



# UNIVERSIDADE EDUARDO MONDLANE

## CENTER OF EXCELLENCE IN AGRI-FOOD SYSTEMS AND NUTRITION

Maputo, November 11th, 2024

### TERMS OF REFERENCE

#### EXCHANGE VISITS FOR LECTURERS, RESEARCHERS, TECHNICAL AND ADMINISTRATIVE STAFF AND POSTGRADUATE STUDENTS

##### **I. Background**

The Eduardo Mondlane University, through the Regional Centre of Excellence in Agri-food Systems and Nutrition (CE-AFSN), is implementing an additional financing project of the African Centers of African Excellence project (ACE-II AF). Among the activities to be implemented under the project is to finance exchange visits of lecturers, researchers, Members of the Technical and Administrative staff and postgraduate Students. The exchange visits should take place between CE-AFSN and others institutions at National, Regionals and Internationals level. These terms of reference aim to guide the process of exchange visits for interested candidates.

##### **II. Exchange definition**

Within the scope of the present project, it is considered exchange visit when the lecturers, researchers, technical and administrative staff and Pos-graduate students move from CE-AFSN to other institutions at national, regional and internationals level or when lecturers, researchers, technical and administrative staff and postgraduate students from other institutions go to CE-AFSN.

##### **III. Purpose of Exchange**

The exchange visits aim to enhance capacity of lecturers, researchers, technical and administrative staff of CE-AFSN to conduct teaching and research through exchange of experience and knowledge of conducting research and teaching among the different actors involved in exchange. For that effect, the exchange will enable conducting jointly research and teaching activities with partners institution

involved in the exchange.

#### **IV. Main beneficiaries**

**i) Lecturers and Researchers of CE-AFSN**

Lecturers and researchers in the thematic areas related to Agri-food systems and nutrition participate in exchange at national, regional or international level to teach courses/module, supervise students, attend or conduct short courses and conduct laboratory activities.

**ii) Lecturers and Researchers from other institutions at National, Regional and International Institutions**

Lecturers and Researchers with extensive experience in teaching and research in thematic related to agri-food systems and nutrition can visit **CE-ASFN** to conduct teaching courses/modules, supervise students and conduct laboratory activities.

**iii) Technical and Administrative Staff of CE-AFSN**

Technical and administrative staff of CE-AFSN involved in teaching and research can go to other institutions at national, regional and international level to attend short courses or participate on laboratory activities.

**iv) Postgraduate Students of CE-AFSN**

PhD and MSc students of **CE-AFSN** in coordination with their supervisors or postgraduate program Directors, can go to the nationals, regionals and internationals institutions to attend complementary courses/modules or to realize laboratory essays or field essays.

**v) Nationals, Regional and Internationals Postgraduate Students**

Nationals, Regionals and International PhD and MSc Students can go to **CE-AFSN** to attend complementary courses/modules or conduct laboratory essays.

#### **V. Eligibility criteria for exchange**

**i) Lecturers, researchers and Postgraduate students from CE-AFSN**

- Activities related to agri-food systems and nutrition
- Plan of activities agreed with the institution to visit (research, teaching, training);
- Invitation Letter from the institution to be visited with indication of objective and duration of visit;
- In case of students, the supervisor or postgraduate program Director should give approval of the exchange program;

- Minimum time of visit: Two weeks (10 working days) for lecturers, researchers and members of technical and administrative staff (The exchange period is valid when it covers at least two weeks, 10 working days, Ex: Week 1 Monday to Friday; Week 2 Monday to Friday)
  - For students it is encouraged to stay for more than one month
  - Not having benefited from mobility before from CE-AFSN
- ii) Lecturers, researchers and Postgraduate students from other institutions must present the following:**
- Letter of expression of interest from the institution of the candidate of from CE-AFSN unit that is going to receive the candidate, with indication of objective and duration of the visit;
  - Invitation Letter from the receiving institution (CE-AFSN units that are going to receive the candidate);
  - Terms of reference of the mission (prepared by the receiving lecturer or researcher);
  - Minimum time of visit: Two weeks (10 working days) for lecturers, researchers and members of technical and administrative staff (The exchange period is valid when it covers at least two weeks, 10 working days, Ex: Week 1 Monday to Friday; Week 2 Monday to Friday)
  - For students it is encouraged to stay for more than one month
  - Not having benefited from mobility before from CE-AFSN

**Note: At the end of the exchange visit, the beneficiary of the exchange must submit a report of all conducted activities to CEAFSN within 7 days.**

**VI. CE-AFSN fund limits for exchange visits:**

**Physical exchange:**

**A) For Lecturers, researchers and technical and administrative staff:**

- i) Inside the country up to: **USD 1600**
- ii) Africa up to: **USD 3900**
- iii) International (Out of Africa) up to: **USD 5600.00**

**Important Note: The funds aims to pay accommodation, existing institutions fees, food and**

**airfare or fuel for all the exchange period. For regional and international outgoing staff the financial execution must strictly follow the regulations in force in Mozambique public administration and for regional and international incoming staff additional information is in ANNEX 1.**

### **B) Students Exchange**

For the Students exchange, CE-AFSN will provide the following amounts:

- i) Inside the country: **USD 800**
- ii) Africa: **USD 1400**
- iii) International: **USD 1800**

These values aim to cover costs of accommodation and meals. It will be located an additional amount to airfare bill and research fees. It important to note that the above-mentioned amounts are given monthly, and the maximum exchange period must be of 3 months.

**General important note: The beneficiary is responsible for planning e budget of exchange. After approval of exchange and budget by the CE-AFSN any expenses that will occur during the mobility program should not be imposed on the CE-AFSN.**

## **VII. Available vacancies**

Whenever necessary, the center will call for applications for mobility indicating the period and type of mobility **The call for available vacancies for exchange will be published periodically**

## **VIII. Exchange Application Process**

**The candidates for mobility must present the following documents:**

- a) A letter to the **CE-AFSN** Director
- b) Completed Excel Exchange form (<https://ceafsn.uem.mz/>).
- c) Invitation letter from the institution to visit
- d) Plan for the Exchange/training program
- e) Term of exchange and budget accord to ANNEX 2 (Modelo 3A e 3B)

## **IX. Reporting Process**

At the end of exchange program, the beneficiary of the exchange must submit to CE-AFSN:

- a) Financial report within 5 days (See details reporting instruction at ANNEX 3, 4A e 4B)
- b) Technical report of all conducted activities to CE-AFSN within 7 days with the following

information:

**Chapter 1:** Introduction/Contextualization (include objectives)

**Chapter 2:** Methodology/Activities carried out (include duration, locations, name of Involved and their respective supervisors).

**Chapter 3:** Description of results and their impact on CE-AFSN

**Chapter 4:** Conclusions and Recommendations

The Director of CE AFSN



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(Prof. Rogério Marcos Chiulele)

## ANNEX 1

### **Information about Financial Support for Regional and International Incoming Beneficiaries of Academic Exchange**

The Centre of Excellence in Agri-food Systems and Nutrition (CE-AFSN) has been receiving questions about financial support to cover the costs of mobility exchange for lecturers, researchers, administrative staff and students wishing to visit the Centre from other Counties. This document intends to inform that:

1. The terms of reference of exchange indicates that there is financial support for any applicant for mobility wishing to visit the Centre
2. The process of exchange visit to anyone coming to CE-AFSN should be prepared by the staff of receiving unit which has also responsibility of submitting the report after the exchange has been finalized.
3. All logistics should be prepared by the receiving staff, such as hotel booking (minimum procurement of 3 quotations), flight booking in the UEM travel agency and guarantee the local transportation.
4. The instructions for subsistence allowance (pocket money) provided by the financial directorate of UEM are:

#### **Incoming Academic Staff**

Option 1. For those that will not need accommodation and food arrangements from the receiving unit they will receive MZN 6000 per day.

Option 2. In case the accommodation (excluding food) is arranged by the unity and paid by the CE-AFSN) the visitor will receive MZN 3250 per day.

#### **Incoming Students**

Accommodations is arranged para the receiving university unity at University hostels that include breakfast and dinner. In addition, Students will receive MZN 1000 of pocked money for lunch, local transport and other small expenditures.

No other type of subsistence allowance figure will be paid by the CE-AFSN





Data

Assinatura da pessoa que elaborou

REPÚBLICA DE MOÇAMBIQUE  
UNIVERSIDADE EDUARDO MONDLANE

Anexo 3B

**ORÇAMENTO DA MISSÃO**

(Preenchido pelo Líder do Grupo, nos casos de viagens em Grupo)

**Actividade:**

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**Duração da actividade:**

Data de partida:                      Data de regresso

**Participantes:**

1. (Lider)

2.

3.

**Orçamento estimado: Mtn**

No.	Itens de despesas	Quantidade	Custo est. por unidade	Custo total
1	Passagem aérea ou combustível (MZN)			

2	Seguro de viagem (MZN)			
4	Visto de Entrada			
5	Taxa de inscrição			
	<b>Total (MZN)</b>			
	<b>Ajudas de Custos (conforme decreto do ministério das Finanças)</b>			
5	Participante 1			
	Participante 2			
	Participante 3			
	<b>TOTAL (MZN ou USD)</b>			

**OBSERVAÇÃO:** AS AJUDAS DE CUSTO E SUBSÍDIOS DECAMPO, DENTRO DO PAÍS, SÃO JUSTIFICADAS COM APRESENTAÇÃO DE DOCUMENTO (GUIA) COMPROVATIVO DA ESTADIA. OS RESTANTES ITEMS DA TABELA DEVERÃO SER JUSTIFICADO EM 100%.

Data

Por

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(Nome)

### ANNEX 3

All beneficiaries must present their travel justifications within 5 days after return consisting on:

Trip report in model 4A and 4B, attaching:

- i) National Exchange:** Guia de marcha, all borders pass (in case of air travel), fuel purchase VD indicating the CE-AFSN-UEM; NUIT 50 000 3545 Maputo, car number plate) .
- ii) Regional and international exchange:** Copies of passport pages with entry and exit stamps for the country to be visited, all borders pass. For incoming staff the financial report should be delivery by contact person at CEAFSN (UEM). The person visited has the obligation to check the justifications and in coordination with the CE-AFSN team to avoid the submission of not complete or incorrect processes.

## **RELATÓRIO DE MISSÃO**

(Preenchido pelo Líder do Grupo, nos casos de viagens em Grupo)

### **I. DESCRIÇÃO DA ACTIVIDADE**

**Nome do Projecto:** *CE-AFSN*

**Actividade**

**3. País/Local que vai ser visitado:**

4. Duração da visita:

**6. Data de partida:**    **Data de regresso:**

**II. PARTICIPANTES DA MISSÃO** (Nome, unidade de trabalho e tarefa no grupo)

**III. RAZÃO/OBJECTIVO DA VIAGEM**

**IV. A INSTITUIÇÃO/LOCAL VISITADO E O CONTEÚDO DO ESTUDO**

**V. PRINCIPAIS RESULTADOS**

**VI. COMENTÁRIOS E SUGESTÕES**

Data:

Assinatura da pessoa que elaborou

## RELATÓRIO DE DESPESAS DA MISSÃO

(preenchimento individual)

**Actividade:**

Duração da actividade: dias, Partida e Regresso

Participante:

### ITINERÁRIO:

Local	Data de Partida	Data de Chegada	Observações

### DESPESAS

No.	Items de despesa	Valor disponibilizado	Valor gasto	Saldo (moeda)
1	Combustível			0
2				0
3	Ajudas de custo			
4				
5				
6				
7	<b>Subtotal (justificar 100%)</b>			

	<b>Saldo por devolver/receber se aplicável</b>			
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Data:

Assinatura da pessoa que elaborou