

MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT

NATIONAL SPECIAL GRANT FOR PERSONS WITH DISABILITIES (NSG)

PROJECT REVIEW CHECKLIST

FOR DISTRICT TECHNICAL PLANNING COMMITTEE (DTPC)

A: PROJECT IDENTIFICATION

Name of Project	
Budget (UGX.)	
District	
County/Municipality	
Sub-county/TC/Division	
Parish/Ward	
Village/Cell	
Date of Review	

OVERALL COMMENT
Recommended for Approval: <input type="checkbox"/>
Deferred: <input type="checkbox"/>

B: PROJECT REVIEW DETAILS

SN	ITEM	AVAILABILITY (YES/NO/NA)	REMARKS
1	Sub-county Chief's forwarding letter with a schedule of projects recommended for approval (<i>indicating project, name, category, location, amount and tranche</i>)		
2	Minutes of the STPC projects endorsement meeting (<i>with a schedule of projects recommended for approval</i>)		
3	Original copy of the Report of Community Participatory Meeting (<i>with attendance lists</i>)		
4	Original copy of the Project proposal/application form (with complete project specifications, budget and Business Plan)		
5	Realistic Budget: - <i>Appropriate packages</i> - <i>At least 80% on core inputs</i> - <i>Realistic costing of items</i> - <i>Arithmetic accuracy</i>		
6	List and passport-size photographs and photocopies of national Ids for all beneficiaries		
7	Original copy of the appraisal form: (<i>Appraisal team of at least 3 members of relevant technical competencies</i>)		
9	Valid Land Agreements/Guarantees where need be in case the Project requires land (<i>standard land agreement form</i>)		
10	Disability category sensitive		

SN	ITEM	AVAILABILITY (YES/NO/NA)	REMARKS
11	Compliance with environmental and social safeguards guidelines: <ul style="list-style-type: none"> - <i>Environmental effects identified</i> - <i>Environmental mitigation measures identified</i> - <i>Environmental mitigation measures planned/budget for</i> 		
12	Viability and sustainability: <ul style="list-style-type: none"> - Evidence of viability analyses 		
13	Accuracy and completeness of Project documentation <ul style="list-style-type: none"> - <i>All forms duly completed</i> - <i>All mandatory documents are available in the Project file</i> 		
14	General compliance with project guidelines and procedures <ul style="list-style-type: none"> - <i>Project cycle/approval procedures</i> - <i>Sector standards & norms</i> - <i>Beneficiary targeting</i> - <i>Group size</i> 		

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).....

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

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