



TIST HABARI MOTOMOTO MAY 2024

www.tist.org. Email: info@tist.org Tel. +255784-537720



Photo 1: Kasanda Cluster Meeting, Kakonko district May 2024.

In this newsletter, we are going to have two articles:

- (i) Leadership and Governance in your Cluster
- (ii) Cluster Best Practices

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(i) Leadership and Governance in your Cluster.

Today, TIST Program has more than 400 Clusters in four countries. In each Cluster, Servant Leaders support our success and share their strengths. Each Cluster has governance and elected leadership as follows:

- Cluster Leader.
- Cluster Co-leader.
- Cluster Accountability Person.

Cluster Leaders, Co-leaders, and Accountability Person serve in each position for a period of four months. After four months of service, the Cluster Leader rotates out. The Co-leader becomes the Leader, while the Accountability person becomes the Co-leader. Women and men alternate in the elections. If the Accountability Person is a man, the next one elected will be a woman. Your Cluster should democratically elect a new Accountability Person. Cluster elections are important and mandatory for all TIST Clusters.

Roles of Cluster Leadership.

Role of a Cluster Leader.

- v. Should be a servant to the whole Cluster and exemplify TIST Values.
- vi. Leads/facilitates Cluster activities: coordinates Cluster meeting, quantification, and training schedules with other servant leaders.
- vii. Motivates groups to achieve big results, especially planting trees, using TIST Best Practices like CF.
- viii. Helps the Cluster to remain strong and united.
- ix. Helps plan for well-organized Cluster meetings with other servant leaders and making sure the meetings are properly led and trained.
- x. Works with Accountability Person to ensure that Cluster Meeting and

- i. Works with Accountability Person and Cluster Servant to ensure monthly Cluster reports and Account reports are accurate and sent.
- ii. Helps recruit and train more Small Groups to be registered.
- iii. Helps Small Groups have their Greenhouse Gas contracts signed, scanned, and uploaded, if necessary.
- iv. Welcomes and introduces any new visitor who might attend the meeting.

For payments, they get vouchers and other materials ready before Cluster meetings. Works with Accountability Person to make sure the proper payment process is followed, and communicates any questions or problems to TIST leaders and Cluster Servants. They remind Small Group members of the next meeting.

Role of a Co-leader

- i. Takes over when the Leader is not there, while the Co-leader is to serve both the Cluster members and the Cluster leader.
- ii. Helps keep time during Cluster meetings.
- iii. Takes records during the Cluster meetings.
- iv. Read the previous minutes to the meeting and keep record of the minutes and discussion held in the Cluster.
- v. Helps train newly elected Accountability People.
- vi. Evaluate quality of Cluster Trainings

Role of an Accountability Person.

- i. Receives Cluster Budget and announces amount received and spent at each Cluster meeting.
- ii. Works with the Cluster to plan how to use the Cluster Budget to achieve big results.
- iii. Keeps and maintains Cluster records in an organized Cluster record book, accurately and in proper condition.
- iv. Allows inspection of Cluster records by Cluster members and TIST leaders.
- v. Organizes with Cluster Servant to send both Monthly Cluster meeting and Accounting reports every month.
- vi. Trains the next accountability person.
- vii. Helps and supports other servants to serve the Small Groups.
- viii. During payments, they hand out vouchers to groups with at least two members present, review vouchers, communicate with payment support coordinators, and follow the payment process accurately and honestly.

(ii) Cluster Best Practices.

At Cluster meetings, representatives should share information transparently with other members, such as how the cluster budget was used. At the monthly Cluster meeting, a Cluster should submit their Cluster Meeting Record and their Cluster Accounting Form by Android phone Pendragon Forms.

- A Cluster should actively request quantifications when needed.
- A Cluster should ensure that quantification is accurate.
- A Cluster should work to improve data quality of its Small Groups so that more trees can be eligible for the carbon market (included in Carbon Project Documents).
- A Cluster should work to make payments to each Small Group.
- A Good cluster is always recruiting and training new Small Groups. GROWTH makes the TIST program stronger! A Cluster should multiply in 2 when it reaches 400 members.

The Best TIST Clusters will be Able to:

1. Receive more budgets to manage more of your own operations.
3. Be invited to a Best Clusters Seminar.
4. Take on responsibilities for training other clusters.

Why Do We Work in Clusters?

1. To keep costs of serving TIST Small Groups low so that more carbon money goes to farmers.
2. To allow Small Groups to serve themselves more easily.
3. To allow TIST to expand more quickly by partnering with organizations who want to join TIST.

What Does a Good Cluster Look Like?

- A Cluster should have 30-50 Small Groups.
- A Cluster's Small Groups should be within walking distance of a central meeting point.
- A Cluster Servant should do an accurate quantification and high quality training for a Cluster.
- A Cluster may establish seedlings in nurseries for annual planting needs.
- A Cluster should also ensure individual TIST Farmers are encouraged to raise seedlings on their own farms.

TIST Small Groups Plant 'the right number' of trees around our houses, along fence lines, mixed with crops in their shamba, etc.

What Should a Good Cluster Do?

A Cluster should hold elections each 4 months to select an Accountability Person who will rotate through the positions.

A Cluster should meet every month for training, sharing of best practices, distribution of Habari Moto Moto Newsletter, payments, and other matters.

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Photo 2: Gairo Cluster Meeting, Gairo district. May 2024

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What do we create?

1) We create team work - by doing things this way - we and

TIST VALUES

1) We are Honest.

What do we do?

1) We plant different species of trees for long term



TIST HABARI MOTOMOTO MEI 2024

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Picha 1: Mkutano wa Klasta ya Kasanda wilaya ya Kakonko, May 2024

Katika jarida hili, tutakuwa na makala mbili;

- (i) Uongozi na Utawala kwenye Klasta yako
- (ii) Mbinu Bora za Klasta

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(i) Uongozi na Utawala kwenye Klasta yako.

Kwa sasa TIST ina zaidi ya Klasta 400. Kwenye kila Klasta, Watumishi Viongozi wanaunga mkono mafanikio yetu na kutushirikisha uwezo wao. Kila Klasta ina utawala na uongozi uliochaguliwa kama ifuatavyo:

- Mwezeshaji wa Klasta.
- Mwezeshaji Mwenza wa Klasta
- Mtunza Muda wa Klasta.

Mwezeshaji, Mwezeshaji Mwenza, na Mtunza muda anatakiwa kudumu kwenye nafasi yake ya uongozi kwa muda wa miezi minne. Baada ya miezi minne ya kuhudumia Klasta, Mwezeshaji wa Klasta anatakiwa kuachia nafasi yake (kuwa nje ya uongozi;) na Mwezeshaji Mwenza anakuwa Mwezeshaji wa Klasta, wakati huo Mtunza muda anakuwa Mwezeshaji Mwenza, mtunza muda mwingine anachaguliwa. Wanawake na wanaume wanatakiwa kupewa nafasi za uongozi katika uchaguzi. Ikiwa Mtunza muda ni mwanamume, anayefuata kuchaguliwa atakuwa mwanamke. Klasta yako inapaswa kumchagua kidemokrasia Mtunza muda. Uchaguzi wa kwenye Vikundi ni muhimu na ni lazima kwa Vikundi vyote ya TIST.

Majukumu ya Uongozi wa Klasta.

Wajibu wa Mwezeshaji.

- Anapaswa kuwa mtumishi wa Kundi zima na kutoa mfano wa Maadili ya TIST.

- Huongoza/huwezesha shughuli za Klasta: huratibu mikutano ya Klasta, ukadiriaji, na ratiba za mafunzo na watumishi. viongozi wengine.
- Huhamasisha vikundi kupata matokeo makubwa, hasa kupanda miti, kwa kutumia Mbinu Bora za TIST kama Kilimo Hai.
- Husaidia Klasta imara na yenye umoja.
- Husaidia kupanga mikutano ya Klasta iliyopangwa vizuri na watumishi viongozi wengine na kuhakikisha mikutano inaongozwa na kufunzwa ipasavyo.
- Hufanya kazi na Mtunza muda na Mtumishi wa Kikundi ili kuhakikisha ripoti za kila mwezi za Kikundi na ripoti za Akaunti ni sahihi na zinatunwa.
- Husaidia kuajiri na kutoa mafunzo kwa Vikundi Vidogo zaidi ili kusajiliwa.
- Husaidia Vikundi Vidogo kusaini mikataba yao ya Hewa ya Kaboni (Greenhouse Gas contracts) kufanya scanning na kuwekwa kwenye mtandao (kama ikihitajika kufanya hivyo).
- Hukaribisha na kumtambulisha mgeni yeyote mpya ambaye amehudhuria mkutano.

Kwenye malipo, wanapata vocha na vifaa vingine kabla ya mikutano ya Klasta. Hufanya kazi na Mtunza muda ili kuhakikisha kuwa utaratibu unaofaa wa malipo unafuatwa, na huwasilisha maswali au matatizo yoyote kwa viongozi wa TIST na Watumishi wa Kikundi. Pia wanatakiwa kuwakumbusha washiriki wa Vikundi Vidogo kuhusu mkutano unaofuata.

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Wajibu wa Mwezeshaji mwenza

- i. Anachukua nafasi wakati Kiongozi hayupo, Mwezeshaji Mwenza atawatumikia wajumbe wa Klasta na Mwezeshaji wa Klasta.
- ii. Kupokea Bajeti ya Klasta na kutangaza kiasi kilichopokelewa na kutumika katika kila mkutano wa Klasta.
- iii. Kufanya kazi na Klasta kupanga jinsi ya kutumia Bajeti ya Klasta kufikia matokeo makubwa.
- iv. Kuhifadhi na kudumisha nyaraka za Klasta katika kitabu cha kumbukumbu cha Klasta kilichopangwa, kwa usahihi na katika hali ifaayo.
- v. Kuruhusu ukaguzi wa nyaraka za Klasta kwa wanachama wa Klasta na viongozi wa TIST.
- vi. Kupanga na Mwezeshaji wa Klasta kutuma ripoti za Mkutano wa Kila Mwezi wa Klasta na hesabu za kila mwezi.
- vii. Kusaidiana na watumishi wengine kuhudumia Vikundi Vidogo.
- viii. Wakati wa malipo, hutoa vocha kwa vikundi vilivyo na angalau wanachama wawili waliopo, kukagua vocha, kuwasiliana na waratibu wa wasaidizi wa malipo, na kufuata utaratibu wa malipo kwa usahihi na uaminifu.

Wajibu wa Mtunza Muda

- i. Kusaidia kutunza muda wakati wa mikutano ya Klasta.
- ii. Kuchukua kumbukumbu wakati wa mikutano ya Klasta.
- iii. Kusoma muhtasari wa mkutano na kuweka kumbukumbu za muhtasari na majadiliano yaliyofanyika kwenye Klasta.
- iv. Kusaidia kutoa mafunzo kwa Watu wapya waliochaguliwa katika kutunza muda.
- v. Kutathmini ubora wa Mafunzo ya Klasta na kuripoti kwa Uongozi.
- vi. Kumfundisha mtu anayefuata wa kutunza muda.

(ii) Mbinu Bora ya Klasta.

Kwenye mikutano ya Klasta, wawakilishi wanapaswa kushirikishana habari kwa uwazi kila mmoja, kama vile jinsi gani bajeti ya Klasta ilivyotumika. Katika mkutano wa kila mwezi wa Klasta, Kila Klasta inapaswa kuwasilisha taarifa ya Mkutano wa Klasta na Fomu zao za Uhasibu kwa kutumia simu za Android zenye Pendragon.

- Klasta lazima iombe kufanya zoezi la kuhesabu miti (quantification) pale inapohitajika.
- Klasta inapaswa kuhakikisha kuwa zoezi la kuhesabu miti (quantification) ni sahihi.
- Klasta inatakiwa kuhakikisha inaboresha ubora wa taarifa wa Vikundi Vidogo ili miti zaidi iweze kustahiki kwenye soko la kaboni (iliyojumuishwa katika Hati za Mradi wa Carbon).
- Klasta ihakikishe Vikundi Vidogo vinapata malipo
- Klasta Nzuri kila mara huwezesha na kutoa mafunzo kwa Vikundi Vidogo vipya. UKUAJI hufanya Mpango wa TIST kuwa imara zaidi! Klasta inapaswa kugawanywa katika makundi mawili inapofikia wanachama 400.

Klasta Bora za TIST zitaweza:

1. Kupokea bajeti zaidi ili kukidhi shughuli zake zaidi.
2. Kualikwa kwenye Semina ya Klasta Bora.
3. Kuchukua majukumu ya kufundisha Klasta nyingine

Kwa Nini Tunafanya Kazi Katika Vikundi?

1. Ili kuweza kuhudumia Vikundi Vidogo vya TIST kwa gharama nafuu na kuwezesha pesa nyingi za kaboni ziende kwa wakulima.
2. Kuruhusu Vikundi Vidogo kujihudumia kwa urahisi zaidi.
3. Kuruhusu TIST kupanuka kwa haraka zaidi kwa kushirikiana na mashirika yanayotaka kujiunga na TIST.

Klasta Nzuri Inaonekanaje?

- Klasta inapaswa kuwa na Vikundi Vidogo 30-50.
- Vikundi Vidogo vya Klasta vinapaswa kuwa ndani ya umbali wa kutembea kutoka sehemu kuu ya mkutano.
- Mtumishi wa Klasta anapaswa kufanya kazi ya kuhesabu miti (quantification) kwa usahihi na mafunzo ya hali ya juu kwenye Klasta.
- Klasta inashauriwa kuanzisha vitalu na kuotesha miche ya kutosha kwa mahitaji ya upandaji wa kila mwaka.
- Klasta inatakiwa kuwahamasisha kila Kikundi kuwa na kitalu cha miche kwa ajili ya kupanda miti msimu unaofuata.

Vikundi Vidogo vya TIST vinatakiwa kupanda 'idadi sahihi' ya miti kuzunguka nyumba zao, kando ya uzio, iliyochanganywa na mazao shambani mwao, n.k.

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Je! Klasta Nzuri Ifanye Nini?

Klasta inapaswa kufanya uchaguzi kila baada ya miezi 4 ili kuchagua Mtu wa Uwajibikaji ambaye atazunguka kupitia nyadhifa hizo.

Klasta inapaswa kukutana kila mwezi kwa ajili ya mafunzo, kushiriki mbinu bora, usambazaji wa Jarida la Habari Moto Moto, malipo, na mambo mengine.



Picha 2: Mkutano wa mwezi wa Klasta, Gairo, Mei 2024

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Tunaunda nini?

- 1) Tunaunda kazi ya timu—kwa kufanya mambo kwa kufanya kazi kama timu.
- 2) Tunajenga Uwezo-tunaunda shirika, nguvu, na mfumo ambao ni imara.
- 3) Tunafanya mambo yanayotufurahisha-tunaona matokeo, tunatimiza mambo makubwa ambayo tunafurahia
- 4) Tunafanya mambo yanayoleta matokeo makubwa-matokeo makubwa ya upandaji miti. matokeo makubwa katika Kilimo Hai na matokeo makubwa kutokana na miradi na biashara zingine tunazofanya.
- 5) Tunatumia gharama ndogo za Utawala, lakini tunapata matokeo makubwa

MAADILI YA TIST

- 1) Sisi ni Waaminifu
- 2) Sisi Tunatoa Taarifa Sahihi
- 3) Sisi ni Wawazi
- 4) Sisi Tunatumikiana
- 5) Sisi ni Wawajibikaji
- 6) Bajeti Ndogo, Matokeo Makubwa

Tunafanya Nini?

- 1) Tunapanda aina mbalimbali za miti itakayodumu kwa muda mrefu.
- 2) Tunafanya mambo kuboresha afya zetu.
- 3) Tunafanya Kilimo Hai.
- 4) Tunafanya miradi na biashara zingine.
- 5) Tunafanya biashara ya hewa ya kaboni.

UTAMBULISHO WA MTUMISHI WA KLASTA (CLUSTER SERVANT)

Tunamtambulisha **Mtumishi wa Klasta SESILIA SABAS** kutoka kijiji cha Kasanda, Mpwago B wilaya ya Kakonko, Alijiunga na TIST mwaka 2021. Yeye ni mkulima kutoka Kikundi cha Mazingira Kasanda chenye namba ya TIST TZV14 Sabas 2003.

mkulima kutoka kikundi cha, TIST Alijiunga na TIST mwaka 2023.

Elisia anatumikia Klasta tano (5): Kasanda, Bukiliro, Katanga, Kakonko Mjini na Kanyonza. Ana Uzoefu wa Upimaji (kuhesabu miti) Kuhamasisha na Kuviunganisha Vikundi Vidogo Vidogo vipya na kuvisajili kwenye Mpango wa TIST Kuhamasisha usihaji wa miti na matunda katika vikundi.

Ikiwa una maswali yoyote, au unahitaji usaidizi jinsi ya kujiunga na Mpango wa TIST. unaweza kuwasiliana nave kupitia



Picha 3: Mtumishi wa Klasta Sesilia Sabas kutoka Kasanda, wilaya ya Kakongo