



Terms of Reference for the National Technical Working Group on the **Kenya Anticipatory Action Roadmap**



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Background

Kenya continues to face rising vulnerability to both natural and human-induced disasters, which significantly affects communities, livelihoods, and ecosystems. In response to these growing risks, the Kenya Anticipatory Action (AA) Roadmap 2024–2029, was co-developed by the Early Action Protocol Technical Working Group (EAP-TWG) as a proactive and strategic framework designed to strengthen the country's disaster preparedness and response capacities through anticipatory action.

This five-year roadmap outlines a comprehensive strategy for integrating anticipatory action into Kenya's national disaster risk management systems, ensuring pre-emptive measures are taken to mitigate potential impacts. It prioritizes the adoption of data-driven, coordinated, and timely interventions aimed at reducing the effects of forecasted hazards. The overarching goal is to enhance the resilience of vulnerable populations by promoting efficient, well-coordinated, and forward-looking Disaster Risk Management practices. The AA Roadmap was validated on 29th July 2024 and officially launched on 9th August 2024, and published via <https://reliefweb.int/node/4085149>.

To support its implementation, the Government of Kenya, in collaboration with key partners, established the National Technical Working Group on Anticipatory Action (TWGAA). This Multi-Stakeholder Platform, is mandated to provide technical leadership, coordination, and oversight for the rollout of the roadmap.

This Terms of Reference (ToR), has been developed to define the mandate, structure, roles, and responsibilities of the TWGAA, ensuring its operations remain aligned with national priorities, institutional mandates, and emerging contextual realities.

Purpose

The purpose of the National Technical Working Group on Anticipatory Action (TWGAA) is to support the effective implementation of the Kenya Anticipatory Action Roadmap (2024-2029) by:

- Providing technical guidance and advice on anticipatory action design, implementation, and scaling
- Coordinating the planning and execution of anticipatory interventions at national and county levels
- Monitoring progress and assessing impact to ensure timely and evidence-based adjustments
- Promoting adaptive learning and innovation to enhance resilience and responsiveness to evolving risks



Membership of the National Technical Working Group on Anticipatory Action

Composition

The membership of the TWGAA shall consist of a broad coalition of actors, including but not limited to:

- Government ministries, Departments, and Agencies (MDAs)
- County Governments
- Kenya Red Cross Society (KRCS)
- Council of Governors (CoG)
- Academia and Research Institutions
- United Nations Agencies
- International and National Non-Governmental Organizations (I/NGOs)
- Intergovernmental Organizations
- Civil Society Organizations (CSOs)
- Private sector actors through the Kenya Private Sector Alliance (KEPSA)

Key Membership Principles

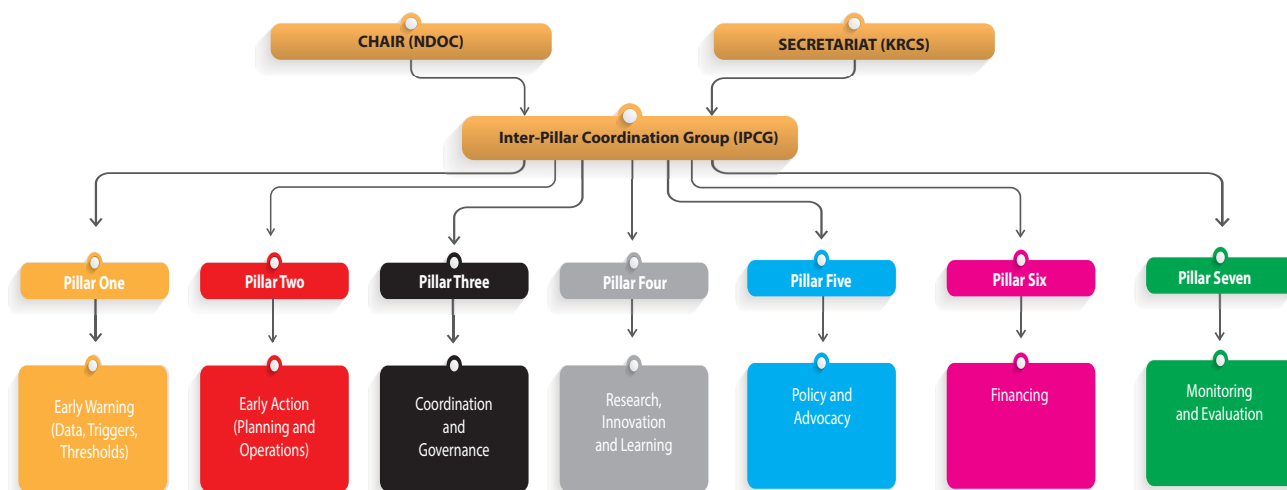
1. Membership shall be open and inclusive, based on the submission of an Expression of Interest (EOI) to the Chair of the TWGAA.
2. Each participating organization is required to designate a primary focal point and an alternate representative to facilitate consistent engagement and communication.
3. TWGAA members also form part of the broader National Platform for Disaster Risk Reduction (DRR) to ensure coherence and alignment with national DRR strategies and priorities.

Duration of The National Technical Working Group on AA

The TWGAA, is mandated to operate throughout the lifespan of the Kenya AA Roadmap, from 2024 to 2029. A mid-term review in 2026 and end-term evaluation in 2029 will assess its effectiveness and guide its continuity and structure beyond this period.



Governance Structure



The National Platform for Disaster Risk Reduction DRR

The Technical Working Group on Anticipatory Action (TWGAA) operates under the umbrella of the National Platform for Disaster Risk Reduction (DRR).

Chair

The TWGAA is chaired by the National Disaster Operations Centre (NDOC), under the Ministry of Interior and National Administration.

Role of the Chair:

- Convene quarterly TWGAA meetings and set the agenda in consultation with the Secretariat
- Oversee the implementation of pillar activities in alignment with national priorities
- Provide strategic leadership and guidance in line with the evolving national context
- Ensure effective linkages between the TWGAA and county-level AA structures
- Oversee mid-term and end-term evaluations to assess TWGAA effectiveness and track progress in implementing the Kenya AA Roadmap
- Coordinate overall TWGAA efforts, with support from the Secretariat and partners

Secretariat

The Kenya Red Cross Society (KRCS) serves as the Secretariat to the TWGAA.

Role of the Secretariat:

- Liaise with the Chair to coordinate TWGAA meetings
- Facilitate the documentation and sharing of knowledge on Anticipatory Action
- Manage day-to-day operations of the TWGAA
- Consolidate and maintain meeting minutes, reports, notes, and updates
- Support communication and coordination between pillars and partners, and disseminate relevant information to the TWGAA and associated platforms through the Chair

Pillars

Thematic pillars are the foundational building blocks for implementing the Kenya Anticipatory Action Roadmap. Each pillar is responsible for delivering specific components of the roadmap based on its thematic focus.

Role of the Pillars

- Ensure effective implementation of pillar-specific activities
- Develop and operationalize anticipatory action plans in line with the roadmap
- Track progress of pillar activities using the logical framework

Pillar Leads and Co-Leads

Each pillar is coordinated by a Lead institution, supported by a Co-Lead, both responsible for the strategic and operational oversight of pillar activities.

The designation of Lead and Co-Lead institutions may be reviewed and updated periodically by the pillar members in response to evolving needs, mandates, or contextual changes.

Role of Pillar Leads

- Convene regular pillar meetings and develop meeting agendas in consultation with co-leads
- Oversee the implementation of pillar-specific activities in line with the overall TWGAA objectives
- Ensure coordination and alignment with other TWG pillars to promote synergy and avoid duplication
- Facilitate knowledge exchange and learning within the pillar and across other pillars



- Support the Chair in conducting mid-term and end-term evaluations to assess the effectiveness and impact of the TWGAA
- Work collaboratively with the Chair and partners to ensure effective coordination and delivery of pillar activities

Pillar	Lead(s)	Co-Lead(s)
Pillar 1: Early Warning - Data, Triggers and Thresholds	- Kenya Meteorological Department (KMD) - National Drought Management Authority (NDMA)	<i>International Rescue Committee (IRC)</i>
Pillar 2: Early Action	- Special Programs - Ministry of Health (MoH)	<i>Global Network of Civil Society Organisations for Disaster Reduction (GNDR)</i>
Pillar 3: Coordination and Governance	- National Disaster Operations Centre (NDOC) - Council of Governors (CoG)	<i>International Organization for Migration (IOM)</i>
Pillar 4: Research, Innovation and learning	- Masinde Muliro University of Science & Technology (MMUST) - Institute for Meteorological Training And Research (IMTR) - Kenya Institute for Public Policy Research and Analysis (KIPPRA) - International Livestock Research Institute (ILRI)	<i>International Centre for Humanitarian Affairs (ICHA)</i> <i>Regional Centre for Mapping of Resources for Development (RCMRD)</i>
Pillar 5: Policy and Advocacy:	National Disaster Management Unit (NDMU)	<i>International Centre for Humanitarian Affairs (ICHA)</i>
Pillar 6: Financing of Anticipatory Action	- National Treasury - Council of Governors (CoG)	<i>United Nations Development Programme (UNDP)</i>
Pillar 7: Monitoring and Evaluation	- Department of Economic Planning - Kenya National Bureau of Statistics (KNBS)	<i>All TWG</i>



The Inter-Pillar Coordination Group (IPCG)

The Inter-Pillar Coordination Group (IPCG) is composed of all Pillar Leads and the Secretariat, and serves as the TWGAA's internal advisory and coordination body. The IPCG is responsible for ensuring cohesion, collaboration, and strategic alignment among the various pillars.

Role of the Inter-Pillar Coordination Group

- Review and align all pillar work plans and objectives to ensure consistency with TWGAA priorities
- Harmonize technical approaches and methodologies across pillars to promote coherence and shared standards
- Identify and address inter-pillar overlaps, linkages, or gaps in implementation
- Coordinate joint activities that cut across multiple pillars
- Provide technical and strategic guidance to the Chair and broader TWGAA

Quorum and Frequency of Meetings

The Technical Working Group on Anticipatory Action (TWGAA) shall convene quarterly meetings, which may be held either virtually or in person, depending on logistical considerations and member preferences.

In addition to scheduled meetings, ad hoc meetings may be convened as necessary to address emerging issues, respond to urgent developments, or expedite decision-making processes.

Participation in TWGAA meetings may be extended to observers or invited stakeholders, including technical experts, development partners, and representatives from relevant institutions whose input is pertinent to the agenda.

The Chair, in close coordination with the Secretariat, shall be responsible for convening and facilitating TWGAA meetings, ensuring timely communication and adequate preparation.

National Dialogue Platform on Anticipatory Action

The TWGAA shall convene an annual National Dialogue Platform on Anticipatory Action, bringing together stakeholders from national and county governments, humanitarian and development agencies, civil society, and other relevant actors.

This platform shall serve as a forum to:

- Review and assess the progress of anticipatory action implementation in Kenya
- Foster dialogue, reflection, and peer learning among key stakeholders



- Share best practices, innovations, and lessons learned to improve planning and delivery
- Identify gaps, challenges, and opportunities to strengthen anticipatory action strategies and frameworks
- Align national actions with global anticipatory action standards and emerging evidence

Review of the terms of reference

These Terms of Reference shall be subject to review every two years, or sooner if warranted by significant contextual changes, evolving priorities, or insights gained during implementation.

Periodic revisions will ensure the TWGAA remains; responsive, relevant, and aligned with both national development objectives and international best practices in anticipatory action.

Designed by:

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ICHA International Center for
Humanitarian Affairs
At the Kenya Red Cross Society

• Inquire • Understand • Influence

