

NOTICE

Consultant - Editing of Institutional Publications and other documents (English)

Background and context:

The Hector Kobbekaduwa Agrarian Research & Training Institute (HARTI) was established in 1972 under Act No. 05 of 1972 and operates as a statutory body under the Ministry of Agriculture. HARTI plays a significant role in the agrarian sector specifically, and in the country's economic development more broadly. With nearly half a century of experience, the institute has been at the forefront of conducting socio-economic research, providing training, and formulating agrarian development policies. Within HARTI's internal structure, the Information & Communication Division has developed targeted, clear, easily accessible, and user-friendly information and data dissemination methodologies. These outputs are tailored to specific user goals and distributed through a wide range of communication channels via highly automated systems. Each year, the institute publishes 5-10 research reports, two issues of the *Sri Lanka Journal of Agrarian Studies*, and an Annual Report, in English.

The Institutional Scheme of Recruitment (SOR) identified two Editors (Sinhala & English). Currently, the English editor is not in the service.

1. Scope of the Consultant and Specific Tasks

The overall purpose of this task is to provide editorial support for all English publications and official documents produced by the Information & Communication Division at HARTI. This includes:

- Ensuring the quality of document
- Editing English Research Reports, Occasional Reports, and other publications of HARTI
- Copy-editing and overseeing the production of the *Sri Lanka Journal of Agrarian Studies*
- Editing the HARTI Newsletter
- Editing proceedings from English seminars and workshops for publication

The tasks can be completed remotely, or office space can be provided as needed.

2. Deliverables

Editing of following documents available during the consultancy period

- 1.1 Research Reports
- 1.2 Sri Lanka journal of Agrarian Studies (by annual)
- 1.3 Annual report
- 1.4 Newsletter
- 1.4 Specific documents requested by the Ministry of Agriculture
- 1.5 Any other document

3. Time Frame

It is expected that the task will be completed within the period of 10th October to 31st December 2024.

4. Requirement

A bachelor's degree from a university recognized by the U.G.C. with English as a subject OR Degree obtained through the English medium with at least three (03) years post qualifying experience in an editing work.

5. Documents to be included when submitting the proposals

- i. Profile of the consultant/CV or organisation profile explaining suitability for the work including relevant experiences
- ii. Expected deliverables and time lines, No. of days required
- iii. Financial Proposal – professional fees for the handling the task (Monthly basis)

Interested applicants are requested to submit an Expression of Interest (EOI) in the form of a brief proposal, along with the required documents. The EOI should be sent to **registrar@harti.gov.lk** on or before **14th October 2024** for prompt selection and commencement of work.

Director / Chief Executive Officer

Hector Kobbekaduwa Agrarian Research and Training Institute

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07/10/2024

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