

Terms of Reference: Framework Agreement for Communication Consultancy Services

1. Background

The Dag Hammarskjöld Foundation (the Foundation), based in Uppsala, Sweden, is an independent, non-governmental organisation established in memory of the second Secretary-General of the United Nations. The Foundation works to advance dialogue, principled policy, and effective practice for sustainable development and peace, with a specific focus on effective multilateralism and the UN system.

The Foundation is seeking to enter into a framework agreement one communication consultants to provide flexible and on-demand communication support. This will serve as interim capacity during the recruitment of a new Strategic Communication Manager and as future and ongoing support for specific events, campaigns, or communications processes.

2. Purpose and Scope of Work

The purpose of the framework agreement is to ensure access to skilled communications expertise on a flexible basis. Assignments may range from a few hours to several days or weeks, depending on the Foundation's needs.

The consultant(s) may be called upon to undertake tasks such as:

- Strategic Communication Support
- Provide strategic communication advice to the Executive Director, communication, programme teams, and management.
- Support development, refinement, and implementation of communication approaches and the development of a communication strategy aligned with the Foundation's Strategic Framework and Annual Work Programme.
- Contribute to policy-influencing communication campaigns and initiatives that highlight the legacy of Dag Hammarskjöld.
- Operational Communication Delivery
- Draft, edit and produce high-quality content for the website, newsletters, reports, speeches, and social media platforms.

- Design communication products (such as flyers, social media visuals, or basic layout of reports).
- Support event communications including promotional materials, outreach strategies, and media handling before, during, and after events.
- Coordinate and advise on media outreach, including press releases and interviews.
- Contribute to the communication aspects of flagship publications and reports in collaboration with programme teams.
- Advisory and Process Facilitation
- Advise and support internal communication processes as required.
- Facilitate communication planning workshops or editorial meetings.
- Monitor trends in digital engagement and communication to recommend improvements.

3. Profile of the Consultant(s)

The selected consultant(s) should demonstrate the following qualifications:

- University degree in Communications, Journalism, Public Relations, or related field.
- Minimum 8 years of relevant professional experience in communications.
- Proven track record in delivering both strategic advice and hands-on communication support.
- Fluency in English (written and spoken)
- Experience working with or within international organisations, preferably in relation to the UN system.
- Alignment with the Foundation's values and mission, and the ability to reflect these in communication work.
- Ability to work independently while remaining responsive and collaborative.
- Availability for short-notice and time-bound assignments.
- This is a consultancy engagement. You will be contracted as an external supplier and therefore need to have a registered business (F-skatt if based in Sweden) and the ability to invoice for your services.

4. Contract Type and Duration

The Foundation intends to enter into a framework agreement valid for 24 months, with the possibility of extension.

Assignments will be issued on a call-off basis and remunerated based on agreed daily or hourly rates.

The consultant is expected to work remotely or from the Foundation's office in Uppsala, depending on the assignment.

5. Application Procedure

Interested consultants are invited to submit the following:

- CV (maximum 3 pages) or company profile.
- Cover letter outlining relevant experience, that demonstrates the qualifications in the ToRs and approach to consultancy work (maximum 1 page).
- Portfolio of up to 3 relevant previous assignments (links or attachments).
- Registered business details (F-skatt if based in Sweden)
- Daily and hourly rate in SEK, Including VAT if applicable.

Submissions should be sent to: recruitment@daghammarskjold.se with the subject line: "Communication Consultant Framework Agreement"

Deadline: November 28, 2025

For questions about this tender, contact: Björn Holmberg, Executive Director
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