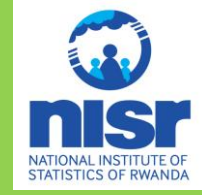


REPUBLIKA Y'U RWANDA



IKIGO CY'IGIHUGU GISHINZWE IBARURISHAMIBARE MU RWANDA

IBARURA KU MIBEREHO RUSANGE Y'INGO

(Harimo n'uburyo umutungo ukoreshwa)

E.I.C.V.4

2013-2014

IGITABO CY'AMABWIRIZWA Y'UMUGENZUZI W'IBARURA

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I. IRIBURIRO

1.1. Intego za E.I.C.V

Ibarura rya kane ku Mibereho Rusange y'Ingo harimo n'uburyo umutungo ukoreshwa (EICV4), ndetse no gukurikirana imibereho y'ingo zimwe na zimwe zakorewemo ibarura rya 3, ririmo ibice bitatu:

- 1) Rizakorerwa mu ngo nshya zizaba zatoranijwe;
- 2) Mu ngo zimwe na zimwe muzakorewemo muri EICV3;
- 3) Muri zimwe mu ngo zifashwa na VUP (Vision 2020 Umurenge Programm).

Muri rusange twavugaga ko rigamije ibi bikurikira:

1. Kugaragaza ibimenyetso byerekana imibereho y'abaturage n'ubukungu mu ngo no kwerekana imihindagurikire y'imibereho y'abaturage n'ubukungu hagereranyijwe n'ibyagaragajwe n'ibarura rya EICV3 ryakozwe mu mwaka wa 2010/2011;
2. Gutanga imibare ifatika yashingirwaho mu gusuzuma ibyagezweho n'intego z'ikinyagihumbi (MDGs);
3. Gutanga imibare ifatika yashingirwaho mu kugena politiki zigenderwaho mu mibereho no mu bukungu cyane cyane muri gahunda za EDPRS2;
4. Kumenya ibyiciro by'abaturage izo politiki zaba zireba kugira ngo Leta n'abafatanyabikorwa babashe guhitamo ahakenewe imbaraga byihutirwa;
5. Gusuzuma ibyagezweho mu mibereho rusange y'ingo hakurikijwe politiki z'ubukungu n'imishinga ikorwa mu nzego zitandukanye z'ubukungu n'imibereho myiza;
6. Gutanga imibare yafasha gukora ubushakashatsi bwihariye ku bukene, ku miturire, ku mirire n'ibindi.
7. Gusesengura neza ikigereranyo cy'uko imibereho y'ingo yahindutse hifashishijwe imiterere y'ingo zakorewemo ibarura rya 3 (EICV3) n'irya 4 (EICV4) "PANEL".

1.2. Ibizava mu bushakashatsi

EICV4 ikubiyemo ibice byinshi kuko ikora ku nzego nyinshi zijyanye n'imibereho y'abaturage n'ubukungu. Ubu bushakashatsi buzafasha gukurikirana imihindagurikire y'ibiciro ku masoko (CPI: Consumer Price Index) no gutanga imibare ituma hamenyekana ikigereranyo cy'ubukungu bw'igihugu (GDP: Gros Domestic Product). Buzagaragaza ibipimo fatizo n'ibisobanuro by'ingenzi ku mibereho y'ingo kugira ngo bigezwe ku babikoresha banyuranye nk'inzego z'igenamigambi za Leta y'u Rwanda, abayitera inkunga mu iterambere, ibigo by'ubushakashatsi mu by'ubukungu n'imibereho y'abaturage, n'ibindi.

Ibisubizo bizatangwa bikubiye mu ngingo zikurikira:

1. Imiterere rusange y'abaturage;
2. Kwimuka;
3. Ubuzima muri rusange;
4. Uburezi muri rusange no kumenya gusoma no kwandika;
5. Imiturire;
6. Imirimo n'igihe ikorerwa;
7. Imirimo y'ubuhinzi n'ubworozi n'umusaruro;
8. Amafaranga akoreshwa, ibyakoreshejwe n'urugo (byaba ibyaguzwe cyangwa ibyo urugo rwasaruye);
9. Kwohererezanya ibintu (ibisohoka n'ibyinjira) na gahunda ya VUP;
10. Umutungo, inguzanyo no kuzigama.

1.3. Uburyo ibarura ryateguwe

Gutoranya ingo zizabazwa byakozwe ku nzego ebyiri: ku rwego rwa mbere hatoranyijwe udupande tw'ibarura muri buri Karere (50 muri buri Karere k'Umujyi wa Kigali na 40 muri buri Karere k'icyaro) bishingiye ku mubare w'ingo zituye mu gapande k'ibarura. Ku rwego rwa kabiri, hatoranyijwe ingo zikenewe kubazwa mu ngo zose zituye agapande k'ibarura.

Umubare watoranyijwe kuri buri rwego ni uyu ukurikira:

- ku rwego rwa mbere, hatoranyijwe udupande tw'ibarura 1230.
- ku rwego rwa kabiri, hatoranyijwe ingo 9 muri buri gapande k'ibarura mu Mujyi wa Kigali, na 12 muri gapande k'ibarura mu zindi Ntara, bihwaye n'ingo 14310 mu gihugu cyose.

Kuri uwo mubare, hiyongereyeho ingo 2460 zikorana na gahunda ya VUP zatoranyijwe ku rutonde rw'ababona inkunga y'iyi gahunda (ingo 540 mu Mujyi wa Kigali n'ingo 1920 mu Ntara). Isesengura ry'ibyavuye mu bushakashatsi mu ngo zikorana na gahunda ya VUP rizakorwa ku buryo bwihariye hagaragazwa ishusho y'imibereho y'ingo ku rwego rw'Igihugu.

Kwemeza umubare w'udupande tw'ibarura tuzakorerwamo EICV4 byatewe n'ibi bikurikira:

- gushaka ko imibare izava mu bushakashatsi yagaragaza ishusho y'imibereho y'ingo ku rwego rw'Akarere;
- ibibazo by'amikoro: amafaranga ateganyijwe n'ubushobozi bwo kugenzura imirimo y'ubushakashatsi.

Kugira ngo imibare izava muri iri barura izabe ari myiza kandi iboneke ku buryo bwihuse, hateganijwe ibi bikurikira:

- intonde z'ibibazwa ziteguye ku buryo ibirango by'ibisubizo byuzuzwa n'umukarani w'ibarura mu gihe aganira n'ubazwa;
- igenzura ryimbitse rizakorwa n'ukuriye ikipi y'abakora ibarura mu Karere. Hateganijwe kandi igenzura rizakorwa ku rwego rw'Uturere dukomatanyijwe n'ubugenzuzi buhanitse ku rwego rw'igihugu buzakorwa n'intumwa za NISR.
- Ikoranabuhanga riteganyako mudasobwa (ordinateur/computer) izahita igaragaza ibisubizo bidahwitse byinjijwe. Bityo, intonde zagaragayemo amakosa zigasubizwa umukarani w'ibarura wazujye akazikosora atarava mu gapande/mudugudu akoreramo.

Ubushakashatsi EICV4 buzakoresha **urutonde rw'ibibazwa mu ngo** rugizwe n'ibibazo bizuzuzwa n'umukarani w'ibarura muri buri rugo azasura inshuro 8 mu cyaro n'inshuro 11 mu mujyi.

1.4. Abazakora imirimo y'ibarura

Ibarura EICV4 rizakorwa n'abakozi banyuranye mu byiciro bikurikira:

- ✓ Abakarani b'ibarura;
- ✓ Umugenzuzi w'ikipe muri buri Karere;
- ✓ Abagenzuzi ba "Mobile teams"(Panel na VUP);
- ✓ Abagenzuzi ku rwego rw'Intara;
- ✓ Abahuzabikorwa ku rwego rw'Igihugu;
- ✓ Ubuyobozi bw'Ikigo

Ibarura rizakurikiranwa n'abakozi bakuru bo mu Kigo cy'Igihugu gishinzwe Ibarurishamibare bayobowe n'Umuyobozi Mukuru. Hateganijwe abahuzabikorwa ku rwego rw'Igihugu n'abagenzuzi ku rwego rw'Intara. By'umwihariko, muri ubu bushakashatsi, hateganijwe n'abagenzuzi bazaba bakuriye amakipi twita "Mobile teams" akorera hose mu Ntara mu ngo zikorana na gahunda ya VUP cyangwa mu rwego rwo gushakisha ingo za Panel.

Ubusanzwe, ibarura nyirizina rikorwa n'amakipi 30 y'ababarura (ikipi imwe muri buri Karere) agizwe:

- Umugenzuzi ari nawe uyobora ikipi ashinzwe kugenzura akazi kakozwe byaba ngombwa akanakosora akazi ka buri mukarani w'ibarura. Ashinzwe kandi gucunga ibikoreshe byose azaba yahawe. Niwe uhagarariye ubuyobozi bw'ibarurishamibare mu ikipi arimo ku rwego rw'Akarere.
- abakarani 5 cyangwa 6 (harimo 1 usimbura) bashinzwe akazi ko kubarura ingo 480 mu cyaro n'ingo 450 mu mujyi mu gihe cy'umwaka bubahiriza gahunda uko yateganijwe.

- umushoferi ushinzwe gutwara abakarani abajyana aho bakorera ibarura.

1.5. Uburyo ibarura rikorwa

Kugirango bishoboke kubona neza ibyerekeye imibereho y'ingo mu gihe cy'umwaka wose, ibarura rizaba mu gihe cy'amezi 12 birimo ibihe 10 by'isura (cycles). Mu muji, agapande/mudugudu w'ibarura usurwa iminsi 33, naho mu cyaro iminsi 16 (buri subcycle).

Buri rugo rwo mu muji ruzasurwa inshuro 11, hagati y'isura n'irukurikiyeho hazacamo iminsi 3 naho mu cyaro urugo ruzasurwa inshuro 8 zitandukanijwe n'iminsi 2. Ingo zo mu gapande/mudugudu w'umujyi zizasurwa n'umukarani w'ibarura umwe (asura ingo 3 ku minsi) naho izo mu cyaro zizasurwa n'abakarani 4 uminsi umwe zose (buri umwe asura ingo 3) bakorera rimwe mu dupande/imudugudu 2 (uminsi wa mbere mu gapande/mudugudu wa 1, uminsi wa kabiri mu gapande/mudugudu wa 2, bongere bagaruke mu gapande/mudugudu wa 1, bityo bityo).

Buri minsi w'isura, umukarani w'ibarura azajya abaza ibijyanye n'ingingo zimwe na zimwe ziteganijwe n'ibyo urugo rwakoresheje nyuma y'igihe ahaherukira, yubahiriza gahunda y'isura yateganijwe.

II. AKAZI K'UMUGENZUZI

2.1. Ibyo ashinzwe

Umugenzuzi niwe uhagarariye Ubuyobozi bukuru bw'Ibarurishamibare mu ikipi ye. Azaba rero afite inshingano zikomeye zikurikira:

- ashinzwe guhugura igihe cyose abakarani b'ibarura, akanabagira inama kugirango akazi karusheho gukorwa neza.
- ashinzwe kugenzura uko akazi kose gakorwa.
- ashinzwe gucunga neza ibikoresho byose by'ibarura azahabwa n'abamukuriye.
- ashya mu bikorwa amabwirizwa ahabwa n'abamukuriye kandi akabamenyesha ibibazo ikipi ye ishobora guhura nabyo.
- uhuza Ubuyobozi bw'Ibarurishamibare buhagarariye n'Umuhuzabikorwa w'imirimo y'ibarura n'ikipi ayobora.

Kugirango ashobore kugera kuri izo nshingano agomba kumenya neza ibikubiye muri iki gitabo ndetse n'ibiri mu gitabo cy'amabwiriza y'umukarani w'ibarura.

2.2. Ibyo azakora

Mu byo ashinzwe, icy'ingenzi ni ugukora ku buryo ibizava mu ibarura bitazagira amakemwa. Kubera iyo mpamvu azita by'umwihariko kuri ibi bikurikira:

1. *Kwamamaza* : niwe ugenzura uko amabaruwa yandikiwe abayobozi b'Akarere n'ingo atangwa, ashinzwe kandi kugeza ikipi ayobora mu mudugudu no mu ngo zimwe na zimwe asobanura muri make icyo ibarura rikorwa rigamije.
2. *Gushyira nimeru ku mazu no ku ngo (Listing) mu gapande/mudugudu watoranyijwe* : Umugenzuzi ashinzwe kuyobora no gufasha abakarani b'ibarura gutunganya igikorwa cyo gushyira nimeru ku mazu no ku ngo (Listing), nta nzu nimwe cyangwa urugo rumwe rwibagiranye.
3. *Gushakisha ingo z'abakorana na gahunga ya VUP* : Umugenzuzi ayobora igikorwa cyo gushakisha ingo z'abari ku rutonde rw'abakorana na gahunga ya VUP, aribyo bifasha gukora urutonde rw'ingo zitoranywamo izizabarurwa.

4. *Gutoranya ingo zizabarurwa (Sampling)* : Umugenzuzi asuzuma urutonde rw'ingo zabaruwe mu gikorwa cya Listing, akayobora ubwe ibijyanye no gutoranya ingo zizabarurwa muri cluster (agapande/umudugudu/imidugudu) yubahiriza amabwiriza. Mu **mudugudu wa Panel** by'umwihariko, ingo zose zibarurwa ntizijya ku rutonde rw'ingo zitoranywamo izisibura. Izo ngo ni izi zikurikira : urugo rwabaruwe muri EICV3, urugo rukomoka ku rugo rwabaruwe muri EICV3 n'urugo rutuye mu nzu yari ituwe n'urugo rwabaruwe muri EICV3.
5. *Kumvisha ingo zishisha gusubiza* : Umugenzuzi afasha umukarani kumvisha ingo zisa n'izishisha kumusubiza kugirango zibikore. Igihe urugo rwanze gusubiza burundu cyangwa rubuze, azarusimbuza rumwe mu ngo zateganyirijwe gusimbura.
6. *Gushakisha ingo aho zimukiye (Panel)* : Umugenzuzi ashinzwe kuyobora igikorwa cyo gushakisha ingo zimutse hubahirizwa amabwiriza yatanze n'ubuhuzabikorwa bw'ibarura no guteganya ku gihe umukarani ubarura ingo zabonetse.
7. *Gutegura intonde z'ibibazwa* : Umugenzuzi amenyesha buri mukarani w'ibarura amazina n'ibirango by'aho ingo zibazwa zihereye. Agabanya mu matsinda abakarani ayobora iyo bibaye ngombwa ko bese badakorera hamwe.
8. *Kureba uko abakarani b'ibarura babaza* : nibura rimwe mu cyumweru, umugenzuzi agomba kujya gukurikira uko umukarani w'ibarura abaza abari mu rugo. Ibyo abonye byose akabyandika ku **IFISHI Y'IGENZURA** (iri ku rupapuro 0.1), akanagira inama abakarani b'ibarura akurikije ibyo yabonye.
9. *Kugenzura uko intonde z'ibibazwa zujuje* : buri munsu, umugenzuzi agomba kureba niba *intonde z'ibibazwa* zujuje neza akurikije **IFISHI Y'INCAMAKE Y'IBYO IBARURA RYAGEZEHO** (iri ku rupapuro 0.2). Igihe zitujujwe neza, agomba gutegeka umukarani w'ibarura gusubira mu rugo agakosora amakosa yeretswe cyangwa akuzuza ibibura.
10. *Kugenzura ibiganiro* : buri munsu no kuri buri mukarani w'ibarura umugenzuzi ahitamo hakoreshejwe tombola, zimwe mu ngo zasuwe ejo hashize akazibaza bimwe mu bibazo, hanyuma akagereranya ibisubizo ahawe n'ibiri ku ntonde z'ibibazwa yahawe n'abakarani b'ibarura.
11. *Kugenzura impapuro zasohowe na mudasobwa* : nyuma y'iyinjizwa mu mashini (Mudasobwa) ry'igice A, umugenzuzi agomba kugereranya ibyasohowe n'imashini n'ibiri ku ntonde z'ibibazwa. Areba amakosa yakozwe n'umukarani w'ibarura akurikije igeragezwa ry'ibidahuye bya porogaramu iri mu mashini. Yerekana akoresheje ikaramu itukura amakosa yakozwe n'ushyira imibare mu mashini cyangwa n'ibibazo umukarani w'ibarura agomba kongera kubaza mu minsi azasubirira muri urwo rugo.

Zimwe muri izi nshingano z'umugenzuzi zisobanuwe bihagije mu ngingo zikurikira.

III. GUTEGURA IBARURA

Mbere yo kugera mu mudugudu, mugomba gukora ibi bikurikira: kohereza amabaruwa amenyesha umuhuzabikorwa w’umudugudu igihe ikipi y’ibarura izakorera mu mudugudu bayobora no gutegurira mbere y’igihe abakarani b’ibarura amafishi ya Listing na Tracking ndetse n’intonde z’ibibazwa.

3.1. Kwamamaza

Mugomba kohereza abahuzabikorwa b’imidugudu n’ingo zatoranijwe amabaruwa abamenyesha umunsi wa mbere w’ibikorwa by’ibarura. Iyo baruwa igomba koherezwa nibura icyumweru kimwe cyangwa bibiri bitarenga mbere yuko musura uwo mudugudu. Igihe cyo kubagezaho amabaruwa kizaterwa n’uko hagati y’umudugudu w’ibarura murimo n’umudugudu mushaka gukoreramo hareshya.

3.2. Gutegura intonde z’ibibazwa z’igice A

Mbere yo guha abakarani b’ibarura intonde z’ibibazwa z’igice A, mugomba kuzitegura mbere y’igihe ku biro cyangwa ku icumbi. Bikorwa mu byiciro bitatu by’ingenzi bikurikira:

1. Kugenzura niba nta paji cyangwa igika kibura mu rutonde rw’ibibazwa.
2. Kwandika ku rupapuro ruri inyuma (ahabanza) ibiranga urugo rubarurwa rutuyemo, aribyo: ibiranga urugo rwakorewemo EICV3 (niba ari umudugudu wa Panel), numero ya CLUSTER, amazina (mu nyuguti nkuru) n’ibirango by’Intara, Akarere, Umurenge, Akagari, Umudugudu na numero y’Agapande k’ibarura (niba ari “New sample”). Numero y’urugo rwatoranijwe yuzuzwa ari uko mwamaze kwemeza urugo rubarurwa.
3. Kuzuza **IGIKA 0.3a** kireba ingo zo mu mudugudu ya **Panel gusa**, hubahirizwa amabwiriza asobanutse ari kuri iyo paji. Kuzuza **IGIKA 0.3b** kireba **ingo zose** nabyo bikorwa mbere kuko amakuru y’imirenge ikoreramo VUP n’ibyiciro by’UBUDEHE azaba yarabonetse ku biro by’Umurenge.
4. Kuzuza **IGIKA 0.4** kireba ingo za **Panel zakorewemo EICV3**: kubera ko Listing mu mudugudu wa Panel irangira hamenyekanye ingo zikiri mu mudugudu, mushobora kwandukura ibikurikira mu fishi PLS1 y’urugo mu gika 0.4 mbere y’isura ry’urugo.
5. Kuzuza **IGIKA 0.5 «Umwirondoro w’urugo»**: ni ukwandukura numero ya Grappe, iy’inzu, iy’urugo ukurikije uko ingo zikurikiranye mu mudugudu ibipimo bya GPS byerakana aho urugo ruherereye biri kuri PLS1. Niba ibyo bipimo bidahari, mubifata igihe cy’ibarura maze mukabyuza ahabigenewe.

3.3. Gutegura intonde z'ibibazwa z'igice B

Gutegura intonde z'ibibazwa z'igice B bikorwa mwuzuzwa mbere y'igihe ibiranga urugo byujijwe ku rupapuro rwa mbere rw'IGICE A n'urupapuro rw'abagize urugo.

IV. IBIKORWA BY'IBARURA MU MUDUGUDU

Muri kumwe n'abakarani b'ibarura, mugomba gusura Umuhuzabikorwa w'umudugudu kugirango mumusobanurire intego z'ibarura, ukerekana ikipi y'ibarura kandi mukaganira gahunda yo kubarura amazu n'ingo na gahunda y'ibiganiro mu ngo zizatoranywa y'iminsi 16 cyangwa 33 ukurikije aho agapande/umudugudu uri. Bazaba bazi ko muzaza kubera ibaruwa muzaba mwarabohereje mbere.

4.1. Gusobanura ibarura

Mbere na mbere, mugomba kwerekana abakarani b'ibarura kandi mukavuga ko muri abakozi b'Ikigo cy'Igihugu gishinzwe ibarurishamibare. Hanyuma mugasobanura ko :

- muje gukora ibarura mu ngo kugirango Leta imenye imibereho y'abazituye muri iki gihe. Ibarura rifitiye akamaro abashinzwe igenamigambi kugirango bashobore gukora gahunda yo kuzamura imibereho y'abaturage.
- umudugudu watoranijwe hakoreshejwe tombola kandi ko no mu yindi midugudu yatoranijwe mu gihugu ariko byagenze.
- gushyira nimeru ku mazu no ku ngo bifasha gutoranya ingo zizabarurwa hakoreshejwe tombola.
- ibizavamo byagenewe gusa imirimo ya sitatisitiki (ntaho bihuriye n'imisoro, politiki,.....) kandi ko ibisubizo byose bizatangwa ari ibanga, ko uzabivuga azahanishwa itegeko ngenga N° 01/2005 ryo kuwa 14/02/2005 rigena imitunganirize y'imirimo y'ibarurishamibare mu Rwanda. Mukanababwira ko ibizava mu ibarura bizasesengurwa muri rusange, ko nta na rimwe hazavugwa imiterere y'urugo rwihariye.
- ibarura rikorwa inshuro 11 zitandukanijwe n'iminsi 3 (mu mujyi wa Kigali) cyangwa inshuro 8 zitandukanijwe n'iminsi 2 (mu cyaro).

Hanyuma, musaba Umuhuzabikorwa w'umudugudu ubufasha bwo gukangurira abaturage ayobora kwitabira igikorwa cy'ibarura bakira neza abakarani b'ibarura no gusubiza batishisha.

4.2. Gushyira nimeru ku mazu no ku ngo

Nubwo mwifiteho ikarita y'agapande k'ibarura, mwiambaza Umuhuzabikorwa w'umudugudu kugirango abafashe kumenya neza imbibi z'agapande k'ibarura no gusaba abaturage kwakira icyo gikorwa.

4.3. Umunsi wa mbere w'ibiganiro mu ngo

Umunsi wa mbere utangiza ibiganiro mu ngo mugomba kugira ikinyabupfura mukifashisha “Ijambo ryo gutangiza ibiganiro mu ngo” mubabwira ikibagenza, mugasobanura intego z’ibarura kandi mugahana gahunda y’uko muzajya mubasura.

V. UKO IBARURA RIZAKORWA

5.1. Umukarani w’umusimbura

Muri buri kipi, harimo umukarani usimbura ku buryo ibarura rizakorwa ridasibye n’umunsi n’umwe mu gihe cy’umwaka. Abakarani bagomba gusimburana ku buryo buri wese aba umukarani usimbura agakora imirimo yoroheje ahawe n’umugenzuzi. Umugenzuzi niwe ugomba gukora gahunda y’iryo simburana.

5.2. Iminsi yo kuruhuka (break)

Buri kipi ifite iminsi 2 y’ikiruhuko nyuma y’iminsi 33 y’ibarura : nyuma y’igihe cy’isura (cycle) mu muji na nyuma y’ibice bibiri by’igihe cy’isura (subcycles) mu cyaro.

5.3. Ibarura mu Muji wa Kigali

Mu Muji wa Kigali, hateganijwe gusura ingo inshuro 11 zitandukanijwe n’iminsi 3, ni ukuvuga iminsi 33.

Amakipi 3 azabarura mu Muji wa Kigali (ikiipi imwe muri buri Karere). Ikiipi imwe igizwe n’abakarani b’ibarura 6 harimo n’usimbura. Buri mukarani azajya muri cluster ye, akore Listing mu gihe cy’iminsi 3 hanyuma abarure ingo 9 zatoranijwe. Ni ukuvuga ko mu gihe cy’isura (cycle) ikiipi yose azabarura clusters 5, bingana n’ingo 45.

Hakurikijwe uko ingo zegeranye, muzakora amatsinda 3 y’ingo 3, hanyuma ibarura rikorwe muri gahunda ikurikira:

GAHUNDA YO GUSURA INGO MU MUJYI WA KIGALI

GUSURA	INGO ZIBARURWA	IGIKA CYUZUZWA
Isura rya 1	Umunsi wa 1, itsinda 1, ingo 3 Umunsi wa 2, itsinda 2, ingo 3 Umunsi wa 3, itsinda 3, ingo 3	- Kumenyana, Igika 0, Igika 1 - Kumenya ibituruka ku musaruro w'urugo, amafaranga yatanze ku biribwa, n'ibitari ibiribwa
Isura rya 2	Umunsi wa 4, itsinda 1, ingo 3 Umunsi wa 5, itsinda 2, ingo 3 Umunsi wa 6, itsinda 3, ingo 3	- Igika 2, Igika 3 - Kumenya ibituruka ku musaruro w'urugo, amafaranga yatanze ku biribwa, n'ibitari ibiribwa
Isura rya 3	Umunsi wa 7, itsinda 1, ingo 3 Umunsi wa 8, itsinda 2, ingo 3 Umunsi wa 9, itsinda 3, ingo 3	- Igika 4 - Kumenya ibituruka ku musaruro w'urugo, amafaranga yatanze ku biribwa, n'ibitari ibiribwa
Isura rya 4	Umunsi wa 10, itsinda 1, ingo 3 Umunsi wa 11, itsinda 2, ingo 3 Umunsi wa 12, itsinda 3, ingo 3	- Igika 5 - Kumenya ibituruka ku musaruro w'urugo, amafaranga yatanze ku biribwa, n'ibitari ibiribwa
Isura rya 5	Umunsi wa 13, itsinda 1, ingo 3 Umunsi wa 14, itsinda 2, ingo 3 Umunsi wa 15, itsinda 3, ingo 3	- Igika 6 (Ibice A,B,C) - Kumenya ibituruka ku musaruro w'urugo, amafaranga yatanze ku biribwa, n'ibitari ibiribwa
Isura rya 6	Umunsi wa 16, itsinda 1, ingo 3 Umunsi wa 17, itsinda 2, ingo 3 Umunsi wa 18, itsinda 3, ingo 3	- Igika 6 (Ibice D,E,F) - Kumenya ibituruka ku musaruro w'urugo, amafaranga yatanze ku biribwa, n'ibitari ibiribwa
Isura rya 7	Umunsi wa 19, itsinda 1, ingo 3 Umunsi wa 20, itsinda 2, ingo 3 Umunsi wa 21, itsinda 3, ingo 3	- Igika 7 (Ibice A,B,C) - Kumenya ibituruka ku musaruro w'urugo, amafaranga yatanze ku biribwa, n'ibitari ibiribwa
Isura rya 8	Umunsi wa 22, itsinda 1, ingo 3 Umunsi wa 23, itsinda 2, ingo 3 Umunsi wa 24, itsinda 3, ingo 3	- Igika 7 (Ibice D,E,F,G,H) - Kumenya ibituruka ku musaruro w'urugo, amafaranga yatanze ku biribwa, n'ibitari ibiribwa
Isura rya 9	Umunsi wa 25, itsinda 1, ingo 3 Umunsi wa 26, itsinda 2, ingo 3 Umunsi wa 27, itsinda 3, ingo 3	- Igika 9 - Kumenya ibituruka ku musaruro w'urugo, amafaranga yatanze ku biribwa, n'ibitari ibiribwa
Isura rya 10	Umunsi wa 28, itsinda 1, ingo 3 Umunsi wa 29, itsinda 2, ingo 3 Umunsi wa 30, itsinda 3, ingo 3	- Igika 10 - Kumenya ibituruka ku musaruro w'urugo, amafaranga yatanze ku biribwa, n'ibitari ibiribwa
Isura rya 11	Umunsi wa 31, itsinda 1, ingo 3 Umunsi wa 32, itsinda 2, ingo 3 Umunsi wa 33, itsinda 3, ingo 3	- Kumenya ibituruka ku musaruro w'urugo, amafaranga yatanze ku biribwa, n'ibitari ibiribwa

5.4. Ibarura mu Ntara

Mu Ntara, hateganyijwe inshuro 8 zo gusura buri rugo zitandukanijwe n'iminsi 2. Muri buri Karere, hazaba hari ikipi igizwe n'abakarani b'ibarura 5 harimo 1 usimbura. Muri buri cluster, hazabarurwamo ingo 12. Ibarura rizakorwa n'abakarani b'ibarura 4 muri clusters 2 twakwita A na B zizabarurwa mu minsi 16.

Kugirango akazi korohe, clusters A na B zigomba kuba ari izegeranye bishoboka muri clusters 4 zizabarurwa mu Karere buri gihe cy'isura (cycle).

Mu gice cya mbere cy'igihe cy'isura (subcycle), ni ukuvuga iminsi 16 ya mbere, ibarura rizakorerwa muri clusters 2 n'abakarani bose uko ari 4, bakorera muri buri cluster rimwe mu minsi ibiri. Icyo gikorwa kibanzirizwa na Listing ikorwa n'abakarani 2 muri buri cluster mu gihe cy'iminsi 2. Clusters zikurikiraho C na D nazo zizakorerwa Listing na y'amatsinda y'abakarani 2 mu gihe mu gihe cy'iminsi 2, maze zizabarurwe mu gihe cy'iminsi 16 ku buryo muzazirangiza hashize iminsi 33 mutangiye ibarura, ingana n'iyabakoreye muri clusters zo mu mujyi. Umukarani usimbura afasha itsinda rifite umurimo ugoye kubera imiterere ya cluster.

Iyo igihe cy'isura (cycle) kirangiye, niho mufata ikiruhuko cy'iminsi 2 mbere yo kujya gutangira igice cya gatatu cy'igihe cy'isura (demi-cycle) mu zindi clusters ebyiri, bityo bityo. Umugenzuzi agomba rero guha buri mukarani ingo 3 muri buri cluster. Imirimo y'ibarura mu cyaro yubahiriza gahunda ikurikira:

GAHUNDA YO GUSURA INGO MU NTARA

GUSURA	Ingo zibarurwa	Igika cyuzuzwa
Isura rya 1	Umunsi wa 1, umudugudu 1, ingo 12 Umunsi wa 2, umudugudu 2, ingo 12	- Kumenyana, Igika 0, Igika 1, Igika 2, Igika 3 - Kumenya ibyo biyerejereje, amafaranga y'ibiribwa, n'ibitari ibiribwa
Isura rya 2	Umunsi wa 3, umudugudu 1, ingo 12 Umunsi wa 4, umudugudu 2, ingo 12	- Igika 4 - Kumenya ibyo biyerejereje, amafaranga y'ibiribwa, n'ibitari ibiribwa
Isura rya 3	Umunsi wa 5, umudugudu 1, ingo 12 Umunsi wa 6, umudugudu 2, ingo 12	- Igika 5, igika 6 (Ibice A, B,C) - Kumenya ibyo biyerejereje, amafaranga y'ibiribwa, n'ibitari ibiribwa
Isura rya 4	Umunsi wa 7, umudugudu 1, ingo 12 Umunsi wa 8, umudugudu 2, ingo 12	- Igika 6 (Ibice D,E,F) - Kumenya ibyo biyerejereje, amafaranga y'ibiribwa, n'ibitari ibiribwa
Isura rya 5	Umunsi wa 9, umudugudu 1, ingo 12 Umunsi wa 10, umudugudu 2, ingo 12	- Igika 7 (Ibice A,B,C) - Kumenya ibyo biyerejereje, amafaranga y'ibiribwa, n'ibitari ibiribwa
Isura rya 6	Umunsi wa 11, umudugudu 1, ingo 12 Umunsi wa 12, umudugudu 2, ingo 12	- Igika 7 (Ibice D,E,F,G,H) - Kumenya ibyo biyerejereje, amafaranga y'ibiribwa, n'ibitari ibiribwa
Isura rya 7	Umunsi wa 13, umudugudu 1, ingo 12 Umunsi wa 14, umudugudu 2, ingo 12	- Igika 9 - Kumenya ibyo biyerejereje, amafaranga y'ibiribwa, n'ibitari ibiribwa
Isura rya 8	Umunsi wa 15, umudugudu 1, ingo 12 Umunsi wa 16, umudugudu 2, ingo 12	- Igika 10 - Kumenya ibyo biyerejereje, amafaranga y'ibiribwa, n'ibitari ibiribwa

5.5. Ibarura mu ngo zikorana na gahunda ya VUP mu Ntara

Kubera ko clusters zizakorwamo ibarura mu ngo ziri muri gahunda ya VUP mu Ntara zitegeranye, muri buri kipi mukora amatsinda 2: itsinda rya mbere ry'abakarani 2 rikorera muri cluster A, itsinda rya kabiri naryo rigizwe n'abakarani 2 rigakorera muri cluster B. Umugenzuzi ashyira umukarani usimbura mu itsinda abona rifite umurimo ugoye kubera imiterere y'aho rikorera.

Igihe cy'ibiganiro mu ngo, muri buri cluster ingo 12 zatoranijwe zizashyirwa mu matsinda 2 y'ingo 6, maze buri mukarani azabarure ingo eshatu ku munsu, bityo buri rugo ruzabarurwe inshuro 8 mu minsi 16 iteganijwe.

5.6. Ibarura rikorwa na « Mobile Team » ya Panel

Ni ngombwa kwibutsa abakora ibarura mu mudugudu wa Panel ko urugo rwimutse cyangwa abari bagize muri EICV3 bireba bimutse (bava mu mudugudu bari batuyemo bakajya ahandi mu gihugu) buzurizwa ifishi PLS4 n'umukarani w'ibarura hubahirizwa amabwiriza yatanze. Iyo fishi iherekanywa ku buryo bukurikira:

Umukarani w'ibarura wujuje **PLS4** ikubiyemo ibiranga aho ushakishwa aherereye, ayishyikiriza **Controller** we, uyu akayishyikiriza **Mobile Team y'Intara**, iyi Team nayo ikayohereza kuri **Mobile Team y'Intara**.

Umugenzuzi wa «Mobile Team» ya Panel wakiriye PLS4 akorana n'abakarani b'ibarura babiri mu Ntara yose cyangwa Umujyi wa Kigali wose. Uburemere bw'akazi kabo buzaterwa n'ingo zishakishwa mu Ntara bashinzwe. Igikorwa cya Listing mu mudugudu ya Panel kizakorwa mbere (n'ikipi y'Akarere ifatanyije na «Mobile Team» aho bishoboka) kugirango ingo zishakishwe mbere y'igihe ku buryo ibiganiro muri izo ngo byazakorwa ku gihe. Abagenzuzi basabwe kuba maso kugirango batazarengwa n'imirimo.

***Icyitonderwa:** Iyo ushakishwa atabonetse aho yimukiye ariko hakaboneka amakuru y'aho yimukiye ubwa kabiri, akorerwa PLS4 ya kabiri maze agashakishwa aho atuye ubu. Nta PLS4 ya gatatu ikorwa.*

5.7. Kuzuza ifishi PLS2 (Imbonerahamwe y'ingo zirebwa n'ibarura mu mudugudu wa Panel)

Umugenzuzi yuzura Imbonerahamwe y'ingo zirebwa n'ibarura mu mudugudu wa Panel, ariyo PLS2 izafasha mu gihe cy'isesengura ry'ibyavuye mu ibarura "Panel" guhuza ingo zakorewemo EICV3 na EICV4. Ni ngombwa rero ko iyi mbonerahamwe yuzuzwa neza kuko ariyo yerekana isano hagati y'izo ngo, umubare w'intonde z'ibibazwa zujijwe muri cluster ndetse n'umubare w'ingo zishakishwa na Mobile Team.

VI. IBIBAZO MU KUBONA INGO

Ni ngombwa ko ingo zabaruwe ziba ari iziri ku ifishi y'ingo zatoranijwe. Ingorane zikunda kuboneka ni izi zikurikira:

- ingorane mu kubona urugo, zishobora guterwa n'ibyatanzwe n'abashyizeho inomeru bidafututse, guterwa n'uko urugo rwimukiye ahandi, ko inzu idatuwe cyangwa ko aho urugo rwabaga hasenyutse.
- kubura ba nyir'urugo.
- kwanga kubarurwa cyangwa gusubiza ibika bimwe na bimwe.

6.1. Ingorane mu kubona urugo

1. Igihe umukarani w'ibarura atashoboye kubona urugo, mugomba gusubiranayo mukabaza abaturanyi cyangwa umukuru w'umudugudu. Ariko, kubera ko igikorwa cya Listing n'icyo kuganira n'ingo bizakorwa n'iki imwe kandi byegeranye (nta munsu uzaca hagati), ikibazo cyo kubura urugo ntikizaboneka.
2. Igihe umukarani abonye urugo aho agaragara kuri Listing, ariko umutware w'urugo yarahindutse, mugomba kujya mu rugo kugirango mumenye niba urugo rutarahindutse (urugero, umutware w'urugo yarapfuye) cyangwa niba urugo rwari ruhari bashyiraho nimero rwarimutse.
 - Niba urugo rwarahindutse umutware w'urugo, wandike 1 ku gika cya 0.5, Q5, hanyuma urugo rubarurwe.
 - niba urugo rwarimukiye ahandi, umukarani azabarure urugo asanze muri icyo nzu, ariko mbere yo kumwemerera gukora ibarura mugomba kujyana ukabyibonera. Nta narimwe mugomba kureka icyemezo cyo gusimbura urugo gifatwa n'umukarani w'ibarura.
3. Niba inzu yarasenyutse cyangwa itagituwemo, ugomba kujya kubyirebera.

Icyo gihe, urugo rusimbuzwa urundi hakurikijwe ibi bikurikira :

a) Kubura abasubiza ibibazo

Buri gika gifite abo kireba. Iyo ugomba gusubiza ibibazo by'igika iki n'iki atabonetse, umukarani w'ibarura agomba kubaza igihe ashobora kuzagarukira.

b) Kwanga kubarurwa

Hari uburyo 2 bwo kwanga kubarurwa: kwanga burundu kubarurwa cyangwa kwanga gusubiza. Kugirango ingo zitanga kubarurwa ni ngombwa kwitwara neza mu minsi ya mbere yo kumenyana n'ingo.

Mu mpamvu zishobora kubitera twavuga izi zikurikira:

1. Ababazwa bashobora gutinya ko ibisubizo batanga byakoreshwa mu kubasoresha. Izo mpungenge zikunda kuboneka mu ngo zo mu muji zavanwaho abakarani basobanuye ibi bikurikira :
 - ko ibisubizo byose bahabwa ari ibanga. Ko ibisubizo by'ingo zose bizatuma bashinzwe igenamigambi bamenya imibereho y'ingo muri rusange batarebye iby'urugo rumwe.
 - ibarura rizatuma abashinzwe igenamigambi bashobora gukora politiki zatuma imibereho y'abaturage imera neza. Ko rero abateganijwe kubazwa bakwiye gusubiza ibibazo bazabazwa bareba inyungu za rubanda.
2. Ababazwa ntibashaka kwakira umuntu utari uwo muri urwo rugo amasaha menshi. Ibyo bikunda kubaho cyane mu muji, ibarura rishobora gukorwa umukarani w'ibarura akoze ibi bikurikira:
 - kwibwira abagize urugo n'ubwitonzi bwinshi;
 - kwerekana ibimuranga nk'ikarita yerekana ko ari umukozi w'Ikigo cy'Igihugu gishinzwe Ibarurishamibare;
 - kwereka urukundo abagize urugo;
 - gukora uko ashoboye akagaruka ku isaha cyangwa umunsi utunganiye urugo.

Igihe umukarani atashoboye kumvisha urugo akamaro k'ibarura, mugomba namwe gushyiraho akanyu. Igihe urugo rwanze burundu, mugomba kurusimbuza urundi mukurikije amabwiriza ari mu gice gikurikira.

6.2. Uko urugo rusimbuzwa urundi

6.2.1. Gusimbura urugo umunsi wa mbere

Igihe ibyakozwe byose kugirango urugo rubarurwe ntacyo byagezeho, rugomba gusimbuzwa urundi. Mugomba gukora ibishoboka byose kugirango urugo rwemere kubarurwa. Isimburwa ryose ry'urugo rizasuzumwa n'abakozi bakuru bo mu buyobozi bw'Ibarurishamibare bashinzwe kuyobora iri barura.

Ku ifishi y'ingo zatoranijwe (F2), hariho lisiti y'ingo zisimbura zo muri buri gapange k'ibarura/mudugudu. Ni ingo zifite N° 10, 11 na 12 mu mujyi na 13, 14, 15 na 16 mu Ntara. Izo ngo nizo zizasimbura ingo zanze kubarurwa cyangwa ingo zitagituwemo.

Mugomba guzisimbuza mukurikije uko zegeranye n'izo zisimbura. **Urugero :** niba urugo rufite n°2 rwarimutse kandi inzu ikaba idatuwe, muzarusimbuza urugo rusimbura ruri ku ifishi F2 uhaye ku rufite nimero y'urugo mu gapange k'ibarura/mudugudu ya hafi.

Igihe urugo rusimbuwe, mugomba kubyerekana ku gika cya 0.5, Q6, Q7, Q8.

Hanyuma ukavuga impamvu rwasimbuwe kuri (Q5) :

- Urugo rwabuze/inzu ntituwe
- Rwarimutse
- Indwara cyangwa urupfu
- Kwanga
- Izindi mpamvu (kuzivuga).

6.2.2. Ibisubizo bituzuye

Hari igihe urugo rwanga gusubiza hagati mu ibarura. icyo gihe mukora iki?

- Igihe bibaye nta cyumweru cy'ibarura kirarangira, urugo ni ukurusimbuza urundi n'ibisubizo rwatanze bikaba impfabusa. Ku rugo rwasimbuye, ugerageza kurubaza ibibazo byose mu minsi isigaye y'ibarura.
- Igihe bibaye mu cyumweru cya 2, ushobora gukora nko hejuru, icyo gihe uzifashisha umukarani usimbura.

Muri ibyo bihe byombi, ugomba gutegura izindi ntonde z'ibibazwa (questionnaires).

- Igihe bibaye mu cyumweru cya gatatu, ubwo ni mu mujyi kuko mu Ntara igice cy'igihe cy'isura kiba cyarangiye. Aha niho bikomeye ; mushobora gukora nko hejuru, ariko akenshi bizaba ngombwa kureka urwo urugo rudasimbuwe.
- Igihe habuze ibisubizo mu cyumweru cya 4, muzagumana ibisubizo mufite.

Byose bizaterwa n'uko ibibazo bimeze. Umugenzuzi w'iki azagerageza guhitamo igisubizo gikwiye.

VII. KUGENZURA NO GUSHYIRA IBIRANGO KU NTONDE Z'IBIBAZWA

Iyo umunsi urangiye, mugomba guteganya nibura isaha imwe y'inama y'akazi murebera hamwe niba ibibazo byose byasubijwe uko bikwiye. Hanyuma, mugasuzuma uko ibirango byujwe (ibireba cyane cyane amashami y'amashuri, imirimo n'amashami y'imirimo).

7.1. Igenzura

Intego y'ako kazi ni ukureba niba intonde z'ibibazwa zuzuye, ni ukuvuga niba abantu bose barabajijwe n'ibika byose byujwe. Iryo genzura rizaba umunsi ukurikira uwujweho intonde z'ibibazwa mbere yo kwimuka muva mu gapande/mudugudu na mbere yo kuzitanga ngo ibisubizo byinjizwe muri mudasobwa.

Mugomba kandi kubanza kugenzura uko ibika byose byujwe, hanyuma mugashyira icyitonderwa mu fishi « **INCHAMAKE Y'IBYO IBARURA RYAGEZEHO** » iri ku paji 0.2, Igice A.

Imibare yinjizwa mu mashini iyo buri gice cyarangiye kubazwa urugo, ushinze gushyira imibare mu mashini azasohora urupapuro ruriho amakosa imashini yabonye. Mugomba kureba impapuro zasohotse mu mashini, mukareba amakosa arimo mukanavuga niba ari umukarani wayakoze cyangwa uwinjije imibare mu mashini. Amakosa azaboneka mu Gice A azakosorwa n'umukarani w'ibarura (atari usimbura); naho ayo ku gice B, azakosorwa n'umukarani w'umusimbura kuko ikipi izaba yimukiye mu yindi cluster.

7.2. Kuzuza ibirango

Ibibazo byinshi bisanzwe bifite ibirango byuzuzwa mu gihe cy'ikiganiro, hari ibibazo bike bizuzurizwa ibirango nyuma y'ibiganiro byo mu ngo. Bizakorwa n'umukarani w'ibarura, ariko mu gihe umugenzuzi asuzuma intonde z'ibibazwa zujuje, agomba gusuzuma by'umwihariko ibyo birango mbere yo kuziha ushinze kwinjiza ibisubizo mu mashini.

Dore bimwe mu bibazo bizashyirwaho ibirango:

IGIKA	IGICE	IKIBAZO	IKIRANGO
Irangarugo (Cover page A & B)			Ibirango byose biteganijwe
0. Umwirondoro w'urugo	3a. Kuzuza « HH ID » na « PID » mu ngo ziri mu mudugudu wa Panel	1, 3, 4	Cluster, HH ID na PID
1. Imiterere y'ababa mu rugo		5	Aho umuntu yavukiye
1. Imiterere y'ababa mu rugo		6	Ubwenegihugu
2. Kwimuka		4	Akarere/igihugu
		5	Ahantu umuntu yari atuye
4. Uburezi	A. Uburezi muri rusange	4	Impamyabushobozi
6. Imirimo n'igihe ikorerwa	B. Umurimo ubyara inyungu	3	Umurimo wakoze mu mezi 12 ashize
	B. Umurimo ubyara inyungu	4	Ishami ry'umurimo
8. Ubuhinzi n'ubworozi	C. Ibyerekeye imirima	1	Uhanga umurima
		16	Ibihingwa
	D. Umusaruro w'ibihingwa bisarurirwa icyarimwe	2	Ibihingwa
	E. Umusaruro w'ibihingwa bisarurwa buhoro buhoro	2	Ibihingwa
		3, 6, 11	Igihe
	H. Guhindura umusaruro wo mu buhinzi-bworozi	2	Ibyahinduwe/Ibyavuyemo
		3, 8	Igihe n'Ingero z'ibipimo
		9	Igihe

VIII. KUGENZURA IBIGANIRO

Hazakorwa igenzurwa ry'ubwoko bubiri :

- gukurikirana ibiganiro buri mukarani akorana n'ingo rimwe mu cyumweru;
- gusura zimwe mu ngo zabaruwe ukabaza bimwe mu bibazo.

8.1. Kureba uko ibiganiro bikorwa

Rimwe mu cyumweru, umugenzuzi agomba kujyana n'umukarani w'ibarura mu rugo rubarurwa kugirango areba uko ibiganiro bikorwa no gutanga inama igihe ari ngombwa. Mugomba gukurikirana ikiganiro cyose kuva kigitangira kugeza kirangira.

Mu gihe cy'ikiganiro umugenzuzi agomba kwirinda guhagarika ikiganiro. Na none, umukarani w'ibarura ntagomba kubagisha inama igihe arimo abarura, agomba gukora ibarura uko bisanzwe nkaho mudahari.

Mugomba kwandika ibibazo mwabonye byose ku buryo bwo kubarura, ingorane mu kubaza cyangwa kumva ibibazo kugirango mutibagirwa. Mugomba kunandika n'ibyakozwe neza kugirango muzabimushimire.

Ibyo byose bizandikwa mu fishi y'igenzura iri ku rupapuro 0.1 handikwa ibi bikurikira :

Uko umukarani yitwaye : ese yabanje gusuhuza abo mu rugo mbere yo gutangira ibarura? Ese yagize ikinyabupfura n'ubwihangane mu biganiro yagiranye n'abo mu rugo? Ese mbere yo kuva mu rugo yabashimiye?

Uburyo bwo gukora ibarura : ese yabajije ibibazo uko byanditswe ku rutonde rw'ibibazwa? Ese yigeze agerageza gufasha ababazwa gusubiza cyane cyane ku bibazo bagomba kugereranya, nk'ubuso bw'amasambu? Ese yemeye ibisubizo 'Ibindi' atabanje kugerageza kubona igisubizo kitari icyo?

Uko ibarura ryagenze : ese yagerageje kwirinda kurambanya ikiganiro ariko mu kinyabupfura? Ese yabajije ibibazo atajijinganya? Muzajye mwandika igihe buri gika cyatwaye.

Kutabogama : ese yigeze abogama mu gihe cyo kubaza cyangwa cyo gusubiza? Ese yigeze atanga igitekerezo cye ku kibazo? Ese yigeze atungurwa cyangwa yerekana ko adashimishijwe n'igisubizo ahawe? Ese yigeze abwira ubazwa ibyo asubiza?

Nyuma y'ibiganiro, mugomba gukorana akanama n'umukarani w'ibarura, mukamubaza icyo atekereza ku kiganiro amaze kugirana n'urugo, mukamubwira ibyujijwe neza n'aho agomba gukosora. Hanyuma, mukaganira ku byo yibagiwe (byaba ibyiza cyangwa ibibi).

8.2. Kugenzura

Igenzura rya mbere rikorwa nyuma y'uko mumaze gusuzuma intonde z'ibibazwa zujijwe umunsi ubanziriza iryo genzura. Muri izo ntonde uhitamo ukoresheje tombola izo uzakorera igenzura.

Igihe mugeze mu rugo, mugomba kwibwira abo mu rugo mu kinyabupfura, mukabasobanurira ko muri umugenzuzi w'ibarura ririho rikorwa kandi ko muje kureba niba hari umukarani wageze muri urwo rugo ejo hashize. Mukabaza abo mu rugo niba yaritwaye neza n'icyo batekereza ku kiganiro bagiranye. Nyuma, mugafata intonde z'ibibazwa zujijwe mukabaza bimwe mu bibazo kugirango murebe ko muhuza n'ibyujijwe.

Mugomba kwandika ibinyuranye n'ibyo umukarani w'ibarura kandi mukabimwereka. Iyo binyuranye cyane, haba hari ikibazo gikomeye. Bishobora guterwa n'akamenyero gake k'umukarani w'ibarura. Niba ari byo, impamvu ishobora kubitera ni uko umukarani atashoboye kubaza neza ibibazo. Mugomba kuganira nawe mukamubaza niba icyo kibazo yarakigize no mu zindi ngo, mukamugira inama kugirango bitazongera, hanyuma mukamusubiza kubarura muri izo ngo zose.

Igihe mubona ko umukarani w'ibarura yakoze amakosa nkana (nko kuba yarabwiye abo mu rugo ibisubizo kugirango akazi ke kagabanuke cyangwa ntabaze bimwe mu bibazo), mugomba kubimenyesha vuba umwe mu bagenzuzi babakuriye.