

# PUBLIC POLICY CONSULTANT JOB DESCRIPTION



We are looking for associate consultants to join our team. This freelance position is project-based and working hours will vary.

## I. Key Aid Consulting

Key Aid Consulting is an agile international consulting group based in France, with partnerships across the globe. KAC was created in 2017 and has since developed a strong reputation in humanitarian evaluation, adult learning and cash and market-based programming. KAC's services focus on improving assistance to crisis-affected households across the globe. It does so through promoting increased learning and accountability, delivering innovative evaluations, designing customised guidance and inspiring training materials for key stakeholders in the humanitarian world.

Since May 2017, KAC's members have conducted more than 150 projects for 60 clients, including international organisations (UNICEF, UNHCR, UNDP, the World Bank, WFP) and International NGOs (ACF, NRC, World Vision, Caritas, Oxfam, Save the Children). We also have several partnerships with academic institutions (Institute of Development Studies, SciencesPo Paris, Manchester and Geneva Universities).

Key Aid Consulting manages projects in several regions, including the Middle East (e.g. Syria, Jordan, Lebanon, the Gaza strip), Asia (e.g. Philippines, Myanmar, Bangladesh, Afghanistan, Pakistan, Nepal) and Africa (e.g. Ethiopia, Kenya, Mozambique, Burkina Faso, Chad, Niger, Nigeria, DRC, Sierra Leone, Malawi, Senegal, Uganda, Zambia).

Our activities have expanded, and we are now a diverse core full time team of about 7 professionals with a network of more than 100 trusted consultants.

## II. Purpose of the role

Consultants are a key part of our team. You will focus on the conception and delivery of new or existing consultancies, ensuring the highest quality. You will spend about 20% of your time traveling, including in volatile environments.

This role offers opportunities to be involved in a variety of projects and to develop proposals aligned with your interests. There is also potential to expand and grow within the organization.

### III. Key Responsibilities

#### **Evaluation and Analysis:**

Participate in evaluations of humanitarian programs, interventions, policies, and strategies. Lead evaluation design, ensuring methodological rigor, relevance, and quality. Write inception reports.

Conduct quantitative and qualitative data collection activities.

Analyse evaluation findings, write evaluation reports and formulate actionable recommendations.

#### **Technical Guidance and Support:**

Provide technical guidance and support to evaluation teams in diverse humanitarian contexts.

Develop and deliver training programs to build the capacity of staff and partners in evaluation methodologies, data collection, and analysis.

#### **Monitoring and Framework Development:**

Design monitoring frameworks and support the development and implementation of monitoring systems.

Engage in action research to inform program improvements and innovation.

#### **Proposal Development:**

Write proposals for research, Monitoring & Evaluation (M&E) projects.

#### **Presentation and Dissemination:**

Lead the presentation and dissemination of evaluation findings to stakeholders, ensuring clarity, impact, and uptake of recommendations.

### IV. Profile

We are looking for a flexible, agile, and kind individual with a strong sense of ethics. You are motivated by working in a small, dynamic organization, have the right to work in France and are ready to come to Paris on a monthly basis.

#### **Technical Skills:**

- **Public Policy Evaluation Exposure:** At least 3 years (beyond internship) of experience working with a public policy evaluation firm or applied research organisation.
- **M&E Skills:** Experience in primary and secondary data collection, ensuring data quality, and designing evaluation matrices. Proficiency in both qualitative and quantitative approaches.

- **Writing skills** : Capacity and appetite to write clear, concise and analytical reports.
- **Management:** Experience in building and managing multicultural teams, fostering growth through guidance and feedback.
- **Planning:** Ability to set direction, communicate effectively, and adapt to changing demands.
- **Client Focus:** Warm, empathetic, and skilled in building lasting relationships based on trust and reliability.
- **IT Skills:** Advanced command of Microsoft Office (e.g., VLookUp in Excel); knowledge of is a plus.
- **Language Skills:** Full working proficiency in at least two languages, one of which must be English. The second one being, by order of preference : Arabic, Spanish, Portuguese. If you speak French, that's great, if you don't that's also fine.

#### People Skills:

- **Make it Happen:** Hands-on, can-do attitude with resilience and problem-solving skills.
- **Commitment:** Strong time management skills.
- **Ethics:** Solid moral grounding and unwavering commitment to values.
- **Genuine Curiosity:** Innovative thinker who explores different perspectives.
- **High Prioritization and Organizational Skills:** Strategic time management to achieve maximum impact.
- **Attention to Detail:** Commitment to high-quality output.
- **Communications:** Confident communicator, able to adapt messages to diverse audiences.
- **Teamwork:** Independent yet collaborative, thriving in a small, agile, fast-paced team.

## V. Conditions

This freelance position is project-based and working hours will vary.

We offer flexible working arrangements and the choice of remote or Paris based as well as opportunities for career development and learning.

## VI. Application

To apply, submit:

- Cover letter: stating your interest in the post and sharing your view on what you think are the three key challenges of evaluation in the humanitarian sector these days. Cover letters will be read carefully as they form a key part of the application, we always enjoy reading human thinking more than AI thinking.
- Updated CV and sample of relevant work or publications.

Applications should be sent by email before 7 pm Paris time on April 19<sup>th</sup> 2026 at [recruitment@keyaidconsulting.com](mailto:recruitment@keyaidconsulting.com). The email object should state: **Public Policy Consultant application**.

Only shortlisted consultants will be contacted for a short test and technical and competency-based interview.