



Terms of Reference (TOR) Information

Technology (IT) Consultant

Project Title: Microsoft Exchange Services (Cloud/Hybrid Operating Environment Implementation)

Location: Port of Honiara, Solomon Islands

Implementation (Contract Period): 3 months (Max)

1. Background

The Solomon Islands Ports Authority has implemented an On-Premise Microsoft Exchange Server to provide email communication facility to Port of Honiara and Noro. It has supported close to 200 mailboxes and over the years, the Exchange Server data store has grown substantially.

With the current configuration, there is an urgent requirement for a new Exchange Server platform operating environment to enhance security, connectivity, collaboration, and reliability. The role of the consultant is to implement a cloud-based/Hybrid Microsoft Exchange Server operating environment to support the increasing number of users with enhanced exchange server security and industry standard configurations and policies. The consultant will work closely with the IT Department and reports to the Chief Information Systems officer.

2. Purpose and objective of the Consultancy Service.

- a) Implement a Microsoft Exchange Server Environments through cloud only or hybrid Microsoft Exchange Server deployment.

3. Tasks and Responsibilities

- a) Design and implement a cloud only or hybrid Microsoft Exchange Server solution deployment.
- b) Develop an implementation and schedule plan with minimum interruptions to existing services.
- c) Develop and provide implementation plan and configuration documentation.
- d) Prepare implementation costings options.
- e) Exchange Server Migration.
- f) Provide training and implementation assistance to department staff.

- g) Respond and address any queries raised by Solomon Ports with respect to the concepts and costings.

4. Qualification and Experience

- a) Demonstrated extensive experience with Microsoft Exchange Server Implementation (On-premise, on-cloud or hybrid environment).
- b) Extensive experience in planning, deployment and troubleshooting Microsoft Exchange Services technical issues.
- c) Demonstrated experience to deliver solution within tight time frame.
- d) Extensive experience in IT support consultant role, at least 5 years.

5. Technical Skills

Experience with one or more of the following technologies:

Microsoft Exchange Server 2016, Microsoft Exchange Online / Office 365, Active Directory Windows Server 2019, and Windows 2016 powered IT environments.

6. Duration of Engagement

The period of engagement is for a period of 3 months (maximum) commencing 15th December 2022. The engagement is based in Honiara, Solomon Islands and will be required to be available in working hours. The consultant is expected and required to implement the solution in a collaborative manner with careful consideration to effectively deliver the scope of the assignment.