



GAUTENG PROVINCE

CO-OPERATIVE GOVERNANCE AND
TRADITIONAL AFFAIRS
REPUBLIC OF SOUTH AFRICA

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To whom it may concern,

REFERENCE LETTER FOR SUCCESSFULLY EXECUTED WORK: LEKOKO CONSULTING

MANAGE THE ORGANISATIONAL STRUCTURE AND INSTITUTIONAL REVIEW PROCESS FOR MERAUFONG CITY LOCAL MUNICIPALITY (REAGA MERAUFONG BOSWA)

1. The Department of Cooperative Governance and Traditional Affairs (COGTA) appointed the Lekoko Consulting PTY (LTD) to manage the Organisational Structure and Institutional Review process for Merafong City Local Municipality.
2. The objectives of the project were to undertake an Organisational Structure review and design, develop a Service Delivery Model (SDM) and provide Change Management Mechanisms and key strategies to reinforce change. This was achieved through the following:
 - 1) Ensuring alignment between the Strategy, the SDM and Organisational Structure;
 - 2) Ensuring that the SDM and Organisational structure enable service delivery and performance of the Municipality;
 - 3) Reducing the costs of the structure to be aligned to the affordability of Merafong.
 - 4) Providing Change Management support for the duration of the project and setting-up mechanisms for change implementation;
 - 5) Conducting an Employee Validation exercise to identify ghost employees at Merafong; and
 - 6) Conducting Skills Transfer workshops on Organisational Design approaches, employee validation and change management strategies.
3. For the benefit of the Municipality CoGTA is thankful that Lekoko Consulting further availed their services for a period of 12 months from date of project closure to clarify all documentation produced during the Project at no additional cost.

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4. CoGTA would like to recommend the service provider for similar initiatives without any reservations.
5. **Total staff number:** 950
6. **Duration of project:** 19th April 2021 to 25th April 2022
7. **Contract amount:** R4 000 000 .00
8. **Delivered work:** Satisfactory
9. **Contact person:** Ms. Futhi Kgwe fane: Director: Municipal Institutional Support
10. **Contact details:** 079 8799288;Email: Nomathemba.Kgwe fane@gauteng.gov.za



SBONGA CHONCO (MR)
DIRECTOR: SUPPLY CHAIN MANAGEMENT
DATE: 09 April 2026