



DEPARTMENT OF NATIONAL ARCHIVES

Invitation for Bids

Individual Consultant (Book Designer)

Assignment Title: Selection of an Individual Consultant (Book Designer)

Assignment Number: DNA/9/7/3

The **Department of National Archives of Sri Lanka** is pleased to invite talented book designers to assist in our 125th anniversary publication to celebrate an important milestone in our history. The applicants should have a degree or professional diploma in graphic design, visual communication, or a related discipline, or demonstrate equivalent professional experience of over ten years, have a portfolio demonstrating at least ten completed book or publication design projects, of which at least three must be an illustrated or coffee table format of a cultural/historical/social science subject, have excellent writing skills in English and have a minimum of five years of professional experience in print publication design.

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 26.10.2026 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 (Book Designer) No: DNA/9/7/3**".

Director General National Archives
Department of National Archives
No. 07, Philip Gunawardena Mawatha,
Colombo 7
12.10.2026



Department of National Archives

Terms of Reference (ToR)

for

Selection of an Individual Consultant (Book Designer)

Implementing Agency:	Department of National Archives
Location:	Department of National Archives, Colombo 07
Name of project:	Publication to Mark 125th Anniversary of National Archives
Contract Type:	Individual Consultancy Contract
Project Completion Time:	6 Months
Contract No:	DNA/9/7/3
Application deadline:	1500 hrs on 26.10.2026

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 records 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 draw on archival materials dating back to the year 1640, highlighting significant holdings and making them accessible to a general lay reader in a visually compelling format.

2.2 The proposed book is expected to be released by June 2027. An individual consultant with professional expertise in book and publication design is required to design, lay out, and produce all final print-ready files for this publication, working under the editorial direction of the Director General National Archives, who serves as chief editor.

3. Scope of Work

3.1 The consultant will work closely with the Senior Archivist, the Individual Consultant (Researcher and Writer), and the Director General National Archives to design the coffee table book of approximately 300 pages from concept to print-ready output. This includes layout, image placement, colour management, and production of final files.

3.2 The consultant shall first develop a design template — covering cover pages, overall layout, grid, typography, colour palette, image treatment, and chapter structure — and submit it to the Director General National Archives for review and written approval before any further layout work commences. No section of the book shall be laid out until this template has been formally approved.

3.3 Following template approval, the consultant shall lay out the manuscript in instalments corresponding to the text delivery schedule of the Researcher and Writer consultant. Each instalment of laid-out pages shall be submitted to the Director General National Archives for editorial review and correction before being finalised.

3.4 The consultant shall ensure accurate and high-quality reproduction of archival images and documents, working with scans and digital files supplied by the Department of National Archives. All image selection and placement shall be subject to the approval of the Director General National Archives.

3.5 Upon completion of full layout and incorporation of all editorial corrections and proofreading changes, the consultant shall deliver a final complete PDF of the book in print-ready format, meeting the specifications of the printer selected by the Department of National Archives. The consultant shall liaise directly with the printer to ensure file compatibility and resolve any pre-press queries.

3.6 The consultant shall attend pre-press proofing sessions as required and sign off on colour proofs in consultation with the Director General National Archives prior to the book going to press.

4. Profile of the Possible Candidate

- Demonstrated experience in designing high-quality coffee table books or comparable illustrated publications for the last five years
- Strong command of professional design software, including Adobe InDesign, Photoshop, and Illustrator.
- Proficiency in colour management and print production workflows, including PDF/X standards.
- Ability to work with historical archival images and documents, including aged, low-resolution, or complex visual materials.
- Meticulous attention to typographic detail, grid structure, and visual consistency.
- Ability to take and incorporate editorial direction and feedback professionally.
- Strong time management and ability to manage multiple deliverables simultaneously.
- Proactive communicator, able to liaise effectively with the printer, editor, and writer.
- Sensitivity to the institutional and cultural context of a national government publication.

5. Qualifications and Experience

Consultants must provide proof of the following —

5.1 A degree or professional diploma in graphic design, visual communication, or a related discipline, or demonstrate equivalent professional experience of over ten years.

5.2 A portfolio demonstrating at least ten completed book or publication design projects, of which at least three must be an illustrated or coffee table format of a cultural/historical/social science subject.

5.3 Excellent writing skills in English and ability to read in either Sinhala or Tamil.

5.4 Must have a minimum of five years of professional experience in print publication design.

5.5 Must demonstrate working knowledge of print production requirements and pre-press processes, including preparation of printer-ready PDF files.

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 six months.

Items	Details	Due Date
Inception report and design brief	Familiarise with the publication requirements, editorial vision, and archival materials. Prepare a detailed activity plan.	Contract award date + two weeks
Design template submission and approval	Develop and submit a full design template (cover options, layout grid, typography, colour palette, image treatment, chapter structure) for written approval by the Director General National Archives. No layout work to commence until template is formally approved.	4 weeks after contract award
Laid-out pages — instalment 1 (20%)	Layout of first 20% of manuscript, incorporating images supplied by SLNA. Submitted for editorial review.	4 weeks after template approval
Laid-out pages — instalments 2–5 (20% each)	Subsequent layout instalments submitted at four-week intervals, incorporating all editorial corrections from the previous instalment before proceeding.	At 4-week intervals thereafter
Complete assembled draft layout	Full assembled layout incorporating all text and images, submitted for final proofreading and editorial review by the Director General National Archives.	2 weeks after final text instalment
Revised layout incorporating all corrections	Full corrected layout submitted for final approval.	2 weeks after receipt of corrections
Print-ready PDF — final delivery	Final print-ready PDF of the complete book, prepared to the printer's specifications. Liaise with the printer to confirm file compatibility and resolve all pre-press queries.	2 weeks after final layout approval
Pre-press proofing and sign-off	Attend proofing sessions; review and sign off on colour proofs in consultation with the Director General National Archives prior to print.	As required by printer schedule

7. Selection Process

Each application will be assessed by the Department Consultants Procurement Committee (CPCD). Shortlisted candidates will be required to present a relevant portfolio and may be called for an interview. Candidates may be asked to submit a sample layout or concept for evaluation.

8. Payment Terms and Conditions

Payments are made on satisfactory delivery of each milestone as set out in Section 6 above, upon written acceptance by the Director General National Archives. It is mandatory to refrain from making any archival materials, images, documentary information, or copies provided by the Department of National Archives available to any other party. All designed files, working files, and final PDFs produced under this contract remain the property of the Department of National Archives.

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 six 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 (Book Designer)
DNA/9/7/4

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

Position /Title/Consultancy	Individual Consultant (Book Designer)
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 art/design/visual communication college, university or other specialised institution, 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 organisation, titles of positions held, contract amount, types of activities performed and location of the assignment, and contact information of previous clients and employing organisations 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 a portfolio of completed design work including documentation and links to previous publications must be submitted)

Portfolio of Published/Completed Design Work *{List completed book, coffee table book, illustrated publication, or comparable design projects. Indicate the client/publisher, year of publication, and format. Provide links, physical samples, or scanned pages where available.}*

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

Software and Technical Skills *{Indicate only software packages and production tools in which you are professionally proficient}*

.....
.....

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
Development of full design template (cover pages, layout grid, typography, colour palette, image treatment, chapter structure)	
Layout of coffee table book manuscript incorporating archival images and documents in a publication of cultural/historical/social science content	
High-quality reproduction of archival images and historical documents, including aged, complex, and variable-resolution source materials	
Liaison with editorial team to ensure design and content are integrated coherently	
Liaison with printers to confirm file compatibility and resolve pre-press queries	
Preparation and delivery of final print-ready PDF of the complete publication to printer specifications	

Expected fees and other charges by the consultant

Cost Component	Number of Months	Total (LKR)
Design template submission and approval	0.5	
Layout of 25% of publication — 1st instalment	01	
Layout of 25% of publication — 2nd instalment	01	
Layout of 25% of publication — 3rd instalment	01	
Layout of 25% of publication — 4th instalment	01	
Complete assembled draft layout and revisions	01	
Print-ready PDF — final delivery and pre-press liaison	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}