



DEPARTMENT OF NATIONAL ARCHIVES
Invitation for Bids
Individual Consultant (Researcher and Writer)

Assignment Title: Selection of an Individual Consultant (Researcher and Writer)

Assignment Number: DNA/9/7/3

The **Department of National Archives of Sri Lanka** is pleased to invite talented and passionate researchers and writers to assist in our 125th anniversary publication to celebrate an important milestone in our history. The applicants should have a honours degree in history, be fluent in English, have published academic articles and demonstrate the ability to write using theoretical concepts related to modern history.

The “Terms of Reference” and “CV Format” are available on our website www.archives.gov.lk. All interested parties are informed that all documentation shall be in the English Language.

Interested consultants may obtain clarifications from Senior Archivist Ms. C.C.K. Weliana by contacting via phone numbers +94 715307986 or +94 112696917 or by e-mail: welianga.c@archives.gov.lk.

Interested individual consultants should provide information demonstrating their qualifications and relevant experience as required in the TOR.

All requested information must be delivered no later than **15.00 hrs.** on or before 6th April 2026 either: (i) hand delivered to Senior Archivist Ms. C.C.K. Weliana or (ii) by registered post to the below-mentioned address.

Please mark clearly on the top left hand corner of the envelope "**Individual Consultant (Researcher and Writer) No: DNA/9/7/3**".

Director General National Archives
Department of National Archives
No. 07, Philip Gunawardena Mawatha,
Colombo 7
23.03.2026



Department of National Archives

Terms of Reference (ToR)

for

Selection of an Individual Consultant (Researcher and Writer)

Implementing Agency:	Department of National Archives
Location:	Department of National Archives, Colombo 07
Name of project:	Publication to Mark 125 th Anniversary of National Archives
Contract Type:	Individual Consultancy Contract
Languages Required:	English and either Sinhala or Tamil
Project Completion Time:	8 Months
Contract No:	DNA/9/7/3
Application deadline:	1500 hrs on 6 April 2026

1. Background

1.1 The Department of National Archives was established in 1902 and is governed by the National Archives Law No. 48 of 1973, as amended by the National Archives (Amendment) Act No. 30 of 1981. The National Archives houses various documents, including records created in Sri Lanka by the Dutch and the British, public records created after independence, the legal deposit of all publications including newspapers in Sri Lanka and collections of documents of historical value of individuals and institutions etc. In 2027, the National Archives will be celebrating its 125th Anniversary.

2. Objectives of the consultancy

2.1 The National Archives wishes to publish a coffee table book featuring the important documents deposited in its repositories in order to celebrate its 125th Anniversary. The book must be written using archives and other documents deposited at the Sri Lanka National Archives dating back to the year 1640, highlighting the more significant material deposited over the years. It must be written in a manner that is easily accessible to a lay reader and focus on the importance of archives and other documents to the people.

2.2 The proposed book is expected to be released by December 2026. The dedicated contribution of an individual consultant is essential to assist the chief editor, the Director General National Archives, in the writing of this book. It is essential that the resource person has completed, at the minimum, an honours Bachelor's degree in History in the English medium. He/she should have a good command of the English

language and should write the book with new perspectives and understandings of theoretical concepts of modern history.

3. Scope of Work

3.1 The consultant will work closely with a Senior Archivist and the Director General National Archives to research, write, and compile content for the coffee table book. This will involve reviewing and selecting significant archival materials housed in the National Archives repositories, including records dating back to 1640, such as records created during the Dutch and British periods, post-independence public records, the legal deposit, newspapers, and private collections of historical value.

3.2 The consultant will craft compelling, accessible narratives around these materials, ensuring the content is written in clear English that can be understood and appreciated by a general lay audience, while incorporating new perspectives and theoretical frameworks drawn from modern historical scholarship.

3.3 The consultant will deliver the completed manuscript in five equal instalments, each representing 20% of the total written work, culminating in a fully written manuscript ready for publication by December 2026. Upon completion of the manuscript, the consultant will liaise directly with the book designer and printer to review and approve final design proofs, ensuring that the visual presentation of the content meets the editorial and aesthetic standards of the publication.

3.4 The consultant will thereafter carry out a comprehensive final proofreading of the complete book prior to it going to print, checking for accuracy, consistency, and quality of language throughout. All deliverables must reflect a coherent editorial vision as guided by the Director General National Archives as chief editor, and must highlight the broader significance of archival preservation to the people of Sri Lanka.

4. Profile of the possible candidate

- Be able to promote the vision, mission, and strategic goals of the Sri Lanka National Archives
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Excellent writing skills in English and ability to read in either Sinhala or Tamil.
- Strong historical research skills
- In-depth knowledge of early modern and modern Sri Lankan history
- Detail-oriented, resourceful and diligent
- Copy-writing and proof reading skills
- Ability to work skillfully with collaborative digital files
- Knowledge of standard referencing styles
- Strong time management and organisational skills.

- Sound judgment and problem-solving skills.
- Proactive and the ability to work with little supervision.
- Ability to prioritize tasks and manage multiple priorities simultaneously.

5. Qualifications and Experience

Consultants must provide proof of the following -

5.1 Must have completed a Bachelor's (Honours) degree in History or Master's degree in History with a specialisation in Sri Lankan history in the English medium

5.2 Must have published historical research articles in English in indexed peer-reviewed publications and/or other publications.

5.3 Must have worked as a research assistant or similar capacity for at least 2 years.

5.4 Must have a good style of writing in the English language as demonstrated by publications.

6. Deliverables and Timeline

The following deliverables shall be completed in a manner acceptable to the Department of National Archives. The total duration of the assignment is eight months.

Items	Details	Due date
Inception report and work plan	(a) Become familiar with National Archives and the requirements of the 125th Anniversary publication - understand clearly the role and expected outcomes of the assignment. (b) Prepare a detailed activity plan	Contract award date + two weeks
Delivery of 20 per cent of text (x 5 instalments)	Conduct comprehensive research and submit written text in five instalments of 20 per cent of the total manuscript	First instalment due 4 weeks after acceptance of inception report; subsequent instalments due at 4-week intervals thereafter.
First draft submitted to Sri Lanka National Archives	Liaise with the publisher/printer selected by the National Archives on the inclusion of images and text; proofread the draft publication.	2 months after completion of final text instalment

Items	Details	Due date
Finalising manuscript for publication	Liaise with the publisher/printer to finalise text for publication.	2 weeks after first draft approval

7. Selection Process

Each application will be assessed by the Department Consultants Procurement Committee and shortlisted candidates will be called for an interview if necessary.

8. Payment Terms and Conditions

Payments are made on satisfactory delivery of each instalment of 20 per cent of the total text and other tasks as in number 6 above. The work must be carried out continuously for a period of eight months at the National Archives. It is mandatory to refrain from making any documentary information or copies provided by the Department of National Archives for this work available to any other party.

The performance of the individual consultant will be subjected to a performance review every three (3) months. In the event of performance issues the Department of National Archives reserves the right to terminate or renegotiate for replacement at any time.

9. Engagement Model

The initial individual consultant contract will be for eight months, part time, with extension based on requirement and performance of the individual consultant.

10. Reporting

The individual consultant would report to the Senior Archivist in charge of the project or the Director General National Archives.

Dr. Nadeera Rupesinghe
 Director General National Archives

CURRICULUM VITAE (CV)

Individual Consultant (Researcher and Writer)

DNA/9/7/3

{Notes shown in brackets { } in italic should not appear on the final document to be submitted}

Position /Title/Consultancy	Individual Consultant (Researcher and Writer)
Name of Consultant	<i>{Insert full name}</i>
Date of Birth	<i>{day/month/year}</i>
Address	
ID Number	
Country of Citizenship/Residence	

Education: *{List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained and attach copies }*

.....
.....

Employment record relevant to the assignment: *{Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, contract amount, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references.}*

Period	Employing organisation and your title/position. Contact information for references	Summary of activities performed relevant to the Assignment

(Please note that samples of work/proof including documentation and links to previous work need to be submitted)

Research Publications (indicate work published in indexed/peer-reviewed publications and provide relevant links where available):

- i.**
- ii.**
- iii.**
- iv.**

Language Skills (indicate only languages in which you can work):

.....

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
Archival research into early modern and modern Sri Lankan history	
Copy writing on historical topics for a general lay audience, incorporating new perspectives and theoretical frameworks of modern history	
Creative engagement with archival materials, including selection and contextualisation of significant items for a coffee table publication	
Liaison with printer on integration of images and text, layout review, and proofreading of draft publication	
Final proofreading and manuscript finalisation for print, ensuring accuracy, consistency, and quality of language throughout	
Digital collaborative skills, including remote coordination with the chief editor, publisher, and printer	

Expected fees and other charges by the consultant

Cost Component	Number of Months	Total (LKR)
Delivery of 20 per cent of text (1st instalment)	01	
Delivery of 20 per cent of text (2nd instalment)	01	
Delivery of 20 per cent of text (3rd instalment)	01	
Delivery of 20 per cent of text (4th instalment)	01	
Delivery of 20 per cent of text (5th instalment)	01	
First draft submitted to Sri Lanka National Archives	02	
Finalising manuscript for publication	0.5	
Other charges		
Total		

(Payment will be made on deliverables as mentioned in the ToR)

Consultant's contact information: (e-mail, phone....., address.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client.

Name of Consultant:

Signature:

Date: {day/month/year}