

**Kungiyar kasar japon mai  
Kula da hulɗar Kasa da Kasa**

**ma'aikatar ministan  
aikin gona**

**Binciken dausayoyin yankin sahel a jamhuriyar Nijar**



**Littafin bada horo bisa ga yin tsare-tsare, da aikatawa, da  
bi-sau-da-kafa, da awon ayyukan bunKasa gandari.**

**Domin unhanin mahalartan horo**

**Sauyin watan saptamba 2007**

**Kungiyar Kasar japon mai kula da albarkar tsanwa (J.Green)**

**Wallafawar daga Kungiyar ADA cikin yarjejeniya tare da EDOS.**

## Abubuwan dake ciki

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## **Gabatarwa**

Wannan littafi, jagora ne bisa ga wallafa kundin tsharin bunkasa gandari, aikatawa ayyukan shi bi-sau-da-kafansu da awonsu. An wallafa shi ne don mambobin kungiya ma'unhanan gandari da za su halarci horo domin taimakawa sauran dake da zama a cikin gari. Kenan ya kamata ya kasance kwarerun mambobin ne za su halarci wannan horo. Shi wannan littafi ya Kumshi wasu dubaru da hanyoyin bi domin ba mahalatan horo damar maikadda husa'o'in horo zuwa ga jama'ar gari.

Wannan littafin tamkar kayan aiki ne ga masu unhani da shi.

## I. Gurori da sakamako a game da wannan littafi

Gurorin da aka sa gaba game da wannan littafi su ne :

- Ba mahalartan horo damar fasarar kalmomin kamar :
  - bunKasa
  - tsari
  - aikatawa
  - bi-sau-da-kafa
  - awo
  - harauta da tattalin arziki
- Bada damar unhani da kayan aiki na kundin tsari, aikata ayyuka, bi-sau-da-kafa da awonsu ta hanyar bunKasa cin unhanin gandari.

**Sakamokon horon shi ne :**

- mambobin buron kungiyar ma'unhanan gandari sun mallaKi husa'o' in tsari da yin nazari bisa matsololi,
- mambobin buron sun mallaki hanyoyin wallafa kundin tsari bunKasa cin unhanin gandari,
- mambobin buron sun mallaki da yin unhani da kayan aiki masu shiga cikin aikin bi-sau-da-kafa da cikin awon ayyukan kundin tsarin bunkasa gandari,
- sukan iya tafiyar da harakokin kuɗi da kayan aiki na Kungiyarsu.

## II. Wallafa kundin tsarin bunKasa gandari.

Akan fara horo da tambayoyi kamar haka:

1) Mine ne kundin tsarin bunkasa gandari ?

A saurare amsoshin mahalarta sa'annan a bada wanga amsa:

Kundin tsarin bunKasa gandari husa'a ce ta tashi da kanka ta mutanen dake cikin matsala sukan sa Karfinsu domin aikata ayyuka, magance, ko kuma rage kaifin matsalolinsu ta hanyar unhani sosai da husa'o insu.

2) Donmi kungiyar ma'unhanan gandari yake bukata kundin tsarin bunkasa gandari cikin gudanar da aikin shi ?

Bayan an saurare amsoshin mahalarta, a bada amsa kamar:

A kan iya samu matsala dangane da yawan ayyukan da za a aikata ba tare da anyi babban nazari ba. Shi kundin tsarin bunkasa ayyuka iya bada damar shiryadda matsaloli, a fa'inta da hanyoyin bi, kayan aiki, mutanen da kuɗin da ake bukata domin magance matsololin da a ka binciko.




A takaice dai don a fa'inta da waɗannan tambayoyi ne: « wa » ; « a binda za a yi »; « donmi »; « ta wane hali » ; « ta kaka » ; « yaushe » ; cikin « wane lokaci ».

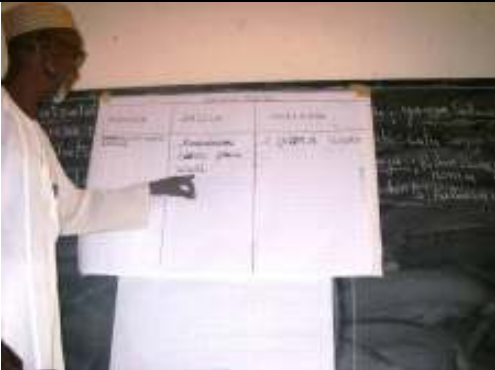




Kundin tsari bunkasa gandari, kan iya bada damar kawo bambanci tsakanin rayuwar da ta kumshi matsala da wadda a ke hange.

Bayan haka a fa'inta da mahalarta hanyoyin wallafa kundin tsari bunkasa gandari tare da anyi la'akari da shika –shiken da kuma ire-iren fanni na ayyukan.



Shika-shiken kundin tsarin bunkasa gandari.



	HANYOYI	IRIN TARO
	<p><b>Hanya1</b> : kiran taron bada labari tare da hukumomin galgajiya.</p> <p>Bayan gaishe-gaishe mambobin kungiyar da suka halarci horo na bayyanawa maigari da sauran mutanen kewayanshi gurori horon da suka samu. Sa’annan a kayyada ranar da za a bayyana ma jama’ar gari.</p> <p><b>Ayi la’akari !</b> rana ko lokacin da aka zaba ya kasance zai bama kowa damar halarci taron. A d’auki mattakai domin wurin zaman taro ya ishi kowa.</p>	<p>Taron mambobin buro tare da hukumomin galgajia</p>
	<p><b>Hanya 2:</b> waye kai ma’unhanan Mambobin kungiyar su kasance wajen tare domin shirye-shiryen taro, tarbon baKi, bayyana gurorin taro da gabatar ma jama’a ma’anar kundin tsarin bunkasa gandari da cewa sabuwar husa’a ce mai kyautata ayyukan gandari da yadda za a ci unhanin shi da kyau. A ja hankulan mahalartan taro bisa kai ga tattalin gandari.</p>	<p>Babban taro majalisa na horko</p>

	<p><b>Hanya 3:</b> hiddowar matsaloli ta hanyar aikin rukkunai a wajen babban taro na majalisa.</p> <ol style="list-style-type: none"> <li>1) Hiddowar ayyukan da aka aikata ta hanyar KoKarin musu unhani da gandari a cikin aiki rukkanai . kowane rukuni ya bayyana a babban allo ko shinhide a Kasa datattun ayyukansu</li> <li>2) Hiddowa tare da tsara matsaloli game da ayyukan da aka aikata.</li> </ol>	<p>Babban taron majalisa na horko</p>
	<p><b>Hanya 4:</b> gwadi ma jama'a ayyukan da aka aikata game da matsaloli. Kowane rukuni yakan bayyana a babban allo ko a shinhide a Kasa irin ayyukan da aka aikata da irin matsalolin da ya gani. za a gaggamo a takaice duk matsalolin da rukkunai suka hiddo bisa layi guda. Bayan kowane rukuni ya gwadi aikinshi, wani mamba ya maimaita aikin don jama'a ta fa'inta manuhin rukunin.</p>	<p>Babban taron majalisa na horko</p>
	<p><b>Hanya 5:</b> Rairayewa matsaloli Kowane mahalarcin taro za a ba shi dutsi, takarda ko kwaya uku da zai aza kusan kowace mahimantattiyar matsala da ya gani.</p> <p><b>Ayi la'akari!</b> Ya zamana yawan dutsi yawan matsaloli da za a raireyewa!</p> <p>Akan hiddo mahimatan matsaloli tare da kilgon duwasu. Mambobin buron kungiya sukan sanadda yawan kuri'a ta hanyar yawan matsala.</p>	<p>Babban taron majalisa na horko</p>

	<p><b>Hanya 6:</b> nazarin da mambobin buron ke yi bisa matsalolin da suka jera:</p> <ol style="list-style-type: none"> <li>1) Hiddowa manyan dalillai matsaloli da illolin su (duban hoto lamba 3 da lamba 4),</li> <li>2) Hiddawa a barkatai maganinukansu</li> </ol>	<p>Taron buron kungiya</p>
<p>Magani 1: Chipka Itatché </p> <p>Magani 2: Saptan mutun da na jamaa </p> <p>Magani 3: A kéwayé Garaké </p>	<p><b>Hanya 7:</b> rairayewa matakan da mambobin buro suka hiddo (a dubi hoto lamba 5)</p> <p>A wauware matakan da aka iya unhani da su ba tare da bata lokaci ba da wa inda sai an ja lokaci. Akan rubuta su cikin takarda.</p> <p>A tsara matakan da aka iya aikatawa domin wallafawar kundin tsarin bunkasa gandari.</p>	<p>Taron buro</p>
	<p><b>Hanya 8:</b> wallafawar kundin tsarin bunkasa gandari daga buron ma'unhanan ayyukan da kansu.</p> <p>Ta kowane aiki a bayyana kananan ayyukan da za ayi, lokacin yinsu, kimanin kudin aikatasu, mafitar kudin, shigabanin kula da ayyukan da shugabanin bi-sau-da-kafan zababbun ayyuka. Kadda a manta a cikin babban tsari ayyuka ayi la'akari da tsarin tattalin kayan aiki.</p> <p><b>Karin bayani :</b> arzikin mambobin buro na gudanar da ayyuka zai fito ta hanyar tarbace, kayan aiki, da gudunmuwar karfin jiki.</p>	<p>Taron buro</p>

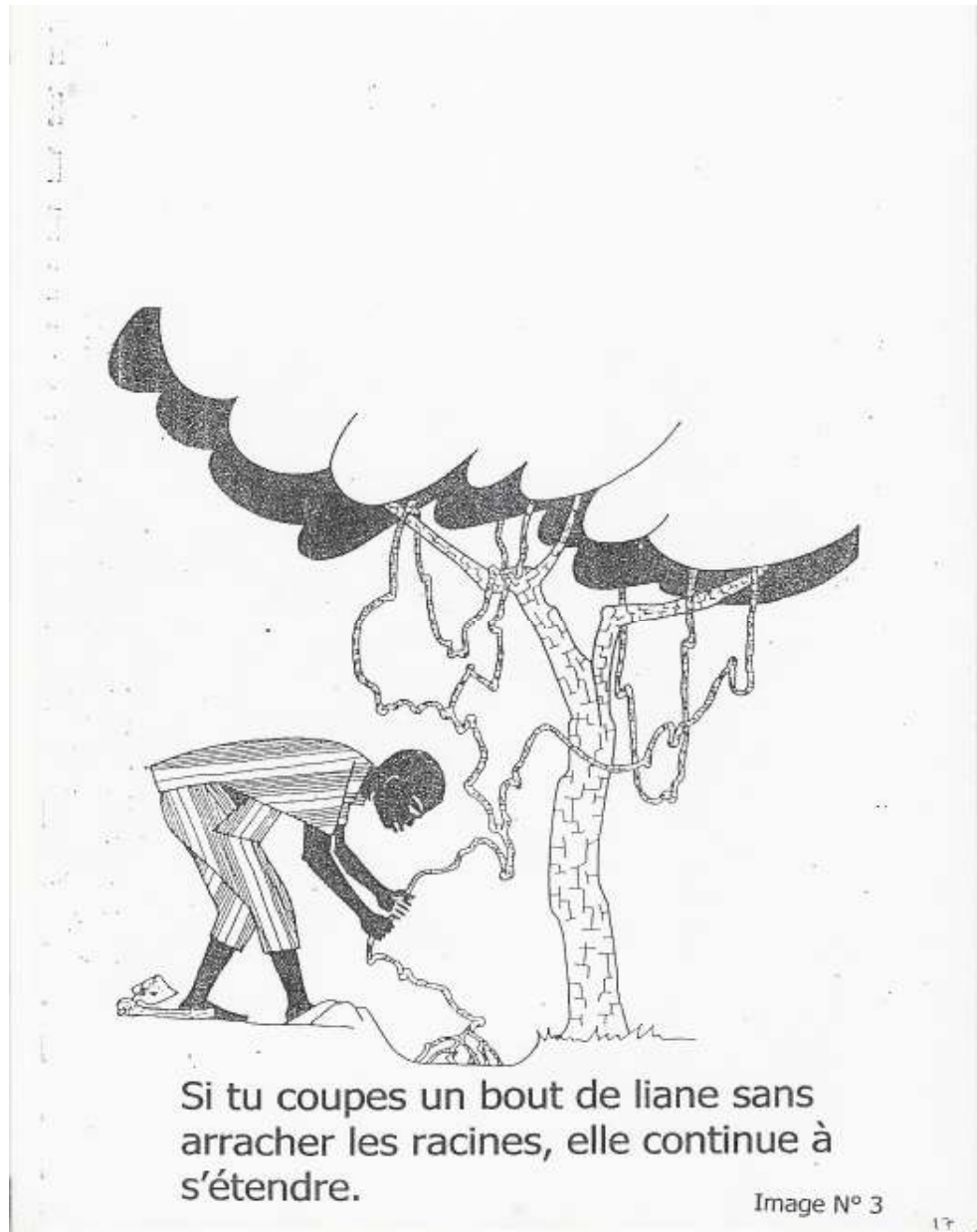


	<p><u>Hanya 9:</u> amincewa da kundin tsarin bunkasa gandari ta hanyar babban taro</p> <p>Ga hanyoyin bi :</p> <ul style="list-style-type: none"> <li>- Gwadi ma jama'a kundin tsarin bunkasa gandari,</li> <li>- daukan ra'ayin mutane,</li> <li>- A kawo cin gyara in yakamata,</li> <li>- Sa'annan a amince da kundin.</li> </ul>	<p>Babban taron majalisa na biyu</p>
	<p><u>Hanya 10:</u> Aikatawa.</p> <p>Sa hannun kowa wajen gudanadda ayyukan kundin tsari bunkasa gandari.</p>	<p>-</p>

<p style="text-align: center;"><i>Exemple d'une page de cahier de caisse (Page nouvelle chaque début de mois) page 1</i></p> <table border="1"> <thead> <tr> <th>N°</th> <th>Date</th> <th>LIBELLE</th> <th>Entree</th> <th>Sortie</th> <th>Solde</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>5/11/06</td> <td>Versement cotisations</td> <td>1 700<sup>F</sup></td> <td></td> <td>1 700<sup>F</sup></td> </tr> <tr> <td>2</td> <td>12/11/06</td> <td>Versement cotisations</td> <td>500<sup>F</sup></td> <td></td> <td>2 200<sup>F</sup></td> </tr> <tr> <td>3</td> <td>19/11/06</td> <td>Versement cotisations</td> <td>1 000<sup>F</sup></td> <td></td> <td>3 200<sup>F</sup></td> </tr> <tr> <td>4</td> <td>20/11/06</td> <td>Achat un cahier + un bic</td> <td></td> <td>600<sup>F</sup></td> <td>2 600<sup>F</sup></td> </tr> <tr> <td>5</td> <td>25/11/06</td> <td>Versement cotisations</td> <td>1 000<sup>F</sup></td> <td></td> <td>3 600<sup>F</sup></td> </tr> <tr> <td>6</td> <td>30/11/06</td> <td>Versement cotisations</td> <td>2 800<sup>F</sup></td> <td></td> <td>6 400<sup>F</sup></td> </tr> <tr> <td>7</td> <td>"</td> <td>Achat d'un rabaon en poly</td> <td></td> <td>5 000<sup>F</sup></td> <td>1 400<sup>F</sup></td> </tr> <tr> <td>8</td> <td>"</td> <td>Achat de 10 bulais</td> <td></td> <td>1 000<sup>F</sup></td> <td>400<sup>F</sup></td> </tr> <tr> <td>9</td> <td>"</td> <td>Don de El Hadj Maï Koulibé</td> <td>10 000<sup>F</sup></td> <td></td> <td>10 400<sup>F</sup></td> </tr> </tbody> </table>	N°	Date	LIBELLE	Entree	Sortie	Solde	1	5/11/06	Versement cotisations	1 700 <sup>F</sup>		1 700 <sup>F</sup>	2	12/11/06	Versement cotisations	500 <sup>F</sup>		2 200 <sup>F</sup>	3	19/11/06	Versement cotisations	1 000 <sup>F</sup>		3 200 <sup>F</sup>	4	20/11/06	Achat un cahier + un bic		600 <sup>F</sup>	2 600 <sup>F</sup>	5	25/11/06	Versement cotisations	1 000 <sup>F</sup>		3 600 <sup>F</sup>	6	30/11/06	Versement cotisations	2 800 <sup>F</sup>		6 400 <sup>F</sup>	7	"	Achat d'un rabaon en poly		5 000 <sup>F</sup>	1 400 <sup>F</sup>	8	"	Achat de 10 bulais		1 000 <sup>F</sup>	400 <sup>F</sup>	9	"	Don de El Hadj Maï Koulibé	10 000 <sup>F</sup>		10 400 <sup>F</sup>	<p>Hanya 11: tattalin kudi da kaddarori</p>	<p>-</p>
N°	Date	LIBELLE	Entree	Sortie	Solde																																																									
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	<p>Hanya 12: bi-sau-da-kafa na ayyukan kundin tsarin bunkasa gandari.</p> <p>Wannan aiki na ba buron damar sani ci-gaban ayyukan kundi da ake aikatawa.</p>	<p>Taron buro</p>																																																												
	<p>Hanyar 13: gwadi ma taron majalisa sakamakon, bayan awon ayyukan shekara na kundin tsari bunkasa gandari.</p>	<p>Babban taron majalisa na shekara</p>																																																												

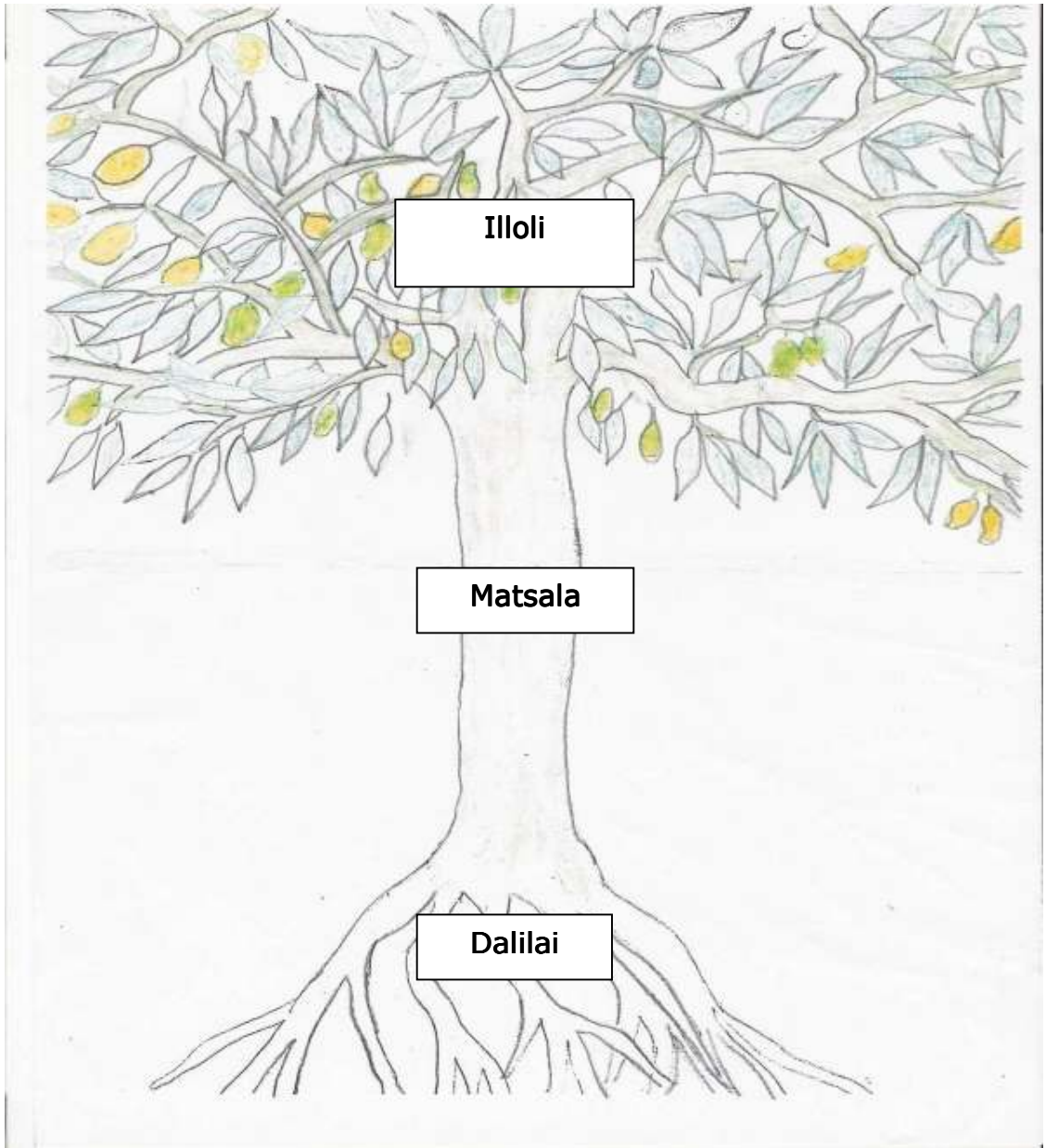
Misali kundin shekara na bunkasa gandarin garin Garu na shekarar 2008

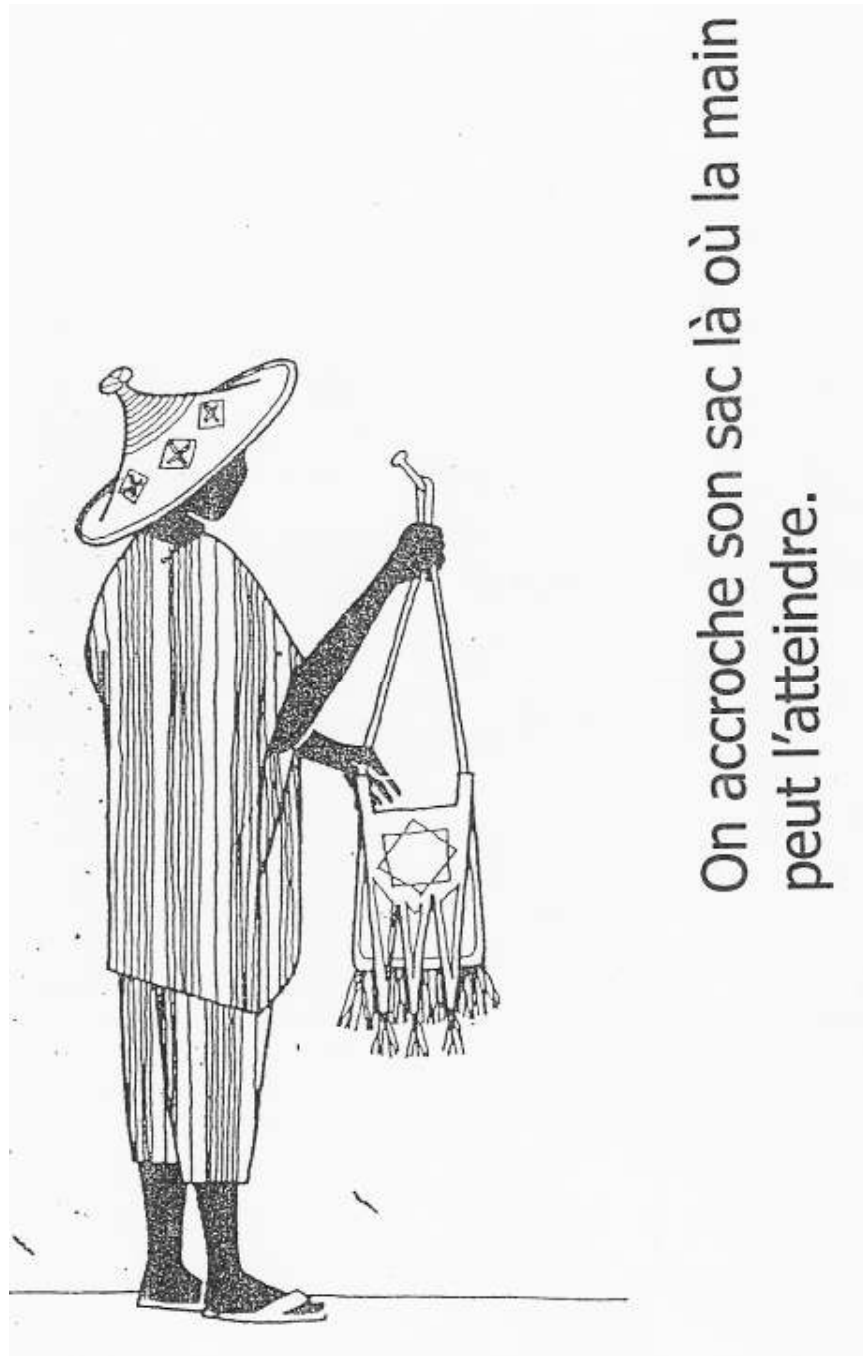
Lamba	Manyan ayyuka	Kananan ayyuka	Shugabannin aikata ayyuka	Shugabannin bi-sau-da-kafa	Lokacin yin aiki	Kuɗi	Ma hutar kuɗi ko kayan aiki
1	Aikin gayya na kariyar gandari	1. waye kai mutane 2. bukatattun kayan aiki sune : - kowa shi kawo bokati ko kwano - a sayi helu 2 - ayi aron helu 4 - a sayi baro 1 - ayi aron baro 2 - a kawo ruwa - a kawo goro 3. Aikatawa	Shugaban kungiya	Shugaban bi-sau-da-kafa ayyukan na CES/DRS na kungiyar	Janairu	Dala100/maba x gari 4 = jika 2  Helu : jika 2 da rabi x 2 = jika 5  Baro : jika 2 da rabi  Goro : jika 2	Tarbace-tarbace da ayyukan gayya na mutanen gari
	<b>Karamar jimilla</b>					<b>Jika 34</b>	
2							
	<b>Karamar jimilla</b>						
3							
	<b>Jimilla</b>					<b>Jika 197 da rabi</b>	
	Ayyukan da ba a tanada ba (Kashi 5 zuwa 10 bisa 100)					<b>Jika 197 da rabi</b>	
	<b>babban jimilla</b>					<b>Jika 217da dala hamsin</b>	Adadin ma' unhana : 500 Kowane ya zuba dala tamanin da bakwai



Ko ka datse reshe mai hawan ice, idan ba ka tone sayunshi ba, zai ci gaba da yaƙuwa.

**Source:** "Pour une pédagogie de l'autopromotion communautaire". Nouvelle édition pour les animateurs villageois. GRAAP – DP : 785 Bobodioulasso Burkina, janvier 1992.





Hoto na 5

Inda hannu yake kai, nan ake rataye albai

**Source:** "Pour une pédagogie de l'autopromotion communautaire". Nouvelle édition pour les animateurs villageois. GRAAP – DP : 785 Bobodioulasso Burkina, janvier 1992.

### III. Farautar kuɗi da kaddarori

A na samun su ta hanyar :

- Gudunmuwar kuɗi da taron majalisa ke ka'idewa ;
- Kananan tarbace da aka iya yi don gudanar da wani ko wasu ayyukan kuɗi ;
- Tarbacen da mambobin buron kungiya ke yi;
- Gudunmuwar y'in gari da ke da zama a wani gari ko wata kasa ;
- Gudunmuwar kungiyoyin gari (kungiyar matatsa, mata, manoma, makyaya...);
- Cin taro da taron majalisa ke aza ma mutanen gari ko mambobin kwamiti ;
- Ta hanyar da wata hukuma ke badar : shirin wani wasa-wasa, samun taimako daga wa y'insu ma'aikatinnai da sauransu ;
- Ta hanyar tsarin mutanen gari na kansu da kansu kamar dauka riba bisa bashi da kungiyar ke iya badawa, ko unhani da duk wata garabasa dake shigo ma kungiyar ;
- Albarkar gonakkin gayya dake azaman asusun kungiyar

Duk waɗannan arziki dake iya shigo wa, kungiyar ke tattalinsu ta hanyar unhani da wasu takardu domin bada cikakken haske. Sune :

- Takardar asusu,
- Takardar tarbace,
- Takardar ajiyar kaya.

Bayan haka, buron kungiyar zai kiran taro lokaci zuwa lokaci, a karshen kowace shekara domin gwadi ma jama'a sakamakon ayyukan da yayi ta amince ko a dauki matakkai don cin gyaren kurakurai.

### IV. Bi-sau-da-kafa tare da awon ayyukan kundin tsarin bunkasa gandari.

Buron kungiyar yakan nuna hoto lamba ta 6 tare da takardar bi-sau-da-kafa lokaci-zuwa lokaci ta kundin tsari bunkasa gandari.

**Ma'anar bi-sau-da-kafa shi ne :** duban aiki lokaci zuwa lokaci, yin nazari akan shi tare da kawo cin gyara.

Bayan an wallafa kundin tsarin bunkasa gandari akan shiga cikin aikatawarshi. Ayyuka ne ake gudanarwa da suke cikin kuɗi tsari. Yakamata a bisu sau-da-kafa lokaci zuwa lokaci domin cin gyaren kurakurai.

Bayan haka, a gwadi ma taro takardar awon ayyukan shekara dake cikin kundin tsarin bunkasa gandari.

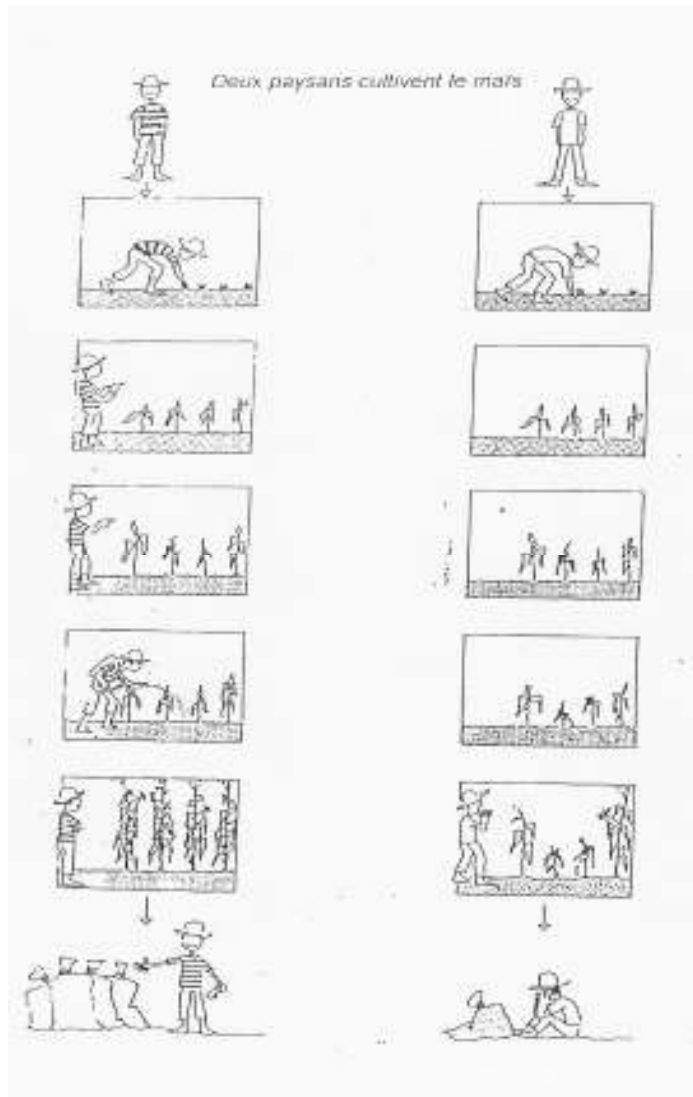
**Ma'anar awon aiki shi ne:** neman bambanci tsakanin sakamakon da aka samu dangance da gurin da aka sa gaba. Kenan akan so a gane cikin aikin inda aka ci gaba da inda aka huskan ta matsaloli domin a dace zuwa gaba. Kenan yakamata mutane su rika dubi, nazari da aikatawa tare yau da kullum.

**Yaushe a ke awon aiki ?**

- A tsakiyar shekara ( awon tsakiya ko na duk wata uku);
- A karshen shekara;
- Ko in wata matsala ta hana aiki gudu.

Manoman masara biyu

Hoto na 6





Mitsalin kundin bin sau da kafa ayyukan kundin tsarin bunKasa gandari na wattan Janairu 2008

Manyan ayyuka	Kananan ayyuka	Lokaci	Ranar bi-sau-da-kafa	Kananan ayyuka da ake yi a wata	Kananan ayyuka da ba ayi ba	Mutanen da aiki ya shafa		Matsalolin da aka fuskanta	Karin bayyani
						Maza	Mata		
Nemawar kayan aikin gona (iri, taki, maganuka)	1. sayowar kayan gonakki	Janairu da fabarairu shekara 2008	30 ga watan janairu shekara 2008	Sayan iri	Sayan taki da maganukkan kwari	6	0	Rishin samu kayan gonakki cikin kasuwa	A riKa aikin wakillay cikin kasuwunnai na kewaye domin samu labari
	2. daukar kayan gonakki	Janairu 2008	28 ga watan janairu shekara 2008	daukowar iri gona	Babu	6	0	Babu	Ayyuka na tafiya yadda yakamata
	3. ajiya tare da tattalin kaya	Janairu 2008	30 ga watan janairu shekara 2008	Ajiyar da aka yi	Babu	1	0	Babu	An gudanadda ayyukan da aka tsara kashi 100bisa 100 kuma a cikin ka'idar lokaci

Mitsali kundin awon ayyukan shekara na kundin tsarin bunkasa gandari

Fanni	Lamba	Lokaci	Manyan ayyuka da aka tanada	Kananan ayyuka da aka yi	Kudi yin ayyuka			Gudunmuwar Karhi da kayan aiki	Ragaggu aiki	Karɓin bayyani
					Wanda aka tanada	Wanda aka kashe	Wanda ya rage			
	1	Juli/ogista 2008	Shipka itatuwa: - mangwaro13 - lemun sami 12 - kwando 25	Saye-sayen: - mangwaro 5 - lemun sami 3 - kwando 8 yin ramu yin dashe	- dari 7da tamanin - dari 7da ishirin - jika12 da rabi -- --	dari 3 Tamanin Jika 4		Ma su wurare kadai suka yi dashe (kimanin jika10)	Mangwaro8 Lemu sami 9	Shugabannin ayyukan sun cika aikinsu
Karamar jimilla					Jika 20	Jika 6 da tamanin	Dubu2 da dari 7 da ishirin	(kimanin jika10)		
	2									
Karamar jimilla										
Jimilla					Jika 197da rabi	Jika 183 da dala gomiya tara	Dubu 2 da dari da ishirin	Jika dari da Hamsin		
Wa 'inda ba a tanada ba					Dubu3 da dari9 da dala hamsin	--	Dubu3 da dari 9 da hamsin			
Baban jimilla					Jika 217 da dala hamsin	Jika 183 da dala gomiya tara	Jika 33 da dala saba'in			