



REPUBLIC OF UGANDA

MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT

UGANDA WOMEN ENTREPRENEURSHIP PROGRAMME (UWEP)

ENTERPRISE DESK APPRAISAL FORM

(To be completed by the Desk Appraisal Team)

1. GROUP NAME _____

2. ENTERPRISE DESCRIPTION: _____

3. COMPONENT: (i.e. Skills Development or Women Enterprise Fund) _____

4. SECTOR: (tick appropriate)

- a) Agriculture
 - b) Forestry and Fishing
 - c) Manufacturing
 - d) Water supply
 - e) Wholesale and retail trade
 - f) Transportation and storage
 - g) Accommodation and food services
 - h) Information and communication.
 - k) Financial and Insurance services
 - j) Education
 - i. Health and social work activities
 - l) Arts, entertainment and recreation
- Others Specify _____

2. ENTERPRISE LOCATION:

Village/Cell: _____

Parish/Ward: _____

Sub-county/TC/Division: _____

District: _____

3. DATE OF DESK APPRAISAL MEETING: _____

REQUIREMENTS: Each enterprise file submitted for Desk Appraisal by STPC should have the following:

- *Copy of the Enterprise Interest Form (EIF);*
- *Copy of Enterprise Application Form (EAF) duly completed (with a complete list and a group photograph of the direct/primary beneficiaries),*
- *Business plan;*
- *Copy of individual forms of direct beneficiaries in the group;*
- *Original copy of the Extended Participatory Rural Appraisal report with attendance lists;*
- *Copies of minutes of the group planning meetings on electing leaders and account signatories;*
- *Valid Land Agreements/Guarantees in case the enterprise requires land.*

4. ELIGIBILITY CRITERIA

- (i) Is there documented evidence of women participation in the needs identification and planning processes at the community level (EPRA Report, community minutes, attendance lists etc.)?
 Yes [] No [].
- (ii) Is there documented evidence that the beneficiary selection was done by the recommended committee comprising of technical Staff at the Sub-County, Women Councils, Local Councils, Sector experts (Production officers, Commercial officers, Agricultural officers) and in line with the Programme Guidelines?
 Yes [] No [].
- (iii) Is the Enterprise Application form duly completed (including a groups photograph of all beneficiaries)
 Yes [] No [].
- (iv) Are the intended beneficiaries the **target group** of the Programme? (Those who benefit from Youth Livelihood Programme(YLP) and Social Assistance Grant for Empowerment(SAGE) should not be targeted)
 Yes [] No []
- (v) Is the group size **between 10-15 members** as per the Programme Guidelines?
 Yes [] No [].
- (vi) Is the proposed enterprise in line with the Laws of Uganda?
 Yes [] NO [].
- (vii) Is the enterprise cost within the **funding ceilings** of 12.5m as set under the Programme?
 Yes [] No [].
- (viii) Does the proposed enterprise have a sound **Business Plan**?
 Yes [] No [].

- (ix) Does the Women Group have a **recommender** from within their Community?
 Yes [] No [].

5. APPRAISAL CRITERIA

CRITERIA	SCORE (Tick against the score)		
A. ENTERPRISE APPRAISAL (On a scale of 0-1, where: "0" means NO and "1" Yes)			
(i) Is the enterprise consistent with the national, sector and district priorities?	0	1	
(ii) Can the relevant ministry/department provide any needed technical support to ensure sustainability of the enterprise (<i>Verify with the relevant department</i>)	0	1	
(iii) Is the enterprise likely to benefit the poor/unemployed women? (<i>viability analysis</i>)	0	1	
(iv) Does the enterprise site permit easy access for all beneficiaries without limitation or impediment? (<i>Assess location and land ownership issues if any</i>)	0	1	
(v) Is the technology simple enough to be manageable by the women in the group?	0	1	
(vi) Is the enterprise viable?	0	1	
(vii) Does the group have experience in the proposed enterprise?	0	1	
B. ENVIRONMENTAL APPRAISAL (Using the environmental checklist)			
(i) Is the proposed enterprise environmentally sound?	0	1	
TOTAL SCORE (0 to 8)			

6. OVERALL ASSESSMENT

Assessment	Criteria	Tick as appropriate
Recommended for funding when both the criteria are fulfilled.	<ul style="list-style-type: none"> ■ If the answer to all the questions in section 6 (Eligibility Criteria) is "YES" ■ If the overall score for section 7 (Appraisal Criteria) is ≥6 (above 70%) 	
Deferred when any one of the criteria is not fulfilled.	<ul style="list-style-type: none"> ■ If the answer to any of the questions in section 6 (Eligibility Criteria) is "NO". ■ If the overall score for section 7 (Appraisal Criteria) is less than 6 (less than 70%) ■ If the enterprise requires changes in certain areas. 	

7. APPRAISAL TEAM

NAME	DESIGNATION	SIGNATURE	DATE
1.			
2.			
3.			
4.			
5.			