AMABWIRIZA YA MINISITIRI W'UBUTEGETSI BW'IGIHUGU NO. 003/07.01/16 YO KUWA 06 SEPT 2016 AGENGA GAHUNDA IGAMIJE KUNOZA IMITANGIRE YA SERIVISE, IMIKORERE N'ICUNGAMUTUNGO MU NZEGO Z'IBANZE HASHINGIWE KU KWIGENZURA NO KWIGIRANAHO

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Minisitiri w'Ubutegetsi bw'Igihugu;

Ashingiye ku Itegeko n° 87/2013 ryo kuwa 11/09/2013 rigena imitunganyirize n'imikorere y'Inzego z'Imitegekere y'Igihugu zegerejwe abaturage,

Ashingiye kandi kuri Politiki na Gahunda by'Igihugu byo kwegereza abaturage ubuyobozi n'ubushobozi;

Ashingiye ku bigamijwe na politiki y'Igihugu yo kwegereza abaturage ubuyobozi n'ubushobozi birimo kurushaho gutanga serivisi zinogeye abaturage, kunoza ibijyanye no kumurika no gusobanura ibyo umuntu akora no gukurikirana ikoreshwa ry'imari ya Leta;

Ashingiye kandi ku musaruro mwiza wagiye ugaragazwa no kugenzurana no kwigiranaho (Peer Review and Peer Learning Approach) mu bijyanye n'imicungire y'Imari n'Umutungo byakorewe ku rwego rw'Akarere;

Amaze kubona ko hari izindi nzego za Leta zikorera mu Karere zigenerwa ingengo y'Imari n'Akarere cyangwa izindi nzego za Leta (Non-Budget Agencies) nazo zigomba kugenzurwa;

Ashingiye ku bibazo bikigaragara mu mitangire ya servisi, imikorere n'imicungire y'Imari n'Umutungo bya Leta bikeneye kunozwa mu nzego z'ibanze;

Ashingiye kuri Gahunda y'imbaturabukungu no kurwanya ubukene yerekeranye n'imitangire ya serivisi ku byerekeye ibipimo bigomba kugerwaho;

Amaze kubona ko umubare munini w'izo nzego (7383) utuma zitabasha kugerwaho n'ubugenzuzi busanzwe bwa Leta mu bijyanye n'imitangire ya serivisi n'imicungire y'imari ya Leta;

Atanze amabwiriza akurikira:

Umutwe wa Mbere: Ingingo rusange

Ingingo ya 1: Icyo aya mabwiriza agamije

Aya mabwiriza agenga gahunda igamije kunoza imitangire ya serivise, imikorere n'icungamutungo mu Nzego z'Ibanze hashingiwe ku kwigenzura no kwigiranaho.

Ingingo ya 2: Ishyirwaho ry'Itsinda rishinzwe kugenzura imitangire ya serivisi, imikorere n'imicungire y'imari ya Leta

Hagiyeho itsinda rishinzwe kugenzura imitangire ya serivisi, imikorere n'imicungire by'imari n'umutungo bya Leta mu Nzego za Leta zikorera mu Karere.

Iri tsinda rizakorera ku rwego rw'Umurenge rikaba rigizwe n'abantu barimo abakozi b'Akarere, abo ku Murenge, abaturutse mu Ihuriro ry'Abafatanyabikorwa mw'Iterambere (JADF), mu nama y'Igihugu y'Abagore ku Murenge, mu nama y'Igihugu y'Urubyiruko ku Murenge, mu Bigo by'Amashuri yisumbuye, mu bitaro by'Akarere, mu Bigo Nderabuzima, mu Bigo bishinzwe ubwisungane mu kwivuza (Mutuelle de Sante) no mu mishinga ya Leta ikorera ku rwego rw'Umurenge.

Ingingo ya 3: Intego y'aya mabwiriza

Intego y'aya mabwiriza ni uguteza imbere uburyo bwo kugenzura imitangire ya serivisi n'imicungire y'imari ya Leta ku rwego rw'Umurenge n'ibindi Bigo bikorera mu Karere bigenerwa ingengo y'imari ariko bitigenga mu mikoreshereze y'iyo ngengo y'imari (NBAs); hakoreshejwe uburyo bwo kwigenzura, kugenzurana no kwigiranaho (Peer Review and Peer Learning Approach).

By'umwihariko iyi gahunda igamije guteza imbere:

1^0 Serivisi zinogeye abaturage;

2^0 Imicungire myiza y'imari n'umutungo bya rubanda;

3^0 Imikorere n'imicungire iboneye ya gahunda za Leta zigamije guhindura imibereho y'Abaturage;

4^0 Isuku ahakorera abantu n'ahatangirwa serivisi;

5^0 Guteza imbere umuco wo guhora twisuzuma mu byo dukora;

6^0 Guteza imbere umuco wo kurushanwa no guhanga udushya (Competition and innovation).

<u>Ingingo ya 4</u>: Amahame ya gahunda yo kugenzura imitangire ya serivisi n'imicungire y'imari ya Leta

Umurimo unoze, imicungire myiza y'umutungo n'imari na gahunda za Leta zigamije guhindura imibereho y'abaturage bigendera ku mahame akurikira:

1^0 Kubahiriza icyerekezo cya Leta y'u Rwanda cyo kwimakaza imiyoborere ishingiye ku baturage;

2^0 Guharanira ko buri rwego rugenerwa ingengo y'imari ya Leta rugira uburyo bwo kugenzura imikoreshereze yayo;

3^0 Guhindura imibereho y'Abaturage bishingiye ku micungire myiza y'ibibagenerwa no kubaha serivisi zinoze;

4^0 Kwimakaza umuco wo kwigenzura, kugenzurana no kwigiranaho;

5^0 Kwimakaza umuco wo kwishakamo ibisubizo no kwigira.

<u>Ingingo ya 5</u>: Ibikoresho by'ingenzi bizifashishwa muri iyi gahunda

Kugirango iyi gahunda izakorwe neza, ibikoresho bikurikira byarateguwe mu rwego rwo gufasha abagenzuzi:

Inyandiko mfashamikorere (User Manual): Ni inyandiko ikubiyemo isobanurampamvu y'iri genzura rigamije kwigiranaho hamwe n'ingingo z'ingenzi zizashingirwaho mu kugenzura.

Urutonde rw'ibizagenzurwa (Check list): Ni urutonde rugaragaza ibizagenzurwa, ibibazo ugenzura abaza, ibiranga ikigenzurwa uko kimeze n'inama ugenzura atanga nyuma y'igenzura.

<u>Ingingo ya 6</u>: Abafatanyabikorwa b'iyi gahunda

Gahunda yo kugenzura imitangire ya serivisi n'imicungire y'imari ya Leta mu nzego za Leta zikorera mu Karere ihuriweho n'inzego nyinshi ariko urwego izakorerwaho ni Umurenge. Izo nzego ni izi zikurikira:

a. Minisiteri y'Imari n'Igenamigambi (MINECOFIN);

b. Minisiteri y'Ubutegetsi bw'Igihugu (MINALOC);
c. Urwego rw'Igihugu rushinzwe Imiyoborere (RGB);
d. Intara n'Umujyi wa Kigali;
e. Uturere;
f. Imirenge;
g. Ibigo bya Leta bishamikiye ku Karere bigenerwa ingengo y'Imari (NBAs);
h. Inama y'Igihugu y'Abagore ku rwego rw'Umurenge (CNF);
i. Ihuriro ry'Abafatanyabikorwa mu Iterambere (JADF).

<u>Umutwe wa II</u>: Inshingano z'Abafatanyabikorwa bahuriye muri iyi gahunda

<u>Ingingo ya 7</u>: Inshingano za MINECOFIN na MINALOC

MINECOFIN na MINALOC zifite inshingano zikurikira:

Gukurikirana imigendekere myiza ya gahunda kugenzura imitangire ya serivisi, imikorere n'imicungire y'imari ya Leta, kuyikorera ubuvugizi no kuyishakira ingengo y'imari yo kuyishyira mu bikorwa;
Gushyira mu bikorwa inama zatanzwe.

<u>Ingingo ya 8</u>: Inshingano Urwego rw'Igihugu rushinzwe Imiyoborere (RGB)

Inshingano za RGB ni izi zikurikira:

1^0 Gufasha Intara n'Umujyi kubaka ubushobozi bw'inzego zirebwa n'iyi gahunda;
2^0 Gushyiraho imirongo ngenderwaho mu bikwiye kwibandwaho mu gukora igenzura;
3^0 Gukurikirana ibikorwa no gukora isuzuma by'iyi gahunda;
4^0 Kwakira no guhuza raporo zivuye ku Ntara n'Umujyi wa Kigali;
5^0 Gukora raporo y'umwaka y'iyi gahunda no kuyitangaza;
6^0 Gutanga inama ku bikwiye kunozwa;
7^0 Guhuza ibikorwa by'iyi gahunda;

Ingingo ya 9: Inshingano z'Intara n'Umujyi wa Kigali

Inshingano z'Intara n'Umujyi wa Kigali ni ukuyobora no guhuza ibikorwa by'iyi gahunda mu Turere tugize Intara n'Umujyi wa Kigali, kubaka ubushobozi bw'inzego zirebwa n'iyi gahunda.

Ingingo ya 10: Inshingano z'Akarere

Inshingano z'Akarere ni izi zikurikira:

a. Guhuza ibikorwa by'iyi gahunda mu Mirenge igize Akarere;
b. Kugira inama amatsinda y'ubugenzuzi y'Imirenge;
c. Guhuza raporo ziturutse mu Mirenge.

Ingingo ya 11: Inshingano z'Umurenge

Inshingano z'Umurenge ni ugukora igenzura mu bigo byose bikorera muri uwo Murenge, Imishinga ya Leta na SACCO nabyo bikorera muri uwo Murenge no kubikorera raporo.

Umutwe wa III: Ingingo zinyuranye n'izisoza

Ingingo ya 12: Uburyo bwo gutanga raporo

Buri rwego rukora isesengura ry'amaraporo y'isuzuma rukayahuriza muri raporo imwe. Umurenge wohereza raporo ku Karere;

Akarere gahuza raporo z'Imirenge kakazohereza ku Ntara/Umujyi wa Kigali;

Intara/Umujyi wa Kigali bahuza raporo zivuye mu Turere zikohererezwa Urwego rw'Igihugu/RGB);

RGB ikora raporo y'umwaka y'iyi gahunda ikanayitangaza;

Raporo zigomba kuba zerekana ibyagaragajwe n'igenzura, ibyiza byakwigirwaho, ibitarakozwe neza bikwiye gukosorwa n'ingamba zafashwe kugirango amakosa yagaragaye akosorwe kandi ntazongere gukorwa.

Ingingo ya 13: Kugenzura ishyirwa mu bikorwa ry'iyi gahunda

Kugenzura no gusuzuma imigendekere myiza y'iyi gahunda bizajya bikorwa buri gihembwe na buri mwaka n'Urwego rw'Igihugu Rushinzwe Imiyoborere Myiza (RGB).

Imigendekere y'iyi gahunda umunsi ku wundi izakurikiranywa n'Intara/Umujyi wa Kigali ndetse n'Akarere.

Buri rwego rukurikirana iyi gahunda rureba ko ibyari bigamijwe byagezweho kandi rugatanga inama z'uko byakorwa neza kurushaho.

<u>Ingingo ya 14</u>: Igihe aya mabwiriza azamara

Aya mabwiriza azakorerwa isuzuma ryimbitse nyuma y'imyaka itatu rigamije kureba niba agomba gukomeza gukurikizwa uko yakabaye cyangwa niba akeneye kuvugururwa akongerwamo izindi ngingo zituma intego zigamijwe n'iyi gahunda zirushaho kugerwaho.

<u>Ingingo ya 15</u>: Ivanwaho ry'ingingo zinyuranyije n'aya mabwiriza

Ingingo zose z'amabwiriza abanziriza aya kandi zinyuranyije na yo zivanyweho.

<u>Ingingo ya 16</u>: Igihe aya mabwiriza atangirira gukurikizwa

Aya mabwiriza atangira gukurikizwa kuva ku munsi ashyiriweho umukono.

Bikorewe Kigali, 06../09.../ 2016

KABONEKA Francis

Minisitiri w'Ubutegetsi bw'Igihugu

POROGARAMU YO KUGENZURA IMITANGIRE YA SERIVISI N'IMICUNGIRE Y'IMARI YA LETA MU NZEGO Z'IBANZE

Inyandiko mfashamikorerere *(User Manual)*

Muri iki cyiciro cya 3 cya gahunda yo kwegereza ubuyobozi n'ubushobozi Abaturage, Guverinoma y'u Rwanda yiyemeje kurushaho gutanga serivisi zinogeye abaturage, kunoza ibijyanye no kumurika no gosubanura ibyo umuntu akora no gukurikirana ikoreshwa ry'imari ya Leta.. Nk'uko biteganyijwe mu mategeko n'amabwiriza bigenga 'imicungire y'imari ya Leta , Intara/Umujyi wa Kigali n'Akarere nizo nzego zegereye abaturage zigenerwa ingengo y'imari.. Hari izindi nzego zishamikiye ku karere zigenerwa ingengo y'Imari n'Akarere cyangwa izindi nzego za Leta (*Non-Budget Agencies*) nazo zigomba kugenzurwa..

Umubare munini w'izo nzego utuma zitabasha kugerwaho n'ubugenzuzi mu bijyanye n'imitangire ya serivisi, n'imicungire y'imari ya Leta. Mu rwego rwo kuziba icyuho cy'ubwo bugenzuzi budahagije, hashyizweho uburyo bwo kugenzurana no kwigiranaho (Peer Review/learning approach) mu bijyanye n'imicungire y'Imari n'Umutungo bya Leta. Ubu buryo bumaze imyaka itatu bukora mu turere twose.

Umusaruro wavuye mugukoresha ubu buryo bw'igenzura watumye hatekerezwa uburyo iyi mikorere yakwagurwa igakoreshwa no mu bijyanye n'imitangire ya serivisi na gahunda zo guteza imbere imibereho myiza y'abaturage. Hanatekerejwe kandi uburyo uruhare rw'abafatanyabikorwa mu gukurikirana izo gahunda rwakwiyongera. Inzego zigomba kubigiramo uruhare n'izi zikurikira:

1. Njyanama y'Akarere ihagarariwe na Komite Ngenzuzi (Audit Committee),
2. Ihuriro ry'abafatanyabikorwa mu itarambere (JADF).

Ishyirwamubikorwa ry'iyi poroguramu rizatugeza kuri ibi bikurikira:

1. Kwirinda isesagura
2. Gahunda za Leta zizagera kubo zigenewe;
3. Abayobozi bazarushaho kugirirwa ikizere;
4. Imikoranire hagati y'inzego z'ibanze, imiryango itegamiye kuri Leta n'abikorera izarushaho kuba myiza;

4. Imikoranire hagati y'inzego z'ibanze, imiryango itegamiye kuri Leta n'abikorera izarushaho kuba myiza;

Kugira ngo ibimaze kuvugwa bibashe kugerwaho, RGB ifatanyije na MINALOC, MINECOFIN n'Intara bashyizeho gahunda igamije: **Guteza imbere imitangire ya Serivisi, Kugaragaza no gusobanura ibyo umuntu akora n'imicungire y'imari n'umutungo bya Leta hifashishijwe uburyo bwo kwiga no kwigiranaho**. Kugira ngo nanone iyi porogaramu ibashe gushyirwa mu bikorwa mu nzego zitagenerwa ingengo y'imari (NBAs), iyi gahunda izibanda by'umwihariko ku igenzura n'ikurikirana ry'ibi bikurikira:

1. Ahakorerwa haboneye (***General environment***)
2. Imitangire ya serivisi
3. Imicungire y'imari ya Leta
4. Imicungire ya gahunda za Leta zigamije guhindura imibereho y'Abaturage (*Accountability on Social development Programs*)

Iyi Nyandiko Mfashamikorere iherekejwe n'imigereka igaragaza ibigenzurwa, igamije gusobanura ibizibandwaho mu bugenzuzi:

1. Ahakorerwa haboneye (*General environment*)

Ahakorerwa haboneye ni ibigaragarira buri wese ugeze ahantu cyangwa ku gikorwa kigiye kugenzura. Harebwa ibi bikurikira:

1. Ubusitani n'uburyo ahantu harushaho kugirwa heza;
2. Isuku, umutekano w'ahakorerwa n'inyubako;
3. Ibimenyetso ndangahantu;
4. Ahagenewe guhagarara ibinyabiziga (***Parking yard***);
5. Ahantu hisanzuye kandi haberanye no gukorerwa ako akazi
6. Uburyo ahakorerwa n' ibyicaro biteguye neza
7. Uburyo ahakorerwa hagera umwuka
8. Inyubako n'imitungo yimukanwa n'itimukanwa
9. Isuku n'isukura
10. Aho abasaba serivisi bategerereza
11. Ingufu z'amashanyarazi n'ibikoresho by'ikoranabuhanga bikenerwa

By'umwihariko ku mashuri hazarebwa ibi bikurikira:

1. Umubare w'abanyeshuri ku mwarimu umwe
2. Isomero ry'ishuri
3. Ivuriro ry'ishuri
4. Ibibuga by'imikino
5. Icyumba cy'abakobwa

2. Imitangire ya serivisi

Ibigenzurwa muri uru rwego ni ireme rya serivisi itangwa n'urwego rwa Leta cyangwa urw'abikorera n'uburyo inyura uyihawe. Hasuzumwa ibi bikurikira:

1. Uburyo buboneye abagana urwego bakirwa;
2. Uburyo abagana urwego bamenyeshwa ibijyanye n'ibikurikizwa mu gutanga serivisi;
3. Uburyo bugaragaza ko abahabwa serivisi bazi neza serivisi bagomba guhabwa kuri buri rwego
4. Amahame n'amabwiriza agena serivisi zitangwa kuri buri rwego
5. Uburyo byorohera abahabwa service kuzibona
6. Igihe bitwara gutanga no guhabwa serivisi
7. Uburyo bugaragaza uko abatishimiye serivisi bahawe basubiza
8. Uruhare abafatanyabikorwa n'abakorerabushake mu itangwa rya serivisi zinyuranye, n'ibindi.

3. Imicungire y' imari n'umutungo bya Leta (*Public Finance Management*)

Hagenzurwa ibi bikurikira:

- Uburyo igenamigambi n'ingengo y'imari bitegurwa (*Planning and budgeting systems*)
- Uburyo urwego rwishakira umutungo bwite n'uturuka ahandi (*Internally generated revenues and other revenues*)
- Ibisohora amafaranga (*Expenditures*)
- Imitangire y'amasoko (*Procurement systems*)
- Ibitabo na raporo by'ibaruramari (*Books of Accounts and reporting*)
- Imicungire y'ibikoresho (*Logistics and stock management*)
- Imicungire y'abakozi (*Human resource management*)
- Gusana no gufata neza inyubako za Leta (*Repair and maintenance of public infrastructures*)
- Imicungire y'imitungo yimukanwa n'itimukanwa (*Assets management*)

4. Imicungire ya gahunda za Leta zigamije guhindura imibereho y'Abaturage (*Accountability on Social development programs*)

Mu mahame y'Imiyoborere myiza ni ngombwa ko gahunda za Leta zigamije guhindura imibereho y'Abaturage zicungwa neza. Ni muri urwo rwego iyi Poroguramu izagenzura kandi igatoza abafite uruhare mu micungire y'izo gahunda, kumurika no gusobanura imikorere (*Accountability*) kuri ibi bikurikira:

4.1. Girinka

- Gutoranya abagenerwa bikorwa
- Imicungire y'imibare n'amakuru (*Database management at the Sector level*)
- Ubuzima bw'inka zatanzwe ugereranyije n'amabwiriza ya MINAGRI
- Kwitura
- Akamaro zagiriye abazihahwe

4.2. Ubudehe

- Gushyira abaturage mu byiciro
- Imicungire y'amakuru
- Kugenzura impinduka z'ibyiciro (*graduation process*)
- Kugenzura imishinga y'Ubudehe

4.3. VUP

- Ubugenzuzi bw'imirimo rusange (*Public Works*)
- Inguzanyo zitangwa na VUP (*Financial Services*)
- Inkunga y'ingoboka (*Direct Support*)
- Impinduka y'ibyiciro by'imibereho (*graduation process*)

4.4. Ubwisungane Magirirane mu Kwivuza (*MUSA*)

- Ubwitabire n'Imisanzu
- Imitangire ya Serivisi ku baturage
- Kunyurwa kw'Abaturage na Serivisi bahabwa

4.5. Imiyoborere n'Ubutabera (*Governance and Justice*)

- Imikorere myiza y'Inama Njyanama z'Umurenge n'Utugari
- Imikorere myiza y'Inama z'Igihugu z'abagore n'urubyiruko ku Murenge n' Akagari
- Imikorere myiza y'Inteko z'abaturage
- Gukurikirana imikorere y'urwego rwa "Community Policing" na DASSO;
- Umugoroba w'ababyeyi
- Imikorere myiza ya Komite z'Abunzi
- Uko imanza zirangizwa

- Uko ibibazo by'abaturage bikemurwa

4.6. Amakoperative

- Umubare w'Amakoperative ari mu Murenge
- Imikorere y'ayo makoperative muri rusange

4.7.SACCO

- Inzego ziruzuye kandi zirakora (Board, Management, Staff);
- Ubwitabire bw'abanyamuryangon'uko biyongera;
- Amafaranga yabikijwe n'uko yagiye yiyongera (Deposits);
- Inguzanyo n'uko zishyurwa;
- Umutekano w'amafaranga abitswe n'uko agezwa muri Banki;
- Ibindi bazo.

5. Abazakurikirana iki gikorwa

Ku Murenge	Ku Karere	Ku Ntara
1. Sector ES (1) 2. Sector Accountant (1) 3. Sector Education officer (1) 4. Sector social affairs (1) 5. Sector Agronomist (1) 6. MUSA Managers from each health centre (1-2) 7. Intendants /S. schools (1-6) 8. Health centre Accountants **(1-2)** 9. ES cell representatives (2)	1. District ES (1) 2. District Corporate Manager (1) 3. DAF (1) 4. One stop center representatives (2) 5. Internal auditors (3) 6. Procurement officer (2) 7. Director of Education (1) 8. Director of Health (1) 9. Director MUSA (1) 10. Revenue Inspector (1) 11. District Agronomist (1) 12. District Veterinary Officer(1) 13. Gender Officer (1) 14. CSO/JADF Officer (1) 15. PSF Chair at the District (1)	1.Provincial ES (1) 2.Regional Auditor(1) 3.Director of Planning and budgeting 4. Procurement Officer (1)