

**- STATEMENT OF WORK -  
Task Authorization (TA) - 31**

**FOR SUBCONTRACT WITH CIMVHR**

**1. NUMBER – TITLE OF TASK AUTHORIZATION**

TA 31 – Qualitative Study on Veterans Identities’ and Well-being in Military to Civilian Transition

**2. VALIDATION OF SCOPE OF CONTRACT**

2.1 The following task, as written in the Statement of Work (SOW) of the main contract (W7714-145967/001/SV) applies to this Task Authorization (TA):

- a. Field Studies and Trials: Design and conduct studies and trials, including clinical trials.**
- b. Data Analysis: Perform state of the art analysis of data from experimental studies, clinical trials, field studies or trials, and existing databases.**
- c. Presentations to Government and Health Care System Stakeholders: Prepare and deliver presentations to Government and Healthcare system stakeholders.**

**3. ACRONYMS**

CAF	Canadian Armed Forces
CIMVHR	Canadian Institute for Military and Veteran Health Research
MCT	Military to Civilian Transition
R2CL	Road to Civilian Life
SA	Scientific Authority
TA	Task Authorization
SOW	Statement of Work
VAC	Veterans Affairs Canada

**4. REQUIREMENT**

4.1 To design and conduct a qualitative study to better understand the relationship between Canadian Armed Forces (CAF) Veterans’ identities and their well-being in military-civilian transition (MCT). Veterans Affairs Canada (VAC) has specific requirements for the study that are provided in this SOW.

**5. BACKGROUND**

5.1 There is growing interest in the role of “identity” in successful MCT. Experts who work with military personnel and Veterans as they adjust to leaving military life observe that challenges with identity are important factors in transition success. Successful transition can be defined as having good well-being.

5.2 “*Well-being*” refers to how well Veterans are living in all areas of their lives, including work or other meaningful activity, finances, health, social integration, housing and physical environment, preparedness/life skills and cultural and social environment. Well-being is measured subjectively and objectively across multiple domains, and the construct allows for definition of more specific well-being aspects such as psychological, social or economic. In this sense, “health” and “psychological well-being” are viewed as subordinate domains of well-being. Each domain includes factors that influence well-being (determinants) and ways of describing well-being (descriptors). The phrase “mental health and well-being” therefore refers to both the domain of well-being called “health” and to all the other well-being domains.

5.3 VAC is conducting a five-year program of research to close knowledge gaps in understanding and supporting CAF members/Veterans undergoing MCT. The program, called Road to Civilian Life (R2CL), focuses on the well-being and in particular the mental health of transitioning CAF Veterans. MCT is a highly individualized,



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multidimensional experience. There is anecdotal evidence and emerging consensus among researchers internationally that MCT is a particularly stressful process and can have later life well-being consequences.

5.4 Mental health problems are more prevalent in CAF Regular Force and deployed Reserve Force Veterans than in the general Canadian population, CAF Veterans of earlier eras and possibly serving personnel. Reasons for the differences are multiple and remain unclear, but it is possible that mitigating the stress of MCT could have beneficial impacts on the well-being of CAF Veterans during later life after service.

5.5 There is insufficient knowledge about factors influencing CAF Veterans' well-being in MCT and their MCT life course trajectories.

5.6 The well-being of CAF Veterans and their families is a primary objective of public policy. Anecdotal evidence suggests that there might be a causal relationship between Veterans' personal and social identities and well-being.

5.7 Knowledge of public and private sector activities that could influence Veterans' well-being through identities is needed to inform policies, programs and services. VAC in particular wishes to learn how programs like disability compensation and commemoration/recognition and the manner in which VAC communicates with Veterans influences their well-being through identities.

5.8 As at Veterans' administrations in other nations, a key business line at VAC is "remembrance." The program is described as keeping "*the memory of [Veterans'] achievements and sacrifices alive for all Canadians*" and delivered by VAC's Canada Remembers Program. Although such recognition activities have been widely regarded throughout Canada's history as important, there is little research evidence to inform understanding of the relationships between recognition, Veterans' identities and well-being; to guide development of policies and programs; or to identify the most effective and relevant ways to deliver and measure remembrance activities to support the well-being of Veterans and their families.

5.9 For the purposes of this SOW:

"*Identity*" refers both to the sense one has of one's self (*self-identity*) and to the way others in society view a person (*social identity*).

"*Mental health*" refers broadly to both the flourishing "*mental health*" construct and the "*mental illness*" construct, recognizing that these can be regarded as separate constructs. For example, a person with a diagnosis of mental illness or subthreshold symptoms can have flourishing mental health.

"*MCT*" means the process of transition from military life to civilian life.

"*Recognition*" means activities that could be or are undertaken to foster a positive Veteran identity.

"*Societal factors*" refer to factors in the Veterans' cultural and social environments that influence their identities. This includes but is not limited to recognition activities such as commemoration and public awareness campaigns, activities such as the quality and nature of service delivery, societal attitudes, etc.

"*VAC client*" refers to a Veteran participating in VAC programs (disability pension or NVC programs).

"*Veteran*" means a former member of the CAF with at least one day of service after enrolment. This is because a former member with any length of service following enrolment could be eligible for VAC for benefits and services. This definition is broader than the definition normally used for recognition purposes (completed basic training and honorably released: <http://www.veterans.gc.ca/eng/about-us/definition-veteran>).

**6. OBJECTIVES**

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6.1 The specific objectives for this R2CL qualitative study are to:

- 6.1.1. Characterize CAF Veterans' personal identities in MCT (how they view themselves).
- 6.1.2. Characterize CAF Veterans' perceptions of their social identities in MCT (how they think others view them).
- 6.1.3. Identify factors that CAF Veterans perceive influence their identities in MCT.
- 6.1.4. Identify ways that CAF Veterans' personal identities affect their well-being.
- 6.1.5 For discussion with the researchers: Identify examples of activities that perhaps could be undertaken to support Veterans' well-being through identities.

**7. SCOPE**

7.1 The scope of the work includes the following:

- a. The Sub Contractor must conduct all planning, coordination, execution and implementation necessary to carry out the components of the study, including preparation and submission of ethics protocols, participant recruitment, data collection and analysis, and consulting with the Scientific Authority (SA) throughout.
- b. The Sub Contractor must ensure they have adequate resources for designing, testing and implementing the study and are staffed for the data collection (including the capacity to conduct interviews with both English and French speaking participants) and analysis. Any materials prepared for participants, such as consent letters, need to be available in both English and French.

**8. APPLICABLE DOCUMENTS & REFERENCES**

8.1 To provide additional background information, the paper "*Backgrounder for the Road to Civilian Life (R2CL) Program of Research*" and the paper "*A Well-Being Construct for Veterans' Policy, Programming and Research*" are available on the CIMVHR website at: <https://cimvhr.ca/cimvhr-opportunities>

**9. TASKS TO BE PERFORMED**

9.1 Collaborate with the Scientific Authority (SA) to clarify the research questions and objectives of the qualitative study and to understand well-being in the current Canadian military/Veteran context.

9.2 Develop a detailed budget. If study participants will be paid an honorarium, this should be included in the budget.

9.3 Identify all required research project staff.

9.4 Submit a Research Protocol Outline for discussion and approval. The protocol must include clear research questions and objectives, recommended sample description and size, recruitment protocol, qualitative methodology, and analysis approach. The study must include Regular Force Veterans who were released from service within three years, including both English- and French-speaking Veterans, men and women, former Non-Commissioned Members and Commissioned Officers, and VAC clients and non-clients. The study will exclude CAF members who released in entry ranks (Second Lieutenant, Acting Sub-Lieutenant, Officer Cadet, Naval Cadet or Recruit).

9.5 Submit a Detailed Research Protocol for discussion and approval. The protocol must include all elements listed in 9.4 and describe how the qualitative study will be run to meet the objectives identified in Section 6 of this SOW.

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- 9.6 Prepare Research Ethics Protocols for submission to their university Ethics Board(s).
- 9.7 Recruit Veterans for the study.
- 9.8 Collect data from Veteran participants.
- 9.9 Complete all data analysis, statistical analysis and tabulation/presentation of results in accordance with standard scientific publishing guidelines.
- 9.10 Prepare and submit quarterly progress reports detailing study progress.
- 9.11 Participate in teleconferences with the VAC SA after the authorization to begin work and at monthly intervals until the Detailed Research Protocol has been finalized. The SA encourages regular discussions.
- 9.12 Prepare and submit a draft and a final written Study Report, including an executive summary, background, objectives, methods, results, conclusions and recommendations for further research in this domain.
- 9.13 Prepare a PowerPoint (maximum 20 slides) that summarizes the study that the SA can use to brief others.

**10. DELIVERABLES (DESCRIPTION AND SCHEDULES)**

All deliverables must be completed and submitted by March 2019. The Sub Contractor must complete and submit the following deliverables:

<b>Deliverable Number</b>	<b>Task reference</b>	<b>Description (Quantity and Format) and Schedule</b>
<b>10.1</b>	9.4	Within 4 weeks after the authorization to begin work, submit the protocol outline for approval.
<b>10.2</b>	9.5	Within 12 weeks after the authorization to begin work, submit a draft Detailed Research Protocol. The SA will require up to 10 business days to provide feedback.
<b>10.3</b>	9.5	Within 10 business days after receiving feedback from the SA, submit a final Detailed Research Protocol for approval addressing issues and feedback from the SA for approval.
<b>10.4</b>	9.6	Prior to launching the qualitative study, obtain approval of the Research Ethics Protocols from their university Ethics Board(s).
<b>10.5</b>	9.10	Submit Quarterly Progress Reports summarizing all results/findings to date.
<b>10.6</b>	9.12	By January 2019, submit a Draft Study Report. The SA will have 15 business days to provide feedback. The document is to be in electronic Word format and in English.
<b>10.7</b>	9.12-9.13	By March 2019, submit a Final Study Report and a PowerPoint presentation (maximum 20 slides). Both must address issues identified by the SA in the Draft Study Report. The title page of the final report is to include the branding "R2CL/PVVC -- Road to Civilian Life/Parcours Vers la Vie Civile" and the R2CL/PVVC logo supplied by the SA.

**11. MANDATORY SELECTION CRITERIA**

11.1 When considering the proposals from candidates, the review process will consider the following evaluation criteria:

- a. One or more senior investigators with an MD or a PhD in a relevant discipline;
- b. Overall research experience and capabilities of the applicant and team members;
- c. Educational and work experience conducting research with military and/or Veteran populations;



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- d. Familiarity with military and/or Veteran issues;
e. Expertise and experience in the area of identity, mental health and well-being research; and
f. Potential conflict(s) of interest for applicant and/or team members.

12. LANGUAGE OF WORK

12.1 Documentation and deliverables must be submitted electronically and in the English language.

13. LOCATION OF WORK

13.1 The work must be performed on the Sub Contractor's site.

14. TRAVEL

14.1 The Sub Contractor may be required to travel to collect data. Should any other travel be required, it will be identified in the detailed Cost Estimate to be provided by the Sub Contractor. All travel must have the prior written authorization of the Technical Authority, and must be undertaken in accordance with the National Joint Council Travel Directive and with the other provisions of the directive referring to "travellers," rather than those referring to "employees".

15. MEETINGS

15.1 The Sub Contractor will be required to meet with the SA by teleconference upon awarding of the Sub Contract and then at regular intervals (9.11) to provide progress updates.

16. GOVERNMENT SUPPLIED MATERIAL (GSM)

16.1 None

17. GOVERNMENT FURNISHED EQUIPMENT (GFE)

17.1 None

18. SPECIAL CONSIDERATIONS OR CONSTRAINTS

18.1 None

19. SECURITY

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

X Not applicable [ ] RELIABILITY STATUS [ ] PROTECTED A [ ] PROTECTED B

20. Notification of Non-Compliance or Breach of Privacy and Security

20.1 The Sub Contractor shall notify CIMVHR in writing immediately of any reason it does not comply with the Privacy and Security provisions of the Contract in any respect. The Sub Contractor shall promptly notify CIMVHR of the particulars of the non-compliance and what steps it proposes to take to address, or prevent recurrence of the non-compliance.



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20.2 The Sub Contractor shall notify CIMVHR immediately when it becomes aware of an occurrence of breach of privacy or of the security requirements of the Contract. This includes but is not limited to:

- a) unauthorized access to or modification of the personal information in its custody;
- b) unauthorized use of the personal information in its custody;
- c) unauthorized disclosure of the personal information in its custody; and
- d) A breach of privacy or security with respect to personal information in its custody or with respect to any computer system in its custody and that may be used to access personal information.

20.3 The Sub Contractor shall work with CIMVHR and Canada to achieve resolution and compliance with Government of Canada privacy and security requirements.

**21. INTELLECTUAL PROPERTY (IP) OWNERSHIP**

21.1 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. 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. The amount of funding available is allocated by fiscal year (April 1 - March 31st) and is approximately \$147,400 for the total project, plus applicable overhead. 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.