Sage Advocacy
Request for Quotation

Panel for the Provision of Independent Review & Investigation Services

November 2026

About Sage Advocacy

Sage Advocacy is the National Advocacy Service for Older People. It works to ensure that people have easy access to information, support, independent advocacy and safeguarding services in all settings: homes, day centres, respite facilities, congregated care settings / nursing homes, hospitals, hostels, hospices and in the process of transition between them. It also provides supports to vulnerable adults and healthcare patients in situations where no other service is available to them. It has expanded its services with the support of the Department of Education to meet the support and advocacy needs of survivors of institutional abuse.

Since it was established in 2014, with the support of the HSE and The Atlantic Philanthropies, it has built a strong reputation for independence of thought and action and is a 'go to' service in relation to issues of capacity and decision making.

Sage provided information, support and advocacy services to more than 12,600 people (cases & queries) in 2025 and demand for its services is growing. The work of Sage on behalf of clients is independent of family, service provider or systems interests. The service is free of charge and confidential. Sage Advocacy is publicly funded through the Health Service Executive and the Department of Education. It has also received funding from the Department of Justice.

Sage Advocacy clg
Suite 9A, Merchants House, 27-30 Merchants Quay,
Dublin DO8 K3KD
Ireland
Phone 01 536 7330
info@sageadvocacy.ie

Request for Quotation – Panel for the Provision of Independent Review & Investigation Services

Sage Advocacy wishes to establish a panel of suitably qualified and experienced independent reviewers/investigators who may be engaged, as required, where an allegation concerning the conduct, actions or professional practice of a Sage Agent requires independent review or investigation.

From time to time, an allegation may be made concerning the conduct, actions or professional practice of a Sage Agent.

Sage Advocacy has an established procedure for responding to such allegations. Depending on the nature and circumstances of the matter, an independent, fair and proportionate review or investigation may be required.

Depending on the nature of the matter, an assignment may include:

1. initial scoping of the allegation and relevant terms of reference;
2. review of available records, policies, correspondence and other relevant material;
3. interviews with relevant parties and witnesses, where appropriate;
4. conduct of the review or investigation in a fair, impartial and confidential manner;
5. preparation of a clear, evidence-based report setting out findings and, where requested, recommendations; and
6. presentation or clarification of the report to Sage Advocacy, if required.
7. The panel will be established for a period of three years. Appointment to the panel will not guarantee any minimum level or value of work. The total value of assignments commissioned over the three-year period will not exceed €50,000 excluding VAT.

Please create a proposal with the following details included:

- A detailed individual or corporate CV setting out relevant qualifications, experience and professional memberships, including experience of conducting independent reviews or investigations.
- Details of relevant reviews or investigations undertaken, where confidentiality permits. These may be anonymised where appropriate.
- A brief outline of the approach and methodology used in conducting reviews or investigations, including experience of fair procedures, safeguarding and the handling of sensitive or confidential matters.
- Fees, charges and conditions: Full details of professional fees, daily or hourly rates, expenses, VAT treatment, cancellation terms and any other applicable charges or conditions.
- Tax compliance and insurance: Confirmation of tax compliance and relevant insurance cover, including the type and level of cover held. Supporting evidence may be requested before appointment or engagement.
- Confirmation of availability and capacity to undertake assignments, which may be time-sensitive.
- Details of any actual, potential or perceived conflict of interest relevant to appointment to the panel. Panel members will also be required to undertake a conflict-of-interest check before accepting individual assignments.
- Any other information considered relevant to the applicant's suitability for appointment to the panel. This may include reviews, commentary or media coverage of relevant work.

Sage Advocacy may invite suitable applicants to an online meeting to discuss their experience, approach, availability and suitability for appointment to the panel.

The closing date for receipt of Response to Request for Quotation is **17:00 on December 7th, 2026.**

Expressions of quotes should be submitted by completing a proposal and return by email to procurement@sageadvocacy.ie.

Should you wish to discuss any aspect of this Request for Quote, please direct your enquiry to the email address above.