



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

**Research Innovation and Commercialization (RIC-R3) Project funded by the World Bank for
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 Consultant for cataloguing palm leaf manuscripts

The Operational Technical Secretariat (OTS) of the AHEAD Operations of the Eastern University, Sri Lanka invites eligible individual Consultant for cataloguing palm leaf manuscripts. 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:

1. Tagging the Palm Leaf manuscripts.
2. Accessioning the Palm leaf manuscripts (both physically collected and collected as image).
3. Classifying the Palm Leaf Manuscripts.
4. Prepare Mete data in XML format or any other format which can be compatible for Dspace.
5. Jointly working with Faculty of Arts and Culture and another consultant to develop sustainable. Plan and policy for future maintenance of Palm Leaf Manuscripts and Digital repository.

Rrequired 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 classification and enough research publication related to the documentation of Palm leaf manuscripts**. **Fluency in Tamil and English is required**.

Selection procedures: ICC source selection procedure will be followed.

Duration of the Consultancy: The contract will run for (1 Year) Twelve Months from the date of signing the contract.

Remuneration: Total consultancy fee of LKR. 100,000.00.

Method of Application:

Procurement method is IC-C, CV Evaluation Committee reviews the received applications and Selection of Consultant based on the Experience and Qualifications of Candidates.

Updated CV must be send by email to: ots@esn.ac.lk and kennedy@esn.ac.lk before 31st April 2021.

**Director
OTS AHEAD Operations
Eastern University, Sri Lanka
24th March 2021.
Phone: 065 205 9393.**