

ISIXHOBOBO SOKUHLOLA SE-LG

Incwadi Yomhloli



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ISIQULATHO

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INTSHAYELELO YENCWADI

UKHUSELEKO LWENKCAZELO

1. UKWAZISA NGE-COMPACT	5
2. Ukwazisa Ngohambo Lokuhlola	7
3. Ukwazi intshukumisa yakho	10
4. Ukufaka abathathi-nxaxheba	12
5. Ukufumanisa okuthenjisiweyo	19
6. Ukuhlola iiprojekthi	23
7. Iingxaki ziyalungiswa	42
8. Yazisa ilizwi	49
9. Imibuzo	52

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Intshayelelo Yencwadi

Sivuyisana Nawe! Ngoku uyinxalenye yeqela labemi abanentshiseko, isakhono nolwazi oluyimfuneko lokusebenza kunye norhulumente wasekuhlaleni ukuphucula unikezelwa kweenkonzo.

Ufanele usebenzise le ncwadi ukuzikhumbuza ngezinto ozifundileyo ebudeni boqeqesho lwakho nokuzixhasa ngemisebenzi yakho yokuhlola.

Le ncwadi ilungiselelwe yi-Integrity Action kusebenzi obizwa ngokuba yi-COMPACT; ngabemi abaqeqeshiweyo kuphela phantsi kwe-COMPACT abafanele bayisebenzise.

I-Integrity Action inika abemi abahlolayo ilungelo lokwabelana, ukusebenzisa ukusasaza, nokutshitsha, nokwakhela ngale ncwadi ukuba nje sinikwa ilungelo lethu lokuba ngabanini bokuqala bayo.

Sikhuthaza ukuba usinike inkcazelo ngele ncwadi uze uqhagamshelane nathi ngeembono ezintsha nezinto esinokuzifaka. Sizama ukugcina le ncwadi isexesheni ibe ibangele nomdla.

Sithemba ukuba uza kufumanisa le ncwadi inoxabisa ibe siinqwenela impumelelo kwiinzame zakho.

Ukufumana inkcazelo engakumbi, sicela usityelele kwi-intanethi www.integrityaction.org okanye usibhalele info@integrityaction.org

I-Integrity Action iyazidla ngokubambisana ne-PARI ne-SALGA kulo msebenzi we-COMPACT.

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Ukhuselo Lwenkcazelo

Sizimisele ukukhusela inkcazelo yakho yobuqu. Xa usayina ukuba ube ngumhloli, sigcina igama lakho elipheleleyo, isini, ubudala, enoba ukhubazekile, umsebenzi, ulwimi, indawo ohlala kuyo kwindawo yethu yenkcazelo. Sigcina le nkcazelo ngenxa yokuba isivumela sikwazi ukulandela wonke umntu oqeqeshiweyo ehlabathini lonke. Asabelani ngenkcazelo yakho nabanye abantu ngaphandle kwenjongo yokuhlolisisa. Siza kuyicima ingxelo yakho emva kweminyaka esi-7 yokuphela kwalo sebenzi we-COMPACT.

Isizathu esisemthethweni esenza sigcina le nkcazelo sibizwa ngokuthi “Ngumdla Obambekayo” okuthetha ukuba sigcina le nkcazelo ngokuhambisana nolindelo lwakho oluhambisana nendima yakho ibe akunakuba nemiphumo engekhangqiweni kuwe.

Ukuba ufuna i-Integrity Action isuse inkcazelo yakho, sicela usithumelele i-imeyile kule dilesi info@integrityaction.org

1. Ukwazisa I-COMPACT



Yintoni i-COMPACT?

I-PARI, i-South African Local Government Association (SALGA) ne-Integrity Action (IA) sidibe ukuze siphumelelise iprojekthi enomxholo othi “Ukuxhasa Inxaxheba Kawonkewonke Nokucebela Urhulumente Wasekuhlaleni: Ekunikezelweni Kweenkonzo Ngurhulumente Wasekuhlaleni Nasekubeni Noxaduva”. Le projekthi yaziwa ngokuba “yi-COMPACT” – kuba igama elithi “Com” libhekisela kwelithi Community (abahlali) elithi “Pact” libhekisela kubathathi-nxaxheba ababandakanyekileyo kuthethwano lwasesidlangalaleni. I-COMPACT ixhaswa ngezimali yi-European Union (EU) ebudeni bexesha layo ukususela Februwari 2022 ukusa ku-Januwari 2026.

I-COMPACT iyilelwe ukufikelela urhulumente wasekuhlaleni osabelayo nokwazi ukuthwala uxanduva ngokwandisa ulwalulo lwesininzi, ukwandisa uthethwano nabahlali ekuyileni inkqubo ye-intergrated development planning (IDP)(injongo ephambili ingamanzi nogutyulo) nasekuphuculeni ukuceba ukuvelela ukunikezelwa kweenkonzo ngumasipala ngokubandakanya kakhulu abahlali.

Ngokukhetha abemi be-COMPACT abafana nawe abaqeqeshelwe ukusebenzisa norhulumente ekuhloleni ukunikezelwa kweenkonzo nokufumana izisombululo kwiingxaki ezifunyanisiweyo.



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2. Ukwazisa Ngohambo Lokuhlola

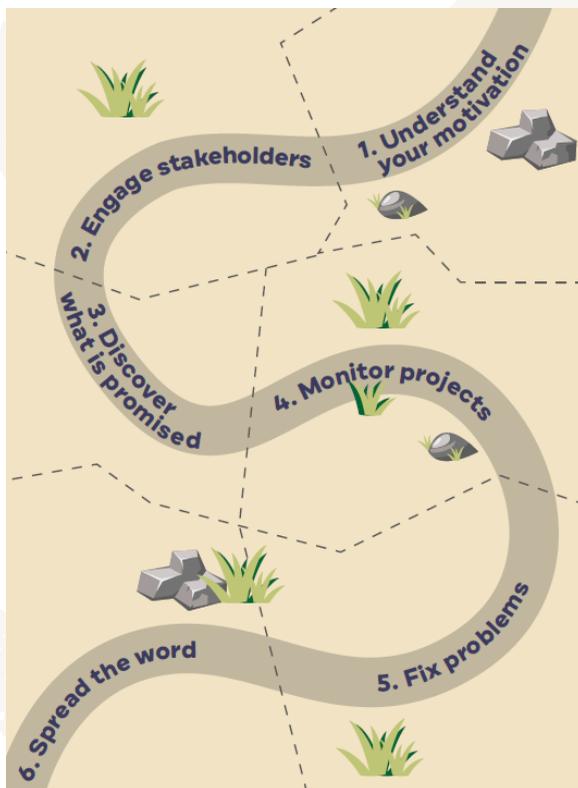


Uhambo Lokuhlola

Le ndlela iyilwe ukuvumela abemi ukuba babandakanyeke nangakumbi ekunikezelweni kweenkonzo ngokuvelela nasekulungiseni iingxaki ezivelayo, ngokusebenzisana nabanikezeli beenkonzo norhulumente wasekuhlaleni ekuqinisekiseni ekuphenyenzweni koxanduva kubantu abafanele benze oko.

Lo msebenzi wenziwa ngamanyathelo ama-6. Ebudeni boqeqesho lwakho ufanele ufunde ngawo ngokweenkcukacha.

Khumbula nabani na ozimiselelo ukuthatha inxaxheba unokuba ngumhloli, kungakhathaliseki ubuchule, amava nobuntu bakhe. Abantu abasuka kwiindawo ezingathathi-ntweni ngabona bakhuthazwa ukuba babe ngabahloli, ukwandisa ilizwi labo nobunkokheli kwinkqubo yokwenziwa kwezigqibo kuwonkewonke.



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Ukukhusela, ukhuseleko nonqabiseko

Kubalukeke kakhulu kuba nokhuseleko nonqabiseko.

Ukuhlolwa ngabahlali kuyakha, akungabinazo iingxwabangwaba akufanele kukubeke esichengeni. Xa uhlola, lumkela iingozi uze usebenzisa la magama ukukunceda kwindlela yakho yokucinga nokwenza:

- Khumbula** Jonga okukungqongileyo. Ngaba uziva ukhululekile? Ngaba uyazi ukuba uyephi xa kuvela ingxaki?
- Hlolisisa** Ngaba uziva ukhuselekile? Uwedwa? Ngaba kufuneka uqiniseke ukuba ukunye nabantu obathembayo ukuze uqhubeke?
- Phepha** Ukuba akuziva ukhuselekile, yiphephe loo meko. Musa ukuzifaka engozini okanye kwimeko evelisa ingxwabangxwaba. Qhagamshelana nomntu omthembayo ucacise imeko.
- Phelisa** Ukuba uqhubeka ngokwezicwangciso kuvele ingxaki, zama ukuphelisa ingabikho imeko. Hlala uzolile, ungaphazamiseki uze usebenzise ubuchule bokuncokolisana.
- Phuma** Ukuba ingxaki iyakongamela, lixsha lokuba uhambe. Suka kuloo meko iyingozi nengakhuselekanga.

Ukuba akuziva ukhuselekile, nceda ungaqhubeki ngokuhlola. Khumbula ukuba nabani na odibana naye ngomsebenzi:

- Unelungelo lokuziva ekhuselekile yaye enqabisekile;
- Unoxaduva lokuziphatha ngendlela engoyikisiyo, engacinezeliyo nexhaphaza abanye abantu.

Ukuxela nakuphi na ukuxhatshazwa ndibana nako, okubonileyo okanye okuxelwe kuwe qhagamshelana nembekiselo yakho okanye uthumele imeyile kwi-PARI, iSALGA okanye i-Integrity Action.

Asikuvumeli ngayo nangayiphi na indlela ukuphathwa kakubi ibe asinakuze sivumele abasebenzi be-COMPACT, abancedisi,

3. Yinqonde intshukumisa



Yintoni ekwenza ube ngumhloli

Ukuphumelela kwalo msebenzi kuxhomekeke ekuzinikeleni, intshiseko, nokuziqalela izinto kwabemi abangabahloli. Nakuba ukuhlola iluhambo olungelula, luzisela wena nabahlali bendawo okuyo ezi nzuzo:

- Kwandisa ukusebenziseka, ukuchana nemiphumo yeenkonzo
- Kwandisa intembelo yabahlali kwabasemagunyeni basekuhlaleni kuze komeleze ulwalamano lwabathathi-nxaxheba kwiwadi yakho nakumasipala
- Kwandisa ubunini babahlali, loo nto ithetha ukuba iinkonzo ziza kunyanyekelwa
- Inika wena nabahlali ilizwi namandla. Ngaphezu koko, iinkonzo zoluntu zenzelwe abahlali!
- Inika wena nabahlali amandla, ngokuninika amathuba okuphuhlisa ubugcisa nasekwazini abantu abanokunceda xa bengaqukwa
- Kwandisa ukubopheleleka korhulumente wasekuhlaleni nonokotraka kuze kuvule amathuba angakumbi okuzibonakalisa nonxibelelwano

Enoba ungumfundi, umsebenzi, ukumhlala-phantsi, ungumzali ongenaqabane, umntu okhubazekileyo, umntu osuka kwiindawo ezingathathi-ntweni, unokuba ngumhloli uze ufake isandla ekuphuculeni ukunikezelwa kweenkonzo kwindawo ohlala kuyo. Kuxhomekeke kuwe!

Khumbula ukuba iCOMPACT ijolise ekunikezeleni ngendlela yokuba abahlali bathethane norhulumente ekucebeni, ekuphuhliseni uthethathethwano nokubopheleleka kukarhulumente.

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4. Ukufaka abathathi- nxaxheba

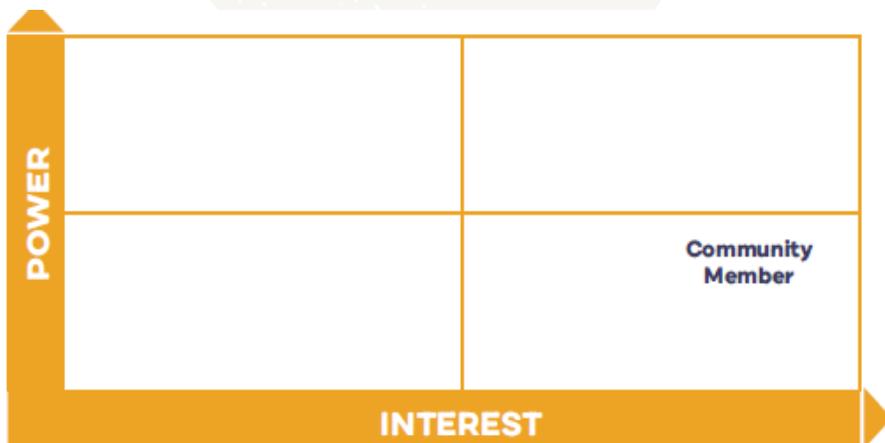


Ukucebela abathathi-nxaxheba

Umthathi-nxaxheba nguye nabani na onomdla okanye ochaphazelekayo kwiprojekthi ehlohlwayo. Oku kuquka abanikezeli beenkonzo namalungu abahlali.

Uthethathethwano nabathathi-nxaxheba yinkqubo eqhubekayo. Ebudeni Bohambo Lokuhlola, abemi abangabahloli kufuneka baqhubeke bethethana nabathathi-nxaxheba. Oku kuza kunika ixesha lokuba ulwalamano lukhulu, nokuze kubekho intembelo nokomelela. Kuza kuqinisekisa ukuba abathathi-nxaxheba bagcina benolwazi ibe bebandakanyekile kwimiba ebachaphazelayo.

Isicangca sokuhlolisisa esingezantsi sinokusetyenzwa ukuze kuqondwe ukubaluleka kwabathathi-nxaxheba abahlukeneyo. Oku kwenziwa ngokucingela amandla abathathi-nxaxheba nomdla kwimiphumo yeprojekthi enoba mihle okanye mibi. Ngokomzekelo, ukuba ilungu lasekuhlaleni liza kuchatshazelwa yiprojekthi, kodwa alinawo amandla okuyitshintsha iprojekthi, iza kubafaka apha:



Kwiprojekthi oyihlodayo, cinga ngabathathi-nxaxheba abanefuthe ngaphezu kwabanye emephini. Faka umgca obonisa ukuba nguwuphi kubo ophembelela omnye. Ngokomzekelo, ukuba umthathi-nxaxheba uquka igosa likarhulumente elisemthethweni, nonokontraka, lize igosa liphembelele unokontraka, uza kwenza umgca onje:



Ukufaka emephini abathathi-nxaxheba ngale ndlela kwenza kube lula ukuqonda indlela abasebenzeleni ngayo abathathi-nxaxheba. Ngokomzekelo, ukuba kunzima ukulungisa ingxaki, oku kuza kukunceda ucinge ngomntu onokuthetha naye nonokuphembelela isigqibo. Oku akunakufane kube lula kumntu obonakala ekwisikhundla esinamandla, kodwa kusenokwenzeka ngumntu owazi abantu abaphezulu okanye abahlonelwayo.

Indlela zothethwano

Cinga ngendlela onokwazisa uze ubandakanye ngayo abathathi-nxaxheba kwimisebenzi yakho yokuhlola:

- **Ukwazisa:** Ukuchaza injongo kunye nenkcazelo echanileyo ukunceda abathathi-nxaxheba baqonde iingxaki, ezinye iindlela, nezisombululo.
- **Ukubandakanya:** Ukusebenza ngokuthe ngqo nabathathi-nxaxheba kuyo yonke inkqubo ukuqiniseka ukuba izinto abazixhalabeleyo nezidingo zabo zicingisisiweyo.

Cinga ngoku ngamanyathelo unokuwasebenzisa ukuthethana nabathathi-nxaxheba, ngokomzekelo, amaphetshana, ukuya ezindlini zabo, umabonwakude, unomathotholo, amaphephandaba, amaqonga onxibelelwano, iintlanganiso zabahlali, ii-workshop, amaqela asekuhlelni, neeleta.

Ngamnye kubathathi-nxaxheba abafunyaniswa **bekwiMaphu Yokuhlola**, nokucinga ngoku:

- Ngaba kufneka ubazise okanye ubabandakanye?
- Yiyiphi indlela yokubabandakanya enokuba nempumelelo? Cinga ngeendlela osele uthethathethane nabo, njengeentlanganiso okanye amajelo onokuwasebenzisa ukudlulisela inkcazelo.
- Ngaba bakho abathathi-nxaxheba ekunokwenzeka bangaqukwa? Ngaba ezi ndlela zokuthethana nabo zinokutshintshwa ukuze zibaquke?

Ngokomzekelo:

UMTHATHI-NXAXHEBA	UKWAZISA OKANYE UKUBANDAKANYA?	IINDELELA
Unokontra	Ukubandakanya	Iintlanganiso zabahlali
Ilungu labahlali elingabandakanyekanga kwiprojekthi	Ukwazisa	Ezindlini zabo

Esi sicangca ngumzekelo nje, endaweni yokucebisa ukuba unokotraka akasoloko ebandakanyekile.

Ufanele ucelebele ukubandakanya nokwazisa abathathi-xheba ngalo lonke ixesha uhlola.

Ngoku ucinge ngeendlela ezahlukeneyo zokubazisa nokubandakanya abathathi-nxaxheba, cinga ngezinto ozakubazisa zona ekuqaleni kohambo lwakho lokuhlola. Ngokomzekelo, khumbula:

- Ukuchaza indima yakho njengomhloli nemisebenzi oza kuyenza. Ungalibali ukuchaza ukuba kunye nokuhlola iprojekthi, uza kusebenza nabo ukuzama ukulungisa iingxaki ozifumanayo
- Chaza iprojekthi oyihlodayo
- Cacisa indlela indima yakho yokuhlola enceda ngayo abathathi-nxaxheba, ngokomzekelo: Uhlola ukuqiniseka ukuba iprojekthi iyazifezekisa iimfuno zabahlali

Ukuba uthetha nabantu abanoxanduva lokunikezela ngeprokethi, cacisa ukuba udlala indima yokuxhasa ukuncedisa ukunikezela iinkonzo ngempumelelo:

- Cacisa iindlela abathathi-nxaxheba abanokufumana ngayo ngakumbi, kuquka indlela ocebisa ukuzisa nangakumbi ngokuhlola nokuhlolisisa inkcazelo efumanekayo ekuhloleni (ngokomzekelo ukubanika ilinki yewebhusayithi eza kubonisa yonke inkcazelo yokuhlola)

Kubalulekile kuqiniseka ukuba abathathi-nxaxheba, kuquka namagosa karhulumente wasekuhlaleni namalungu abahlali, **bayayiqonda injongo yokuhlola. Oku kuza kunceda ukuxhasa inkqubo yokuhlola.**

Nasekubaziseni kusaqala ukuhlola, abathathi-nxaxheba bafanele baziswe kulo lonke uhambo lokuhlola.

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Amaqela Asebenzisanayo

Enye indlela yokuquka abathathi-nxaxheba kukuyila **Iqela Elisebenzisanayo**:

- **Yintoni?** Iqela labathathi-nxaxheba elidibana rhoqo ukuxubusha ngeengxaki ezivela ebudeni bohloosiso, kuze kusetyenzwe kunye ukuzisombulula.
- **Ngoba?** Abahloli abakwazi ukuzilungisa iingxaki bebodwa. Ukumisela iqela kuyila indawo yothethwano phakathi kwabathathi-nxaxheba abahlukeneyo, nokuze bevumelane bezisombululo.
- **Ngubani?** Iqaqobana labathathi-nxaxheba kwiprojekthi. Liquka urhulumente wasekuhlaleni, umnikezeli weenkondo okanye unokotraka, amalungu abahlali, abafana nabahloli kunye namaqela ayimibutho yasekuhlaleni.
- **Nini?** Maqela asebenzisanayo afanele aqiniseke ukuba abaneentlanganiso rhoqo, ngokomzekelo kanye ngenyanga ukubona inkqubelo nasekuthetheni ngendlela yokulungisa iingxaki ezivelayo.

Unokucinga enoba le yindlela enokusebenza na kwimeko yakho: Amaqela Asebenzisanayo akafani kuxhomekeka kwiimeko. Ngokomzekelo:

Kwiiprojekthi zokufakelwa kwamanzi

- Abameli abavela kwiibhodi ezinoxanduva lokwakha, ngokomzekelo amagosa karhulumente okanye amalungo amashishini abucala.
- Abantu ababandakanyekileyo ekwakheni, ngokomzekelo oonokotraka namalungu ee-arhente zokwakha.
- Abameli abavela ekuhlaleni abachaphazelekayo yiprojekthi, ngokomzekelo abantu abasebenzisa iprojekthi emva kokuba igqityiwe.
- Abahloli.

Amacebiso okwazisa Iqela Elisebenzisanayo:

- Cinga enoba ikhona na imibuzo esele ikhona onokuyisebenzisa, efana neekomiti zooceba, iikomiti zasekuhlaleni, zemveli okanye amaqela ezakwalizi, okanye iikomiti zesikolo – akuyomfuneko ukuyila iqela elitsha ukuba likhona nokulisebenzisa!
- Gcina iqela lakho lilincinane. Xa iqela lilikhulu, kuba nzima ukulungiselela nokubamba iintlanganiso, nokufikelela kwisigqibo.
- Mema abameli avela kumaqela awahlukeneyo, kunokumema onke amalungu. Ngokomzekelo, mema ootitshala abambalwa kunokumema bonke.
- Abahloli abaninzi bamisela Iqela Elisebenzisanayo kwinkonzo nganye ehlolwayo, ibe oku kusebenza kakuhle. Zama ukuphepha ukuyila Iqela Elisebenzisanayo kwingxaki nganye. Ukuba kufuneka ubandakanye omnye xa kuvela ingxaki, unokubamema betyelele iqela elikhoyo.
- Amaqela Asebenzisanayo afanele amele wonke umntu ekuhlaleni. Abafanele aquke abantu beemvelaphi ezahlukeneyo, iminyaka nobuni. Abafanele aquke abantu abasesichengeni sokubekelwa bucala njengabantu abahubazekileyo.

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5. Ukufumanisa okuthenjisiweyo



Ukufumana inkcazelo eMzantsi Afrika

Ukufumana amaxwebhu eprojethi kuvumela ukuba uthelekise oko kuthenjisiweyo nokunikezelweyo. Ngaphambi kokutyelela isayithi yeprojekthi ehlolwayo, kufuneka ujonge inkcazelo efanelekayo ngeprojekthi kanga ngoko.

Ngenxa yoku, ilungelo **lokufumana inkcazelo** libaluleke kakhulu: ngaphandle kwalo, unokuyiphumeze imiphumo yokuhlola, kodwa ibinokuba nzima ukuqokelela ubungqina, nokufumanisa iingxaki zize zilunge.

EMzantsi Afrika, icandelo 32(1) wongaqa siseko uthi: *Wonk'ubani unelungelo lokufumana-*

(a) nayiphi na inkcazelo ekurhulumente; kunye (b) nayo nayiphi na inkcazelo ekomnye umntu,

efunekayo ukuze umntu akwazi ukusebenzisa

okanye ukukhusela amalungelo.

Ukukhuthaza Umtehto Wokufumana Inkcazelo Umthetho 2 ka-2000 (owaziwa ngokuthi yi-PAIA) ngumthetho waseMzantsi Afrika wokufumana inkcazelo ibe uvumela abantu bafumane inkcazelo kokubini **esesidlangaleni nakumaqela abucala**. Yonke imibutho eMzantsi Afrika kufuneka ithobele lomthetho.

I-PAIA isebenza ngeengxelo. Nabani na angacela iingxelo ezikurhulumente okanye iqela labucala. Umceli ufanele afake ifomu. Abaceli abaninzi badla ngokucelwa bahlawuli imali yesicelo. Jonga Inkcazelo Yolawulo: <https://inforegulator.org.za/>

Koomasipala, **uManejala kaMasipala** unoxanduva lokuvelisa iingxelo zakwamasipala sifumaneke - ngamanye amazwi - ufanele aqiniseke ukuba abahlali bayakwazi ukufumana amaxwebhu kamasipala.

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Ngokwemiqathango yePAIA uManejala kaMasipala unoxanduva lokumisela **iGosa Lenkcazelo** indima yalo eli gosa kukunceda amalungu asekuhleleni ngenkcazelo efaneka kwamasipala.

Ngokwasemthethweni, amaxwebhu amaninzi abalulekileyo akwamasipala afanele **afumaneke ngokuzenzekelayo**. Oku kuquka: i-IDP, utshintsho kuhlalo-lwabiwo-mali lonyaka nawo onke amaxwebhu ahambisana nalo, i-SDBIP, yonke imithetho-sihlomelo, iingxelo zonyaka, izivumelwano zokusebenza kunye kweenkampani zikarhulumente nezabucala, iingxelo zekota ezibekwa kwibhunga likameya, zonke izicelo zeziniki-maxabiso, kuquka umfaki sicelo, imali nomgangatho we-BBBEE ukuba kuyimfuneko, izaziso zeentlanganiso zebhunga, imihla neendawo, izivumelwano zokusebenza, abasenzi abaphezulu Izivumelwano Zokunikezelwa Kweenkonzo.

Ngokutsho kwe-PAIA, umasipala ngamnye ufanele abe **nemiyalelo** yokunceda abahlali bafumane inkcazelo

Ukwenza isicelo se-PAIA

Kukho iifomu zezicelo ze-PAIA ezahlukeneyo

Ifomu 2 - ifanele igcwaliswe xa kufakwa isicelo kwibhodi karhulumente okanye ifanele istyenziswe ukufaka isicelo senkcazelo kumbutho wabucala. **KHUMBULA:** xa ufaka isicelo se-PAIA kwibhunga labucala ufanele uchaze ilungelo olisebenzisayo.

Ifomu 4 - ifanele igcwaliswe xa ibhodi karhulumente isala ukufaka isicelo yaye ufuna ukufaka isibheni kweso sigqibo.

Imali emiselweyo yentlawulo yesicelo kwibhodi kawonkewonke yi-R100. Kukwakho nentlawulo yokuprinta (R1.50 iphepha) iflash drive (R40), i-CD (R60) njalo njalo.

Igosa Lenkcazelo liza kuphendula isicelo senkcazelo **kwiintsuku eziyi-30**. Noko ke, umthetho ubavumela bafake isicelo sokwandisa ezo ntsuku ngezinye eziyi-30 ukuba zikhona izizathu zokwenza oko.

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I-PAIA inoludwe lwezizathu (izibakala) zokwalela ukufumana ingxelo. I-PAIA ilungiselela izisombululo zezalelo zokufumana inkcazelo. Xa kukho izalelo kwibhunga likawonkewonke umfaki-sicelo unokufaka isibheni Sangaphakathi kwigunya elingaphezulu kwelo bhunga. Ukuba oku akwanelisi, umfaki-sicelo unokuwusa lo mba enkundleni.

Unokufaka isibheni ngesalelo - ngamanye amazwi, ukuba isicelo sakho asihoywa - esi sizizathu sokubhena.

Amava ethu asifundisa ukuba eyona ndlela yokufumana inkcazelo kukufumana ileta esemthethweni evela kwibhunga likawonkewonke elihlola ukufumana inkcazelo kanye ukusebenzisa ulwalamano lobuqu. Zombini ezi ndlela zifuna kwakhiwo kuze kugcinwa ulwalamano, loo nto ifuna ixesha.

Sincomela ukuba usebenzise amabhunga anokuthenjwa, afana nonokotraki okanye amagosa kawonkewonke, ukufumana amaxwebhu eprojekthi. Inkcazelo oyidingayo ixhomekeke kuhlobo lweprojekthi oyihlodayo.



Kunokubakho ingozi kubahloli xa becala inkcazelo. Ngokomzekelo, abahloli banokudibana nabantu abangafuniyo ukukhupha inkcazelo - naxa ifunwa gokusesikweni - ngaloo ndlela bebajonga ngezikhondo zamehlo.

Kusoloko kubalulekile ukufumana inkcazelo ngokukhuselekileyo nangendlela esemthethweni. Inkcazelo inokufunyanwa kokubini ngokusesikweni okanye ngendlela yabucala kuxhomekeka izithethe nokubangqongileyo. Kusoloko kuluncedo ukufumanisa eyona ndlela yokufumana inkcazelo ebalulekileyo.

6. Ukuhlolwa kweprojekthi



Ukuhlola iprojekthi

Kutyelelo lwakho lokuhlolisisa ufanele wenze imisebenzi embalwa. Eyile:

- Ukusebenzisa **i-KoboToolbox** ukufumana iprojekthi
- Ukusebenzisa **i-KoboToolbox** ukwenza uhlolisiso lwabahlali
- Ukufota nokwenza amanqaku
- Ukuthetha nabathathi-nxaxheba

Kwiphapha elilandelayo uza kufumana izikhumbuzo ngezinto ezibaluleke kakhulu ofanele uzikhumbule xa ugqiba utyelelo lokuhlola.

Xa uphanda ngeprojekthi khumbula ukubek' esweni, phakathi kwezinye izinto:

- Inani lezixhobo ezifumanekayo nezikhoyo
- Uhlobo nomgangatho wemithombo esetyenziswayo
- Enoba banele na abasebenzi nokuba zinjani iimeko zokusebenza
- Umngangatho womsebenzi ogqityiweyo
- Ukufumaneka kweprojekthi
- Indlela echaphazela ngayo imeko-bume esingqongileyo

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Inkcaza eluncedo xa uhlola izinto ezisiseko zeprojekthi yaseMzantsi Afrika

Inkcazelo ngeProjekthi:

- Phawula nge-Master Planning, IDP nohlolisiso lwezidingo njalo njalo.
- Imithombo Yamaxwebhu: I-IDP, lingxelo Zomsebenzi Nobuxhakaxhaka, liplani Zoshishino, Amaxwebhu Eziniki-maxabiso, Imizobo.

Iqela Labathathi-nxaxheba Neeprojekthi;

- Abahlali (banemfuneko)
- Abathengi (Oomasipala abanoxanduva lokunikezela iinkonzo)
- Ii-arhente Zezimali (iimali yabo, i-MIG, i-RBIG, iDBSA, njalo njalo)
- Ii-arhente zikarhulumente namabhungu awongameleyo (i-DWS, iDEADP, njalo njalo)
- Ii-arhente zabathengi (oononjineli/abazobi beeplani, ii-arhente zokhuseleko, nezokusingqongileyo)
- Unokotraka
- Oonokotraka abangaphantsi

Ikontraki:

- Maxwebhu Eziniki-maxabiso (kuquka Uludwe Lwezixhobo okanye i-BoQ)
- Imimiselo yekontraki (i-GCC, i-NEC, i-Fidic, njalo njalo)
- I-SANS (1200 yomngangatho womsebenzi nezixhobo)

Ukuhlola Iprojekthi Nolawulo Lomngangatho:

I-arhente Enkulu (Injineli Ecebisayo)

1. Ukuncedisa Abathengi ngokuYila, Ukuthenga nokusebenza kwiprojekthi nokumisela ukudluliselwa kweprojekthi lula kubathengi nakwabasemagunyeni abafanelekileyo.
2. Ukulawulo oonokotraki nokuqinisekisa ukuba babambelela kwizivuelwano zemimiselo nemiqathango ekuvunyelwene ngayo.
3. Ukunced Abathengi Ngokuhlolisisa Ulawulo Lwamaxabiso eprojekthi nenkcitho ukuqinisekisa ukuba iindleko azidluli kwezi zicetyelweyo.
4. Ichaza ize inikele iingxelo zeendleko ezinokubakho kuze kuphakanyiswe indlela yokonga.
5. Iingxelo nesicelo senkqubo yentlawulo nokutshintshwa kwee-oda.
6. Ukubamba iintlanganiso zasesayithini nezokusebenza nyanga nganye.

Ukusebenza Noonjineli Abakhoyo (RE) Ukusebenza Ne-Arhente Eyintloko:

1. Idlala indima ebululekileyo kuveleleni umsebenzi weprojekthi. Uxanduva luqaka imisebenzi eyahlukeneyo ukuqinisekisa inkqubela yeprojekthi elula nokudibana neemfuno ezahlukeneyo.
2. Utyelelo oluthe rhoqo lwasesayithini ukuhlola umsebenzi nokuqinisekisa ukubambelela kwemithetho yokuyila neminye.
3. Ukusebenzisa nokunyanzelisa umngangatho womsebenzi ukuqinisekisa ukuba izixhobo nokusetyenza kukumngangatho ophezulu.
4. Ukwenza uhlolisiso nokuvavanya izixhobo nokugqiba umsebenzi ukuqinisekisa ukuhambisana nemithetho.
5. Ukugcina ukuchana nokuba sexesheni kwamaxwebhu, ekuquka imizobo, ukuchana neengxelo zokwakha.

6. Ukulungiselela iingxelo ezithe rhoqo kubathathi-nxaxheba.
7. Ukuchaza nokuza nezisombululo okanye ucelo-mngeni olunokuphakama kulwakhiwo nakumsebenzi weqela leprojekthi ukufumanisa izisombululo kwiingxaki ezingalindelekanga.
8. Ukulungiselela ukuchana kwemizobo yezakhiwo namaxwebhu abonisa utshintsho ngenxa yolwakhiwo.

Igoxa Lonxibelelwano Nabahlali (CLO) kwiiprojekthi ezinkulu nezabahlali.

1. Ukugcina abahlali benolwazi ngolwakhiwo, izinto ezinokuphazamisa, nokuncitshiswa kweziphazamiso.

Ukuhlolisisa I-arhente (ngokuqhelekileyo kuvela kwiSebe Lelizwe Nee-Arhante Zenxaso)

1. Ukuqinisekisa ukuba imali isebenza kakuhle.

I-Arhente Yokhuseleko

1. Ukuqinisekisa ukuba misebenzi yokwakha yenziwe ngokhuseleko nokuhlonipha okusingqongileyo (OHS).
2. Ukuhlola imithetho yokhuseleko kwisayithi yokwakha.

Umlawuli Oligosa Lokusingqongileyo (ECO)

1. Ukuqinisekisa ukuba imisebenzi nemiyalelo yokusingqongileyo iyathotyelwa.

Umanejala Wesayithi ophethe Ulwakhiwo egameni Lekotraki

2. Uvelela abasebenzi neekontraki ezingaphantsi ukuqinisekisa ukuba umsebenzi weprojekthi uyenziwa.

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3. Ukusebenzisa nokunyanzelisa umngangatho womsebenzi ukuqinisekisa ukuba izixhobo nokusetyenza kukumngangatho ophezulu.
4. Ulungiselela iingxelo zenkuqbelo esenzela oomanejala beko-traki nabanye abathathi-nxaxheba.
5. Ufaka imithetho yokhuseleko kwisayithi yokwakha.
6. Ulungiselela uqeqesho kubasebenzi okanye kubalungisi kwizixhobo ezifakelwayo.

Amanqaku angakumbi okuhlola iiprojekthi zamanzi

Ukuhlola okuthe rhoqo nokucokisekileyo kwisayithi ukuqiniseka ukuba izinto ezibalulekile ziyenzeka kwiprojekthi kuquka ezi zinto zilandelayo:

- Ukulungelelanisa oophayipi ngokuvumelana nokuyila nemizobo ngaloo ndlela kuqinisekisa ukuba le mibhobho ifakelwa kakuhle kwindawo eyayo.
- Ukufakela imibhobho kubunzulu obufanelekileyo ukukhusela izinto ezingaphandle neemeko ezisingqongileyo.
- Ukugrumba nokugoba ukuvumelana nemiqathango yokuyila nokuba nenkxaso eyayo kwimibhobho.
- Izixhobo ezisetyenzisiweyo zokuyilwa kwemibhobho ngokuvumela neplani nemilinganiselo ebekiweyo.
- Nakuphi na ukonakala okanye ukwaphuka kwemibhobho.
- Izinto ezigalelwa emva kokugrumba nokugangatha nokufaka umhlaba ngokwaneleyo kwimingxuma.
- Ukugalela umhlaba kwimingxuma akonakalisi imibhobho.
- Ukufakela nokulungelelanisa iivaluvu, izifakelo nezinye izixhobo zemibhobho.

- Ukuvavanya uxinezeleko lwamanzi ukuqinisekisa ukuthenjwa kwemibhobho xa isetyenziswa.
- Amaxwebhu okwakha, kuquka imizombo yezakhiwo nezatifiketi zokuvavanywa kwezixhobo, ukuqinisekisa ukuchana nokugqitywa.
- Ukhuseleko lukhona ibe luyalandelwa kwisayithi.
- Abasebenzi kufuneka banxibe impahla yobuqu yokhuseleko (PPE).
- Imisebenzi nemiyalelo yokusingqongileyo iyathotyelwa.

Ukusebenzisa *i-KoboToolbox* ukufaka inkcazelo

Kuza kufuneka i-smartphone ukusebenzisa **i-KoboToolbox** ukukhuphela inkcazelo. Unokuqokelela inkcazelo ngeendlela ezimbini: ngelinki oyinikwe kuqeqesho okanye ukukhuphela i-app **ye-Kobo Collect**. Ngelishwa, le-app ifumaneka kwiifowuni ze-Android kuphela, ngoko ke abasebenzi bee-iPhone banokusebenzisa ilinki kuphela, ngoxa abe-Android benokusebenzisa ilinki okanye i-app, nayiphi na elula kubo.

Kukho umahluko omncinane ukuba ungena **ngeKoboToolbox** usebenzisa ilinki okanye ungene nge-app **yeKobo Collect**. Zicaciswe apha ngezantsi.

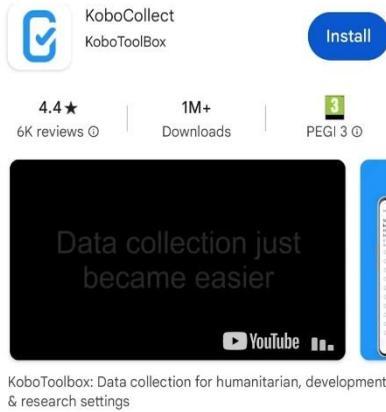
Ukusebenzisa KoboCollect

Khuphela **iKoboCollect** kwiGoogle Store

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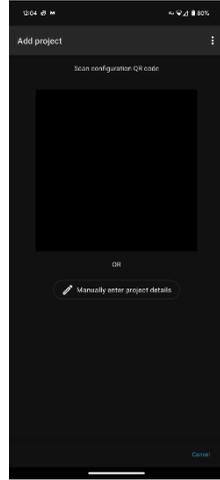
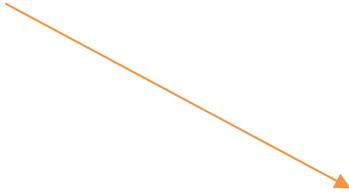
Xa i-app ikhutshelwe yivule, uza kubona esi sikrini



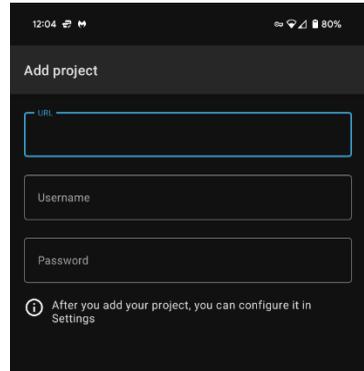
Uza kunikwa ii-QR khowudi neenkukacha zeprojekthi ukuze ungene kwiprojekthi.

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Esi sikrini soneza iprojekthi nge-QR khowudi



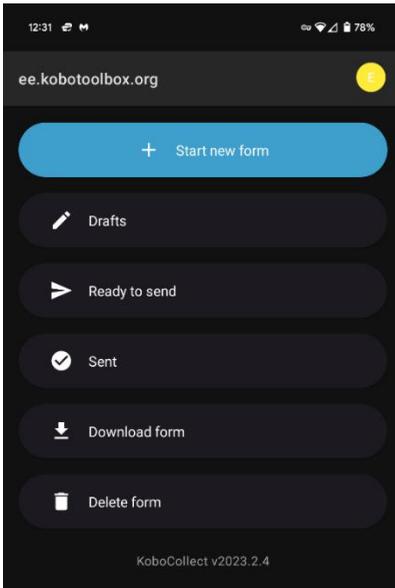
Ngoxa esi sikrini isesokongeza iprojekthi ngokuzenzela



Xa ungena kwiinkcukacha zeprojekthi, uza kukhetha ifomu ehambisana neprojekthi oyihlodayo, ieza kubonakala kakuhle ngegama leprojekthi

Esi sisiskrini sokuqala, apha kuqala khona kwifomu entsha, ubona idrafti, uthumele, ukhuphele uze ucime ifomu.

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Usebenzise ilinki elungiselelweyo:

Kubasebenzisi be-iPhone okanye abe-Android unokukhetha ukusebenzisa ilinki, cinezela nje ilinke oyabelweyo nohlolisiso luza kuqala ngoko nangoko.

Kukho iifomu ezimibni: uludwe lokuhlola kunye nohlolisiso lwamalungu asekuhlaleni.

Uludwe lokuhlola

Ngale ifomu, uza kuya kwindawo iprojekth esentyenziswa khona uze uphendule imibuzo ngayo. Injongo yeli candelo kukufumanisa enoba unengxaki na kwiprojethi, noza kusebenza nabathathi-nxaxheba ekuyilungiseni.

Okokuqala, uza kucelwa ukhethe iKomiti yeWadi oyimeleyo, igama lakho neprojethi oyihlodayo.

Emva koko uza kubuzwa imibuzo eqhelekileyo ngokuba ufumene imvume na yokuhlola ngabasemagunyeni, unikwe yonke inkcazelo oyidingayo, nokuba uziva ukhuselekile, ukulungele uxhaswa ekuhloleni.

Emva kokucinezela Okulandelayo, uludwe lokuhlola luyaqala. Iimpendulo zibalulekile, kodwa ke, iindawo ezongezelekileyo njengokufaka iifoto okanye ukuchaza iingxaki ngeenkukacha ezingakumbi azinjalo (kodwa uyakhuthazwa uzisebenzise).

Uhlolisiso lwamalungu asekuhlaleni

Le fomu isetyenziselwa ukudlan' indlebe namalungu asekuhlaleni. Injongo kukufmana inkcazelo evela kumalungu asekuhlaleni ngale projekthi. Ufanele ubabuze le mibuzo ebantwini. Xa ufake ifomu, unokuqala kwakhona nomntu omtsha.

Faka inkcazelo yakho

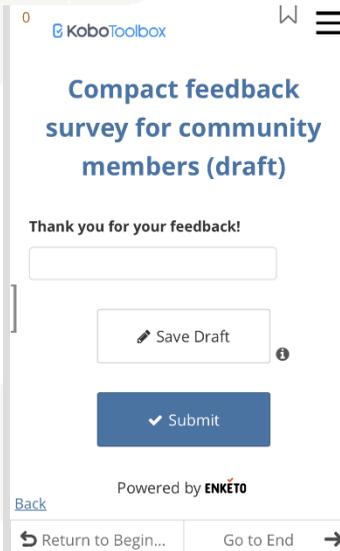
Ekugqibeleni emva koludwe/ukuhlolisisa uza kubuza ukuba idrafti uza kuyigina okanye uyithumele/uyigqibe. Ukuba uceba ukubuyela kuludwe/uhlolisiso, **unokulugcina njengedrafti**. Ukuba wonelisekile ziimpendulo ofuna ukuthumela uludwe nceda cinezela

Thumele/Gqiba.

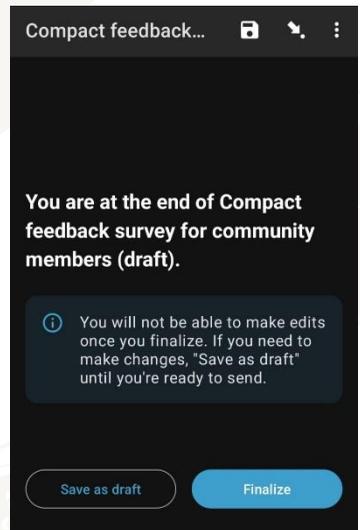
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PHAWULA: Ukuba usebenzisa iapp yeKobo Collect kukho inyathelo elingakumbi. Ukuba usebenzisa ilinki, thumela ifomu kwinyathelo lokugqibela lakho.

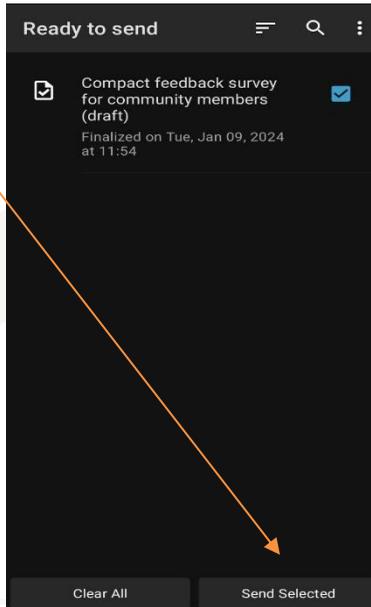
Ukuba usebenzisa ilinki, emva kokuphendula imibuzo, khumbula ukucinezela **Thumela** (okanye i-Drafti ukuba ufake ifomu kamva).



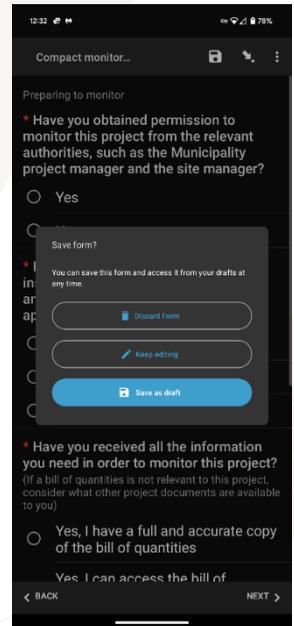
Ukuba usebenzisa iapp, kuqala cinezela **Gqibezela**



Unokuya kwicandelo elithi **'Ilungelwe Ukuthunyelwa'** kwisikrini sokuqala uze uthumele impendula ngokucinezela Thumela Okukhethiweyo.



Ngoku, unokugcina umsebenzi wakho ngokuthenga ‘Gcina ngokwedrafti’. Oku kuluncedo ukuba funa ukuma kancinci uze ubuyele kwifomu. Ukuba ufuna ukuqala, usebenzisa ‘Lahla Ifomu’ ukucima yonke inkcazelo uze uqale phantsi.



Ukufota kakuhle

Ukufota yindlela ebalulekileyo yokuqokelela ubungqina bokuba izithembiso ziyafezekiswa.

- Ungathathi iifoto zabantu - luqheliselo oluhle olu uze uqiniseke ukuba usebenza ngomthetho wokhuseleko lwenkcazelo (umzekelo, iPOPI Act yaseMzantsi Afrika).
- Qiniseka ifowuni yakho itshajiwe.
- Sondela.
- Yifrayime ifoto - faka okufotayo phakathi.
- Jonga isikrini ukuqiniseka ukuba okufotayo kucacile kubonakala kakuhle.
- Yibambe ingashukumi ofowuni okanye ibe goso.
- Khumbula ifoto enye ibhetele kuneefoto ezi-6 ezingacacanga.

Good Photographs



There is good lighting and the photographer has used their foot for scale so you can see how big this problem is.



This photograph focuses on the materials. The materials are framed in the centre of the photo, and the lighting makes it clear.



It is clear from this photo what the issue is - the water is unclean and not accessible. The photo is framed well.

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Bad Photographs



The angle is unhelpful.
The shadow makes it unclear.



Only half of the picture is shown, where is the rest of the building on the right?
You should not share photographs of people, even if their faces are not clear as they may still be recognisable.



This is a screenshot of a video.
This does not show anything.



This is an error - you cannot see anything in the photograph.

Dlan' indlebe namalungu asekuhlaleni

Ukudlan' indlebe namalungu asekuhlaleni kubalulekile ekuhloleni.
Yindlela abahloli abangabemi abanokuyisebenzisa ukujonga ukuba

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iprojethi izisa oko kuthenjisiweyo.

Sicela uqiniseke ukuba amalungu asekuhlaleni othetha nawo ayaqonda injongo yokuhlolisisa kwakho. Khumbula ungachaze inkcazelo oyifumene ngokuhlolisisa naye nabani na. Oku kubalulekile ekwakheni intembelo kumalungu asekuhlaleni. Le nkcazelo ayinagama lamntu kwiwebhusayithi. Nceda wazise amalungu asekuhlaleni ukuba iimpendulo zabo ziza kugcinwa ziyimfihlo.

Khumbula imigaqo yokwenza uhlolisiso oluphumelelayo lwasekuhlaleni.

KHETHA NGUBANI OZA KUHLOLISISWA:

- Kufuneka ukhethe inali elihle labaza kuhlolisiswa. Oku kuza kunceda abantu abaninzi ekuhlaleni kanga ngoko.
- **Abathathi-nxaxheba ekuhlaleni**- Abantu abahlolwayo kufuneka babe bahlala kule ndawo ekuyo iprojekthi, okanye bayachaphazeleka yiprojekthi.
- **Abathathi-nxaxheba abahlukileyo**- Abahlolwayo kufuneka babe basuka kwiindidi ezingafaniyo zabantu njengobudala, ubuni, ukuma ngokwezimali nentlalo, ukukhubazeka, njalo njalo.

NGAPHAMBI KOHLOLISISO:

- Abahloli kufuneka **balumkele amasiko aqhelekileyo**, ingakumbi ngokobuni. Ngokomzekelo, isenokungabi yinto entle ngomhloli oyindoda ukuthetha nebhinqa bucala.
- Qiniseka ukuba udlan' indlebe nabangaphezulu kwe-18 ubudala.
- **Imeko efanelekileyo**- Uhlolisiso lufanele lube kwimeko apha ekudlan' indlebe naye eziva ekhululekile ukuthetha.
- Ufanele ucinge ngokhuseleko lwabo neemvakalelo zabo. Mabasebenza ngababini xa kufaneleka, uze ubabeke kwimeko ekhuselekileyo.

XA UQALA UHLOLISISO, UMHLOLI UFANELE:

- **Zazise** ngendlela efanelekileyo.

- **Cacisa isizathu** kuhlolisiswa abantu nokuba iza kwenziwa ntoni loo nkcazelo. Chaza ukuba iza kubaonakala ingenagama.
- **Chaza ukuba ixesha** eza kulithatha (imizuzu emi-5-10).

EBUDENI BOHLOLISISO:

- Ukuba ikhona inkcazelo eyongezelekileyo eza kuthethwa nabathathi-nxaxheba, ufanele uyibeke ecaleni ithethwe ngelo xesha. I-app ithatha inkcazelo esisiseko.
- Ukuba udlan' indlebe ukuze ugqabaze ekugqibeleni (sebenzisa i-free text '**nantoni na eyongezwayo?**' kwimibuzo) ufanele uzame ukubhala oku kwinkcazelo efanelekileyo kangangoko.

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Amacebiso okuhlola

- Hlolani nibabini okanye njengeqela emini.
- Yiza nesixhobo sakho ukusebenzisa ukuhlola uze uqiniseke sitshajwe.
- Yiza ne-ID uze leta eqinisekisa ukuba ungubani nenjongo yotyelelo lwakho.
- Musa ukufihlisa - ungazifihli ukuba wenza ntoni. Ngaphambi kuhamba, cinga ngendlela oza kuzicacisa ngayo kuye nabani na obuzayo.
- Thatha ixesha lakho. Ungaziva ingathi kufuneka uleqe. Qiniseka ufumana yonke inkcazelo oyidingayo.
- Esayithini, hlala kude nento engathi ayizinzanga okanye eyingozi. Cela izixhobo zokhuseleko ukuba ziyafumaneka.
- Xa ufota, qiniseka ukuba kukhanya ngokwaneleyo akukho zithunzi.
- Yiba nembeko nentlonipho. Ungabingqwabalala, nokuba abakuvumeli ungene kwisayithi.
- Ukuba udibana nabantu abangaqinisekanga ukuba uhlole, zama ukuqonda izizathu zabo uze uziphendule uzolile.
- Ukuba uyalelwa ukuba ungene ibe akukwazi ukwenza utyelelo lohlolisiso, qhagamshela abantu abasemagunyeni uphinde uchaze isizathu sokutyelela kwakhon.
- Qiniseka unenombolo yongxamiseko onokuyifowunela.

Ukuhlola Isichenge

Khumbula indlela yokudibanisa isichenge kutyelelo lwakho lokuhlola.

Ukuhlola Isichenge			
ISICHENGE	OKUNOKWENZEKA (Phantsi, phakathi Okanye phezulu)	IKUCHAPHAZELA NJANI WENA (Phantsi, phakathi Okanye phezulu)	IINZAME ZOKUNCIPHISA
UMZEKELO			
<i>Umze. Ikontraki Engqwabala lala engakuvu meliyo ungene</i>	<i>Phantsi</i>	<i>Phezulu</i>	<i>Qhelisela ubugcisa bothethwano obuphumelelayo nihambe nibathathu.</i>

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7. lingxaki ziyalungiswa



Iingxaki ziyalungiswa

Ukuphawula iingxaki ngumsebenzi oluncedo. Kodwa, kukodwa akwanele. Qiniseka ukuba abahlali bafumana oko bakuthenjisiweyo, kufuneka uthethane nabathathi-nxaxheba ukuze kulungiswe iingxaki.

Kwimodyuli ethi **Uthethana nabathathi-nxaxheba**, ufumanise abathathi-nxaxheba abayintloko waza waceba iindlela zokuthethana nabo kwinkqubo yokuhlola.

Imodyuli ethi **Lungisa iingxaki** ibonisa ubugcisa bokusebenzisana nabathathi-nxaxheba, kuquka amalungu asekuhlaleni, ukulungisa iingxaki ozibonayo.

Oku kunokwenzeka **NGOTHETHWANO NONOKOTRAKI**: ukuthetha ngqo nabathathi-nxaxheba nokusebenza nabo ukulungisa iingxaki.

Usakhumbula iiplani zokuthethana zivela kumsebenzi othi **Iindlela zothethwano** kwinyathelo elithi **Uthethwano nabathathi-nxaxheba**?

UMTHATHI-NXAXHEBA	UKWAZISA OKANYE UKUBANDAKANYA?	IINDLELA

Ziziphi iindlela zokubandakanya abathathi-nxaxheba ezinokusetyenziswa ukulungisa iingxaki? Ngokomzekelo:

- lileta ezivela kumagosa karhulumente
- Ikufowuna
- Vala iintlanganiso ngokuncoma ii-arhente, abaxhasi beprojekthi, urhulumente wasekuhlaleni (intlanganiso yabucala yenye yeendlela zokubakanyaka abathathi-nxaxheba)
- Iintlanganiso Zamaqela Asebenzisanayo
- Iintlanganiso Ezivulekileyo Zasekuhlaleni (iintlanganiso ezivulekileyo ekuhlaleni apho nabani na emkelekile)

Qiniseka yonke into ethethwayo iyakha, okuthetha ukuba macala omabini ayasebenzisana ukulungisa iingxaki. Oku kunokuthatha ixesha kufuneka nomgodu.

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Ukuphulaphula Ungathethi

Ukuze ukuthethana kuphumelele kufuneka usebenzise ubuchule bokuphulaphula:

1. Kaloku wonke umntu kufuneka abe nethuba lokuphulaphulwa.
2. Oku kumbeka kwimo yokuba ancede nangakumbi.

Ukuphulaphula ungathethi (kuxhomekeka kwimeko yakho, kunokuquka ukunqwala, ukujonga emhloni, njalo njalo) nokungaphulaphuli kakuhle (ukujonga ifoni, ukuphazamiseka) kunegalelo kwinkcoko eqhubekayo.

Unokusebenza nabantu abaneemvelaphi ezingafaniyo. Thatha ixesha uze uqonde iimbono zabantu ngokubonisa ukuba uyaphulaphula ukufikelela kwisigqibo esihle. Ukuphulaphula kakuhle kunokunceda kuqondwe iimbono zomntu. Ukubonisa ukuba uyaphulaphula kunokunceda kuthethwano olwakhayo.

Amanyathelo ama-5 othethwano

UBUGCISA	USUKELO	UMZEKELO
Ukucacisa	Ukufumana inkcazelo engakumbi	Ngaba uthetha ukuthi?
Qala phantsi	Ukubonisa ukuba uphulaphule ibe uyaqonda	Ukuba ndikuva kakuhle uthi...
Ungathathi cala	Chaza umdla wakho	Ndiyakuva.
Ukubuyekeza	Ukubonisa ukuqonda oko kuthethwa sisithethi	Ingathi uziva
Ukushwankathela	Ukuphelisa inkcoko	Ingongoma eyintloko oyivelisileyo...

Obu bugcisa bungasentla bubonisa ukuba umntu uyaphulaphulwa, nokuba ubalaselisa uze ushwankathele iingongoma uze uvumele inkcoko ihambele phambili.

Amacebiso othethwano

Xa kunzima ukwenza inkcoko kunokoyikisa. Nanga amacebiso:

1. Thomalalisa uloyiko

- Ukuphefumlela phezulu kuthomalalisa.
- Jinga iingcinga ezimbi zibe zezakhayo, umze. zixelele: Andayiki, qha ndinochulumanco!
- Ukuba oku akunceda, yiza nawakho amagama kule meko: Ndiyoyika ibe akhonto ndinokuyenza ngaloo nto, ndiyamkele!

2. Imbonakalo

- Nxiba kakuhle kodwa uzive ukhululekile.
- Ngaphambi kokuya entlanganisweni, yima ngendlela yokuzithemba uwedwa, umzekelo beka izandla esinqeni (ukwenza oku imizuzu emi-3 nangaphezulu kukwenza uzithembe uze ungoyiki).
- Uphando lubonisa ukuba inkcazelo ngomntu siyifumana kuphela ngezimbo zomzimba. Ngoko ke, asinto uyithethayo kodwa yindlela oyithetha ngayo.

3. Unxibelelwano

- Thetha ukuze uvakale kodwa ungangxolisi.
- Sebenzisa ubugcisa bokuphulaphula ungathethi ungaphezamiseki.
- Sebenzisa ulwimi olulula (kodwa ungatekeki) uphephe amagama anzima.
- Ncuma uze ubuze umbuzo ukuze ubonise umdla.

4. Ceba

- Mayicace into ofuna ukuyifikelela nomyalezo ofuna uvakale.
- Izinto ozithethayo mazibe nobungqina (inkcazelo yokuhlola, iifoto nezinye).
- Zehlise iimeko zobundlobongela. Yithi: Ndiyayiqonda isizathu sokuba nomsindo. Sebenzisa amagama aqukayo njengathi "thina" nokuthi "sonke"
- Khangela umphumo ozuzisa sonke: jonga intlanganiso njengamaqabane kungekhona ukhuphiswano.
- Yenza uludwe lweenzuzo zangoku nezexesha elizayo zomntu wonke. Yintoni ozama ukuyifikelela ngale ntlanganiso?

5. Nceda abanye abahloli

- Khuthaza abantu abaneentloni kwiqela lakho bathethe; ngaba banganithethela?
- Uphando luthi amabhinqa aphazanyiswa kabini kunokuba kunjalo ngamadoda. Ukuba ulibhinqa, unganqumami ixesha lide. Ukuba uyindoda, ncedisa okanye uthintele ukuphazamisa nawe ungayenzi loo nto.
- Amabhinqa anokuziva eneentloni xa kukho amadoda amaninzi. Zama ukuba namabhinqa amaninzi entlanganisweni.
- Abantu abavela kumaqela amancinane banokuziva besoyika. Baxhasa ubanike nethuba lokuthetha.



Kunokubakho isichenge xa kuthethwana nabathathi-nxaxheba. Umzekelo, unokontraki unokuziva eloyika uthelelo lwakho. Qiniseka ngokhuselo lwakho uze ulandele amanyathelo okhuseleko.

Ukuqonda abachasi

Umchasi ngumntu othintela okanye ozama ukuntela isenza esibalulekileyo, kwimeko okanye kwisiganeko. Ukuba akuthethwa nabo kakuhle nangexesha, nawuphi na umthathi-nxaxheba okhoyo kwiprojethi oyihlodayo angaba ngumchasi.

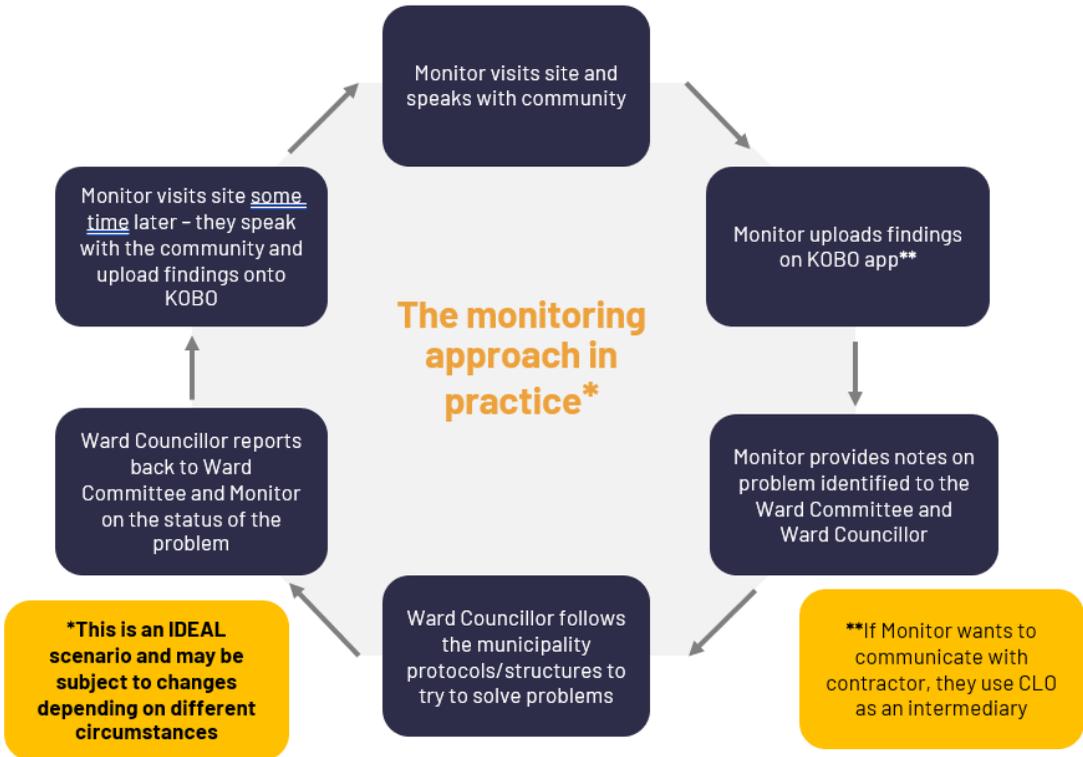
Ukuze ujamelane nabachasi, cinga ngoku:

1. **Imongo wemeko:** indawo ahlala kuyo umchasi nasebenza kuyo, izinto ezimcinezelayo, izinto ezibangela uxinezeleko njalo njalo
2. **ukuziphatha komchasi:** indlela aziphethe ngayo, izenzo eziboniswa ngumchasi
3. **isimo sengqondo:** iimbono ezibonakalayo nolweyiseko analo umntu lungunobangela lwezenzo zakhe.

Ukuba akuwajongi la manyathelo ma-3 kunye, akunakulungisa imiba ebangela abantu bachase. Xa uqonda isimo sengqondo somchasi, izenzo, intsusa, iimfuno, uloyiko, unokuqonda gcono isizathu sokuba umchasi enze izinto ngendlela ethile. Oku kunokwenza uqonde indlela onokusabela ngayo kumchasi.

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The monitoring approach in practice*



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8. Yazisa Ilizwi



Ingxelo kubahlali

Ngeli xesha ufanele ukuba kudala usenza amatyelelo okuhlola ibe uzibonile neengxaki. Sithemba ukuba ube nempumelelo ekulungiseni ezinye.

Ukuzilungisa kuthetha ukuba kuza kuphucuka ubomi babahlali. Ufanele uzive unelunda ngoku!

Nokuba akuyilungisi iingxaki ngelo xesha, kubalulekile ukuba uqonde indlela yokwenza le nkqubo: kwiindawo osebenza kuyo abahlali bayakuxabisa okwenza, abantu abanamandla ngoku bayazi ngokuhlolwa okwenziwa ngabahlali ibe banokusebenza ukuze bazazi ukuba baza kuphendula ngoxa uzithemba usiba nobugcisa bokunceda wena nomsebenzi wakho.

Nokuba yintoni oyifikelela ekuyilungiseni okanye ungakwazi, kubalulekile ukuthethana umphumo wokuhlola umsebenzi (unokuphumelela okanye kungabinjalo) unokubuyela kubahlali.

Usakhumbula iiplani zokuthethana zivela kumsebenzi othi **lindlela zothethwano** kwinyathelo elithi **Uthethwano nabathathi-nxaxheba**?

UMTHATHI-NXAXHEBA	UKWAZISA OKANYE/UKUBAN DAKANYA?	IINDLELA

Phawula amathuba ezi ndlela zothethwano zivela kuzo nemiphumo evela kubahlali. Ngaba ikhona imiphumo yezinye iindlela zothethwano? Yongeza kuludwe lwakho. Unokwabelana:

- Ngengcaciso yokuba yintoni iprojekthi
- Ngengcaciso yeengxaki nendlela yokuzibona
- Ngenyathelo olithatha ukuzama ukuzilungisa

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- Indlela eyiyo imeko ngoku
- Indlela yokulungisa ingxaki - nenyathelo elilandelayo lokulungisa ingxaki.

Ukubona nokwabelana ngenkcaza yokuhlola

Inkcaza oyiqokeleleyo neyabanye abahloli abafana nawe kwi-Kobo Toolkit iza kuhlaziywa, ilungelelaniswe ize iboniswe kwiwebhusayithi kawonkewonke. Ilinki ekwiwebhusayithi yabelwe nawe ngoxa ubukuqeqesho.

Le nkcazelo iboniswe kwiwebhusayithi iquka:

- Inkcazelo ngeprojekthi (ixesha, ilwabiwo-mali njalo njalo)
- Imo yocwangciso lweprojekthi (isexesheni, ilibazisekile, ibanjiwe)
- Inani leengxaki ezingekalungiswa ezaziwayo nezingekabekwa phambi kwabanye
- Ipesenti yeengxaki ezilungisiweyo
- Ipesenti yamalungu asekuhlaleni abanelisekileyo yiprojekthi

Inkcazelo enokuhluzwa ngokweprojekthi nomasipala, ukuze ube nembono epheleleyo ngeenkonzo nemisebenzi eqhubekayo ngokuqhelekileyo kunye nokuhlolisisa iiprojekthi ozihlodayo wena. Nabanina ojonga le webhusayithini inokuyibona le nkcazelo. Inkcazelo yokuhlola nayo inokubonakala kwiwebhusayithi xa isabelwana ngqo nabathathi-nxaxheba ngemayile okanye/kunye neWhatsApp.

Unokusebenzisa inkcazelo yokuhlola, kunye neengxaki ezaziwayo ezivela ebudeni bokuhlola kwimisebenzi yothethwano namagosa karhulumente okanye amalungu abahlali.

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9.Imibuzo edla ngokubuzwa



Imibuzo Edla Ngokubuzwa

1. Ndifumana ziphi iinzuzo ngokuba nguhloli?

Ukongezelela phezu kokuba nethuba lokusebenzisana Norhulumente Wasekuhlaleni, uza kufumana ubugcisa ngokusebenzisa izixhobo ze-elektroniki, unxibelelwano, uthethwano nokulungisa iingxaki. Okona kubalulekileyo, uza kufumana ithuba lokufaka isandla ekuphuculeni ukudluliselwa kweenkonzo kwindawo ohlala kuyo!

2. Ndikhubazekile - ndiyakwazi ukuba ngumhloli?

Ewe - wonke umntu onomdla ukhuthazwa ukuba afune amathuba okuba ngumhloli wasekuhlaleni. Imigudu iza kwenziwa Liqela Le-COMPACT ukwandisa ukufumaneka kwabahloli abakhubazekileyo.

3. Ndinoxanduva lokunyamekela andinalo ixesha elikhululekileyo. Ukuhlola ngaba kuza kulungakum?

Abantu abaneemeko ezahlukeneyo kufuneka babe namathuba okuba ngabahloli basekuhlaleni. Ukuba unexhala lokungafumaneki ngenxa yexesha, thetha neQela Le-COMPACT nize nibe nesisombululo.

4. Ngawaphi amalungelo andinawo okufumana inkcazelo ngeprojekthi endifuna ukuyihlola?

Ngaphantsi koMthetho Wokukhuthaza Ukufumaneka Kwenkcazelo (2000), umntu waseMzantsi Afrika unelungelo lokufumana inkcazelo kuwo onke amaxwebhu neengxelo ezikwisebe likarhulumente, kumagosa okanye kwibhodi kawonkewonke. Nceda ufunde 'Fumanisa Okuthenjisiweo' Icandelo lokufunda

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ngakumbi ngalo.

5. Ziziphi izixhobo/imithombo (umze. Izinto zokubhala) eza kufunekakutyelelo lokuhlola esayithini?

Abahloli kufuneka babe nepen nephepha iselfowuni enekhamera ne-app okanye ilink yeKobo. Oku kwenza kuba lula ukufota kwisayithi yeprojekthi, nokugcwalisa uhlolisiso nge-app/ilinki. Xa kunokwenzeka, abahloli bafanele beze nohlobo lokuzazisa namaxwebhu ezigunyaziso abanawo xa behlola iprojekthi. Kulindeleke ukuba abahloli basebenze kwiqela, ukuze bahlulelane ngoxanduva, babambisane baxhasane.

6. Ndalelwe ukungena kwisayithi xa bendihlola. Ndenze ntoni elandelayo?

Abahloli basekuhlaleni banokuba nemicelo-mngeni ekungeneni kwisayithi zeprojekthi, njengokuba abalawuli beprojekthi kungafuneka beyiselwe ekuvumeni. Ukuba umhloli uyalelwa ukungena, kunconyelwa ukuba babeke usuku olutha lokutyelela, nayiphi na inkcazelo okanye amaxwebhu afunekayo, ukuze kwande amathuba otyelelo lwesibini. Ukuba oku akusebenzi, nceda uqhagamshelane neQela Le-COMPACT.

7. Yiyiphi i-PPE efunekayo, ibe kulandelwa yiphi inkqubo xa kungenwa kwisayithi yokwakha?

Oku kuxhomekeka kwiprojekthi, kodwa ke sikhuthaza ukuba abahloli balandele ulwalathiso lwemaneja yesayithi.

8. Sisiphi isichenge sempilo okanye ingozi endinokuyilindela kwisayithi yokwakha?

Oku kuxhomekeka kwiprojekthi, kodwa ke sikhuthaza kakhulu

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ukuba abahloli bacele inkcazelo kumaneja yesayithi.

9. Ndithini xa besiba ngqwabalala kutyelelo lokuhlola?

Abahloli banokudibana nabantu abangwabalala kuba bengaqiniseki ngeentshukumisa zabahloli nokuba bengafuni ukuphenduliswa. Abahloli bafumene ulwalathiso lokunciphisa ubungqwabalala nokunciphisa imisindo ukuze bathethane nomntu osusa uqhushululu. Abahloli bafanele baqehlisele ukwehlisa, ibe ukuba utyelelo luqhubeka noqhushululu naxa lungenakuba neziphumo, bafanele baphume bavumelane ngolunye usuku lotyelelo.

10. Ngawaphi amanyathelo ofumana amaxwebhu eprojekthi xa uhlola?

Sincomela ukuba inyathelo lokuqala kukufuna inkcazelo kukucela umntu onegunya – banokukunika oku ngaphandle kokulibazisa. Oku kuza konga ixesha kuphephe ukonakalisa ubudlelwane namagosa. Inyathelo elilandelayo: kukufuna ukuqonda iintshukumisa zokungafuni ukunikeza ngenkcazelo nokuziphelisa; ukuphakamisa isicelo namanye amagosa (mhlawumbi igosa elinegunya elingaphezulu); njengendawo yokugqibela ukwenza isicelo ngokoMthetho Wokukhuthaza Ukufumana Inkcazelo (jonga kwimibuzo engaphezulu).

11. Ndenze ntoni ukuba andiziva ndikhuselekile?

Ukhuseleko nonqabiseko labahloli lubaluke kakhulu. Sibongaza ukuba nawuphi na umhloli oziva engekhusilekanga asuke kwindawo enokuba njalo. Uxanduva lwakho njengomhloli aluquki ukuzibeka kwindawo enesichenge.

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12. Ndinikela njani ingxelo ngeprojekthi endiyihlodayo?

Ukuba unenkxalabo ngokhuseleko okanye uye walinyazwa ngenxa yomsebenzi wakho wokuhlola, sicela uqhagamshela iQela Le-COMPACT. Baza kusebenza ngokwezikhalazo zakho bakukhusele nangakumbi. Sicela ujonge iphepha 9 ngenkcazelo engakumbi. Nceda uphawule ukuba asivumeli nantoni na enonto yokwenza nokuziphatha okubi ibe asifuni kwanto kubasebenzi be-COMPACT, abancedisi, abahlalutyi, amaqabane, abahloli nabanye esisebenza ukuba baxhatshazwe.

13. Ngubani emandimazise ngenkqubela yokuhlola iiprojekthi?

Luqheliselo oluhle ukuba abahloli bahlale bethetha nabathathi-nxaxheba ngokwendlela abahlola ngayo nenkqubela yemigudu yabo, ingakumbi amalungu asekuhlaleni, iiKomiti Zewadi, Ooceba Bewadi namanye amagosa kaMasipala. Oku kwenza abathathi-nxaxheba - kuquka abasebenzisi beprojekthi ekuhlaleni - babone imiphumo eyenziwa lungenelelo lwabo luye lwaba nayiphi imiphumo.

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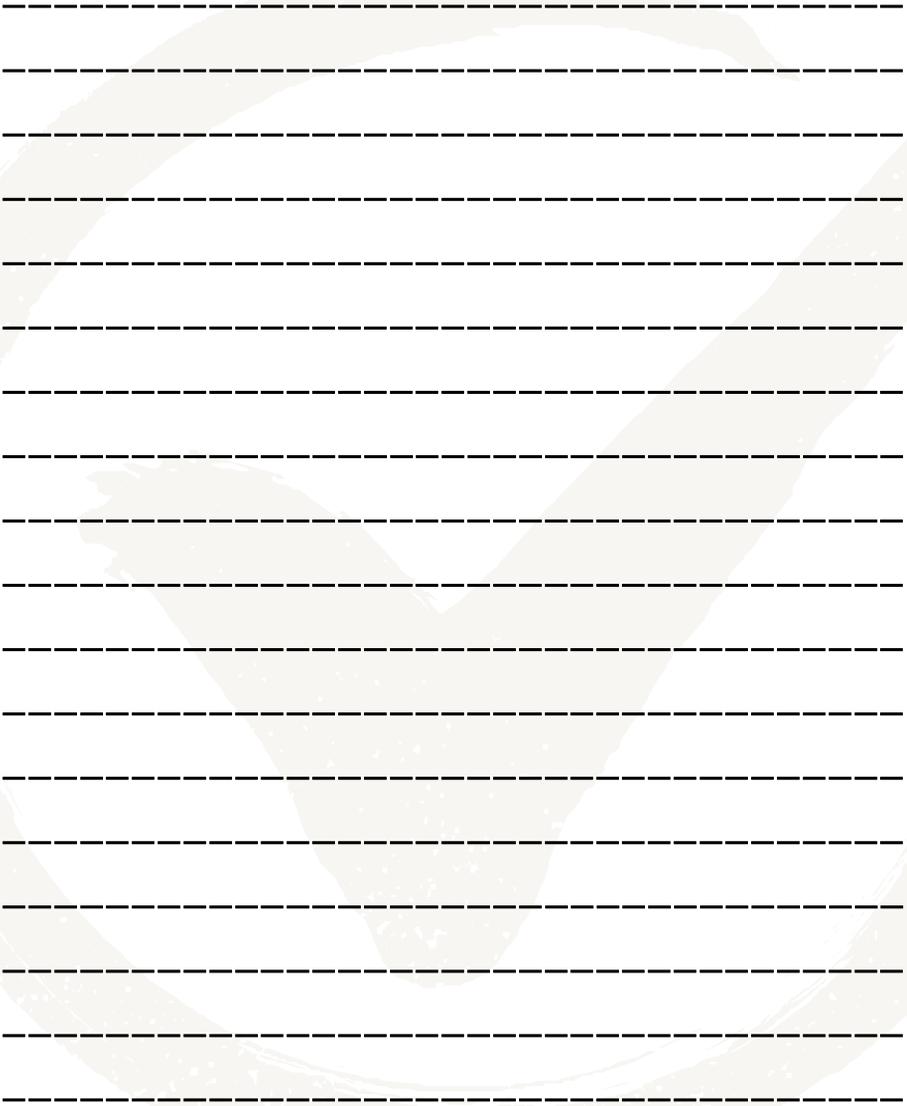
Handwriting practice lines consisting of 20 horizontal dashed lines.

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20 horizontal dashed lines for writing.

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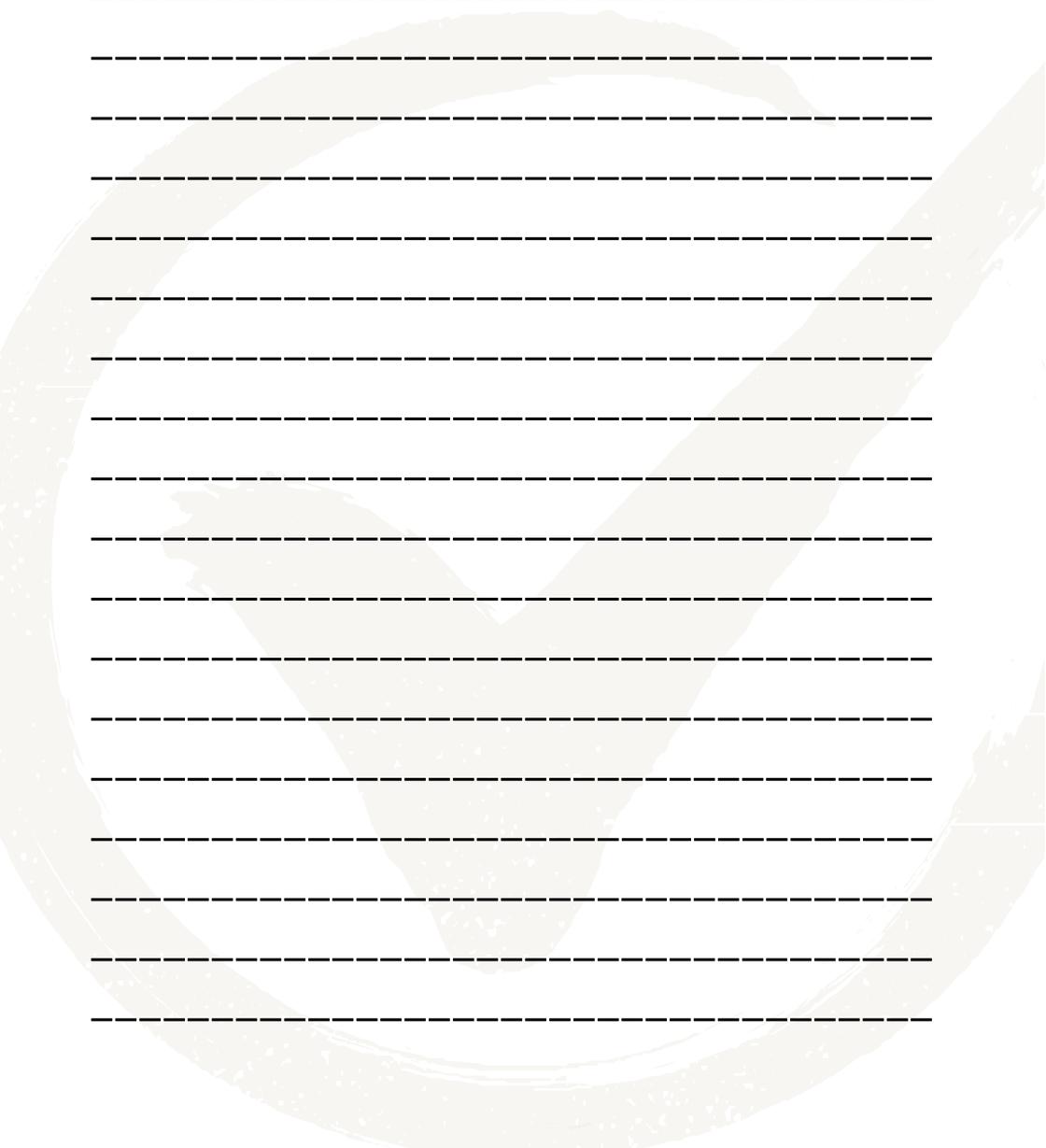


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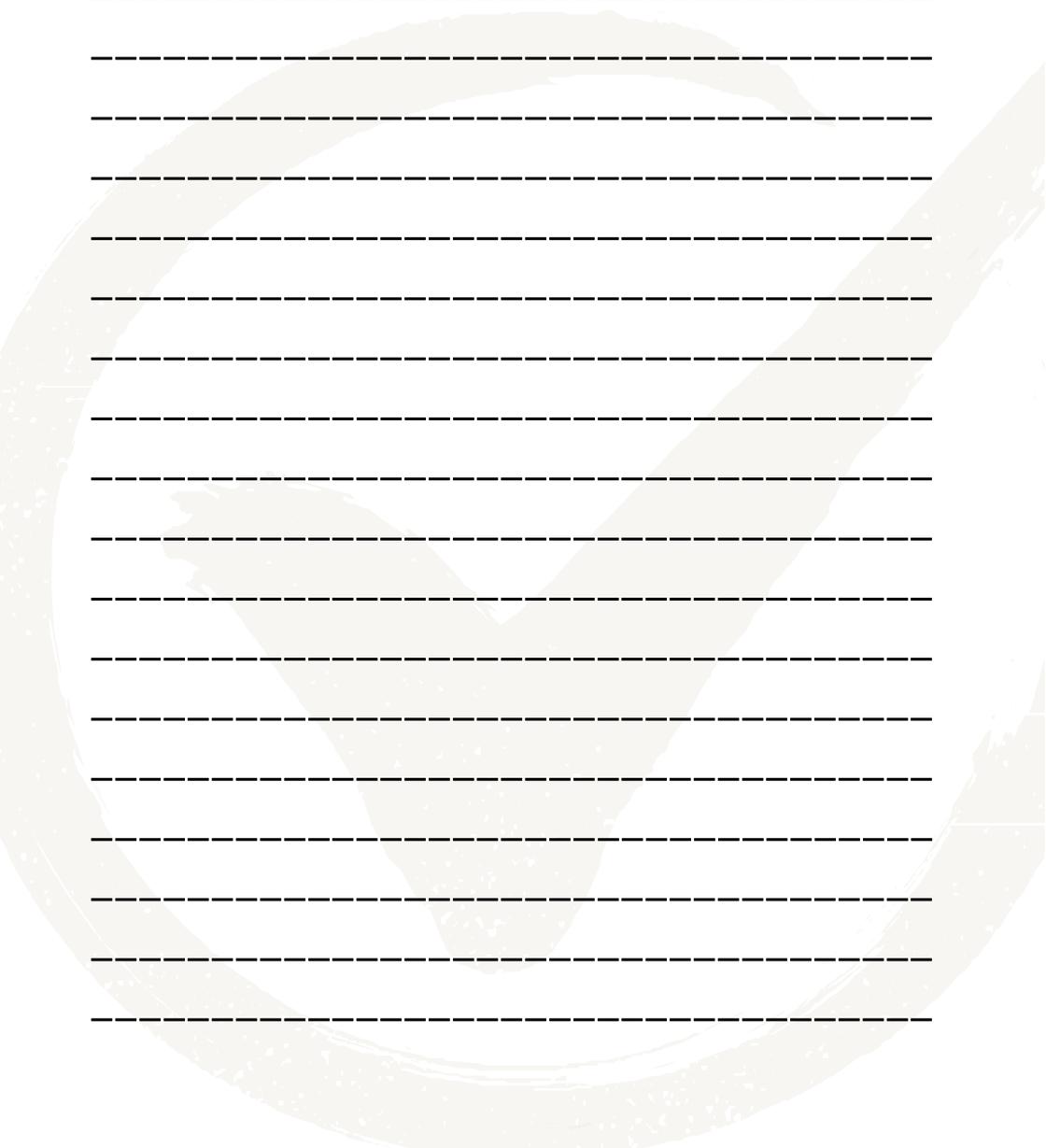
A series of 20 horizontal dashed lines for writing, arranged in a single column across the page.

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A series of 20 horizontal dashed lines for writing, arranged in a column across the page.

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January 2024