

**ToRs for MIKE National and Site Officers
As agreed by Sub-regional Implementation meetings held in 2001**

The roles of the MIKE Range State officers at National and Site levels are as follows:

SITE OFFICER

- Oversee collection of data as agreed under MIKE protocols;
- Oversee compilation of data into monitoring and annual report;
- Manage the data compilation and analysis at site level and transit to national level;
- Provide and maintain the support for keeping the site teams and equipment operational;
- Assist in identifying training needs and in arranging training opportunities;
- Provide feedback on protocol deficiencies and other constraints and bottlenecks;
- Liaise with the National Officer; and
- Manage expenditure (including donor reporting requirements).

NATIONAL OFFICER

- Co-ordinate and support efforts of Site Officer(s) and their teams;
- Ensure harmonisation of site operations;
- Liaise with Sub-regional Support Officer on MIKE training, implementation and data transmission;
- Manage data compilation and analysis at and from the national level;
- Keep their National Steering Committee member informed; and
- Manage expenditure (including donor reporting requirements)