

# DESIGNING ETHICAL, SAFE AND EFFECTIVE DATA ACTIVITIES (DESEDA)

*A practical course for Grassroots Organisations and NGOs*



*Learn how to design data activities that are ethical, safe, and useful for decision-making.*

FUTURE  RIGHTS



**Daunia Consulting**  
Safe, Ethical & Effective Data  
Management for Decision-Making

**COURSE OVERVIEW**

# THE COURSE

## ABOUT THE COURSE

Many organisations collect, use and manage data, and many data activities face common challenges:

- Unclear purpose or objectives
- Tools are difficult to use or poorly adapted
- Risks to individuals are not fully considered
- Data do not help decision-making

**This course focuses on how to do data work better – in practice.**

DESEDA provides a **step-by-step approach** to help you design and manage data activities from start to finish, in ways that are:

- Practical
- Safe and ethical
- Context-appropriate
- Useful for decision-making

## WHY THIS COURSE?

Collecting data is not the goal.  
Using it effectively is.

Without a clear approach, data activities can become:

- More time-consuming
- Difficult to manage
- Risky for the people involved
- Limited in their usefulness

This course helps you move from: **collecting data → to designing purposeful data activities**

You will learn how to:

- Define what information is needed
- Choose appropriate methods
- Design simple and effective tools
- Address common challenges
- Manage risks and responsibilities
- Analyse and use findings to support decisions

## FROM FOUNDATIONS TO PRACTICE

A free intro session is available on [YouTube](#), introducing key concepts around data, information, and responsibility.

**DESEDA builds on the intro session and guides participants to design data activities to obtain the data they need.**

This course is about:

- Planning
- Designing
- Implementing
- Analysing
- Using data in real situations

## WHAT YOU WILL LEARN

By the end of the course, you will know what to consider when starting your data activities and how to:

- ✓ Define clear objectives for your data collection
- ✓ Identify information needs linked to your decisions
- ✓ Select appropriate qualitative and quantitative methods for your purpose

- ✓ Design the data collection tool (e.g., questionnaires) you need
- ✓ Plan safe and responsible data management
- ✓ Conduct a Do No Harm analysis and a Data Impact Assessment (DIA)

- ✓ Use existing analysis frameworks and develop your analysis plan
- ✓ Interpret findings and identify options for action
- ✓ Share information appropriately with different audiences

## HOW YOU WILL LEARN

This course is designed to guide you through the full process of designing a data activity – from the first idea to the final use of findings.

Rather than working with abstract examples, you will apply each step to practical scenarios and gradually build your own approach. Each session introduces key elements, which you will immediately test, adapt, and refine through exercises and discussions.



You will also learn alongside others facing similar challenges, creating space to exchange experiences, compare approaches, and reflect on what works in different contexts.

By the end of the course, you will have developed a structured and practical data activity that you can adapt and use in your work.

### Throughout the course, you will:

- Build your group's data activity step by step
- Practice using tools and methods in real scenarios
- Learn from peer exchange and facilitator feedback

## WHO IS THIS COURSE FOR?

This course is designed for:

- Grassroots organisations
- Local NGOs and community groups
- Programme, protection and project staff
- Field teams and practitioners
- Anyone involved in collecting or using data

No advanced technical skills are required.

# LEARNING FORMAT AND SCHEDULE

## LEARNING FORMAT

**Course length:** 4.5 weeks

**Time commitment:** 11/12 -hours per week

**Free Orientation online:** 2 hours: orientation video - free recording online

**Weeks 1 - 4: Live sessions,** 9 hours per week including:

- 8 sessions- (2 days per week)
- 4 experience-sharing sessions with experts

**Self-guided study:** 1 hour per week, and assignment final week

**Optional sessions:** Friday Café for networking and Q&A (5 sessions )



**Language:** English

**Delivery methods:** Live participatory online sessions | Interactive online learning tools | Small team discussions | Online forum | Self-led learning and reflection | Facilitator Q&As | Facebook Group for participants to interact and shar

## COURSE STRUCTURE

The course is organised into 8 sessions:

### Session 1 - Foundations

Understanding data types, responsibility, protection, ethics, and legal considerations

### Session 2 - Methods & Sources

Primary and secondary data, qualitative and quantitative approaches, interviews, observation, focus groups

### Session 3 - Data Collection Tools

Designing questionnaires, data analysis plans

### Session 4 - Operations

Training teams, managing data collection, handling risks and incident disclosures

### Session 5 - Analysis

Working with qualitative and quantitative data, using frameworks to interpret findings

### Session 6 - Response Planning

Using analysis to inform decisions and identify practical options

### Session 7 - Dissemination

Sharing findings responsibly – internally, externally, and with communities

### Session 8 - Assignment & Conclusion

Group work, presentations, feedback, and course reflection

## Schedule (example)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
April 26	April 27	April 28	<b>Last day to register: April 29</b>	April 30	May 1	May 2
May 3	May 4	May 5	May 6	May 7	May 8	May 9
May 10	May 11	May 12	<b>Last day to pay fee: May 13</b>	May 14	May 15	May 16
May 17	May 18	May 19	May 20	May 21	May 22	May 23
May 24	May 25	May 26	May 27	<b>May 28</b> 13:00 – 17:00 CET Session 1: Foundations	<b>May 29</b> 13:30 – 15:00 CET Q&A Café	May 30
May 31	<b>June 1:</b> 13:30 -14:30 CET Experience Sharing by Expert	<b>June 2</b> 13:00 – 17:00 CET Session 2: Methods	June 3	<b>June 4</b> 13:00 – 17:00 CET Session 3: Data Collection Tools	<b>June 5</b> 13:30 – 15:00 CET Q&A Café	June 6
June 7	<b>June 8</b> 13:30 -14:30 CET Experience Sharing by Expert	<b>June 9</b> 13:00 – 17:00 CET Session 4: Operations	June 10	<b>June 11</b> 13:00 – 17:00 CET Session 5: Analysis	<b>June 12</b> 13:30 – 15:00 CET Q&A Café	June 13
June 14	<b>June 15</b> 13:30 -14:30 CET Experience Sharing by Expert	<b>June 16</b> 13:00 – 17:00 CET Session 6 : Disseminate	June 17	<b>June 18</b> 13:00 – 17:00 CET Session 7: Response Planning	<b>June 19</b> 13:30 – 15:00 CET Q&A Café	June 20
June 21	<b>June 22</b> 13:30 -14:30 CET Experience Sharing by Expert	<b>June 23</b> 13:30-15:00 CET Extra Q&A Café	June 24	June 25	June 26	June 27
June 28	June 29	<b>June 30:</b> 13:00 – 17:00 CET S.8 Assignment & Conclusions				

# MEET YOUR FACILITATORS

## CONTRIBUTION AND REWARD FOR YOUR SUPPORT

This course is part of a broader effort to rethink how learning and resources are accessed and shared.

Across the humanitarian and human rights sectors, many grassroots organisations – particularly those led by young people and communities directly affected by crises – face significant barriers to accessing funding. Those closest to the issues are often the ones with the least access to resources.

At Future Rights, we believe that funding and learning should empower, not exclude.

At the same time, initiatives like this course are also navigating increasing funding constraints.

For this reason, we use a **solidarity-based, contribution model – balancing accessibility with sustainability.**

### How participation works

- Participation is based on a contribution, suggested **395 EUR for the full course**
- This reflects the time, expertise, and resources required to deliver the course
- Contributions help sustain the initiative and support access for others

### Accessibility and flexibility

- Flexible arrangements available on a case-by-case basis
- Time to time a number of scholarships are offered (although these are not full waivers)
- Priority given to grassroots organisations, local NGOs, and individuals with limited resources

### Group participation

- Organisations and networks are encouraged to join together
- Groups can be formed across multiple organisations
- Partners or donors may support participation for teams

***We encourage participants who are able to contribute at this level to do so, as it enables the course to run and remain accessible to others.***

Your contribution will be rewarded with:

- **36 hours of live, facilitated learning** across interactive online sessions
- A structured, step-by-step learning process combining guidance, practice, and feedback
- **A certificate to verify your course completion and support your professional development**
- Access to a **shared folder with resources, notes, and session slides** for continued use
- **Weekly emails** with learning highlights, reflection prompts, action suggestions, and a short survey based on each week's content
- Ongoing opportunities to engage through discussions, exercises, and peer exchange throughout the course

This course is designed and facilitated by Daunia Pavone and Zeudi Liew, who bring over 30 years of combined experience across humanitarian, development, and human rights contexts.

Daunia specialises in data, assessment and analysis, with a focus on data responsibility in practice and protection-sensitive information management. Zeudi brings expertise in human rights, child protection, and justice-based approaches, with a strong focus on participation, ethics, and youth-led work.

Together, they combine technical and sectoral expertise with facilitation approaches that are practical, accessible, and grounded in real-world challenges, particularly in fragile and resource-constrained settings.



**Daunia Pavone** is the founder and head of Daunia Consulting, specializing in Safe, Ethical, and Effective Data Management for Decision-Making. An Italian and Canadian aid worker, she brings over 20 years of experience in Coordination, Information Management, Assessments, Analysis, Research, Programmes, and Protection. She has worked across more than 16 countries and at regional and global levels with leading organizations such as UNHCR, IOM, OCHA, WFP, UNICEF, the Canadian Red Cross, and national and international NGOs. Additionally, Daunia has significant experience collaborating with universities, non-profit civil society organizations, and providing technical and organizational support to the private sector.

**Zeudi Liew** is a seasoned child protection specialist, researcher, mentor, and Founder of Future Rights, with over ten years of experience in complex crises, protracted protection, and fragile settings. Her work focuses on communities and groups affected by migration, conflict, and systemic inequalities. She has worked across grassroots, programme, and policy levels, supporting NGOs, national authorities, and UN agencies. Zeudi is committed to advancing protection, justice-based approaches, and meaningful participation, with a strong focus on women and youth empowerment. Her work combines research, programme design, and mentoring, strengthening connections between communities, institutions, and humanitarian actors, and supporting locally driven, protection-sensitive solutions.



Throughout the course, guest speakers will contribute with lived experience and practical case examples from a range of contexts, including humanitarian, development, and fragile settings, with a focus on protection-sensitive and context-adapted data practices.

# REACH OUT FOR INFO

Check other ways we can support you with capacity building and other methods, visit our [WHAT WE OFFER webpage](#)

## TAILORED SUPPORT AND TRAINING

We are available to work with organisations interested in tailoring this course to their context or hosting a dedicated in-house delivery.

We also provide coaching, mentoring, advisory and problem-solving support, working with organisations seeking to strengthen their approaches to data, protection, and decision-making in practice.

Please get in touch to explore potential collaboration.



**FOR DETAILS AND INFO PLEASE GET IN TOUCH!**

Visit our [website](#) and drop us a line at [info@futurerights.org](mailto:info@futurerights.org)

Explore our Elevate Learning Approach

CONNECT

