



# EXECUTIVE DIRECTOR'S CIRCULAR ON MANAGEMENT OF TARGETING PROCESSES BY WFP OFFICES

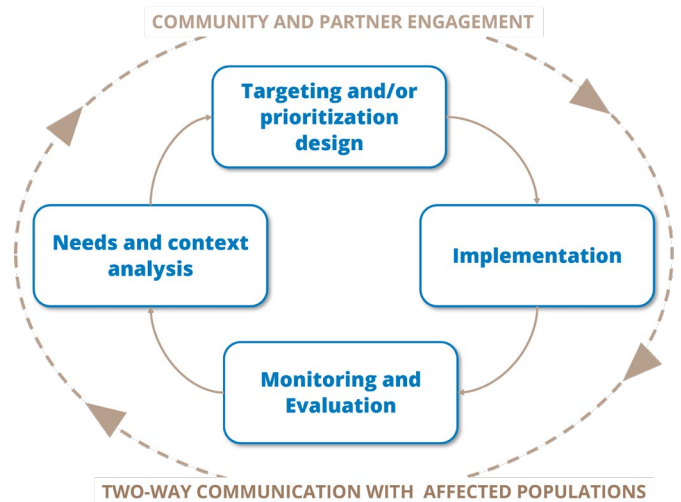
## WHY AN ED CIRCULAR ON TARGETING AND WHAT DOES IT MEAN FOR COUNTRY OFFICES?

The ED circular seeks to address issues related to the targeting and prioritization of WFP programmes flagged through WFP's oversight mechanisms, including internal and external audits and evaluations.

It aims to re-establish targeting as a core activity across WFP activities, define key roles and responsibilities and to set minimum standards related to key targeting principles. It also establishes a corporate approach to targeting process in four steps.

This one-pager provides an overview of country office minimum requirements established by the circular, and where to seek guidance and support in order to meet these requirements.

## THE TARGETING AND PRIORITIZATION PROCESS



### DOCUMENTATION FOR TARGETING

COs are required to have in place a targeting strategy for their CSPs and to document targeting and prioritization decisions at activity-level



[Quick guide: COs Targeting Documentation Requirements](#)

### TARGETING GOVERNANCE STRUCTURE

COs are required to establish and document a governance structure for targeting and prioritization decision-making, for example through a Targeting Working Group



[Targeting Working Group ToR](#)

### TARGETING CAPACITIES AND RESOURCES

COs shall ensure that key components and capacities required for targeting and prioritization processes are reflected in planning and budgeting



[Budget template, VAM & M&E planning and budgeting tool\\*](#)

\*requires VPN to access

### MANAGEMENT OF TARGETING-RELATED RISKS

COs shall ensure that targeting-related risks and mitigation measures are reflected in regular risk management procedures



[Risk register template](#)

## Additional resources

- [Targeting and prioritization operational guidance note](#)
- [UNHCR-WFP Joint Guidance for Targeting of Assistance to Meet Basic Needs](#)
- [VAM Resource Center](#)
- [Targeting and Prioritization | WFPgo](#)
- [Global Food Crisis - Key Messages on and Standards for Targeting and Prioritisation](#)

## Do you have a question or do you need support?

If you have any questions related to the ED circular requirements or any other targeting-related matters, do not hesitate to reach out to your Regional Targeting Officer (RTO). Your RTO can provide guidance and support, and if needed put you in contact with the best placed person(s) to support in the Regional Bureau and HQ.

Visit the Targeting and Prioritization page on [WFPgo](#) to find the contact details of your RTO.