

# Technical working group terms of reference

## Locally Led Anticipatory Action Toolkit

### Purpose

The purpose of this template is to set out an agreement between an inter-partner task group or technical working group.

Establishing an inter-partner task group or technical working group (across regions) to identify and share existing knowledge and resources, and to determine actions for CSO engagement with communities, and collaboration with mandated, technical and donor agencies is critical in localising and scaling up early warning and early action. It is suggested that quarterly virtual inter-partner meetings are held, and an online platform established, to exchange and communicate learning. The group should focus on identifying and communicating approaches, learning, good practices, successes, and resources for engagement in locally led anticipatory action, and consist of an equal number of men and women.

### Guidelines

Develop a document, signed by all parties involved, that captures the following information. The information is a suggestion. More information can be added or the suggested information can be changed or removed - as determined by the task group members themselves.

## Name of group

Xxx

**Purpose** To enable participating organisations to plan and take collaboratively agreed action(s) for achieving locally led anticipatory action.

## Outcomes

1. Knowledge and skills are communicated within the task group, which informs the design of approaches, and the development of tools and resources
2. Learning is shared and documented by the task group members for use in collective advocacy
3. Learning is communicated across internal and external networks
4. Relationships are developed with actors working on this topic

## Membership (can include)

Core group members:

1. Civil society organisation (CSOs) and non-governmental organisation (NGOs)
2. Disaster management authority experts in contingency planning and early warning – early action / anticipatory action
3. Early warning and forecasting systems experts, i.e., meteorology department, risk analysis experts
4. Local authority representatives

Participation by invitation for specific topics

5. Community representatives (with attention to gender, sex, age, socio-economic status, sexual orientation, gender identity, physical abilities), including community disaster risk management committees, first responders, volunteers
6. Survivor and community-led crisis response (sclr) experts and practitioners for specific sclr modules
7. Cash programming stakeholders and experts (with a focus on community microgrants / group cash transfers)
8. Donor agencies / fund holders

## Tasks

- Collaborative review of tools and resources
- Engagement of experts to provide knowledge and skills upgrading inputs
- Learning capture – applying 'outcome harvesting'
- Identifying and developing 'impact stories'
- Collaborative planning, and development of procedures, advocacy plans and actions

- Provide regular updates on actions, learning, resources, tools, best practices, challenges, successes and stories of impact using anticipatory action learning platforms (i.e. Anticipation Hub) and social media.

### Arrangements and logistics

- Time and place of meeting
- How often we will meet
- How long we will meet for (approx)
- Any other important information

### Signatures

Name, role, organisation, date, signature

### Acknowledgement

The [Locally Led Anticipatory Action Guide and Toolkit](#) was authored by Chris Ball, Director of [Bounce Back Resilience Ltd](#) and Humanitarian Advisor DRR and Climate Change for Diakonie Katastrophenhilfe. It was developed based on learning from the Local Leadership for Global Impact project implemented in partnership between [Diakonie Katastrophenhilfe](#), [CARD](#), [CEDES](#), [SAF/FJKM](#) and [GNDR](#); and supported by funds of the Federal Republic of Germany through the [Federal Ministry for Economic Cooperation and Development](#) (BMZ).