



## CO TARGETING WORKING GROUP (TWG)

### Terms of Reference Template

**DRAFT**

According to the [ED Circular on Management of Targeting Processes in WFP Offices](#) and the [Targeting Assurance Framework](#), COs are required to establish and document an internal governance structure for targeting and prioritization decision-making, for example through a Targeting Working Group (TWG).

This document is a template for a TWG Terms of Reference (ToR), which should be filled in by the CO according to their context and operational objectives. It is recommended to review and update the ToR whenever significant changes occur, i.e., changes affecting the WG’s scope, structure, or responsibilities, CO budget revisions, major programme redesigns, or shifts in the targeting approach.

### 1. Background

**Describe the targeting or prioritization context in your CO/Regional Office**

*For example, as per the CO’s CSP, # programmes are being implemented or plan to be implemented in the CO. A [targeting or prioritisation] exercise is required to address [specify context in your CO/RO]. Also include each of the CSP activities that have a targeting approach that the TWG will need to oversee or review].*

### 2. Purpose and objectives of the Targeting Working Group

**Describe the TWG’s objectives**

*For example, targeting is a complex process requiring dedicated time and resources. Multi-functional by nature, the targeting process requires strong coordination and collaboration around targeting decisions at all levels. The establishment of a Targeting Working Group (TWG) will ensure a formalized governance structure is in place to plan, coordinate and take decisions around all aspects related to the targeting of these programmes. This TWG will ensure the targeting strategy is relevant to the CSP objectives and swiftly adapted when needed, that [targeting assurance standards](#) are respected and that risks pertinent to the targeting process are considered and mitigated. A formalized governance structure will enable more consistent dialogue internally and externally (e.g., with partners, other UN agencies, government, etc.) around the targeting strategy and decision-making. Finally, by ensuring representation of multiple functions, including Area and Field Offices, the TWG will ensure the quality of targeting processes for affected populations throughout the entire targeting process, from needs assessments through to operations through to monitoring.*

### 3. Composition of the targeting working group and roles and responsibilities

**Outline the units and functions that will be part of the TWG and their responsibilities.** For further details on roles and responsibilities, please consult the [corporate guidance on targeting and prioritization](#).

*For example:*

Role	Function	Responsibilities
Chair	Deputy Country Director/	Takes accountability for decisions taken in



