



How to Hire Emergency Surge Staff (*from outside your country)

Version date: Dec 5, 2018

Please send a TOR¹ and specific dates to Kathleen O'Brien (obrien@careinternational.org). We will find you the best available candidate, and hire them in one of the following ways:

INTERNAL (CARE) STAFF²

Members of the standing Rapid Response Team (RRT): deployment letter

Staff from CI Member HQ offices or the Secretariat: deployment letter

Staff from other Country Offices: TDY, short-term contract

Definitions:

- Deployment letter: we have a simple standard letter to confirm costs that will be charged back to the paying CARE entity. It is initiated by the employer of the individual and signed by both sides. It supports invoices or intra-company billings that come later.
- TDY: employees moving from one CO to another CO for a short period of time
- Short-term contract: Staff placed on CARE USA payroll for a short period of time

EXTERNAL STAFF³

External surge staff are usually sourced from the CARE International Roster for Emergency Deployments (or CI-RED) which is a database for humanitarian talent both internal and external to CARE. Sometimes we find external staff through other networks.

Regardless of source, external specialists from the roster need to be contracted directly by the CO or by their lead member. It is important to clarify early in your response (or ideally in your EPP!) how contracting will happen for expatriate surge.

For assignments over 4 weeks, the standard is often to hire through the lead member (this is the case for CARE USA). For posts under 4 weeks, this is generally considered consultancy and contracting is usually done through the CO.

PLANNING FOR COSTS

A good general guideline in emergency proposals is to budget USD 500/day for salary/insurance of external experts to surge into an emergency response. (A short-term consultancy may cost more; a contract of 2 months or more may cost less; but this is a useful average amount. Please calculate transport/local/operational costs on top of this.)

RRT cost approximately USD 475/day⁴. We recover only about 60% of total costs related to RRT members, so please note this is the rate that includes CARE subsidy (and is therefore less than what some external consultants may charge.)

External people on the roster are not on any set scale (and there is no such thing as a roster 'scale')⁵. They may have their own personal rate, but the hiring CARE entity can make them an appropriate offer and negotiate directly.

¹ Generic TORs can be found here: <https://www.careemergencytoolkit.org/programme-support/21-human-resources/16-annexes/>

² These internal staff may or may not be registered on the CI-RED/roster. It doesn't matter.

³ This includes former CARE staff who are not currently employed by CARE.

⁴ As of November 1 2018 – subject to change at any time.

⁵ We do sometimes keep track of what rates roster members have requested in the past, but this tends to change/be negotiable.