



CHIEF DIRECTORATE SUPPLY CHAIN MANAGEMENT

TO : WHOM IT MAY CONCERN

FROM : CHIEF DIRECTOR SUPPLY CHAIN MANAGEMENT

**RE : LETTER OF REFERENCE FOR WORK COMPLETED: LEKOKO CONSULTING:
WORK-STUDY ON SUPPLY CHAIN PROCESSES IN THE NORTH WEST
DEPARTMENT OF HEALTH**

- Lekoko Consulting commenced with the process of reviewing the organisational structure of the Supply Chain Management (SCM) unit of the North West Province's Department of Health from 19 August 2021 until 31 October 2021 after a service level agreement was signed, following the open bidding process. The amount of the project was R992 500.00

The following were carried out successfully, on time, and in a satisfactory manner:

- 1) Developed the SCM organisational structure from a review process, in line with the regulatory framework determined by National Treasury, the Department's strategic objectives, and the SCM operational and performance gaps identified by the Auditor General;
- 2) Mapped and documented SCM business processes, and determined SCM headcount based on their workload;
- 3) Developed job descriptions matching the SCM organisational structure, and in line with the Public Service prescripts;
- 4) Conducted skills audit of all existing SCM employees, and provided appropriate report to facilitate their placement into the revised structure; and

- 5) Provided report and advise on the implications of the reviewed SCM organisational structure on policies, service standards, processes, procedures, work tools, and the training required to enable staff to operate the SCM system of the Department.

Based on the extent of knowledge, the quality of facilitation of consultative sessions, and the timely delivery of milestones and their associated reports, I would strongly recommend Lekoko Consulting for carrying out the above or similar work for any government department, public entity, and the private sector entities across the country.

Regards,



MS F TSIMANE

CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT

DATE

202207202

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