinzi bahitamo inzira nziza yo gusangira amakuru n'isoko /abaguzi ku byerekeye ibicuruzwa bitandukanye byitsinda rya PGS hamwe n'uburyo abakiriya batangamo ibitekerezo, binyuze mu gukoresha telefone, ubutumwa bugufi, guhura kwa buri cyumweru imbona nkubone, ibyapa, na radiyo / amaradiyo y'abaturage n'ibindi.

- **Kuganira ku bikorwa by'ingenzi mu kwamamaza:** abahinzi baganira ku bikorwa by'ingenzi bazakora mu rwego rwo kwamamaza ibicuruzwa byabo. Ibi bishobora kuba ubushakashatsi ku isoko, gupfunyika ibicuruzwa, kuranga, no kugemura ibicuruzwa.

- **Guhitamo ibikoresho by'ingenzi:** abahinzi bemeranya ku mutungo uzakoreshwa mu bikorwa byo kwamamaza. Ibi bishobora kubamo abakozi, amafaranga, igihe n'ibindi bikoresho.

Abahinzi bamaze gufata umwanzuro ku ngingo esheshatu zose zavuzwe haruguru, bazavuga muri make gahunda zabo bakoresheje icyitegererezo kiri mu mbonerahamwe ya 6. Ibi bigomba kwandikwa ku bintu bimara igihe kirekire nka shitingi, umufuka, flipchart, nibindi.



TABLE 6. UBURYO BWO KWAMAMAZA MUMATSINDA

Ibicuruzwa	**Agaciro gateganywa (Aho gucururiza hihariye)**	**Abaguzi/ Amasoko**
Uburyo bwo gusakaza amakuru (Uburyo amakuru ku bicuruzwa agera ku baguzi / amasoko)	**Ibikorwa byo kwamamaza**	**Ibikoreshwa mu kwamamaza**

Inyandiko zifasha abakangurambaga: intambwe ya 6 ikorwa mu munsi umwe cyangwa ibiri kuko abahinzi bakeneye gushyiraho ingamba zihamye.

Intambwe ya

7

GUSHYIRAHO UBURYO BWO KUGENZURANA

- Itsinda rya PGS rigomba gushyiraho uburyo bwo gusuzuma butuma bugenzura uruhare mu bikorwa by'itsinda. Ni ukubera ko atari abahinzi bose basaba kuba mu itsinda rya PGS bashobora kuzuza ibisabwa kandi ntabwo abajuje ibisabwa bose bashobora gukomeza kubahiriza amahame y'umwimerere.
- Abahinzi bakorera hamwe mu matsinda baba bari ku rwego rumwe. Imibereho yabo, ubumenyi n'ubuhanga ntibishobora kuba bitandukanye cyane, kandi bashobora gusuzuma iterambere ryabo hashingiwe kubyo abahinzi bagenzi babo bagezeho.
- Muri PGS, kugenzurana ni uburyo abantu bari muri gahunda zimwe basuzuma imikorere ya bagenzi babo kugirango bakurikirane umusaruro / uburyo utungangwa no uburyo bwo kwamamaza hagendewe ku mahame ya PGS agomba kubahirizwa.
- Mu itsinda rya PGS, kugenzurana ni uburyo bwo kwiyobora kandi ikoreshwa mu gukomeza ubuziranenge, kunoza imikorere, no gutanga ikizere biganisha ku kubona icyemezo. Itanga kandi uburyo bwo guhugurana no kongera ubushobozi bw'abanyamuryango ba PGS.
- Intego yo kugenzurana (isanzwe yumvikana nko kugenzura imirima) ni uburyo kubahiriza amahame n'amabwiriza bigenga PGS bigenzurwa n'abahinzi hagati yabo. Iteganya kandi uburyo bwo gusangira ubumenyi aho biga ibijyanye n'amahame n'uburyo abandi bahinga. Ikiva muri iki gikorwa ni urupapuro rw'igenzura hagati y'abahinzi (ruriho itariki n'umukono) rurimo ibisobanuro birambuye. Uru rupapuro ruba rukubiyemo ibyagaragaye bitubahirijwe hamwe n'uburyo wo kubikosora.



UKO IGENZURA HAGATI Y'ABANYAMURYANGO BIKORWA

1. Gutegura Kandi Gushyiraho Gahunda y'igenzura

i. Gutegura urutonde rw'ibisuzumwa

Iyi ntambwe itangirana no kureba amahame ya PGS, ibisabwa kugirango hatangwe icyemezo cy'umwimerere no gutegura urutonde rw'ibigenzurwa n'ikigenderwaho kugirango byemerwe no gushyiraho ibihano byo kutubahiriza amahame. Urugero ni nk'uko bigaragara mu mbonera-hamwe ya 7.

IMBONERAHAMWE 7: AMAHAME Y'IGENZURA N'IBISABWA KUGIRA NGO HATANGWE ICYEMEZO

	Amahame ya PGS	Ibisabwa ngo babone icyemezo	Ikigenderwaho kugira ngo byemerwe	Ibihano kubatubahirije amahame
1	Abahinzi bose ba PGS bagomba gukoresha imbuto y'umwimerere mu mirima yabo. Imbuto zatunganyijwe hakoreshejwe ibinyabutabire ntizemewe	Umuhinzi akoresha imbuto y'umwimerere	Umuhinzi yakoresheje imbuto y'umwimerere	Umwaka wa mbere wo guhindura
2				
3				
4				
5				

Hashingiwe kuri ibi, abanyamuryango ba PGS bategura urutonde rw'ibisuzumwa ruzakoreshwa mu kugenzura no kwandika iyubahirizwa ry'amahame ya PGS na buri muhinzi uri muri PGS.

Shira ahagaragara ifishi y'isuzuma (Imbonerahamwe 8) hanyuma urebe ko itunganye mbere y'itariki nyirizina yo gutangira igenzura.

TIMBONERAHAMWE 8: IFISHI Y'IGENZURA

Izina ry'umuhinzihinzi: ..... Nimero: ..... Umudugudu: ..... Umwaka: .....

	Ihame	Igihembwe cya I				Igihembwe cya II				Icyagaragaye muri igihembwe cya I	Icyagaragaye muri igihembwe cya II
		Itariki yo gusurwa kwa 1.....		Itariki yo gusurwa kwa 2.....		Itariki yo gusurwa kwa 1.....		Itariki yo gusurwa kwa 2.....			
		Yego	Oya	Yego	Oya	Yego	Oya	Yego	Oya		
1	Gukoresha imbuto y'umwimerere yemewe										
2	Gukoresha imiti yica udukoko y'umwimerere										Aramara igihe kingana n'imyaka itatu yo guhinduka
3											
4											
5											
6											
7											
8											
9											
10											

Itsinda rikora igenzura:

1. .....

2. .....

3. .....

Inama zatanzwe mu gihembwe cya mbere:

1. .....

2. .....

3. .....

Inama zatanzwe mu gihembwe cya kabiri:

1. .....

2. .....

3. .....

ii. Gushyiraho itsinda rikora igenzura

Nyuma yo kumvikana ku rutonde rw'ibigenzurwa, itsinda rishyira mu buryo bwa demokarasi abanyamuryango bafite ubumenyi n'inararibonye mu itsinda rishinzwe kugenzurana rgiizwe na komite ebyiri – Komite ngenzuzi na komite ishinzwe kwemeza.

Inshingano z'ingenzi za Komite ngenzuzi

a. Gusura buri mwaka buri murima wa buri munyamuryango w'itsinda rya PGS

a. Guha komite ishinzwe kwemeza/ gutanga icyemezo raporo ya buri murima wasuwe.

Inshingano z'ingenzi za komite yemeza

a. Igenzura ko ibyavuye mu igenzura byuzuye maze ikemeza ibyemezo byafashwe na komite ikora.

a. Kwemeza abanyamuryango ba PGS kugiti cyabo no gushyiraho ibihano ku batubahirije amahame

a. Gusuzuma uburemere bwo kutubahiriza amahame no gushyiraho icyakorwa mu gukosora amakosa mu gihe cyagenwe.

Kugena umubare n'abagize komite ikora igenzura ni ngombwa cyane. Nibura umuntu umwe agomba gushyirwaho n'itsinda kugirango afate ibyemezo byo kwemeza no guhana. Kugira ngo hirindwe kubogama, buri komite igomba kuba igizwe n'umubare w'igiharwe, byaba byiza bitatu

iii. Guhugura itsinda rikora igenzura

Itsinda rishinzwe igenzura rigomba guhugurwa kugirango basobanukirwe neza inshingano zabo. Itsinda rigomba kandi kwitoza ibyo bagiye gukora mugihe na nyuma yo kugenzurana. Itsinda rya PGS rizategura buri mwaka amahugurwa agenewe abari mu itsinda rikora igenzura akazatangwa n'umuntu ubishoboye. Ibyavuye mu mahugurwa bizandikwa kandi bibikwe.

iv. Gukemura Amakimbirane ashingiye ku nyungu

Itsinda rya PGS rigomba kwirinda amakimbirane ashingiye ku nyungu ku rwego urwo ari rwo rwose. Nta muntu ugize itsinda rikora igenzura ugomba kugenzura / kwemeza umurima we bwite, abaturanyi be ba hafi, inshuti magara, cyangwa uw'umuryango. Abagize itsinda ryemeza, abagenzuzi n'abagurisha bagomba gushyira umukono mu masezerano ahakana amakimbirane ashingiye nyungu. Ayo masezerano arasinywa akabikwa mu biro by'itsinda rya PGS kandi akaba yaboneka igihe cyose bibaye ngombwa.

v. Gahunda y'igenzura

Igenzura rikozwe neza rizagaragaza imbaraga n'intege nke by'itsinda rya PGS. Rifasha kandi kugaragaza amahugurwa akenewe atari ku banyamuryango ba PGS gusa ahubwo no ku itsinda rikora igenzura. Inzira ikurikira igomba gukurikizwa mu gihe hategurwa igenzura:

- Tegura ikirangaminsi y'igenzura. Ibi bigomba gufashwamo n'umuhuzabikorwa w'itsinda rya PGS

- Tegura gahunda yo gusura imirima. Sobanura inshingano za buri muntu ugize itsinda ry'ubugenzuzi mu gihe cyo gusura. Urugero, kumenyekanisha, inyandiko, kwitegereza Gukosora inyandiko, kugenzura inyubako, gufata amafoto, gusoza, incamake y'umunsi, nibindi.

- Gutegura urutonde rwibintu byose bikenewe mu igenzura. Ibi bizaba birimo urutonde rw'abanyamuryango b'itsinda rya PGS/ imyirondoro yabo, ifishi y'igenzura, ibyuma bifata amashusho, wino ifasha mu gutera igikumwe, nibindi.

- Gutegura gahunda y'igenzura, urugero: umubare w'abahinzi basurwa ku munsi, igihe bimara, igihe bikorerwa, n'ibindi

- Kumenyesha abanyamuryango b'itsinda rya PGS ibijyanye na gahunda yo kubagenzura, kandi bakabimenyeshwa mbere.

2. Gukora igikorwa cyo kugenzura

Mu gihe cyo gukora igenzura bwa mbere, itsinda rishobora gutumira abatekinisi-ye babimenyereye hamwe n'abajyanama kwitabira icyo gikorwa kugira ngo byubake icyizere mu itsinda rikora igenzura.

Ni ngombwa gushimangira ko mu gihe cy'igenzura umuhinzi agomba kuba ahari kugira ngo asubize ibibazo abazwa anatange amakuru yose akenewe ni biba ngombwa agaragaze imbogamizi ahura nazo ndetse n'ubufasha bukenewe. Gahunda ikurikira igomba gukurikizwa mu gihe cy'igenzura:

Sura imirima yabanyamuryango ukurikije gahunda yateguwe byibuze rimwe mumwaka.

Kugenzura, kuganira, no kwandika ibyagaragaye kugirango bizifashishwe mu gihe kizaza.

3. Gukora Raporo y'igenzura

Nyuma yo gukora igenzura itsinda rishinzwe igenzura cyane cyane komite ishinzwe ubugenzuzi ihuza ibyavuye mu igenzura, igakora raporor y'igenzura noneho ikayishyikiriza komite ishinzwe kwemeza /gutanga icyemezo c'umwimerere.

Raporo y'igenzura

Itariki: .....

Nomero:	Izina ry'umuhinzi	Ibimenyetso: igihembwe cya I	Ibimenyetso: igihembwe cya II	Ibyifuzo by'itsinda

Ibigize raporo y'igenzura

i. Intangiriro – intego, amatariki, gahunda y'igenzura, umubare w'abahinzi bagenzuwe n'aho baherereye, nibindi.

ii. Ibyavuyemo – Ibyargaragaye harimo n'ibitarubahirijwe, icyakorwa ngo bikosorwe hagendewe ku byagaragaye, icyakorwa hegendewe ku kwemeza /ibihano

iii. Amahugurwa akenewe bitewe n'ibyagaragjwe n'igenzura

iv. Ibyakorwa

v. Umwanzuro

vi. Imigereka: ifishi z'igenzura zujujwe

Ibigenewe abahugura: Intambwe ya 7 ishobora gusaba umunsi umwe cyangwa ibiri bitewe o gushyira ibintu muri sistemu ishyirwa mubikorwa ry'igenzura rishobora gukorwa mu gihe aabhinzi barimo no gushyira mu bikorwa gahunda z'itsinda rya PG.

Intambwe ya

8

GUSUZUMA NO GUFATA ICYEMEZO

Ibyavuye mu igenzura bigomba kugenzurwa kugirango harebwe niba aribyo, kandi gahunda yo kugenzura hamwe n'inyandiko zarangiye nkuko bisabwa. Ibikorwa bikosora bigomba guhora bigamije kunoza imikorere aho gushyiraho ibihano. Komite ishinzwe gutanga icyemezo cy'umwimerere ifata umwanzuro ujyanye no guha icyemezo umuhinzi na gahunda ya PGS ikabona nayo gutanga ibyemezo. Ni ngombwa kandi ko PGS iteganya ko abanyanmuryango bayo bashobora kujuririra ibyemezo bafatiwe urugero nk'iyo bahagarikiwe icyemezo biturutse ku makosa akomeye baba abakoze.

Gutanga icyamngombwa ku banyamuryango ba PGS bizakorwa mu buryo bukurikira: Komite ishinzwe gutanga ibyemezo:

i. Kureba ibisabwa ngo batange icyemezo n'ibigenderwaho
ii. Gusuzuma ibyavuye muri raporo y'igenzura
iii. Kwemeza/ibihano ku banyamuryango ba PGS bagenzuwe
iv. Gukora urutonde rw'abahinzi bemerewe kubona icyemezo
v. Gutanga icyemezo hakurikijwe gahunda ya PGS
vi. Gukora urutonde rw'ibigurishwa
vii. Kwemeza ibihano bifatirwa abanyamuryango ba PGS barenze ku mahame
viii. Kwandika ibisubizo ku bibazo byagaragajwe n'abatishimiye imyanzuro yabafatiwe no kugira icyo babikoraho
ix. Kugaragaza urutonde rw'abahinzi bafatiwe ibihano

Itsinda rya PGS rishobora gufata icyemezo cyo guha seritifika umunyamuryango wa PGS ku giti cye, uwo munyamuryango akaba yayifashisha mu kugurisha ibicuruzwa bye ku giti cye.



Intambwe ya

9

GUKURUKIRANA

Kubahiriza amahame bijyana na gahunda y'igenzura rikorerwa imbere mu itsinda rigamije kureba niba koko igenzura ryakozwe ryarubahirije ibisabwa nk'uko biteganywa kandi ryageze ku ntego. Iri tsinda rizajya risura abahinzi ba PGS mu gihe runaka, kandi aho bibaye ngombwa bakore igenzura mu buryo butunguranye.



Inyandiko z'abakangurambaga: Intambwe: Intambwe ya 9 irakomeza, ntagihe cyihariye cyashyizweho kugirango igerweho.

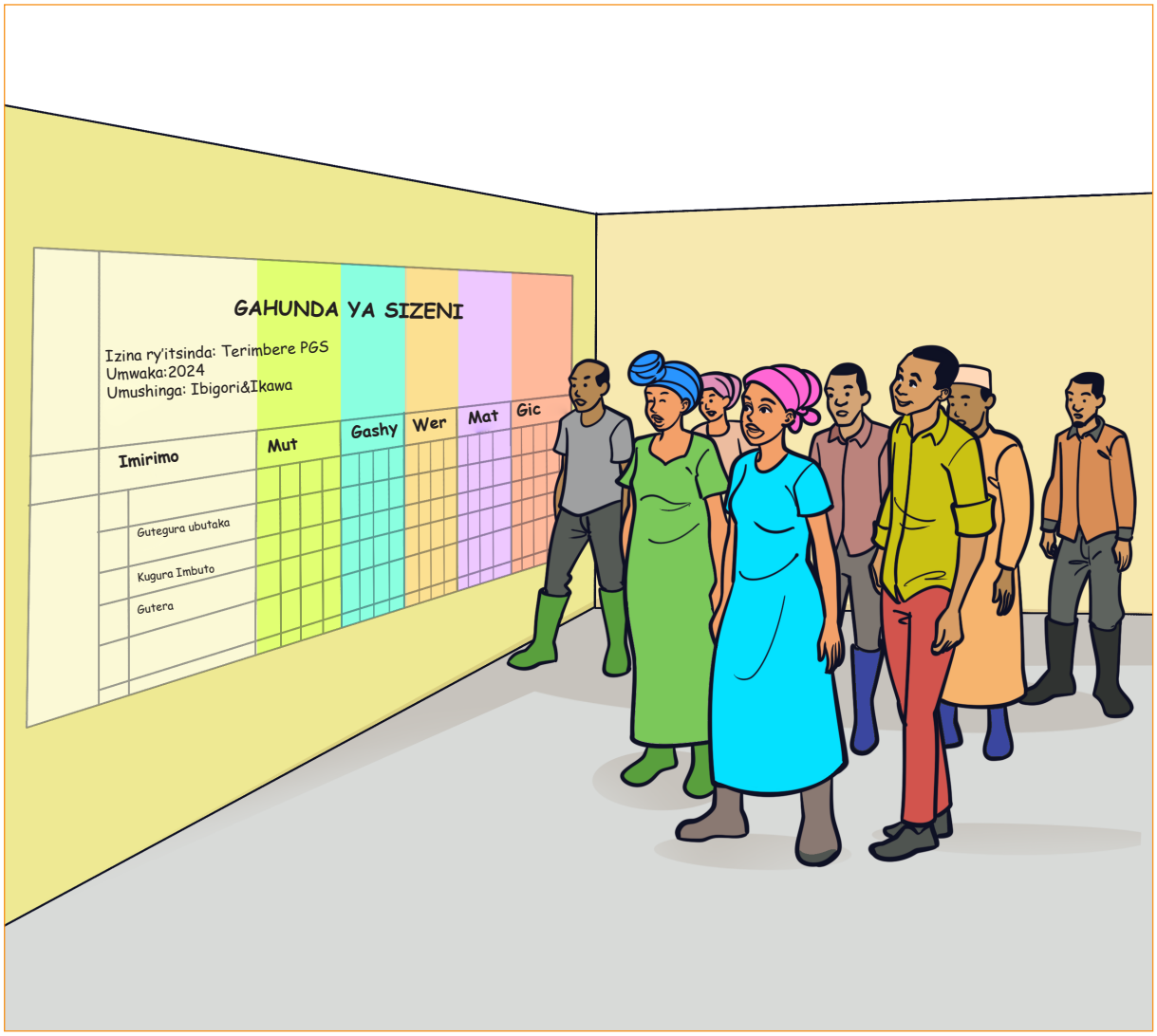
Intambwe ya

10

KUBIKA INYANDIKO

Inyandiko ni ibikoresho by'ingenzi mu mikorere myiza n'imiyoborere y'itsinda rya PGS. Itsinda rigomba:

- Gutegura uburyo bwo kubika inyandiko n'ibindi bikoresho ku buryo abagize itsinda bose, hatitaye ku bumenyi bwabo bwo gusoma bibonamo
- Gukusanyiriza hamwe amakuru yose ku bikorwa by'itsinda
- Kwandika amakuru yose yakusanyijwe no kuyabika neza kugirango azifashishwe mugihe byaba bibaye ngombwa.





Inyandiko nziza zifasha abagize itsinda gukurikirana iterambere ry'itsinda, gusuzuma ibiganiro n'amasezerano bakora, gukurikirana ibyinjira n'ibisohoka no gutegura raporo y'imari. Ibi bifasha guteza imbere gukorera mu mucyo no kuzuza inshingano. Ku bw'ibyo, abanyamuryango bose bemerewe kuba bagenzura inyandiko igihe icyo aricyo cyose.

Kubaka ubushobozi bwo kubika inyandiko ni gahunda ikorwa gahoro gahoro iganisha ku kubaka ubushobozi n'ubumenyi mu kubika inyandiko. Itsinda rizakenera byibuze abanyamuryango bake bafite ubumenyi bwibanze bwo gusoma no kwandika kugirango babashe kubika neza inyandiko.

Inyinshi mu nyandiko zimaze kuvugwa haruguru zirimo izikoreshwa mu igenzura, raporo z'igenzura, igitabo cy'abanyamuryango, ikarita igaragaza aho abanyamuryango bakura umusaruro, gahunda z'ibikorwa n'ibindi. Ariko, hariho izindi nyandiko z'ingirakamaro itsinda rigomba gukoresha zirimo:

- **Gahunda y'igihembwe:** ibi bifasha abagize itsinda gutegura ibikorwa by'ihinga bitandukanye. Mugihe hategurwa gahunda y'igihembwe, abanyamuryango bagomba kwerekana ibyiciro bitandukanye byo guhinga, ndetse n'igihe cyangwa umwanya buri gikorwa kizamara. Hasi murahasanga urugero cy'inyandiko za gahunda y'igihembwe.

SEASONAL PLAN																																	
Name of PGS Group:																																	
Year:																																	
Enterprise																																	
No.	Activity	Jan				Feb				Mar				Apr				May				Jun				Jul				Aug				Sep			
		W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4
1																																					
2																																					
3																																					
4																																					
5																																					

- **Gahunda y'umusaruro -** ibi bikoreshwa mu kumenya umusaruro uteganijwe ku buso bwavuzwe mugihe cy'isarura cyagenwe n'umushinga. Hasi ni urugero rwa gahunda y'umusaruro.

Nimero:	Amazina y'umuhinzi	Umushinga wa 1		Umushinga wa 2		Umushinga wa 3		Icyongerwaho
		Ubuso	Umusaruro (Kgs)	Ubuso	Umusaruro (Kgs)	Ubuso	Umusaruro (Kgs)	
Total								

Icyitonderwa: Izi nyandiko zigomba guhora zivugururwa ukurikije ibibera mw'itsinda.

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Rwanda Organic Agriculture Movement (ROAM)

Street KK4 Avenue, Gikondo, Kicukiro District
Box 6886, Kigali, Rwanda.
(+250) 792 012 275
info@roam.org.rw
www.roam.org.rw

Food and Agriculture Organization of the United Nations