



National Défense
Defence nationale

- STATEMENT OF WORK -

Task Authorization (TA) – 51

FOR SUB CONTRACT WITH CIMVHR

1. NUMBER – TITLE OF TASK AUTHORIZATION

TA 51 – Literature Review on “Experiences of Persons with Disabilities in the Military”.

2. VALIDATION OF SCOPE OF CONTRACT

- 2.1 The following task(s), as written in the SOW of the main contract (W7714-145967/001/SV) apply to this Task Authorization (TA):
- a) **Literature Review** - Conduct state-of-the-art reviews of the scientific, policy and governmental documents (literatures).
 - b) **Advice** - Provide recommendations on peer review research proposals, publications, experimental studies, and scientific evidence.

3. ACRONYMS

DGMPPRA	Director General Military Personnel Research and Analysis
DND	Department of National Defence
ERA	External Review Authority
SA	Scientific Authority
SOW	Statement of Work
TA	Task Authorization

4. REQUIREMENT

The Sub Contractor must provide services to conduct a review of academic and applied research literature on the experiences of persons with disabilities in the workplace, and in military and para-military organizations in particular.

5. BACKGROUND

As stated in the Canadian Armed Forces (CAF) Diversity Strategy and the CAF Employment Equity Plan, the CAF is committed to ensuring a diverse membership reflective of Canadian society, guided by the principles of respect, inclusion and equity for all who serve. In support of its work toward this goal, a need for a more comprehensive understanding of the lived experiences of persons with disabilities in the CAF has been identified. Specifically, the goal of this research activity is to better understand: (1) the range of impairments and disabilities that may impact a serving CAF member in the workplace; (2) the lived experiences of organizational members in the workplace who identify as a person with a disability, including the challenges and barriers, both formal and informal, that they face; and (3) the best approaches to supporting persons with disabilities in the CAF, balanced against the policies and principles of Duty to Accommodate¹ and Universality of Service², so that they can continue to serve in a workplace characterized by inclusion, equity and mutual respect.

¹ Defence Administrative Orders and Directives (DAOD) 5015-0, *Workplace Accommodation* defines “duty to accommodate” as “the obligation of the DND to adopt measures to eliminate disadvantage to employees and prospective employees as a result of a rule, policy, practice or barrier that has or may have an adverse impact on individuals or designated groups protected under the Canadian Human Rights Act or Employment Equity Act.”

² DAOD 5023-0, *Universality of Service*, states that “the principle of universality of service or “soldier first” principle holds that CAF members are liable to perform general military duties and common defence and security duties, not just the duties of their military occupation or occupational specification. This may include, but is not limited to, the requirement to be physically fit, employable and deployable for general operational duties.”



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6. OBJECTIVE

Director General Military Personnel Research and Analysis (DGMPPRA) requires a literature review of academic and applied research on the experiences of persons with disabilities (PwD) in the workplace, and of service personnel in military and para-military organizational contexts in particular. This literature review is intended to be used in the development of subsequent social scientific research.

7. APPLICABLE DOCUMENTS & REFERENCES

N/A

8. TASKS TO BE PERFORMED

The Sub Contractor must perform the following tasks:

- 8.1 Conduct a review and analysis of scientific and applied literature summarizing published expert opinion and scientific evidence to:
 - a. Identify and discuss the range of impairments and disabilities that may impact organizational members in various military and para-military work settings (e.g., while deployed, on training, in a headquarters). This may include, but is not limited to, physical limitation or impairment; developmental disabilities due to mental or physical impairment; intellectual disabilities such as learning disabilities; neurodevelopmental disorders; or behavioural and/or emotional disorders;
 - b. Discuss the characteristics of these impairments and disabilities, and how they may create unique challenges in a military or para-military organizational context, including in terms of social stigma, marginalization, inclusion/exclusion and impacts on career (e.g., advancement, task assignment, access to professional development, job satisfaction, organizational commitment) that may be encountered by members identifying as PwD;
 - c. Identify and discuss various forms of workplace accommodations and support that can be applied in military and para-military workplaces, including their effectiveness and associated costs, that the evidence demonstrates most benefits PwD members;
 - d. Identify and discuss best practices and innovative approaches to research methods for investigating the lived experiences of PwD, including: ethical considerations (e.g., informed consent); recruiting participants; potential accommodations during qualitative (e.g., focus groups and interviews) and quantitative (e.g., survey administration) data collection, including use of assisting technologies; and current and accepted terminology and language that should be used to describe the experiences of PwD; and
 - e. Make recommendations for the best practices in assessing the experiences of PwD organizational members in military and para-military organizations.
- 8.2 Adopt a formal methodology for conducting and reporting the review and analysis.
 - a. Discuss key words/search terms
 - b. Discuss databases searched
- 8.3 Develop search strategies to identify papers and reports pertaining to research on the lived experience of PwD using the following inclusion criteria:
 - a. Quantitative and qualitative studies;
 - b. Single studies and reviews of multiple studies (e.g., literature reviews, meta-analyses);
 - c. Peer-reviewed journal articles and books;



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- d. Research reports by government researchers and non-government organizations;
- e. Standard approaches and strategies employed by other organizations (military and para-military organizations);
- f. Focus on published literature but may include other sources of information if applicable (e.g., internal reports, organizational websites);
- g. First priority: Research specifically on the lived experience of PwD in military organizations and across various operational settings including deployments, in training and in a headquarters environment;
- h. Second priority: Research specifically on the lived experience of PwD in para-military organizations and across various operational settings including deployments, in training and in a headquarters environment;
- i. Third priority: Research on the broad issue of employment experiences of PwD and accommodations and/or support that has most benefited them;
- j. Forth priority: Research emerging practices in general qualitative inquiry with marginalized groups requiring accommodation in the workplace, and their effectiveness;
- k. English language;
- l. Publications since 2000, with the exception of key theoretical papers that were important in development of this field of research;

8.4 Systematically assess and synthesize the evidence.

8.5 Describe and use a method to assess and communicate strength of evidence and certainty of conclusions.

8.6 Participate in teleconferences with the DND Scientific Authority (SA) upon awarding of the TA and at two additional points (to be determined during the first teleconference) to discuss methods and provide progress updates.

8.7 Prepare a written report for the SA documenting the approach to the literature review and analysis, including the following sections at a minimum, which must be submitted to CIMVHR for review:

- a. Executive Summary
- b. Abstract
- c. Introduction
- d. Research Objectives
- e. Methodology
- f. Findings
- g. Strength of Evidence
- h. Recommendations for best methods in qualitative design and inquiry on the lived experiences of PwD in a military population
- i. References

9. DELIVERABLES

All deliverables must be submitted and completed by 16 March 2020. The Sub Contractor must prepare and submit the following deliverables to CIMVHR:

Number	Task reference	Description of the Deliverables	Quantity and Format	Delivery Date
9.1	8.6	Teleconference between CIMVHR, selected research team, and Scientific Authority to discuss contract and deliverables.	Teleconference	Within three weeks of issuance of Task Authorization.



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9.2	8.1-8.6	Draft outline of the Literature review, including: a draft write-up of the methods, search strategy, and interim findings.	Presented via teleconference with the SA. And: Electronic format, MS Word document	Within seven weeks of issuance of Task Authorization.
9.3	8.6	Teleconference between CIMVHR, selected research team, and Scientific Authority to provide progress update.	Teleconference	Within 11 weeks of the issuance of Task Authorization.
9.4	8.1-8.7	Draft Literature review. SA will provide feedback within 5 business days.	Electronic format, MS Word document	Within 14 weeks of issuance of Task Authorization.
9.5	8.1-8.7	Final Literature review report addressing issues and feedback from the SA on the draft report.	Electronic format, MS Word document	Within 16 weeks of issuance of Task Authorization.

10. MANDATORY SELECTION CRITERIA

The successful team will collectively have the following minimum qualifications:

- a) A post graduate or graduate degree in social sciences, specifically in psychology, sociology or epidemiology.
- b) Have conducted and published systematic literature reviews in the area of the experiences of persons with disabilities or vulnerable/minority groups; and/or systematic literature reviews on experiences of organizational members in military, para-military or other organizational settings.
- c) Have at least one of the following: publications, research grants, awards or projects, as a proven record of carrying out social scientific research.
- d) Compose of a research team with access to a variety of databases online.

12. PUBLICATIONS

The Sub Contractor will not be restricted from presenting publications at symposia, national or regional professional meetings, or from publishing in journals or other publications, accounts of the work pertaining to this contract. Publications, conference presentations, symposia and all other dissemination of material pertaining to the work of this task must acknowledge that the work was performed under Contract with Canada, a copy of which shall be provided to the SA 30 days in advance.

13. LANGUAGE OF WORK

Documentation and deliverables must be submitted in the English language.

14. LOCATION OF WORK

The work will be performed at the Sub Contractor's site.

15. TRAVEL

The Sub Contractor is not required to travel.



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16. MEETINGS

The Sub Contractor must attend project meetings if required by the SA, such as an initial project meeting, a progress review meeting, and a final close-out meeting. All meetings will be held through teleconferences unless mutually agreed otherwise between the Sub Contractor and the SA.

17. GOVERNMENT SUPPLIED MATERIAL (GSM)

None

18. GOVERNMENT FURNISHED EQUIPMENT (GFE)

None

19. SPECIAL CONSIDERATIONS OR CONSTRAINTS

None

20. SECURITY

The Sub Contractor will not require access to PROTECTED and/or CLASSIFIED information or asset, nor to restricted access areas.

Not applicable RELIABILITY STATUS PROTECTED A PROTECTED B

21. INTELLECTUAL PROPERTY (IP) OWNERSHIP

The Sub Contractor will own any Foreground IP created by virtue of the main contract (W7714-145967/001/SV).

22. CONTROLLED GOODS

Not applicable

Applicable

23. BASIS OF PAYMENT REQUESTED

Limitation of expenditure

24. METHOD OF PAYMENT REQUESTED

Progress payments

25. BUDGET

The Sub Contractor will be paid by CIMVHR as per the terms of Contract # W7714-145967 between Defence Research and Development Canada and CIMVHR.

Funding is allocated by fiscal year (April 1 - March 31st) and is approximately \$43,500, including overhead for FY 2019/20. Details TBD upon award. A draft budget must be submitted with the proposal along with a budget justification. A detailed budget will be developed post award in consultation with CIMVHR. Interested parties should request budget documents and information on creating their budget from Jocelyne Halladay (Jocelyne.halladay@queensu.ca).