



**OTS, AHEAD OPERATIONS
EASTERN UNIVERSITY, SRI LANKA.**

**Research Innovation and Commercialization (RIC-R3) Project funded by The World Bank
Computerization/ Digitization and Documentarization of Manuscripts Collections in
Tamil with the Special Reference to the Eastern Part of the Island**

**Post: Expression of Interest for a Consultant for Digitalize and Computerize the
Materials and Upload in the Web.**

The Operational Technical Secretariat (OTS) of the AHEAD Operations of the Eastern University, Sri Lanka invites eligible individual Consultant for Digitalize and computerize the materials and upload in the web. Interested consultants must provide information indicating that they are qualified to perform the services through the submission of the expressions of interest along with updated CV.

Proposed Tasks and deliverables:

- A. Digitize the collected palm leaf manuscripts
- B. Build E-Repository collections for Palm leaf manuscripts
- C. Developing appropriate categories in the repository
- D. Provide training to staff
- E. Monitor the content uploading to the e- repository collection
- F. Make available the e-repository to access through online with suitable credentials
- G. Jointly working with Faculty of Arts and Culture and other consultant to develop sustainable plan and policy for future maintenance of Palm Leaf Manuscripts and Digital repository

Required qualifications & experience

Consultant should have a Master's Degree in Library and Information Science and at least 6 years of experience in academic librarianship. In addition the consultant should have experience in building e-repository using DSpace software. Consultancies provided in national level projects will be an added advantage. Fluency in Tamil and English is required.

Selection procedures: ICC selection procedure will be followed.

Duration of the Consultancy: The contract will run for fourteen months from the date of signing the contract.

Remuneration: A consultancy fee of LKR. 250,000. 00.

- 10% of the total value will be paid upon the submit plan of Consultant.
- 50% of the total value will be paid after submitting of the draft version of the said objectives.
- Balance 40% of the total value will be paid as time based on successful completion of the key tasks mentioned above and submission of the final report to the satisfaction of the Coordinator, AHEAD-RIC Project, Department of Languages, Faculty of Arts and Culture, EUSL.

Method of Appointment:

The CV Evaluation Committee reviews the received applications and Selection of Consultant based on the Experience and Qualifications of Candidates.

Updated CV must be delivered by email to: ots@esn.ac.lk and kennedy@esn.ac.lk on or before 17th October 2021.

**Director
OTS AHEAD Operations
Eastern University, Sri Lanka
15th September 2021.
Phone: 065 205 9393.**