RTB | RWANDA TVET BOARD

P.O. Box: 4940 Kigali
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Kigali, 9../09./2024
N°0722/RTB/2024

Madamu/ Bwana Umuyobozi w' Akarere (Bose);
Bwana Umuyobozi w' Umujyi wa Kigali.

Madamu/ Bwana Muyobozi,

<u>Impamvu</u>: Amabwiriza avuguruye ku mikoreshereze n'imicungire y' amafaranga yagenewe ibikoresho bishira (TVET Training Consumables 2024/2025).

Nshingiye ku Iteka rya Perezida N° 123/01 ryo kuwa 15/10/2020 rishyiraho Urwego rw' Igihugu rushinzwe Imyuga n' Ubumenyingiro (RTB) ryasohotse mu igazeti ya Leta n° 32 yo kuwa 19/10/2020;

Nshingiye kandi ku nshingano z' Urwego rw' Igihugu rushinzwe Imyuga n' Ubumenyingiro (RTB) zo guhuza ibikorwa by' imyigire n' imyigishirize mu mashuri y' Imyuga n' Ubumenyingiro;

Nejejwe no kuboherereza amabwiriza avuguruye mikoreshereze n'imicungire y' amafaranga yagenewe ibikoresho bishira (TVET Training Consumables) asimbura ayari yatanzwe muri 2022/2023. Aya mabwiriza yateguwe mu rwego rwo gufasha abafatanyabikorwa bose barebwa n'iki gikorwa ariko cyane cyane amashuri aherereye mu Karere mubereye Umuyobozi.

Mboneyeho kubibutsako Akarere gasabira amashuri iyi ngengo y'imari iyo Minisiteri y'Uburezi imaze gutanga amabwiriza yo kuyasaba kandi agahita yoherezwa kuri konti z'amashuri nta handi anyuze (ava MINECOFIN ajya ku mashuri).

Mbashimiye ubufatanye mudahwema kutugaragariza mu guteza imbere imyigishirize ya Tekinike, Imyuga n' Ubumenyingiro.

Dipl. -Ing. Paul UMUKUNZI
Umuyobozi Mukuru, RTB

<u>Bimenyeshejwe</u>:

- Minisitiri w' Ubutegetsi bw' Igihugu;
- Minisitiri w' Imari n' Igenamigambi;
- Minisitiri w' Uburezi;
- Umunyamabanga wa Leta ushinzwe Uburezi/ MINEDUC;
- Umunyamabanga Uhoraho/ MINEDUC.

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AMABWIRIZA AVUGURUYE KU MIKORESHEREZE N'IMICUNGIRE Y' AMAFARANGA YAGENEWE IBIKORESHO BISHIRA (TVET TRAINING CONSUMABLES, 2024-2025)

RWANDA TVET BOARD - RTB

Kigali, Nzeri 2024

Ishakiro

Iribuliro 3
Igice cya I: Isobanurampamvu ry' amafaranga yagenewe ibikoresho bishira (TVET Training Consumables). 3
1. Abo aya mabwiriza agenewe 4
2. Inshingano za buri mufatanyabikorwa mu gihe cyo gusaba no gucunga amafaranga y' ibikoresho bishira 4
3. Ibipimo ku mikoreshereze y' amafaranga yagenewe ibikoresho bishira (TVET training consumables) 6
Igice cya II: Gutanga amasoko n' imicungire yayo 7
1. Itangwa ry' amasoko... 7
2. Imicungire y' amasoko 7
Igice cya III: Gutanga raporo ku mikoreshereze y' amafaranga yagenewe ibikoresho bishira (Training Consumables) 8
Igice cya IV: Imigereka 8
Annex I: Purchase Order/ Bon de commande... 9
Annex II: Delivery note/ Bon de livraison... 10
Annex III: Goods received note/ Bon de reception de marchandises..................... 11
Annex IV: Store card/ Carte de magasin 12
Annex V: Consumables requisition form used for the main store 13
Annex VI: Consumables requisition form used for the mini store 14
Annex VII: Monthly Inventory Report... 15
Annex VIII: Consumables utilization report form... 16

Iribuliro

Leta y' U Rwanda muri gahunda yayo y' imyaka itanu (2024- 2029) yiyemeje kongera umubare w' abanyeshuri bagana amashuri ya Tekiniki, Imyuga n' Ubumenyingiro ukagera kuri 60% by' abanyeshuri barangiza icyiciro cy' ibanze cy'amashuri yisumbuye (O'Level).

Mu bihe bitandukanye, Leta yagiye itanga inkunga zunganira amafaranga y'ishuri asabwa ababyeyi kugira ngo ikiguzi cy'uburezi cyiborohere. Izo nkunga zirimo guhemba abarimu n'abayobozi b'amashuri, gahunda yo kugaburira abanyeshuri (School feeding program), amafaranga yifashishwa mu micungire y'ishuri (Captitation grant), n'amafaranga yagenewe ibikoresho bishira (TVET Training Consumables). Inkunga y'ibikoresho bishira igenerwa amashuri ari mu byiciro bikurikira:

- Amashuri ya Leta;
- Amashuri afatanya na Leta kubw'amasezerano; na
- Amashuri yigenga Leta yohererereza abanyeshuri.

Inkunga ya Leta kandi yunganirwa n'amafaranga y'ishuri (school fees) yishyurwa n'ababyeyi kugira ngo ubuzima bw'amashuri bugende neza hitawe ku ireme ry'uburezi.

Inkunga yagenewe ibikoresho bishira itangwa hashingiwe ku mubare w'abanyeshuri ishuri rifite n'amashami bigamo.

Aya mabwiriza ateguwe hagamijwe gusobanura no gutanga umurongo ku mikoreshereze n'imicungire y'inkunga y'ibikoresho bishira (Training Consumables), Leta itanga mu mashuri ya TVET hagamijwe kugabanya ikiguzi cy'uburezi cyasabwaga umubyeyi mu burezi bw'umwana we.

IGICE CYA I: ISOBANURAMPAMVU RY' AMAFARANGA YAGENEWE IBIKORESHO BISHIRA (TVET TRAINING CONSUMABLES).

Mu myaka yashize, amashuri yajyaga yifashisha amafaranga yishyurwa n'ababyeyi (School fees) mu kugura ibikoresho bishira, bikaba byaratumaga kwiga muri TVET bihenda kandi bikabera ababyeyi umutwaro uremereye. Ibi kandi byatumye ubwitabire (enrolment) mu mashuri ya TVET butiyongera ku mpuzandengo yifuzwaga.

Mu rwego rwo gufasha ababyeyi mu burezi bw'abana babo, Leta y'U Rwanda yiyemeje kwishyura ikiguzi cy'ibikoresho bishira guhera mu mwaka wa 2019 kugira ngo ababyeyi boroherwe n'icyo basabwa mu myigire y'abana babo.

Iyi nkunga kandi itangwa hagamijwe kuzamura ireme ry'uburezi, no gufasha ishuri mu bikorwa bikurikira:

- Kugura ibikoresho bishira (Training consumables);
- Gufata neza no gusana ibikoresho (equipment) byangiritse;
- Kugura ibikoresho (tools or equipment) bikenewe byihutirwa;
- Gufasha abanyeshuri mu ngendo-shuri (Field visits);

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- Gutegura no gukurikirana ishyirwa mu bikorwa ry'imenyerezamwuga ry'abanyeshuri (Industrial Attachment Program).

1. Abo aya mabwiriza agenewe

Aya mabwiriza agenewe amashuri ya Tekinike, Imyuga n'Ubumenyingiro ya Leta, amashuri afatanya na Leta kubw'amasezerano n'amashuri yigenga ahabwa abanyeshuri na Leta. Aya mabwiriza kandi agenewe abandi bafatanyabikorwa mu burezi cyane cyane Akarere (twose) amashuri ahereyemo hagamijwe gukomeza gufatanya mu kunoza imicungire n'iterambere ryayo.

2. Inshingano za buri mufatanyabikorwa mu gihe cyo gusaba no gucunga amafaranga y' ibikoresho bishira

2.1.Inshingano z' ishuri

- Ishuri niryo rishyira mu ikoranabuhanga rya SDMS (School Data Management System) urutonde rw'abanyeshuri rifite muri buri shami n'urwego/ umwaka (RQF level) yigamo. Abanyeshuri basabirwa ibikoresho bishira bagomba kuba bari muri SDMS kandi uru rutonde rugasuzumwa buri gihembwe cy'amashuri;
- Igihe ishuri ryakiriye umunyeshuri uvuye ku rindi shuri cyangwa akava kuri iryo shuri, aya mashuri yombi agomba gukorana byihuse kugira ngo umunyeshuri yoherezwe (transfer) mu ishuri yimukiyemo hifashishijwe SDMS;
- Kugenzura no kumenyesha niba imibare ishuri ryasabiye ibikoresho bishira ariwo koko ryaherewe amafaranga;
- Kugura ibikoresho bishira no kubicunga neza hagamijwe guteza imbere ireme ry'uburezi. Mu gihe cyo gutanga amasoko ishuri ryifashisha urutonde-fatizo (reference list) rw'ibikoresho bishira ruboneka muri SDMS;
- Gutanga raporo ku Karere ku mikoreshereze n'imicungire y'amafaranga y'ibikoresho bishira, RTB ikagenerwa kopi.

2.2.Inshingano z' akarere n' Umujyi wa Kigali ishuri riherereyemo

Akarere ishuri riherereyemo gafite inshingano zo gusabira amashuri ingengo y'imari no gukurikirana ko yakoreshejwe neza. Mu gihe cyo gusabira amashuri ingengo y'imari yavuzwe haruguru, Akarere gafite inshingano zikurikira:

- Gusuzuma no kwemeza imibare y'abanyeshuri basabiwe ingengo y'imari binyuze muri SDMS;
- Gusabira amashuri ingengo y'imari yagenewe ibikoresho bishira binyuze muri IFMIS;

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- ☞ Gukurikirana no kugenzura ko ayo mafaranga ari gukoreshwa icyo yagenewe kandi neza;
- ☞ Gutanga raporo ku mikoreshereze y'amafaranga mu nzego zibifitiye ububasha.

Icyitonderwa:

i. Gusaba ingengo y'imari yagenewe ibikoresho bishira bikorwa n'Akarere gashingiye ku mabwiriza atangwa buri gihembwe na Minisiteri y'Uburezi (MINEDUC);

ii. Ingengo y'imari yagenewe ibikoresho bishira mu mashuri ya TVET, iva muri Minisiteri y'Ubukungu n'Igenamigambi (MINECOFIN) igashyirwa kuri konti z'ishuri (nta handi inyuzwa).

2.3.Inshingano z'Urwego rw'Igihugu rushinzwe guteza imbere imyigishirize ya Tekinike, Imyuga n'Ubumenyingiro (Rwanda TVET Board)

Urwego rw'Igihugu rushinzwe guteza imbere imyigishirize ya Tekinike, Imyuga n'Ubumenyingiro (Rwanda TVET Board) rufite inshingano zikurikira:

- ☞ Gushyiraho uburyo bunoze bwifashishwa n'amashuri mu gusaba no gucunga neza amafaranga yagenewe ibikoresho bishira hakoreshejwe SDMS;
- ☞ Kugena ingengo y'imari igenerwa umunyeshuri (budget per student) muri buri shami;
- ☞ Gushyiraho urutonde-fatizo (reference list) rw'ibikoresho bishira rugatangazwa hakoreshejwe SDMS;
- ☞ Kwegeranya ingengo y'imari yagenewe ibikoresho bishira;
- ☞ Gukurikirana no kugenzura ko ingengo y'imari yatanzwe iri gukoreshwa icyo yagenewe kandi neza.

2.4.Inshingano za Minisiteri y'Uburezi

Minisiteri y'Uburezi ifite inshingano yo gutangaza amabwiriza yo gusaba ingengo y'imari yagenewe ibikoresho ibikoresho bishira, bigakorwa buri gihembwe cy'amashuri.

2.5. Inshingano za Minisiteri y'Ubukungu n'Igenamigambi

Minisiteri y'Ubukungu n'Igenamigambi ifite inshingano zikurikira:

- ☞ Kwakira, gusuzuma no kwemeza ingengo y'imari yasabwe bw'Akarere (twose) ishuri riherereyemo;
- ☞ Guha amashuri ya TVET ingengo y'imari yagenewe ibikoresho bishira, ikoherezwa kuri konti z'ishuri (nta handi inyuze).

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3. Ibipimo ku mikoreshereze y' amafaranga yagenewe ibikoresho bishira (TVET training consumables)

Amafaranga yagenewe ibikoresho bishira, akoreshwa mu kugura ibikoresho bishira no kunganira ibikorwa byavuzwe mu gika cya **mbere (1)** cy'isobanurampamvu mu buryo bukurikira:

- Amafaranga agurwa consumables ntashobora kujya munsi ya **80%** y'amafaranga yose hamwe yagenewe ishuri;
- Amafaranga yose hamwe yakoreshejwe mu bikorwa byo gufata neza no gusana ibikoresho, kugura cyangwa gusimbuza ibikoresho, gufasha abanyeshuri mu ngendo-shuri, gutegura no gukurikirana ishyirwa mu bikorwa ry'imenyerezamwuga ry'abanyeshuri (Industrial Attachment Program) ntagomba kurenga **20%.**

Icyitonderwa:

Amafaranga yatanzwe muri buri shami (Trade) niyo rikoresha gusa, kandi ntashobora kongerwa cyangwa kugabanywa (Budget reallocation).

4. Imicungire y'ibikoresho bishira (TVET training consumables) byaguzwe n'abandi bafatanyabikorwa

Ishuri rya TVET rishobora kugira abandi bafatanyabikorwa rifatanya nabo hagamijwe kunoza ireme ry'uburezi n'iterambere ry'ishuri. Iyo rero baguriye cyangwa bahaye ishuri ibikoresho bishira, imicungire yabyo ntivangwa n'ibikoresho Leta yahaye ishuri.

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IGICE CYA II: GUTANGA AMASOKO N' IMICUNGIRE YAYO

1. Itangwa ry' amasoko

Ishuri niryo rishinzwe kugura ibikoresho bishira, ibikoresho n'imashini (tools and equipment) n'ibindi bikenewe byo kwigishirizaho cyangwa byifashishwa n'abanyeshuri mu myigire yabo. Mu ishyirwa mu bikorwa ry'itangwa ry'amasoko ishuri rigomba kubahiriza amahame shingiro agenga itangwa ry'amasoko ya Leta harimo gukorera mu mucyo; ipiganisha; kuzigamira Leta; gukora neza, gukoresha neza umutungo no kwihutisha akazi, gutanga amahirwe. Ubuyobozi bw'ishuri butazubahiriza aya mabwiriza buzabihanirwa.

2. Imicungire y' amasoko

Mu rwego rwo kunoza imitangirwe n' imicungire y' amasoko, ubuyobozi bw' ishuri bushyiraho abagize komite ebyiri harimo abagize akanama k'amasoko (tender committee) n'abagize komite yakira ibikoresho byaguzwe (Receiving committee). Izi komite zigizwe n'abantu bakurikira:

2.1. Akanama k' amasoko (Tender committee)

- **Perezida:** Umubyeyi utoranywa muri nyobozi y'ishuri;
- **Visi perezida:** Umwarimu uhagarariye abandi;
- **Umwanditsi:** Umukozi w'ishuri wahuguwe ku mitangire y'amasoko ya Leta cyangwa umwarimu/ umukozi wize ibijyanye n'icungamutungo uretse Umucungamutungo w'ishuri;
- **Umujyanama:** Umubyeyi;
- **Umujyanama:** Umwarimu uhagarariye segiteri y'ubukungu ihuza udushami ishuri rifite (Trades).

2.2. Komite yakira ibikoresho byaguzwe (Receiving committee)

- **Perezida:** Umuyobozi wungirije ushinzwe amasomo (DOS);
- **Visi Perezida:** Umukozi ushinzwe imicungire y'ibikoresho (Logistics);
- **Umwanditsi:** Umukozi/Umwarimu ushinzwe gucunga ububiko bw'ibikoresho (Workshop Assistant);
- **Umujyanama:** Umwarimu uhagarariye agashami (Trade).

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Izi komite zombi zisabwa gukorera mu bwigenge no mu mucyo kandi zigahabwa manda y'igihe cy'**umwaka umwe** ishobora kongerwa inshuro zitarenze eshatu (3). Nta mukozi ushobora kuba muri izi komite zombi igihe kimwe.

IGICE CYA III: GUTANGA RAPORO KU MIKORESHEREZE Y' AMAFARANGA YAGENEWE IBIKORESHO BISHIRA (TRAINING CONSUMABLES)

Raporo zose zitangwa binyuze muri SDMS cyangwa ubundi buryo bushobora gusabwa n'abafatanyabikorwa muri iki gikorwa. Iyo itanzwe mu nyandiko, ibitabo bigomba kuba biteranyije (Wire binding).

Raporo igomba kuba isobanutse neza kandi igaragaza inyandiko ku ngingo zikurikira:

- Ingengo y' imari ishuri ryasabye n' iyo ryahawe kuri buri gihembwe (instalment);
- Imitangire y'amasoko n'imicungire yayo (tender related documents);
- Imicungire y'ibikoresho byaguzwe;
- Uruhare rw'ishuri mu gushyigikira ingengo y'imari. Ibi bivuze amafaranga yavuye mu bikoresho abanyeshuri bakoze bikagurishwa, igenagaciro k'ibyakozwe n'abanyeshuri ishuri rizakomeza gukoresha;
- Ibikoresho ishuri risigaranye bizifashishwa mu mwaka w'amashuri utaha;
- Amafaranga ishuri risigaranye.

IGICE CYA IV: IMIGEREKA

Nk'uko biteganya n'itegeko rigenga amasoko ya Leta N° 031/2022 ryo ku wa 21/11/2022 ndetse n'Igitabo rusange kigenga imicungire y'imari ya Leta (Manual of Public Financial Management -PFM Policies and Procedures);

Ku mugereka w' aya mabwiriza murahasanga inyandiko-rugero (templates) zifashishwa mu micungire y'ibikoresho bishira zikurikira:

1. Umugereka I: Purchase Order/ Bon de commande
2. Umugereka II: Delivery note/ Bon de livraison
3. Umugereka III: Goods received note/ Bon de reception de marchandises
4. Umugereka IV: Store card/ Carte de magasin
5. Umugereka V: Consumables requisition form used for the main store
6. Umugereka VI: Consumables requisition form used for the mini store
7. Umugereka VII: Monthly Inventory Report
8. Umugereka VIII: Consumables utilization report form

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Annex I: Purchase Order/ Bon de commande

School logo together with the name and address

Trade:……………………………………………

Date ……/……/……..

Supplier:……………………………………..

Purchase Order No…………..

No	Item	Specifications	Unit	Quantity	UP (Frw)	TP (Frw)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
Total						

Prepared by:
Accountant

Approved by:
Head Teacher

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Annex II: Delivery note/ Bon de livraison

School logo together with the name and address

Trade:...

Date ....../....../........

Delivery note No............

Delivered against Purchase Order No.......

No	Item	Specifications	Unit	Quantity Ordered	Quantity Delivered
1					
2					
3					
4					
5					

Delivered by:

No	Names	Signature
1		
2		

Approved by:

Managing Director/ Supplier

Receiving committee members

No	Names	Signature
1		
2		
3		

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Annex III: Goods received note/ Bon de reception de marchandises

School logo together with the name and address

Trade:……………………………………………

Date ……/……/……..

Goods received note No…………

Received against Purchase Order No…….

We acknowledge receipt of the following goods from…………………………………………………………………………………….(Supplier)

No	Item	Specifications	Unit	Quantity	Remarks
1					
2					
3					
4					
5					
6					
7					
8					

Receiving committee members

No	Names	Signature
1		
2		
3		

Approved by:

Logistics Officer/ Storekeeper

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Annex IV: Store card/ Carte de magasin

School logo together with the name and address

Trade:..

School Year:..

Item Description..

Date	Qty received	Qty requested	Balance	User's name	User's signature

Prepared by:
Storekeeper/ Workshop Assistant

Verified by:
Accountant

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Annex V: Consumables requisition form used for the main store

School logo together with the name and address

Requisitioning Trade:……………………………………………

Date ……/……/……..

Consumables Requisition Voucher NO……………../202…(Year)

No	Item	Quantity Requisitioned	Quantity Received	Observation
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Requested by:
Workshop Assistant

Verified by:
Head of Department/ Sector

Verified by:
Logistics Officer

Checked by:
DHT in charge of Studies

Approved by:
Head Teacher

Annex VI: Consumables requisition form used for the mini store

School logo together with the name and address

Requisitioning Trade:...

Date ....../....../........

Consumables Requisition Voucher NO................/202.......(Year)

No	Item	Quantity Requisitioned	Quantity Received	Observation
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Requested by:	Verified by:	Approved by:
Trainer	Workshop Assistant	DHT in charge of Studies/ Head of Department/ Sector

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Annex VII: Monthly Inventory Report

School logo together with the name and address

Trade:..

School Year:..

Month:...

No	Item	Initial Stock	Purchased stock	Consumed stock	Remaining stock
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Prepared by:
Storekeeper/ Workshop Assistant

Checked by:
Logistics Officer

Verified by:
Accountant

Approved by:
Head Teacher

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Annex VIII: Consumables utilization report form

School logo together with the name and address

Trade:..

RQF Level:..

Title of Module:...

School Year:...

Date of Submission:....../......../202....(Year)

No	Item	Quantity received	Total number of students	Quantity utilized	Balance	Class representative signature
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Prepared by:
Teacher

Checked by:
Workshop Assistant

Approved by:
Head of Department/ Sector

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