**TERMS OF REFERENCE**

**FOR THE**

**LOCAL ECONOMIC DEVELOPMENT COMMISSION**

1. **Background:**

The Government of Botswana has made a strategic choice to use Local Economic Development as a vehicle for transforming cities, towns and rural areas into viable economic entities through identifying and harnessing resources and opportunities needed for stimulation of sustainable economic development.

Whereas the country has progressed in LED implementation at various levels, this has been so without a clearly defined policy, legislation, regulation or guidelines. The establishment of a LED Commission by BALA will allow a systematic adaptation of the LED concepts, principles, processes, tools and techniques by the Local Authorities and provide a structured approach towards effective and efficient institutionalisation of LED.

1. **Justification for the Establishment of the LED Commission:**

The purpose of LED is to build the capacity of a local economy to achieve development of the right kind which is premised around rapid economic growth, employment creation, eradication of poverty and liveable environment. By its nature, LED requires decentralised development management; it is concerned with building endogenous capacity of local communities, local institutions, enterprises and civil society to act collectively in building inclusive economies. Local Authorities are therefore challenged to create an enabling environment (such as through affirmative action, bye- laws and policies) for LED to bring about the desired change of *“Prosperity for All”.*

1. **The purpose of the Commission is to:**

* Advice the Councils on issues relating to LED.
* Mobilise and actuate communities for social and democratic action as to confront challenges facing them.
* Ensure development of a comprehensive strategic planning process that takes into consideration context specific resources and the competitive advantage of the locality.
* Ensure local ownership, design and delivery of LED amongst the various Local Authorities
* Promote partnerships through inclusive participation of all stakeholders in the implementation of LED at the local level.
* Ensure effective coordination of national priorities such as Economic Diversification Drive, Poverty Eradication, National Human Resource Development Strategy and many others as platforms for achieving LED.
* Promote Public Private Partnerships as alternative avenues for delivery of major infrastructure projects and service delivery by Local Authorities.
* Advice and provide periodic reporting to BALA on matters relating to LED.
* To provide strategic oversight in relation to programming of LED at BALA secretariat.

1. **OBJECTIVES**

* To create a robust and sustainable LED framework to guide LED functions in LAs.
* To contribute towards the creation of sustainable jobs within Local Economies thus reducing poverty.
* To increase participation of the local citizenry in the economic spectrum of localities
* To enhance environmental competitive advantages of localities.

1. **MANDATE**

To take BALA & Council to the people

The key functions to be performed by this Commission are as follows:

* Advice the LAs on possible LED direction in various localities.
* Monitor and evaluate the current trends in the implementation of LED in Botswana
* Identify challenges and opportunities and develop Policy Briefs aimed at addressing such challenges.
* Engage relevant decision making bodies such the Ministry of Local Government and Rural Development, Parliament and others for appropriate programming and policy review.
* Commission research and documentation to inform advocacy and lobbying on LED.
* Inform or advice direction of public education in order to cultivate popular participation and demand driven LED initiatives
* Facilitate benchmarking to learn best practice models on LED Nationally, Regionally and Internationally.
* Do Advocacy on financing of LED activities.
* Provide oversight role in the implementation of LED initiatives and activities in the localities.
* Embark on social and community mobilisation
* Assist communities to implement LED and empowerment programmes

1. **Membership of the Commission:**

The membership will be drawn from amongst Councillors, Council officials, community and the private sector in accordance with the constitution and the in accordance with Constitution of BALA.

The Botswana Association of Local Authorities will be the Secretariat of the Commission and or appoint appropriate secretary. In addition, expert advice will be sought from relevant organizations.

1. **Role of Chairperson**

The Chairperson of the Commission shall be elected in accordance with the provisions of the Constitution of BALA.

The Chairperson shall;

* Direct proceedings during meetings
* Convene meetings
* Provide guidance and leadership to the commission

**8. Meetings**

The Commission shall meet quarterly or as and when need arises.

**9. Decision making**

Decisions shall be made through consensus.

**10.** **Operation of the Commission**

1. The Commission shall act at all times in accordance with the constitution of BALA, the Local Government Act of 2012 and within the parameters of all Laws of the Republic of Botswana.
2. The Commission shall form a quorum when simple majority of the total Membership of the Commission is present.

c) If the Chairman is absent from the meeting, the Vice Chairman shall preside, if they are both absent then the members present will determine among themselves, who will preside.

1. The resolutions of the Commission shall be on the basis of a simple majority.
2. **Review of the Terms of Reference**

BALA will review the terms of reference of the Commission from time to time as the need arises.

1. **Winding Up of the Commission**

The Commission will stand dissolved when the Executive Committee of BALA is dissolved at the biennial elective National Conference and similarly, the Commission will be elected not more than ninety days after the biennial elective Conference.