



Term of Reference for

Food Security and Agriculture Cluster Vulnerability and Targeting Working Group

1. Introduction

The Food Security and Agriculture Cluster (FSAC) is critical in coordinating humanitarian efforts to address food insecurity and improving livelihoods in Yemen. Despite the multi-faceted and complex nature of the humanitarian needs in Yemen, the collective response is heavily constrained by operational challenges and sub-optimal funding. For instance, despite 17.3 million being food insecure in Yemen in 2023, the coordinated FSAC response received only 37% of the required fund to accomplish its objectives. In 2024, FSAC has classified 17.6 million people in crisis and emergency food security levels, Integrated Food Security Phase Classification Acute Food Insecurity (IPC AFI) phase 3 and above. Out of this population, FSAC aims to target 12.8 million people in Yemen in 2024 to provide integrated humanitarian food assistance and livelihood support. Consequently, FSAC, through the Food Security and Agriculture Cluster Vulnerability and Targeting Working Group (FSAC VTWG) will develop a targeting and vulnerability guidance meant to provide FSAC partners with strategic and operational guidance on identifying the most vulnerable households and individuals amidst an operationally challenged context and declining funding environment.



Through regular meetings, contextual evidence-based discussions, data analysis, and consensus-based decision-making, the VTCWG will work within the broader FSAC strategic objectives to enhance the accuracy, relevance, and transparency of the FSAC response, ultimately improving the effectiveness and impact of food security response efforts in Yemen.

This term of reference outlines the FSAC VTWG's composition, mandate, and operating procedure.

2. Purpose of FSAC Vulnerability and Targeting Working Group

The overall objective of FSAC VTWG is to enhance the targeting and prioritization process of the collective FSAC response to improve the impact of food security and livelihood programs to reach the most food-insecure groups. In Yemen, targeting has been challenging with multiple impediments, and the evolving context offers a window of opportunity to improve. The VTWG will work to improve targeting across all the thematic interventions for the collective response. This objective is crucial especially in a resource-constraint context, as it is vital to optimize interventions and ensure that assistance reaches the most vulnerable groups and households in dire need. The VTWG will strive to ensure that aid is efficiently provided to those who require it the most.

The FSAC VTWG will provide an inclusive technical platform for in-depth discussion around the targeting and prioritization process through the following activities:

- Reviewing existing vulnerability and targeting guidance notes: Analyze and assess the FSAC vulnerability and targeting guidance notes as well as other international frameworks and best practices relevant to the context of Yemen.
- Identifying and prioritizing vulnerability and targeting indicators: Define key food security and proxy indicators that effectively capture the multidimensional nature of food insecurity and vulnerabilities in Yemen.



- Create vulnerability and targeting criteria: Develop clear, objective, verifiable and transparent criteria for identifying and prioritizing populations most in need of food security and livelihood interventions.
- Tools development: develop cohesive tools, such as registration, weight scoring, and monitoring tools, to support consistent, evidence-based approaches to food security and livelihood needs and responses. These tools will be utilized by FSAC partners, to foster harmonization and ensure a comprehensive overview of the situation.
- Develop a household and beneficiary verification guidance: Provide technical guidance and inputs on the verification process and ways to improve.
- Ensuring inclusivity and equity: Develop criteria inclusive of all vulnerable groups (including People with Disabilities and older people) and ensure equitable access to assistance.
- Monitoring and evaluation: Develop a robust monitoring and evaluation framework to assess the effectiveness of the vulnerability and targeting framework.

3. WG structure and Membership

The FSAC National Coordinator will chair the FSAC VTWG with support from FSAC Food Security and Agriculture specialist.

The FSAC VTWG will be a tapestry woven from expertise and inclusivity. From government technical officials to UN agencies, INGOs and NNGOs. its members will bring diverse perspectives and skills to the table. This balanced mix ensures data do not just inform the guidelines developed, but also grounded in practical and tangible experience working with affected people.

The working group will be composed of representatives from the following stakeholders: The comprehensive Agency list is included an annex.

- Clusters and other Working Groups: Nutrition Cluster, IFRR and CMWG.



- UN agencies: WFP, FAO, UNDP
- International and National NGOs
- Climate change actors
- Key FSAC Donors

3.1. Tasks of the Chair

- Provide overall leadership and guidance to the FSAC VTWG, ensuring it functions effectively and achieves its objectives.
- Foster collaboration and communication among FSAC VTWG members and stakeholders.
- Represent the FSAC VTWG in meetings and discussions with the FSAC Steering Committees, other working groups, and external partners.
- Advocate for and mobilize resources(monetary and non-monetary) to support the FSAC VTWG activities.
- Set the agenda, facilitate discussions, and ensure effective decision-making.
- Capture key decisions and progress made by the FSAC VTWG.
- Represent the FSAC VTWG at cluster and other strategic or technical. Advocate for the importance of vulnerability and targeting within the FSAC and external forums.
- Oversee the development and implementation of the FSAC VTWG work plan. Monitor progress and address any challenges or delays.
- Ensure inclusive participation and equitable sharing of tasks among FSAC VTWG members.
- Facilitate stronger collaborations among members, ensuring decisions are made through a participatory approach.
- Ensure linkage with other relevant clusters and working groups such as the Nutrition cluster, Protection/GBV cluster, ELA WG, AAP WG, CMWG, etc., to ensure a comprehensive understanding of the outputs generated by the FSAC V&T WG as well as an inclusive approach through considering the key priorities of all relevant clusters and working groups.
- Execute the overall responsibilities specified in the Terms of Reference (TOR) to achieve the desired outcomes and overarching objectives of the FSAC VTWG.



3.2. Tasks of members

The FSAC VTWG members will have various tasks to ensure effective vulnerability development and targeting criteria guidelines.

- **Each partner/member of the FSAC VTWG Working Group will appoint one dedicated focal point (except 2 from FSAC CLAs) from their organization/agency.** This focal point will facilitate effective communication and ensure maximum WG meetings and activities participation.
- **Review and analyze existing data on vulnerability and targeting:** This includes understanding demographics, poverty levels, food insecurity vulnerability profiling of food insecure groups, and other relevant factors.
- **Contribute to drafting and revising the vulnerability and targeting criteria guidelines:** Sharing expertise and perspectives on specific sections.
- Provide feedback on the guidelines' clarity, feasibility, and potential impact.
- Participate in discussions and decision-making processes related to the guidelines.
- **Share knowledge and expertise with other members:** This includes promoting cross-sectoral understanding and collaboration.
- **Advocate for adopting and implementing the finalized guidelines:** Ensuring broad acceptance and commitment.
- **Participate in training and capacity-building activities:** Help others understand and apply the guidelines effectively.
- **Monitor and evaluate the guidelines' effectiveness:** Provide feedback for future revisions and adjustments.

4. Duration and Frequency of Meetings

4.1. Duration

For the first 3 months, (March- May 2024) the FSAC VTWG will focus on developing the operational guidance note and engaging affected people as well as local and national authorities to ensure community engagement and ownership. However, this period can be extended until all the crucial tasks of developing comprehensive vulnerability and targeting criteria guidelines and all highlighted tasks are completed. The group will remain



dedicated until its mission is accomplished, regardless of the timeframe involved. After this period, the group shall remain operational and meet on ad hoc-basis to discuss and address any technical challenges that may arise during implementation of targeting process once adopted by the collective FSAC partners.

4.2. Meetings Frequency and Communication

During the first 3 months where the focus will be on development of the guidance note, the FSAC VTWG will meet weekly at minimum and on ad-hoc basis as needed. Working group members will communicate through email list. Minutes of meetings will be circulated to all members and posted on the FSAC website.

5. Workplan

The working group will develop a detailed work plan outlining key activities, timelines, and responsibilities for achieving its objectives. The workplan will include;

- Literature review and data analysis: Review existing guidelines, data on vulnerability and food insecurity, relevant findings, and data-related challenges.
- Consultations and workshops: Consult with national and local stakeholders to gather input and feedback.
- Development of the vulnerability and targeting guidance note: Drafting vulnerability and targeting criteria based on the analysis and consultations.
- Finalization and recommendation: Finalizing the criteria and recommending their adoption by the FSAC.

6. Expected Deliverables

The working group is expected to deliver an updated FSAC Vulnerability and Targeting Guidance Note, Effective April 2024 comprising of;

- A. Objective and background of the Guidance Note
- B. Principles of Targeting
- C. Targeting approaches and prioritization steps.
- D. Data driven household targeting approach.



- E. Approaches to minimize targeting errors
- F. Intervention specific targeting criteria detailing mandatory, supplementary, complementary and exclusion criteria.
- G. Weighing and scoring criteria.
- H. Beneficiary/household verification process.
- I. Monitoring and evaluation framework.
- J. List of key Food security and livelihood outcomes indicators, there definitions and derivation.

7. Annex 1: Membership of the FSAC Vulnerability and Targeting Working Group

Organization name	Type of organization
FAO	UN Agency
WFP	UN Agency
UNDP	UN Agency
CMWG	Inter-Cluster Working Group
Yemen Family Care Association	NNGO
Oxfam in Yemen	INGO
Islamic Relief Yemen	INGO
CARE International	INGO
USAID/BHA (Observer)	Donor
ECHO (Observer)	Donor
IFRR Coordinator	Inter-Cluster (IFRR)
LMMPO	NNGO
Danish Refugee Council DRC	INGO
National Foundation for Development and Humanitarian Response	NNGO
Solidarities International	INGO
ACTED	INGO
Benevolence Coalition for Humanitarian Relief	NNGO
SRA Foundation for Sustainable Development	NNGO
SOUL for Development	NNGO
Tamdeen Youth Foundation	NNGO
Safe Road for Peace & Development	NNGO
School feeding and humanitarian relief project	NNGO
Mercy Corps	INGO
Nutrition Cluster Coordinator	Cluster
FSAC Sub-National Cluster Coordinators and IMs	FSAC Coordination Team



8. Annex 2: Sub-Groups for Guidance Development of the Targeting and Vulnerability Guidance Note

8.1. Sup-Group 1

8.1.1. Activities:

- Objective of the Guidance Note
- Background of the Guidance Note
- Targeting Approaches
- Targeting Errors and mitigation measures
- General FSAC vulnerability and targeting indicators/criteria
- Annex 1: Key household Food Security and Livelihoods outcome indicators

8.1.2. Membership

Name of Agency	Agency Type	Membership
FSAC (VTWG Chair)	FSAC Coordination Team	Group Chair
FSAC (Food Security Specialist)	FSAC Coordination Team	Lead the community consultation process

8.2. Sub-Group 2

8.2.1. Activities

- Targeting and prioritization steps
- Needs Assessment
- Verification Process
- Monitoring and Evaluation Framework

8.2.2. Membership

Name of Agency	Agency Type	Membership
CARE	INGO	Sub-group Chair
FSAC	FSAC Coordination Team	Lead the community consultation process
WFP	UN	Member
SRA	NNGO	Member
SFHRP	NNGO	Member
FAO	UN	Member
IFRR	Inter-Cluster	Member
FSAC	FSAC	Member



8.3. Sub-Group 3

8.3.1. Activities

- Cash/Food for Assets and Cash/Food for Training
- Livelihoods assets restoration support, assistance in establishing micro-businesses, and skills in enhancing employability.

8.3.2. Membership

Name of Agency	Agency Type	Membership
FSAC	FSAC Coordination Team	Sub-group Chair
WFP	UN	Lead the community consultation process
OCHA	UN	Member
YFCA	NNGO	Member
OXFAM	INGO	Member
FAO/FSAC	FSAC Coordination Team	Member
NFDHR	NNGO	Member

8.4. Sub-Group 4

8.4.1. Activities

- Distribution of cereal/ vegetables seed (tools included) irrigation kits and/or forage seeds/fertilizer.
- Provision of Green House Support
- Farmer Field Schools
- Distribution of fishery kits
- Water and Irrigation Support

8.4.2. Membership

Name of Agency	Agency Type	Membership
FAO	UN	Group Chair
FSAC	FSAC Coordination Team	Lead the community consultation process
UNDP	UN	Member
SI	INGO	Member
LMMPO	NNGO	Member
UNICEF	Nutrition Cluster	Member
SRDP	NNGO	Member

8.5. Sub-Group 5

8.5.1. Activities

- Distribution of livestock kits
- Distribution of Animal Feed (Feed Blocks, Molasses, Concentrated Feed, Etc.)
- Restocking Package
- Livestock emergency veterinary services



8.5.2. Membership

Name of Agency	Agency Type	Membership
MC	INGO	Group Chair
FSAC	FSAC Coordination Team	Lead the community consultation process
ACTED	INGO	Member
IRY	INGO	Member
TYF	NNGO	Member
DRC	INGO	Member
BCHR	NNGO	Member

8.6. Sub-Group for Humanitarian Food Assistance

All members will be included. To commence after completion of the above activities.

8.7. Tentative Workplan for Development of the Guidance Note

Date	Agency Type	Membership
11 March	Chair and Group 1	12-17 March Group 1
18 March	Group 2, Address feedback received for Group 1	19-25 March Group 2
25 March	Group 3, Address feedback received for Group 2	26-31 March Group 3
1 April	Group 4, Address feedback received for Group 3	2-7 April Group 4
8 April	Wrap up for the first 4 groups	All groups
15-30 April	Discussion on Humanitarian Food Assistance	All groups