



Terms of Reference:

Framework Agreement for Senior Publications and Editorial Consultant

The Dag Hammarskjöld Foundation is seeking a senior publications and editorial consultant to provide editorial leadership, coordination and quality assurance for the Foundation's publications and editorial processes over 24 months with a possibility of extension. The consultancy is established as a framework agreement on a call-off basis, enabling the Foundation to draw on senior editorial expertise for specific assignments as needs arise.

Background

Publications are an important part of the Foundation's Pathways to Impact, contributing through dialogue and knowledge brokering to more constructive multilateralism with an effective UN at its centre. The Foundation produces publications, reports and long-form written outputs that bring together research, practice and policy perspectives for senior UN officials, Member States, experts and partners.

The consultant will support the Foundation in making such publications clear, readable, coherent and accessible to priority audiences, while preserving the substantive integrity and impartial character of the Foundation's work. The consultant is not expected to be a subject-matter expert on the Foundation's thematic areas though knowledgeable of the general field; the Foundation has substantive expertise in-house and through its networks. The role is to provide senior editorial judgement, publication coordination and quality assurance.

Examples of flagship publications and publication streams include the Development Dialogue series, the annual UN Financing Report, the Art of Leadership publications, and publications on Sustaining Peace. Other editorial assignments may include long-form reports, policy papers, dialogue outputs and related written material.

For each assignment under the framework agreement, the Foundation will provide specific Terms of Reference setting out the background, objectives, scope of work, deliverables, timeline, division of roles and reporting arrangements for that assignment.

Objective

The objective of this framework agreement is to strengthen the editorial quality, coherence and readability of the Foundation's publications and long-form written outputs over time, and to provide senior editorial support for specific assignments when required.

Scope of Work

Under the framework agreement, the consultant may be asked to provide editorial assistance to the Communications Team and relevant programme teams, including editing long-form reports and publications, advising on editorial standards, supporting publication planning and coordination, and contributing to other editorial needs as they arise.

The consultant may also provide editorial quality assurance and production support for specific publication processes, including multi-author publications, ensuring coherence of structure, tone, language and presentation for defined audiences.

Specific Assignment - The UN Financing Report 2026

Background

The Financing the UN Development System (UNDS) report is an annual flagship publication of the Dag Hammarskjöld Foundation and the United Nations Multi-Partner Trust Fund Office (MPTFO). It offers independent analysis of funding trends, patterns and systemic challenges in financing the United Nations, and is intended for a high-level international audience.

The 2026 edition will feature thematic chapters, data and trend analysis, and a curated section of expert and policymaker contributions designed to stimulate dialogue on UN financing challenges.

Objective

For this specific assignment, the objective is to support the editorial production of the Financing the UN Development System Report 2026, working closely with the report production team and in line with a specific assignment Terms of Reference.

Scope of Work

For the UN Financing Report 2026, the consultant is expected to provide professional editorial services across the report, including editorial quality assurance, coordination of multi-author contributions, support to structure and coherence, and production support throughout the publication cycle. The consultant is expected to be available for approximately 15-20 days during July and August 2026.

More specific directions, deliverables, timelines and working arrangements will be provided in a specific assignment Terms of Reference for the UN Financing Report 2026.

Required qualifications and experience

Qualifications:

- A university degree in a relevant field such as international relations, political science, journalism, communications, or a related discipline; equivalent professional experience may be accepted in lieu of a degree.
- At least five years of professional experience in editorial work, publications management, or a related function, preferably within or closely related to the UN system or an international policy environment.
- Excellent written English (equivalent to native-level or professional proficiency).

Experience:

- Demonstrated experience managing multi-author publications and providing editorial oversight for international policy reports or similar publications.
- Experience working with or producing content for, audiences that include senior officials and subject-matter experts.
- Strong copyediting skills, and experience managing complex publication processes and production timelines.
- Familiarity with the UN system or multilateral cooperation is an advantage.
- Strong interpersonal skills, sound judgement and ability to engage diplomatically with high-level stakeholders.
- Alignment with the Foundation's values and impartial, independent role.
- Ability to work both independently and collaboratively under tight deadlines.

Management and reporting

The consultant will work under the guidance of the Communications Lead and relevant programme teams. For deliverables related to the Financing the UNDS report, the consultant will report to both the Project Manager and the Communications Lead. Regular check-ins will be held to monitor progress and align on priorities.

Contract Type and Duration

Duration: 24 months, with the possibility of extension. The consultant is expected to be available for approximately 15-20 days during July and August 2026 for the UN Financing Report 2026. Each assignment under the framework agreement will include a separate agreement with more precise Terms of Reference.

Contract Type: Framework agreement on a call-off basis.

Location: Fully remote.

Status: The consultant must have a registered business (or equivalent) and able to invoice.

Application Procedure

Interested candidates are invited to submit the following:

- CV (maximum 3 pages) or company profile.
- Cover letter (maximum 1 page) describing relevant experience, proposed approach to editorial and coordination tasks, and suitability for the role.
- Portfolio of up to three relevant assignments (links or attachments).
- Financial proposal stating hourly or daily rate in SEK (include VAT where applicable).

Submit materials to recruitment@daghammarskjold.se with the subject line: "Editorial Consultancy Framework Agreement".

Deadline:

Two weeks from the date of publication.

Questions:

For enquiries about the tender, contact: Tamara Nordh, Communications Manager

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