



**WWF-India Secretariat**  
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HR/PERS/INTERNSHIP/2022  
08.12.2022

Ms. Fernandes Gracy Elvira  
H. No. 1591, P.O. Kirlapal Dabal Dharbandora  
Goa

Dear Ms. Elvira,

This is with reference to your application for an 'Internship' with WWF-India. We are happy to offer you an Intern position with the **National Conservation Programme** based at **WWF-India's Goa Office** from **12<sup>th</sup> December, 2022 to 12<sup>th</sup> June, 2023** with no right or claim for regular appointment in the organization after the expiry of the above period.

1. You will be paid a stipend of Rs. 10,000/- per month, for the above duration of your internship.
2. You will not be entitled to any other benefits such as leave, contributory provident fund, gratuity, and insurances, etc., as admissible to regular employees of WWF-India.
3. Your duties, responsibilities, and working hours will be fixed by the **Manager- Raptor Conservation Project** you will report to her/him for directions for internship.
4. Your headquarters will be **WWF-India's Goa Office, Goa**.
5. Broad Terms of Reference of your assignment are enclosed as **Annexure**.
6. You shall not divulge any of the confidential or propriety affairs of the Organization to any other organization, person or persons either during or after your assignment with WWF-India, without information/document to an outsider or person not concerned with the matter, strict action, which may include termination of services, will be taken.
7. It shall be your responsibility to coordinate with your mentor to sign the relevant declaration pertaining to the WWF-India Fraud & Corruption Prevention Policy, to be kept in records of the division with which shall be are doing the internship.
8. If required, your assignment can be terminated without any advance notice in lieu thereof.
9. Notwithstanding any of the foregoing clauses, WWF-India reserves the right to terminate this assignment at any stage, without assigning any reasons whatsoever.

If the above offer of internship, on the terms and conditions stipulated, is acceptable to you, please signify your acceptance by signing the duplicate copy of this letter and return the same to us.

The WWF-India Management extends a warm welcome to you to the organization.

Yours faithfully,

For **World Wide Fund for Nature-India**

Ritika Agrawal  
Director- Human Resources

Mr. Arvind Wable, President  
Mr. N. Kumar, Vice President & Trustee Treasurer  
Mr. Jamyshd N Godrej, Trustee  
Mr. Anil Kumar V Epur, Trustee  
Ms. Mridula Ramesh, Trustee  
Mr. Srijoy Das, Trustee

**TERMS OF REFERENCE**  
**INTERNSHIP ASSIGNMENT**  
**GOA OFFICE**

**Objective:**

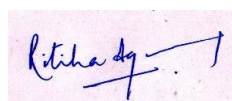
To assist in Raptor Conservation Programme's activities in Goa.

**Scope of work:**

To manage Raptor Exhibition and identify Raptor monitoring hotspots in Goa.

**Performance outputs/deliverables and time schedule:**

No	Activity	Expected outputs	Date
1.	To interact and share knowledge on raptors with students, youth, conservationists, bird/wildlife enthusiasts and general public.	Increased awareness regarding raptors and their conservation	December 2022 to June 2023
2.	To manage and coordinate with school/ college faculties for the Raptor Exhibition	Properly worked timelines with school/ college faculties for exhibition in accordance with visitors arriving in	December 2022 to June 2023
3.	Mapping Raptor breeding and monitoring sites through literature review	Potential Raptor hotspots' and breeding locations of Goa state to be mapped. A report should be prepared and submitted for the same	December 2022 to June 2023
4.	Surveying areas to validate literature and find new nesting sites of raptors	Baseline dataset to be prepared as a report	December 2022 to June 2023



**Ritika Agrawal**  
**Director-Human Resources**