BUKHU LOPHUNZITSIRA MAGULU A ANTHU ACHIKULIRE

TRAINING MANUAL FOR OLDER PERSONS' ASSOCIATIONS (OPAs)

MALAWI NETWORKS OF OLDER PERSONS' ORGANIZATIONS

MANEPO

Chapter 1

Tanthauzo ndi Cholinga Cha OPA

Tathauzo

OPA ndi gulu la anthu achikulire lomwe cholinga chake ndi kutukula miyoyo ya anthu achikulire kudzera muzochitika zonse zopindulira iwo eni komanso midzi yawo.

Zolinga

- kukweza umoyo wa bwino wa anthu a chikulire
- kulimbikitsa anthu achikulire kuthandizana pokhazikitsa njira zothetsera mavuto awo mu njira zosiyanasiyana ndikutenga nawo mbali pa zinthu zokhuza moyo.
- Kulimbikitsa anthu kuthandiza anthu achikulire omwe ali pa ziopsezo zosiyanasiyana.

CHAPTER 2:

KUKHAZIKITSA GULU LA OPA PA GVH/LOCATION LEVEL

Pali ndondomeko zitatu zomwe ziyenera kutsatidwa pofuna kukhazikitsa gulu la OPA.

- Choyamba ndi kuchita msonkhano ndi kuwafotokozera anthu kuti OPA ndi chani ndi zolinga zake ndi ubwino wake.
- Chachiwiri ndi kukhazikitsa malamulo oyendetsera OPA.
- Chachitatu mafumu ayenera kudziwitsidwa za kukhazikitsidwa kwa OPA.

Pamene anthu am'mudzi akuoneka kuti akumvetsetsa kuti gulu la OPA ndichiyani, msonkhano wa anthu omwe ali ndi chidwi chokhala nawo mu OPA uyenela kukonzedwa kuti lamulo la gulu la OPA litukulidwe komanso kusankha atsogoleri kuchitike. Ndi lingaliro labwino kuti mtsogoleri wam'mudzi ndi oimira komiti ya khonsolo akhale nawo pamsonkhano umenewu.

2.1 Kusonkhanitsa midzi

Pofuna kukhazikitsa gulu la OPA, choyambilira kuchita ndi kuwafotokozera anthu achikulire m’mudzi komanso mabanja awo, zolinga ndi phindu lomwe mudzi ungapeze pokhala ndi gulu la OPA. Kuti izi zitheke ndikoyenera kutsatira izi;

1. Kukumana ndi mafumu komanso atsogoleri ena a dera kuwaziwitsa za cholinga chokhazikitsa OPA. Iwo akhoza kuthandizira ndondomekoyi motere;
    a) Kuitanitsa msokhano wa m’mudzi
    b) Kuitana thumwi kuchokera ku ma OPA oyandikira kut azathe kugawana zomwe akumana nazo
    c) Kuphatikizapo mapulani a OPA mu ndondomeko ya chitukuko
    d) Kufalitsa ndi kuthandizira kufotokoza ndondomeko ya OPA
2. Funsani anthu omwe akuthandizidwa ndi olemekezedwa kuti awathandize kukweza chidwi ndi kulimbikitsa kukhazikitsidwa kwa OPA kumudzi wonse
3. Kambiranani ndi anthu onse mmudziwo payekha kapena m'magulu ang'onoang'ono kuti afotokoze zolinga ndi zopindulitsa za OPA, zomwe zimapereka mpata wa mafunso komanso kugawana malingaliro kuchokera kumudzi

2.2 Kutukula Lamulo la OPA

Pamene anthu achikulile m'mudzi akhazikitsa OPA, mamembala onse ayenela kugwirizana za lamulo la gulu lawo. Lamulo limeneli limanena za zolinga, ndondomeko yogwilira ntchito ndi malamulo a OPA. Lamulolo litha kusiyana ndi malamulo amagulu ena malingana ndi zosowa komanso ntchito zomwe zikufuna kupangidwa ndi gululo. Malamulo a OPA ayenera kukhala ndi zigawo zikuluzikulu zisanu zimene ziyenera kupelekedwa kwa akuluakulu am'deralo zikamalizidwa. **Zigawo zisanu za lamulo la OPA ndi izi:**

- Zolinga
- Njira zosankhila mamembala ndi ndalama zofunika kupelekedwa
- Ndondomeko ndi utsogoleri

- Ntchito ndi maudindo
- Zachuma

2.2.1 Zolinga

Mamembala onse a OPA azikhala nawo muzokambilana ndi kusankha zolinga za OPA zochokera muzosowa zawo ndi zofuna zawo. Zolinga za lamuloli ndikufotokozela mamembala onse zifukwa zomwe OPA ikukhazikitsidwa komanso zomwe mamembala angayembekezele kuti akwaniritse kudzera muntchito zawo. Ma OPA onse sangakhale ndi zolinga zofanana. Ma OPA ena atha kukhala ndi zolinga zambiri kuposa ena. Mwachitsanzo, ma OPA ambiri atha kuchititsa zochitika zachikhalidwe koma gulu lirilonse litha kuyesa kusintha miyoyo ya mamembala ake.

Otsatirawa ndi maganizo a zolinga:

Mamembala a OPA iliyonse azisankha zolinga zomwe zikukhuza OPA yawo komanso atha kuonjezelapo kapena kuchosela mu mndandandawu. Awa ndi malingaliro chabe:

- Kupeleka thandizo pazochitika monga maliro ndi zochitika zamuchipembezo.
- Kupeleka umoyo wabwino kwa osauka/osapeza bwino ndi osatetezeka kuphatikizapo kuyendelana panyumba.
- Kulimbikitsa mgwirizano m'mudzimo ndi kuwongolera mgwirizano wa chikhalidwe.
- Kuwongolera maluso ndi nzeru za anthu achikulile.
- Kupeleka zofuna za anthu achikulile kumagulu ena kapena akuluakulu am'deralo.
- Kuwongolera umoyo wazachuma wa anthu achikulile.
- Kusintha umoyo was anthu achikulile.
- Kuthandizila chitukuko chamudzi onse.

2.2.2 Njira Zosankhila Mamembala ndi Ndalama Zofunika Kupelekedwa

Njira Zosankhila Mamembala

Pamene anthu achikulile akufuna kukhazikitsa OPA m'mudzi, akuyenela kupeza ndondomeko zosankhila mamembala kuti aliyense aziziwa. Ma OPA akuyenela kukhala okutha kulandira ndi kuonjezera ma membala ena. OPA iliyonse izisankha ndondomeko zomveka bwino zosankhila mamembala. M'munsimu muli zina zoyeneleza kutsatidwa posankha mamembala:

- Zaka za mamembala a OPA ziziyambila 50 kumapita mwamba kwa azimayi ndipo 60 kumapita mwamba kwa azibambo. Malire azaka atha kusintha ndipo izi ziziganizidwa ndi OPA iliyonse.
- OPA izikhala yotseguka kwa anthu achikulile onse m'mudzi.
- Mamembala azipeleka ndalama yomwe yafotokozedwa mu malamulo a OPA.

Ndalama Zofunika Kupelekedwa

Mamembala a OPA ayenela kusankha zopeleka ndalama ndipo kuti azipeleka mochuluka bwanji. OPA itha kukhazikitsa dongosolo lamapelekedwe andalama yomwe ili yoyenela malingana ndi mapezedwe a anthu a m'deralo (mwachitsanzo pamwezi, pachaka, ndalama yopeleka kamodzi polowa, mpunga kapena in-kind payment m'malo mwa ndalama). OPA itha kusankha kuti mamembala ena asamapeleke ndalama chifukwa cha mapezedwe awo (mwachitsanzo mamembala omwe sangathe kugwira ntchito ili yonse malingana ndi msinkhu wawo ndipo alibe aliyense yemwe angathe kuwathandiza).

2.2.3 Dongosolo la bungwe ndi Utsogoleri

OPA iliyonse iyenela kusankha momwe ingakhalire ndi kudzilamulira yokha. Komiti ya OPA ikhale ndi mamembala osachepela anayi osankhidwa kuti atsogolere OPA ngati m'mene zafotokozeledwa m'munsimu:

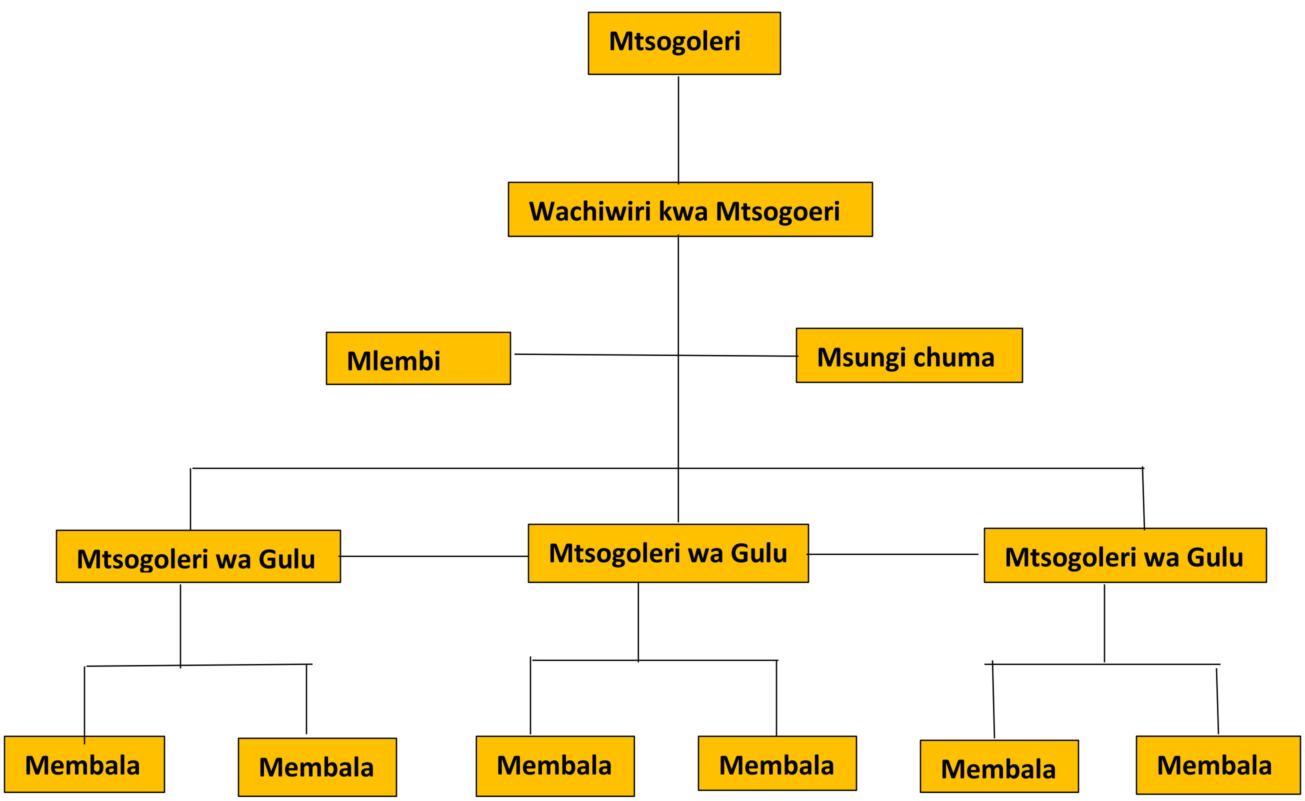
- mtsogoleri

- wachiwiri kwa mtsogoleri
- mlembi
- msungichuma

Pamene OPA ikukula kapena yayamba ntchito zambiri kuti itumikile mamembala ake, itha kuonjezela magwiridwe antchito ku ndondomeko yake popewa kuika ntchito yambiri kwa mamembala anayiwa. Zimenezi ndizotengela chisankho koma atha kuphatikizaponso izi:

- alangizi aulemu
- makomiti ang'onoang'ono
- magulu

Chithunzi chili m'munsichi chikuonetsa mmene OPA imapangidwira nthawi zambiri koma sikofunika kuti ma OPA onse akhale mundondomeko imeneyi:



Ndikofunikila kuti ma membala a gulu la OPA asankhe committee yawo poyera komanso popanda chinyengo. Ma membala akuyenela kukhazikitsa malamulo mogwirizana ndi committee yomwe yasankhidwa. zitsanzo onani Annex 1. Ena mwa malamulo azikhuza zinthu izi:

- Kasankhidwe ka mamembala a komiti ya OPA
- Udindo wa OPA komiti
- Momwe adindo angachokere mma udindo

2.2.4 Udindo ndi kachitidwe ka zinthu mugulu la OPA

Pofunika kuti ma membala amu komiti ya OPA azidziwa udindo wawo ndi magwiridwe antchito zawo. Onani annex 1 pa za udindo ndi kagwiridwe ka ntchito.

Ma membala onse a OPA akuyenela kugwirizana ndi ma udindowo ndiponso kuonjezera kapena kuchotsapo ma udindo ena omwe alipo.

Awa ndi ma udindo ena ofunika a OPA ndi mmene angagwilire ntchito zawo:

Mtsogoleri wa OPA: amatsogolera ndi kuyang'anira ma membala komanso kayendetsedwe ka zinthu pa OPA.

- **Wachiwiri kwa mtsogoleri**: amathandizila mtsogoleri wa OPA poyendetsa zithu m'malo mwa mtsogoleri wa OPA.
- **Msungi wa chuma**: amayang'anira, kuteteza, kusunga chuma, kulembala zonse zachuma ndi zina zakayendetsedwe kazachuma.
- **Mlembi**: amalembera chilichonse chokhuza OPA ndi kusunga zonse zokambilana ku misonkhano komanso akakumana.

Ma udindo ena amene OPA ikhoza kukhala nawo pamodzi ndi ntchito zawo ndi awa:

- **Mlangizi**; Akhale munthu amene mumapatsa ulemu mmudzi oti akhoza kulangiza komiti ya OPA. Mlangiziyu akuyenela kugwira ntchito yake mogwirizana ndi ma membala a onse a komiti ya OPA.

- **Atsogoleri A mmagulu**: gulu la OPA litha kugawidwa mmagulu angapo. Mwachitsanzo atha kugawidwa mutimagulu ting'ono ting'ono ta mamembala okwana anthu khumi. Magulu awa athandiza zinthu kuti zizichitidwa mophweka komanso atsogoleri a mmagulu awa azithandiza polumikizana ndi komiti ya OPA. Nthawi zambiri gulu laling'ono limatha kugwira ntchito bwinobwino opanda kugawidwa koma ngati gulu lagawidwa, mtsogoleri amasankhidwa ndi gululo.
- **Committee ya pambali kapena committee ya padela**: bungwe la OPA litha kusankha committee ina yapadela kuti izithandizila ntchito zina za OPA zapadela. Committe yapadela yomwe yapangidwa yikuyenera kukhala ndi mtsogoleri, otsatira wake ndi nsungi chuma osankhidwa ndi mamembala a OPA.

2.2.5 Ndondomeko yowona za chuma

Gulu la OPA likuyenela kukhazikitsa ndondomeko yake yaza chuma (Annex 1). Ntchito zowona zachuma zikuyenera kutsata ndondomeko izi;

1. **Ma fomu a za chuma;** ndi ma fomu ati oyenelera omwe angafunidwe oonetsa ndalama zomwe zagwiritsidwa ntchito ndi gulu la OPA.
2. **Malipoti a za chuma;** Malipoti okhuza mmene zachuma zikuyendera azipelekedwa kwa gulu pafupipafupi.
3. **kuvomeleza;** Pazikhala munthu amene angabvomereze kagwiritsidwe ntchito ka ndalama ndi machulukidwe a ndalamazo
4. **Katundu;** Pakhale ndondomeko za mmene katundu ndi chuma za gulu la OPA zingagwiritsidwire ntchito.

2.3 Chidziwitso kwa mafumu a m'dela.

Gulu la OPA likakhazikitsidwa mfumu ya mmudzi/mtsogoleri wa dela akuyenera kuwunikira ma udindo ndi malamulo a gulu kenako nkusayina kalata yobvomereza gulu la OPA. Izi zichitike atamvetsetsa kuti OPA imayenda bwanji. Akatha dongosololi awadziwitse makomiti ena achitukuko mderalo zakukhazikitsidwa kwa gulu la OPA.

Gulu la OPA likuyenela kugwira ntchito limodzi ndi makomiti ena mderalo powafotokozera mapulani awo, zolinga zawo, maina a mamembala a gulu lawo, mmene amapezera ndalama ndi zomwe akuchita. Izi zimathandiza kuti makomitiwo:

1. Azithandiza ntchito za gulu la OPA
2. Azilankhula ndi mabungwe ena za ntchito za OPA kuti apeleke thandizo ku gululi
3. Aziyika mapulani a gulu la OPA mu mapulani achitukuko cha mdera lonse
4. Kulimbikitsa ma membala a gulu la OPA kuti azikhala nawo mmisonkhano yachitukuko cha dela lonse

CHAPTER 3

KAYENDETSESWE KA OPA

OPA ikakhazikitsidwa pakuyenela kuti mamembala agwirizane ndondomeko zabwino zoti azitsatira. Izi zimathandiza kuti ntchito zawo ziziyenda bwino komanso kuti anthu azidziwa m'mene OPA imayendera. Zinthu zina zomwe angagwirizane ndi izi:

- Mapulani ogwilira ntchito.
- Kalembedwe ka malipoti a ntchito zomwe zachitika
- Kayendetsedwe ka chuma
- Kusunga ma rekodi

3.1 Mapulani Ogwilira ntchito

OPA iliyonse ikuyenela kupanga mapulani a mmene azigwilira ntchito zawo molingana ndi zosowa za anthu achikulile. Popanga mapulani a gulu:

- Mamembala onse a gulu akuyenera kutenga nawo mbali popanga mapulani a ntchito za OPA. Anthu asankhe ntchito zofunika zokhazokha ndikupanga mapulani a chaka chonse omwe azionetsa ntchito zogwiridwa mwezi uliwonse ndi ndalama zake.

3.2 kulemba malipoti a ntchito zomwe zachitika

Ndikofunika kuti committee ya OPA izidziwitsa mamembala awo ntchito zonse zomwe komiti ikugwira. Izi zimalimbiktsa umwini komanso kuti pasakhale kukayikirana.

Komiti ya OPA izifotokozera mabungwe omwe akugwira nawo ntchito zinthu zomwe ikuchita pafupipafupi.

3.3 Kayendetsedwe ka zachuma

Kutsata ndondomeko zabwino zakayendetsedwe ka chuma ndikofunika mu komiti ya OPA. Izi zimalimbikitsa kachitidwe ka zinthu mosabisa ndi chikhulupiliro ku mabungwe ena ogwira nawo ntchito.

- Ma membala a OPA akuyenela kugwirizana njira ndi ndondomeko zoyendetsela ndalama
- OPA iliyonse ikuyenela kusunga ma bukhu a ndalama zomwe zagwilitsidwa ntchito komanso ndalama zotsala
- OPA ikuyenela kutsegula account ya banki mudzina la OPA yo komanso potulutsa ndalama mu account anthu awiri kapena atatu akuyenera kusayinira.

3.4 Kusunga ma Rekodi

Ma Rekodi ndi malipoti a gulu la OPA akuyenela kusungidwa mosala bwino mma file pa malo okuti wina aliyense akhoza kugwiritsa ntchito. Zinthu zomwe zikuyenera kusungidwa ndi izi:

- Malamulo a OPA
- Ma rekodi a zachuma komanso katundu
- Malipoti
- Ma minitsi a misonkhano
- Mapulani a ntchito a pa chaka
- Mayina amamembala

CHAPTER 4

Kukhazikikitsa ma gulu okhazikika a anthu achikulire

Kukhazikitsa ma gulu a anthu achikulire a mphamvu komanso okhazikika, pafunika chidwi ndi kulimbikira kwa ma membala a komiti ya OPA pothandiza pa zosowa za achikulire mu dera mwawo. Pali zinthu zingapo zomwe ma komiti komanso ma membala a OPA angachite kuti alimbikitse ma guluwa:

- Kulimbikitsa kuti OPA izigwira ntchito limodzi ndi makomiti ndi mabungwe ena aku dela
- Kupeleka upangili ndi luso kwa gulu la anthu achikulire.
- Kukhazikitsa njira yopezera ndalama pofuna kuonetsetsa kuti pali chuma chogwirira ntchito za gulu.
- Kukhazikitsa ntchito/mapulani ogwirizana ndi zofuna za ma membala.
- Kukonza ndi kuthana ndi mikangano mu gulu mwa nzeru ndinso mosakondera.

4.1 Kugwira ntchito ndi akuluakulu a m'dera ndi Abwenzi

Mma dera ena, akuluakulu a m'deramo akhalako njira yodalirika yothandiza ma gulu a anthu achikulire. Akuluakulu ndi monga Amfumu a m'mudzi komanso konsolo ya mu dera. Pali njira zingapo zimene ma gulu a anthu achikulirewa angakhazikitsile ubale wabwino ndi akuluakulu a m'derawa. Mwa chitsanzo:

- Ma gulu a anthu achikulirewa atha kuganizilapo zoika Amfumu a mmudzi kapena woimirira khonsolo ngati membala wa gululi kapena olemekezeka olangiza gulu la achikulire.
- Gulu la achikulire lizipereka lipoti kosachepera kamodzi pa chaka ku makomiti a chitukuko m'derali.
- Kuitana Amfumu a mmudzi komanso khonsolo kuti azipezeka nawo pa misonkhano yofunikira komanso pa ntchito zina za gululi.

- Kulimbikitsa konsolo kuti liziphatikiza ntchito za gululi mu chikonzero cha Chitukuko cha m'derali.
- Gululi likhazikitse mgwirizano ndi Komiti yoyang'anira pa chipatala kuti kukhale kosavuta kutumiza ma membala awo ku zipatala pofuna kuona umoyo wawo komanso kuthandizidwa.
- Gulu la anthu achikulire lipemphe gulu lothandiza pa nkhani za umoyo mmudzi kuti lizipereka ma uthenga okhudza umoyo wa anthu achikulire ku gulu la anthu achikulirewa.

Gulu la anthu achikulirewa lithanso kufunafuna thandizo kuchokera ku ma bungwe ena. Mwa chitsanzo ma bungwe a chitukuko mu dziko lino kapena ma bungwe omwe asali a boma m'deralo. Gulu la anthu achikulirewa litha kupempha ma bungwe a chitukukowa kuti azigawana nawo maphunziro ndi nzeru kapena kuphunzitsa maluso ndi kupereka ndalama.

4.2 kulimbikitsa luso mu gulu la anthu achikulire

Gulu la anthu achikulire limakhala lokhazikika ngati komiti ndi ma membala ali ndi maluso ndikuthekera koyendetsa ma guluwa bwino. Kulimbikitsa kuthekera kwa ma gulu a anthu achikulire kumafunika kupereka maphunziro ndi ma luso a za kayendetsedwe ka gululi, kakonzedwe ka mapulani, chikonzero cha za chuma ndi kupeza ndalama kupyolera mu izi:

- Kuyendera ma gulu a anthu achikulire amene alipo kale.
- Kuphunzira kuchokera ku ma gulu ena m'dera monga banki mkhonde ndi ena otero.
- Kupempha maphunziro, uphungu kapena chithandizo china kuchokera kwa amfumu a mmudzi ndi ma konsolo kapenanso ma gulu a m'dera.

4.3 Kukhazikitsa njira yopezera ndalama

Bungwe lililonse la anthu achikulire likhazikitse njira zosiyanasiyana zopezera ndalama kuti azigwiritsa pa ntchito za gululi ndi zina zofunikira ndalama. Zina mwa njira zimene angathe kupezera ndalama ndi monga:

- Chopereka cha membala kuthumba.
- Kuchititsa zisangalalo mmudzi.
- Kugwira ntchito zosiyanasiyana zobweretsa ndalama ku gulu.
- Kubwereketsa zida.
- Ndalama zopatsidwa kuchokera kwa anthu kapena mabungwe othandiza.

4.4 kukhazikitsa zochitika zogwirizana ndi zosowa za ma membala

Chinthu chofunika kwambiri chimene gulu la OPA lingachite kuti likhale lokhazikika ndi kugwira ntchito zothandiza pa zosowa za ma membala. Ngati ntchito za gulu la anthu achikulire zili zopindulira anthu achikulire m'dera, ndekuti gulu la anthu achikulire limakula ndikukhala la la mphamvu. Zochitika zina ndi monga izi:

- Kuyendera ofooka, odwala ndi okhala okha mmakomo mwawo.
- Miyambo ya mmudzi ndi zikondwerero.
- Miyambo ya chipembedzo ya pa sabata (tsiku lopatulika).
- Kuthandiza pa zofunika pa mwambo wa maliro.