



THE REPUBLIC OF UGANDA

**MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT**  
**UGANDA WOMEN ENTREPRENEURSHIP PROGRAMME (UWEP)**  
**WOMEN ENTERPRISE REVIEW CHECKLIST**  
**FOR SUBCOUNTY TECHNICAL PLANNING COMMITTEE (STPC)**

**DESCRIPTION**

This checklist is intended to enable the Sub-County Technical Planning Committee (STPC) to review and approve proposals submitted by women groups to benefit from the programme. It provides information/requirements that the members of STPC need to look out for while reviewing and approving the proposals.

**A: ENTERPRISE INFORMATION**

Name of Enterprise	
Component (Enterprise Fund and Capacity and Skills Development)	
Budget (UGX.)	
District	
County/Municipality	
Sub-county/TC/Division	
Parish / Ward	
Village/Cell	
Date of Review	

**TICK THE APPROPRIATE**

Recommended for Approval:

Deferred:

**B: ENTERPRISE REVIEW DETAILS**

SN	ITEM	AVAILABILITY (YES/NO/NA)	COMMENTS/REMARKS
1	Copy of the Enterprise Interest Form (EIF)		
2	Original copy of the Report of Community Participatory Meeting ( <i>with attendance lists</i> )		
3	Original copy of the Enterprise proposal/application form (with complete enterprise information, budget and Business Plan)		
4	Realistic Budget: <ul style="list-style-type: none"> <li>- <i>Appropriate items</i></li> <li>- <i>At least 80% on core inputs</i></li> <li>- <i>Realistic costing of items</i></li> <li>- <i>Correct calculations</i></li> </ul>		
5	List, contacts of group members and a group photograph.		

SN	ITEM	AVAILABILITY (YES/NO/NA)	COMMENTS/REMARKS
6	Original copy of the desk appraisal form: ( <i>Appraisal team of at least 3 members of relevant technical expertise</i> )		
7	Original copy of the field appraisal form ( <i>Appraisal team of at least 3 members of relevant technical expertise</i> )		
8	Valid Land Agreements/Guarantees in case the Enterprise requires land ( <i>standard land agreement form</i> )		
9	Does the group integrate special interest groups?		
10	Compliance with environmental and social safeguards guidelines: <ul style="list-style-type: none"> <li>- <i>Environmental effects identified</i></li> <li>- <i>Environmental preventative measures identified</i></li> <li>- <i>Environmental preventative measures planned/budget for</i></li> </ul>		
11	Viability and sustainability: <ul style="list-style-type: none"> <li>- <i>Evidence of viability analyses</i></li> </ul>		
12	Accuracy and completeness of Enterprise documentation <ul style="list-style-type: none"> <li>- <i>All forms duly completed(Enterprise forms, Application forms, Desk and Field appraisal forms)</i></li> <li>- <i>All mandatory documents are available in the enterprise file</i></li> </ul>		
13	General compliance with Programme guidelines and procedures <ul style="list-style-type: none"> <li>- <i>Enterprise cycle/approval procedures</i></li> <li>- <i>Sector standards &amp; norms</i></li> <li>- <i>Number of beneficiaries in a group</i></li> </ul>		

**C: CONCLUSION**

1. Overall Recommendation: (i) Recommended for Approval:  (ii) Deferred:

2. Summary of Reasons for Deferment (if Deferred):

(i) .....

(ii).....

(iii).....

3. Corrective Actions Recommended (If Deferred):

(i) .....

(ii).....

(iii).....

*i. This checklist is important in the approval process.  
ii. Each page of this form should be signed by Chairperson and Secretary of the STPC and stamped*

4. Approval of Chairperson & Secretary of the STPC meeting (For & On behalf of STPC members present at the meeting):

Item	Officer (1)-Chairman STPC meeting	Officer (2)-Secretary STPC meeting
<i>Name</i>		
<i>Designation/Position</i>		
<i>Signature</i>		
<i>Date</i>		

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*ii. Each page of this form should be signed by Chairperson and Secretary of the STPC and stamped*