

## **TERMS OF REFERENCE FOR SEDIBENG DISTRICT DEVELOPMENT AGENCY**

### **BACKGROUND**

The Sedibeng District Municipality is situated on a periphery of the main economic region of South Africa, the southern part of Gauteng Province. The region has been highly dependent on the steel related industries for years. The region has various opportunities at its disposal ranging from available land, unused industrial infrastructure and many bankable projects that can be undertaken by the Agency on the speed up of economic development and job creation in the region.

The SDM has embarked on the process to establish an independent development body (Development Agency) to drive economic development throughout the region. The establishment of an Agency was identified as a suitable mechanism to ensure that high level projects are successfully implemented in the light of the financial and human resource capacity constraints of the various local authorities .The Agency is not going to replace the LED in the district. The LED will also play its role on the formulation of policies and the Agency will *implement* those policies.

## **2.PROJECT LIFE CYCLE**

### **Initiation**

This stage will consists of the compilation of the ToR , consultation and the approval thereof .It will also include the process relating to the request for proposal and final appointment of the service provider . Thereafter the steering committee will meet with the service provider to discuss the project process plan, schedules of meetings and way forward.

**There are five phases that need to be followed on the establishment of an Agency.**

### **(1)Pre funding phase ie Shift Impact Assessment Phase**

Obtain a political buy in.

Complete a concept document.

Submission to IDC or DBSA and receive comments.

Approval of grant funding.

Identification of a project driver.

### **(11) Pre establishment phase**

Public commentary period

Establish legal entity.

Prepare internal and external plan.

Compile business plan.

Identify CEO.

Develop operational procedures.

### **(111) Establishment Phase ie Feasibility Report Phase**

Appoint CEO.

Staffing.

Project Planning.

### **(iv) Operational Phase –Company Registration**

Finalisation of the outstanding requirements such as appointment of Board of Directors.

Programme and project implementation

### **(v) Exit Phase**

Final evaluation and IDC withdrawal

## **ORGANIZATIONAL SCOPE**

The project steering committee will be chaired by Sedibeng Executive Mayor, and comprise of 3 Mayors from our Local Municipalities ,All 4 MMC's for LED , all LED managers ,COO and Director in the office of the Mayor.

## **COMMUNICATION PROCESS**

Progress reports will be submitted to the project steering committee.

The project steering committee will then report to council.