

American Samoa Alliance Request for Proposal

Summary:

American Samoa Alliance Against Domestic and Sexual Violence (AKA the Alliance) is an organization in American Samoa, a US Territory. Our organization receives formulary grant funding from the Office of Family Violence Prevention and Services Act (FVPSA) to support communities, service providers and the victims of domestic violence whom they serve.

What is needed:

The Alliance will contract a Human Resources Agency/Contractor to perform the following Scope of Work (SOW). The Contractor will be expected to have Human Resources background working with staff from 10-50 people. The Contractor will have experience working with Non-Profit Organizations through a social justice lens.

The Alliance has created the Employee Handbook, Employee Policies and Procedures. We recognize that rules can change, and we would like to have contract an organization that can provide an audit of our employee policies and procedures and create an employee handbook.

Request for Proposal:

- The purpose of the RFP is to identify any HR gaps, and a plan of action to ensure our internal practices are up-to date, while train staff on how to update, develop policies and procedures remain current. The Alliance focuses on equity and systemic change. For this reason, we are requesting the “Contractor” to use social justice and critical theory to ensure equity for all as the lens to review the policies created.
- The Contractor will work with Administrative Staff to include Executive Director, Administrative Manager, Administrative Assistant Manager bimonthly 60–90-minute work sessions to review, discuss, make changes, feedback on the handbook. If additional meetings are needed, please contact the Administrative Manager.
- Upon completion of HR Handbook, provide feedback to the Board of Directors for final approval
- Provide staff support for minimum five (5) hours each month for 12 months for any organizational human resource needs.

The lens which the reviewer will use is based on four distinct interconnecting filters-

1. Access – for all employees is based on inclusion and participation. Policies will be reviewed to ensure that all employees have real access to programs and opportunities.
2. Agency – Employees/staff know their rights and responsibilities. They can assert them and can voice their concerns. They will be able to provide input on how to change or create process to be better.
3. Advocacy – The ability to influence outcomes to create change. Providing the staff, the knowledge on how they can advocate for oneself. They would be aware of current policies/practices, be able to view the impact and importance to the whole, and action plans. Developing and or implementing action plans allows employees to include a

purpose, a message, express the message and have an audience that will listen.
Advocacy can be done individually or in groups.

4. Solidarity Action- refers to working with others to act for the collective betterment.

Evaluation will use the following social justice checklist to review that policy and procedure follow social justice lens framework to create systemic change, civil change, participatory/democracy, and transformative practice. During the review the contractor can identify specific items that do not allow for a social justice lens—and provide ideas on how to implement. The social justice lens will take in mind the types of justice that help to improve the employee's perception of fairness in the workplace. The contractor will review whether there is fairness in outcomes like pay and workload. Is their fairness in how decisions are made. Are employees treated fairly, and whether the organization shares adequate, truthful information.

Additional checklists using the social justice lens will help the reviewer to grade the employee handbook/policy and procedure.

1. Access Check list
 - a. Values a welcoming and inclusive approach to all people equally.
 - b. Values openness to the ideas and opinions of others as equal participants
 - c. Teaches the value of multiple perspectives
 - d. Demonstrates respect for democratic processes and civil society
 - e. Values community and co-operation
 - f. Responsive to all others equally.
2. Agency
 - a. Develops understanding of one's rights to create change.
 - b. Encourages belief in one's ability to affect one's own reality
 - c. Nurtures action and empowerment of everyone equally
 - d. Develops ability to think critically about social problems
 - e. Develops leadership skills
 - f. Values recognition and respect for the agency of others
 - g. Actively encourages leadership in working towards positive change that benefits everyone.
 - h. Empowers people
 - i. Values participatory democracy
 - j. Contributes to the development of ability to participate in the world
 - k. Contributes to the development of ability to change the world.
3. Advocacy
 - a. Builds skills needed to affect systemic change using various strategies
 - b. Develops an understanding of one's position and privilege in society
 - c. Develops awareness of social realities
 - d. Develops analytical ability
 - e. Develops awareness of how to respond to make change
 - f. Develops voice and agency to enhance the ability to influence outcomes
 - g. Empowers the voice of disenfranchised and minorities
4. Solidarity action
 - a. Promotes transformative work for the betterment of others
 - b. Nurtures an understanding that an injury to one is an injury to all

- c. Values co-operation and coalition building
 - d. Works across differences to find common ground
 - e. Advocate broad interconnections and common goal setting and actions
 - f. Shows effectiveness in mediating and resolving conflict to build alliances.
 - g. Encourages collaboration with disenfranchised or minorities
 - h. Nurture's ability to act with empathy
5. All changes/edits will be placed in writing on a google document and forwarded to the Administrative Manager to either approve change, and/or meet to discuss change.

Project Deliverable 4 months:

40 hours to complete human resources policy audit and employee handbook.

20 hours to collaborate with Alliance staff

40 hours to create changes, develop new HR Manual to include a Employee Handbook

20 hours new employee process (implementation of HR manual)

60 hours (annual support)

Total Project Hours = 180 hours

Off island "Contractor" will be responsible to schedule zoom conference calls for Alliance employees. Will use google calendar. Contractor will provide completed Employee Handbook, and HR Manual at the end of scope.

All interested parties, please submit information about you or your organization. Include information about implementation plan. Email: administration@asadv.com

Close date: February 28, 2023.