



Scope of Work – Research Intern

Interns will be responsible for:

1. District-wise Philanthropic Mapping

- Conducting research to identify HNIs, industrialists, and business owners originally from or associated with Educate Girls' 80+ operational districts across Rajasthan, Madhya Pradesh, Uttar Pradesh, and Bihar.
- Compiling comprehensive profiles including background, net worth, key business interests, known philanthropic activities, foundation details (if applicable), and current social and philanthropic affiliations.
- Identifying companies owned/managed by the philanthropists headquartered in, operating from, or having significant presence in the identified districts.
- Researching their CSR interests, flagship programs, previous non-profit partnerships, and priority focus areas in alignment with Schedule VII of the Companies Act.

2. Data Management

- Capturing all findings in structured formats using Google Sheets/Excel, with clearly categorized columns for each data point.
- Ensuring consistency, accuracy, and source-based verification of data.

3. Weekly Progress Reviews

- Participating in weekly research review meetings to track progress, resolve challenges, and fine-tune research strategies.
- Presenting key findings and insights at the end of the internship.

Required Skills and Qualifications

1. Strong research and analytical skills with the ability to navigate public and online databases.
2. Proficiency in MS Office and Google Workspace (especially Excel/Google Sheets, PowerPoint).
3. Attention to detail and data accuracy.
4. Strong written and verbal communication skills.
5. Background in social sciences, business, public policy, or development studies is preferred but not mandatory.

WEBSITE : <https://www.educategirls.ngo/who-we-are/#about-us>