

# How Surge Works in CARE version date: Nov 10, 2023.

Surge response in an emergency is dependent on three key components as shown in the graphic below:

## 1. The Rapid Response Team (RRT)

- Members of the RRT are CARE staff who are hired specifically to deploy to emergencies, and this is their primary focus. Their job description notes that they are on deployment at least 50% of the year (with the remainder spent on remote support, administration, leave, capacity development, and pre-agreed initiatives that contribute to key aspects of CARE’s humanitarian objectives).
- A range of expertise is covered by the team with a strong focus on core sectors as well as coordination and other cross-cutting specialties like gender, logistics etc.
- Many RRT members are now hired through CARE Canada regardless of where the funding originates – this leads to economies of scale and helps us to manage them more effectively as a team.
- Agreements on RRT deployments are confirmed through an exchange of standard format letters.

## 2. Other CARE staff

- CARE members are increasingly hiring staff who are expected to deploy to emergencies a few times each year – this is typically reflected in job descriptions at levels of 20-40% (allowing improved resource planning against deployment needs AND promoting sustainability of the post via cost recovery)
- Even those who do not specifically have deployment in their job description have been deployed when the need is great, and their CARE manager can release them.
- These staff are normally registered on the CI-RED (but can still be deployed even if they are not)
- Agreement on deployment of CARE staff is done through an exchange standard format letter.

## 3. CARE’s Roster for Emergency Deployments (CI-RED)

- The CARE Humanitarian Affairs manages a database to track humanitarian experts who have been pre-approved to deploy to CARE emergency responses upon request. These people may be current staff, former staff or external freelance consultants.
- Recruitment is supported by Humanitarian Affairs and humanitarian job profile leaders to help COs identify the most suitable candidate in a timely manner.
- **External experts must be contracted by either the lead member or the country office.** (As above, internal staff can be deployed, with a standard format letter, or in some cases on secondment/TDY with cross-billings for costs.) *\*see separate page on ‘how to hire’...*

If none of the above yields a suitable candidate, then we reach out through individuals’ personal and professional networks; or we post an urgent advertisement and fast-track the recruitment process.

*\*As a rule we seek cost recovery for deployments, and programs should budget for rates of about USD 475 per day plus travel, accommodation and in-country operational costs.*

